

University Standing Committees Guidance for Chairs and Administrative Contacts

Thank you for serving as chair or administrative liaison to one of the university's 15 standing committees. Each committee plays a critical role in partnering with the university administration to develop and recommend programs and policies for the enhancement of NC State. To assist you, please note the following guidance and contact information.

Website

Each committee has a [website](#) that contains the appointment letter, committee charge and committee roster. These items are maintained by the Office of the Provost. If you see a discrepancy in any of these documents please contact Amy Jinnette. Additionally, each committee chair and administrative contact have been granted access via their Unity ID to post to their committee's website using WordPress. A full list of standing committee URLs have been attached to this guide.

On the website, each Chair and/or Administrative Contact is to:

- Review the brief description of the meeting schedule and update as needed.
- Post committee meetings. When creating a new meeting, please use the convention of month day, year (e.g. May 2, 2018) for the meeting title. This is beneficial for archiving purposes.
- Post the agendas, minutes and annual reports. Templates may be found on the websites listed below.

Open Meetings Requirements

- Review the Open Meetings [Regulation](#) and [Resources](#)
- Post schedule on committee website & [university calendar](#) (name of committee, date, time, and place)

Chair-Elect

- By February 1 of each year, please have the committee elect a chair-elect from current members whose terms are not expiring (see membership roster for term end dates). Please forward the chair-elect's name to Amy Jinnette.

Members

- If you have requests for specific people to serve on a committee, please tell them they must complete the annual university standing committee preference survey in January. Please send their name to Amy by February 1 so that the Faculty Senate and Committee on Committees can consider these requests in the process of filling vacant seats. If you know of someone interested in serving, tell them they must complete the survey.
- Committee Chairs should notify Amy by February 1 of members on your committee who should not be reappointed for the following year and why; i.e., if you have committee members who are not attending meetings or not participating.

Annual Report

- Each committee must submit an annual report by June 1 of each year. The report should be posted on the committee's site and sent electronically to Amy Jinnette. It should contain any recommendations pertinent to the committee's charge as well as any recommendations for revision of charge and/or membership configuration. See template online: <https://committees.provost.ncsu.edu/committee-resources/>

Contact Information:

Amy Jinnette, Assistant Vice Provost for Academic Affairs
Office of the Provost
arjinnet@ncsu.edu/515-3123
committees.provost.ncsu.edu

University Records Officer
Office of General Counsel
[515-3071](tel:515-3071)
[generalcounsel.ncsu.edu/legal-topics/governance/open meetings/](http://generalcounsel.ncsu.edu/legal-topics/governance/open-meetings/)

University Standing Committees WordPress URLs

Admissions (Undergraduate)

<https://committees.provost.ncsu.edu/undergraduate-admissions/wp-admin/>

Athletics, Council on

<https://committees.provost.ncsu.edu/athletics/wp-admin/>

Bookstores

<https://committees.provost.ncsu.edu/bookstores/wp-admin/>

Commencement

<https://committees.provost.ncsu.edu/commencement/wp-admin/>

Courses & Curricula

<https://committees.provost.ncsu.edu/courses-curricula/wp-admin/>

Dining

<https://committees.provost.ncsu.edu/dining/wp-admin/>

Evaluation of Teaching

<https://committees.provost.ncsu.edu/evaluation-teaching/wp-admin/>

Group Insurance & Benefits

<https://committees.provost.ncsu.edu/group-insurance/wp-admin/>

International Programs

<https://committees.provost.ncsu.edu/international-programs/wp-admin/>

Library

<https://committees.provost.ncsu.edu/library/wp-admin/>

Lifelong Faculty Involvement

<https://committees.provost.ncsu.edu/lifelong-faculty/wp-admin/>

Registration, Records & Calendar

<https://committees.provost.ncsu.edu/registration-records/wp-admin/>

Speakers and Lectures

<https://committees.provost.ncsu.edu/speakers-and-lectures/wp-admin/>

Undergraduate Education, Council on

<https://committees.provost.ncsu.edu/undergrad-education/wp-admin/>

University Housing

<https://committees.provost.ncsu.edu/university-housing/wp-admin/>