

THE STEERING COMMITTEE (By-Laws for Academic Governance Section 3.4)

3.4.1. Composition of The Steering Committee

3.4.1.1. The Steering Committee shall be composed of (a) five members of the faculty, elected at-large; (b) the Chairpersons of the University-level Standing Committees; (c) the Vice Chairperson Academic Affairs of ASMSU and the President of the Council of Graduate Students, who will have voting rights on all matters not reserved for the faculty (1.2.3.); (d) one undergraduate student chosen from the voting members of ASMSU and one graduate student selected from the student members of COGS who will have voting rights on all matters not reserved for the faculty.

3.4.1.2. At-large faculty members of The Steering Committee shall be designated as members of the Faculty Senate, but may not serve concurrently as college representatives or as members of any other University-level Standing Committees.

3.4.1.2.1. The term of office for the at-large faculty members shall be two years and shall begin on August 16. No individual may serve more than two consecutive terms. Either two or three at-large faculty members shall complete their terms each year.

3.4.1.2.2. At-large faculty members of The Steering Committee shall be elected by the voting faculty of the Academic Congress in an annual Spring Semester election supervised by the Secretary for Academic Governance. Election shall be by a plurality of votes.

3.4.1.2.2.1. The University Committee on Academic Governance will solicit recommendations from all faculty. A nomination slate will be developed for Faculty Senate to endorse and send to Academic Congress for election.

3.4.1.2.2.2. Each nominee shall provide to the Secretary for Academic Governance a brief vita and a short statement that shall be distributed with the ballot.

3.4.1.2.3. If for any reason an at-large faculty member of The Steering Committee is unable to serve for a period of one academic semester or more, a replacement for the remainder of the term of office shall be appointed by the Faculty Senate upon nomination by the faculty members of the University Committee on Academic Governance.

3.4.1.2.4. The term of office for student members of The Steering Committee shall be one year. No student may serve more than two consecutive terms on The Steering Committee unless that student holds the office of President of COGS or ASMSU Vice Chairperson of Academic Affairs, in which event the student may serve on The Steering Committee while holding that office. Student members of The Steering Committee will be identified by the end of each Spring Semester.

3.4.1.2.4.1. Student members of The Steering Committee shall be chosen from the voting membership of ASMSU and COGS.

3.4.1.2.4.2. Should a student member leave The Steering Committee, a replacement shall be chosen by ASMSU in the case of an undergraduate student, or COGS in the case of a graduate student.

3.4.1.3. The Provost or the Provost's designee shall be an ex officio member of The Steering Committee with voting rights. The Secretary for Academic Governance shall be an ex officio member of The Steering Committee and shall serve as Secretary to The Steering Committee. Along with support to academic governance (3.4.9.) the Office of Academic Governance will supply clerical and administrative assistance to The Steering Committee.

3.4.1.4. The Chairperson of The Steering Committee shall be elected annually by the Faculty Senate from the at-large faculty members of The Steering Committee. Election shall be for a one-year term.

3.4.1.5. A quorum of The Steering Committee will consist of 50% of its members, plus one.

3.4.2. Functions and Procedures of The Steering Committee

3.4.2.1. The faculty members of The Steering Committee shall meet periodically with the President and the Provost for an exchange of information and views on University policy.

3.4.2.2. The Steering Committee shall act on behalf of the University Council when, in the judgment of a majority of the membership of The Steering Committee, action is needed before the University Council can be called into session. The President, or, in the event of the President's absence, the Provost or the Provost's designee will chair such meetings. Actions taken at such meetings shall be reported to the University Council as information items and are subject to review by the University Council. Such meetings shall be called by the President, in consultation with The Steering Committee or a sub-committee of The Steering Committee designated to act on matters of agenda.

3.4.2.3. The faculty members of The Steering Committee shall act on behalf of the Faculty Senate when, in the judgment of a majority of those members, action is needed before the Faculty Senate can be called into session. The Chairperson of The Steering Committee will chair such meetings. Such meetings may be called by the faculty members of The Steering Committee or by the Chairperson of The Steering Committee. Decisions taken at such meetings shall be reported to the Faculty Senate as information items and are subject to review by the Faculty Senate.

3.4.2.4. The Steering Committee shall advise the Provost regarding the appropriate faculty, academic, and student governance bodies, if any, to consult on proposals for establishment, moratorium, discontinuance, or merger of basic academic units, including departments, schools, institutes, colleges, and the Graduate School.

3.4.2.5. The Steering Committee shall receive proposals for action in academic governance from individual faculty or students, and from faculty or student groups and organizations.

3.4.2.5.1. The Steering Committee shall, where appropriate, refer matters brought to it to councils or committees for consideration.

3.4.2.5.2. When an issue is referred to more than one University-level Standing Committee for consideration, The Steering Committee shall designate one University-level Standing Committee the “lead committee” on that issue and make it responsible for any report on that issue.

3.4.2.6. The Steering Committee shall prepare the agenda for meetings of the University Council. Before each meeting of the University Council, The Steering Committee, or a sub-committee designated for matters of agenda shall hold a duly announced open meeting at which suggestions for agenda items will be heard.

3.4.2.7. The faculty members of The Steering Committee, or a sub-committee designated for matters of agenda, shall, in consultation with the President or Provost, prepare the agenda for meetings of the Faculty Senate and the Academic Congress. Before any meeting of those bodies, The Steering Committee will hold a duly announced open meeting at which suggestions for agenda items will be heard.

3.4.2.8. The Steering Committee shall report to the University Council.

3.4.2.9. The Steering Committee will implement and support communication to and from faculty, in print, electronically, and by direct interaction.

3.4.2.10. The Steering Committee will communicate regularly with the College Advisory Committees to encourage and implement strong interaction between University-level and college-level academic governance.