

University Coordinating Committee Guidelines for the Development of Charges

The *Guidelines for the Development of Charges* is a checklist to ensure that the draft charge is complete. A draft charge should be **sent to the University Coordinating Committee Chair** and include, at a minimum, the following sections:

1. **Goal** - in one sentence, state the intended outcome of the task force.
2. **Rationale** - include context, background information and existing policy or practice.
3. **Charge** - include scope, duties, engagement with consultative bodies ^A and to whom the *preliminary* written report with its findings and recommendations will be delivered.
4. **Composition** - include the proposed makeup of the task force including number and rank, if applicable, of faculty, staff, students and administration. (Note that the named members will be appointed by the University Coordinating Committee.)
5. **Timeline** - include proposed timing of a) the consultation with consultative bodies ^A and b) the submission of the written *preliminary* report with its findings and recommendations to the applicable committee(s). Note that the committee(s) will submit their feedback on the written *preliminary* report to the task force. The task force may require additional discussions with consultative bodies as reflected on the [Governance Flowchart](#).

^A In the process of forming its recommendations, the task force should consult broadly and deeply with faculty, staff and, as needed, with the following committees and councils:

- [Academic Affairs Committee](#) - formulates University policies, procedures, and guidelines for academic affairs.
- [Faculty Affairs Committee](#) - formulates University programs, policies, and procedures pertaining to faculty.
- [Staff Affairs Committee](#) - formulates policies and initiatives pertaining to the responsibilities, rights, and compensation of staff members.
- [Student Affairs Committee](#) - formulates policies and program initiatives that affect student life and that contribute to student satisfaction and success.
- [University Budget Council](#) - develops the annual macro budget in the context of long-range financial planning.
- [Faculty Senate Council](#) - consultative body that facilitates the participation of the faculty in forming and recommending policies on academic and professional matters.
- [Staff Senate](#) - consultative body that facilitates the participation of the staff in forming and recommending policies affecting the working environment of staff.
- [Council of Deans](#) - consultative body that consists of the Provost and the Deans from the college and the schools.

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