I. PURPOSE & INTENT

The following policy is adopted to establish an orderly process for appointing members to University of South Florida (University/USF) committees and councils. Detailed information on current University-wide committees and councils may be found on the University Faculty Senate webpage under “Committees.”

II. STATEMENT OF POLICY

A. University-wide Standing Committee and Council Appointments

1. Each University-wide standing committee is appointed by either the President or the Vice President designated in the committee's charge document and who is chiefly responsible for the operational area of concern to that particular committee.

2. University council members are appointed by the President or the appropriate Vice President of the University.

3. Nominations for positions to be filled by faculty, staff, or students on University committees or councils are solicited from the Faculty Senate, Administration Council, Staff Senate, and the Student Government through the appropriate Vice President.
Individuals wishing to make nominations should forward the nomination form to the appropriate organization listed in this subsection. The President may specify the number of nominations to be forwarded for each vacant position.

4. Appointment notices are made in writing to each individual and committee or council chair prior to his/her term of appointment.

5. Appointments to these committees or councils are effective the first day of classes in Semester I of each year and they expire as set forth in the charge document of each committee or council.

6. The number of new persons appointed to University committees or councils each year is designated in the charge document.

B. Vacancies

1. In the event a council or committee member must take leave of service from a council or committee, he/she so notifies in writing the chairperson and the University officer who appointed him/her.

2. The appointing officer follows the procedures outlined above in filling any vacancies.

*Current Responsible Office: USF System Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.