

## Committee Protocol Template and Checklist

- I. Name of committee
- II. Chairperson and Secretary – identify how chair and secretary will be elected
- III. Membership
  - a. List both voting and non-voting members of the group.
  - b. Include the following information in this section:
    - i. Appointed or elected and by whom
    - ii. For faculty members, indicate if need to be ordinary, tenured or extraordinary
    - iii. Describe expertise or qualification required to serve on committee
    - iv. Describe any circumstance(s) or exclusions that would prohibit someone from serving on the committee.
- IV. Terms

Specify length of term or indefinite; renewable or non-renewable.
- V. Purpose

*(a brief paragraph that details the goals of the group)*
- VI. Duties / tasks
  - a. List the objectives for which individual members and the group as a whole are responsible.
  - b. Specify frequency of meetings
  - c. Include title of position to which committee reports and how frequently they shall provide a written report.

Note: proposed protocols also need to state in which handbook chapter, 16 or 17, the committee will be assigned.