Process for Annual Update of the EGSC Statutes and Standing Committees

Adopted by President’s Cabinet 3/26/19

Annual Update of the Statutes: The EGSC Statutes are annually updated by Legal Counsel/Chief of Staff to ensure consistency with USG and EGSC policy. The EGSC Statutes update follows the process described below.

Standing Committee Membership: The President’s Office maintains the current list of standing committee membership. Committee members may, but are not required, change each year. The process for updating the committee membership begins with the President’s Office sending the current list of standing committees to the Vice President for Academic and Student Affairs and to the standing committee chairs for review and distribution.

The nomination and selection of faculty or staff standing committee members for each committee is as follows:

1. The Vice President for Academic and Student Affairs is responsible for oversight of the faculty elections to the standing committees. Prior to the Fall Faculty Workshop, the Vice President for Academic and Student Affairs is responsible for circulating to faculty the list of standing committees that require faculty representatives. Faculty representatives are nominated and elected at the annual Fall Workshop, or during the week of the Fall Faculty Workshop. After elections are made, the Vice President for Academic and Student Affairs will notify all elected faculty representatives (newly elected and re-elected) and the committee chairs, and will send the updated list of standing committee memberships to the Executive Assistant to the President.

2. For staff representatives, the standing committee chair will meet with his or her respective committee, identify unit representatives to serve on the committee, notify the appointed representatives (newly elected and remaining) and send an updated list of standing committee membership to the Executive Assistant to the President.

The President’s Office will publish the standing committee membership list to the EGSC Standing Committee webpage.

Standing Committee Formation and Updates: New committees may be created that serve a purpose and function consistent with the mission of the college. All new committees, revisions to existing committees, and deletion of committees must be approved by the President’s Cabinet, Faculty Senate and the President.

The President meets annually with each standing committee to review each committee’s progress, goals for the upcoming year and to discuss any revisions to the committee’s purpose, function and membership. Revisions to the standing committees are initiated by sending updates to the Legal Counsel/Chief of Staff who then prepares the revisions for submission to the President’s Cabinet and Faculty Senate for review and approval. Upon approval by the President’s Cabinet, Faculty Senate and the President, the revision is incorporated into the updated EGSC Statutes document.

Publication of Updated Statutes and Standing Committee Webpages: The Legal Counsel/Chief of Staff ensures that the updated EGSC Statutes document is published on the college’s policies and procedures page and that each standing committee’s purpose, function and committee membership is updated and published on each respective standing committee’s webpage. The chair of each standing committee, or designee, is responsible for maintaining the “Works of the Committee,” section of the webpage which may include minutes, links or other summary documents describing the work of the committee.