

Policies of the University of North Texas at Dallas	Chapter 04
04.001 Policy on Committees	Administration

Policy Statement. The University of North Texas at Dallas (UNTD) values shared governance and seeks to involve faculty, staff, administrators, and students as part of this process, when appropriate and applicable. This policy exists to ensure the following: to define and inventory current University committees on an annual basis and post them to the webpage; to maintain the charge/purpose of the committee; to maintain the roster and staggered rotation schedule of active committees; to create a policy on when committees convene and who serves as chair of the committee; to create a policy on minutes and annual reports of committees; to create an official list of active committees in order for deans, department chairs, and staff administrators to examine faculty/staff workloads; to eliminate or combine committees that are not needed; and to have a standardized format in one place that is accessible to anyone that needs committee information.

Application of Policy. All university employees.

Definitions.

1. Standing committee or council. A permanent group of people that meet regularly and are assigned work to complete on a consistent basis.
2. Ad-hoc committee/taskforce. A temporary group of people created to carry out a specific mission or project or solve a problem.
3. Strategic planning committee. A group of people brought together to manage a particular objective of the strategic plan by defining projects, measures, and targets for completion of the objective as well as project management to implement the initiative.

Procedures and Responsibilities.

1. The Director of University Accreditation and Policy, along with the University Executive Council (UEC), is responsible for maintaining and updating a list of current standing committees, ad-hoc committees, and strategic planning committees at the University of North Texas Dallas (UNTD). This includes the committee list and roster which shall be updated each summer for the coming academic year.

Responsible Party: Director of University Accreditation and Policy;
University Executive Council

2. The committee list and roster shall be published on the UNTD webpage.

Responsible Party: Director of University Accreditation and Policy

3. The roster of committees shall be updated each summer on a staggered membership basis, based on term requirements set by the UEC. Membership on the committee shall be determined based on employee qualifications, interest, expertise, and/or job title. Membership should be determined by August 1 for the upcoming academic year.

Responsible Party: Director of University Accreditation and Policy; University Executive Council; Deans

4. The committee chairperson shall be elected annually by the committee, unless otherwise specified. Prior to the chairperson's election, a senior member (determined by UEC over the summer) of the committee shall be named the "convener" and is required to call the first meeting prior to September 15th of each academic year. The first meeting shall include the election of a chair and a resolve for any old business. Once elected, the name of the chairperson shall be reported to the Director of University Accreditation and Policy for recording purposes; the chair of the committee is responsible for communicating this.

Responsible Party: Committee; Chair of the Committee

5. When possible, a schedule of meetings for the academic year should be made at the first meeting of the committee and reported to the Director of University Accreditation and Policy in order to coordinate deadlines that require multiple committee decisions (ex: curricular changes).

Responsible Party: Chair of the Committee; Director of University Accreditation and Policy

6. Minutes of the committee shall be maintained by the Chair and emailed to minutes@untdallas.edu for archival purposes. The Director of University Accreditation and Policy is responsible for maintaining the email address. Minutes shall include members in attendance, members not in attendance, the date of the meeting, location, agenda items, and any decisions made by the committee.

Responsible Party: Chair of the Committee; Director of University Accreditation and Policy

7. An annual report indicating when the committee met, who was on the committee, who the chair was, and any significant topics or decisions of the committee shall be turned into the Director of University Accreditation and Policy by June 1 after the closing of the academic year. Any data used to impact the decision making of the committee should also be referenced on the report.

Responsible Party: Chair of the Committee; Director of University Accreditation and Policy

8. Should an additional committee need to be added to the official committee list, a “request for new committee form” shall be submitted to the Director of University Accreditation and Policy.

Responsible Party: Employees of UNTD; Director of University Accreditation and Policy

Forms and Tools.

- [Committee Agenda Template](#)
- [Committee Minutes Template](#)
- [Committee List and Roster](#)
- [Request for New Committee Form](#)
- [Annual Committee Report Template](#)

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Revised: