

THE ACADEMIC ASSEMBLY OF SEATTLE UNIVERSITY

Committee on Committees Charter

Adopted October 14, 2019

I. PURPOSE

The Committee on Committees (ConC) is a standing committee of the Academic Assembly of Seattle University (AcA) and reports to the AcA. The purpose of the ConC is to facilitate faculty membership for AcA committees, standing University committees and *ad hoc* University committees.

II. DUTIES AND RESPONSIBILITIES

The ConC shall have the following duties and responsibilities:

- Disseminating an annual call to the faculty for committee participation;
- Managing and overseeing the process of faculty appointments, including elections when necessary, to AcA committees. As part of the process, the ConC should consult with the Dean of any faculty member being considered for appointment;
- Managing and overseeing the process of AcA final approval over the nominations or appointments of faculty to standing University committees and *ad hoc* University committees as requested by the University President or designee;
- Nominating faculty for participation on Board of Trustees committees when invited to do so by the Board Chair or the University President;
- Recommending to the AcA the creation of new AcA committees, standing University committees, or *ad hoc* University committees, in consultation with stakeholders, when necessary;
- Ensuring that annual written reports are filed, consistent with any confidentiality expectations or requirements, by faculty members appointed by the AcA to standing University committees or *ad hoc* University committees in which the appointee reports to the AcA on recent developments and matters of general interest or concern within their committee's areas of expertise, and to make the annual reports available to the AcA;
- Arranging occasional presentations to the AcA by faculty members appointed by the AcA to standing University committees and *ad hoc* University committees that it believes would facilitate the work of the AcA;

- Encouraging wide-scale faculty involvement in the University's committee structure, including AcA committees, standing University committees and *ad hoc* University committees;
- Ensuring that all AcA committees on which faculty serves has a written charter and governing documents;
- Making occasional presentations to the AcA on the ConC's work, recent University developments and matters of general interest or concern within its areas of expertise, and the work of faculty appointed by the AcA to standing University committees and *ad hoc* University committees; and
- Submitting a brief annual written report to the AcA concerning its activities over the preceding year on or before June 1st.

III. SPECIAL APPOINTMENTS

Notwithstanding the CoC duties and responsibilities listed above in Section II, in special circumstances involving the expediency of University operations or administration, the University President or designee may appoint faculty to standing University committees or *ad hoc* University committees, in consultation with the AcA President and AcA Vice President for Committees.

IV. MEMBERSHIP

Composition. The ConC shall comprise six (6) members. Five (5) voting members and one (1) non-voting *ex-officio* member. The five (5) voting members shall be current AcA representatives, without regard to the school, college or library faculty that they represent. The single non-voting *ex-officio* member shall be the Provost or the Provost's designee.

Chair. The chair of the ConC shall be the AcA Vice President for Committees.

Term. The term of service on the ConC shall be two (2) years, subject to reappointment to a second two (2) year term. Terms shall be staggered. To create the staggered terms, upon the creation of the CoC, two (2) of the first five (5) AcA members appointed to the CoC shall be appointed for an initial term of one (1) year.

V. MEETINGS

The CoC shall meet at least once per academic year or more frequently as circumstances require. Meeting agendas will be provided to members in advance, along with appropriate briefing materials.

Quorum. Three (3) voting members of the ConC shall constitute a quorum.

VI. DEFINITIONS

AcA Committees. AcA committees are established by or report to the AcA.

Standing University Committees. Standing University committees are established by the University President or designee to perform a continuing function for the University and remain in existence until dissolved by the President or designee.

Ad Hoc University Committees. The University President or designee may establish *ad hoc* committees, working groups, taskforces or other non-standing University committees (collectively “*ad hoc* University committees”) to carry out, as the need arises, a specified task. *Ad hoc* University committees are normally temporary.

Board of Trustees Committees. The Board of Trustees has the authority to establish committees to facilitate the work of the University and may at its discretion appoint faculty as participants on such committees.

* * *