Policy and Procedures for Committee Chairs; The role of committees in shared governance

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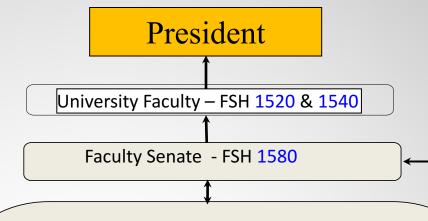*Compliance Coordinator*

**2019-2020 Committee Chair Workshop
Brink Hall Faculty-Staff Lounge, August 20, 2019**

SHARED GOVERNANCE has a history at UI

- **Territorial Act (1889): The faculty, the president, and the regents are jointly responsible for governing the university. (FSH 1120 A-2 A-3)**

- **NWCCU, Standard 2.A.1: (The institution) decision-making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.**

The shared governance structure

Policy-making starts here →

President

University Faculty – FSH 1520 & 1540

Faculty Senate - FSH 1580

University Committees Reporting to Senate
FSH   1620 & 1640

Academic Hearing Board
Academic Petitions Committee
Administrative Hearing Board
Admissions Committee
Americans with Disabilities Act Advisory
    Committee
Arts Committee
Borah Foundation Committee
Campus Planning Advisory Committee
Commencement Committee
Committee on Committees
Dismissal Hearings Committee
Facilities Scheduling Policy Committee
Faculty and Staff Policy Group
Faculty Affairs Committee
Faculty Appeals Hearing Board
General Education Assessment Committee
Honors Program Committee

Information Technology Committee
Intellectual Property Committee
Library Affairs Committee
Officer Education Committee
Parking Committee
Sabbatical Leave Evaluation Committee
Safety and Loss-Control Committee
Student Conduct Board
Student Financial Aid Committee
Teacher Education Coordinating Committee
Teaching and Advising Committee
Ubuntu
University Budget & Finance Committee
University Committee for General Education
University Curriculum Committee
University Multi-Campus Communications
    Committee
University Security & Compliance Committee

Almost anyone at the university

3

Committees in Shared Governance

Committee Structure: The university faculty, through the Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies (with the exception of ad hoc advisory committees appointed by the president or committees made up of primarily administrators) **(FSH 1520).**

Role of Committees

- **Committees are how faculty are able to influence UI policy and procedures.**

- **Faculty Governance depends on our committees!**
  - **To identify issues that need to be addressed on campus,**
  - **To address issues referred to the committee by the Senate or by Senate Leadership,**
  - **To develop and vet policy and procedure amendments and proposals, and**
  - **To be engaged with major university initiatives related to the charge of the committee.**

Committee Membership

- Contact the Faculty Secretary's Office if you have a <u>vacancy</u> on your committee. You can make a recommendation to fill the vacancy, but <u>Committee on Committees nominates and Faculty Senate confirms appointments to all faculty senate committees.</u>

- Some of the committees, especially committees that hold hearings, have <u>alternates</u>. Alternates are available as the need arises, e.g. conflicts of interest, illness of principal member, or vacancy. If you need to include an alternate member to meet committee requirements, you may contact them directly – you do not need to work through the FS Office.

6

Adjudicative Committees (e.g. Faculty Appeals, or DHC)

- **Timeliness matters – Let the FS Office know if you are having difficulty scheduling members for hearing panels or scheduling meetings.**

- **Keep in touch with committee members so you know if anyone leaves the University, goes on sabbatical or is otherwise unable to serve.**

- **Let the FS Office know as soon as you discover that you have a vacant position on your committee (also during the Summer)**

- **Consult General Counsel for legal matters, but for administrative matters consult the FS Office.**

Setting a Preliminary Plan for the Semester

- Send out an agenda – this can be broad and informal.
- Confer with Senate Leadership on whether any topics need to be addressed by the committee.
- Hold an initial brainstorming meeting to identify topics of interest to the members – coordinate results with senate leadership
- Review the structure and function of the committee – make recommendations to Committee on Committee, if updates are needed.
- Evaluate committee's current processes to look for possible improvements.
- Create an environment where everyone feels included. Be sure to promote fair outcomes by promoting fair processes.

Meeting Considerations

- **Minutes are crucial. They can be very informal.**

- **Minutes should be forwarded regularly to Ms. Celi Rivera for inclusion on the Committee page of the Faculty Senate Committee webpage.**

- **Include campus experts and stakeholders in your meetings when appropriate.**

Scheduling Meetings

- **Be sensitive to the time difference for off campus members of your committee!**
  - **The Joyce Lounge in Brink is available for Faculty Committee meetings although it is not private and would not be an appropriate venue for discussing confidential matters.**
  - **Consider phone, Skype for Business or Zoom for including off-campus colleagues.**
  - **The Faculty Secretary's Office can provide a conference speaker phone and can help set up a Zoom or Skype for Business meeting in the Joyce Lounge (although we cannot be present for the meeting if something goes wrong).**

What makes a good chair? Some suggestions…..

• Be organized, send out agenda in advance, and stick to agenda.

• Be prepared. Prior to all meetings gather material and your thoughts so that you can begin on time. Starting/ending on time and staying on task recognizes member's time as valuable.

• Communicate regularly with members.

• Set the tone through carefully prepared messages: short, detailed description of issue(s) followed by bulleted action items or key points. Framing the discussion ahead of the scheduled meeting allows members to think about the issue for the face-to-face discussion and whether to discuss further, vote, or whether to pursue further.

• Invite individual(s) who made contact with you about an issue to the meeting, or invite *ex officio*/administrator who has oversight over a specific issue/policy.

• Take minutes (perhaps delegate minutes to a member); all motions, voting and decisions should be recorded.

• Conflict of interest: recuse oneself from the discussion/voting. Note: Documentation in the minutes where a conflict of interest may exist is crucial.

• Communicate with the Faculty Secretary's Office if you have questions/problems.

The actual process of proposing or revising a policy

The Role of the Policy Coordinator . . . .

- **IS to facilitate the development of new and revised policies**

- **IS NOT to advocate for any particular party's position**

Benefits of Early Consultation with Policy Coordinator

- **Spot potential legal issues**
- **Identify conflicts with other policies**
- **Find best home for proposed policy**
- **Efficient drafting**

First Steps

1. Notify the Faculty Secretary and Policy Coordinator of your plan. We can help with:
   - Early input and advice
   - Drafting
   - Ensuring all policies are reviewed by appropriate constituencies
2. Check out the most recent version of an existing policy.
   - Ensures that you are working on the most up-to-date document
   - Allows us to accurately track the policy process
3. Keep the Faculty Secretary and Policy Coordinator informed of your progress.

16

Once Your Committee Has Approved the New or Revised Policy

- Email the policy and cover sheet to the Faculty Secretary Office and the Policy Coordinator. The Policy Coordinator will
  - Review the draft policy for ambiguities, errors and conflicts with other policies
  - Send a copy to General Counsel for legal review
- If either the Policy Coordinator or General Counsel have questions or spot problems, the policy will be returned for explanations or changes.

Note: This step can take four weeks or more. It is critical to plan ahead!

Then . . .

- **The policy will be scheduled for a Faculty Senate meeting.**

- **The Committee Chair, or a designee from the committee, should be prepared to attend Senate (Tuesdays 3:30-5:00) to present and answer questions.**

After Faculty Senate Has Approved Your Policy

- The policy will be added to the agenda of the next University Faculty Meeting (UFM)

- If approved at UFM, it will be forwarded to the President for review and approval/disapproval.

- Because the President has the power to veto the policy, it is highly recommended to involve all stakeholders early in the revision process (e.g. General Counsel, Provost, VP or policy sponsor).

Timeline

Committee Proposal → Sponsor/Stakeholders/ PC/ General Counsel Review → Faculty Senate → University Faculty Meeting

Allow a minimum of 4 weeks for PC & GC review – longer if they have not been previously consulted on the policy!

The last Faculty Senate meeting at which policies can be approved for inclusion on the UFM Agenda is 2 weeks prior to the UFM.

2019-2020 FSH Policy Dates & Deadlines

Senate: every Tuesday 3:30-5:00 pm beginning 9/03.

October 22: Last date to submit an FSH policy for review if inclusion on Fall UFM agenda is desired
November 19: Last Senate meeting to approve FSH policy for inclusion on the Fall UFM agenda
December 11: Fall UFM 2:30-4:00 pm

March 24: Last date to submit an FSH policy for review is inclusion on Fall UFM agenda is desired
April 21: Last Senate meeting to approve FSH policy inclusion on the Spring UFM agenda
May 6: Spring UFM 2:30-4:00 pm

APM vs FSH

- **APMs are for *procedures*. They state the requirements for an action, what steps to follow to accomplish it, etc. They should not merely describe UI operations.**
- **APMs are mostly developed by administrative units across campus**
- **APMs *do not* have to be approved by the Faculty Senate**
- **APMs *do not* have to be approved by the University Faculty**
- **APMs *do* have to be approved by:**
  - **The Vice President in charge of the administrative unit,**
  - **General Counsel, and**
  - **The President**

First Steps

1. Notify the Faculty Secretary and Policy Coordinator of your plan. We can help with

   • Early input and advice

   • Drafting

   • Ensuring all policies are reviewed by appropriate constituencies

2. Check out the most recent version of an existing policy.

   • Ensures that you are working on the most up-to-date document

   • Allows us to accurately track the policy process

3. Keep the Faculty Secretary and Policy Coordinator informed of your progress.

23

Once Your Committee Has Approved the APM

- **After consultation with the APM Sponsor, email the APM and cover sheet to the Faculty Secretary and Policy Coordinator. The Policy Coordinator will:**
  - **Review the draft procedure for ambiguities, errors and conflicts with other policies and procedures**
  - **Send a copy to General Counsel for legal review**
  - **Send a copy to the VP in charge of the area governing the APM proposal**

- **If either the PC, General Counsel or the VP have questions or spot problems, the APM will be returned to the Committee/Unit for explanations or changes.**

Note: This step can take four weeks or more. It is critical to plan ahead!

Then . . .

- **The policy will be scheduled for informational discussion at Faculty Senate and Staff Council meetings.**

- **The Committee Chair, or a designee from the committee/unit, should be prepared to attend Senate (Tuesdays 3:30-5:00) to present and answer questions.**

Final APM Approval

- *Communication* with Staff Council and Faculty Senate is required, but *approval* is not. Comments will be forwarded to the proposers for consideration.

- APMs sometimes go to the University Faculty Meeting for the purpose of widely communicating changes that impact employees and students, but they do not need UFM approval.

- Once approved by Faculty Secretary, Policy Coordinator, General Counsel and VP, the APM goes to the president for final approval.

We are available and happy to help.

Good luck and thank you for participating in shared governance!