*Revised 9-10-2015  
Approved 9-17-2015 Faculty Senate*

**EXECUTIVE COMMITTEE DRAFT CHARGES FOR 2015-16**

Melina Alexander, Chair

Kirk Hagen, Liaison

**CONSTITUTIONAL REVIEW, APPORTIONMENT, AND ORGANIZATION**

***PPM 1-13, Article 5, Section 4.4: The Committee on Constitutional Review, Apportionment and Organization shall review, update and preserve the integrity of the Constitution and Bylaws of the Weber State University faculty government. This Committee shall study ratios of college representation on the Senate and recommend procedures for electing its members. The Committee shall also be responsible for recommending policies on the organization and operational procedures of the University.***

**1. Calculate the 2015-16 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2015) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline).**

**2. Review apportionment procedure document and determine if further changes should be made.**

**3. Have a standing committee meeting the first half of each semester. It has been very challenging to receive feedback on charges and holding set meetings with clear timetables would be helpful to the chair.**

**4. Complete a final review of the Faculty Senate numbers; administrators to faculty representatives.**

5. Research questions and make recommendation that are brought to the attention of the CRAO Committee. (Ongoing)

6. Review and revise PPM 1-18 Department Chairs to better reflect the current duties and responsibilities. Include language that shows Department Chairs are leaders, envisioning the future, engaging collaboratively with other departments and colleges to further the university’s mission, and support faculty development.