

COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

EASTERN KENTUCKY UNIVERSITY

GUIDELINES FOR THE STRATEGIC PLANNING AND BUDGET COMMITTEE

I. MISSION STATEMENT

The mission of the 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, creative activities, and professional service.

II. STRUCTURE OF THE COMMITTEE

1. See the CLASS Constitution (<http://class.eku.edu/>) for guidelines about membership on standing committees.
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3. The College Strategic Planning and Budget Committee shall consist of the Dean and Associate Dean as ex-officio, non-voting members and one departmental faculty representative from each CLASS department as voting members.
4. Only full-time tenured or tenure-track faculty are eligible to serve as departmental representatives on the committee. Because of the nature of the responsibilities of this committee, departments are encouraged to select individuals with at least two (2) years' experience as a faculty member in a university or commensurate experience with an agency and/or professional organization. Department chairs are not eligible for membership on the Committee.
5. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three (3) consecutive meetings without significant cause, the seat will be declared vacant and filled by the department's alternate for the remainder of the academic year.
6. The Dean shall chair the committee.
7. The committee will elect, by simple majority, a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the Committee Chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within fourteen (14) calendar days.
8. A quorum shall consist of a simple majority of the voting members.
9. 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.

III. RESPONSIBILITIES OF THE COMMITTEE

- A. The function of the Strategic Planning and Budget Committee will be to
1. Review the strategic plans from the degree programs (educational programs) and departments (academic and student support units).
 2. Assist the Dean in preparing the College (administrative unit) strategic plan.
 3. Regularly review and, as needed, revise the mission and vision statements of the College of Letters, Arts, & Social Sciences
 4. Regularly review the Constitution of the College of Letters, Arts, & Social Sciences and, when appropriate, draft amendments for review and approval by the Faculty Assembly
 5. Meet regularly with the Dean to discuss matters related to the budget and/or budgetary policy.
 6. Review departmental governance documents.
 7. Advise the Dean on matters not specifically delegated to some other standing committee or work group.
- B. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the College. Additional meetings may be called by the Committee Chair or by a simple majority of the committee.

Approved: **August 31, 2016**