

Senate Assembly

Standard Operating Procedure

Senate Assembly Committee Composition

Pursuant to the Senate Rules, which provides the Senate Assembly with the authority to define the composition of its standing committees,¹ the Senate Assembly therefore resolves as follows:

Membership

- 1.1 Only voting members of the University Senate or emeritus faculty may be voting members of a committee.
- 1.2 Committee chairs must be active, voting members of the University Senate.
- 1.3 SACUA may appoint one SACUA liaison for each committee as a nonvoting committee member. In recognition of the service workload of a SACUA member, SACUA members may not also serve as voting committee members or serve as committee chairs.
- 1.4 Upon the consent of each committee's chair, undergraduate and graduate student representatives may serve as nonvoting members.
 - a. Due to the faculty-centric nature of their work, student representatives are never permissible for the following committees:
 1. Administration Evaluation Committee (AEC);
 2. Committee on the Economic and Social Well-Being of the Faculty (CESWF);
 3. Committee on Oversight of Administrative Action;
 4. Rules, Practices, and Policies Committee.
 - b. Committee chairs are encouraged to consider the expected nature of the committee's work before consenting to student representatives, given that many faculty concerns may not provide students with clear opportunities to contribute.
 - c. Committee chairs for committees advising an executive officer are encouraged to consult with that executive officer about whether to include student representatives, but the committee chair's decision will be final.
 - d. Committee chairs may consent to 1-2 graduate students and 1-2 undergraduate student representatives.
 - e. The deadline for student representative inclusion on a committee shall be October 1st of each year.

Appointment Process

- 1.1 Voting members and chairs of committees shall be nominated and appointed pursuant to [Senate Assembly Resolution #102323](#) ("Creation of a Senate Assembly Nominating Committee").
- 1.2 SACUA may appoint SACUA liaisons pursuant to SACUA's processes.
- 1.3 Student representatives shall be appointed as follows:
 - a. By August 1st of each summer, the Faculty Senate Office shall ask committee chairs for their preferences regarding the inclusion and number of student representatives.
 - b. For any committees where a committee chair has requested student representatives, Central Student Government (CSG), for undergraduate students, and Rackham Student

¹ Senate Rules, Art. 2, Sec. 4.3.

Government (RSG), for graduate students, will be offered the opportunity to appoint those student representatives according to the independent processes of each body.

Terms

- 2.1 Voting members of committees shall serve for three-year terms, adjusted so that approximately one third of member terms shall expire each year.
- a. Under no circumstances shall a consecutive term be permitted except for the following situations:
 1. A one-year temporary appointment of a voting committee member may be converted to a three-year appointment (adding two years to the member's term length) so long as doing so would not result in consecutive three-year appointments.
 2. A third-year committee member may return for a fourth year to serve as the committee's chair.
 - b. Committee chair terms shall begin on June 1st to permit planning for the year ahead and end on May 30th. Terms for the rest of the voting members shall begin on September 1st and end on May 30th.
 - c. Sabbaticals and other leaves shall be fully supported to the extent possible, with faculty permitted to be on leave from their committee assignments and to return as warranted, provided their committee terms have not expired. The member's period of leave counts against the three-year period of service on the committee.
- 2.2 SACUA liaisons and student representatives shall serve for one year.

Committee Membership and Meeting Scheduling

- 3.1 Given the difficulty of scheduling meetings due to competing schedules, regular committee meetings shall only be scheduled from September through April of each year, and priority for attendance shall be ordered as follows:
- a. The committee chair
 - b. For committees advising an executive officer, that executive officer.
 - c. Voting members of the committee.
 - d. SACUA liaisons
 - e. Student representatives
- 3.2 In the event that a voting member is unable to attend meetings on a regular basis due to a scheduling conflict, their attendance shall not be considered for the purpose of meeting quorum. They may continue as a committee member unless the scheduling conflict prohibits their attendance for two or more consecutive academic terms.

Approved by SACUA on November 17, 2025

Approved by the Seante Assembly on November 24, 2025