

Task Force Guidelines

The intention of this document is to provide a series of guidelines for task forces and to support task force work.

What is a Task Force?

- The term “task force” means a committee is charged by the Senate or Executive Committee to carry out a specific investigative task.
- The issues that task forces address typically concern pressing needs that impact the university community and are not addressed by standing committees since they fall beyond their defined responsibilities.
- Task Force members are selected by the Senate. Nominations for Task Forces may come through Senators or individuals who self-nominate once a call is announced by the Faculty Senate.

How long does a Task Force have to complete its work?

- The charges of the task force should be designed so that the work can be completed in a year.
- Task forces shall be automatically dissolved at the end of the academic year in which they were created, unless specifically continued by the Senate or the Executive Committee (*Constitution Article VIII. 1*)
- Should a task force require more time to complete the charges, they should work with the Faculty Senate Executive Committee to identify solutions (*Constitution Article VIII. 1*)

What are the responsibilities of Task Forces?

- Task forces are intended to gather information and data based upon their charge and produce a report with recommendations to the Faculty Senate.
 - Recommendations from the Task Force are then passed along to facilitate decision making and actions relating to the issue investigated.
- Task forces should perform objective research and make data-driven recommendations in a final report.
 - The expectation for data gathering and analyses does not need to rise to the level of publishable scholarly work. Task force data is exploratory in nature.
 - A task force should consult with Faculty Senate Executive committee if large-scale external shareholder input is sought.
- The recommendations should be guided by best practices in the discipline.
 - Recommendations are deliberated on the Senate floor and voted on for adoption (*Constitution Article VIII. 11*)
- Dissenting opinions may be included in a final task force report.
 - There is no need for a consensus formed by the task force.
 - Multiple models or plans may be included in a final report.
- Task force chairs and co-chairs should work with the Executive Committee for troubleshooting or guidance during their work.