

Senate Committee Functions and Workload

Committee	Committee Function	Peak Workload	Membership	Officers	Meeting
<p>Rules Committee</p>	<p>The Rules Committee shall be responsible for conducting elections; maintaining on file procedures for electing non-faculty segments of the Senate; maintaining the membership roster; preparing amendments to the Constitution and Bylaws and submitting them to the Senate for action; adjudicating jurisdictional conflicts between Senate Committees; and interpreting the Rules and Regulations of the Senate.</p>	<p>February through April (During Senate elections)</p>	<p>Ex officio: The Parliamentarian of the Senate</p>	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	<p>Typically once a month from 3:30 - 5:00 pm on the Tuesday following Senate meeting. Twice a month during Senate elections in the Spring Semester</p>
			<p>Elected: 8 Faculty and 2 Administrative members elected by and from the Senate</p>		
			<p>3 UG students appointed by and from SGA</p>		
			<p>1 Grad student appointed by and from GSA</p>		
			<p>1 Staff member may be elected</p>		
<p>Academic Committee</p>	<p>The area of responsibility of the Committee shall be all academic policies and procedures including academic standards, academic grievances, general policies for admission and scholarships, and recommendations for the awarding of honorary degrees and emeritus status, except as herein after relegated to the charge of another committee.</p>	<p>Varies depending on what is scheduled; typically, weekly or bi-weekly.</p>	<p>Ex officio: The Registrar; Provost and VP for Academic Affairs</p>	<p>Chair, Vice (or co)-Chair, and Secretary shall be elected by the Committee from its membership</p>	<p>May not always meet; depends on work load.</p>
			<p>Appointed: 1 rep from Council of Deans</p>		
			<p>Elected: 8 Faculty & 2 At-Large members</p>		
			<p>3 UG students appointed by SGA</p>		
			<p>1 Grad student appointed by GSA</p>		
<p>University-Wide Undergraduate Curriculum Committee</p>	<p>The area of responsibility of the Committee shall be degree requirements and all matters relating to undergraduate programs and curricula except as relegated to the charge of another committee.</p>	<p>October through November; February through April</p>	<p>Ex officio: Provost & VP for Academic Affairs</p>	<p>Co-Chairs—one elected from its membership, another appointed by APSCUF; Secretary – to be elected.</p>	<p>Every Tuesday when there is no Senate meeting. All non-officers serve on a screening committee meetings held as needed.</p>
			<p>Elected: 12 Faculty members + 1 appointed</p>		
			<p>3 UG students appointed by SGA</p>		
			<p>Each academic college shall have FACULTY represented on committee; no more than 1 from same dept. and no more than 4 from same college</p>		
<p>University-Wide Graduate Committee</p>	<p>The area of responsibility of the Committee shall be degree requirements, all matters relating to graduate curricula, general policies for admission, scholarships, assistantships, and other matters pertaining to the graduate students and the School of Graduate Studies and Research.</p>	<p>February - April</p>	<p>Ex officio: Dean of Grad School and Research</p>	<p>Co-Chairs—one elected from its membership, another appointed by APSCUF; Secretary – to be elected.</p>	<p>Every Tuesday when there is no Senate Meeting.</p>
			<p>Elected: 12 Faculty members</p>		
			<p>3 Grad students appointed by GSA</p>		
			<p>Each academic college with Grad program should have faculty rep (ECBIT, FA, HHS, HSS, NSM); no more than one from each dept and no more than four from same college</p>		

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<p style="text-align: center;">Libraries & Educational Services Committee</p>	<p>The Committee shall be responsible for recommending policies for the IUP Libraries, Academic Technology Services, the Technology Services Center, and other educational services.</p>	<p>September – April; In addition to regular LESC meetings, a committee member may be asked to attend meetings of one of three IUP standing committees (ACPAC, ESF, and TUC) to which the LESC sends a liaison.</p>	Ex Officio: Dean of Libraries; CIO	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	
			Elected: 7 Faculty members & 1 At-Large member		
			2 UG students appointed by SGA		
			1 Grad student appointed by GSA		
			1 Staff member may be elected		
<p style="text-align: center;">Research Committee</p>	<p>The Committee shall be responsible for recommending policies and procedures relating to research.</p>	<p>Continuous workload. The committee reviews the monthly University Senate Research Committee (USRC) Small Grant applications and the yearly Senate Fellowship Grant applications.</p>	Ex officio: Associate Dean for Research	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	<p>Committee meets once per month on a Tuesday (usually the week after the senate meeting) from 3:15-5:00 p.m.</p>
			1 Faculty senator elected per college		
			1 Faculty senator from University Services (Graduate School and Research and School of Cont Ed cannot serve)		
			3 UG students appointed by SGA		
			1 Grad student appointed by GSA		
<p style="text-align: center;">Student Affairs Committee</p>	<p>The Senate Committee on Student Affairs shall review/be consulted on all matters pertaining to non-instructional policies and issues concerning student affairs, such as housing, dining, health services, disciplinary matters, and the co-curricular programs of the university.</p>	<p>Continuous Workload</p>	Ex officio: Vice President of Student Affairs; Executive Director of Student Co-op	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	<p>Committee meets once per month on a Tuesday from 3:30-5pm.</p>
			10 elected Faculty senators and 1 At-Large senator		
			1 Staff member may be elected		
			12 UG students appointed by SGA		
			2 Grad students appointed by GSA		
<p style="text-align: center;">University Development and Finance Committee</p>	<p>The area of responsibility of the Committee shall be policies and issues pertaining to University development and planning, including the design, placement, and proper function of facilities; the efficient utilization of space; the maintenance and care of buildings and grounds; safety and security; and general improvement of the campus. In addition, the Committee shall advise the Senate on matters relating to the University capital and operating budgets.</p>	<p>Work is evenly distributed across the year. Important work is done in the fall semester in approving Capital Budget and Proposed Spending Plan</p>	Ex officio: Assoc. V.P for Finance; V.P for Finance and Administration	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership. Traditionally a student serves as the vice-chair.</p>	<p>Meets on the Tuesday following Senate.</p>
			Elected: 7 Faculty senators; 1 At-Large senator		
			2 UG students appointed by SGA		
			1 Grad student appointed by GSA		
			1 Staff senator may be elected		

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<p style="text-align: center;">University-Wide Awards Committee</p>	<p>The Committee shall have general responsibility for the development of procedures and policies for the granting of awards, receiving nominations, and screening and evaluating of candidates for University-wide awards in: Creative Arts, Community Service, Research, Teaching and Others assigned</p>	<p>February and March</p>	Elected: 1 Dean elected from Senate	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	<p>Once in Fall and 3 - 4 times in Spring.</p>
			1 Administrative member elected from Senate		
			1 Administrative senator appointed by President		
			1 Faculty senator per college		
			1 Faculty senator from University Services		
			2 UG students appointed by SGA		
			1 Grad student appointed by GSA		
<p style="text-align: center;">Non-credit Instruction Committee</p>	<p>The Committee shall oversee non-credit instruction and activities sponsored by the university and advise administrators and administrative offices responsible for non-credit instruction and activities. The Committee shall formulate policy recommendations in the areas related to non-credit short courses, workshops, conferences, training, etc.</p>	<p>Continuous workload</p>	Ex officio: The Assoc. Provost for Academic Programs	<p>Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.</p>	<p>Meets the third Tuesday of each month.</p>
			Elected: 4 Faculty senators		
			Elected: 1 Administrator/manager shall be elected from the Senate		
			No Students may serve		
			1 Staff senator may be elected		

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