



**THE ROLE OF UNIVERSITY-LEVEL COMMITTEES  
AND THE POLICY MAKING PROCESS  
IN SHARED GOVERNANCE**

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**COMMITTEE CHAIRS WORKSHOP, AUGUST 15, 2024**

## ❑ Shared governance structure

**FSH 1520 ARTICLE IV--RESPONSIBILITIES OF THE UNIVERSITY FACULTY.** *Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:*

**Standards for Admission**

**Academic Standards**

**Courses, Curricula, Graduation Requirements, and Degrees**

**Scholarships, Honors, Awards, and Financial Aid**

**Conduct of Students, Student Participation**

**Selection of Officers**

**Governance of Colleges and Subdivisions**

**Faculty Welfare**

**The Budget**

**Committee Structure**

**Organization of the University**

**Faculty Senate**

➤ **Faculty senate (Bylaws of Faculty Senate in FSH 1580)**

❖ **Function & Composition (Constitution of the University Faculty FSH 1520 I-3 and V)**

*Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate.*

➤ **Committees under the purview of Faculty Senate (FSH 1620 and 1640)**

**Populated by the Committee on Committees (ConC), ensuring broad representation across the university.**

**The Vice Chair of Faculty Senate is the Chair of ConC.**

# ASSEMBLING COMMITTEES IN SHARED GOVERNANCE

## FSH 1520 IV-11:

*The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies (FSH 1640) necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to ad hoc advisory committees appointed by the president or committees made up of primarily administrators. (See 1620\* and 1640\*)*

**\* Continuously evolving**

## WHAT DO COMMITTEES DO?

**THROUGH COMMITTEES, FACULTY INFLUENCE U OF I POLICY AND PROCEDURES – FACULTY GOVERNANCE DEPENDS ON OUR COMMITTEES! THEIR ROLE INCLUDES:**

- Identify issues that need to be addressed on campus;
- Propose and develop policy revisions or new policies;
- Address issues referred to the committee by the Faculty Senate or by Senate Leadership, or anyone at the university;
- Be engaged with major university initiatives related to the charge of the committee.

## COMMITTEE MEMBERSHIP

VOTING MEMBERS, EX OFFICIO MEMBERS, EX OFFICIO WITHOUT VOTE

Many senate committees are populated by faculty, staff, and students. With the exception of ex-officio non-voting members, all members have the same participation and voting rights. *Ex-officio* non-voting members have the right of participation with voice and serve as a resource for the committee.

**BE SURE TO FAMILIARIZE WITH YOUR COMMITTEE STRUCTURE AND FUNCTION!**

**For instance:**

### **FSH 1640.42 FACULTY AFFAIRS COMMITTEE**

**B. STRUCTURE.** *Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty and the Faculty Secretary serve as ex officio members without vote.*

## ADJUDICATIVE COMMITTEES SUCH AS FAHB OR DHC

- ❑ Let the FacSec Office know if you are having difficulties scheduling meetings of the hearing panels, or you become aware of a vacant position on your committee.
- ❑ Keep in touch with committee members regularly so you know whether a member is unable to serve on a particular panel.
- ❑ The chair of the Board does not have to chair every panel. Once a panel has been assembled, “...it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.” FSH 1640.43-B
- ❑ The FacSec, the Ombuds, or General Counsel can advise your panel on policy and procedural matters (FSH 1640.43 B-1).

## ALTERNATES

- ❑ Some of the committees, especially committees that hold hearings, have alternates. Alternates are available as the need arises, e.g. conflicts of interest, illness of principal member, or a temporary vacancy. If you need to include an alternate member to meet committee requirements, you may contact them directly.

## VACANCIES

- ❑ Let the Faculty Secretary office know if you have a vacancy on your committee. You are encouraged to make a recommendation to fill the vacancy, but the Committee on Committees nominates and Faculty Senate confirms appointments to all faculty senate committees.



## MEETING CONSIDERATIONS

### FSH 1620 UNIVERSITY-LEVEL COMMITTEES

#### ***D-17. Open Committee Meetings.***

- a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters.***
  
- b. Observers may speak only by invitation of the chair.***

***E-2. Hold an organizational meeting as early as possible in the fall to discuss and review the charge of the committee (see [FSH 1640](#)), its procedures, and possible agenda items, and if desirable select a secretary.***

## Some specific suggestions/recommendations

- Be organized, send out agenda in advance, and stick to agenda unless there are compelling reasons for making a change.**
- Be prepared and expect members to come prepared to the meeting. It will save time.**
- Together with your committee, identify the most effective way to conduct business.**
- FSH 1620 E-8. Send agenda and approved minutes of each meeting of the committee to members of the committee. Also, inform other officers who are directly concerned with the work of the committee.**
- Be flexible and ready to adapt. Hold meetings virtually if appropriate for safety, inclusion, or other reasons.**
- The Chair of Faculty Senate (or designee) is ex-officio member of all senate committees. Stay in touch with them! Consider inviting them to your organizational meeting.**

# Reporting Requirements:

## FSH 1620

**E-13.** *Prepare a succinct year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed. The report must contain: number and approximate frequency of the committee meetings; committee goals; committee accomplishments. For committees that address confidential matters (see E-8), send the report to the Office of the Faculty Secretary for filing and archiving.*

## **FSH 1570 – Secretary of the University Faculty**

### **B. Responsibilities and Duties**

***B-1 Serve as a channel of communication to the members of the university faculty concerning administrative and regents' actions and work with the administration and Faculty Senate in achieving positive outcomes to ensure faculty participation in the development of university policies and procedures through the faculty governance system.***

***B-2. Serve as a resource for faculty regarding university policy and procedures and as a channel of communication to the administration regarding faculty interests and concerns.***

.....

***B-6. Serve as a resource for the Committee on Committees...***

***B-7. Serve as an ex officio nonvoting member of the Faculty Affairs Committee. Provide consultation and advice regarding faculty governance and personnel issues affecting faculty.***

.....

***B-10. Perform such other duties related to faculty governance as may be assigned by the president or the president's designee or the university faculty.***

## ❑ *Developing/changing/communicating policy*

➤ **Who initiates the process?**

➤ **Step-by-step procedures**

**The journey from initial proposal to presidential approval**

➤ **The Faculty Secretary promptly reports to the university presidential actions on policy.**

**Familiarize with:**

**FSH 1460 - University-Wide Policy Development Statement and Process**

**C-2. Policy.** A governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation.

## **FSH 1460**

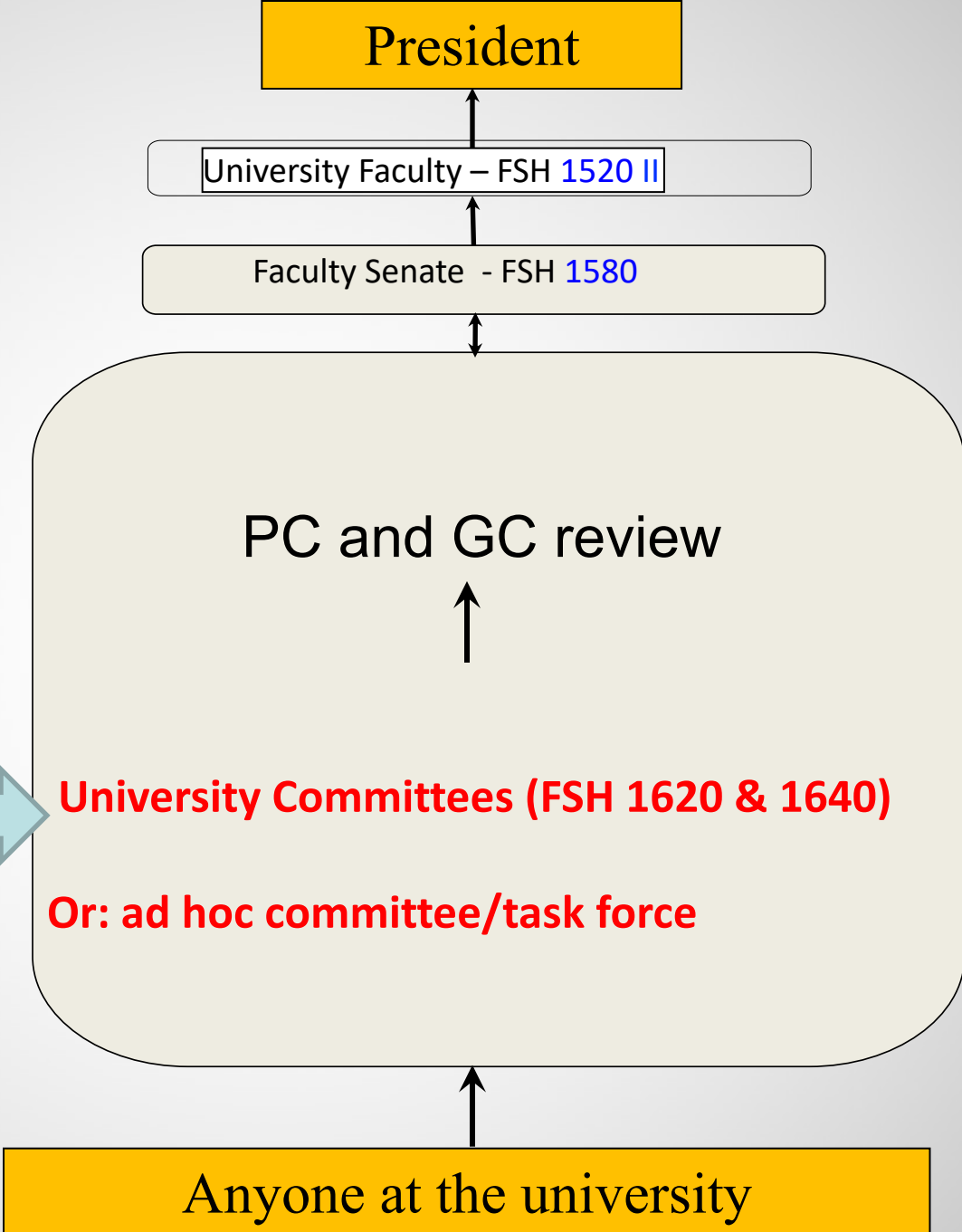
**E-2. Criteria.** *University policies must 1) advance the University's mission or 2) be necessary to achieve compliance with higher governing authority, and meet one or more of the following criteria:*

**1. Reduce institutional risk**

**2. Promote operational efficiency**

**3. Have a significant impact on the University**

The pipeline:

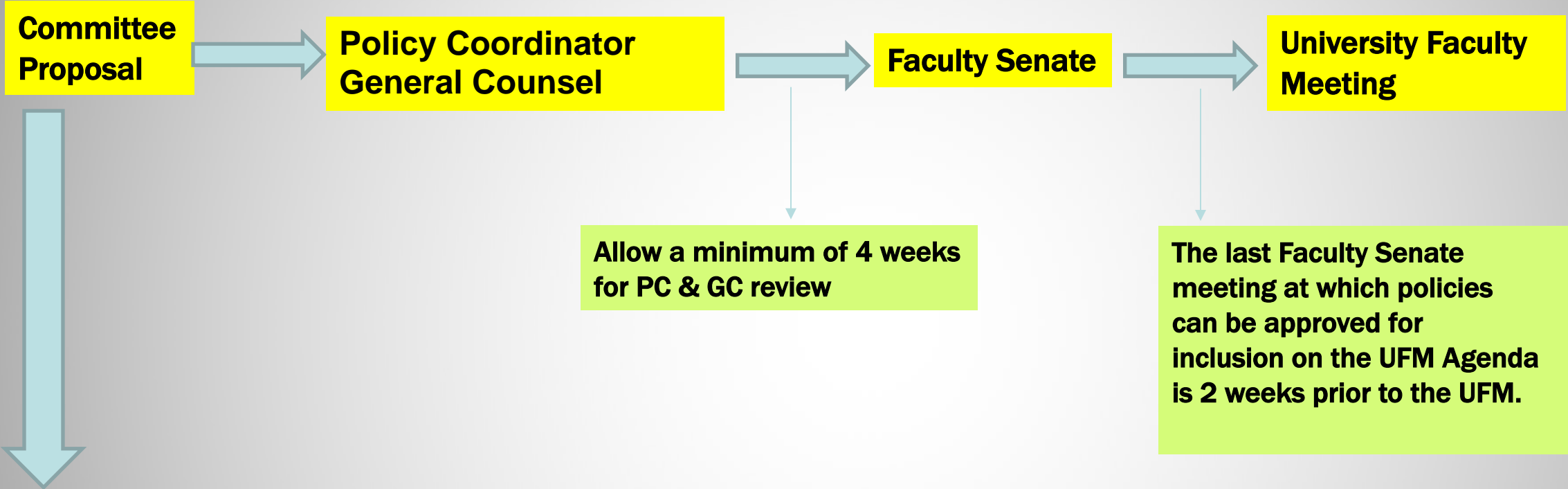


Policy-making starts here





# TIMELINE



**Obtain the “redline” version of the policy you are revising**

# **APM & FSH**

**The above does not apply to items in the Administrative Procedure Manual (APM).**

**Those are presented to Faculty Senate as FYI items.**

**Do some APM policies belong in FSH?  
(Conversations in progress)**

*You have the opportunity to be fully involved  
into the process of shaping university  
policies*

*We all went through a lot over the past few years*

*Use your chair role to promote changes for the best!*

*Let me know how I can help and thank you for being here today!*

*The End*