University Wide Committees
Procedures and Requirements

Updated August 2019

Purpose

University-wide Committees perform an important function in the operation of Mount St. Joseph University ("University") through shared governance and the involvement of representatives of various constituencies in the University community. The description and composition of all University-wide Committees governed by these procedures and requirements is set forth in the Mount St. Joseph University, University-wide Committees. The current list of University-wide Committees and terms of service is maintained by the General Counsel and is posted on MyMount.

Procedures for Annual Election and Appointment to University-wide Committees

Full-time Faculty and Staff

The Executive Committee of the Faculty Assembly ("ECFA") shall conduct the election and appointment processes for full-time and pro rate faculty to serve on University-wide Committees. The Coordinating Representatives of the Staff Assembly ("CRSA") shall conduct the election and appointment processes for full-time staff to serve on University-wide Committees.

Open University-wide Committee positions for faculty and staff are provided to EFCA and CRSA by the General Counsel upon request. Solicitations for open University-wide Committee positions shall be made by ECFA to full-time faculty and by CRSA to full-time staff no later than March 15th of each year. Elections shall be conducted and concluded by ECFA and CRSA no later than April 15th of each year. Recommendations for appointments to University-wide Committees shall be made by ECFA and CRSA to the individual designated to make committee appointments no later than April 15th of each year.

In making all recommendations for appointed committee positions, ECFA and CRSA shall provide the individual designated to make appointments with at least one more potential appointee than available positions, if possible. For example, if two appointed staff positions on a University-wide Committee are vacant, if possible, CRSA shall provide the names of at least three full-time staff to the individual designated to make the University-wide Committee appointments.

The General Counsel shall be notified by ECFA and CRSA of election results no later than April 30th of each year. Individuals designated to make University-wide Committee appointments shall notify the General Counsel of their selection(s) no later than April 30th of each year.

Following the conclusion of the annual election and appointment process for faculty and staff, the Office of the President shall provide notification to all individuals newly elected or appointed to University- wide Committee and to each University-Wide Committee Chairperson(s). Terms for newly elected or appointed University-wide Committee members commence July 1st of the year the members are elected
or appointed.

Students

Certain University-wide Committees include University students in their composition. Open University- wide Committee positions for students are provided to the Dean of Students by the General Counsel upon request. Solicitations for open University-wide Committee positions shall be made by the Student Government Association to undergraduate students, by the Dean of Students for resident students, by the Student Athlete Advisory Committee to Student-Athletes, by the Director of Mission Integration for all students, and by the Graduate Council to graduate students no later than September 1st each year. Recommendations for appointments to University-wide Committees shall be made by the appropriate recommending body to the individual designated to make committee appointments no later than September 15th of each year.

In making all recommendations for appointed committee positions, the recommending body shall provide the individual designated to make appointments with at least one more potential appointee than available positions, if possible. For example, if possible, when two appointed student positions on a University-wide Committee are vacant, the recommending body shall provide the names of at least three students to the individual designated to make the University-wide Committee appointments.

Individuals designated to make University-wide Committee appointments shall notify the General Counsel of their selection(s) no later than October 1st of each year. Terms for newly appointed University-wide Committee members commence immediately and continue for the remainder of the identified term.

Sisters of Charity, Alumni, and Other Community Members

Certain University-wide Committees have compositions that include representatives of the Sisters of Charity, University alumni, and members of the Greater Cincinnati community. In instances when representatives of the Sisters of Charity are identified to serve on University-wide Committees, the chairperson(s) of the committee shall coordinate with the Director of Mission Integration. In instances when University alumni or other members of the Greater Cincinnati community are identified to serve on University-wide Committees, the chairperson(s) of the committees shall obtain prior approval by their reporting line officer. Individuals designated to make University-wide Committee appointments shall notify the General Counsel of their selection(s) no later than April 30th of each year. Terms for newly appointed University-wide Committee members commence the fall academic term following their appointment.

Qualifications for Service on University-wide Committees

Open faculty positions on University-wide Committees are filled by full-time or pro rata faculty only and open staff member positions on University-wide Committees are filled by full-time staff only, by election, appointment, or by operation of an individual's position at the University.

All elected and appointed positions on University-wide Committees are for three-year term unless otherwise described in Mount St. Joseph University, University-wide Committees. Individuals may be reappointed to serve more than one term except where prohibited.

As a prerequisite for any full-time or pro rata faculty to make themselves available for election or appointment to any University-wide Committee, the individual must submit any requested information to ECFA by the deadline established in any solicitation communication.

As a prerequisite for any full-time staff to make themselves available for election or appointment to any University-wide Committee, the individual must submit the completed Staff Availability Form to CRSA by the established deadline.

Student positions on University-wide Committees are for one-year terms and can be filled by full-time undergraduate and full-time or part-time graduate students unless otherwise described in Mount St. Joseph University, University-wide Committees. However, students are eligible to be elected or appointed for additional terms as long as they remain classified as full-time undergraduate students or as a full-time or part-time graduate students and remain in good standing with the University.

Representatives of the Sisters of Charity, University alumni, and members of the Greater Cincinnati community serve on certain University-wide Committees as described in Mount St. Joseph University, University-wide Committees.

Responsibilities of University-wide Committee Members

Chairperson(s) of University-wide Committees shall be selected, elected or appointed as set forth in Mount St. Joseph University, University-wide Committees. University-wide Committee Chairperson(s) shall: (a) be ultimately responsible for the execution of the committee's charge, (b) schedule all committee meetings, (c) maintain committee minutes, (d) keep attendance for committee meetings, (e) hold members of the committee accountable for their responsibilities, (f) maintain confidentiality of the committee's work as appropriate, and (g) report committee function to the individual(s) in the reporting line set forth in the Mount St. Joseph University, University-wide Committees as requested.

Members of University-wide Committees shall: (a) attend all scheduled committee meetings, (b) notify Chairperson(s) in advance if the member is unable to attend a scheduled committee meeting, (c) timely execute on assigned tasks that are reasonable expectations for committee members, and (d) maintain confidentiality of the committee's work as appropriate. Members of University-wide Committees who fail to attend scheduled committee meetings in an excessive number may be subject to removal from their University-wide Committee by the Chairperson(s) upon approval of the committee's report line individual(s) set forth in the Mount St. Joseph University, University-wide Committees.

Vacancies

Vacancies created in University-wide Committees by faculty and staff as a result of a departure from the University, resignation, or removal shall be brought to the attention of ECFA and CRSA, as applicable, by the Chairperson(s) of the University-wide Committee having any vacancy. Within thirty (30) days of receiving notice of any vacancy, ECFA and CRSA shall hold a special solicitation for any vacancy and shall otherwise follow the procedures and requirements for filling any vacancy by election or appointment as outlined herein.

Vacancies created in University-wide Committees by Sisters of Charity, University alumni, or Greater Cincinnati community members shall be filled by the University-wide Committee Chairperson(s) for the remainder of the term using the selection or appointment process outlined in the Mount St. Joseph University, University-wide Committees.

In the event of student vacancies on University-wide Committees during any service term, Chairperson(s) should notify the Director of Student Leadership & Residence Life, to ensure that vacancies are filled as soon as possible.