

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: University Committees

SRSU Policy ID: APM 1.07

Policy Reviewed by: Institutional Effectiveness

Approval Authority: President of the University

Approval Date: December 1, 2024

Next Review Date: December 1, 2029

Sul Ross State University is dedicated to establishing and maintaining committees that promote effective governance, collaborative decision-making, and support for the university's mission, goals, and strategic priorities. Faculty and staff have an opportunity to participate in this process by actively serving as a member of a University committee or council. This policy establishes procedures for university-level committees. To see all Committees at SRSU visit our University Committees site at <https://srinfo.sulross.edu/university-governance/>.

I. Definitions

A. Committee

- i. Defined as a group of stakeholders discussing procedures or policies. From this group, the council or a select few individuals are charged with making decisions based on input from the entire group. Teams, groups that work together to solve or accomplish a one-time issue, goal, or event are not formally recognized in this policy.

B. Council

- i. A Council are members holding an official role such as President, Vice President, Secretary, Treasurer, Chair, or Ex-officio.

C. Primary Responsibility Area

- i. Defined as the campus location(s) having the authority over or serving a particular Committee.

D. Primary Reporting Area

- i. Defined as the group(s) directly impacted by a Committee.

E. Primary Authority

- i. Defined as the division overseeing a Committee. All Committees report to either the President or a member of the Executive Council.

F. Membership

- i. Defined as an involved individual, whether in an official role or appointed/assigned.

II. Expectations of Committees

A. Appointment

- i. All new Committees and Councils must be reviewed and approved by the Executive Council and President.
 - 1. A "Newly Established or Updating an Existing Committee Form" must be submitted to the Office of the President.
- ii. Once established, participation on University Committees is accomplished by a recommendation to the President by the Faculty Assembly, Faculty Senate, Staff Council, Student Government Association, or the Executive Council.
- iii. Generally, creation and appointment of University Committees are done after consultation with related department heads/faculty chairs/program

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directors, academic deans, the Faculty Assembly or Staff Council, and/or (in the case of the President) the related vice presidents.

B. Purpose

- i. University Committees aid in the effective operation of the University by studying various issues and recommending changes to, or institution of, policies and procedures.

C. Structure

i. Membership Roles

1. All Committees should include membership of at least one (1) faculty, staff, and student, unless stated otherwise by Primary Authority of said Committee. The President of the University will review the recommendations and determine the University-wide committees and councils on which student membership is appropriate.
 - a. May be assigned by their respective governing body or through commitment.
2. Ex-officio members shall be non-voting unless otherwise defined in the official committee membership list as maintained in the Office of the President.

ii. Membership Duration

1. An ex-officio member is any member of a Committee who serves in an advisory capacity due to their office or position.
2. Duration for roles may be assigned by Councils, charges, bylaws (if applicable), or Primary Authority.

iii. Meeting Occurrence

1. Committees are expected to gather at minimum once a year.
2. Quorum requirements shall be a simple majority of the voting membership of typically 2/3 of a Committee, unless otherwise outlined by a groups Council, charges, bylaws (if applicable), or Primary Authority.

iv. Documentation

1. Meeting Minutes or an Annual Report is expected to be uploaded to the University's Committees website.

v. Recommendations or Concerns

1. If a recommendation or concern originates in another administrative area and is relevant to the charge of a particular Committee, the recommendation or concern should be forwarded to the appropriate group for review and recommended action by the committee chair.

vi. Inactivity

1. Should a Committee not provide any Meeting Minutes or Annual Report for a consecutive 2-year period, they will be sunset and moved to the Inactive Committees and Teams website.
2. To revive an inactive Committee or Team approval must come from the Primary Authority or President.

vii. Dissolvment or Termination

1. Dissolvment of a Committee
 - a. If a Committee chooses to dissolve or sunset they will

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need permission from its Primary Authority. The Office of Institutional Effectiveness shall be notified of its dissolution by the Primary Authority.

- b. The Primary Authority and/or President of the University have the authority to revive a dissolved Committee at any point with whomever they assign.

2. Termination of a Committee

- a. The Primary Authority and/or President of the University have the authority to terminate a Committee at any point. The Office of Institutional Effectiveness shall be notified of its termination by the Primary Authority.
- b. The Primary Authority and/or President of the University have the authority to revive a terminated Committee at any point with whomever they assign.

University Committees Form

Complete this form if establishing or updating a committee.

Committee Name:

About the committee (Complete all that apply)

Purpose:

Mission/Vision or Goal(s):

Primary Responsibility Area (Select all that apply)

- ☐ University-wide ☐ Alpine Campus ☐ Del Rio Campus ☐ Eagle Pass Campus ☐ Uvalde Campus

Primary Reporting Area (Select all that apply)

- ☐ University-wide ☐ Faculty ☐ Staff ☐ Students

Primary Authority (Select 1 (one) that applies)

- ☐ President ☐ VP of Academic Affairs/Provost ☐ VP of Advancement
☐ VP of Enrollment ☐ VP of Finance & Operations ☐ VP of Student Affairs
☐ VP of RGC Admin. Services & COO

University Committees Form

Complete this form if establishing or updating a committee.

Membership (Separate Alpine and RGC Campuses if both have an independent Committees)

Full Name, suffix	Position or Title (Chair, member, faculty/staff appointee)	Membership Duration (Ex-officio or Through 202X)	ALP or RGC

Download the completed form to either update, propose, or dissolve a Committee using the '[Submit Committee Form](#)' link on the [University Committees website](#) so that updates are made to the Committees webpage or for the form to go through appropriate approvals.

Include the current Annual Report, meeting minutes are optional. **All attachments must be PDFs.** Should you have any questions, please contact the Institutional Effectiveness office at 432.837.8224.

All proposed and dissolved Committees must be approved by the President of Sul Ross State University or a member of the Executive Council.

X_____, Reporting Authority