University of South Florida System Policy
Number: 0-003
Subject: University of South Florida System Standing Committee and Council Appointments

I. INTRODUCTION (Purpose and Intent)

This policy is adopted to establish an orderly process for appointing members to University of South Florida System (USF System) committees and councils. Information on USF System committees and councils may be found on the USF System webpage under “Committees and Councils.”

II. STATEMENT OF POLICY

A. USF System Standing Committee and Council Appointments

1. Each standing committee is appointed by either the President or the Vice President designated in the committee’s charge document and who is chiefly responsible for the operational area of concern to that particular committee.

2. Council members are appointed by the President or the appropriate Vice President.

3. Nominations for positions to be filled by faculty, staff, or students on committees or councils are solicited from the USF System Faculty Council, Faculty Senates, Administration Councils, Staff Senates or Councils, and Student Governments through the appropriate Vice President. Individuals wishing to make nominations should forward the nomination form to the appropriate organization listed in this subsection. The President may specify the number of nominations to be forwarded for each vacant position.

4. Appointment notices are made in writing to each individual and committee or council chair prior to his/her term of appointment.

5. Appointments to these committees or councils are effective the first day of classes of the fall semester of each year and they expire as set forth in the charge document of each committee or council.

6. The number of new persons appointed to USF System committees or councils each year is designated in the charge document.
B. Vacancies

1. In the event a council or committee member must take leave of service from a council or committee, the member must notify in writing the chairperson and the appointing officer.

2. The appointing officer follows the procedures outlined above in filling any vacancies.

Authorized and signed by:

Judy Genshaft, President