

James Madison University Employee Advisory Committee Guidelines

As an advisory committee reporting to the President of James Madison University (JMU), the Employee Advisory Committee fosters open, honest and productive communication between employees and the university administration with an emphasis on matters of concern to all employees.

The organization accomplishes its mission by:

- communicating with the Executive Assistant to the President of the University (Liaison to EAC)
- providing feedback and advice to the Senior Leadership Team regarding issues that impact JMU employees
- facilitating two-way communication with the campus community through electronic and verbal methods
- facilitating staff employee participation on University Committees and Commissions
- sponsoring the annual JMU Employee Appreciation Event each May
- planning the President's Opening Address to Staff each Fall

The business meetings of the membership will be held monthly on the first Wednesday during the months of September, October, November, December, February, March, April, and May. The Co-Chairs of the organization may call other meetings.

The EAC shall be comprised of members who represent the Classified Staff, Administrative & Professional Faculty, and Instructional Faculty of JMU. The members of this organization shall be currently employed at JMU.

Interested employees shall fill out the University Committees Nominations Form by the deadline. Should the pool of volunteers not ensure a representative membership, the EAC Co-Chairs may decide to ask for nominations from non-represented areas of the University. The Co-Chairs will submit a list of requested members to the EAC Liaison. The Liaison and the JMU Senior Leadership Team will approve (and may appoint) new members. Any new member invited to serve on the committee must have approval from their supervisor.

The EAC will not exceed 17 members. General guidelines for the makeup of the group includes:

- Seven will be Classified Staff, five will be A&P Faculty, four will be Instructional Faculty and one will be Wage/Part-time Staff.
- No more than one member shall be from a single department.
- At least one representative from each Division and College on campus.
- A mix of tenures (both recent hires and long-term employees).

Members will be appointed for a term of no longer than five years. Members may choose to leave the committee before the five year term is complete. Three to four committee members (approximately 20% of the membership) will rotate off the committee at the end of each year. Rotation will be based on how long a committee member has served with those serving longest rotating off each year. Committee members who do not attend more than half of the meetings may be subject to removal from the committee at the end of the year.

Two Co-Chairs for the committee are annually selected and appointed by the President, in consultation with current chairs and Executive Assistant to the President. It is recommended that Co-Chairs shall have served on the EAC for at least one year prior to appointment. One Co-Chair shall be Classified Staff and one Co-Chair shall be Administrative & Professional Faculty. In the case there is no candidates from these classifications, an Instructional Faculty member may fill the role. Co-Chairs shall serve two-year terms, with one returning and one new Co-Chair. There is an option for one-year extension if all parties are in agreement or if there is not another candidate for the position. Co-Chairs will transition early Summer each year. The Co-Chair's duties include:

- Reserving space for and facilitating all EAC meetings.
- Representing the EAC on the following University Committees:
 - Compensation Advisory Council
 - University Planning Team
 - Liaison – University Policy Committee

- Communicating on a regular basis with the Liaison, meeting in-person with the Liaison at least once per year, inviting the President and Liaison to at least one EAC Meeting each year, and making any budgetary requests to the Liaison.
- Monitor the EAC email-box, implementing the University Committees and Commissions email, serving as liaisons for the JMU Employee Appreciation Event committee, and planning the President's Opening Address to Staff each Fall.

Additional officers for the committee may include a Secretary and a Webmaster. The Secretary shall take minutes at each meeting and oversee the EAC Thank You Note process. The Webmaster shall ensure the website has up-to-date meeting minutes, guidelines, and member contact information posted.

This organization shall abide by all applicable policies instituted by JMU. Approvals and revisions to these guidelines may be proposed by any member of the committee. If the committee supports the change as indicated by a majority vote, the revised document will be shared with the Liaison for approval. The membership shall be notified of revisions to these guidelines by the co-chairs.