



**MEMORANDUM**

**To:** Julio Frenk  
University President

**From:** Linda L. Neider  
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'L. Neider', is written over the 'From:' line.

**Date:** March 30, 2020

**Subject:** Faculty Senate Legislation #2019-74(D) – Amend the Faculty Senate Guidelines for Standing Committees, for Committee Chairs and Membership Term Limits

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The Faculty Senate, at its March 25, 2020 meeting, had no objections to the request to amend the guidelines to allow the Senate Chair to make committee chair appointments that extend the terms of committee chairs beyond the current limit of two consecutive annual terms, and extend committee members' terms from two two-year terms to two three-year terms. This includes additional changes to bring the current *Guidelines for Operation* in-line with current practice.

The proposal is enclosed for your reference.

This legislation is now forwarded to you for your information.

LLN/ll/rh

cc: Jeffrey Duerk, Executive Vice President and Provost

**Purpose:** To amend the guidelines to allow the Senate Chair to make committee chair appointments that extend the terms of committee chairs beyond the current limit of two consecutive annual terms. There are also proposed changes to bring the current Guidelines for Operation in-line with current practice.

BEGIN TEXT

## **Guidelines For Standing Committees**

### **Guidelines for appointments**

Section A15.2 of the Charter states that “The Chair, after appropriate consultation, shall appoint all committees of the UNIVERSITY FACULTY and also name the committee chairs. The Chair shall report the membership of all committees to the Senate. Whenever possible, at least one member of the Senate shall be appointed to each committee.” In accordance with the above Charter provision, the Faculty Senate adopts the following guidelines on Standing committee appointments.

The Senate Chair shall appoint the members of these committees taking into consideration the need to maintain the representative nature of such committees, the need for relevant expertise among the members of such committees, and the need for Faculty Senate representation on most committees.

The Chair may not appoint administrators (as listed in Section A7.1(f) of the ***Faculty Manual***) to the Hearing Panel, Committee on Professional Conduct, the Committee on Rank, Salary and Conditions of Employment, or the Tenure Review Board. The Chair should generally avoid appointing other administrators (as listed in Section A7.1(g) of the ***Faculty Manual***) or department chairs to serve on these Committees. Except as provided in this paragraph, upon the recommendation of the standing committee chair, the Chair of the Faculty Senate may invite an administrator to serve for a one-year term as a non-voting *ex officio* member of the standing committee when doing so would advance the work of the committee, *provided* that the Chair of the Faculty Senate may terminate this designation at any time. The committee may for good cause hold executive sessions without *ex officio* members present as determined by the chair of the committee.<sup>1</sup>

Committee members are appointed for a term of ~~two~~<sup>three</sup> years (unless the committee charge states otherwise) ordinarily no member may be appointed for more than two consecutive terms. At the recommendation of the Committee Chair, a member with a poor attendance record may be replaced before completing the ~~two~~<sup>three</sup>-year term.

Committee Chairs are appointed annually, ~~and no member may be appointed as Chair for more than two consecutive years. If the needs of the committee would be best served by~~

<sup>1</sup> This section was approved by the Faculty Senate on 4/21/10.

<sup>2</sup> Member and Committee Chairs terms were amended at the 3/25/2020 meeting.

~~the committee chair serving a third consecutive term, the Senate Chair may make such an appointment. The Senate Chair shall report the reasons for each such appointment to the General Welfare Committee, which must concur.<sup>3</sup>~~

### **Guidelines for operation**

In the fall, each committee member will be sent an availability schedule to complete. Returned schedules will be compiled by the Senate office staff. After consultation with the Committee Chair, the staff may schedule meetings for the ~~academic year semester~~, send meeting announcements and reminders to members, secure a meeting place, and forward Committee issues or business to the Committee Chair.

Any committee recommendations need to be presented to the Senate. If you wish the recommendations to be acted on that year, they must be filed with the Senate office by the ~~first week of April~~ date required. To present to the Senate, items must first be approved by the General Welfare Committee. Materials must be received in the Senate office in electronic form at least ten days prior to the General Welfare Committee meeting. This deadline can be waived by the Senate Chair for good cause. Visit <https://fs.miami.edu/www.miami.edu/FacultySenate> or contact the Senate office at ~~(305) 284-3724~~ [FacSen@miami.edu](mailto:FacSen@miami.edu) for a list of materials due dates and meeting dates. Upon approval of the General Welfare Committee, the proposal will be placed on the Senate agenda.

All Standing Committees are required to submit a written annual report to the Senate Chair summarizing the action and/or the recommendations of the Committee for that year, including (on a separate sheet) the Chair's recommendations for next year's committee membership. The reports summarizing the activities of the committee, appropriately redacted to remove any confidential information, shall be made available to the Senate and posted on the Senate web page. Among other things, this report may propose a more specific definition of the Committee's sphere of interest, responsibility, authority, and procedures. Committee Chairs are responsible for alerting the Senate Chair to any issues or potential problems relating to Committee business.

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<sup>3</sup> ~~This sentence was approved unanimously by the Faculty Senate on 10/28/09.~~