

Committee & Working Group Policies and Procedures

1. Oversight

All committees/task forces/working groups will be associated with an Associate Dean (AD)/Dean who will have final responsibility for the group.

2. Membership & Term Limits

- Committee appointments will generally be for two-year terms, with exceptions for membership of those individuals whose job responsibilities require their membership. Members should be chosen to support the needs of the committee and, as appropriate, be representative of the various departments/tenure homes of the Libraries. There will be certain exceptions such as for the Tenure & Promotion Committee.
- Committee appointments will be staggered for group continuity and will rotate on June 30. Note: Some event-based Working Groups (Convocation, Fall Fest, Winter Celebration, etc.) will run on the calendar year based on the timing of the work. If a member is slated to roll of the committee but would like to remain we can try to accommodate that if possible.
- All suggested replacement members must be approved by the respective department chairs/supervisors. All appointments and other decisions on membership will be done in collaboration between the Committee Chair and the responsible AD/Dean.

3. Annual Reports

- All groups will provide committee reports to the responsible AD/Dean by May 15th after the completion of the Spring semester.
- Reports should include major accomplishments, the next year's projects, suggestions for edits to the charge, membership openings due to terms ending, project funding needs, major challenges, etc. as per the report template provided.
- The submission of the report will be the responsibility of the committee chair/lead.
- Reports should be submitted to the responsible AD/Dean for review and then uploaded to the Smathers Town Hall & Information Sharing team site. Reports may also be shared via Town Hall Lightning Talks.

4. Annual Review of Committees List

Committee chairs/leads are responsible for reviewing the group listing annually. All listings should include the date of the most recent review and clearly indicate the responsible AD/Dean. Updates to the committee websites can be submitted as GROVER tickets with the responsible AD/Dean listed as the approver.

5. Committee Chair/Chair-Elect

Committee/Group leadership and terms thereof will be defined in the committee charge. Because of the complexity and diversity of function of various groups, possibilities include one or more of the following scenarios:

1. Dean appointed leadership
2. Group/Committee determined leadership
3. Position-based leadership (Example: Collections Committee)
4. Co-leadership
5. Chair/Vice-Chair configuration to provide leadership development/continuity. In this situation the vice-chair designation would be part of the first-year committee appointment.

Terms for chair/lead should generally be for 1 year with the exception of position-based leadership or certain Associate Dean/Dean appointed leaders. These parameters should be clearly stated in the committee/group charge.

If leadership changes are needed mid-term due to resignations or other factors, the responsible Associate Dean/Dean will make the new/interim leadership assignment, in consultation with the group and/or outgoing leader.

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