

Statement of Purpose and Procedures—Educational Leadership Council

Preamble and Effective Dates

1.1 Recital

(a) The University of Dayton Constitution recognizes that “[e]ach element of the University Community shall have distinct rights, privileges, responsibilities, and duties as recognized by the Board of Trustees; [and that] each element shall have a mutual dependence on all the other elements of the University necessitating a high degree of cooperation and understanding for the achievement of the goals and objectives of the entire University Community.” (University of Dayton Constitution, Art. III.1(b)).

(b) The University of Dayton Constitution requires that the Board of Trustees delegate to the University Faculty the right to initiate and formulate the educational and academic policies of the University in areas of its competence. (University of Dayton Constitution, Art.VII.2(a)).

(c) In order to achieve the high degree of cooperation and understanding commanded by the University of Dayton Constitution between and among the University Faculty and administrators as the Faculty initiate and formulate educational and academic policies, and to further the Marianist values of consultation and inclusion, the Educational Leadership Council (“ELC”) is hereby constituted in accordance with the terms of this Statement of Purpose and Procedures.

1.2 Effective Dates

This Statement of Purpose and Procedures takes effect July 1, 2015.

Membership

2.1 Standing members

(a) Membership in ELC shall consist of: 1) The President and Provost of the University; 2) All the faculty and student members of Executive Committee of the Academic Senate; 3) All deans of academic units serving on the Academic Senate; 4) The chairs of the standing committees of the Academic Senate, and (5) The Vice President for Finance and Administrative Services of the University. The Co-Chairs of the ELC shall be: 1) the President of the University; and 2) the President of the Academic Senate.

(b) If none of the persons specified in paragraph 2.1(a) are persons formally affiliated with the Society of Mary, then a member of the University’s Office for Mission and Identity and Rector shall be invited as a guest to each meeting of the ELC.

2.2 Guests of the ELC

(a) If necessary in order to advance discussion, the ELC may invite other members of the University community or external guests to ELC meetings. The invitation may to a specific

meeting or meetings, or be a standing invitation to all meetings.

(b) Any person who entitled to attend meetings of the Executive Committee of the Academic Senate as a standing guest or a representative of a University body is also entitled to attend meetings of the ELC as a standing guest.

2.3 Responsibility of Co-chairs

(a) The Co-Chairs shall: (i) agree on the agenda for each ELC meeting within 10 University-business days of any such meeting; (ii) jointly conduct the business of the ELC; (iii) delegate any task they deem necessary to an ELC committee member or subcommittee; and (iv) jointly sign any written communication from the ELC to the University community or other audience.

Purpose of the ELC

3.1 Consultation

(a) The purpose of the ELC is to consult in a broader way on matters which have a substantial impact on the University. Matters which have a substantial impact on the academic program of the University should normally be brought before the ELC for consultation before the University makes any binding commitment or final decision with respect to those matters

(b) The ELC may not promulgate any policy or make any decision on behalf of the University, nor may it reverse or modify any decision made by the University, or veto or modify any policy adopted by the University.

Meetings of the ELC

4.1 Requirement for meetings

(a) A regular meeting of the ELC shall be held once each month during the academic year, and when required in the summer, unless dispensed with by the ELC, at such time and place as the Co-Chairs from time to time may direct.

(b) Emergency meetings of the ELC shall be called by the Co-Chairs, at any time, and notice of the time, place, and purpose thereof shall be given by email to all members of the ELC.

(c) Emergency meetings may be held only in the event of or to consider any matter where time is of the essence and the matter cannot wait until the next scheduled meeting of the ELC.

4.2 Agenda setting

(a) At least ten University-business days prior to each regular meeting of the ELC, the Executive Assistant to the Provost will email to each member of the ELC an agenda setting forth all business to be transacted or discussed at the meeting.

(b) As soon as practical, the Executive Assistant to the Provost shall email to each member of the ELC materials relating to items on the meeting agenda

(c) New matters may be raised by members at meetings of the ELC as necessary.

4.3 Meeting notes

(a) The Executive Assistant to the Provost of the University shall take notes of each meeting.

(b) An annotated agenda/meeting notes, indicating the range of discussion, will be drafted and sent by the Executive Assistant to the Provost to ELC members to make available to the members' constituents following the meeting.

(c) The annotated agenda/meeting notes will be posted by the Executive Assistant to the Provost on the President's Office and Provost Office websites.

4.4 Confidentiality

(a) Matters requiring the maintenance of confidentiality should be noted as such, and members and guests of the ELC shall maintain and honor the confidentiality request.