

## **Academic Staff Personnel, Policies and Procedures Committee (PPPC)**

### **Operating Policies and Procedures** *Revised and approved September 12, 2011*

- The schedule of meetings is set by the chair/co-chairs in consultation with the members.
- Meeting agendas are set by the chair/co-chairs.
- The committee meets approximately every three weeks; meetings require a quorum.
- A quorum is a majority of the committee members and votes are determined by a simple majority.
- Parties interested in speaking before the committee shall contact the chair/co-chairs.
- The committee will elect its chair/co-chairs at the first meeting of the fiscal year.
- The committee shall meet at least annually with the chair/co-chairs of the subcommittees that report to the PPPC: the Academic Staff Appeals Committee, the Area Review Committees and the Distinguished Prefix Committee.
- The PPPC Operating Policies and Procedures are reviewed annually by the Committee.