

SENATE COMMITTEE ON DEPARTMENT CHAIRS

(approved on 2/09/15)

A. Purposes

- Provide an opportunity for Department Chairs to discuss and advise the Faculty Senate on issues within the purview of the 10+1 of the Faculty Senate
- Promote collaboration among departments and with the administration to best meet student needs
- Discuss and advise the Faculty Senate on the best use of department/division/college resources

B. Subcommittees

Appointed as necessary

C. Chairperson(s) (how selected/elected)

1. Two Co-Chairpersons shall be current Department Chairs elected by the Committee. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. The elected Department Co-Chairs will serve one-year terms. Elections for new Co-Chairs will be conducted at the last meeting of the Spring Semester.
3. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership

All current Department Chairs

F. Terms of Office

Chairs will serve as committee members for the length of their tenure as Chair of their respective departments.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 33 percent based on the total voting membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All recommendations of the Senate Committee on Department Chairs will be communicated to the Faculty Senate in the form of minutes.
2. The Co-Chairpersons of the Senate Committee on Department Chairs will report to the Faculty Senate at least one time each semester.
3. The Co-Chairpersons of the committee will inform the Vice President of Academic Affairs of recommendations made by the Senate Committee on Department Chairs.
4. The Co-Chairpersons of the Senate Committee on Department Chairs will report to the College Coordinating Committee at least one time each year.
5. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

The committee will meet **a minimum of twice per** semester