

**TITLE:** MUW Council of Chairs

**ORIGINATOR:** Academic Council

**APPROVAL DATE:** April 14, 2023

**EFFECTIVE DATE:** April 14, 2023

**PURPOSE:** To establish and maintain the parameters in which the Council of Chairs operates

**REVIEWER AND** Chief Academic Officer

**REVIEW DATE:** January 2030 and every five years following

**OPERATING DETAILS:**

1. The Council of Chairs acts as a liaison between MUW department chairs, the MUW faculty and academic administration. The functions of the Council of Chairs are to review curricular and other academic issues, improve operations, support professional development, facilitate communication, and develop initiatives to support the mission and goals of the institution.
2. The Council of Chairs is composed of MUW academic department chairs who supervise faculty, oversee programs, and report to academic deans.
3. The Chair, Vice Chair, and Secretary will be elected from the Council of Chairs annually. The term of office begins in the fall semester of each year and extends through that academic year (fall, spring, summer).
4. The Council of Chairs will meet regularly during the academic year. The Chair of the Council or Provost may call a special meeting of the Chairs if necessary.
5. A majority of voting members must be in attendance to conduct formal business and recommend to Academic Council.
6. The Chair of Council of Chairs will meet with the Provost as needed.