



Policy

UNIVERSITY POLICY: AC-04.02-07/18

TO: University of West Florida Community

FROM: Dr. Martha Saunders, President

SUBJECT: Policy on Ad Hoc Committee and Task Force Charters

Responsible Office/Executive: Academic Affairs

Policy/Purpose: To specify guidelines for Ad Hoc Committee and Task Force Charters.

1. University- and college-level ad hoc committees, task forces and comparable groups (but not subcommittees), created for the purpose of making policy or program recommendations, shall be required to have charters containing the basic information of the UWF Faculty Senate's Sample Charter Template (e.g., purpose, specific responsibilities, and membership representation), but need not conform to the template in every particular.
2. The charters shall specify an anticipated duration for the ad hoc group, usually not to exceed one year.
3. The review and approval of ad hoc group charters shall normally be limited to the University President or the appropriate Vice Presidents or Provost for divisional- level ad hoc groups, or the appropriate deans for college ad hoc groups.
4. Appropriate exclusions to this policy shall be permitted, such as for search committees (which are governed by Human Resources rules), and exclusions can be granted by the approval authorities noted above under #3.
5. New charters and substantially revised charters for ad hoc groups shall be shared with the UWF Faculty Senate and posted to the website that houses charters and announced to the University community.

Approved By: *Martha Saunders*
Dr. Martha D. Saunders, President

Date: *August 3, 2018*