

Budget Advisory Committee Charter

Section 1.0 Authority

The Budget Advisory Committee (BAC) derives its authority from the AAUP-WSU Collective Bargaining Agreement (CBA), *Article XXXI* see Appendix A , as well as the School of Medicine Faculty Senate (*Article IV. Committees, Section II. Standing Committees*) see Appendix B
This Charter may be amended from time to time by a vote of the Members, subject to the approval of the SOM Faculty Senate EC.

Section 2.0 Charge & Responsibilities

As described in the CBA, “the Budget Advisory Committee advises and recommends to the Dean long-range policies for the allocation of financial resources.”

Section 3.0 Accounting Reports and Data

In accord with the Collective Bargaining Agreement between WSU and AAUP, (excerpted in Appendix B), at the request of the BAC, the Dean or Vice Dean for Finance will make available, on a quarterly basis, any accounting reports and data, within the University, that may be needed to enable the BAC to provide consultation to the Dean about SOM budgetary priorities.

Section 3.0 BAC Consultation with Bargaining-Unit Members

In carrying out its charge, the BAC may meet without the Dean or Vice Dean for Finance. At any time, the BAC may request a meeting of the bargaining-unit members with the Dean or Vice Dean for Finance for consultation with and reporting to the bargaining-unit members regarding the budgetary priorities and issues that may have arisen through the BAC’s meetings. Upon a reasonable request of the BAC, the Dean or Vice Dean for Finance will assist the BAC in providing notice of such meetings to bargaining-unit members and will provide space for the meeting.

Section 3.0 Membership

Members will be elected by the Faculty Senate as described in the By-Laws of the Faculty Senate (excerpted in Appendix B) Candidates for membership shall be members of the Faculty Senate, and may be **self, peer or chair nominated**.

There shall be 7 members, a majority of whom shall have tenure or employments security status (ESS). Members’ terms begin with the Academic Year (July 1), and run for 3 years. The Executive Committee By Laws pertaining to the Executive Committee subcommittees (such as the BAC) composition and election is included as Appendix A. The BAC shall elect its Chair from among its members holding tenure or ESS. The Dean and/or Vice Dean for Finance shall serve as *ex officio members* of the BAC without vote.

The BAC will elect, from among its Members, a Secretary whose duty shall be to maintain and distribute Minutes of the BAC’s meetings, including an Attendance roster.

Section 4.0 Term limits

Term limits: Two terms, with at least 1 year between terms

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Section 5.0 Meetings

Meeting Frequency: The BAC will hold regular meetings monthly, but may call additional meetings on an *ad hoc* basis.

Quorum: In the event of a formal vote. A quorum of 50% of the membership will be required.

Voting Privileges: All members shall have one vote, with a simple majority required to pass a motion.

Appendix A **Excerpt from AAUP-AFT CBA**

Article XXXI

Budget Advisory Committees

Upon a majority vote of the faculty and academic staff of the departments in the Schools/Colleges of Business Administration; Engineering; Fine, Performing, and Communication Arts; Liberal Arts and Sciences; Medicine; and Pharmacy and Health Sciences; and, in the Schools/Colleges of Education; Honors; Law; Nursing; Social Work; and Information Sciences, a committee will be elected, and upon a majority vote of the librarians in the University Libraries and of the archivists in the Archives a committee will be elected, with which the chair/dean/director will consult concerning the general budgetary priorities of the unit. This committee also shall advise the unit head on general travel policies and priorities. The committee shall have at least three (3) members, a majority of whom shall have tenure or employment security status (ESS). The committee shall elect its chair from among its members holding tenure or ESS. The dean/chair/director or designee shall serve as an ex officio member of the committee without vote. The units may vote to designate existing committees to perform this function. At the request of the budget advisory committee, the chair/dean/director will make available on a quarterly basis any accounting reports and data, within the University, that may be needed to enable the budget advisory committee to provide consultation to the unit administrator about unit budgetary priorities.

BAC Consultation with Bargaining-Unit Members

In carrying out its charge, a BAC may meet without an administrator. At any time, the BAC may request a meeting of the bargaining-unit members with the unit administrator for consultation with and reporting to the bargaining-unit members regarding the budgetary priorities and issues that may have arisen through the BAC's meetings. Upon a reasonable request of the BAC, the unit administrator will assist the BAC in providing notice of such meetings to bargaining-unit members and will provide space for the meeting within the regular rules for reserving space within that unit

Appendix B

Except from Faculty Senate By-Laws

SECTION II. Standing Committees: 1. Listing. These committees will be the following: Curriculum Management, Admissions Committee, Graduate Affairs, Student Promotions, Budget Advisory, Clinical Affairs and Research Development. 2. Charters. Each standing committee

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must have a charter that describes the purpose of the committee, the qualifications for membership, organizational structure, officers, and term in office. Charters must be approved by the EC and reviewed periodically at times specified in the charters. 3. Membership. The composition of the committees is described in the respective charters. The following principles must be observed: a. The majority of voting members of these committees must be faculty members elected by the Faculty Senate b. With the exception of the Budget Advisory Committee, to ensure diverse representation, the EC may appoint one of the faculty members on each committee c. One seat is reserved for a member of the voluntary faculty d. All faculty members must be elected by the Faculty Senate except the member appointed by the EC e. Membership (term limits, starting time, time commitment, duties) of the newly elected members will follow the charter of each committee. f. If a vacancy arises for any reason, the EC will appoint a new member from the runner ups of the election to serve the remaining portion of the term. If there are none, the EC will appoint an interim member in coordination with the specific committee. 4. Nominations and Elections. a. On annual basis, the Executive Committee (EC) will review vacancies on standing subcommittees or as needed by request of subcommittees. b. In coordination with the Office of Faculty Affairs and Professional Development, (OFA), a call for nominations specifying the vacant positions on committees will be sent to members of the Faculty Senate. The call for nomination will include the charter of each subcommittee and the eligibility criteria, qualifications and service expectations of members on each committee. c. All nominations (initiated by peers, self or chairs) will be forwarded by OFAPD to the EC, which will ensure eligibility and create a slate of candidates for the vacant positions on each committee. d. The slate listing qualified candidates for the available positions will then be sent to the Faculty Senate for an electronic vote. 7 e. The elected slate of faculty will be confirmed by the EC.

Approved by SOM Executive Committee: 2/23/2023