



# FERRIS STATE UNIVERSITY

## COLLEGE OF HEALTH PROFESSIONS

### College Committees Policy & Procedure

#### Policy

The College of Health Professions utilizes standing committees and their structures to attend to the routine work of the College on an ongoing basis and as reflected in the College Strategic Plan. In addition, task forces may be formed by the Dean to address issues that are episodic in nature. These committees are to be comprised of faculty and staff that reflect the opportunity for equal representation by all areas of the College.

#### Procedure

##### Committee Structure

1. The following standing committees reflect the process structure of the College:

Administrative Councils / Committees and/or those reflective of Academic Affairs Initiatives:

- CHP Administrative Council
- CHP Undergraduate Leadership Council / Assessment Committee
- CHP Graduate Leadership Council / Assessment Committee
- CHP Curriculum Committee
- CHP Diversity & Inclusion Committee

Committees required by FFA Contract:

- CHP Tenure Committee
- CHP Promotion & Merit Committee
- CHP Sabbatical Committee
- CHP Health & Safety Committee

Committees specific to the College of Health Professions

- CHP Interprofessional Education (IPE) Committee
- CHP Awards Committee
- CHP Dean's Faculty Advisory Council
- CHP Dean's Staff Advisory Council

2. Each committee will have a description of its purpose, membership and functions with specific ongoing charges to guide the work of the committee. Charges of committees not required and defined by the FFA contract, may be modified, added or deleted as deemed appropriate by the committee in consultation with the Dean. All committees should be reviewed each year for relevance, effectiveness and/or compliance with the FFA contract.

3. Each committee will have membership requirements that are consistent with the FFA contract where indicated but that also reflect equal representation from college members to the extent possible.
4. All areas related to committee structure as outlined in this policy can be modified through a review of this policy in collaboration with the Dean.

### Committee Membership & Terms of Service

1. Membership on CHP committees is voluntary but strongly encouraged to reflect engagement in and a collaborative effort toward the work of the College.
2. Committees will be composed to reflect the opportunity for equal representation from each department within the College, to allow for input from all stakeholders.
3. Membership on faculty committees may vary by committee and the FFA contract but will typically include the following:
  - a. Minimum of one to two faculty members elected from each department within the College (see each committee's membership guidelines)
  - b. CHP Staff member(s) as appropriate for each committee.
  - c. One administrative resource member. This ex-officio member is advisory, non-voting and would attend meetings as requested to facilitate the work of the committee. (Department Chair or Head, Associate Dean or Director of Student Affairs). The one exception to this is the Health & Safety Committee which stipulates two Administrative members who are not ex-officio per the FFA contract.
4. The term of service on CHP committees is two (2) years with the opportunity for re-election for one additional term. After two terms or a maximum of four (4) years (or 5 if initially elected for a 1 year term in 2015-16) of service on one committee, the committee member will sit out for at least one two year term before requesting consideration for another term of membership. This allows faculty to have diverse committee experiences and thus learn more about the varied academic and administrative functions of the College.
5. Terms are staggered for continuity as different members leave, join or continue on the committee each year.
6. Committee composition is by election and is determined by the following process:

Initial Formation of standing committees in accordance with this policy for the 2015-16 AY:

- a. Committee descriptions with charges will be distributed to faculty in April 2015 by the Dean's office.
- b. Prior to or at the first/organizational department meeting of the 2015-16 AY, faculty members may indicate the committee(s) they are interested in being considered for.
- c. The Department Head/Chair creates a ballot for all of the vacancies for each committee and lists the names of interested faculty identified for each.
- d. Committees for which no faculty members volunteer are then discussed in the meeting with the goal that all CHP committees will have representation from that department.
- e. Each department elects members for each committee. The faculty member receiving the top number of votes is assigned to a 2 year term and the next highest vote is assigned to the 1 year term for each committee.
- f. Multiple rounds of voting may occur to fill all or as many open slots as possible.
- g. If after the discussion and voting is concluded, vacancies still persist for some committee(s) for a department, those open slots are forwarded to the Dean who may use such submissions as a pool to then appoint other interested faculty from the college as "at large" members to fill the vacancies.
- h. Once committees are re-established, the process outlined next is used each subsequent academic year.

Ongoing Committee membership determination for each academic year:

- a. Committee descriptions with charges and a list of all committee vacancies will be distributed to faculty in April by the Dean's office.
- a. Every committee vacancy will be voted on within the department each year at the first/organizational departmental meeting in August.
- b. As a committee member's term expires, they can select and communicate their committee preferences from the list of vacancies. This can occur prior to or at the first/organizational department meeting.
- c. The Department Head / Chair creates a ballot for all of the vacancies for each committee with names of interested faculty identified for each.
- d. Committees for which no faculty members volunteer are then discussed in the meeting with the goal that all CHP committees will have representation from that department.
- e. Each department elects members for each committee. The faculty member receiving the top number of votes is elected to represent the department on the committee for that term.
- f. Multiple rounds of voting may occur to fill all or as many open slots as possible.
- g. If after the discussion and voting is concluded, vacancies still persist for some committee(s) for a department, those open slots are forwarded to the Dean who may use such submissions as a pool to then appoint other interested faculty from the college as "at large" members to fill the vacancies.

## Committee Process Guidelines

1. Each committee elects a faculty chair from the faculty membership at the start of the academic year with the following considerations:
  - a. The individual elected chair must agree to serve in this capacity.
  - b. No member can be elected chair in absentia.
  - c. No individual should be expected to serve as chair more than two consecutive years, to allow for leadership development opportunities to be shared by a greater number of faculty.
2. Committees meet as needed during the academic year to adequately address the charges. Periodic updates are provided to the College as requested or otherwise indicated. Committees are not expected to meet during the summer semester.
3. Each committee will keep minutes (see attached format) that are distributed within a week of the meeting to all members, copied to the Dean (for information) and Associate Dean (for placement on the share drive). All committee minutes will then be made available to all CHP faculty, staff and administrators on the CHP Share Drive.
4. An annual summary report is submitted to the College, the Dean and Associate Dean by April 30, each academic year outlining the specific goals for that academic year and the progress made toward those goals. See the format for these reports at the end of this policy.
5. The Associate Dean will assure that all minutes and annual reports are housed on the CHP Share Drive.
6. This policy will be reviewed at the end of the 2015-16 AY and if revised will be voted on at that time.

### CHP Committee Minutes Format

#### Ferris State University College of Health Professions

\_\_\_\_\_ Committee Minutes  
Date / Time

#### Members Present:

Time	Topic	Discussion Summary	Follow up Action	Person(s) Responsible
0925	Minutes	approved		
	Adjournment			

## CHP Committee Annual Report Format



# FERRIS STATE UNIVERSITY

## COLLEGE OF HEALTH PROFESSIONS

**[Name of the Committee]**

**Annual Report Submitted to:** *(Dean)*

**Submitted by:** *(Chair)*

**Date Submitted:** *(due by April 30)*

### **Members of the Committee:**

- *List by program or department*
- *Identify the chair and any other key roles that might be significant*

### **Committee Goals or Charges for this AY:**

- *List all committee charges if addressed, but focus should be on those that were specifically addressed in the current AY. In other words, what were the specific goals of the committee for this year?*
- *Identify which goals addressed the CHP Strategic Plan*

### **Progress summary for each goal**

- *Summarize what the committee accomplished in regard to each goal or charge*
- *Identify if this goal was determined to be met, partially met or not met*
- *Will the goal be carried forward for next year? (note that standing charges will be ongoing each year)*

### **Identify Committee Priorities for next AY:**

- *If there is unfinished business it should be included here*
- *Identify what the committee sees as the most pressing issues (goals/charges) to address next year and why they are significant as priorities.*

Adopted: April 28, 2015