

2022

# Overview of Shared

## Contents

Purpose and Principles of Shared Governance	4
Constituent Elements of Shared Governance	5
Board of Visitors	5
The Presiden	5
President's Cabinet	5
The Leadership Council	6
University Committees and Councils	6
Representative Bodies	6
Teaching and Research Faculty	6
Administrative and Professional Faculty	7
Students	7
Classified Employees	7
Other Stakeholders	8
Constitutions	8
University Standing Committees	8
Academic Affairs	9
Student Affairs	9
Administrative	10
Amending the Shared Governance Documents	10
University Internal Governance Review Committee (UIGRC)	12
Procedures for Standing Committees	13
Membership on committees	13
Terms of service on committees	14
Timeline for constituting and convening committees	14
Election of officers	14
Designated Administrators	15

Guidelines for Designated Administrators	16
Reporting Responsibilities	16
Parliamentary Authority	16
Attendance	17
Meetings	17
Minutes	17







### **Administrative and Professional Faculty**

The Administrative and Professional (AP) Faculty shall maintain a representative body, the AP Senate that shall speak for its members as a whole on matters of policies and procedures affecting the employment and working conditions of administrative and professional faculty, as well as on other issues that may affect the welfare of the university community.

As appropriate, this Senate shall (1) initiate, (2) approve, or (3) review and comment upon proposals. This Senate shall also be responsible for appointing faculty to represent their constituencies on Shared Governance committees except in cases where it is specified that members will be elected or chosen by some other means.

### **Students**

Every student becomes a member of the Student Government Association (SGA) upon matriculation in the university. The SGA Senate serves as the primary legislative body for the students and serves as a body for student expression and participation in campus policy decisions. The SGA Senate shall speak for graduate and undergraduate students on matters of curricula and programs, co-curricular offerings and resources, and policies and procedures for student evaluation of faculty, as well as on other issues that may affect the welfare of the university community.

As appropriate, the SGA Senate shall (1) initiate, (2) approve, or (3) review and comment upon proposals. The association also shall be responsible for appointing students to represent its constituencies on Shared Governance committees except in cases where it is specified that members will be elected or chosen by some other means.

### **Classified Employees**

Classified and wage employees (1500 hours) shall maintain a representative body, the Staff Senate, that shall speak for their constituency on matters pertaining to safety and working conditions and campus environment, as well as on other issues that may affect the welfare of the university community.

As appropriate, this Association shall (1) initiate, (2) approve, or (3) review and comment upon proposals. The association also shall be responsible for appointing wage employees to represent its constituencies on Shared Governance committees except in cases where it is specified that members will be elected or chosen by some other means.





## AcademicAffairs

These committees have responsibilities primarily related to curriculum and professional standards and awards



The chair of the UIGRC must be notified within ten business days of any such changes that would require corresponding edits to the Shared Governance Documents.

Within twenty business days of notification, the UIGRC will determine whether the changes will require edits and will make the necessary edits both to the document and to the Shared Governance website.

### **Amending the documents in response to proposals from Representative Bodies**

At any time, any individual, unit or division may suggest amendments to the Shared Governance Document. Proposed amendments must be submitted to the representative body, as appropriate. If recommended for approval the proposal will be forwarded to the UIGRC. The presidents of the other representative bodies may present the proposed amendment to their members for review and comment. Twenty business days during the regular academic year will be allowed for review and comment.

Within ten business days of the expiration of the period allowed for review and comment, the chair of the UIGRC will convene the committee to consider the comments from the Representative Bodies and to vote upon the proposed amendment. A simple majority will be required for passage.

Upon passage, the committee's recommendation will be forwarded to the President.

Upon notification of approval by the President, UIGRC will make the necessary edits both to the document and to the Shared Governance website. The nature and date of each amendment will be recorded in the Appendix.

### **Regular Review of Shared Governance**

Every four years, the UIGRC will conduct a review of the documents. Each college, administrative unit, and Representative Body will be notified that the review is underway and will be invited to identify structures, policies and processes that may no longer be appropriate as the university evolves. The UIGRC also will survey the shared governance committees to determine whether membership and charges continue to be appropriate.

As a result of the review, the UIGRC may determine that amendment(s) may be necessary. Any proposed amendment will be communicated to the presidents of the Representative Bodies. The presidents will present the proposed amendment(s) to their members for review and

comment. Forty business days in the regular academic year will be allowed for review and comment. Thereafter the process described in the section above will be followed.

## University Internal Governance Review Committee (UIGRC)

### Charges

- xReview and approve any proposals for changes in the Shared Governance structure and document coming from any shared governance constituency. Forward approved proposals to the President of the university for final approval. Upon final approval, make necessary changes in the Shared Governance structure and document.
- xConduct a quadrennial review of



### **Terms of service on committees**

Unless otherwise indicated, terms of service on standing committees are two years for all non-student members beginning on the Monday two weeks prior to the fall semester. To ensure continuity, terms of non-student members should be staggered.

The term of appointment for students is one year.

Members, whether student or non-student, may be reappointed or reelected.

If a substitute is appointed or elected to complete the term of any committee member, the substitute's term shall expire at the end of the original term.

### **Timeline for constituting and convening committees**

All appointments to university committees are to be submitted to the Designated Administrator no later than four weeks prior to the start of the fall semester. Confirmation letters will be sent out two weeks prior to the fall semester.

All university committees must convene and elect officers no later than the end of the fourth week of the fall semester. Committees that meet only as business dictates must convene by the deadline to elect officers.

### **Election of officers**

Unless otherwise indicated, the following officers of university committees are elected annually by the members of the committee:

chair  
vice chair, and  
recording secretary

Election of officers will be reported by the newly elected chair to the Administrator of the Shared Governance website no later than the fifth week of the fall semester.

## Timetable for actions

Action	Date
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## Guidelines for Designated Administrators

- Convene the first meeting of the committee by the fourth week of the fall semester after consulting the schedules of the members. If possible, the meeting should be scheduled at a time that is mutually convenient for all members of the committee/council. Work with the committee to establish a regular meeting time.
- By the fourth week, if the committee has not already done so, facilitate the election of the chair, vice chair and recording secretary by members of the committee. The designated administrator will then notify the Administrator of the Shared Governance website of the name, university address, phone number, and e-mail address of the committee's officers via a form on the Shared Governance website.
- Arrange for new committee members to be informed about the function and procedures of the committee.
- Serve as a resource for the chairperson and the committee (e.g., communication with all appropriate university stakeholders, preparation of proposals using the appropriate forms and format, routing of proposals, other guidelines and procedures).

The designated administrator may choose to participate fully in meetings of the committee as a non-voting member except in cases of committee meetings in which appeals or grievances are being considered (i.e. committees in which appeals are being considered that may later be considered by the designated administrator).

### Reporting Responsibilities

Governance committees, except for the Faculty Appeals, Faculty Grievance, and AP Faculty Grievance, the committees' annual reports are due to their designated administrators by the Friday of the week following spring semester's final exams. Designated Administrators are responsible for forwarding all reports to the Administrator of the Shared Governance website for posting. Report any changes in position titles or personnel to the University Internal Governance Review Committee.

### Parliamentary Authority

Robert's Rules of Order, in the form of its most recent edition, will govern all committee









