

**Title: #III-3. Roles of Individuals and Groups in College Decision Making**

**Date: July 22, 2024** (replaces version dated February 5, 2018)

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1. The college recognizes that the Faculty Assembly, Staff Assembly, and student body have the right to gather for the purpose of discussing issues and concerns of particular importance to the respective group.
2. The assemblies have the right to elect or appoint members of their constituency to represent them, with the identified group (Faculty Senate, Staff Council, Student Government Association) being viewed as the communications link with the larger assembly. Further, each assembly will elect or appoint a leader (i.e., chairperson) who will facilitate the work of the representative group.
3. Constituent groups may be invited to nominate faculty, staff and student representatives for appointment to major committees (standing and ad hoc).
4. Matters of group welfare are addressed by the constituent group (Faculty Senate, Staff Council and Student Government) elected for that purpose, and resulting requests and recommendations must be forwarded in writing to the appropriate administrator(s).
5. The role of an individual in decision-making is prescribed through:
  - a. The position description for each assigned role in the institution (administrator, faculty member, staff member, etc.)
  - b. Participation in ongoing activities (planning, budgeting, etc.) of a college unit or division, and
  - c. Participation as a member of a college committee or task force with defined responsibilities.
6. Administrators to whom standing committees make recommendations are expected to review and consider the committee's recommendations. When the administrator is unable to honor committee recommendations, he or she will communicate the reason(s) to the committee. A written explanation will be provided for those committees that make recommendations related to institutional governance, such as policies, procedures, and/or practices.

**Responsible Administrator: President, 304-424-8200**