

Bylaws of the Committee on Committees, University of Texas, Dallas

These bylaws describe the procedures of the Committee on Committees pursuant to its charge from the Academic Senate. As such, they are not to be interpreted in any way that is inconsistent with that charge. They are intended as a record of normal practice rather than a set of rigid rules. They are an aide memoire for the committee and a way to inform the faculty generally of the way the committee seeks to carry out its duties. The committee may depart from these procedures when it appears necessary in order to fulfill its ultimate task of provide the best possible personnel for the university committees with the least possible disruption to their other scholarly and university duties.

1. *Calendar.* The Committee on Committees should be appointed by the incoming Council in May or June. The Committee will try to assure that the initial round of appointments is complete before the end of August each fall term. The Committee should have prepared its initial list by early July, to be submitted to the Council in that month, after which it will be placed on the Senate agenda for the third week in July. If there is no meeting of the Academic Council scheduled for the beginning of July the Committee on Committees will submit the list to the Council by email and ask for approval by email ballot. At that time, the council may suggest changes. If the changes are incorporated the Council will be re-polled. When the council agrees to approve it by email ballot, the list will then be submitted to the full Senate before the end of July, either by email or in a formal meeting if it is called.

2. *Preparation by Governance office:* To prepare for the committee's discussions, the Governance Secretary compiles a packet that consists of a list of all the committees, their current charges, their current memberships with dates of service, and a list of those members who the Committee needs to find replacements for. This is circulated to all the members of the Committee.

3. *Preparation by chair.* To prepare for the initial meeting of the Committee, the chair asks the outgoing chair of each Senate committee for general recommendations on the performance of the members of their committee for the previous year, particularly with a view toward determining which members appeared particularly interested and were possibly suitable for serving as chair or vice chair in the future, as well as for those continuing members who seemed particularly uninterested and/or failed to attend.

4. *Preparation by members.* To prepare for the meeting, each member will make up a comprehensive list of the faculty in their school, determine which committees they are committed to as continuing members, and according to their judgment attempt to determine which committees they would like to serve on or be particularly able to serve on.

5. *General policy in appointments.* Insofar as possible, the members of the Committee on Committees will attempt to assure that the work of committees is distributed evenly among all faculty able to serve, and that each committee will have a balance of senior and junior faculty and a balanced representation from various segments of the faculty that the committee affects.

6. *Policy for CQ.* With respect to the Committee on Qualifications of Academic Personnel, the Committee on Committees is required to appoint two members from each school except for General Studies. In addition, it will attempt to appoint at least a few relatively new faculty as well as faculty who have had long service at UTDallas and reflect the different recognized modes of scholarly analysis. In view of the exceptionally high work load, the Committee on Committees will also as a rule not simultaneously appoint faculty to CQ and other committees, and certainly not to CQ and the CEP. The Committee on Committees will also arrange appointments so that one of the two members from each school will be appointed in alternate years. The Committee on Committees will also bear in mind that it has been a long-standing policy of the University that insofar as possible faculty sitting on CQ should not also chair ad hoc committees presenting cases to CQ.

7. *Policy for CEP.* With respect to the Committee on Educational Policy, especially in years when catalog copy will be approved, the Committee on Committees will bear in mind that members from the several schools on this committee frequently serve as liaison between the CEP and those schools. As for CQ, the Committee on Committees will avoid appointing individuals to CEP simultaneously with other high work-load committees.

8. *Relation to Committee on Committee's RUO (the Provost) for appointments to Senate committees.* With respect to Senate committees, the Committee on Committees recognizes its relation to the Provost as being that the Committee will apprise the Provost of its recommendations and take into account any advice the Provost may offer concerning those appointments, but the final recommendation will be made by the committee and the final decision will be made by the Senate. In the event that those nominated are unable to serve, the Committee on Committees will nominate replacements to forward to the Senate.

9. *Relation to Provost for appointments to University committees.* With respect to University Committees, the Committee on Committees recognizes its relation to the Provost as that of offering its best advice. The committee should be informed if the final appointments differ from those approved by the Senate in order to adjust the information it may need to refer to for further appointments later in the year. In the event that those nominated are unable to serve, the Committee on Committees will be available for further consultation but will not attempt to fill the vacancies unless asked to do so by the Provost.

10. *Replacing continuing members of Committees.* The Committee on Committees may replace a member on the request of that member or upon their departure from the University or the like at any time. It may replace a member who does not attend meetings upon request of the chair of the concerned committee at any time. In either case, it will inform the Academic Council at the next Council meeting, but will not wait for Council approval to finalize the change.

11. *Letters.* Letters of appointment will be issued each year by end of August for all faculty serving on committees, continuing as well as newly appointed. Letters will be accompanied by a copy of the charge of the committee. Letters will also be sent to all RUOs and members Ex Officio. Letters to RUOs will be accompanied by a copy of the University memorandum on duties of Chairs and RUOs.