

SECTION: General Administration

Number: 01.A.06

AREA: Administrative Guide

SUBJECT: University Shared Governance Policy

I. PURPOSE

University of Houston-Clear Lake's Shared Governance System (SGS) is a participatory, advisory system charged with supporting the university's mission. The SGS provides a collaborative avenue through which the constituent groups advise the university's president on matters of policy and operations and assist in the development of procedures. The responsibilities of the SGS also include monitoring and overseeing the implementation of policies and procedures.

II. GOVERNANCE

Governance refers to the process of policy making and macro-level decision making within an institution. Governance, academic or non-academic, is defined as the manner in which issues affecting the entire institution, or one or more constituents, are decided. Constituent groups are expected to handle their internal affairs and every item need not go through the shared governance process.

III. STRUCTURE

The SGS shall consist of three layers, including the following committees and their subcommittees:

- 3.1 Primary: University Council (UC), The UC will direct a review of the University Shared Governance Policy every five years.
- 3.2 Secondary: Academic Council (AC), University Life Committee (ULC), Planning and Budgeting Committee (PBC) AND Facilities and Support Services Committee (FSSC).
- 3.3 Subcommittees: Subcommittees can be established by any Secondary SGS committee as it deems appropriate
- 3.3 See Attachment 1 for the SGS organizational structure

IV. COMMITTEE DESCRIPTIONS AND RESPONSIBILITIES

4.1 University Council

- 4.1.1 University Council (UC) shall be the SGS committee that will make final recommendations to the university president. Recommendations will come to the UC from the Secondary SGS committees.
- 4.1.2 The UC may forward proposals with a recommendation to approve, a recommendation to amend, or a recommendation to disapprove the proposal. The President may accept the proposal as presented, accept the amendment, or reject the proposal with comments. All matters forwarded by UC constitute recommendations to the president. All final decisions on any such changes remain within the purview of the president.

4.1.3 Membership. The University Council (UC) shall have representatives of the administration, faculty, staff students, and alumni. The UC chair is the president. The UC voting membership is as follows and non-voting members may be added to University Council at the discretion of the president:

President

Sr. Vice President, Provost

Vice President for Administration and Finance

Vice President for Student Affairs

Vice President for Strategic Enrollment Management

Vice President for University Advancement

Vice Provost

Sr. AVP for Information Resources/CIO

AVP for Student Success and Initiatives

AVP for Business Operations

AVP for Facilities Management and Construction

AVP for Human Resources

AVP for Student Engagement

Academic Deans (4)

Faculty Senate Executive Committee (FSEC) (8)

Shared Governance Secondary Committee Chairs (3)

University Staff Association (USA) (2)

Student Government Association (SGA) President

4.2 Academic Council

4.2.1 Academic Council (AC) will make recommendations on all policies as outlined in UHCL MAP 01.A.01. The AC will make final recommendations to the provost on all academic matters including but not limited to:

- Enrollment and admissions
- Scholarships
- Catalog revisions
- Curriculum issues
- Degree requirements
- SACS accreditation

4.3 Faculty Senate

4.3.1 Faculty Senate (FS) shall be assigned academic matters that will be considered by the standing committees of FS as defined by the FS Constitution. FS membership is defined by the FS Constitution.

4.4 University Life Committee

4.4.1 The University Life Committee (ULC) will make recommendations on all policy matters as outlined in UHCL MAP 01.A.01. The (ULC) shall consider all matters relating to personnel and to student life in the

university community. Specifically, the responsibilities of ULC are as listed below:

- University-wide policies (such as smoking, sexual harassment, etc.)
- Student policies
- Safety, Health and quality of life issues

4.5 Planning and Budgeting Committee

4.5.1 The Planning and Budgeting Committee (PBC) will make recommendations on all policy matters as outlined in UHCL MAP 01.A.01. The (PBC) shall have the responsibility for oversight of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to UC the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of PBC are as listed below:

- Oversight of University-wide planning
- Oversight of University-wide budgeting and appropriate post-audits of budgets and initiatives
- Oversight of university assessment
- Oversight of university fundraising

4.6 Facilities and Support Services Committee

4.6.1 The Facilities and Support Services Committee (FSSC) shall have the responsibility for dealing with issues involving facilities, space, parking, computing and the library. FSSC will make recommendation on these issues to UC. Specifically, the responsibilities of the FSSC are as listed below:

- University, school, or other constituent facilities and space needs
- University, school, or other constituent computing needs
- Library needs
- Parking issues and policies
- Oversight of the UHCL Master Plan for Facilities
- University campus environmental health and safety issues and policies

4.7 Membership.

The membership of each committee under UC will be identified in their by-laws, communicated to UC, and published to the University Shared Governance web page

4.8 Structure.

The structure of each committee under UC will be identified in their by-laws, communicated to UC, and published to the University Shared Governance web page

V. SGS COMMITTEE BY-LAWS

5.1 General guidelines

- 5.1.1 Each SGS committee will create a set of by-laws consistent with the general policies of SGS. Included in these by-laws may be whatever subcommittees or advisory committees the respective committees deem appropriate. These committee by-laws should include any and all procedures utilized by the committee to formulate and send forward policy or other recommendations.

5.2 Provisions

- 5.2.1 The committee by-laws shall provide that:
- Membership alternates may be appointed for the year if allowed by the appointing/electing body.
 - No proxies will be permitted on votes for final committee recommendations. When necessary, alternative methods of voting can be provided by the governance committee
 - If a committee member exceeds two absences per year, the member may be replaced at the discretion of the chair
 - The use of Roberts Rules of Order will be at the discretion of the committee
 - Voting may occur by the following methods: Voice, show of hands, ballot or electronic voting
- 5.2.2 Each committee's by-laws are subject to approval by the UC and shall be communicated to the university community via the UHCL website.

5.3 Elements

- 5.3.1 The by-laws for UC are detailed in this policy, for all other committees, by-laws should contain the following elements:
- Header: Name of the committee, which committee it reports to, if applicable
 - Charge
 - Membership
 - Voting Members
 - Chair
 - Vice/Co-Chair
 - Members
 - Non-Voting Members
 - Selection of Chair and Vice/Co-Chair
 - Duties of Chair and Vice/Co Chair
 - Responsibilities of members
 - Resignation of members
 - removal of members
 - Alternate member voting rights
 - Term of office
 - Meetings
 - Frequency

- Special meetings
- Agendas
- Quorum
- Meeting notes
- Subcommittees
- Receiving recommended topics
- Amendments to the by-laws

VI. COMMITTEE RECOMMENDATIONS**6.1. Policy or proposal/initiative introductions**

- 6.1.1 Any policy introductions should be done in compliance with UHCL MAP 01.A.01 – Administrative Policy Creation, Revision and Retirement
- 6.1.2 Procedures.
 - Any member of any constituent group or any person at UHCL may introduce a proposal or initiative or other items into the SGS structure. The chair of that SGS committee will be notified and the chair may:
 - Place the item on the committee’s next available meeting agenda
 - Return the item to the person or group with notice that the item is not an SGS concern
 - Route the item to the appropriate SGS committee – or
 - Inform the person or group that the items need further development before being introduced into the SGS
- 6.1.3 Committee recommendations may be forwarded to the appropriate person or committee with a recommendation of support, no recommendation, or a recommendation of non-support, with detail notes on what specific elements of the proposal are recommended for amendment.

VII. COMMITTEE MEMBERSHIP ANNIVERSARY

All appointments and elections to the university governance committees must be made prior to August 1 of each year. Members may be reappointed or reelected. The terms of office begin at the beginning of the fall semester.

VIII. REVIEW

The SGS will be reviewed by UC at least every five years with the expectation that specific changes may be necessary to refine the SGA processes, memberships, release times, and by-laws.

IX. APPROVAL

/Marty Baylor/

Interim Vice President for Administration and Finance

/Richard Walker Ed.D./

President

Date of President’s Approval: May 16, 2024

Revision Number	Approval Date	Description of changes
1	10-12-2006	Original Policy
2	05-13-2010	Amended and approved by University Council
3	08-30-2019	Amended to include Faculty Senate as a sub-committee to Academic Council and include all functional policy areas
4	05-09-2024	Amended to remove functional policy areas, due to establishment of UHCL MAP 01.A.01, remove committee membership and structure except UC to bylaws and clarify elements