

**University of Wisconsin-Superior
Policy and Process for Committee Formation**

Committee Formation Process:

To form a new or reconstitute a former committee, or to change the membership of an existing committee, fill out this form and provide a copy of the committee's charge.

The proposal must then be submitted to the appropriate governance body(s) and/or administrator(s) for approval. A University-level committee needs an initial approval by the Provost. Faculty and student-level committees need approval of the Faculty Senate and the Student Government Association (SGA) respectively. Approval of a task force or working group is based upon its membership. If the task force includes only faculty members, then it only needs Faculty Senate approval. If it includes academic staff members, then the committee proposal must also be submitted to the Academic Staff Senate for approval. Likewise, Classified Staff Senate and SGA must approve a committee if it includes classified staff and student members. If the committee has members from all four categories of personnel, then all four governance bodies must approve it.

It is the responsibility of the individual submitting the proposal to obtain all the required permissions before the committee can be formally staffed and charged. Please direct questions to the Faculty Senate Chair.

Desired Action (check one):

- _____ Create a new committee
- _____ Create a new task force/working group
- _____ Reconstitute a former committee
- _____ Change the makeup or number of members to an existing committee

Committee Types and Definitions (check one):

_____ University Committee—A standing committee, often required by UW-System or federal law, which has members from across the University and oversees essential campus matters. Examples: A2S Student Retention and Enrollment Committee, Affirmative Action/Equal Opportunity Committee, Institutional Review Board (IRB), University Technology Committee

_____ Faculty Committee—A standing committee initiated by faculty governance to develop, advise, and maintain academic programs or faculty related issues. Examples: Credits and Reinstatement Committee, General Education

Committee, Teacher Education and Advisory Committee (TEAC), Terminations Committee

_____ Academic Staff Committee—A standing committee initiated by academic staff governance to develop, advise, and maintain personnel or other academic staff related issues. Examples: Academic Staff Appeals Committee, Academic Staff Personnel/Compensation Committee, Academic Staff Investigation Committee

_____ Student Committee—A standing committee initiated by the Student Governance Association (SGA) to develop, advise, and maintain student related matters. Examples: Yellowjacket Union Student Center Board, Student Financial Aid Review Board, Student Services Advisory Committee

_____ Administrator Search and Screen Committee (for Director, Dean, and higher designations)—A limited term committee formulated for the sole purpose of hiring an administrator, in accordance with the rules of UW-System. This committee will also need approval from the campus affirmative action officer.

_____ Task Force or Working Group—A limited term committee with a specific charge or task that will be disbanded when that charge or task has been completed.

Proposed Committee Name:

Committee Proposal Submitted By (include name and contact information):

Date Needed By:

The approval process is dependent upon the meeting times of the appropriate governance groups.

Expected End Date (when appropriate):

For a task force, working group, or administrator search and screen committee.

Proposed Committee Justification and Rationale:

Explain why this committee is essential to the University and its mission so as to justify the appointment of faculty, staff, and/or student resources.

Proposed Committee Membership:

List the number of members for the proposed committee below. If the proposed committee is comprised of faculty only, this form will need to be submitted to the Faculty Senate Chair. If the committee has faculty and academic staff, it will need to go to the chair of both governance groups. The same is true if the committee has classified staff and/or student membership.

_____ Number of faculty (to be approved by Faculty Senate)

_____ Number academic staff (to be approved by Academic Staff Senate)

_____ Number of classified staff (to be approved by Classified Staff Senate)

_____ Number of students (to be approved by SGA)

_____ Other members (ad hoc, ex officio, etc.) explain below

Briefly Summarize Committee Member Duties, Responsibilities, and Estimated Workload:

Membership Requests (if any):

List the names of possible individuals to serve on the proposed committee. Assignment of these individuals is at the discretion of the appropriate governance group.

Committee Approvals:

For university committees, administrator search and screen committees, and task forces/working groups with administrative implications, send this completed form to the **Provost**.

Approved by Provost _____ Date _____

For any committee or task force/working group with faculty membership, send this completed form to the **Faculty Senate Chair**.

Approved by Faculty Senate Chair _____ Date _____

For any committee or task force/working group with academic staff membership, send this completed form to the **Academic Staff Senate Chair**.

Approved by Academic Staff Senate Chair _____ Date _____

For any committee or task force/working group with classified staff membership, send this completed form to the **Classified Staff Senate Chair**.

Approved by Classified Staff Senate Chair _____ Date _____

For any committee or task force/working group with student membership, send this completed form to the **SGA President**.

Approved by SGA President _____ Date _____

Adopted by Faculty Senate 10/21/14