

## Guidelines for Forming a University-Wide Committee (UWC)

UAB supports the formation of committees with university-wide scope that engage faculty, staff, students or other stakeholders in addressing key campus opportunities, concerns, projects, initiatives, and policies. As our continued commitment to decrease administrative burden these guidelines are intended to provide a framework for UWCs and ensure they are utilized only when appropriate and needed. UWCs do not include operational administrative meetings formed to support central administration. A link to the current list of UWC provided below shows examples of the type of activities of UWCs.

<https://www.uab.edu/provost/team/university-wide-committees>

Parties wishing to form an UWC must adhere to the following guidelines:

- The proposed committee must address *enduring or pervasive topics of broad impact*.
  - Temporary task forces may be constituted to address acute issues and are not considered UWCs.
  - Executive, administrative, safety, or regulatory bodies with decision making authority by virtue of their responsibilities or charge(s) are not considered UWCs.
- Each proposed UWC must have an executive sponsor(s), who is (are) a member of the President's Cabinet (<https://www.uab.edu/president/leadership/presidents-cabinet>). The executive sponsor supports and advocates for the mission and goals of the UWC.
- The proposed UWC must have a charter, approved by the executive sponsor, that sets out the UWC's purpose, rationale, proposed initial chair and membership, the protocol for selecting members, chairs and officers including the terms of each, anticipated meeting schedule (meeting at least semiannually), plan for submitting an annual report, proposed duration of the committee, and record keeping (e.g., minutes, and if minutes and other documents will be open to the campus community).
- Each approved UWC shall submit an annual report to the executive sponsor, including the primary initiatives it has addressed. The annual report should also address the effectiveness of the UWC, engagement of its members and whether revisions of its governing documents will be considered.
- The executive sponsor shall, in partnership with the Office of the Provost, review the composition, efficacy, and need for the UWC initially and on an annual basis.
- Shared governance is highly valued at UAB. The UWC should include in its membership a representative(s) from or chosen by the [UAB Faculty Senate](#), the [UAB Staff Council](#), and/or a student senate ([USGA](#) or [GSG](#)) representative appropriate to the topic, appointed in consultation with the executive sponsor and Office of the Provost.
- Information about each UWC, its charter, and membership shall appear on the UAB UWC website, which is managed by the Office of the Provost and should be kept current.
- If a UWC is not fulfilling its purpose as detailed in its guiding documents (including its proposed membership numbers, meetings, and timely website postings, or if it is no longer fulfilling a university-wide purpose, or is deemed ineffective), it may be sunset as a UWC by the Provost or Presidents Cabinet sponsor, in consultation with the President's Cabinet.

Persons who wish to seek establishment of an UWC should submit a committee description and rationale (maximum 500 words, including a proposed executive sponsor) to the Office of the Provost for consideration. If initially considered for approval, the group will be asked for a draft charter and draft membership roster (including a proposed chair and initial officers). The Office of the Provost will review and consider approval of the group as an UWC, in consultation with the President's Cabinet.