

Ad Hoc Committee Proposal Template

Please use the following template to write your proposal for an Ad Hoc Committee. Send an electronic version of your proposal to the Dean. The Dean will forward your proposal to the Council of Chairs for discussion. The Council of Chairs may invite the Proposer to meet with them to answer questions before making their recommendation to the Dean.

Submitted by:

1. **Name of Ad Hoc Committee:**
2. **Purpose:**
 - a. What is the work that the committee will undertake? That is, what is its charge?
 - b. What does the committee want to accomplish in undertaking this work
3. **Rationale:**
 - a. Why is an ad hoc committee needed to do this work?
 - b. What need does this committee's work fulfill?
 - c. How is the committee's work important to the College?
 - d. How does its work align with the mission and vision for the College?
 - e. What impact will this work have upon the College over time?
4. **Time Frame:** (number of semesters needed, start date) –Note: Four is the maximum number of semesters that can be proposed for an Ad Hoc Committee. Extensions or renewal of the committee's time frame will be determined by the Council of Chairs at the end of the established time frame.
5. **Tasks, Timeline and Deliverables** -- See Table used in Excellent in Higher Education Teaching as one model for how to align tasks, with timelines and deliverables.
 - a. What specific tasks will be accomplished?
 - b. What is the timeline for accomplishing each task?
 - c. Is this a logical sequence for the tasks?
 - d. What deliverables will be produced from the tasks? What forms will these deliverables take? If time or venues for presentations are needed, have you secured agreements for these times and venues?
6. **Communication/Sharing of Results:**
 - a. How will your colleagues learn about the work the committee is doing?
 - b. How will you ensure the widest distribution of the committee's work?
 - c. What specifically will be shared with your colleagues and college staff?
7. **Resources:**
 - a. What resources are required for this committee to do its work?

- b. If the committee could not secure the resources listed in 7a, are there other ways for the committee to accomplish its work?
- c. What agreements with department chairs or the dean's office been secured that ensure that the committee will have these resources for its work?

8. Committee Membership

- a. How large is the committee? Why?
- b. Who can be members? Why?
- c. How is membership determined?
- d. What is the term for serving on the committee?
- e. What happens if a member cannot serve his/her full term on the committee? Can members be replaced? If so, how are replacements made?
- f. Who has already agreed to serve on this committee?