

## Constitution of College-Wide Committees at the College at Brockport

For all College-wide committees, beginning in the 2019-2020 academic year, the charge and constitution shall indicate how membership is determined, and in particular, how representation by governance groups is assured in this process. The list of members of the committee will be sent to the College President at the beginning of the academic year, for ratification, approval, and publication.

While there is no expectation of uniformity regarding how committees are constructed, there is an expectation that shared governance will play a vital role in their formation.<sup>1</sup> In addition, the widest possible diversity and representation shall be sought. Where relevant, organized labor and affiliated entities will be included in College committees.

Every effort shall be made to include representation from College Senate and BSG on College-wide committees. Designated representatives have an obligation to represent, consult with, and report to their respective governance group or other organizational entity on committee actions, maintaining clear communication.

The selection process for Senate and BSG members may take place in one of several ways, depending on the requirements of the specific committee. Committees will refer to Guiding Principle 5 of the Statement of Shared Governance.<sup>2</sup> The process for selection shall be outlined in the charge or constitution and may take one of these forms (to be determined in advance):

- 1) The relevant convener will ask Senate and BSG to select their own representatives, and those individuals will become the official representatives of Senate and BSG on the committee. This could be done by solicitation, self-nomination, recommendation, or appointment.
- 2) The committee membership will be agreed in a collaborative manner between the committee convener and the governance groups.
- 3) The relevant convener will present a slate of potential faculty, staff, and student candidates for the committee, chosen to ensure the necessary experience and diversity, to serve as committee members. Senate and BSG will approve the slate, select from amongst candidates, or suggest changes to the slate, for ongoing discussion with the committee convener. In cases of unresolved dispute, the matter will be referred to the President of the College.
- 4) Governance organization representatives to College-wide committees, taskforces and workgroups shall be approved by each organization based on its own procedures.

**College-wide committees** are long-term and charged with overseeing an area of importance to the College community. These are NOT standing committees of any campus governance organizations.

**Ad hoc committees** and **task forces** are created at the discretion of those initiating the committees and constituted to serve the purposes outlined in the charge.

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<sup>1</sup> Failure by the designated individual(s) to attend committees or the inability to secure governance member(s) despite concerted efforts to secure members does not invalidate the workings of the group.

<sup>2</sup> "Constituent groups nominate those who serve as their representatives, according to their respective practices and procedures. There are a number of different means by which this can be accomplished, giving other groups an opportunity for choice, but the general principle stands: those who serve must be nominated by the group they represent."

An **ad hoc committee** is generally formed as a sub-group of a Standing Committee to study a specific subject, within a short, well-defined time period. Its primary goal is to address short-term, non-recurring tasks or needs and to make a recommendation to accomplish an objective.

A **task force**, on the other hand, generally addresses a major, complex issue or project and makes complex and consequential recommendations.<sup>3</sup>

Every task force or ad hoc committee that deals with issues related to Senate or BSG business should make every effort to include governance representation. For issues that relate to the College Senate or BSG business, particularly through the organization's committee structure, the organization shall be consulted in the creation of a new task force or workgroup, including its charge, its term, its reporting structure and its membership.

**Search Committees** will be constituted according to the policies outlined by HR and SUNY and follow best practices, particularly in relation to ensuring diversity of voices and positions. For administrative search committees, the constitution of the committees will be determined based on whether they are primarily academic affairs positions (i.e., deans, Vice Provost, etc., which may call for a preponderance of faculty members), one of the other divisions (which may call for a preponderance of professional staff members), or a cabinet position or equivalent. Presidential Search Committees shall be constituted as per the SUNY Board of Trustee Guidelines. Any SUNY guidelines that come into force after this procedure is agreed will override or supersede this document.

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<sup>3</sup> These definitions are adapted from UNC's Center for Faculty Excellence website:  
<https://cfe.unc.edu/leadership/managing-meetings/leading-committees-task-forces-or-project-teams/>