

## Hearing Committee Panel

**Purpose(s):** The purpose of the Hearing Committee Panel is to provide a pre-selected group of faculty and administrators from which ad hoc committees can be determined to consider various personnel issues. For example, the ad hoc committees that review faculty promotions and multi-year appointments, grievances, and continued employment are determined from the Hearing Committee Panel.

**Membership:** The membership of the Hearing Committee Panel consists of the following:

- Two (2) administrative faculty members, other than the President and Vice Presidents, appointed by the President
- Nine (9) teaching and professional faculty members
- One (1) student services representative

**Authority:** Based on the charge of the ad hoc committee, the committee reports and makes recommendations to the appropriate administrator for action and/or further recommendation through the normal administrative process.

**First Meeting:** To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

**Committee Chairmanship:** The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

**Record Keeping:** Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

**Minutes:** Minutes are recorded, and following approval, posted in the College's public folders.

### Hearing Committee Panel

2019-20:

Robert May	Julie Little
Leigh Ann Adams	Michael McBride
Kim Felty	Judy Miller
Winona Fleenor	Tom Tidwell
Nicole Freeman	Pansy Waycaster