PURPOSE

1. The Council of Chairs functions as part of the academic policy advising system within the Academic Affairs division of the University. The purpose of the Council is to provide advice to the President, Provost and Vice President for Academic Affairs, Council of Academic Deans (CAD), and University Council. The Council shall also serve as a forum for department chairs and school directors to exchange ideas and assist in chair and director development.

2. The Council reports to the Provost. It advises the Provost on various matters including, but not limited to, academic policies, faculty issues, facilities, personnel policies and procedures, research, academic programs and budgets. Topics considered by the Council may originate in a college Council, the Council of Academic Deans, the Faculty Senate, the University Council, or other venues. These entities are encouraged to route their proposals through the Council of Chairs.

MEMBERSHIP

3. Council membership is composed of regular members defined as all department/program chairs and school directors.

4. When regular members of the Council cannot attend a meeting, they may choose to send an alternate who is authorized to represent the department or school and vote.

MEETINGS

5. Regular meetings will normally occur at 3:30 p.m. on the first Thursday of each month. The Chair of the Council may call special meetings or cancel regularly scheduled meetings if warranted.

6. Officers of the Council include the Chair, Vice-Chair, and Secretary. Officers are elected for one-year appointments. The officers will serve as the Executive Committee for the Council with the addition of the immediate past chair of the Council. The Executive Committee shall serve as the nominating committee. The officers of the Council of Chairs will be elected at the regularly scheduled May meeting of the Council.

7. The elected Chair of the Council will preside at Council meetings to facilitate discussion. The Vice-Chair will preside if the Chair is absent. If both the Chair and Vice-Chair are absent, the Secretary of the Council will preside.
8. The Chair represents the Council on the Council of Academic Deans and will keep the Council of Chairs informed on Council of Academic Deans key action items.

9. Any member of the university community may submit agenda items to the Chair who shall determine their appropriateness for Council consideration. The Chair of the Council will set the agenda for the meetings with consultation from the Executive Committee.

10. The Council will hold a joint meeting with the Council of Academic Deans as indicated in PPS 1.06, Council of Academic Deans. This joint meeting will be called and chaired by the Provost or designee.

11. The Vice-chair is responsible for serving as a liaison to the Faculty Senate.

12. The Chair is responsible for identifying members to serve as representatives to various committees.

AGENDA

13. Council meeting agendas will be distributed via e-mail on the Monday preceding each regularly scheduled meeting. Members asking for items to be placed on the printed agenda should suggest the item to the Chair before 5:00 p.m. on the Thursday of the preceding week. Members will also have the opportunity to introduce new topics at the meeting.

MEETING FOLLOW-UP

14. The Secretary of the Council will normally distribute a summary of key action items from each Council meeting to the Council members via e-mail.

CERTIFICATION STATEMENT

15. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ____________________ Review Date: ________________

Reviewer: ______________________ Date: ______________________

Approved: ______________________ Date: ______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs