

# Workplace Environment Committee

## PURPOSE:

- Promote an improved workplace experience and positive environment at the University
- Advise the Executive Leadership Team (ELT) on policies and practices that will move the University toward achieving a “Best College to Work For” status in the Chronicle for Higher Education survey
  1. Conduct the survey every two years and present an analysis and interpretation of the results to the ELT
  2. Conduct focus groups to determine the factors underlying the lowest performance areas, analyze the results, and make recommendations that should improve the ratings in subsequent surveys
- Develop and administer a survey or other mechanisms that measure the morale of the faculty and staff, and recommend strategies to improve it.
- Create and run “new traditions” that contribute to a sense of recognition and valuing our employees

## MEMBERSHIP:

- Officers
  1. The chair will be appointed by the ELT, shall be the presiding officer, and shall:
    - administer all business of the committee
    - meet with the ELT at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
  2. Secretary elected by the committee membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
- Ex-officio members
  1. The Director of Human Resources
  2. The Ombudsperson
- Faculty representatives
  3. Two faculty members, one of whom should be a Faculty Senate member
- Other
  4. One from each division
  5. Two at-large members
  6. A rep from USS Senate
  7. SGA President

HOW APPOINTED: Appointed by ELT upon receiving recommendations from VPs and deans; senate presidents make recommendations for their respective senates. Provost appoints at-large members.

ROTATION: Representatives from each of the colleges and divisions may serve a three-year term. Student representatives will be appointed annually.

WHEN APPOINTED: Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

MEETING FREQUENCY: The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

PARLIAMENTARY PROCEDURE: Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.