POLICY 11: GENERAL POLICY ON SCHOOL COMMITTEES

A. **General policies about School Committees**
    1. The School of Mathematical and Statistical Sciences shall form faculty committees that fall under the following categories:
        a. Faculty Evaluation Committees tasked to conduct faculty evaluation processes as defined by the UTRGV HOP. More details are given in Policy 12 of the SMSS Bylaws.
        b. Standing Committees that conduct year to year routine business. Standing Committees shall include the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Scholarships Committee, various course committees, the Web Liaison, Library Liaison, and the Recruitment and Outreach Committee. More details are given in Policy 13 of the SMSS Bylaws.
        c. Ad Hoc Committees that form to conduct specific non-routine business, that include Policy Document Committees, Search Committees, Seminar Committees, and any other Ad Hoc Committees. More details are given in Policy 14 of the SMSS Bylaws.
    2. All 3-year Lecturers, tenure-track, and tenured faculty are eligible to serve on School Committees, unless otherwise specified in these by-laws. 1-year Lecturers or part-time faculty cannot be appointed by the School Director to serve on Committees, other than course committees, and generally have no service expectations in their workload.
    3. The School Director will distribute a survey in the beginning of the academic year requesting faculty to state which committees they are interested in serving. Based on the survey, he/she will then appoint faculty to serve on the standing or ad-hoc committees that do not require an election. Until new committees are appointed, the committees appointed in the previous academic year will continue to function as acting committees.
    4. The School Director will conduct elections for all elected standing committees during the Spring semester of the preceding academic year.
    5. For each elected standing committee, the voting faculty will be allowed to vote in support of any number of nominated candidates that is less or equal to the number of vacancies in that committee.
    6. Committees are encouraged to strive for consensus, but in lieu of consensus committees are to reach decisions by majority vote and in accordance with Robert's Rules of Order (most recent edition).
    7. All standing committees shall be officially charged by the School Director no later than September 30th of each academic year with a list of assigned tasks and responsibilities, a schedule for completing those tasks and responsibilities, notwithstanding that standing committees may initiate proposals or consider proposals from any member of the School.

B. **Representatives to College Committees**
    1. All School representatives to College Committees where Lecturers are not eligible to serve will be elected by the tenured and tenure-track faculty.
    2. If 3-year Lecturers are eligible to serve in a College Committee, then all School representatives to that Committee will be elected by the 3-year Lecturers, tenure-track, and tenured faculty.
    3. For each College Committee, the voting faculty will be allowed to vote in support of any number of nominated candidates that is less or equal to the number of vacancies in that

committee.

C. Representatives to University Committees
1. University Committees are appointed according to processes defined by the UTRGV HOP[1].
2. The School Director shall inform the School faculty of any openings to University Committees, when brought to his/her attention, and will then request for volunteers that are interested in serving.

D. Election of Faculty Senators
1. School representatives to the Faculty Senate will be elected by the 3-year Lecturers, tenure-track, and tenured faculty.
2. All 3-year Lecturers, tenure-track, and tenured faculty are eligible to represent the School in the Faculty Senate.
3. The voting faculty will be allowed to vote in support of any number of nominated candidates that is less or equal to the number of vacancies in the Faculty Senate.

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[1] See ADM 06-304 Section D.7.B