

Faculty Senate Standing Committee Responsibilities

Standing Committees

- Academic Conduct Committee
- Academic Programs Committee
- Assessment Committee
- Faculty Development and Welfare Committee
 - FDW Faculty Development Subcommittee
 - FDW Teaching, Scholarship and Service Award Subcommittee
 - FDW Evaluation Subcommittee
 - FDW Welfare Subcommittee
 - FDW Intellectual Property Rights and Usage Subcommittee
- Faculty Resource Committee
- International Education Committee
- Strategic Plan Monitoring Committee
- Tenure and Promotion Committee

*Responsibilities**

- Initial Meeting. A faculty senator on the each committee (except Academic Conduct and Academic Programs) must convene the first committee meeting within the first four weeks of the fall semester. The purpose of this initial meeting is to elect a person to chair the committee to serve as secretary for the committee.
- Tasks. Each standing committee is responsible for establishing and reviewing the policies and the administration of policies in its area. Moreover, it may offer recommendations to modify said policies as necessary. The committee chair should forward any suggestions to the president of the Faculty Senate (or any other elected Faculty Senate officer) for consideration by the full senate.
- Annual Report. Each standing committee must submit an annual report to the president of the Faculty Senate before the last regular senate meeting of the academic year (scheduled for the second Wednesday in April). The report should list all items placed on the committee's agenda as well as the disposition of each item. The secretary of the Faculty Senate will include the report in the minutes of the last official senate meeting of the senate of the year and will forward a copy to the library for the permanent documentary record.
- Minutes. The secretary of each committee must forward minutes from each meeting to the president-elect of the Faculty Senate within ten days of a committee meeting. The president-elect will forward the minutes to the library for the permanent documentary record.
- Appointments. Elected committee members will serve a one-year term, unless otherwise stated in the Bylaws of the Faculty Senate; members can be reelected to consecutive terms.

All faculty members have access to the Faculty Senate Workspace in GeorgiaVIEW. A member of the executive committee of the Faculty Senate will load all committee meeting minutes and annual reports into the designated committee area of the workspace. Committees may also submit meeting agendas, discussion points, proposals, etc., for inclusion in GeorgiaVIEW and committee chairs can encourage members to access relevant committee materials in GeorgiaVIEW.

* Outlined in the Faculty Senate By-Laws, Section VI.