

Article VII – Standing Committees

1. General

- a. The Standing Committees of the College are the Education Committee, the Research Committee, and the Faculty Affairs Committee, and these are coordinated by the Faculty Assembly. Terms for members of the committees ordinarily should not exceed three years, and members ordinarily should serve no more than two consecutive terms. Election of members and additional conditions and requirements of membership will be specified in the bylaws of the individual standing committees stated below.
- b. Committee members who do not serve the full term may be replaced as specified in their respective committee bylaws. A replacement member shall serve for the time remaining in the original term. When any member cannot attend for a specified extended period of time, such as a semester, that member, with the consent of the standing committee chair, should designate an interim replacement.
- c. Standing Committees shall be responsible for reporting their activities by posting agendas and minutes online, and reporting as necessary at COPH Faculty Affairs meetings. Standing Committees may establish subcommittees or task forces as necessary.
- d. Standing Committees, except for the Faculty Affairs Committee, shall have student membership. The Public Health Student Association Student will be consulted for member recommendations, though any student may apply for membership. Student members should serve at least one academic year.
- e. Committee Chairs will be elected and ordinarily serve no more than two consecutive membership terms. Additional conditions and requirements of chairpersonship may be specified in the bylaws of the individual standing committees. The Standing Committee Chair is responsible for the coordination of committee activities, preparation of the agenda of the meetings, keeping the records and minutes of the committee activities and regularly submitting these minutes to faculty and the Dean. At a minimum, meeting agendas and minutes should be posted in a timely fashion after each committee meeting on the Standing Committee web page to assure that all faculty have the opportunity to be informed of agenda items prior to committee meetings and to view the committee's deliberations and decisions.
- f. A Committee Chair may appoint an *ad hoc* chair to carry out business when the chair will be absent from a meeting.
- g. The Standing Committee members are responsible for attending all the committee meetings, and for informing and consulting with appropriate faculty regarding new and important actions taken by the committee, and shall inform the appropriate faculty and administration officials of the committee activities.