1. Name: Calendar Committee

2. Membership:
   8 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, the Dean of the Graduate School or an appointed representative, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee considers calendar matters for university units, except the School of Medicine.
   B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
   C. The committee schedules examination, holiday, and vacation periods.
   D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
   E. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
   The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:
   The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
   None

8. Standard Meeting Time:
   The committee does not have a standard meeting time.