

Charter of the Senate Nominating Committee

Mission

The Senate Nominating Committee shall assure continuous improvement in effectiveness of committees in the Faculty Senate's purview, proposing necessary adjustments to committee and council charters, including all aspects of their mission, responsibilities, and organization.

Responsibilities

Elections. Support college senate chairs with college elections to university faculty committees. Provide college senate chairs early each academic year with seats to be included in spring elections for the current academic year.

Database. Maintain a database of faculty appointments to university faculty committees and senate committees chartered by the Faculty Senate, as well as certain faculty committees not chartered by the Faculty Senate. After spring faculty elections, post a listing of seat occupants on all university faculty committees and senate committees to the senate website in the space provided for committees.

Mid-term appointments. Inform and support college senate chairs in filling midterm vacancies on university faculty committees.

Reports. Receive and monitor annual committee reports. Provide guidance to improve the quality of annual reports and their recommendations when appropriate.

Charters. Review committee and council charters and recommend necessary changes to the faculty senate.

Senators. Appoint senators to the 3 senate subcommittees upon completion of spring elections.

Organization

Committee charter. Review annually and propose adjustments to the Senate Nominating Committee charter, as needed.

Composition. The committee will consist of approximately 2-3 senators, without regard for college affiliation. A chair will be elected by committee members. A quorum will be established with 50% of committee members present.

Liaison. An elected officer of the Faculty Senate will act as liaison to the committee, providing necessary support. The senate officer liaison will have privileges of motion and debate, but would vote only in case of a tie.

Meetings. The committee will meet on the Monday preceding the full senate meeting for each month of the academic calendar, not including weeks designated for final exams. Special meetings of the committee may be called with a motion and simple majority of those present.

Agenda and minutes. The chair, in collaboration with the senate officer liaison, will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair within one week following each meeting.

Annual report. An annual report will be completed by the committee chair and filed by senate petition by May 1 each year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report.

**Approved by Faculty Senate on 2/26/24*