

## **Selection, Responsibilities, and Procedure for Chair of ACC**

**(from Matt Liberia documents 2013/14)**

### **Selection of the Chair of a Committee**

Each elected and appointed committee is responsible for selecting its own chair and for promptly notifying the Chair of the Senate of the name of the person chosen. The chairpersons of the committees shall be selected by the last meeting of the year by the continuing members of each committee. New chairpersons will take office July 1 annually and will be named in the committee annual reports to the Faculty Senate. Preferably, the persons chairing these committees will have had previous service on the committee before assuming these responsibilities. The committee chair must be a member of the faculty who is a voting member of the General Faculty.

### **Responsibilities of the Committee Chair**

The effective functioning of each committee depends on the leadership of the chair, which requires skill in utilizing the talents of committee members, sharing responsibility, and maintaining contact with the Senate.

The chair of the committee calls its meetings, sees that records are kept and passed on to his or her successor, brings appropriate matters to the attention of the Senate, and files an annual report with the Senate by April 30 of each year. The chair also works with the Senate in its review of committees, deposits committee records in the University Archives at Jackson Library when no longer needed, and assists the succeeding chairperson. Finally, the chair has the responsibility, when asked, of evaluating the contribution of each of the committee's members to its work. The chairperson is encouraged to send notice of meritorious service to the committee member's department chair (or the equivalent). The committee chairperson must contact any nonparticipating committee member to ascertain the reason and, if unable to obtain participation, report the matter to the Chair of the Senate.

### **Procedures**

Each committee is expected to meet within the first month of the fall semester to organize its work, familiarize new members with its charge, and begin work for the year.

Active participation in the work of the committee is expected of all members. Anyone unable to be actively involved should send a letter to the Chair of the Senate asking to be replaced. A committee member who receives a research assignment may choose to remain active in the work of the committee. If unable to be active during the research assignment, the member should write to the Chair of the Senate asking to be replaced for that period. Recommendations for replacements on appointed committees will be made to the Senate by the Committee on Appointed and Elected Committees. The

Senate will select those for elected committees; these replacements will serve until the member resumes the position or until the expiration of the term of the person who has withdrawn from that position or office.

The annual committee report should cover the work of the committee for that year as well as set forth plans for the next. The report should also note any special concerns, needs, or advice within the committee's area of responsibility. Since records of attendance are kept for each committee meeting and are included in the committee's annual report, members who cannot be present are urged to let their chairperson know in advance. Absences due to sickness or a serious conflict in schedule are, of course, excused. If there is likely to be a continuing problem with a committee member's participation, the member should consult with the chairperson. It is sometimes possible to change a committee's schedule or to reach some other accommodation enabling that member to attend.

The Senate reviews the work of committees; ["The Constitution of the Faculty"](#) (PDF) specifies that each committee shall be reviewed at least once every three years by an ad hoc committee of the Senate. Each member of the committee should have an opportunity to participate in this review. Members should also share in the preparation of the annual report and should be given copies of any communication submitted to the Senate. These reports are studied by the members of the Senate. Because they form the basis for assessing the effectiveness of faculty governance, careful thought should be given to their preparation.

Throughout the year, the Chair and the Secretary of the Faculty Senate are available to assist the committees in their work. When appropriate, committees should ask the Senate to discuss matters of importance with them.

Generally, no provision for secretarial assistance or operating budgets for committees exists. Where records of reports and appeals must be kept, secretarial assistance may be supplied by the administrative office most directly linked to the committee's work. When assistance with special projects is needed, the Chair should discuss the need for such assistance with the ex-officio member of the committee, if there is one. If there is none, the need for secretarial assistance should be discussed with the Chair or the Secretary of the Faculty Senate, who will take up the matter with the proper administrative office.