

Procedure: Officially Recognized University Committee (Formation and Update)

Reviewed by: Executive Council, January 2026; University Cabinet, February 2026

Context/Background:

Officially recognized standing committees must be approved by Executive Council and posted to the Committee Lists on the university website.

To be considered for approval, a committee must meet the following criteria:

1. Have a scope of work that will last a minimum of two (2) years
2. Have cross-functional membership representing multiple divisions of the university
3. Fully develop and articulate the following components:
 - a. Charge/purpose
 - b. Committee leadership position(s) and structure of membership
 - c. Meeting schedule
 - d. Current list of members
 - e. Reference all associated policies and/or guidelines that guide the work of the committee
4. Agree to annually review and update the components

A committee that does not meet Criteria 1 and 2 listed above will only be approved if it is mandated to exist by South Dakota Board of Regents (BOR) policy, South Dakota Board of Regents Academic Affairs Council (AAC) Guidelines, South Dakota Mines policy, federal/state statute or regulation, or other official source. All committees must meet Criteria 3 and 4.

New Committee Recognition Request:

- To request official recognition as a committee, the appropriate point person must complete and submit the official committee template (attached).
- The Office of the President will receive the form and forward it to Executive Council for review.
- Executive Council will make a final decision to approve or deny the request to be recognized as an official committee.
- The committee's point person will be notified of the decision.
- If approved, the Office of the President will publish the committee's completed template on the website.

Existing Official Committee Annual Review:

- The committee leadership bears the responsibility to annually update the components identified in Criteria 3 above.
- The Office of the President will contact all committee leads annually and provide a deadline by which the information on the committee template must be reviewed and updated.
- The Office of the President will update the committee list on the website as needed.