

INCLUSIVE COMMITTEE FORMATION

November 10, 2020

SMHS COMMITTEES

Service on committees is essential to the work of our academic community to provide input to the decision making and information gathering process. Each committee member is serving as a representative of the organization and is working to ensure that the mission and goals of our university are met. We are committed to ensuring that all voices in our community are heard and that all relevant constituencies are considered.

A successful committee is dependent on a core of committed, dedicated and energetic individuals who share a common interest in the task at hand. The committee goals can only be accomplished by building a solid foundation of engaged and invested committee members with a strong leader or co-leaders. The goal in committee formation is to develop a broadly representative group that is inclusive and diverse on many dimensions including demographic and disciplinary diversity as well as diversity of faculty rank, employment status or student degree program. Having a wide range of perspectives represented is critical to ensure that the broad needs of the GW community are represented in every committee effort. Being able to draw upon a diverse set of competencies and knowledge is essential if a committee is to successfully address the complex issues facing the university. A diverse committee allows for the group to better anticipate and consider the concerns and perspectives of all constituencies.

As an added benefit, research has shown that diverse teams can have better processes and produce better outcomes. From more accurate and objective group thinking to an expanded capacity for innovation, diverse and inclusive groups lead individual committee members to challenge their assumptions and keep biases in check.

SMHS FACULTY ASSEMBLY COMMITTEES

Special Committees – This includes working groups, study groups, task forces, strategic planning, review, and advisory committees to provide assessments, recommendations and reports on a given topic or area for functional impact or consideration of a new initiative. These committees are charged to do their work over a given time frame and are then closed.

Search Committees – These committees are formed to recommend to a hiring manager a new candidate for a given role.

Standing Committees – Two types of standing committees exist:
1) Executive Committee: Acts on behalf of the faculty assembly
2) Faculty Standing Committees which are mandated by the SMHS Rules & Procedures and overseen by the Executive Committee.

COMMITTEE FORMATION –

1. **Nominations:** Notification of intent to form a committee is shared with the faculty community with a request for nominations. Department chairs, deans and other leaders are asked to nominate faculty, students or staff (the exact mix of faculty, staff and/or students depends on the nature of the initiative). The Faculty Senate Executive Committee is also asked if they would like to nominate potential committee members. Self-nominations are also considered concurrently.
2. **Long List:** Nominators are asked to provide more names than the slots to be filled to account for availability and also to help build an inclusive team.
3. **Spread the Work:** The Office of Faculty Affairs maintains a list of those who have served or are currently serving on appointed committees. The nominees are cross-referenced to ensure they have not been overly burdened with service and to ensure new individuals are engaged.
4. **Short List:** After the information has been gathered on current service, an initial short list is assembled that strives to achieve constituency balance and a high-level of inclusivity. The executive committee will be responsible to send a proposed roster to the dean for diversity for final approval.
5. **Formal Invitations and Public Notification:** The Office of Faculty Affairs will formally invite members to serve on the committee. The final committee composition and charge is posted on the SMHS website.
6. **Committee Members as Liaisons:** In the interest of keeping committees at a reasonable size, not all segments of all

constituencies (e.g. departments, academic ranks) will necessarily have a member on a committee. However, committee members are expected to connect broadly with others and serve as liaisons gathering feedback to bring back to the group.