
APPLIES TO: Kettering College staff, faculty, and administrators

ISSUED: *February 26, 2026*

KEYWORDS: committee, member, chair, service

EFFECTIVE: *August 31, 2026*

PURPOSE: The purpose of this policy is to establish consistent standards for the formation, membership, leadership, and operation of institutional committees, ensuring fair representation, accountability, and effective shared governance. It provides guidelines for terms of service, election processes, member composition, and assessment to support transparent, efficient, and mission-aligned decision-making.

DEFINITION OF TERMS IN THIS POLICY:

1. **Institutional Committee:** A formally recognized committee that includes representatives from across the college and is charged with making recommendations or decisions that affect the institution as a whole.
2. **Departmental or Programmatic Committee:** A committee composed primarily of members from a specific department, program, or functional area, focused on matters specific to that unit rather than the college at large.
3. **Chair:** The individual responsible for leading a committee, facilitating meetings, setting agendas, guiding discussions, and ensuring that the committee fulfills its responsibilities in accordance with college policies.
4. **Governance Committee:** A committee primarily focused on institutional policies, procedures, shared governance, and matters related to faculty, staff, and organizational decision-making structures.
5. **Administrative Committee:** A committee primarily focused on operational, logistical, or management functions of the college, providing oversight or recommendations on administrative processes, resources, or programs.
6. **Standing Committee:** A permanent committee established by the college with ongoing responsibilities and a continuing role in policy, governance, or operations, as opposed to ad hoc or temporary committees formed for a specific purpose or project.
7. **Ex Officio Member:** An individual who serves on a committee by virtue of their position or office within the college, rather than through election or appointment. Ex officio members have the same rights and responsibilities as other committee members unless the committee's charter specifies otherwise.

POLICY DETAILS:

Terms of Service:

Employees elected to serve on an Institutional Committee will serve staggered three-year terms, with approximately one-third of members rotating off at the end of each academic year. Members may serve a maximum of two consecutive terms on the same committee and should take at least one academic year off before being eligible to rejoin the committee.

Members may be elected as Committee Chair only after completing at least one year of service on that committee. Chair service generally follows a progressive three-year model to promote continuity and mentorship, though committees may define their own chair term lengths based on their purpose and responsibilities. Regardless of the structure chosen, no individual should serve more than two consecutive terms as Chair. This structure provides a clear pathway for leadership development, ensures continuity in committee operations, and supports effective governance through mentoring.

Figure 1. Standard committee chair service model

Year	Role	Responsibilities
1	Committee Member	Participate fully in committee activities and gain understanding of processes
2	Chair	Lead the committee independently, consulting the previous Chair as needed
3	Past Chair	Provide guidance and mentorship to the incoming Chair during their first year

Requirements & Limitations of Service

All employees, including those in their first year, are encouraged to serve on at least one Institutional Committee.

All new employees at Kettering College should be assigned to a committee within six (6) months of their start date. The supervisor and/or mentor shall notify the Chair of the Collegiate Life Committee of the new employee, who will then collaborate with the employee in determining the committee to which they are assigned.

Election of Committee Members and Chairs:

Committee membership and leadership shall be determined through a formal, transparent process designed to ensure fairness, continuity, and effective representation.

The membership composition of each Institutional Committee shall be defined by the committee’s approved charter.

- When a charter requires representation from a specific department, unit, or constituent group, that department or group shall select and appoint its representative according to its internal processes.
- When a charter requires at-large members, those members shall be selected through the formal nomination and selection process.

Chair Eligibility

Committee Chairs shall be elected from among eligible members who have met the required service criteria.

Representation Considerations

Committees should give strong consideration to equitable representation across departments, programs, and other relevant stakeholder groups and/or qualifications (e.g., academic rank, etc.) when electing members or Chairs, ensuring diverse perspectives and effective governance.

Each committee should provide, within their charter the:

1. Number of ex officio positions, with position titles listed
2. Number of other members and the areas from which representation is desired (e.g., graduate program, undergraduate clinical, diagnostic imaging departments [Sonography, Radiologic Technology, and Advanced Imaging], Student Finance, Records, etc.)

Committee Participation and Responsibilities:

All committee members, including the Chair, are expected to participate fully in all committee meetings. Attendance in person or via electronic means is required. For meetings held online, members should demonstrate engagement by

having their cameras on and contributing actively to discussions. Members are responsible for reviewing materials prior to meetings and participating in follow-up actions as required.

Committee chairs are responsible for periodically assessing member effectiveness and engagement (see *Assessment of Service* section below). Based on these assessments, chairs may recommend that a member remain on the committee or be reassigned.

Committee members may request reassignment due to extenuating circumstances and preferably at the end of the academic year. Mid-term reassignment requests must be submitted to the committee chair and forwarded to the Collegiate Life Committee for review and determination in collaboration with all involved committee chairs and in consultation with the member's supervisor.

PROCEDURES:

Committee Formation

To request the establishment of a new institutional standing committee at Kettering College, a completed charter outlining the committee's purpose, membership, responsibilities, and reporting structure must be submitted to the College Council. The College Council will then review the proposed charter in accordance with the procedures defined in its own charter and determine whether to approve the new committee.

Annual Committee Membership Planning

By the end of each Spring semester, committee chairs shall notify the Collegiate Life Committee of any additional membership needs for the upcoming academic year. This information supports coordinated planning, appropriate committee staffing, and alignment between faculty availability and committee needs.

This annual notification process applies to all standing committees, except College Council, whose membership is determined through a separate nomination and appointment process.

Member Nomination Process

The Collegiate Life Committee shall call for and compile nominations for open committee positions, including self-nominations, and compile a list of candidates. This list shall be shared with the current Chair of the respective Institutional Committee, who will make the decision on which nominee(s) will be selected for membership. As with all institutional committees, College Council operates under and follows its approved charter for nominations.

Chair Election

The chair election process is as follows:

1. Nominations for chair will be gathered by the current chair.
2. The committee will discuss the candidates and conduct a formal vote. The current Chair should refrain from participating in the first round of voting. Nominees should refrain from participation in the discussion and vote.
3. A simple majority is required to elect the chair.
4. In the event of a tie:
 - a. During the first round of voting, the current Chair will facilitate additional discussion among the voting members and hold a second vote.
 - b. In the second vote, the current Chair will cast the deciding vote.

Standard Committee Procedural Guidelines for Inclusion in Charter

1. Meetings may be conducted in person, via teleconference, or through other electronic means as appropriate. If via videoconferencing, all members should keep their cameras on at all times, to encourage engagement and participation.
2. A designee shall serve as the recording secretary for the committee and may use pertinent technological resources to capture and transcribe the conversation to aid in the development of meeting minutes, which should be formatted according to the institutional standards, and saved appropriately in the committee's Teams folder. Minutes should be made available at least two business days prior to their approval date or the next meeting.
3. Pertinent portions of meeting minutes from reporting committees shall be included as a standing item on the committee to whom they are accountable (or reporting)'s agenda. See committee reporting chart ([link](#))
4. College committees, including College Council, will conduct business using a consent model. This includes the process by which a policy or issue is vetted, as well as votes of approval or disapproval.
5. Items that are voted on or recommended by the committee shall be communicated to relevant committees or councils through meeting minutes and, if requested, verbally.
6. The committee may establish ongoing working ad hoc committees or work groups. Materials and recommendations generated by these sub-committees must be reviewed and approved by the full committee before being referred to the Executive, Graduate, or College Council.
7. The committee may provide advice, either as a whole or through appointed members, to work groups addressing issues that may affect or be affected by the committee's charge.
8. The committee charter shall be reviewed annually, and any proposed changes shall be referred to College Council for approval.
9. Other procedural aspects of committee operation shall conform to Robert's Rules of Order, Newly Revised.

Assessment of Service

Each Institutional Committee shall participate in an annual evaluation process to support accountability, effectiveness, and professional development. The Committee Chair, with the counsel of the administrative representative, will complete an annual evaluation of each committee member using the evaluation tool developed for committee members (see linked "Committee Member Evaluation Tool"). Committee members will complete an annual evaluation of the Chair using the evaluation tool specifically developed for Chairs (see linked "Committee Chair Evaluation Tool"). The administrative representative on the committee will consolidate the feedback from the Chair Evaluation Tools submitted by members and share this feedback with the Chair.

Completed evaluations shall be shared with the employee's departmental supervisor and incorporated into the supervisor's assessment of the employee's performance as part of the college's annual evaluation process. This procedure ensures that service on Institutional Committees is meaningfully recognized and contributes to a comprehensive understanding of each employee's contributions, through service, to the college.

RESOURCES/REFERENCES:

Related KH Policy: N/A
Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: February 26, 2026
Revision dates: N/A