

# **POLICIES AND PROCEDURES FOR THE STRATEGIC PLANNING AND BUDGET COMMITTEE**

## **COLLEGE OF SCIENCE EASTERN KENTUCKY UNIVERSITY**

### **A. MISSION STATEMENT**

The mission of the College Strategic Planning and Budget Committee is to integrate annual institutional effectiveness reporting with strategic planning and budgeting to facilitate continuous improvement of teaching, learning, research, and professional service.

### **B. STRUCTURE OF THE COMMITTEE**

1. For the purposes of electing/selecting members to the College of Science Strategic Planning and Budget Committee, the departments within the college are as follows:  
  
Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Geosciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.
2. The College Strategic Planning and Budget Committee shall consist of eight members comprised of the Dean and Associate Dean as non-voting members, and six departmental faculty representatives, one from each of the constituent departments
3. The Dean shall chair the committee.
4. Only full-time tenure-track (tenured and probationary) faculty are eligible to serve as departmental representatives on the committee. Department Chairs are not eligible to serve on this committee. A faculty member may only serve on one standing college committee at a time. Because of the nature of the responsibilities of this committee, departments are encouraged to nominate individuals with at least two years of experience as a faculty member in a university, or commensurate experience with an agency and/or professional organization.
5. Each department shall designate a member of the Strategic Planning and Budget Committee, and an alternate, in accordance with the department's policies and procedures.
6. Initially, to establish a rotational pattern, the departmental representatives will serve either a one-year term (Biological Sciences, Department of Chemistry, and Department of Computer Science) or a two-year term (Department of Geosciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy). Thereafter, each representative will serve a two-year term. Should a member of the committee resign or

need to be replaced for non-attendance, reappointment will be made by the department to fill the unfinished term.

7. The committee members and alternates shall be elected no later than September 1 of the year in which it is to function. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.
8. A quorum shall consist of a simple majority of the voting members. When there is need for the committee to vote, the votes shall be decided by a simple majority of the votes cast. In the event of tie vote, members shall briefly discuss the issue again and then revote. If the second voting still results in a tie, the chair shall vote to break the tie.
9. The committee will elect, by simple majority, from its membership a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within 14 calendar days.
10. It is the responsibility of members to contact the committee chair and their alternate in the event that they will not be able to attend a regular or special meeting. In the absence of a regular voting member of the committee, his/her department's alternate shall serve as a voting member. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by the department according to how the seat on the committee was originally filled. The committee chair will report to the dean when a seat is declared vacant or when a member resigns from the committee.
11. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open.
12. Proposed changes to these guidelines must be approved by the Strategic Planning and Budget Committee by a majority vote prior to the beginning of the academic year in which they are to take effect.

### C. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Strategic Planning and Budget Committee will be to:
  - a. Review the strategic plans from the departments (planning units).
  - b. Prioritize strategic planning budget requests from the departments.
  - c. Assist the Dean in preparing the college (planning group) strategic plan.
  - d. Regularly review and when appropriate, revise the College of Science mission and vision statements.
  - e. Regularly review the College of Science Constitution and, when appropriate, draft amendments for review and approval by the Faculty Assembly.
  - f. Meet regularly with the Dean to discuss matters related to the budget and/or budgetary policy.
  - g. Review departmental governance documents.

- h. Assist the Dean with conducting CPE mandated and other program review activities.
  - i. Advise the Dean on matters not specifically delegated to some other standing or ad hoc committee.
- 2. The chair shall call committee meetings as necessary to conduct the business of the college.

---

Adopted: August 2016