



## Membership on Committees, Task Forces, and Councils

Area:	Division of Academic Affairs	Number:	420
Applies to:	University Community	Issued:	January 1, 2014
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Policy Owner:	Provost and Vice-President for Academic Affairs	Page(s):	1

### I. Purpose

The following policy was implemented regarding the appointment of committees, task forces, and councils to promote effective communication within the University and to ensure proper assignments for personnel.

### II. Policy Statement

The individual appointing the committee, task force, or council will discuss the appointment of any individual outside his/her organizational unit with the appropriate dean or director. The president and/or the appropriate vice president will be consulted regarding the appointment of deans or directors. If consensus is not reached regarding any such appointment, the issue will be resolved by the president and/or the appropriate vice president. Every effort must be made to ensure that this policy does not delay the appointment of committees in a timely manner. The expectation is that a request will be answered within two working days. The policy does not apply to requests for assistance for one-time activities, such as judging a float at Homecoming.