

UCF Faculty Senate Steering and Committee on Committees Duties

Duties of the Faculty Senate Steering Committee

The Steering Committee is composed of the chair of the Faculty Senate, the vice chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate. Members of the Steering Committee are elected at the first Senate meeting of the year to a one-year term. Steering Committee members are elected by a majority vote of senators present and voting within each of the academic units.

- a. Serve as the “executive committee” of the Faculty Senate.
- b. Act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.
- c. Serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
- d. Monitor Senate elections and maintain election records.
- e. Develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.
- f. Consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.
- g. Appoint from its membership liaisons to each of the Senate committees who shall serve as non-voting members of these committees. Liaisons shall act as a resource to the committees and report on committee activities at Steering Committee meetings.
- h. Act as a committee on amendments to the constitution and the bylaws.
- i. Periodically review Senate operational, curricular, and joint committees and councils. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities shall be conveyed to the Faculty Senate for consideration as amendments to the bylaws.
- j. Serve as a faculty advisory body to the president of the university and to the provost and executive vice president when requested.
- k. Act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.
- l. Request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.
- m. Establish ad hoc committees to facilitate its work.

In addition to the above duties, Steering Committee members collaborate with the dean’s office to solicit Grand Marshals and Faculty Representatives as a member of the platform party at commencements. The Faculty Senate office coordinates the scheduling of Grand Marshals and Faculty Representatives.

Duties of the Committee on Committees

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

- a. Solicit committee preferences from senators for membership on the committees of the Senate and to review and recommend committee membership.
- b. Consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - i. Identify faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - ii. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - iii. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.
- c. Provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.
- d. Determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.