

Best Practices to Improve Successful Committee Assignments

1. Be informed about types of committees. Remember that there are many types of committees (standing, Faculty Senate, *ad hoc*, presidential, departmental). Their compositions and appointment processes are often different; it is the responsibility of the faculty to learn about these processes.
2. Sit in on a committee as a guest. If you are interested in being on a certain committee or would like to learn how the committee functions, ask to attend as a guest. Sitting in can be especially effective for junior faculty members who wish to explore future options.
3. Respond to the call for committee requests. This call usually comes from the president's office in winter or spring term for the following academic year. The President's Executive Assistant gathers nominations and distributes them to the President, Provost, and appropriate Vice Presidents. Learn about committee composition, as not all committees include faculty by nomination: they may be comprised of members in certain leading positions. Respond to the e-mail with your committee requests, but know that it does not end there.
4. Advocate for yourself. The best way to get on a committee that you are interested in is to first consult with your department chair. It would also be helpful to meet with the chairs of the committees in which you are interested. It is also possible for you to advocate for yourself directly to the senate president and a VP overseeing this committee (see the chart). When advocating for yourself, be sure to clearly and concisely explain why you wish to serve on the committee and in what ways you would be an asset.
5. Be an active committee member. Examples of active participation may include, but are not limited to, preparation for meetings, discussion and collaboration in meetings, and volunteering for or accepting and fulfilling assignments outside of meetings. The level of your involvement and participation in the committee's work may establish a reputation and determine your future committee assignments.
6. Be prepared to meet with your committee as early as convocation after the chairs of the committees are announced.

List of Committees

President Committees & Councils

- Equity Committee
- Facility Planning Commission
- Fiscal Operational Advisory Council
- Marketing Communications Committee
- Student Awards Commission
- Sustainability Committee
- Tuition Recommendation Committee

VP of Student Affairs Committees & Councils

- Admissions Committee
- Americans with Disabilities Act Commission
- Financial Aid Committee
- Retention Committee
- Safety Commission
- Student Hearings Commission
- Student Programs Executive Council
- Traffic Commission
- Veteran Action Committee

VP of Finance Committees & Councils

- Administrative Compensation Committee
- Affirmative Action Commission
- College Union Commission
- Financial Irregularity Advisory Committee
- Radiation Safety Committee
- Substance Abuse Commission

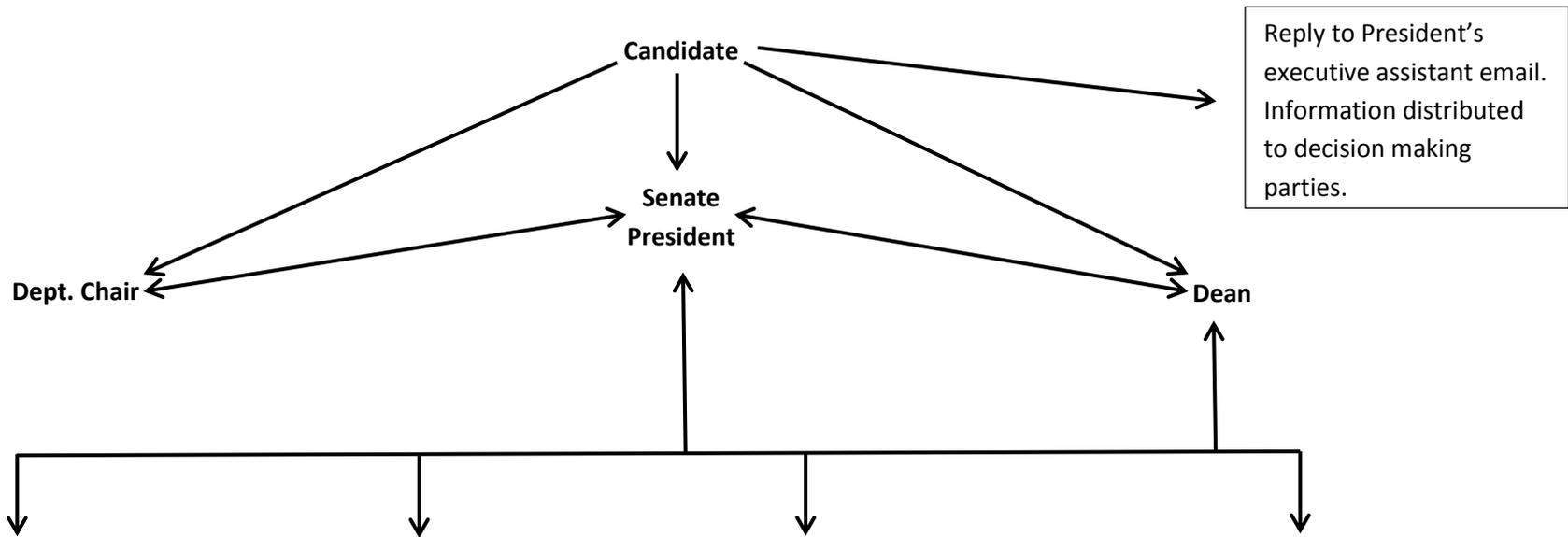
Provost Committees & Councils

- Academic Council
- Academic Progress & Petitions Committee
- Advising Coordinator Commission
- Assessment Commission
- Commission on College Teaching
- Curriculum Planning Commission
- Emeritus Status Committee
- Essential Student Learning Outcome Committees
 - Communication
 - Ethical Reasoning
 - Teamwork
 - Quantitative Literacy
 - Inquiry and Analysis
 - Diverse Perspective
- General Education Advisory Council

- Graduate Council
- Institutional Review Board of Human & Animal Subjects in Research (IRB)
- International Committee
- Library Resources Commission
- Online Learning Advisory Council
- Promotion Advisory Committee
- Provost's Council
- Resource Budget Commission

Faculty Senate Committees

- Faculty Welfare Committee
- Faculty Compensation Committee
- Faculty Rank and Promotion Committee
- Academic Standards Committee
- Faculty Appeal Committee
- Election Committee



Reply to President's executive assistant email. Information distributed to decision making parties.

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| <p><u>Oregon Tech President</u></p> <ul style="list-style-type: none"> Equity Committee Facilities Planning Commission Fiscal Operations Advisory Council Marketing Communications Comm. Student Awards Commission Sustainability Committee Tuition Recommendation Comm. | <p><u>VP of Student Affairs</u></p> <ul style="list-style-type: none"> Admission Committee Americans w/Disabilities Financial Aid Committee Retention Committee Safety Commission Student Hearings Comm. Student Programs Exc. Co. Traffic Commission Veterans Action Committee | <p><u>VP of Finance</u></p> <ul style="list-style-type: none"> Administrative Compensation Affirmative Action Comm. College Union Commission Financial Irregularity Comm. Radiation Safety Committee Substance Abuse Commission | <p><u>Provost</u></p> <ul style="list-style-type: none"> Academic Council Academic Progress/Petitions Comm. Advising Coordinator Comm. Assessment Commission Commission on College Teaching Curriculum Planning Commission ESLO Committees Emeritus Status Committee General Ed. Adv. Council Graduation Council Human/Animal Subjects (IRB) International Committee Library Resources Commission Online Learning Adv. Council Provost Council Resource Budget Commission |
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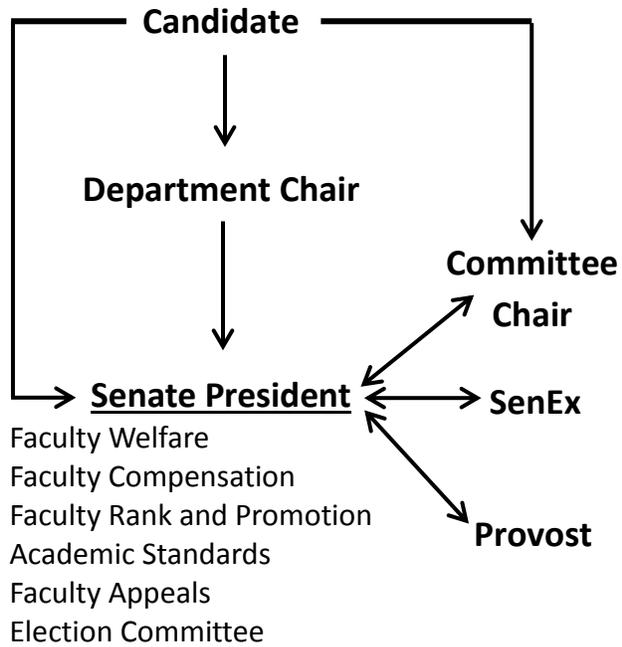
Selection Processes for Standing Committees

Arrows indicate the flow of information.

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Italicized positions are responsible for final committee appointments.

Selection Processes for Faculty Senate Committees



Arrows indicate flow of information.



Senate president responsible for final appointments.