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DATE: April 24, 2023  
FROM: Kris. Bezdecny, Chair, Academic Senate  
TO: Academic Senate Executive Committee  
CC: R. Roquemoire  
SUBJECT: Proposed Policy Modification: Job Description: Chair of Standing Committee, Faculty Handbook, Chapter II

This policy includes several outdated phrases and some shifts in process. The policy recommendations reflect the current practices used by Senate committees.

The Senate Executive committee recommends the following changes:

- Line 1: The article is included for grammatical flow.
- Line 15: Currently our committees include recording secretaries.
- Lines 15-16: The coordination occurs with the Senate office, which typically includes two staff people. The language is made more general to reflect that internal processes may dictate which staff in the office conducts which activities over time.
- Line 16: Copying and other reproduction activities are no longer within the domain of the Senate office. We also changed “typing” to “recording” as this allows us to remain both agnostic with the changes in how we record information and aligns with how we title our recording secretary role.
- Line 32: The language is updated to our use of recording secretaries.
- Lines 51-53: Many found the wording of this item confusing; the suggested language change is to place the duties of committee members under a broader umbrella for committee chairs to then put into context.

## 1 **Job Description: Chair of A Standing Committee**

2 (Executive Committee: 5/16/84)

3 **Preamble.** This job description is an attempt to spell out the critical duties and responsibilities of a Senate  
4 Standing Committee Chair. It should apply with few or no modifications to all standing committees.

5 The duties and responsibilities of the chairs are a separate and distinct issue from a definition of the charges of  
6 these committees, and the two issues need to be considered separately. Hence, no attempt has been made to  
7 specify individual committee charges.

8 **Chair of Standing Committee.** The Chair of a Senate Standing Committee is responsible for overall  
9 coordination and direction of the parent committee and its subcommittees, insuring that the charges to the  
10 committees are carried out in a timely and competent manner. Upon consultation with the Senate Chair,  
11 Executive Committee Liaison Representative, and other sources of committee input, and with the assistance of  
12 the Executive Secretary to the committee, the Chair prepares the agenda and conducts the meetings of the  
13 committee. The Chair routinely consults with appropriate sources of information in order to gather and/or  
14 prepare background information and documents relating to the business of the committee. The Chair  
15 coordinates the activities of the Executive Secretary, the clerical RECORDING Secretary, and the Senate  
16 secretary OFFICE, to insure that the typing, reproducing, RECORDING, and distribution needs of the  
17 committee are being met. The Chair attends meetings of other committees and governmental bodies as  
18 necessary.

19 In addition to the technical duties aforementioned, the Chair of a Senate Standing Committee is responsible  
20 for the instruction and indoctrination of new committee members in the functions of the committee as well as  
21 in their specific roles in academic governance as committee members.

- 22 1. Conducts meetings of the committee.
  - 23
  - 24 a. Prepares agenda.
  - 25 b. Consults with Executive Secretary on background information relative to the agenda.
  - 26 c. Supervises distribution of agenda and related documents.
  - 27
- 28 2. Routinely consults with appropriate providers of technical information, agenda referrals,  
29 clerical assistance, etc.
  - 30 a. Senate Chair.
  - 31 b. Executive Secretary.
  - 32 c. Executive Committee Liaison Member.
  - 33 d. Secretary to Executive Secretary. RECORDING SECRETARY
  - 34 e. Chairs of subcommittees, steering committees, as appropriate.
  - 35 f. Other providers of information and/or support (e.g. administrators, faculty, other  
36 committee chairs).
  - 37
- 38 3. Ensures that the Committee is represented at meetings as required.
  - 39 a. Senate.

- 40                   b. Subcommittees.
- 41                   c. Other committees as needed.
- 42
- 43           4. Instructs new committee members on the charges of the committee, its subcommittees, and the
- 44           interrelationships between these committees and academic governance in general and other
- 45           committees and subcommittees in particular.
- 46                   a. Charge of the parent committee.
- 47                   b. Charges of the subcommittees.
- 48                   c. Relationships between the parent committee and its subcommittees.
- 49                   d. Relationships of the parent committee and subcommittees to other committees, faculty,
- 50                   and to University administrators.
- 51
- 52           5. Instructs new committee members and new subcommittee members on their duties as
- 53           committee members and as representatives of their particular constituencies ON THE
- 54           COMMITTEE.
- 55                   a. Explains the importance of timely attendance.
- 56                   b. Reviews need to study issues and read relevant background documents.
- 57                   c. Encourages members to seek out opinions and viewpoints of colleagues, where
- 58                   appropriate.
- 59                   d. Attempts to convey the serious responsibility that committee membership entails.
- 60   Attempts to reasonably and accurately estimate the amount of preparation necessary to carry out committee
- 61   duties.