



CoFAC POLICIES, PROCEDURES AND EXPECTATIONS FOR COMMITTEE ASSIGNMENTS

1. The College of Fine Arts & Communication is committed to faculty governance and therefore expects faculty who are elected to committees to ensure they understand the duties and responsibilities of membership.
2. The results from committee processes, procedures and voting results have legal and other implications. These results can determine the success and failure of faculty members, students, and academic programs. It is therefore important that committee assignments are taken seriously and with great responsibility.
3. Department chairs will seek committee nominations for the new academic year in April of the current academic year for both college and university-wide committees. Nominees must sign that they accept the nomination.
4. All college committees must meet before the end of September of each fall semester to choose a chair and set dates for meetings for the rest of the academic year.
5. This information must be provided to the Dean's office and the college's marketing coordinator.
6. Meeting times will be published on the college website and in an academic calendar to be issued to all CoFAC faculty and staff by the end of October.
7. The Dean must be informed of and will attend the first meeting of each college committee so that the committee can be duly charged with its responsibilities.
8. If a committee member cannot fulfill their committee responsibilities due to a time or other conflicts for the duration of the academic year the committee member should resign their responsibility immediately.
9. It is the responsibility of the elected chair of the committee to work with the relevant department chair for a replacement.
10. If a committee member does not fulfill their committee duties in a timely manner or does not attend committee meetings, the chair will duly inform the Dean, who will ask the member to step down.
11. Committee assignments will start on September 1.
12. All committee assignments for an academic year must be completed by the date of the college's commencement ceremony, unless otherwise arranged in advance with the dean.