

UNIVERSITY SHARED GOVERNANCE POLICY

Approved by University Council 10-12-06

Amended and approved by University Council 5-13-10

PURPOSE

University of Houston-Clear Lake's Shared Governance System (SGS) is a participatory, advisory system charged with supporting the university's mission. The SGS provides a collaborative avenue through which the constituent groups advise the university's president on matters of policy and assist in the development of procedures. The responsibilities of the SGS also include monitoring and overseeing the implementation of policies and procedures.

GOVERNANCE

Governance refers to the process of policy making and macro-level decision making within higher education. Academic (or internal) governance is defined as the manner in which issues affecting the entire institution, or one or more constituents, are decided. **Constituent groups are expected to handle their internal affairs and every item need not go through the shared governance process.**

STRUCTURE

The SGS shall consist of the following committees: University Council (UC), Academic Council (AC), University Life Committee (ULC), Planning and Budgeting Committee (PBC) and Facilities and Support Services Committee (FSSC). The UC will direct a review of the University Shared Governance Policy every five years.

COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

University Council

University Council (UC) shall be the SGS committee that will make final recommendations to the university president. Recommendations will come to the UC from the provost or the other SGS committees.

The UC may approve, amend or disapprove the recommendations it receives. Should a recommendation be amended substantially or disapproved, it will be returned to the referring committee for reconsideration. The committee may amend the recommendation as requested or refer it back to UC with comments. All matters forwarded by UC constitute recommendations to the president. All final decisions on any such changes remain within the purview of the president.

Membership

The University Council (UC) shall have representatives of the administration, faculty, staff, library and students. The UC chair is the president. The UC voting membership is as follows:

- President
- Provost
- VP for Administration and Finance
- AVP for Academic Affairs

AVP for Enrollment Management
AVP for Student Services
AVP for Information Resources
AVP for Finance
AVP for Facilities Management and Construction
AVP for University Advancement
Academic Deans (4)
Faculty Senate Executive Committee (FSEC) (8)
Shared Governance Committee Chairs (3)
Professional and Administrative Staff Association (PASA) President
Support Staff Association (SSA) President
Student Government Association (SGA) President

Academic Council

Academic Council (AC) shall be the SGS committee that will receive recommendations on academic matters from the Faculty Senate and other academics as appropriate. The AC will make final recommendations to the provost on all academic matters including but not limited to policies on:

- Enrollment and admission
- Scholarships
- Catalog revisions
- Curriculum issues
- Degree requirements
- SACS accreditation

Membership

The Academic Council (AC) shall have representatives from the academic administration and Faculty Senate and be chaired by the provost. The AC voting membership is as follows:

Provost
AVP for Academic Affairs
AVP for Enrollment Management
AVP for Student Services
AVP for Information Resources
Academic Deans (4)
Council of Professors Representative
Faculty Senate (8)
Executive Director of the Library

University Life Committee

The University Life Committee (ULC) shall consider all matters relating to personnel and to student life in the university community. ULC will make recommendations on these matters to UC. Specifically, the responsibilities of the ULC are as listed below:

- University-wide policies (such as smoking, sexual harassment, etc.)
- Student policies

- Safety, health and quality of life issues

Membership

The University Life Committee (ULC) shall have representatives from the administration, faculty, staff, library and students. The ULC membership will elect a chair from the committee who may be from any constituent group except students. The chair of the ULC will receive release time/compensation for service. This release time will be one course release per semester for a faculty chair or compensation for a non-faculty chair.

The ULC will also have an administrative vice-chair, the executive director of human resources. The elected members of the ULC will be expected to serve a two-year term. The ULC voting membership is as follows:

- Librarian Representative
- Student Representatives (1 Graduate and 1 Undergraduate)
- SSA Representative
- PASA Representative
- Executive Director of Human Resources
- President's Office Representative
- Student Services Representative
- University Computing and Telecommunications (UCT) Representative
- Faculty (6 from the Faculty Senate with at least one from each school)

Planning and Budgeting Committee

The Planning and Budgeting Committee (PBC) shall have the responsibility for coordination of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to UC the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of the PBC are as listed below:

- University-wide planning
- University-wide budgeting
- Oversight of university assessment
- Oversight of university fundraising

Membership

The Planning and Budgeting Committee (PBC) shall have representatives of the administration, faculty, staff, library and students. The PBC membership will elect a chair from the committee. This chairperson must be a tenured faculty member, who will receive one course release per semester. The PBC will also have an administrative vice-chair, the vice president for administration and finance. The elected members of the PBC will be expected to serve a two-year term. The PBC voting membership is as follows:

- VP for Administration and Finance
- Faculty (6 from the Faculty Senate, at least one from each school)
- President's Office Representative
- PASA Representative
- SSA Representative
- SGA Representative

Academic Deans Representative
Provost's Office Representative
AVP for Information Resources
Student Services Representative
Office of Institutional Effectiveness (OIE) Representative (Ex-Officio) Non-Voting
Budget Office Representative (Ex-Officio) Non-Voting

Facilities and Support Services Committee

The Facilities and Support Services Committee (FSSC) shall have the responsibility for dealing with issues involving facilities, space, parking, computing and the library. FSSC will make recommendation on these issues to UC. Specifically, the responsibilities of the FSSC are as listed below:

- University, school, or other constituent facilities and space needs
- University, school, or other constituent computing needs
- Library needs
- Parking issues and policies

Membership

The Facilities and Support Services Committee (FSSC) shall have representatives from the administration, faculty, staff, library and students. The FSSC membership will elect a chair from the committee. This chairperson must be a tenured faculty member, who will receive one course release per semester. The FSSC will also have an administrative vice-chair, the associate vice president for information resources. The elected members of the FSSC will be expected to serve a two-year term. The FSSC voting membership is as follows:

Faculty (7 from the Faculty Senate, at least one from each school)
AVP for Information Resources
AVP for Student Services
Administration and Finance Office Representative
Academic Deans Representative
President's Office Representative
Librarian Representative
UCT Representative
Facilities Representative
PASA Representative
SSA Representative
SGA Representative
Police Department Representative (Ex-Officio) Non-Voting

SGS COMMITTEE BY-LAWS

Each SGS committee will create a set of by-laws consistent with the general policies of the SGS. Included in these by-laws may be whatever subcommittees or advisory committees the respective committees deem appropriate. These committee by-laws should include any and all procedures utilized by the committee to formulate and send forward policy or other recommendations.

The committee by-laws shall provide that

- Membership alternates may be appointed for the year if allowed by the appointing/electing body.
 - No proxies will be permitted on votes for final committee recommendations. When necessary, alternative methods of voting can be provided by the governance committee
 - Elected SGS committee members will serve two-year terms
 - If a committee member exceeds two absences per year, the member may be replaced at the discretion of the chair
 - The use of *Roberts Rules of Order* will be at the discretion of the committee
- Each committee's by-laws are subject to approval by the UC and shall be communicated to the university community via the UHCL Website.

COMMITTEE RECOMMENDATIONS

Any member of any constituent group or any person at UHCL may introduce a policy proposal or other item into the appropriate SGS committee. Upon introduction of the item to the chair of the SGS committee, the chair of the committee may:

- Place the item on the committee's next available meeting agenda
- Return the item to the person or group with notice that the item is not an SGS concern
- Route the item to the appropriate SGS committee, or
- Inform the person or group that the item needs further development before being introduced into the SGS

Committee recommendations may be forwarded to the appropriate person or committee with a vote to support, a vote not to support, or a vote of "no action." A 60 percent majority of the committee membership will be required to forward a recommendation. All other voting within the SGS committees will be by simple majority of all voting committee members.

All forwarded recommendations shall be communicated to the university community via the UHCL Website.

COMMITTEE MEMBERSHIP ANNIVERSARY

All appointments and elections to the university governance committees must be made prior to August 1 of each year. Members may be reappointed or reelected. The terms of office begin at the beginning of the fall semester. Approximately 50 percent of the elected committee representatives will be replaced annually.

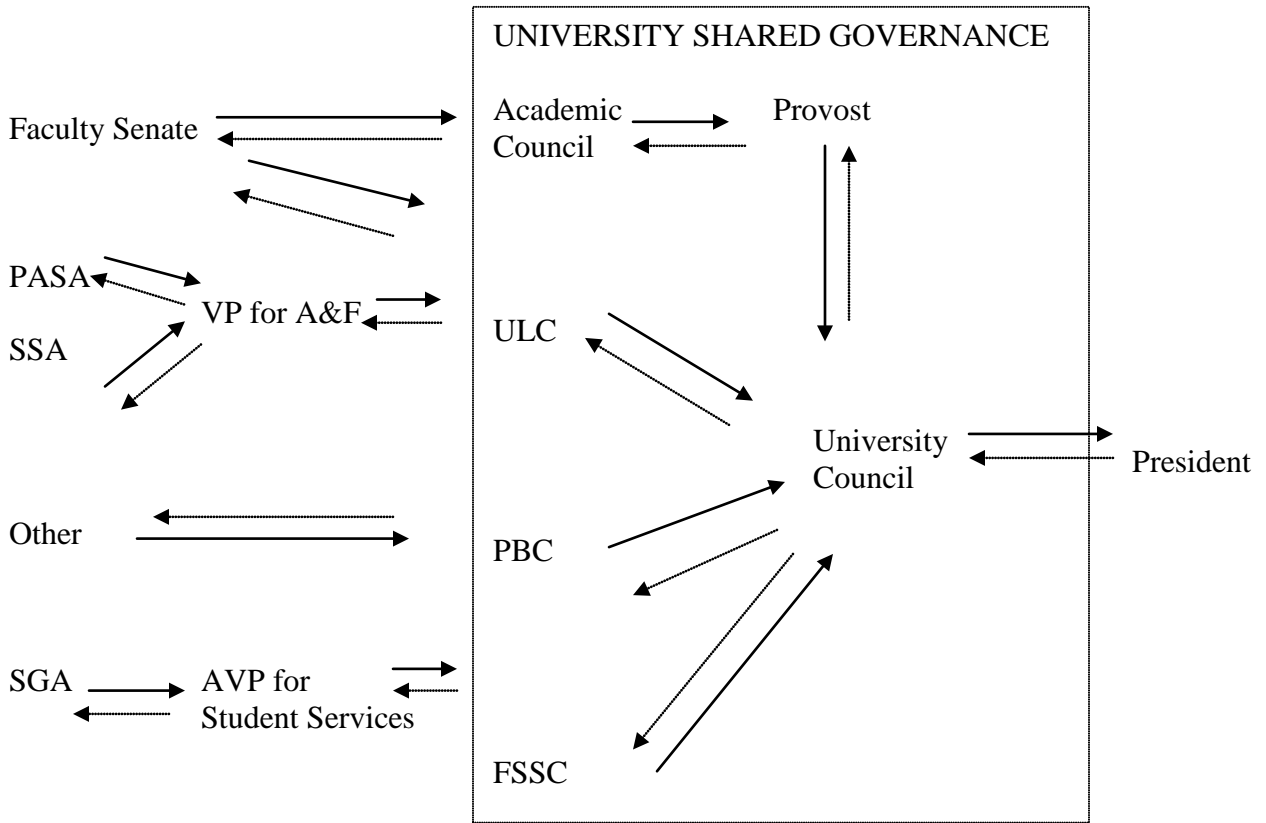
AMENDMENTS


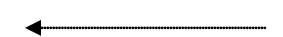
The University Shared Governance Policy will be the responsibility of the University Council. This committee will receive recommendations for amendments to the University Shared Governance Policy. To amend this document will require a two-thirds approval of the UC membership.

IMPLEMENTATION AND INITIAL REVIEW

The new SGS will be implemented during the spring 2007 semester. The new SGS will be reviewed by the UC at the end of one year with the expectation that specific changes may be necessary to refine the SGS processes, memberships, release times, and

by-laws. Initial appointments and elections will be in effect beginning January 2007 and go through August 2008 or August 2009.



 = path of recommendation
 = potential return of recommendation

Legend

- *ULC —University Life Committee
- *PBC — Planning and Budgeting Committee
- *FSSC—Facilities and Support Services Committee
- *Other —Individuals who are either not represented by one of the four constituent groups or who may have issues that are not (or cannot) be resolved within their constituent groups. This designation would provide another avenue of resolution.

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