

Approval for New University Committees and Revision of University Committees Guidelines

- A letter of intent to form/organize a new committee or revise a committee is sent to the University Committee on Committees Chair. The Chair of the Committee on Committees will respond within 48 hours of receipt.
- The committee's organizer will use the *New Committee Proposal* or *Committee Revision* guidelines below. The proposal is submitted no later than 14 business days prior to the next University Committee on Committees meeting. This will allow for a reasonable amount of time for the proposal to be reviewed.
- The University Committee on Committees' Chair will contact the organizer within a reasonable amount of time, if additional documentation is needed prior to the Committee's meetings. Organizers may be invited to attend the meeting and present their proposal to the Committee.
- Approved committees will officially be added to the University Committees webpage upon approval. Approved revisions will be changed on the committee website within a reasonable time period. Any changes to literature (i.e. handbooks), will occur the following academic year.

New Committee Approval Guidelines:

- Name of the Committee
- Background (Has the group already been working in this capacity? For example, did the group start as a workgroup, sub-committee, ad-hoc committee, or a convening? If appropriate, please provide any evidence of support for this group).
- Need and Importance (Provide a rationale that explains how this committee fills a gap, addresses a concern on campus. Include how this committee's work will avoid duplication, but might integrate with other committees, if and when appropriate).
- Alignment to the University's core competencies, mission, and goals.
- Membership structure (University committees should have representatives from staff, faculty, and students).
- The Committee's charge (Please provide how you would like the committee's charge to be presented on the webpage).

Revision of Committees Guidelines:

- Name of the Committee
- Explanation of the proposed changes, and why.