



## **Staff Advisory Committee Charge and Bylaws**

### **Mission:**

The Staff Advisory Committee represents all non-instructional staff members of the University of South Carolina's School of Law. It offers guidance to the Law School's Dean on issues, policies, and practices that impact the School and those served by the committee. The Staff Advisory Committee creates and promotes individual and organizational effectiveness by offering diverse opportunities and initiatives that support the Law School's commitment to staff inclusion, recognition, development, and participation in overall organizational advancement.

### **Goals and Objectives:**

The Staff Advisory Committee has several goals and objectives, including:

1. To advise the Law School Dean regarding staff opinions concerning all issues and matters at the School that the committee considers of importance to the staff, the School, and the institution;
2. To receive and act upon requests from the Dean for advice and counsel regarding matters relevant to the staff that may call for action by the Dean;
3. To advocate for inclusion and equity of the Law School staff within the greater Law School community and decision-making processes;
4. To enhance employee morale and improve the work environment by identifying current work issues and challenges and offering suggestions for positive changes in this regard; and,
5. To increase awareness of the contributions made by the staff of the School of Law and to promote the recognition of outstanding staff.

### **Committee Formulation:**

The committee's membership will rotate on an annual and bi-annual basis and be limited to seven members, including a Chair. The previous year's Chair will also serve on the committee in an ex-officio capacity. Self-nominations for 1-year and 2-year committee membership will be solicited the first Monday in June each year. The Dean will determine the committee's membership should more than seven individuals wish to serve in any given year. Members

must be employed at the Law School for one year prior to serving on the committee. In order to maintain diversity across departments, only one individual from each department will be selected for committee membership in any given year.

**Membership Responsibilities:**

This committee is designed to be a working committee that produces tangible results each year. As such, committee members will be expected to be active and engaged participants. Membership can be revoked by the Chair if an individual is not actively participating in helping the committee achieve its stated goals.

**Committee Meetings:**

The committee will meet once a month on a schedule set by the Chair.

**Committee Reports:**

Each year, the committee will designate one member who is responsible for compiling the minutes from each meeting. These minutes will be posted on the Law School intranet and will be accessible by any staff member.

The committee will produce an annual report at the end of each Academic Year that chronicles the committee's accomplishments over that year and lays out considerations for the next year's committee.

**Charge and Bylaw Amendments:**

The charge and bylaws of this committee may be amended with the Dean's approval.