

\*\*\*\**Very Important Constitution Information*\*\*\*\*

*Procedures for Reporting Committees*

**3.10 Standing, Reporting, and Special Committees of the Faculty Senate.**

**3.10.1 Committees.** The Faculty Senate will establish standing and reporting committees as outlined below. Standing committees report to the full Faculty Senate at each meeting of the Faculty Senate. Reporting committees are University-wide committees that have a broad range of responsibilities and deal with matters that include academic policy, but do not report to the full Faculty Senate at each meeting. Terms of service for all committees are staggered and normally end within the spring semester of a given year. Committee members, however, continue to serve until their replacements are appointed. Each committee (standing and reporting) will maintain minutes of its meetings and the chair of each committee (standing and reporting) shall forward (except for University of Athletics Committee, and University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. The chair of each reporting committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. By the end of the spring semester, each reporting committee will submit a brief written annual report of its activities to the chair of the Faculty Senate. Special committees may be appointed as needed by the chair, Steering Committee, or the Faculty Senate. Even though there is no voting by proxy for Senate meetings, the standing and reporting committees may adopt policies at the start of the year to allow voting by proxy. Proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.