**Approved 9-15-16**

**EXECUTIVE COMMITTEE DRAFT CHARGES FOR 2016-17**

Melina Alexander, Chair

Kathy Newton, 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 2016-17 apportionment for Faculty Senate representation using the
 Hamilton Method (Fall 2016) 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. Complete a final review of the Faculty Senate numbers; administrators to faculty representatives.**

4. Finalize changes made to PPM 1-18 regarding the responsibilities of department chairs after receiving feedback from the department chair committee.

5. Review a proposed change to PPM 4-3a regarding procedures for establishing new WSU centers.

6a. Review whether all full-time faculty, including those not attached to an individual college, are currently accounted for in apportionment.

 b. Consider revising apportionment to include adjunct and full-time faculty members, including faculty housed in centers not housed in a specific college.

7. Assess the validity of adding to the PPM some language that aligns reorganizations of departments and programs with the PPM so that faculty are adequately represented.