PURPOSE
The purpose of the HeadsUp Steering Committee is to represent, nurture, and develop the community of department heads and directors (hereafter, “Heads”) at the University of Arizona.

RESPONSIBILITIES
- INTERFACE: to serve as an interface between Heads and the University’s upper administration;
- UNIVERSITY FUNCTIONS: to contribute to the effective and inspired operation of the University from a Head’s perspective;
- HEADS PROGRAMMING: host quality programming (including one annual retreat and periodic luncheons or meetings) on topics of common or vital interest to Heads;
- COMMUNICATION: to facilitate networking and communications among Heads;
- PROFESSIONAL DEVELOPMENT: to support the development of Heads’ skills and expertise; and
- SURVEY: design and conduct an annual survey for the purpose of ascertaining Heads’ perspective on current issues.

MEMBERSHIP
Membership on the Steering Committee will be comprised of 9 to 11 current Heads from a cross-section of units, representing the diversity of academic and cultural interests at the University. Chairs of graduate interdisciplinary programs (GIDPs) are eligible.

Members are expected to actively participate. In cases of sabbatical or extended absence, the Steering Committee may elect a proxy or replacement.

A quorum shall consist of more than 50% of eligible voters; all decisions shall be by simple majority unless noted.

The Vice Provost for Faculty Affairs serves ex officio, does not have a vote, and may not hold office. Ex Officio members, including the past-Chair, are not included in the 9 to 11 member count.

The Executive Director shall Chair the Steering Committee, does not have a vote except in cases of a tie, and is not included in the 9 to 11 member count.

Term: Three years from 1 May-30 April; staggered; renewable; approximately 1/3 of members should initiate staggered terms each year. The Executive Director may schedule reduced-term positions for election to achieve this goal.

Elections:
by April 1: A roster of candidates shall be solicited from all Heads. Candidates must indicate their willingness to serve.
by May 1: The Steering Committee shall elect new members by simple majority in secret ballot. Candidates for renewal shall be subject to the same process.

EXECUTIVE DIRECTOR
HeadsUp will be represented by an Executive Director who will chair the Steering Committee.

Responsibilities:
- STEERING COMMITTEE: Organize, schedule, and execute Steering Committee meetings and activities in order to accomplish the Steering Committee’s Purpose, with appropriate agenda and minutes; communicate outcomes of Steering Committee activities to all Heads.
- REPRESENT: Represent Heads to the University, including regular attendance at Provost’s Council, other standing and ad hoc University committees as appropriate, and university functions where HeadsUp representation is appropriate.
- HEADSUP: Support the Steering Committee in planning and delivering HeadsUp programming.
- NEW-HEADS: Prepare with the Vice Provost for Faculty Affairs, the Steering Committee, and other relevant experts the annual New-Heads development program.
HEADS EXPERTISE: Work with the UA administration and the Steering Committee to develop training for Heads, including online resources, in-person programs, and a Heads mentoring program.

In case of absence, the Executive Director may appoint member of the Steering Committee as proxy.

Eligibility: Minimum one-term on the Steering Committee, preferably within the last five years, and relevant experience as a Head.

Appointment: Nominated by the Steering Committee; appointed by and under contract with the Provost.

Term: Two-year term, renewable after performance review by a subcommittee (comprised of three Steering Committee members, who shall elect their own chair), nomination by the full Steering Committee, and reappointment by the Provost.

Election:
by April 1: A roster of candidates shall be solicited from the Steering Committee. Candidates must indicate their willingness to serve.

by May 1: The Steering Committee shall elect the new Executive Director and a runner-up by 2/3 majority in secret ballot. All Steering Committee members must vote; digital and absentee ballots are allowable. In the event that a top or runner-up candidate receives less than 2/3 of the votes, the top two candidates shall run in a second ballot. Candidates for renewal shall be subject to the same process.

If the top candidate is not acceptable to the Provost, the runner-up shall be advanced. If that candidate is not acceptable, the process shall be repeated as quickly as possible.

MEETINGS of the Steering Committee
Regular meetings of the Steering Committee shall be called by the Executive Director. Special meetings may be called by the Executive Director, the Vice Provost for Faculty Affairs, or at least three members of the Steering Committee. All meetings require an agenda circulated with at least three days’ notice.

Attendance: Meetings are open only to Members of the Steering Committee and invited guests. Meetings may be attended in person or remotely. Business may be conducted between meetings by electronic poll.

Executive Session: Upon the request of at least three Members, the Steering Committee may go into Executive Session at which the Executive Director, Vice Provost for Faculty Affairs, and invited guests must exit. The first order of business shall be the election of a chair.

Notification: Business requiring adoption by the Steering Committee shall be posted for a minimum of one week, unless the Committee specifically grants a shorter response time.

REVISIONS
Significant changes to these Guidelines shall be offered to all Heads for ratification (by digital vote) by simple majority of those responding within 15 days.

All changes to these Guidelines shall be ratified by 2/3 majority of the Steering Committee, all members voting.