MEMORANDUM

TO: All Staff
FROM: Tawnie Peterson,
Chair Staff Council

SUBJECT: Staff Participation in Shared Governance for 2018-2019

Staff Council encourages all staff members to consider serving on a university-wide committee. The following list of committees with open seats provides opportunities for University staff to participate in the shared governance process. Staff Council will recommend employees for service on these committees; the President makes final appointment. A brief description of the scope of each committee is given; the meeting dates and times are approximate and will be updated by the individual committee Chairs. In addition to committee participation, you will be expected to keep the Council informed, as appropriate, of committee activity. We recommend you obtain supervisory approval prior to requesting an appointment.

- Complete this form and return by October 15th, 2018, via Staff Council e-mail or campus zip 160, if you are interested in serving on a committee.

- **Academic Integrity (Council for Promoting):** Meets frequently. Forward issues and concerns on academic honesty and integrity to the appropriate bodies; develop promotional programs and presentations on integrity issues. (EM 04-36). (One staff seat; two-year term ends 5/2020)

  Academic Senate Standing Committees: (**staff member must be selected from department, school or college office selected by Chair of Staff Council**)

- **Educational Policies Committee:** addresses academic issues facing faculty, students, and staff; meets 2nd and 4th Thursday of each month. (One staff seat; one-year term** ends 5/2019)

- **Sustainability Affairs Council (Associated Students):** Acts as an advocate for the general health of the Earth's physical and biological environment raises and addresses specific issues associated with the environment. (One staff seat; one-year term-ends 5/2019)

- **Library Advisory Committee:** Reviews and evaluates proposed and existing policy, procedures, and services concerning the role of the Library in the pursuit of the academic mission of the University. Will meet as needed or at least once per semester (EM 01-18). (One staff, one-year term-ends 5/2019)

- **Student Grievance Hearing Pool:** 14 staff to be placed in a selection pool for a two-year rotating term. Should a formal grievance be filed by a student, a hearing panel is selected from a pool of 48 members (composed of staff, faculty and students), based on (a) availability of individuals and (b) the grievance that has been filed. The grievance panel will be composed of two faculty, or two staff (when appropriate) and two students. (EM 05-10) (Open: 10 staff, two-year term-ending 5/2020)

- **Sustainability Affairs Council (Associated Students):** Acts as an advocate for the general health of the Earth's physical and biological environment raises and addresses specific issues associated with the environment. (One staff seat; one-year term-ends 5/2019)

- **Transportation Committee:** Promotes alternative methods of transportation. (One staff, one-year term-ends 5/2019)
Return to the Staff Council Office, zip 160, by Monday, October 15th, 2018 or respond via separate e-mail to stac@csuchico.edu.

If you have checked more than one committee, please list below in order of priority. Please check with your supervisor concerning the commitment of time.

1. 
2. 
3. 

Name: ________________________________ Department: ________________________________

Office Ext: ________  Campus Zip: ________

Optional: Statement why you are interested in serving on a particular committee (attach additional pages if needed)

Department Supervisor Approval

In May of 2017, President Hutchinson, and leaders of the Associated Student Senate, Academic Senate, and Staff Council signed the Statement on Shared Governance and Consultation at CSU, Chico. In the statement, staff participation on university-wide committees was encouraged. Participation of your staff member will involve regularly attending meetings as they are scheduled by the various campus committees. The number of meetings per academic year varies depending on the committee. Some committees meet infrequently, while still others meet on a regular basis. The responsibilities as a university committee staff representative include making reports at the monthly Staff Council meeting as requested by Staff Council, or as necessary. Participation on a university-wide committee is a good way to stay informed, to get to know your campus colleagues, and to become a more involved member of our campus community.

Supervisor Name: ________________________________

Supervisor Signature: ________________________________

Supervisor Office Phone Number: ________________________________