

# **POLICIES AND PROCEDURES FOR THE STRATEGIC PLANNING AND BUDGET COMMITTEE**

## **COLLEGE OF ARTS AND SCIENCES EASTERN KENTUCKY UNIVERSITY**

### **A. MISSION STATEMENT**

The mission of the strategic planning and budget committee is to integrate annual institutional effectiveness reporting with strategic planning and budgeting to facilitate continuous improvement of teaching, learning, research, creative activities, and professional service.

### **B. STRUCTURE OF THE COMMITTEE**

1. For the purposes of electing/selecting members to the College of Arts & Sciences Strategic Planning and Budget Committee, the departments within the College are divided into the following areas:

*Area I:* Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

*Area II:* Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

*Area III:* Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.

2. The College Strategic Planning and Budget Committee shall consist of eleven members comprised of the Dean and Associate Dean for Administrative Affairs and Research as non-voting members, six elected members of the faculty, two from each Area (See B-1), and three members of the faculty appointed by the Dean, one from each Area.
3. The Dean shall chair the committee.
4. The Dean shall conduct the election of faculty members of the committee according to the schedule shown in Table 1. Each eligible department (see B-11) of the College shall nominate one individual for election to the committee. Only full-time, tenured and tenure-track faculty are eligible for membership on the

committee, as per the constitution of the College of Arts and Sciences. A faculty member may only serve on one standing college committee at a time in an effort to ensure broad representation and participation on standing committees from across the College. Because of the nature of the responsibilities of this committee, departments are encouraged to nominate individuals with at least two years of experience as a faculty member in a university, or commensurate experience with an agency and/or professional organization. Department chairs are not eligible for membership on the Committee. All full-time, tenured and tenure-track faculty of the College are eligible to vote for candidates nominated for membership on the committee. After the vote, candidates shall be ranked according to the number of votes received.

Table 1. Representation schedule by Area beginning with the 2006/07 academic year

	Year 1	Year 2	Year 3
<b>Area 1</b>	I, 3	R, 2	R, 1
	I, 2	R, 1	N, 3
<b>Area 2</b>	I, 2	R, 1	N, 3
	I, 1	N, 3	R, 2
<b>Area 3</b>	I, 1	N, 3	R, 2
	I, 3	R, 2	R, 1

Key: I = initial election, R = returning, N = New election. The number after each letter denotes number of years of service remaining.

5. During the initial election (2006-07), the members shall be elected for three-, two- and one-year terms as indicated in Table 1. The unequal number of years for this group is for the purpose of setting up the initial staggering of the committee membership and for establishing three-year rotations of elected committee members. Individuals receiving the most votes from each of the three Areas will serve the longest term for that Area according to Table 1. The individual with the second most votes for each Area shall serve as the second elected representative for that Area, while the individual with the third most votes shall serve for one year as an alternate. The purpose of the alternates will be to replace the elected Area representatives should the need arise.
6. In subsequent years, two individuals will be elected for three-year terms as indicated in Table 1. For each Area, the individual receiving the most votes shall be the new elected representative, while the individual with the second most votes shall serve for one year as an alternate. For Areas where election of a committee member is not required in a given year, an alternate shall be elected from nominations by departments not already represented on the committee for the year. The individual with the most votes shall be the alternate.

7. If an alternate serves for only one year, his/her service shall not affect his/her eligibility or that of his/her department for representation on the committee according to the schedule in Table 1. If, on the other hand, an alternate serves for two or more consecutive years, he/she shall be deemed to have served as a regular committee member and his/her eligibility or that of his/her department for representation on the committee shall be governed by the schedule in Table 1.
8. When appointing the required additional committee members (see B-2) the Dean shall consider the diversity of the College in terms of factors such as, but not limited to, department, gender, race, rank, and age. The appointed faculty members shall serve for one-year terms. They may be reappointed for a maximum of three years so long as their reappointments meet other eligibility requirements in this document.
9. The committee members and alternates shall be elected no later than September 1 of the year in which it is to function. Appointment of committee members by the Dean shall be made as soon as possible after the elections, but no later than September 10. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.
10. A department shall not be represented on the committee by two members, elected or appointed, during the same academic year.
11. Once a department has been represented on the committee by election or appointment, faculty members from that department shall not be eligible for election or appointment until such a time when all departments from the same Area (see B-1) have been represented on the committee, or a suitable nominee from the eligible department can not be found. An exception shall be made in the case in which the representative is an alternate who serves on the committee for no more than one year.
12. A quorum shall consist of a simple majority of the voting members.
13. The committee will elect, by simple majority, from its membership a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within 14 calendar days.
14. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by either election or appointment according to how the seat on the committee was originally filled.

15. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open.
16. Proposed changes to these guidelines must be approved by the Strategic Planning and Budget Committee by a majority vote prior to the beginning of the academic year in which they are to take effect.

### C. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Strategic Planning and Budget Committee will be to:
  - a. Review the strategic plans from the departments (planning units).
  - b. Prioritize strategic planning budget requests from the departments.
  - c. Assist the Dean in preparing the college (planning group) strategic plan.
  - d. Regularly review and when appropriate, revise the College of Arts & Sciences mission and vision statements.
  - e. Regularly review the College of Arts & Sciences Constitution and, when appropriate, draft amendments for review and approval by the Faculty Assembly.
  - f. Meet regularly with the Dean to discuss matters related to the budget and/or budgetary policy.
  - g. Review departmental governance documents.
  - i. Advise the Dean on matters not specifically delegated to some other standing or ad hoc committee.
2. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the College. Additional meetings may be called by the Chair or by a simple majority of the committee.

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Adopted: 10/16/2006