



**Senate Committee Membership
Nominations Process**
25th May 2017

Louise Hasler, Administrative Officer - ARO
Phil Griffiths, Clerical Officer - Teaching Quality



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Benefits of the memberships system

- Ensures accurate recording of changes to membership, avoiding transcription errors.
- Allows reporting on committee membership by expiry date.
- Shows history of committee membership for each individual.
- Allows ex officio memberships of relevant committees to be easily updated.
- Uses existing staff information means which means ID numbers and email addresses are included in records.

Timeline:



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31 May: Current committee membership data emailed to Secretariats

End of June 2017: Faculty Board nominations for other committees to be completed (excluding committees/posts affected by the Academic Governance Review)

14 July: Committee nominations to be completed

1 September: Report of committee memberships emailed to Secretariats

Accessing the Committee Memberships Sharepoint Site



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This process for submitting committee membership nominations is intended for Senate committees only.

No Chair's Actions going forward. In year changes to be made via the sharepoint system

The Committee Membership Sharepoint site is accessed directly at:
<https://livewarwickac.sharepoint.com/sites/committee-memberships>

This web address will be emailed to you!

Accessing the Committee Memberships Sharepoint Site



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Any queries relating to the Sharepoint process, please contact Phil Griffiths in the first instance:

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