**Executive Committee of the Academy of Distinguished Teachers**  
**Operational Guidelines**  
**August 2002**

**Function:** The Executive Committee acts as the official representative of the university-wide Academy to persons and groups inside and outside the University of Minnesota. It has responsibility for coordinating the operation of the Academy at large and its subgroups. Moreover, the Executive Committee arranges the annual fall retreat, which also serves as the Academy’s business meeting. At the retreat, the Executive Committee facilitates the proposal of new committees, projects, and policies for Academy members to consider, as well as procedures for implementing them.

**Membership:** The Executive Committee consists of nine members of the Academy of Distinguished Teachers, two each from the Morris, Duluth, and Crookston campuses, and three from the Twin Cities campus. In addition, chairs of ad hoc Academy committees shall be ex officio members of the Executive Committee until the committees they chair conclude their work.

**Selection:** In late spring, each campus will select its delegates to the Executive Committee, through a procedure determined by the Academy members of that campus.

**Terms:** Executive Committee members serve for a period of two years, beginning and ending in the fall, and their terms can be repeated at the discretion of the campus bodies selecting them. These bodies shall take care that, if possible, the terms of representatives from the campus are staggered so as to promote continuity of representation. (Executive Committee members who must resign before their term’s end will be replaced as soon as possible by the constituency that originally selected them.)

**Chair:** The Chair of the Executive Committee will be selected from and by its members. The Chair’s term is one year, beginning and ending in the fall. Ideally chairs should not succeed themselves, nor be succeeded by someone from the same campus. The Chair of the Executive Committee chairs both the regular meeting of the Committee and the annual fall retreat.