REQUIRED CHARTER/POLICY PROPOSAL INFORMATION & 
SAMPLE CHARTER TEMPLATE 
Faculty Senate Governance Committee —03/03/05

In order to facilitate the Faculty Senate Governance Committee in the review of any proposal that comes before it, the Governance Committee requires that proposals be accompanied by the following listed below.

Note: By providing the requested explanatory information there will be little if any need for the Faculty Senate Governance Committee to second-guess the reasoning behind a submitted proposal. As a result, the review process will be expedited, and the likelihood of prompt approval will be increased.

Any proposal sent to the Governance Committee without the required accompanying information will be returned to the sender with a reminder.

1. Name of committee, task force, policy, etc. to be reviewed:

Undergraduate Admissions Committee

2. Name, position, e-mail address, and phone number of the individual primarily responsible for the proposal:

Matthew Hulett, Director of Admissions
mhouette@uwf.edu
474-2230

3. Summary of the proposal:

Duties revised to focus purpose of committee

Membership Representation changed to include representation from each academic college, student body and additional staff

Revision of Meeting Scheduling, Agendas and Minutes to allow the committee to meet each semester at most or when necessary as applicants appeal. Appeals are infrequent and do not require regularly scheduled meetings.
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4. Rationale for the proposal in general:

Update purpose, focus scope of responsibility and ensure adequate faculty representation.

5. Justification for each specific, substantive component of the proposal: ( Necessary wherever changes to an existing charter or policy are involved, and for items in a new charter or policy where the reasoning might not be immediately clear, e.g., when a charter component represents a variation from the Sample Charter Template):

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Proposed Charter

Charter is: Revision
Proposal Date: April 1, 2005

NAME OF COMMITTEE OR COUNCIL

Undergraduate Admissions Committee

PURPOSE

Recommend guidelines for the admission of undergraduate students to the University.

SPECIFIC RESPONSIBILITIES

1. To hear appeals of applicants denied admission.
2. To hear those exceptional applications and special cases for admission or readmission presented by the Director of Admissions.
3. To hear appeals of applicants found to have falsified their application for admission.

MEMBERSHIP REPRESENTATION

One faculty member from each college, voting, to be recommended by the Provost/Vice President for Academic Affairs, and appointed by the University President in consultation with the Faculty Senate Executive Committee.

One student member, voting, recommended by the Student Government Association President to the Vice President for Student Affairs, and appointed by the University President

One staff member, voting, recommended by the Associate Vice President for Enrollment Services, and appointed by the University President

Director of Admissions, Chair, provisional voting, non-voting, ex officio, who serves as co-chairperson
MEMBERSHIP AND MEETING POLICIES

Meetings will be conducted under the most current edition of Robert's Rules of Order, unless specified otherwise below.

A co-chairperson shall be elected annually, at the beginning of each academic year, by the voting members from among the non-ex officio, voting membership.

The co-chairpersons (ex officio and elected) shall share all major leadership responsibilities, including calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and timelines, conducting meetings, and reporting outcomes. The co-chairperson who sets a given agenda item shall conduct the meeting during discussion of that item.

Co-chairpersons shall not vote except in the case of a tie, and then only the elected (non-ex officio) co-chairperson may vote.

Any member who misses in a single academic year, without due cause and without providing written input to deliberations, all or part of any three consecutive, or a total of any five, regularly scheduled meetings, will be considered REMISS in executing his or her service commitment, and a replacement will be sought through the appropriate channels.

The ex officio co-chairperson, or the outgoing elected co-chairperson, or designee, shall be responsible for calling the first meeting of the next academic year, at which time there shall be election of a co-chairperson from among the non-ex officio, voting membership.

MEETING SCHEDULING, AGENDAS, AND MINUTES

The Committee shall meet in the Fall and Spring Semesters, as necessary to execute responsibilities.

Agendas are to be distributed at least three (3) days in advance of meetings, along with all pertinent documents to be considered at the meeting; and written minutes of meetings are to be prepared and distributed within at least three (3) weeks. The Committee must forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus for public viewing.
TERMS OF APPOINTMENT

Faculty Members:  
Staff Representative:  
Student Representative:  
Others:  

Three-Year Staggered Terms  
Three-Year Staggered Terms  
One-Year Term  
Continuous  

Terms begin with the next academic year, unless otherwise noted.

REVIEW

The Charter shall be reviewed annually by the Committee, and recommendations for changes submitted to the Faculty Senate.

LEGAL REFERENCES

FAC 6C6-3.001  
FAC 6C6-3.005

RECOMMENDATIONS REPORTED TO

Associate Vice President for Enrollment Services

Dates prepared/Modified by the Governance Committee

April 12, 1994  
May 16, 1996  
November 20, 1996  
March 30, 2000

Dates Approved by the Faculty Senate

May 13, 1994  
July 8, 1994  
December 13, 1996  
February 14, 1997

Approved by the Administration