


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Institutional Biosafety Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Vice President for Academic Affairs		
Membership Recommended by:	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA		
Term/Date formed:			
Membership (Describe in general terms who should serve on the committee/council): Total = 11			
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-1;CHPS-4; Community-3; EVP-1		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	EHS; VPAA-1 (Post-Awards Grant Manager)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Appointed by VPAA		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To enforce policies and guidelines related to the use of all potentially hazardous biological agents and to ensure adherence to federal standards set for the handling of these agents. Develop a rotation policy.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
This committee does not have a rotation policy. Committee members are queried each year to determine if they wish to remain. VPAA may select a replacement for a member if it is determined that the member has an excessive committee load.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 8/26/16	Signature: 
Last reviewed	<input checked="" type="checkbox"/>		

AUG 31 2016