

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: General Administration
AREA: Administrative Guide

Number: 01.A.06

SUBJECT: University Shared Governance Policy

I. 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.

II. GOVERNANCE

Governance refers to the process of policy making and macro-level decision making within higher education. Governance, academic or non-academic, 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.**

III. STRUCTURE

The SGS shall consist of the following committees and their subcommittees: University Council (UC), Academic Council (AC), Faculty Senate (FS), 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.

IV. COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

4.1. University Council

- 4.1.1. 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 other SGS committees. Interim policies with a duration of no more than one (1 year may be brought to the University Council by the President or the President's designee.
- 4.1.2. 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 originating 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 decision on any such changes remain within the purview of the president.
- 4.1.3 **Membership.** The University Council (UC) shall have representatives of the administration, faculty, staff and students. The UC chair is the president. The UC voting membership is as follows and non-voting members may be added to University Council at the discretion of the president:

President
 Provost
 VP for Administration and Finance
 VP for Student Affairs
 VP for University Advancement
 AVP for Academic Affairs
 AVP for Enrollment Management
 AVP for Student Success and Initiatives
 AVP for Finance
 AVP for Facilities Management and Construction
 Academic Deans (4)
 Faculty Senate Executive Committee (FSEC) (8)
 Shared Governance Committee Chairs (3)
 University Staff Association (USA) (2)
 Student Government Association (SGA) President

4.2. Academic Council

- 4.2.1. Academic Council (AC) shall be the SGS committee that will receive policies on academic matters from the Faculty Senate. The AC will make final recommendations to the provost on all academic matters including but not limited to policies on:
- Enrollment and admissions
 - Scholarships
 - Catalog revisions
 - Curriculum issues
 - Degree requirements
 - SACS accreditation
- 4.2.2. 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 Student Affairs
 AVP for Academic Affairs
 AVP for Enrollment Management
 AVP for Student Success and Initiatives
 Academic Deans (4)
 Council of Professors Representative Faculty
 Senate Executive Committee (8) or alternates
 Executive Director of the Library

4.3. Faculty Senate

- 4.3.1. Faculty Senate (FS) shall be assigned academic matters that will be considered by the standing committees of FS as defined by the FS Constitution. FS membership is defined by the FS Constitution ([link](#)).

4.4. University Life Committee

- 4.4.1 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 all policy matters to the 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

4.4.2 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.

4.4.3 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)
 USA Representative (2)
 Executive Director of Human Resources
 President's Office Representative
 Student Affairs Representative
 University Computing and Telecommunications (UCT) Representative
 Faculty (6 from the Faculty Senate with at least one from each school)
 Police Department Representative (Ex-Officio) Non-Voting
 University Compliance and Chief Diversity Officer (Ex-Officio) Non-Voting

4.5. Planning and Budgeting Committee

4.5.1 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

4.5.2 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 and at least one from each school)
 President's Office Representative
 USA Representative (2)

SGA Representative
 Academic Deans Representative
 Provost's Office Representative
 Executive Director of Neumann Library
 Student Affairs Representative
 Office of Institutional Effectiveness (OIE) Representative (Ex-Officio) Non-Voting
 Budget Office Representative (Ex-Officio) Non-Voting

4.6. Facilities and Support Services committee

4.6.1 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
- Oversight of the UHCL Master Plan for Facilities

4.6.2. 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 Facilities Management. 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 Faculty Senate, at least one from each college)
 VP for Student Affairs
 AVP for Facilities Management
 Administration and Finance Office Representative
 Academic Deans Representative
 President's Office Representative
 Librarian Representative
 UCT Representative
 Facilities Representative
 USA Representative (2)
 SGA Representative

V. SGS COMMITTEE BY-LAWS

5.1. General guidelines

5.1.1 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.

5.2. Provisions.

5.2.1 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
 - 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
 - Voting may occur by the following methods: Voice, show of hands, ballot or electronic voting
- 5.2.2 Each committee's by-laws are subject to approval by the UC and shall be communicated to the university community via the UHCL website.

VI. COMMITTEE RECOMMENDATIONS

6.1. Policy Introductions

- 6.1.1 Any member of any constituent group or any person at UHCL may introduce a policy proposal or other item into the SGS policy management system. Upon introduction of the item the chair of the SGS committee will be notified and 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
- 6.1.2 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.
- 6.1.3 All forwarded recommendations shall be communicated to the university community via the UHCL Website.

VII. 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.

VIII. 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.

IX. REVIEW

The SGS will be reviewed by UC at least every three years with the expectation that specific changes may be necessary to refine the SGS processes, memberships, release times, and By-laws.

X. APPROVAL

Mark Denney

Mark Denney
 Mark Denney (Sep 17, 2020 14:11 CDT)

Vice President for Administration and Finance

Ira K. Blake

President

Date of President's Approval: 11/20/2020

Revision Number	Approval Date	Description of changes
1	10-12-2006	Original policy
2	05-13-2010	Amended and approved by University Council
3	08-30-2019	Amended to include Faculty Senate as a sub-committee to Academic Council and include all functional policy areas

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