

# University of St. Thomas Policies

## STANDING COMMITTEES

Policy Number: G.08.01

### SCOPE

All staff, faculty, students.

### PURPOSE

This policy describes the process for the creation, modification and elimination of University standing committees.

### DEFINITIONS

#### Standing Committee

A continuing representative body appointed by the president that deliberates on specific matters and makes recommendations on such matters directly to the president or an administrative officer or office delegated by the president. Generally, some portion of their membership is chosen by faculty, staff or student election, appointed by governance body, president, vice president, dean or other administrator or is determined by the office they hold. Most standing committees elect a chair from their membership. University Standing Committees are advisory to the president unless otherwise noted in the charge. At the end of each year, each committee submits an annual report to the president

### POLICY/PROCEDURE

#### 1. Creation of Standing Committees

If the need for a new standing committee is determined by the president, a member of the president's cabinet, the Faculty Senate (FS), the Staff Council (SC) or the Student Government Association (SGA), a draft of the committee charge and membership is sent to the University Coordinating Committee (UCC). The UCC will submit the request to the appropriate policy committee or establish a task force comprised of membership from two or more policy committees. After consulting with appropriate constituencies, the policy committee or task force, will forward their recommendation to the UCC following the same process and timelines used for policy formulation. The recommendation will address the composition and charge for a new standing committee; the need to establish a task force, council or advisory committee instead of a standing committee; or whether the new duties should be adopted by an existing standing committee.

#### 2. Modifying Standing Committees

If the need for modifying the charge or composition of standing committee is determined by the president, a member of the president's cabinet, the Faculty Senate, the Staff Council, the Student Government Association or the standing committee itself, a draft of the modified committee charge and membership is sent to the UCC. The UCC will submit the request to the appropriate policy committee or establish a task force comprised of membership from two or more policy

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committees. After consulting with appropriate constituencies, the policy committee or task force, will forward their recommendation to the UCC following the same process and timelines used for policy formulation. The recommendation will address changing the composition and charge for the committee; the need to establish a task force, council or advisory committee instead of a modifying the standing committee; or whether that the new duties be adopted by a new standing committee.

### 3. Eliminating a Standing Committees

If it is determined that a standing committee is no longer necessary, or that its duties could be better performed by another standing committee, a task force, council or advisory committee, the president, the president's cabinet, the Faculty Senate, the Staff Council, the Student Government Association or the committee itself submits a request to the UCC. The UCC will submit the request to the appropriate policy committee or establish a task force comprised of membership from two or more policy committees. After consulting with appropriate constituencies, the policy committee or task force, will forward their recommendation to the UCC following the same process and timelines used for policy formulation. The recommendation will address whether to retain the committee, eliminate the committee or whether its duties should be absorbed by another standing committee or delegated to a task force, council or advisory committee.

### 4. How Standing Committee Requests are Handled

- A. Requests should be communicated electronically to the chair of the UCC within a week of official meetings of the SGA, FS or SC.
- B. The UCC shall assign requests to the appropriate policy committee within a week of committee determination.
- C. In its assignment to a policy committee, the UCC will state the request to be considered by the policy committee, and that it be and resolved by the committee within 45 days of receipt of the assignment. The committee must report to the UCC on its progress on a request within 30 days of assignment and can ask for more time for deliberation in that progress report. All communications in that regard shall be reported to the UCC and made available to the campus community on the Policy Portal.
- D. All actions and deliberations by a policy committee regarding a standing committee request presented for consideration, shall be recorded by the secretary of the committee as part of the historical record of the action and made available electronically to the UCC and made available to the campus community on the Policy Portal.
- E. After a policy committee drafts a response to the standing committee request, the policy committee will forward the proposed response to the UCC and made available to the campus community on the Policy Portal.

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- F. The UCC will review the proposed response, ask the policy committee for clarification or ask that the response be modified in not in correct form or submit the proposed response to the President.

### IV. The President's Role

The President establishes University standing committees; however, the process for recommending changes to standing committees is a combined responsibility of the administration, faculty, staff and students.

- A. Upon receipt of the proposed response, the President has thirty days for review. The President may then approve the standing committee action, veto it, or remand it to the UCC.
  - 1. **Approval.** If the proposed standing committee action is approved, the President signs the proposed action and the addition, change or removal of the standing committee becomes operational on the effective date of the action.
  - 2. **Veto.** If the proposed action is vetoed, the President issues a communication stating his reasons for vetoing the proposed action and delivers it to the UCC.
  - 3. **Letter of Remand.** If the proposed action is remanded and returned to the UCC for further consideration, the UCC shall direct the respective policy committee to calendar the proposed action and reconsider the proposed action based in part, on the Presidents letter of remand.
- B. All actions by the President regarding a proposed standing committee action presented to him for consideration shall be published on the Policy Portal.

**APPROVED: Dr. Robert Ivany**

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