

## **GUIDELINES FOR THE OPERATION OF STANDING COMMITTEES**

The main purpose of University Standing Committees is to serve in an advisory role to the President and the executive management team, to provide guidance and recommendations on improving the operation and administration of the University, and to assist in the preparation of policies. In order to fulfill these expectations, UTSA members serving on these University Standing Committees should actively engage in developing innovative solutions, presenting recommendations to help overcome operational challenges, and exploring opportunities for moving strategically towards a premier research university.

These guidelines are designed to serve as a resource for increasing the effectiveness of the University Standing Committees, their management, and operation. All University Standing Committees should follow the guidelines and procedures outlined in this document and in HOP Policy 6.01 University Committees.

### **A. Committee Charges**

Each standing committee is provided with a charge that outlines its responsibilities and role. The committee chair and members should then work together to establish a plan for the year through which its objectives can be fulfilled in support of the University's strategic direction.

### **B. Responsibilities of Committee Chairs**

A committee chair may be appointed by the President or his/her designee or elected depending on the nature and purpose of the committee. The Chairperson shall be responsible for calling meetings, setting agendas, facilitating discussions, and submitting committee reports. A faculty or staff member should not serve as chair of more than one standing committee at any one time.

### **C. Responsibilities of Committee Members**

UTSA faculty may be appointed by the President or his/her designee to serve on a standing committee. A committee member—whether faculty, staff, student or alumni—will be expected to attend committee meetings and participate in discussions, to assist in carrying out assignments identified by the chair, and to help prepare committee reports. A committee member is also responsible for helping disseminate information and activities associated with the committee to his/her home department, college, or unit. In the case where an individual is unable to fulfill his/her duties associated with serving on a standing committee, he/she should notify the chair immediately of his/her intent to step down and vacate the position.

### **D. Composition of Committees**

#### Faculty Committee Members

During each spring semester interest request forms listing each standing committee will be sent to eligible faculty members. Eligible faculty members are voting members of the general faculty as defined in the Handbook of Operating Procedures [Section 2.01]. Part-time and adjunct members may serve on standing committees only when documentation exists to demonstrate that such service is appropriate.

Using the interest request forms, faculty will be asked to indicate their first, second, and third choices of committees on which they have an interest in serving. The Committee on Committees will review the interest sheets and submit the names of three nominees for each vacant position on a standing committee. The President or his/her designee will select one of the nominees for each position. Written notice of the appointment will be sent to the selected faculty member.

Faculty members are assumed to be willing to serve on committees as part of their responsibility to the University. A faculty member should serve on no more than three standing committees at any one time.

#### Staff Committee Members

During the summer terms, the Vice Presidents will receive a memo soliciting nominations of staff to serve on University Standing Committees. Once the nominations are received, the President or his/her designee will select the individuals to serve on the standing committees. Written notification of the appointment will be sent to the selected staff member.

All eligible staff members in good standing with the University are available for appointment to standing committees. Staff members are assumed to be willing to serve on committees as part of their responsibility to the University. A staff member should serve on no more than three standing committees at any one time.

#### Student Committee Members

Student input is important in developing recommendations for improving the operations of the University. Some of the standing committees provide opportunities for students to serve and take an active role. Students shall be recommended by the SGA President to serve on standing committees. These recommendations shall be forwarded to the Office of the Provost for approval. Student members in good standing with the University shall be appointed for a one-year term and shall be eligible for reappointment for an additional year. All student committee appointments shall become effective at the date of their notification. If a student representative is unable to attend a meeting, and their presence is deemed necessary, the student representative will request the SGA President to appoint a student replacement for that one meeting. The replacement student will not have voting rights, proxy or otherwise, at that one meeting.

#### Alumni Committee Members

Alumni input is important in developing recommendations for improving the operations of the University. Some of the standing committees provide opportunities for alumni to serve and take an active role. Alumni shall be recommended by the President of the UTSA Alumni Association, who will select a representative from among the Alumni Association membership to serve on standing committees. These recommendations shall be forwarded to the Office of the Provost for approval. Alumni members shall be appointed for a two-year term and shall be eligible for reappointment for an additional term. All alumni appointments shall become effective at the date of their notification.

## **E. Notification of Appointment and Term Length and Rotation**

Faculty and staff members will be notified in writing of appointments to standing committees. A roster of names of members of all committees will be published by the Office of the Provost on the UTSA standing committees website. The beginning date for faculty and staff appointments will be September 1, and the ending date will be August 31 of each year. Faculty and staff members' term lengths will be two years except for the Committee on Committees, which is for four years. One half of each committee's faculty and staff membership will rotate off each year. Committee faculty and staff members are eligible for re-appointment for another two-year term. After two consecutive terms, the faculty or staff member must remain off the committee for the equivalent of one two-year term before re-appointment. Term lengths do not apply to ex-officio members. Students will be appointed for one-year terms, with the opportunity to be reappointed to a second consecutive term.

## **F. The President and Standing Committees**

The President serves as an ex officio member of all standing committees and in the absence of the President, a designated representative serves as an ex officio member of a standing committee.

## **G. Ex-officio Members and Experts**

Some committees by virtue of their nature and function may need the services of additional ex-officio members and/or experts. Ex-officio members and experts may be added to the committee upon the discretion of the chair. Such ex-officio members and/or experts should not have voting privileges. When deemed necessary, ex-officio members and/or experts may send representatives in their stead.

## **H. Replacement and Removal of a Member**

Written notice from the committee chair and appropriate approval from the President or his/her designee are required for the removal of a committee member. Appointments for members removed or positions vacated shall be conducted in the same manner as original appointments of members when possible. Written notice to the new committee members is required for all replacements to standing committees. Partial terms greater than one year will be treated as full terms when determining member eligibility for reelection or appointment.

## **I. Committee Meetings and Records**

Standing committees should meet at least once each long semester, including at least once in person each year. Additional meetings may be conducted electronically or via an on-line meeting system or conference call system. All meetings, whether in person or via another method, should be documented with minutes. Minutes should be kept in accordance with the latest edition of Robert's Rules of Order. Chairpersons should maintain a file of minutes. A copy of the minutes should be forwarded by the chair to the Office of the Provost for record keeping purposes at the end of each long semester.

## **J. Committee Deliberation**

Faculty members, professional staff members, and other University employees may request to make an appearance at a regularly scheduled meeting of a standing committee which is considering a matter of general professional concern.

## **K. Work of the Committee and Annual Reports/Executive Summaries**

Each committee is assigned a vice president or senior administrative officer to serve as an executive champion and liaison. Throughout the course of the year, the chair would work with the executive champion to move forward the work of the standing committee. At the end of each academic year, the committee chair should submit to the executive champion a report of the committee's activities during the year along with a set of recommendations for improving the work of the committee and the University. This report will also be submitted to the Office of the Provost for recordkeeping no later than August 31<sup>st</sup> of each year. Executive Summaries will be posted on each respective Standing Committee's webpage at the beginning of each new academic year. Committee meeting minutes are available by request to the Office of the Provost.

University administrator(s) who have decision-making responsibilities for committee recommendations or reports should respond in writing to the appropriate committee Chair regarding such recommendations or reports. The Chair of a standing committee shall be notified by the Office of the Provost on the action taken on recommendations submitted by that committee. The Chair shall communicate in a timely manner to the members of the committee the action taken on the recommendations submitted.

## **L. Annual Review of Standing Committees**

All standing committees shall be reviewed annually by the Office of the President or designee and the Committee on Committees to recommend whether a particular committee is still needed or should be dissolved. Recommendations for establishing, continuing, or abolishing a university standing committee should be received from Vice Presidents, the Faculty Senate, or the Student Government Association for review by the Committee on Committees. The Committee on Committees will review the structure and charge of the proposal and will forward a recommendation to the Office of the President for approval. The Office of the President will make a final decision.

## **M. Monitoring of the Guidelines**

Monitoring of adherence to the Guidelines for Operation of Committees is the task of the Office of the Provost. The process should insure continued rotation of membership at specified intervals to promote breadth of faculty and staff participation and renewal of committee vitality.