

**GUIDELINES FOR UNIVERSITY COMMITTEE
STANDARD OPERATING PROCEDURES**

Developed by the Committee on Committee of the Faculty Senate
Spring 2007

Charge: As per the *Faculty and Staff Handbook*

Procedure for Chair Selection: If applicable

Membership Criteria including but not limited to the following:

- Minimum and/or maximum years of service
- Composition of committee including number of faculty, staff and students
- Skills or expertise required if applicable
- Balance of discipline, college, tenured vs. non-tenured, and other demographic considerations

Operational Procedures:

- Agenda – who sets and how?
- Are minutes taken and if so, where and how are they archived?
- If additional outcome materials are generated, where are they archived?
- How often should the committee meet in order to fulfill the charge?
- Does the committee maintain a web site and if so, who maintains it? What is it linked from the website?
- If applicable, what are the regulatory internal and/or external guidelines that the committee must follow?
- What procedures are followed for committee members who do not attend regularly or are not actively involved with committee activities?