

Exceptional Assigned Time Subcommittee Standing Rules

The Exceptional Assigned Time Committee (EATC) is a subcommittee of the Faculty Policies Committee. The committee administers the Assigned Time for Exceptional Levels of Service to Students Awards and recommends procedures relating to the Awards to the Faculty Policies Committee.

Charge

- A. Evaluates applications for assigned time for exceptional levels of service to students.
- B. Recommends awards based on those evaluations to the Vice-President for Academic Affairs and Provost (VPAA).
- C. Periodically reviews and, if needed, makes recommendations for changes in the procedures to the Faculty Policies Committee and the Faculty Senate Executive Committee.

Membership

A. Voting Members

Eight faculty members appointed by the Faculty Senate. No two members may be from a single college.

1. Seven college-based faculty members;
2. One member from the University Library/Student Service Professionals – Academically Related/Athletics.

Members of this committee shall not be eligible for assigned time awards.

B. Non-Voting/Ex-Officio Members

1. One student representative appointed by The Associated Students Inc.; and
2. The Provost and Vice-President for Academic Affairs or designee.

Additional ex-officio membership may be recommended by the subcommittee, the Faculty Policies Committee, the Executive Committee, or the President or designee.

C. Term

1. The term of appointment for faculty representatives shall be from the time of appointment for two academic years or until no longer required by the Collective Bargaining Agreement, whichever comes first.
2. The term of appointment for non-voting/ex-officio members will be one-year.

Officers

A. Chair

1. At its first meeting of the academic year, the Chair shall be elected from and be among the voting members of the Committee.
2. The term of office of the Chair shall be one year. The term of office shall begin upon election to that office and shall end at noon on the last day of the spring semester of the following year and upon election of the subsequent chair.
3. The Chair is responsible for establishing the agenda for each meeting.

B. Vice-Chair

1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end upon election of the subsequent Vice-Chair.
3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

Operations

- A. The Committee shall be a subcommittee of the Faculty Policies Committee. The Subcommittee reports to the Faculty Policies Committee.
- B. Issues addressed by the Committee may be referred to the Faculty Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the Faculty Policies Committee or the Executive Committee.

Committee Meetings

- A. The Committee shall meet monthly or as needed at a designated time and place.
- B. Committee meetings shall be open except for the award deliberations, at which time the meetings will be closed.
- C. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- D. Committee agendas will be published and made accessible to the campus community at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules:

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 15/16-33/FPC/EX: Adopted October 1, 2015