

Faculty Senate Committee Annual Reports

Purpose

Faculty Senate committees support the University's system of shared governance by providing a specialized, efficient, and representative structure for the development, review, and management of academic policies and procedures. Annual reporting ensures transparency, continuity of work, and effective communication between committees and the Faculty Senate.

Scope

This policy applies to committees that report directly to Faculty Senate, including standing, advisory, and ad hoc committees, as listed below:

The Committee on Educational Policy

The Committee on Faculty Status and Grievances

The Committee on Promotion and Tenure Policies and Procedures

The Committee on Faculty Development

The Committee on Faculty Awards

The Committee on Finance and Planning

The Advisory Committee for the Office of Student Research

The Advisory Committee for the Office of Brock Experiences for Transformative Learning

The Committee on Civitae Core Curriculum

The Library Advisory Committee

The Cormier Honors College Advisory Committee

The Undergraduate Petitions Committee

The Senior Thesis Committee

The Advisory Committee for the Center for Faculty Enrichment

Course Materials Affordability Committee

Committee on Academic Program Assessment and Review

Academic Technology Advisory Committee

Any Ad-Hoc Committee of Senate

Reporting Requirement

Each committee is required to submit an annual report summarizing its activities and outcomes for the academic year. The report shall be prepared and submitted by the committee chair.

Submission Deadline

Annual reports must be submitted no later than **May 9** of each academic year.

Required Report Components

Annual reports must include the following information:

- 1. Committee Membership**
 - Names of all committee members
 - Identification of the committee chair
 - Identification of any ex officio members
- 2. Committee Work and Accomplishments**
 - Summary of actions taken
 - Policy recommendations or decisions
 - Significant accomplishments or outcomes
 - Description of where committee communication and records are kept
- 3. Ongoing or Continuing Business**
 - Matters in progress
 - Items requiring follow-up
 - Recommendations or priorities for the next academic year