


Date: February 7, 1992

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MEMORANDUM

TO: Chancellors and Vice Presidents

FROM: Charles T. Wethington, Jr. 

SUBJECT: Establishing Rules of Procedure and Structures of
Committees and/or Councils of Educational Units

It has come to my attention that there may be faculty and unit administrators who are not aware that all educational units are expected to establish rules of procedure and structures of committees and councils in educational units. Also, reasonable efforts are required to make faculty in those units aware of the procedure.

Faculties of colleges, schools, departments, community colleges, and divisions of community colleges are charged in the Governing Regulations with developing policies within appropriate limitations. The faculty of each of these educational units also is charged specifically with establishing rules of procedure and a committee or council structure that is necessary for the performance of its functions. For more specific references, refer to Section VII. A(3, 4, 5, 6, 8 and 9) of the Governing Regulations.

I am asking you to assure that each educational unit's established rules of procedure, and the committee and/or council structure necessary for the performance of its functions are up to date. Copies of up-to-date documents reflecting both procedure and structures should be made available to faculty members in the educational unit and filed as required by the Governing Regulations. In addition, I am asking that you have on file from the administrative head of each educational unit an up-to-date copy, approved through regular channels, and that a copy be forwarded to me by May 30, 1992.

The organizational structure and rules of procedure for each educational unit should provide for reasonable student input and participation in the development of educational policies. (More specifically, development of education policies shall include the development of policies, guidelines, rules or criteria on such matters as meetings in the unit, the notifications of meetings, voting policy, etc. These should be in keeping with the Open Meetings Act, academic requirements, curricula, class schedules, undergraduate and graduate programs, professional programs, service functions, academic advising, and the evaluation of courses and

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teaching. Establishing or modifying rules of procedure and organizational structures, and advising or recommending on individual personnel matters such as appointments, promotion, or tenure are not educational policy matters and are restricted to faculty under the Governing Regulations.)

Recognizing that flexibility is both desirable and advantageous, specific models and guidelines do not have to be followed in establishing rules of procedure, structuring committees and/or councils, or providing for student participation. The rules of procedure, the structure of committees and/or councils, and the documents concerning these should have appropriate administrative approval before implementation. Documents which have been approved previously also should be forwarded for current review and approval.

Inquiries relative to this memorandum in each case should be directed to the appropriate next higher administrative office. To assure consistency and uniformity, I am requesting as well, that faculty be made aware of the procedure for handling academic documents, in keeping with the State Archives and Records Act, and that this information be included in the orientation of new faculty and administrators. I also am requesting that, annually, administrators be reminded to submit to you any changes in the unit's established documents related to these subjects. You and your administrators may want to consult with the University Archivist in planning to get this information out to faculty.

c: Dr. Juanita Fleming
Dr. Marcus McEllistrem

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