

Shared Governance Proposal Review Process

Proposal: Shared Governance Committee Clarification 17SP-08

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|--|-------------------------------------|-------------------------------------|--------|---|
| | | | | Expedited (39 Business Days) |
| Date Received: | | | | 2 Days |
| Is Proposal a SGO Issue? Yes <input checked="" type="checkbox"/> Yes ___ No | | | | Due By: |
| | | | | 5-Apr |
| Responsible Assigned Committee: | | | | 2 Days |
| Faculty Handbook | | | | Due By: |
| Type of Review: | | | | 6-Apr |
| | Expedited | <input checked="" type="checkbox"/> | | 7 Days |
| | Full | <input type="checkbox"/> | | Due By: |
| | Extended | <input type="checkbox"/> | | 17-Apr |
| Handbook Issue: <input checked="" type="checkbox"/> Yes ___ No | | | | 7 Days |
| Constituency Groups: | | | | Due By: |
| | | | | 26-Apr |
| | Faculty Senate | <input checked="" type="checkbox"/> | | 2 Days |
| | Staff Senate | <input checked="" type="checkbox"/> | | Due By: |
| | Dean's Council | <input checked="" type="checkbox"/> | | 28-Apr |
| | Chair's Council | <input checked="" type="checkbox"/> | | 7 Days |
| | SGA | <input checked="" type="checkbox"/> | | Due By: |
| | GSC | <input checked="" type="checkbox"/> | | 9-May |
| Vice Chancellor(s) | <input checked="" type="checkbox"/> | | 2 Days | |
| Notes: | | | | Due By: |
| | | | | 11-May |
| | | | | 10 Days |
| | | | | Due By: |
| | | | | |

Proposal: Shared Governance Committee Clarification
Submitted by the Faculty Handbook Committee

With the approval of removing the Shared Governance Process from the Faculty Handbook, the Faculty Handbook Committee (FHC) believes that all committees related to the shared governance process, for which the faculty do not have primacy, should be moved into the Shared Governance Handbook and become the purview and responsibility of the Shared Governance Oversight Committee (SGOC).

FHB committee believes the following should remain within the Faculty Handbook:

- Academic Hearing Committee
- Faculty Achievement Awards
- Faculty Handbook
- Faculty Research Awards
- General Education
- Graduate Council
- Undergraduate Curriculum Council
- University Promotion, Retention and Tenure

NEW WORDING to Faculty Handbook:

Shared Governance Committees are described in the Shared Governance Handbook. Faculty representation on all university shared governance committees is an important and necessary contribution to the shared governance process and part of faculty role; however, not all of these committees have faculty primacy. The Shared Governance Committees, as determined by the Shared Governance Handbook, are listed below:

(Listing of the names of the all academic and institutional shared governance committees)

The Committees listed below are committees representing Shared Governance Committees where the Faculty has primacy; these are committees that are part of Academic Shared Governance.

(Description of existing shared governance committees remaining in the Faculty Handbook; see list above)

FROM THE CURRENT COMPLETE HANDBOOK:

I.c.3. Academic Shared Governance:

Definition: Academic shared governance committees are the vehicle by which the faculty influences decisions and courses of action in areas of faculty responsibility by being informed of, expressing views on, and making recommendations about academic issues affecting the institution. Academic shared governance committees address those areas of activity central to the interests of the faculty and academic programs of the university. Academic shared governance committees must meet at least two times during the fall and spring semesters and be available during the summer to meet as needed.

Academic Shared Governance Committees:

The Academic Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three year term with a two-term limit. Members of Academic Shared Governance Committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student member will serve one year terms. Academic Shared Governance Committees are as follows:

- Academic Budget Committee
- Academic Calendar Committee
- Academic Hearing Committee
- Education and Technology Committee
- Faculty Achievement Awards Committee
- Faculty Handbook Committee
- Faculty Research Awards Committee
- General Education Committee
- Graduate Council
- Honors Council
- Library Committee
- Sponsored Programs Committee
- Undergraduate Admission Appeals Committee
- Undergraduate Curriculum Committee
- Undergraduate Enrollment and Academic Policy Committee
- Undergraduate Graduation and Academic Appeals Committee
- University Promotion, Retention, and Tenure Committee

I.c.4. Institutional Shared Governance:

The Institutional Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a

year. Unless otherwise noted, all members will serve a staggered three year term with a two term limit. Members of the Institutional Shared Governance committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student members will serve one year terms. Institutional Shared Governance Committees are as follows:

Institutional Governance Committees:

- Buildings, Grounds, and Facilities Committee
- Computers and Technology Committee
- Development, Communication, and Alumni Committee
- Disability Services Committee
- Employee Benefits Committee
- Financial Aid and Scholarship Committee
- Intercollegiate Athletics Committee
- International Students Committee
- Parking and Motor Vehicle Committee
- University Diversity and Affirmative Action Committee

I.c.5 Academic Governance Committee Purposes and Membership

Academic Budget Committee

The Academic Budget Committee (ABC) provides assistance to the Provost and Vice Chancellor for Academic Affairs and Research on budget development as it relates to the goals and overall planning of the unit. Fiscal strategies are discussed which support the growth and development of units which report to the Provost and Vice Chancellor for Academic Affairs and Research office. Assessment strategies also may be employed to evaluate current operations as they relate to budgetary efficiency and effectiveness.

The ABC will consist of two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; two faculty members appointed by the Faculty Senate; and two students, one undergraduate appointed by the SGA and one graduate student appointed by the GSC. The Provost and Vice Chancellor for Academic Affairs and Research and the budget officer in the Provost and Vice Chancellor for Academic Affairs and Research office will serve as ex-officio, nonvoting members. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Academic Calendar Committee

The Academic Calendar Committee is responsible for studying and making recommendations regarding the university academic calendar. The committee provides information on calendars of other universities such as length of semester, start/end of classes. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the SGA and one graduate student appointed by the GSC to serve for one year; four faculty members from different colleges appointed by the

Faculty Senate; two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Dean of Continuing Education and Community Outreach; and one representative from each of the following offices: Information and Technology Services, Admissions, Registrar, Vice Chancellor for Academic Affairs and Research, and Vice Chancellor for Student Affairs all of whom will serve staggered three-year terms beginning with the start of the academic year. The committee elects a chair at the beginning of each academic year.

Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race, and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee, or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the nonvoting chair for all subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate

Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

Education and Technology Committee

The purpose of this committee is to address issues concerning technology-assisted education including via face-to-face, compressed video, and online, including learning within 3D virtual environments. Membership will include the following: (a) the Director of the ITTC Faculty Center; (b) four tenured/tenure track faculty members appointed by the Faculty Senate and one department chair selected by the Chairs Council, who have web and/or technology assisted teaching experience to a degree center; and (c) two undergraduate students appointed annually by the SGA and one graduate student appointed annually by the GSC who have experience with online education. The Chief Information Officer (Information Technology Services) will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research concerning relevant issues pertaining to education across all delivery platforms.

Faculty Achievement Awards Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Provost and Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the Provost and Vice Chancellor for Academic

Affairs and Research who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of members appointed by the Faculty Senate. The members will include one tenured faculty member from each college as well as one dean and one chair appointed by the Senate in consultation with the respective Councils. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research.

Faculty Research Awards Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded. Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the Provost and Vice Chancellor for Academic Affairs and Research to improve the quality and relevance of the university's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Business, Communications, Education, Engineering, Fine Arts, Honors, Nursing and Health Professions, and University College. The College of Humanities and Social Sciences will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one nonvoting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio,

nonvoting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Graduate Council

The Graduate Council provides guidance and direction for the university's graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Graduate Dean and the Director of Assessment Services will serve on the Council as ex-officio, nonvoting members.

This council reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Dean of the Graduate School.

Honors Council

The Honors Council develops ideas, evaluates proposals for honors classes submitted by faculty to the respective College Honors Committees, and works closely with the Dean of the Honors College on all major aspects of the program.

Membership consists of the chairs of the College Honors Committees or their elected representative, the Director of the Honors College or the Dean's designee, and two students recommended by students in the Honors College and appointed by the SGA will serve on the committee.

This council reports to Provost and Vice Chancellor for Academic Affairs and Research through the Director of the Honors College.

Library Committee

The Library Committee advises the library staff on needs of library users, and provides a forum for expression for library users' views in areas of acquisitions and operating policy. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Council to serve for one-year; five faculty members appointed by the Faculty Senate (one must be a library faculty member); two staff members appointed by the Staff Senate; one representative from Information and Technology Services; one representative from the Arkansas Bioscience Institute; and one representative from the Chairs Council, all of whom will serve staggered three-year terms, beginning with the start of the academic year. The Dean of the Library and Information Resources will serve as an ex-officio, nonvoting member. The committee elects a chair at the beginning of each academic year.

Sponsored Programs Committee

The Sponsored Programs Committee reviews and recommends policy with regard to externally funded grants and contracts.

Membership consists of four faculty members appointed by the Faculty Senate (faculty should be currently active or have a history of externally sponsored research activity); Associate Vice Chancellor of Research and Technology Transfer; Director of the Arkansas Biosciences Institute; Director of Sponsored Programs; and one representative from each of the following offices: Provost and Vice Chancellor for Academic Affairs and Research, Vice Chancellor for Finance and Administration, and Vice Chancellor for University Advancement.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Associate Vice Chancellor of Research and Technology Transfer.

Undergraduate Admission Appeals Committee

The Undergraduate Admission Appeals Committee will serve as an appeals committee for students contesting decisions of college admissions. Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, Director of Admissions, and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

Recommendations concerning university requirements for admission will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor of Student Affairs.

Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the university. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Business, Communications, Education, Engineering, Fine Arts, Nursing and Health Professions, Humanities and Social Sciences, and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Nonvoting members will include the Registrar and one representative from Honors College, University College, Continuing Education and Community Outreach, Assessment Services, and the Library. Nonvoting members, with the exception of the Registrar, will be expected to participate on subcommittees. The Associate Vice Chancellor of Academic Services will serve as ex-officio, nonvoting chair.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Undergraduate Enrollment and Academic Policy Committee

The Undergraduate Enrollment and Academic Policy Committee is responsible for studying and recommending undergraduate admission and retention policies and standards to the Provost and Vice Chancellor for Academic Affairs and Research and recommending undergraduate recruitment policies and standards to the VCSA.

Membership consists of three undergraduate students appointed by the Student Government Association; one faculty member from each college; two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; and one representative from each of the following offices: Admissions, Financial Aid and Scholarships, Advising Services, International Programs and Scholar Services, Registrar, Diversity Office, Academic Affairs and Research, and one data resource person from Institutional Research. The Dean of Enrollment Services and Associate Vice Chancellor for Academic Services will serve as ex-officio, nonvoting members.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research or the Vice Chancellor for Student Affairs as appropriate.

Undergraduate Graduation and Academic Credit Appeals Committee

This Committee will serve as an appeals committee for students contesting decisions on the university requirements for graduation and academic credit.

Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action with a copy to the Vice Chancellor for Student Affairs.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, the Registrar, a representative from the Office of Student Affairs and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

University Promotion, Retention and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

I.c.6. Institutional Governance Committees:

Buildings, Grounds, and Facilities Committee

The Buildings, Grounds, and Facilities Committee reviews space utilization, facility planning, campus improvements, facility maintenance, and campus appearance. The committee will review any concerns about the aforementioned made by faculty, staff, or students.

Membership consists of the Executive Staff; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed by the Staff Senate; one undergraduate student appointed by the SGA; one graduate student appointed by the GSC; and the ASU landscape architect as an ex officio, non-voting member.

The committee reports to the Vice Chancellor for Finance and Administration.

Computers/Technology Committee

The Computers/Technology Committee coordinates computer and technology implementation.

Membership consists of two undergraduate students appointed by the Student

Government Association; two graduate students appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate (faculty chosen with computing and instructional technology expertise); the Director of the Center for Learning Technology (CLT); two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Chief Information Officer or designee; the Director of the Instructional Video Network; and one representative appointed from each of the following offices: Research and Technology Transfer, Arkansas Biosciences Institute, Academic Affairs and Research, Finance and Administration, and the Library.

The committee reports to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

Development, Communications, and Alumni Committee

The Development, Communications, and Alumni Committee advises and makes recommendations on issues concerning fund raising, communications, and alumni relations.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; one faculty member from each college appointed by the Faculty Senate; two staff members appointed by the Staff Senate; two deans appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Assistant to the Chancellor for Diversity Initiatives; Director of Alumni Relations; Director of Development; Director of University Communications; Director of Publications and Creative Services; Director of Athletics; Director of the Museum; and the Director of the Arkansas Biosciences Institute.

The committee reports to the Vice Chancellor for University Advancement with copies to the Vice Chancellor for Student Affairs and the Provost and Vice Chancellor for Academic Affairs and Research.

Disability Services Committee

The Disability Services Committee reviews compliance with legal requirements regarding disabilities; ensures needs are met for students, faculty, and staff with disabilities; and recommends specific solutions for disability-related problems to university programs and offices.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty appointed by the Faculty Senate; four staff members appointed by the Staff Senate; Director of Parking; Associate Vice Chancellor for Facilities Management; and Assistant to the Chancellor for Diversity Initiatives. One external representative appointed by the Vice Chancellor for Student Affairs and the Director of Disability Services shall serve as ex-officio, nonvoting members.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

Employee Benefits Committee

The Employee Benefits Committee reviews policies for employee benefits and requests for leave funding from the Catastrophic Leave Bank.

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; and a representative from the Finance and Administration office; and an ex officio staff member appointed by the Director of Human Resources for the purpose of organizing and presenting catastrophic leave requests to the committee.

The committee reports to the Vice Chancellor for Finance and Administration.

Financial Aid and Scholarships Committee

The Financial Aid and Scholarships Committee is responsible for recommending minimum standards for receiving and maintaining financial aid through federal, state, and university financed programs. The committee serves as the selection committee in awarding privately funded scholarships that do not have specified selection committees and hears scholarship and financial aid appeals.

Membership consists of three students appointed by the Student Government Association, (one of whom is a student athlete); one graduate student appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; two representatives from Financial Aid appointed by the VCSA, (one in the scholarship area); the Assistant to the Chancellor for Diversity Initiatives; and one representative from each of the following offices: Admissions, Office of the Provost/Academic Affairs and Research, Finance and Administration, and University Advancement. The Dean of Enrollment Services shall serve as an ex officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Provost and Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for University Advancement.

Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program's compliance with the university, conference, and NCAA regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs;

and reviews the athletics budget.

Membership consists of four students appointed by the Student Government Association (one should be a student-athlete); four faculty members appointed by the Faculty Senate; one Faculty Athletic Representative appointed by the Chancellor; one executive staff member appointed by the Chancellor; the Executive Director of University College; two staff members appointed by the Staff Senate; Student Government Association and Student Activities Board Presidents; and representatives from the following external organizations: Alumni Association, Indian Club, Letterman's Club, and the Jonesboro Regional Chamber of Commerce ASU Committee. The Director of Intercollegiate Athletics and the Senior Women's Athletic Administrator serve as ex-officio, nonvoting members. The Chancellor appoints a chair at the beginning of each academic year.

The committee reports to the Chancellor.

International Students and Scholars Committee

The International Students and Scholars Committee addresses concerns that arise for international students, scholars, and visiting faculty.

Committee members should have some experience with or specific interest in non-U.S. cultures/students. Membership consists of the Provost and Vice Chancellor for Academic Affairs and Research, four international students two of whom shall be undergraduate students appointed by the Student Government Association and two of whom shall be graduate students appointed on an annual basis by the Graduate Student Council in consultation with the International Student Association and the Office of International Programs; five faculty members appointed by the Faculty Senate; two staff members appointed by the Staff Senate (one classified and one non-classified); Director of Admissions; Director of Student Health; Registrar; the Dean of the Graduate School; and the Director of the Office of International Programs. The Associate Dean for Enrollment Management, the Director of International Programs, and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The Provost and Vice Chancellor for Academic Affairs and Research or the Chancellor's designee shall serve as chair of the committee.

This committee reports to the Chancellor.

Parking and Motor Vehicle Committee

The Parking and Motor Vehicle Committee reports on parking and regulations for operating a motor vehicle on campus and serves as an appeal body for anyone wishing to appeal a citation.

Membership consists of three students appointed by the Student Government Association; three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; and a representative from Disability

Services. The Director of Parking Services serves as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs.

University Diversity and Affirmative Action Committee

The University Diversity and Affirmative Action Committee reviews university affirmative action programs and serves as a source of committee members for hearings involving alleged discrimination.

Membership consists of four students appointed by the Student Government Association; one graduate student appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate; and five staff members appointed by the Staff Senate; and two community members appointed by the Chief Diversity Officer. The Chief Diversity Officer and the Affirmative Action Officer serve as ex officio, nonvoting members.

The committee reports to the Chancellor.

PROPOSED CHANGES

Red/Strikeout to be deleted from Faculty Handbook

Blue/Bold to be added to the Faculty Handbook

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~~The ABC will consist of two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; two faculty members appointed by the Faculty Senate; and two students, one undergraduate appointed by the SGA and one graduate student appointed by the GSC. The Provost and Vice Chancellor for Academic Affairs and Research and the budget officer in the Provost and Vice Chancellor for Academic Affairs and Research office will serve as ex-officio, nonvoting members. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.~~

~~Academic Calendar Committee~~

~~The Academic Calendar Committee is responsible for studying and making recommendations regarding the university academic calendar. The committee provides information on calendars of other universities such as length of semester, start/end of classes. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the SGA and one graduate student appointed by the GSC to serve for one year; four faculty members from different colleges appointed by the Faculty Senate; two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Dean of Continuing Education and Community Outreach; and one representative from each of the following offices: Information and Technology Services, Admissions, Registrar, Vice Chancellor for Academic Affairs and Research, and Vice Chancellor for Student Affairs all of whom will serve staggered three-year terms beginning with the start of the academic year. The committee elects a chair at the beginning of each academic year.~~

~~Academic Hearing Committee~~

~~The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.~~

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race, and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee, or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the nonvoting chair for all subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

Education and Technology Committee

~~The purpose of this committee is to address issues concerning technology-assisted education including via face to face, compressed video, and online, including learning within 3D virtual environments. Membership will include the following: (a) the Director of the ITTC Faculty Center; (b) four tenured/tenure track faculty~~

~~members appointed by the Faculty Senate and one department chair selected by the Chairs Council, who have web and/or technology assisted teaching experience to a degree center; and (c) two undergraduate students appointed annually by the SGA and one graduate student appointed annually by the GSC who have experience with online education. The Chief Information Officer (Information Technology Services) will serve as an ex-officio, nonvoting member.~~

~~The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research concerning relevant issues pertaining to education across all delivery platforms.~~

Faculty Achievement Awards Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Provost and Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the Provost and Vice Chancellor for Academic Affairs and Research who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of members appointed by the Faculty Senate. The members will include one tenured faculty member from each college as well as one dean and one chair appointed by the Senate in consultation with the respective Councils. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research.

Faculty Research Awards Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded.

Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the Provost and Vice Chancellor for Academic Affairs and Research to improve the quality and relevance of the university's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Business, Communications, Education, Engineering, Fine Arts, Honors, Nursing and Health Professions, and University College. The College of Humanities and Social Sciences will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one nonvoting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio, nonvoting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Graduate Council

The Graduate Council provides guidance and direction for the university's graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Graduate Dean and the Director of Assessment Services will serve on the Council as ex-officio, nonvoting members.

This council reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Dean of the Graduate School.

Honors Council

~~The Honors Council develops ideas, evaluates proposals for honors classes submitted by faculty to the respective College Honors Committees, and works closely with the Dean of the Honors College on all major aspects of the program.~~

~~Membership consists of the chairs of the College Honors Committees or their elected representative, the Director of the Honors College or the Dean's designee, and two students recommended by students in the Honors College and appointed by the SGA will serve on the committee.~~

~~This council reports to Provost and Vice Chancellor for Academic Affairs and Research through the Director of the Honors College.~~

Library Committee

~~The Library Committee advises the library staff on needs of library users, and provides a forum for expression for library users' views in areas of acquisitions and operating policy. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Council to serve for one year; five faculty members appointed by the Faculty Senate (one must be a library faculty member); two staff members appointed by the Staff Senate; one representative from Information and Technology Services; one representative from the Arkansas Bioscience Institute; and one representative from the Chairs Council, all of whom will serve staggered three-year terms, beginning with the start of the academic year. The Dean of the Library and Information Resources will serve as an ex-officio, nonvoting member. The committee elects a chair at the beginning of each academic year.~~

Sponsored Programs Committee

~~The Sponsored Programs Committee reviews and recommends policy with regard to externally funded grants and contracts.~~

~~Membership consists of four faculty members appointed by the Faculty Senate (faculty should be currently active or have a history of externally sponsored research activity); Associate Vice Chancellor of Research and Technology Transfer; Director of the Arkansas Biosciences Institute; Director of Sponsored Programs; and one representative from each of the following offices: Provost and Vice Chancellor for Academic Affairs and Research, Vice Chancellor for Finance and Administration, and Vice Chancellor for University Advancement.~~

~~The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Associate Vice Chancellor of Research and Technology Transfer.~~

Undergraduate Admission Appeals Committee

~~The Undergraduate Admission Appeals Committee will serve as an appeals committee for students contesting decisions of college admissions. Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action.~~

~~Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, Director of Admissions, and a representative from the Office of Financial Aid and Scholarships will serve as ex officio, non-voting members. The committee will elect a chair at the beginning of each academic year.~~

~~Recommendations concerning university requirements for admission will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor of Student Affairs.~~

Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the university. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Business, Communications, Education, Engineering, Fine Arts, Nursing and Health Professions, Humanities and Social Sciences, and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Nonvoting members will include the Registrar and one representative from Honors College, University College, Continuing Education and Community

Outreach, Assessment Services, and the Library. Nonvoting members, with the exception of the Registrar, will be expected to participate on subcommittees. The Associate Vice Chancellor of Academic Services will serve as ex-officio, nonvoting chair.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

~~Undergraduate Enrollment and Academic Policy Committee~~

~~The Undergraduate Enrollment and Academic Policy Committee is responsible for studying and recommending undergraduate admission and retention policies and standards to the Provost and Vice Chancellor for Academic Affairs and Research and recommending undergraduate recruitment policies and standards to the VCSA.~~

~~Membership consists of three undergraduate students appointed by the Student Government Association; one faculty member from each college; two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; and one representative from each of the following offices: Admissions, Financial Aid and Scholarships, Advising Services, International Programs and Scholar Services, Registrar, Diversity Office, Academic Affairs and Research; and one data resource person from Institutional Research. The Dean of Enrollment Services and Associate Vice Chancellor for Academic Services will serve as ex-officio, nonvoting members.~~

~~The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research or the Vice Chancellor for Student Affairs as appropriate.~~

~~Undergraduate Graduation and Academic Credit Appeals Committee~~

~~This Committee will serve as an appeals committee for students contesting decisions on the university requirements for graduation and academic credit.~~

~~Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action with a copy to the Vice Chancellor for Student Affairs.~~

~~Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, the Registrar, a representative from the Office of Student Affairs and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.~~

University Promotion, Retention and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

~~I.c.6. Institutional Governance Committees:~~

~~Buildings, Grounds, and Facilities Committee~~

~~The Buildings, Grounds, and Facilities Committee reviews space utilization, facility planning, campus improvements, facility maintenance, and campus appearance. The committee will review any concerns about the aforementioned made by faculty, staff, or students.~~

~~Membership consists of the Executive Staff; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed by the Staff Senate; one undergraduate student appointed by the SGA; one graduate student appointed by the GSC; and the ASU landscape architect as an ex officio, non-voting member.~~

~~The committee reports to the Vice Chancellor for Finance and Administration.~~

~~Computers/Technology Committee~~

~~The Computers/Technology Committee coordinates computer and technology implementation.~~

~~Membership consists of two undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate (faculty chosen with computing and instructional technology expertise); the Director of the Center for Learning Technology (CLT); two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Chief Information Officer or designee; the Director of the Instructional Video Network; and one representative appointed from each of the following offices: Research and Technology Transfer, Arkansas Biosciences Institute, Academic Affairs and Research, Finance and Administration, and the Library.~~

~~The committee reports to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.~~

~~Development, Communications, and Alumni Committee~~

~~The Development, Communications, and Alumni Committee advises and makes recommendations on issues concerning fund raising, communications, and alumni relations.~~

~~Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; one faculty member from each college appointed by the Faculty Senate; two staff members appointed by the Staff Senate; two deans appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Assistant to the Chancellor for Diversity Initiatives; Director of Alumni Relations; Director of Development; Director of University Communications; Director of Publications and Creative Services; Director of Athletics; Director of the Museum; and the Director of the Arkansas Biosciences Institute.~~

~~The committee reports to the Vice Chancellor for University Advancement with copies to the Vice Chancellor for Student Affairs and the Provost and Vice Chancellor for Academic Affairs and Research.~~

~~Disability Services Committee~~

~~The Disability Services Committee reviews compliance with legal requirements regarding disabilities; ensures needs are met for students, faculty, and staff with disabilities; and recommends specific solutions for disability related problems to university programs and offices.~~

~~Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty appointed by the Faculty Senate; four staff members appointed by the Staff Senate; Director of Parking; Associate Vice Chancellor for Facilities Management; and Assistant to the Chancellor for Diversity Initiatives. One external representative appointed by the Vice Chancellor for Student Affairs and the Director of Disability Services shall serve as ex-officio, nonvoting members.~~

~~The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.~~

~~Employee Benefits Committee~~

~~The Employee Benefits Committee reviews policies for employee benefits and requests for leave funding from the Catastrophic Leave Bank.~~

~~Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; and a representative from the Finance and Administration office; and an ex-officio staff member appointed by the Director of Human Resources for the purpose of organizing and presenting catastrophic leave requests to the committee.~~

~~The committee reports to the Vice Chancellor for Finance and Administration.~~

~~Financial Aid and Scholarships Committee~~

~~The Financial Aid and Scholarships Committee is responsible for recommending minimum standards for receiving and maintaining financial aid through federal, state, and university financed programs. The committee serves as the selection committee in awarding privately funded scholarships that do not have specified selection committees and hears scholarship and financial aid appeals.~~

~~Membership consists of three students appointed by the Student Government Association, (one of whom is a student athlete); one graduate student appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; two representatives from Financial Aid appointed by the VCSA, (one in the scholarship area); the Assistant to the Chancellor for Diversity Initiatives; and one representative from each of the following offices: Admissions, Office of the Provost/Academic Affairs and Research, Finance and Administration, and University Advancement. The Dean of Enrollment Services shall serve as an ex-officio, nonvoting member.~~

~~The committee reports to the Vice Chancellor for Student Affairs with copies to the Provost and Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for University Advancement.~~

~~Interecollegiate Athletics Committee~~

~~The Interecollegiate Athletics Committee reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program's compliance with the university, conference, and NCAA regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs; and reviews the athletics budget.~~

~~Membership consists of four students appointed by the Student Government Association (one should be a student athlete); four faculty members appointed by the Faculty Senate; one Faculty Athletic Representative appointed by the Chancellor; one executive staff member appointed by the Chancellor; the Executive Director of University College; two staff members appointed by the Staff Senate; Student Government Association and Student Activities Board Presidents; and representatives from the following external organizations: Alumni Association, Indian Club, Letterman's Club, and the Jonesboro Regional Chamber of Commerce ASU Committee. The Director of Intercollegiate Athletics and the Senior Women's Athletic Administrator serve as ex-officio, nonvoting members. The Chancellor appoints a chair at the beginning of each academic year.~~

~~The committee reports to the Chancellor.~~

International Students and Scholars Committee

~~The International Students and Scholars Committee addresses concerns that arise for international students, scholars, and visiting faculty.~~

~~Committee members should have some experience with or specific interest in non-U.S. cultures/students. Membership consists of the Provost and Vice Chancellor for Academic Affairs and Research, four international students two of whom shall be undergraduate students appointed by the Student Government Association and two of whom shall be graduate students appointed on an annual basis by the Graduate Student Council in consultation with the International Student Association and the Office of International Programs; five faculty members appointed by the Faculty Senate; two staff members appointed by the Staff Senate (one classified and one non-classified); Director of Admissions; Director of Student Health; Registrar; the Dean of the Graduate School; and the Director of the Office of International Programs. The Associate Dean for Enrollment Management, the Director of International Programs, and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The Provost and Vice Chancellor for Academic Affairs and Research or the Chancellor's designee shall serve as chair of the committee.~~

~~This committee reports to the Chancellor.~~

Parking and Motor Vehicle Committee

~~The Parking and Motor Vehicle Committee reports on parking and regulations for operating a motor vehicle on campus and serves as an appeal body for anyone wishing to appeal a citation.~~

~~Membership consists of three students appointed by the Student Government Association; three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; and a representative from Disability~~

~~Services. The Director of Parking Services serves as an ex-officio, nonvoting member.~~

~~The committee reports to the Vice Chancellor for Student Affairs.~~

University Diversity and Affirmative Action Committee

~~The University Diversity and Affirmative Action Committee reviews university affirmative action programs and serves as a source of committee members for hearings involving alleged discrimination.~~

~~Membership consists of four students appointed by the Student Government Association; one graduate student appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate; and five staff members appointed by the Staff Senate; and two community members appointed by the Chief Diversity Officer. The Chief Diversity Officer and the Affirmative Action Officer serve as ex-officio, nonvoting members.~~

~~The committee reports to the Chancellor.~~

FINAL PROPOSED VERSION:

Shared Governance Committees are described in the Shared Governance Handbook. Faculty representation on all university shared governance committees is an important and necessary contribution to the shared governance process and part of faculty role; however, not all of these committees have faculty primacy. The Shared Governance Committees, as determined by the Shared Governance Handbook, are listed below:

. Academic Shared Governance Committees are as follows:

- Academic Budget Committee
- Academic Calendar Committee
- Academic Hearing Committee
- Education and Technology Committee
- Faculty Achievement Awards Committee
- Faculty Handbook Committee
- Faculty Research Awards Committee
- General Education Committee
- Graduate Council
- Honors Council
- Library Committee
- Sponsored Programs Committee
- Undergraduate Admission Appeals Committee
- Undergraduate Curriculum Committee

- Undergraduate Enrollment and Academic Policy Committee

- Undergraduate Graduation and Academic Appeals Committee
- University Promotion, Retention, and Tenure Committee

Institutional Governance Committees:

- Buildings, Grounds, and Facilities Committee
- Computers and Technology Committee
- Development, Communication, and Alumni Committee
- Disability Services Committee
- Employee Benefits Committee
- Financial Aid and Scholarship Committee
- Intercollegiate Athletics Committee
- International Students Committee
- Parking and Motor Vehicle Committee
- University Diversity and Affirmative Action Committee

The Committees listed below are committees representing Shared Governance Committees where the Faculty has primacy; these are committees that are part of Academic Shared Governance.

Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race, and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee, or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the nonvoting chair for all subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the

grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

Faculty Achievement Awards Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Provost and Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the

text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the Provost and Vice Chancellor for Academic Affairs and Research who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of members appointed by the Faculty Senate. The members will include one tenured faculty member from each college as well as one dean and one chair appointed by the Senate in consultation with the respective Councils. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research.

Faculty Research Awards Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded. Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, nonvoting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the Provost and Vice Chancellor for Academic Affairs and Research to improve the quality and relevance of the university's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Business, Communications, Education, Engineering, Fine Arts, Honors, Nursing and Health Professions, and University College. The College of Humanities and Social Sciences will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one nonvoting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio,

nonvoting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

Graduate Council

The Graduate Council provides guidance and direction for the university's graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Graduate Dean and the Director of Assessment Services will serve on the Council as ex-officio, nonvoting members.

This council reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Dean of the Graduate School.

Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the university. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Business, Communications, Education, Engineering, Fine Arts, Nursing and Health Professions, Humanities and Social Sciences, and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Nonvoting members will include the Registrar and one representative from

Honors College, University College, Continuing Education and Community Outreach, Assessment Services, and the Library. Nonvoting members, with the exception of the Registrar, will be expected to participate on subcommittees. The Associate Vice Chancellor of Academic Services will serve as ex-officio, nonvoting chair.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

University Promotion, Retention and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

