An Excerpt from Faculty Legislation 2009 concerning general policies for standing committees—with additional notes from COCA at end:

VIII. FACULTY COMMITTEES

1. Service on both standing and ad-hoc committees is regarded as a regular and expected part of the professional obligations of a faculty member in the area of community service. Membership on one major and one minor committee, or service on three minor committees, is considered a full committee workload, and faculty asked to serve on more than this number will normally be expected to relinquish enough committee obligations to allow their workload to fall within these guidelines. The position of Chair of the Advisory Committee, Committee on Educational Policy, or the Committee on Tenure shall be considered as equating to a full committee workload.

2. Each standing committee will be designated by the faculty as a major or minor committee. Other committees will receive a similar designation by the Committee on Committees at the time they are created; the status of ad hoc committees and sub-committees that continue for more than one year will be reviewed annually by the Committee on Committees and Agenda.

3. In addition to the committee workload of individual faculty members, the Committee on Committees and Agenda will consider the following issues in formulating slates of candidates or making appointments to committees:
   a. Academic field
   b. Gender representation
   c. Junior/Senior faculty membership

A. General Principles and Practices Governing Committees

1. The standing committees are established by the faculty to serve its needs; hence they are at all times responsible to the faculty, should keep the faculty informed of their activities, and should be attentive to faculty opinion. Their duties are in general threefold: (a) to serve as channels of communication among the various parts of the College; (b) to carry out policies established by the faculty and tasks assigned to it; and (c) to observe the operation of established policies, formulate new policies when change seems advisable, and present new policies to the faculty for deliberation and decision. They may establish policies only when specifically empowered to do so.

2. The normal term of service for faculty members on all major standing committees shall be three years. The normal term of service on minor standing committees, shall be two years. [However see individual committees for actual terms.] After serving on a committee for a full term, a faculty
member shall be ineligible for election or appointment to another full term on the same committee until four years have elapsed. During this four year period the former committee member shall be considered part of a Reserve Members Group of that same committee. Regular membership on committees shall begin on the first of July.

3. Whenever a faculty member is unable to serve on a committee for a portion of her/his elected or appointed term due to sabbatical leave, leave of absence, illness, or other extraordinary circumstance, the position shall be filled by the Committee on Committees from among the faculty currently constituting the Reserve Members Group of that committee.

4. Officers of administration serving on the various committees may occasionally be invited to bring to committee meetings, in an advisory capacity and without vote, any of their colleagues who may contribute to the discussion or who require knowledge of the matters being considered.

5. The sequence of elections to elected committees shall be as follows: (a) The Committee on Tenure; (b) Planning and Priorities Committee (a college administrative committee); (c) The Provost's Advisory Committee; (d) the Budget Advisory Committee (a college administrative affairs committee); (e) The Committee on Committees and Agenda; (f) The Advisory Committee; (g) The Committee on Educational Policy; (h) The Appeals and Hearing Committee; (i) The Committee on Academic Standing; (j) The Committee on Faculty Scholarship and Promotions; (k) The Committee on Faculty Workload and Economic Status

6. The Chair of each committee shall provide for the preparation of an agenda which shall include all items suggested for discussion by committee members. He or she shall provide for the keeping of minutes and for the presentation of them to the committee for examination and approval. The Chair shall make available to all members of the committee all correspondence addressed to the committee. He or she shall report orally to the faculty whenever the committee wishes to inform the faculty of committee business. The Chair shall provide for the circulation to the faculty of a written annual report of the committee's work at least one week before the final meeting of the academic year.

7. To document clearly the faculty's administration of its own activities, each committee shall maintain a record of its proceedings, which may include such materials as minutes, correspondence, memoranda, tape recordings, and reports. Records of the last three years shall be maintained in the committee's files; all others shall be transferred to the Archives for appropriate disposition. All committee records on deposit in the Archives shall be open for public use, except as otherwise provided in Faculty Legislation.
8. The minutes of all committees shall be regarded as public and shall be made available to any member of the college who wishes to see them. All committees shall regularly distribute their current minutes to any faculty member requesting them to do so. Current minutes of the Advisory Committee, the Committee on Educational Policy and the Committee on Admissions and Academic Standing shall be filed in the Provost's Office for consultation.

9. Any committee may create subcommittees. If a subcommittee is composed entirely of members of the parent committee, it may be constituted without consulting the Committee on Committees and Agenda. Appointment of faculty members who are not members of the parent committee must be done through the Committee on Committees and Agenda. At least one member of any subcommittee shall be a member of the parent committee.

10. No independent ad hoc or other committee shall be created until after the need for such a committee has been reviewed by the Committee on Committees and Agenda in consultation with the proposer of the Committee. Faculty committees that wish to create subcommittees not composed entirely of their own members must also consult with the Committee on Committees and Agenda. The Committee on Committees and Agenda shall maintain a current list of all committee appointments and make it available to all faculty members upon request.

Additional notes from COCA 2009-10:

Here and there the Committee on Committees does have to interpret the word “normally.” This gives it some leeway in those cases when it has difficulty finding available faculty.

Some nuances include:

The History Department normally is placed under “Social Sciences” because otherwise there would be too many faculty in the Humanities.

Non-tenured, non-tenure-track faculty are in the pool of non-tenured, tenure-track faculty if they have been teaching half-time for more than three years.