

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 20-A-4**

Approved by the Faculty Senate  
March 11, 2020

**BRIEF SUMMARY:** This bill specifies the procedure portion of the existing *Faculty Handbook* section on *University Standing Committees and Councils* (Chapter 1, Section G5).

**REVISING “UNIVERSITY STANDING COMMITTEES AND COUNCILS” TO  
ESTABLISH A PROCEDURE SECTION**

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, and subject to the addition of the list of University Standing Committees and Councils to the President’s Office website, Chapter 1, Section G5 of the *Faculty Handbook* be amended by replacing the existing content with the following “procedure” section (with the companion “policy” to precede it in the *Handbook*):

**University Standing Committees and Councils: Procedure Section**

The University President’s Office will publish the list of all current University Standing Committees and Councils on its website (<http://www.semo.edu/president/committees-and-councils.html>), including charge, current members and chair of each committee and council. If there are any changes to the charge, membership, or reporting relationship of any University Standing Committees or Councils, the University President or their designee will notify the Chair of Faculty Senate in a timely manner.

**Membership on University Standing Committees**

The University President should determine the number of faculty, administrative, and student members who should serve on University Standing Committees and Councils. Should a party feel that there is insufficient faculty representation on a committee, or that a particular college or Kent Library does not have sufficient representation, they should petition the Faculty Senate Executive Committee to intercede on their behalf with the University President or their designee to improve representation. Should that fail, the party should bring a resolution to the Faculty Senate setting forth what they believe to be sufficient representation.

16 The Faculty Senate Membership Committee will nominate at minimum two faculty members for  
17 each vacancy on University Standing Committees to the University President or their designee  
18 who will select one to serve.

19 Faculty members should normally not serve on more than one University Standing Committee at  
20 a time. However, a faculty member may be appointed to a second University Standing  
21 Committee if the faculty member has special expertise necessary for effective committee  
22 functioning. These restrictions may be waived for library faculty because of the small size of that  
23 unit; however, every effort should be made to distribute committee assignments as widely as  
24 possible in order to hold multiple memberships to a minimum. Faculty Senators may be  
25 appointed to only one University Standing Committee while serving on the Faculty Senate.

#### 26 Appointment Process for University Standing Committees

27 The University President's Office shall notify the Faculty Senate Membership Committee by the  
28 third Monday in March about requests for changes in faculty membership on University  
29 Standing committees, other than that which occurs through normal faculty rotation.

30 The Faculty Senate Membership Committee should notify faculty of available positions on  
31 University Standing Committees by the first Wednesday in April. Faculty should indicate  
32 interest in serving on specific committees to the Membership Committee by the third Wednesday  
33 in April.

34 The Faculty Senate Membership Committee (which is formed during the Faculty Senate  
35 organizational meeting) should form its recommendations by the third Wednesday in June.  
36 Appointments take effect at the beginning of the Fall semester. Notification of appointments to  
37 the University Standing Committees should be made prior to the beginning of the Fall semester.

38 Chairs of University Standing Committees should notify the Membership Committee when  
39 unexpired faculty positions on committees open during the academic year. The Membership  
40 Committee will recommend replacement members through appropriate channels from available  
41 faculty applicants. If appointed, the replacement faculty will complete the term of the vacated  
42 faculty position.

#### 43 Removal of Faculty Members from University Standing Committees

44 Any recommendation for removal will be presented to the Faculty Senate for action. By a  
45 majority vote, the Senate may recommend to the University President that members be removed  
46 from University Committees. Replacements for faculty members who are removed from  
47 committees will be made through the established procedures for filling vacancies.

#### 48 Chairs of University Standing Committees

49 The University President has the discretion to appoint Chairs of University Standing Committees  
50 if necessary (after full committee membership has been established).

### 51 AD HOC COMMITTEES

52 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-  
53 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc  
54 Faculty Senate Committees) or by the University President (e.g., Ad Hoc University Standing  
55 Committees). When a long-term issue arises, an attempt should be made to find an existing  
56 Committee which may handle the issue appropriately within its existing charge. Only as a last  
57 resort should a new committee or council be charged.

### 58 **Administrative Council**

#### 59 **Charge:**

60 ~~To advise the President and share information about the operations and activities of the various~~  
61 ~~administrative divisions of the University.~~

#### 62 **Membership:**

63 ~~The President, Provost, Vice President for Enrollment Management and Student Success, Vice~~  
64 ~~President for Finance and Administration, Vice President for University Advancement and~~  
65 ~~Executive Director of the University Foundation, deans, President of Student Government,~~  
66 ~~Chairperson of the Faculty Senate, Moderator of the Chairpersons' Forum, Chairperson of the~~  
67 ~~Professional Staff Council, Chairperson of the CTS Staff Council, Assistants to the President,~~  
68 ~~Associates to the President, Vice Provost, Assistant Provost, Assistant Vice Presidents,~~  
69 ~~Controller/Assistant Treasurer, Director of Athletics, Director of Campus Life, Director of~~  
70 ~~Enrollment Management, Director of Human Resources, Director of Institutional Research,~~  
71 ~~Director of University Relations, and CEO of the Missouri Research Corporation.~~

72 ~~Reports to: President~~

### 73 **University Athletic Committee**

#### 74 **Charge:**

75 ~~To recommend policies governing University programs in athletics; to review guidelines~~  
76 ~~established by external organizations as well as state and federal agencies insofar as they affect~~  
77 ~~University Programs in athletics.~~

#### 78 **Membership:**

79 ~~Four faculty members, rotated between the five colleges, School of Polytechnic Studies, and~~  
80 ~~Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve 2-year~~  
81 ~~appointments. Two student members are nominated by the President of Student Government and~~

82 ~~appointed by the President. One representative each from the Professional Staff Council and the~~  
83 ~~CTS Staff Council to be nominated by the Councils and appointed by the President. Student and~~  
84 ~~employee council members serve one year terms. The President may appoint other members.~~  
85 ~~*Reports to: President*~~

## 86 ~~University Equity Issues Committee~~

### 87 ~~Charge:~~

88 ~~To assist in the implementation, monitoring, and review of equity policies and procedures.~~

### 89 ~~Membership:~~

90 ~~Faculty members, one from each college, School of Polytechnic Studies and Kent Library, to be~~  
91 ~~nominated by the Faculty Senate Membership Committee, will serve 3-year appointments. One~~  
92 ~~student member is nominated by the President of Student Government and appointed by the~~  
93 ~~President for a one-year term. Representatives from the Professional Staff Council and CTS Staff~~  
94 ~~Council are nominated by the Councils and appointed by the President for one-year terms. Other~~  
95 ~~members are appointed by the President and are non-rotating members.~~

96 ~~*Reports to: President*~~

## 97 ~~Academic Advising Council~~

### 98 ~~Charge:~~

99 ~~To facilitate coordination of advising services University wide. The Council will make~~  
100 ~~recommendations regarding areas including, but not limited to, advisor/advisee responsibilities,~~  
101 ~~advisor training, advising documentation, advisee loads, a reward/recognition system for faculty~~  
102 ~~and staff advisors, use of technology to improve services to students, and ensuring a uniform~~  
103 ~~level of advising services for all students.~~

### 104 ~~Membership:~~

105 ~~A professional staff advisor from each of the colleges, the School of Polytechnic Studies, the~~  
106 ~~School of University Studies, the athletics advising center, and the off-campus advising centers~~  
107 ~~to serve as non-rotating members. One representative each from the Registrar's Office and the~~  
108 ~~Admissions Office to represent Enrollment Management nominated by the Vice President for~~  
109 ~~Enrollment Management and Student Success, one representative from Minority Student~~  
110 ~~Programs nominated by the Dean of Students to represent Student Development, one~~  
111 ~~representative from International Programs, and one faculty member who advises to be~~  
112 ~~nominated by the Faculty Senate Membership committee, all to serve three-year appointments.~~  
113 ~~One undergraduate student nominated by the President of Student Government to serve a one-~~  
114 ~~year appointment.~~

115 ~~*Reports to: Provost*~~

116 **Council Of Deans**

117 **Charge:**

118 ~~To serve as a primary communications channel and academic administrative advisory body for~~  
119 ~~the Provost in the discussion of administrative procedures and policies, budget and resource~~  
120 ~~allocations, and ongoing administrative questions.~~

121 **Membership:**

122 ~~The Provost, deans of each college, Vice Provost and Dean of the School of Graduate Studies,~~  
123 ~~Assistant Provost for Extended Learning and Dean of the School of Polytechnic Studies, Dean of~~  
124 ~~the School of University Studies, Dean of Academic Information Services and Director of Kent~~  
125 ~~Library, and the Dean of Students. The Council is chaired by the Provost.~~

126 ~~Reports to: Provost~~

127 **Funding For Results Team**

128 **Charge:**

129 ~~To oversee the Funding for Results (FFR) program established by the University in 1996. Team~~  
130 ~~members are responsible for reviewing all FFR proposals submitted by faculty and~~  
131 ~~professional/administrative staff, recommending funds to those receiving the highest rankings,~~  
132 ~~reviewing the interim and final reports of funded projects, overseeing the funding and reports~~  
133 ~~from the Student Professional Development program, and for the ongoing review and~~  
134 ~~development of the FFR program as it evolves.~~

135 **Membership:**

136 ~~The team shall consist of a minimum of 24 members with preference given to members with a~~  
137 ~~working knowledge of the University Planning and Budget Review Committees. There will be at~~  
138 ~~least one graduate student (one year appointment); two undergraduate students (one year~~  
139 ~~appointments); one dean; one department chairperson; one representative from each of the~~  
140 ~~colleges, the School of Graduate Studies, the School of Polytechnic Studies, and Kent Library;~~  
141 ~~one representative from the Professional Staff Council; and one representative from the CTS~~  
142 ~~Staff Council. Regular appointments will be for a three year term on a staggered basis. The~~  
143 ~~Provost may appoint an additional five (5) at large members. The Vice President for Enrollment~~  
144 ~~Management and Student Success, Director of Assessment, Dean of the School of University~~  
145 ~~Studies, and the Dean of Students will serve as non-rotating ex-officio members. Team members~~  
146 ~~may serve a second term but no more than two consecutive terms. Chair is to be appointed by~~  
147 ~~Provost.~~

148 ~~\*Denotes second term~~

149 ~~Reports to: Provost~~

150 **~~Information Technology Committee~~**

151 **~~Charge:~~**

152 ~~To do long-range planning relating to computer, cable, and telephone systems throughout the~~  
153 ~~institution and to make recommendations regarding the future development and integration of~~  
154 ~~these systems University-wide.~~

155 **~~Membership:~~**

156 ~~A faculty representative from each college, School of Polytechnic Studies, School of University~~  
157 ~~Studies, and Kent Library will be nominated by the deans. Other members include one~~  
158 ~~representative each from Business and Finance, Administration and Enrollment Management and~~  
159 ~~University Advancement/ Foundation to be nominated by the respective Vice Presidents; one~~  
160 ~~representative from Student Development nominated by the Dean of Students; one representative~~  
161 ~~from the Center for Scholarship in Teaching and Learning nominated by the Dean of the School~~  
162 ~~of University Studies; one representative each from the Professional Staff Council and the CTS~~  
163 ~~Staff Council to be nominated by the respective councils; and two student representatives to be~~  
164 ~~nominated by the President of Student Government. Faculty and staff serve three-year terms.~~  
165 ~~Students serve one-year terms. Non-rotating members include the Vice Provost and Dean of the~~  
166 ~~School of Graduate Studies, the Assistant Vice President of Information Technology, Director of~~  
167 ~~Operations & Systems Support, Dean of Academic Information Services and Director of Kent~~  
168 ~~Library, Assistant Provost for Extended Learning, the Manager of Web Design and Support,~~  
169 ~~Dean of the School of University Studies, Director of Networking & Telecommunications,~~  
170 ~~Chairperson of the Department of Computer Science, Associate Director of Facilities~~  
171 ~~Management, and Director of Institutional Research. All nominees are appointed by the Provost~~  
172 ~~and Vice President of Administration and Enrollment Management.~~  
173 ~~*Reports to: Provost and Vice President of Administration and Enrollment Management*~~

174 **~~International Council~~**

175 **~~Charge:~~**

176 ~~The purpose of this committee is to advise in the development of international initiatives as~~  
177 ~~identified in the International Strategic Plan and to assist the Office of International Programs~~  
178 ~~with long-range planning to internationalize the University experience. This committee receives~~  
179 ~~reports and recommendations needing further action from the other committees. Using the~~  
180 ~~reports and recommendations, it participates in strategic planning for International Programs,~~  
181 ~~reviews and advises on the forwarding of recommendations to others in the University~~  
182 ~~community, and receives and disseminates to the appropriate committees suggestions and ideas~~  
183 ~~from others. (The committee reviews its charge each year and recommends appropriate changes~~  
184 ~~to the Provost.)~~

185 **~~Membership:~~**

186 ~~A faculty representative nominated by each of the five colleges and the School of Polytechnic~~

187 ~~Studies; a representative nominated by Student Development; Office of Admissions;~~  
188 ~~TESOL/ESOL; two undergraduate students: one international student and one student with study~~  
189 ~~abroad experience nominated by the President of Student Government; and one international~~  
190 ~~graduate student nominated by the Graduate Student Government. College, Polytechnic Studies,~~  
191 ~~Student Development, and committee representatives serve three-year terms. Student~~  
192 ~~representatives serve one-year terms. Non-rotating members include the Dean of the College of~~  
193 ~~Business, the Registrar, the Director of International Programs, and the Assistant Director of~~  
194 ~~International Programs. The Provost appoints all nominees.~~  
195 ~~Reports to: Provost~~

## 196 **Native American Culture Committee**

### 197 **Charge:**

198 ~~To promote and support Native American heritage and cultural education throughout the~~  
199 ~~University and service region. Make recommendations to the Provost for ongoing efforts to~~  
200 ~~foster Native American culture.~~

### 201 **Membership:**

202 ~~Two faculty members, rotated among the five colleges, Polytechnic Studies and Kent Library,~~  
203 ~~nominated by the College/School dean and appointed by the Provost, will serve two-year terms.~~  
204 ~~One representative each from the Professional Staff Council and the CTS Employee Council, to~~  
205 ~~be nominated by the Councils and appointed by the Provost, will serve two-year terms. One~~  
206 ~~undergraduate student member, nominated by the Student Government and appointed by the~~  
207 ~~Provost, will serve a one-year term. Non-rotating members consist of the Provost (Ad Hoc),~~  
208 ~~Dean of Students, Director of the University Museum, and a representative from the Equity~~  
209 ~~Issues Committee nominated by the Assistant to the President for Equity and Diversity Issues.~~  
210 ~~Director of the University Museum will serve as chair.~~

211 ~~Reports to: Provost~~

## 212 **Research Involving Human Subjects Committee**

### 213 **Charge:**

214 ~~To maintain familiarity with federal guidelines concerning the use of human subjects in research;~~  
215 ~~to review and recommend appropriate changes in institutional policies and procedures~~  
216 ~~concerning the use of human subjects in research; to review and make recommendations~~  
217 ~~concerning proposed use of human subjects in research at the institution. Recommendations are~~  
218 ~~to be made to the Provost.~~

### 219 **Membership:**

220 ~~Faculty members to be appointed by the Provost, as described in the Operational Policy for~~  
221 ~~Research Involving Human Subjects.~~

222 ~~Reports to: Provost~~

223 **University Academic Council**

224 **Charge:**

225 ~~To review the administration of academic programs, suggest planning and budgeting actions, and~~  
226 ~~advise the Provost of proposed changes in academic programs.~~

227 **Membership:**

228 ~~Non-rotating members are the Provost, the Vice Provost and Dean of the School of Graduate~~  
229 ~~Studies, college deans, the Assistant Provost for Extended Learning and Dean of the School of~~  
230 ~~Polytechnic Studies, the Dean of the School of University Studies, the Dean of Academic~~  
231 ~~Information Services and Director of Kent Library, the Dean of Students, and the Registrar. One~~  
232 ~~faculty member is elected from each college/school/library and serves a three-year term. The~~  
233 ~~Chairperson of the Faculty Senate Academic Affairs Committee serves a one-year term. The~~  
234 ~~chair and members are appointed by the Provost.~~

235 ~~*Reports to: Provost*~~

236 **University Assessment Review Committee**

237 **Charge:**

238 ~~To oversee, coordinate, and review implementation and administration of the University's~~  
239 ~~assessment plan.~~

240 **Membership:**

241 ~~A faculty representative from each college/school will be nominated by the respective~~  
242 ~~college/school for three-year terms. The Deans of the School of Graduate Studies, the School of~~  
243 ~~University Studies, and Students will each nominate a representative from their respective areas~~  
244 ~~for three-year terms. Two student representatives will be nominated by the President of Student~~  
245 ~~Government for one-year terms. Non-rotating members are the Dean of the School of Graduate~~  
246 ~~Studies, the Director of First Year Experience, the Director of Testing Services, the Director of~~  
247 ~~Assessment, the Director of Writing Assessment, and the Director of Institutional Research. All~~  
248 ~~members and the co-chairs of the committee will be appointed by the Provost.~~

249 ~~*Reports to: Provost*~~

250 **University Planning Committee**

251 **Charge:**

252 ~~To establish guidelines for planning multiple years and single FY budgets. Study the institutional~~  
253 ~~planning assumptions, goals and objectives, plans, institutional priorities, funding levels and~~  
254 ~~make recommendations to the President on institutional priorities.~~



255 **Membership:**

256 ~~Faculty members, one from each college, the School of Polytechnic Studies, and Kent Library, to~~  
257 ~~be nominated by the Faculty Senate Membership Committee, will serve 3 year appointments.~~  
258 ~~The three members of the Faculty Senate Executive Committee, a representative of the Council~~  
259 ~~of Deans, the Vice Moderator of the Chairpersons' Forum, one administrator each from Business~~  
260 ~~and Finance and Enrollment Management and Student Success to be nominated by their~~  
261 ~~respective Vice Presidents, one administrator from Academic Affairs to be nominated by the~~  
262 ~~Provost, two students to be nominated by the President of Student Government, and one~~  
263 ~~representative each from the Professional Staff Council and the CTS Staff Council to be~~  
264 ~~nominated by their respective Councils will serve one year appointments. Non rotating members~~  
265 ~~consist of the Provost, Vice President for Finance and Administration, Vice President for~~  
266 ~~Enrollment Management and Student Success, Vice President for University Advancement,~~  
267 ~~Assistant to the President for Equity and Diversity Issues, and Director of Institutional Research.~~  
268 ~~The Provost serves as chair and can appoint facilitators.~~

269 ~~Reports to: Provost~~

270 **University Promotion And Sabbatical Leave Committee**

271 **Charge:**

272 ~~To make recommendations, in accordance with procedures approved by the Board of Regents, to~~  
273 ~~the Provost on advancement in academic rank for faculty and on the awarding of sabbatical~~  
274 ~~leaves to tenured faculty for the purpose of professional advancement; to review and approve~~  
275 ~~departmental promotion criteria; to serve as an appellate body in tenure decisions.~~

276 **Membership:**

277 ~~The group is composed of the Dean of the School of Graduate Studies (non rotating) and a~~  
278 ~~faculty member from each of the colleges, the School of Polytechnic Studies, and Kent Library.~~  
279 ~~Though selected from each of the colleges, members are not representatives of their respective~~  
280 ~~colleges but rather of the University faculty as a whole. Faculty members serve terms of five~~  
281 ~~years, with one faculty member rotating off every year. Appointments to the committee are to be~~  
282 ~~made in alternate years by the Faculty Senate and the President of the University.~~

283 ~~Reports to: Provost~~

284 **University Student Affairs Committee**

285 **Charge:**

286 ~~To review and recommend institutional policies and procedures concerning matters which affect~~  
287 ~~the general welfare of students, such as policies regarding financial aid, student rights and~~  
288 ~~responsibilities, student organizations, admissions, and academic standing; to hear appeals of~~  
289 ~~administrative and committee actions in reference to such policies and procedures.~~

290 **Membership:**

291 ~~Faculty members, one from each college, the School of Polytechnic Studies, and Kent Library,~~  
292 ~~will be nominated by the Faculty Senate Membership Committee. Five staff members will be~~  
293 ~~nominated from Business and Finance (one member from Student Financial Services),~~  
294 ~~Enrollment Management and Student Success (two members each from Admissions and~~  
295 ~~Residence Life), and Academic Affairs (two members). Faculty and staff appointments will be~~  
296 ~~for three-year terms. Two student members are nominated by the President of Student~~  
297 ~~Government for one-year terms. All nominees and co-chairs will be appointed jointly by the~~  
298 ~~Provost and the Vice President for Enrollment Management and Student Success.~~  
299 ~~Reports to: Provost and Vice President for Enrollment Management and Student Success~~

300 **Campus Planning And Beautification Committee**

301 **Charge:**

302 ~~To review planning guidelines and plans to enhance the campus environment; to receive~~  
303 ~~proposals to improve the physical environment; and to recommend that specific projects be~~  
304 ~~funded; to review proposals for murals and similar "image" issues.~~

305 **Membership:**

306 ~~Two to three faculty members, rotated between the five colleges and School of Polytechnic~~  
307 ~~Studies, to be nominated by the Faculty Senate Membership Committee, will serve two-year~~  
308 ~~appointments. Two student members nominated by the President of Student Government will~~  
309 ~~serve one-year appointments. An administrator from each division nominated by Vice Presidents~~  
310 ~~will serve three-year appointments. Facilities Management Project Manager, Facilities~~  
311 ~~Management Manager—Custodial, Grounds, Fleet, Support Services, and Director of University~~  
312 ~~Relations will serve as non-rotating members. All members are appointed by the Vice President~~  
313 ~~for Enrollment Management and Student Success.~~  
314 ~~Reports to: Vice President for Enrollment Management and Student Success~~

315 **University Commencement Committee**

316 **Charge:**

317 ~~To study existing procedures for commencement activities and to recommend changes in these~~  
318 ~~procedures. Recommendations are to be made to the Registrar.~~

319 **Membership:**

320 ~~Faculty members are nominated by the Faculty Senate Membership Committee and will serve~~  
321 ~~three-year appointments. Two staff members will be nominated from the School of Graduate~~  
322 ~~Studies and Student Development and will serve three-year appointments. Student members are~~  
323 ~~nominated by the President of Student Government and will serve one-year appointments. Two~~  
324 ~~readers, the Registrar, the Assistant Registrar for Graduation, the Director of Campus Life, and~~  
325 ~~the Director of Honors will serve as non-rotating members. All members are appointed by the~~

326 ~~Vice President for Enrollment Management and Student Success.~~  
327 ~~Reports to: Vice President for Enrollment Management and Student Success~~

### 328 **Administrative Professional Job Evaluation Committee**

#### 329 **Charge:**

330 ~~To evaluate job content (not people in jobs on their performance) in order to help assure that jobs~~  
331 ~~of relatively equal responsibility are considered consistently in pay matters.~~

#### 332 **Membership:**

333 ~~The committee is comprised of members from the administrative and professional employment~~  
334 ~~categories who have general knowledge of the University's divisions and functions.~~

335 ~~Reports to: Vice President for Finance and Administration~~

### 336 **Clerical/Service Job Evaluation Committee**

#### 337 **Charge:**

338 ~~To evaluate job content (not people in jobs on their performance) in order to help assure that jobs~~  
339 ~~of relatively equal responsibility are considered consistently in pay matters.~~

#### 340 **Membership:**

341 ~~The committee is comprised of members from the administrative professional and clerical~~  
342 ~~employment categories who have general knowledge of the University's divisions and functions.~~

343 ~~Reports to: Vice President for Finance and Administration~~

### 344 **Traffic/Textbook Appeals Committee**

#### 345 **Charge:**

346 ~~To act as an appeals body for traffic and parking citations issued by University traffic and~~  
347 ~~parking personnel and review appeals submitted by students who failed to return their~~  
348 ~~textbook(s) at the end of the semester and determine whether to sustain or rescind the charges.~~

#### 349 **Membership:**

350 ~~Two faculty members (two year terms), rotated between the five colleges, the School of~~  
351 ~~Polytechnic Studies, and Kent Library; three student members (one year terms) to be nominated~~  
352 ~~by the President of Student Government; one member from each division (three year terms) to be~~  
353 ~~nominated by the respective Vice President/Provost; the Parking Coordinator and the Manager of~~  
354 ~~Textbook Rental will serve as non rotating members. Appointments are made by the Vice~~  
355 ~~President for Finance and Administration.~~

356 ~~Reports to: Vice President for Finance and Administration~~

357 **University Budget Review Committee FY 2006 (for budget year 2007)**

358 **Charge:**

359 To annually conduct budget hearings, receive divisional and institutional budget development  
360 requests, and recommend funding for budget proposals, plans, and priorities.

361 **Membership:**

362 Faculty Senate Executive Committee (three individuals); Faculty Senate Compensation  
363 Committee (seven individuals); Vice President for Business & Finance; Vice President for  
364 Enrollment Management and Student Success; Provost; Director of Budget; one administrator  
365 from each division; one representative from the Council of Deans and the Chairpersons Forum;  
366 two representatives each from the Professional Staff Council and the CTS Staff Council; and  
367 three members of Student Government nominated by the President of Student Government and  
368 appointed by the President. The Vice President for Business & Finance is the chairperson for this  
369 committee.

370 *Reports to: Vice President for Finance and Administration*

371 **College Council/School Of Polytechnic Studies Council**

372 **Charge:**

373 Each college and the School of Polytechnic Studies have a College/School Council to advise the  
374 dean on matters of college or school-wide interest and importance.

375 **Membership:**

376 The departmental chairpersons and at least one faculty member elected from each department.  
377 The council is chaired by the dean.

378 *Reports to: College/School Dean*

379 **Graduate Council**

380 **Charge:**

381 To review all policy matters affecting the graduate program and all proposals for new courses,  
382 new programs, and graduate faculty status. The Council also advises the Dean of Graduate  
383 Studies concerning matters affecting the quality and development of the graduate program.

384 **Membership:**

385 Two representatives elected by the graduate faculty of each college and two additional  
386 representatives elected in any college for each twenty-five percent of total graduate hours  
387 produced. The Dean of Academic Information Services and Director of Kent Library, the  
388 Director of International Programs, the Chairperson of the Faculty Senate Academic Affairs  
389 Committee, and the Dean of Graduate Studies are non-rotating members. Student representatives

390 ~~are nominated by the members of the Graduate Council and appointed by the Dean of Graduate~~  
391 ~~Studies, who chairs the council.~~  
392 ~~*Reports to: Dean of the School of Graduate Studies*~~

### 393 **University Studies Council**

#### 394 **Charge:**

395 ~~All policy matters affecting the University Studies program and all proposals for new courses or~~  
396 ~~changes in the treatment of the University Studies Objectives in existing courses. The Council~~  
397 ~~also advises the Dean of the School of University Studies concerning matters affecting the~~  
398 ~~quality and development of the program, resource allocations, and review and assessment~~  
399 ~~procedures. The Dean of the School of University Studies chairs the Council.~~

#### 400 **Membership:**

401 ~~Composed of two representatives elected by each college council and one representative elected~~  
402 ~~by each of the following: the Library faculty, Enrollment Management, and Student~~  
403 ~~Government. Faculty serve two year terms and the Enrollment Management and student~~  
404 ~~representatives serve one year terms. Non-rotating members are the Dean of the School of~~  
405 ~~University Studies and the Registrar. The term of office runs the University's fiscal year, July 1~~  
406 ~~through June 30.~~

407 ~~*Reports to: Dean of the School of University*~~

408 ~~*Faculty Senate Bill 11-A-4 begins here*~~

### 409 **Review Committees**

410 ~~While the primary responsibility for course and curricular development and review rests with the~~  
411 ~~department, the collegial process in the University ensures open discussion of and dialogue about~~  
412 ~~instructional related questions. Beyond the department, there are six review committees that may~~  
413 ~~be involved in one or more aspects of the review process.~~

### 414 **Faculty Advisory Committee for Academic Program Review**

#### 415 **Policy**

416 ~~All programs will be reviewed by the Faculty Advisory Committee for Academic Program~~  
417 ~~Review through the Regular (cyclical) Program Review procedure involving a review of each~~  
418 ~~program at least every five years. The overall purpose of program reviews is to assess each unit's~~  
419 ~~program quality and effectiveness; to stimulate program planning and improvement; to continue~~  
420 ~~to fulfill our mission to the students, communities, and people that we serve; and to encourage~~  
421 ~~the unit's development in strategic directions that reflect the University's priorities. The~~  
422 ~~fundamental principle in program review is the use of multiple measures to assess programs.~~

423 ~~When necessary due to major financial constraints or other major institutional or state-level~~  
424 ~~forces, the president, after consulting with the provost and the Faculty Senate, may recommend~~  
425 ~~to the Board of Regents that the University must suspend the Regular (cyclical) Program Review~~  
426 ~~process and initiate an Extraordinary Program Review. Under such extraordinary conditions,~~  
427 ~~after considering the president's recommendation, the Board of Regents may direct the~~  
428 ~~University to complete an Extraordinary Review of programs with specific instructions and~~  
429 ~~timelines.~~

430 ~~If a program is discontinued, the University will make every reasonable effort to assist affected~~  
431 ~~juniors, seniors, and graduate students in the completion of their program degree.~~

432 ~~*Approved by Faculty Senate Bill 10-A-16 December 1, 2010, Reviewed by President December*~~  
433 ~~*2, 2010, Approved by Board of Regents December 8, 2010*~~

#### 434 **College Council**

435 ~~The College Council serves as a review body for all course and curricular proposals generated by~~  
436 ~~departments or interdisciplinary units in the college. These items should be acted upon in a~~  
437 ~~timely fashion.~~

438 ~~The College of Education, acting through its College Council, has primary responsibility for~~  
439 ~~ensuring that teacher education programs provide a consistently organized, unified, and~~  
440 ~~coordinated approach to teacher education as outlined in the following section entitled College~~  
441 ~~Council: College of Education. All items involving professional teacher education are referred~~  
442 ~~from the College of Education Council.~~

#### 443 **Graduate Council**

444 ~~The Graduate Council reviews for approval proposals concerning graduate courses, graduate~~  
445 ~~degrees, curriculum changes, new graduate programs and degrees, and instructionally related~~  
446 ~~policies and procedures. Specific responsibilities of the council are outlined in the last section of~~  
447 ~~this document. Items involving teacher education are submitted by the College of Education~~  
448 ~~Council to the Graduate Council. All other graduate items move from the college/school directly~~  
449 ~~to the Graduate Council.~~

#### 450 **University Studies Council**

451 ~~The University Studies Council reviews for approval proposed curricular changes, allocations for~~  
452 ~~funding, review and assessment activities, and other programmatic policies and procedures~~  
453 ~~related to the University Studies program.~~

454 **Academic Council**

455 ~~The Academic Council serves as a clearinghouse, an appeals body, and a recommending body to~~  
456 ~~the Provost for all curricular changes. Proposals involving undergraduate teacher education flow~~  
457 ~~from the College of Education Council to the Provost; graduate proposals flow from the~~  
458 ~~Graduate Council to the Provost; and University Studies recommendations flow from the~~  
459 ~~University Studies Council to the Provost. All other significant curricular changes are submitted~~  
460 ~~by the appropriate college directly to the Provost.~~

461 **Honors Council**

462 ~~The Honors Council reviews, for approval, proposals for variable topic seminars and colloquia. It~~  
463 ~~advises the Director of Honors on the appropriateness of proposed honors sections of existing~~  
464 ~~courses and on policies and procedures for the program as a whole. Proposals for all honors~~  
465 ~~courses flow from the college/school to the Honors Council.~~

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/26/20
Second Senate Meeting	3/11/20
Faculty Senate Vote	3/11/20
President's Review	
15 Day Review	
Posted to Faculty Handbook	