

TIMELINE FOR COMMITTEES		
Who	When	What
Secretary	January	<ol style="list-style-type: none"> <li>1. Produce a list of vacancies opening for <u>all</u> General Faculty Standing Committees.</li> <li>2. Produce a list of vacancies opening in other institutional committees and that are occupied by FS representatives or Faculty representatives</li> </ol>
Secretary	February 1st	Nomination requests go out for all Standing Committees from the General Faculty.
General Faculty Committee Members	Last Friday in February	<p>Deadline for committees to elect chairs-elect (who will automatically become chairs for the following year) and report to Secretary.</p> <p><u>Note</u> that this means that the committee members who elect the “chair-elect” include those whose term will expire/seat is opening. So, the elections is done by committee members with experience serving.</p>
Secretary	February - March	General Faculty nominations phase for standing committees
Secretary	February - March	<p>Secretary compiles nominations received from the General Faculty for the Committee on Committees &amp; Council review.</p> <p>Committee on Committees &amp; Councils begins the review of nominations for recommendations to be ready by the end of March.</p>
Committee on Committees & Councils	April	Finalizes the review and selection of General Faculty committee nominees to recommend to the University President/Provost and sends it to the Secretary
Secretary	End of April	Sends the Committee on Committees & Councils’ list of recommendations for committee service to the Office of the Provost for review and appointment of committee members.

Faculty Governance Reference – FS Elections & Committee Timelines

Governance Timeline of Processes & Procedures – last updated May 17<sup>th</sup>, 2021\*

The FS will slowly *transition* into these timelines starting summer 2021. Please consult with the FS Secretary to confirm specific dates are already in effect.

Newly seated FS President	May	<p>Newly seated FS President makes one-year committee appointments and appoints conveners for committees with no chairs to lead the initial meeting of their respective committee (note: committee chair-elects automatically become chairs for the following year, starting in Fall).</p> <p>This is an important step in ensuring successful leadership, communication, and overall productivity during the AY, starting the first day of the Fall</p>
Office of the Provost	May - June	On behalf of the university president, the Provost's Office will make presidential appointments to standing committees (based on Committee on Committees & Councils recommendations).
Office of the Provost	May - June	Sends letters of appointments to new standing committee members.
Secretary	May - June	Sends letters to conveners of committees who did not elect a chair.
Secretary	June - September	Finalizes standing committee memberships and posts them online.
Secretary FS President, President-elect and Past-President	Early September	Typically, the second Monday of the month, an initial meeting of all standing committees will be held in BUILDING ROOM at TIME (set by Secretary), which will be immediately followed by a meeting of the committee chairs with the Faculty Senate President and President-Elect.
Committee Chairs Secretary FSEC	Ongoing	<p>Committee chairs provide the Secretary with minutes of meetings and submit any requests for new business or proposals to be considered by Faculty Senate Executive Committee (FSEC).</p> <p>The FSEC (and in some cases the Committee on Committees and/or the Faculty Rules and Governance Committee) must review standing committee reports and proposed legislation before the Faculty Senate may take action. Timely submission is necessary to ensure that the proposal or report is on the Faculty Senate agenda.</p>
Committees	Last Friday in February	Deadline for committees to elect chairs elect (who will automatically become chairs for the following year, in the Fall) and report to the Secretary.

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Committees	March - April	Committee chairs prepare annual report and send to the Secretary.
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