

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 20-A-X

Approved by the Faculty Senate
XXXXXX

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, and subject to moving subsection y on “Review Committees” to Chapter 5, Section B1 of the Faculty Handbook, 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:

Procedures *Faculty Senate Bill 20-A-X begins here.*

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 faculty senate executives 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 discuss this concern with the University President or their designee to improve representation. Should

19 that fail, Faculty Senate could bring a resolution setting forth what they believe to be sufficient
20 representation.

21
22 The Faculty Senate Membership Committee will nominate at minimum two faculty members for
23 each vacancy on University Standing Committees to the University President or their designee
24 who will select faculty to serve as appropriate on the various committees and councils.

25
26 Faculty members should normally not serve on more than one University Standing Committee at
27 a time. However, a faculty member may be appointed to a second University Standing
28 Committee if the faculty member has special expertise necessary for effective committee
29 functioning. Faculty Senators may be appointed to only one University Standing Committee
30 while serving on the Faculty Senate.

31 32 **Appointment Process for University Standing Committees**

33
34 The University President's Office shall notify the Faculty Senate Membership Committee by the
35 third Monday in March about changes in faculty membership on University Standing
36 committees, other than that which occurs through normal faculty rotation.

37
38 The Faculty Senate Membership Committee should notify faculty of available positions on
39 University Standing Committees by the first Wednesday in April. Faculty should indicate
40 interest in serving on specific committees to the Membership Committee by the third Wednesday
41 in April.

42
43 The Faculty Senate Membership Committee (which is formed during the Faculty Senate
44 organizational meeting) should form its recommendations by the third Wednesday in June.
45 Appointments take effect at the beginning of the Fall semester. Notification of appointments to
46 the University Standing Committees should be made prior to the beginning of the Fall semester.

47
48 Chairs of University Standing Committees should notify the Membership Committee when
49 unexpired faculty positions on committees open during the academic year. The Membership
50 Committee will recommend replacement members through appropriate channels from available
51 faculty applicants. If appointed, the replacement faculty will complete the term of the vacated
52 faculty position.

53 54 **Removal of Faculty Members from University Standing Committees**

55
56 Any recommendation for removal will be presented to the Faculty Senate for action. By a
57 majority vote, the Senate may recommend to the University President that members be removed
58 from University Committees. Replacements for faculty members who are removed from
59 committees will be made through the established procedures for filling vacancies.

60 61 **Chairs of University Standing Committees**

62
63 The University President has the discretion to appoint Chairs of University Standing Committees
64 if necessary (after full committee membership has been established).
65

66 **AD HOC COMMITTEES**

67
68 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-
69 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc
70 Faculty Senate Committees) or by the University President (e.g., Ad Hoc University Standing
71 Committees). When a long-term issue arises, an attempt should be made to find an existing
72 Committee which may handle the issue appropriately within its existing charge. Only as a last
73 resort should a new committee or council be charged.
74

75 ~~5. University Standing Committees and Councils~~

76 ~~The size and composition of councils vary according to purpose and representation.~~
77 ~~Normally, faculty members, each from a different college and Kent Library, and four~~
78 ~~persons from other University~~
79 ~~affiliations or assignments (i.e., administration, students, alumni, and other staff) form the~~
80 ~~representative basis of each committee. All committee chairpersons file at least one report~~
81 ~~annually to the responsible administrator.~~
82 -

83 ~~The Alumni Association's Homecoming Steering Committee, the Committee on~~
84 ~~Research Involving Human Subjects, the University Promotion Committee, and the~~
85 ~~Teacher Education Committee are defined in specifically approved policies.~~
86 -

87 ~~a. Administrative Council~~

88 ~~Charge:~~

89 ~~To advise the President and share information about the operations and activities~~
90 ~~of the various administrative divisions of the University.~~
91 -

92 ~~Membership:~~

93 ~~The President, Provost, Vice President for Enrollment Management and Student~~
94 ~~Success, Vice President for Finance and Administration, Vice President for~~
95 ~~University~~
96 ~~Advancement and Executive Director of the University Foundation, deans, President~~
97 ~~of Student Government, Chairperson of the Faculty Senate, Moderator~~
98 ~~of the Chairpersons'~~
99 ~~Forum, Chairperson of the Professional Staff Council, Chairperson of the CTS Staff~~
100 ~~Council, Assistants to the President, Associates~~
101 ~~to the President, Vice Provost, Assistant Provost, Assistant Vice Presidents, Controll~~
102 ~~er/Assistant Treasurer, Director of Athletics, Director of Campus Life, Director~~
103 ~~of Enrollment Management, Director of Human Resources, Director of Institutional~~

~~Research, Director of University Relations, and CEO of the Missouri Research Corporation.~~

~~Reports to: President~~

~~b. — University Athletic Committee~~

~~Charge:~~

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

~~Membership:~~

~~Four faculty members, rotated between the five colleges, and Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve 2-year appointments. Two student members are nominated by the President of Student Government and appointed by the President. One representative each from the Professional Staff Council and the CTS Staff Council to be nominated by the Councils and appointed by the President. Student and employee council members serve one-year terms. The President may appoint other members.~~

~~Reports to: President~~

~~c. — University Equality Issues Committee~~

~~Charge:~~

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

~~Membership:~~

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

~~Reports to: President~~

~~d. — Academic Advising Council~~

~~Charge:~~

~~To facilitate coordination of advising services University-wide. The Council will make recommendations regarding areas including, but not limited to, advisor/advisee~~

147 ~~responsibilities, advisor training, advising documentation, advisee loads, a~~
148 ~~reward/recognition system for faculty and staff advisors, use of technology to impro~~
149 ~~ve services to students, and ensuring a uniform level of advising services~~
150 ~~for all students.~~

151 -

152 **~~Membership:~~**

153 ~~A professional staff advisor from each of the colleges, the School of University S~~
154 ~~tudies, the athletics advising center, and the off-campus advising centers to serve as~~
155 ~~non-~~
156 ~~rotating members. One representative each from the Registrar's Office and the Admi~~
157 ~~ssions Office to represent Enrollment Management nominated by the Vice President~~
158 ~~for Enrollment Management and Student~~
159 ~~Success, one representative from Minority Student Programs nominated by the Dean~~
160 ~~of Students to represent Student Development, one~~
161 ~~representative from International Programs, and one faculty member who advises to~~
162 ~~be nominated by the Faculty Senate Membership committee, all to serve three-~~
163 ~~year appointments. One undergraduate student nominated by the President of Studen~~
164 ~~t Government to serve a one-year appointment.~~

165 ~~Reports to: Provost~~

166 -

167 -

168 -

169 **~~e. Council of Deans~~**

170 **~~Charge:~~**

171 ~~To serve as a primary communications channel and academic administrative~~
172 ~~advisory body for the Provost in the discussion of administrative procedures and poli~~
173 ~~cies, budget and resource allocations, and ongoing administrative questions.~~

174 -

175 **~~Membership:~~**

176 ~~The Provost, deans of each college, Vice Provost and Dean of the School of Gra~~
177 ~~duate Studies, Assistant Provost for Extended Learning and Dean of the School of U~~
178 ~~niversity Studies, Dean of Academic Information Services and Director of Kent Libr~~
179 ~~ary, and the Dean of Students. The Council is chaired by the Provost.~~

180 ~~Reports to: Provost~~

181 -

182 **~~f. Funding for Results Team~~**

183 **~~Charge:~~**

184 ~~To oversee the Funding for Results (FFR) program established by the University-~~
185 ~~in 1996. Team members are responsible for reviewing all FFR proposals submitted~~
186 ~~by faculty and professional/administrative staff, recommending funds to those receiv~~
187 ~~ing the highest rankings, reviewing the interim and final reports of funded~~
188 ~~projects, overseeing the funding and reports from the Student Professional~~

189 ~~Development program, and for the ongoing review and development of the FFR pro-~~
190 ~~gram as it evolves.~~

191 -

192 **~~Membership:~~**

193 ~~The team shall consist of a minimum of 24 members with preference given to~~
194 ~~members with a working knowledge of the University Planning and Budget Review~~
195 ~~Committees. There will be at least one graduate student (one-~~
196 ~~year appointment); two undergraduate students (one-~~
197 ~~year appointments); one dean; one department~~
198 ~~chairperson; one representative from each of the colleges, the School~~
199 ~~of Graduate Studies, and Kent Library; one~~
200 ~~representative from the Professional Staff Council; and one representative from~~
201 ~~the CTS Staff Council. Regular appointments will be for a three-year term on~~
202 ~~a staggered basis. The Provost may appoint an additional five (5) at-~~
203 ~~large members. The Vice President for Enrollment Management and Student Succes~~
204 ~~s, Director of Assessment, Dean of the School of University Studies, and the Dean~~
205 ~~of Students will serve as non-rotating ex-~~
206 ~~officio members. Team members may serve a~~
207 ~~second term but no more than two consecutive terms. Chair is to be appointed by Pro~~
208 ~~vost.~~

209 ~~*Denotes second term~~

210 ~~Reports to: Provost~~

211 -

212 ~~g. Information Technology Committee~~

213 **~~Charge:~~**

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

217 -

218 **~~Membership:~~**

219 ~~A faculty representative from each college, School of~~
220 ~~University Studies, and Kent Library will be nominated by the deans. Other~~
221 ~~members~~
222 ~~include one representative each from Business and Finance, Administration and Enr~~
223 ~~rollment Management and University Advancement/ Foundation to be nominated by t~~
224 ~~he respective Vice Presidents; one representative from~~
225 ~~Student Development nominated by the Dean of Students; one representative~~
226 ~~from the Center for Scholarship in Teaching and Learning nominated by the Dean of~~
227 ~~the School of University Studies; one representative each from the Professional~~
228 ~~Staff Council and the CTS Staff Council to be nominated by the respective councils;~~
229 ~~and two student representatives to be nominated by the President of Student~~
230 ~~Government. Faculty and staff serve three-year terms. Students serve one-~~
231 ~~year terms. Non-rotating members include the Vice Provost and Dean of the School~~

232 ~~of Graduate Studies, the Assistant Vice President of Information Technology,~~
233 ~~Director of Operations & Systems Support, Dean of Academic Information Services~~
234 ~~and Director of Kent Library, Assistant Provost for Extended Learning, the~~
235 ~~Manager of Web Design and Support, Dean of the School of University Studies,~~
236 ~~Director of Networking & Telecommunications, Chairperson of the Department~~
237 ~~of Computer Science, Associate Director of Facilities Management, and Director of~~
238 ~~Institutional Research. All nominees are appointed by the Provost and Vice Presiden~~
239 ~~t of Administration and Enrollment Management.~~

240 ~~*Reports to: Provost and Vice President of*~~
241 ~~*Administration and Enrollment Management*~~

242 -
243 -
244 -

245 ~~**h.——International Council**~~

246 ~~**Charge:**~~

247 ~~The purpose of this committee is to advise in the development of international~~
248 ~~initiatives as identified in the International Strategic Plan and to assist the Office of~~
249 ~~International Programs with long-range planning to internationalize the University~~
250 ~~experience. This committee receives reports and recommendations needing further~~
251 ~~action from the other committees. Using the reports and recommendations, it partici~~
252 ~~pates in strategic planning for International Programs, reviews and advises on the for~~
253 ~~warding of~~
254 ~~recommendations to others in the University community, and receives and dissemina~~
255 ~~tes to the appropriate committees suggestions and ideas from others. (The committee~~
256 ~~reviews its charge each year and recommends appropriate changes to the Provost.)~~

257 -

258 ~~**Membership:**~~

259 ~~A faculty representative nominated by each of the five colleges; a representative~~
260 ~~nominated by Student Development; Office of~~
261 ~~Admissions; TESOL/ESOL; two undergraduate students: one international~~
262 ~~student and~~
263 ~~one student with study abroad experience nominated by the President of Student Go~~
264 ~~vernment; and one international graduate student nominated~~
265 ~~by the Graduate Student Government. College, Polytechnic Studies, Student Develo~~
266 ~~pment, and committee representatives serve three-year terms. Student~~
267 ~~representatives serve one-year terms. Non-rotating members include the Dean~~
268 ~~of the College of Business, the Registrar, the~~
269 ~~Director of International Programs, and the Assistant Director of International~~
270 ~~Programs. The Provost appoints all nominees.~~

271 ~~*Reports to: Provost*~~

272 -

273 ~~**i.——Native American Culture Committee**~~

274 ~~**Charge:**~~

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

278 -
279 **Membership:**

280 ~~Two faculty members, rotated among the five colleges, and Kent Library, nomin~~
281 ~~ated by the College/School dean and appointed by the Provost, will serve two-~~
282 ~~year terms. One representative each from the Professional Staff Council and the CTS~~
283 ~~Employee Council, to be nominated by the Councils and appointed by the Provost,~~
284 ~~will serve two-~~
285 ~~year terms. One undergraduate student member, nominated by the Student Governm~~
286 ~~ent and appointed by the Provost, will serve a one year term. Non-rotating~~
287 ~~members consist of the Provost (Ad Hoc), Dean of Students, Director of the Univers~~
288 ~~ity Museum, and a representative from the Equity Issues Committee nominated by th~~
289 ~~e Assistant to the President for Equity and Diversity Issues. Director of the Universi~~
290 ~~ty Museum will serve as chair.~~

291 ~~Reports to: Provost~~

292 -
293 ~~j. **Research Involving Human Subjects Committee**~~
294 ~~Charge:~~

295 ~~To maintain familiarity with federal guidelines concerning the use of human~~
296 ~~subjects in research; to review and recommend appropriate changes in institutional~~
297 ~~policies and procedures concerning the use~~
298 ~~of human subjects in research; to review and~~
299 ~~make recommendations concerning proposed use of human subjects in research at th~~
300 ~~e institution. Recommendations are to be made to the Provost.~~

301 -
302 **Membership:**

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

305 ~~Reports to: Provost~~

306 -
307 ~~k. **University Academic Council**~~
308 ~~Charge:~~

309 ~~To review the administration of academic programs, suggest planning and~~
310 ~~budgeting actions, and advise the Provost of proposed changes in academic program~~
311 ~~s.~~

312 -
313 **Membership:**

314 ~~Non-rotating members are the Provost, the Vice Provost and Dean of the School~~
315 ~~of Graduate Studies, college deans, the Assistant Provost for Extended~~
316 ~~Learning, the Dean of the School of University~~
317 ~~Studies, the Dean of Academic Information Services and Director of Kent Library, t~~

318 ~~he Dean of Students, and the Registrar. One faculty member is elected~~
319 ~~from each college/school/library and serves a three-~~
320 ~~year term. The Chairperson of the Faculty Senate Academic Affairs Committee serv~~
321 ~~es a one year term. The chair and members are appointed by the Provost.~~
322 ~~Reports to: Provost~~

323 -
324 ~~l.——University Assessment Review Committee~~

325 ~~Charge:-~~
326 ~~To oversee, coordinate, and review implementation and administration of the Univ~~
327 ~~ersity's assessment plan.~~

328 -
329 ~~Membership:-~~

330 ~~A faculty representative from each college/school will be nominated by the respec~~
331 ~~tive college/school for three year terms. The Deans of the School of Graduate~~
332 ~~Studies, the~~
333 ~~School of University Studies, and Students will each nominate a representative from t~~
334 ~~heir respective areas for three-~~
335 ~~year terms. Two student representatives will be nominated by the President of Student~~
336 ~~Government for one year terms. Non-rotating members are the~~
337 ~~Dean of the School of Graduate Studies,~~
338 ~~the Director of First Year Experience, the Director of Testing Services, the Director~~
339 ~~of Assessment, the Director of Writing Assessment, and the Director of Institutional~~
340 ~~Research. All members and the co-chairs of~~
341 ~~the committee will be appointed by the Provost.~~
342 ~~Reports to: Provost~~

343 -
344 ~~m.——University Planning Committee~~

345 ~~Charge:-~~
346 ~~To establish guidelines for planning multiple years and single FY budgets. Study~~
347 ~~the institutional planning assumptions, goals and objectives, plans, institutional~~
348 ~~priorities, funding levels and make recommendations to the President on institutional~~
349 ~~priorities.~~

350 -
351 ~~Membership:-~~

352 ~~Faculty members, one from each college, and Kent Library, to be nominated by t~~
353 ~~he Faculty Senate Membership Committee, will serve 3-~~
354 ~~year appointments. The three members of the Faculty Senate Executive~~
355 ~~Committee, a~~
356 ~~representative of the Council of Deans, the Vice Moderator of the Chairpersons' For~~
357 ~~um,~~
358 ~~one administrator each from Business and Finance and Enrollment Management and~~
359 ~~Student Success to be nominated by their respective~~
360 ~~Vice Presidents, one administrator from Academic Affairs to be nominated by the Pr~~

361 ~~ovost,~~
362 ~~two students to be nominated by the President of Student Government, and one repre-~~
363 ~~sentative each from the Professional Staff Council and the CTS Staff Council to be n-~~
364 ~~ominated by their respective Councils will serve one-year appointments. Non-~~
365 ~~rotating members consist of the Provost, Vice President for Finance and~~
366 ~~Administration, Vice President for Enrollment Management and Student Success,~~
367 ~~Vice President for University Advancement, Assistant to the President~~
368 ~~for Equity and Diversity Issues, and Director of Institutional Research. The Provost s-~~
369 ~~erves as chair and can appoint facilitators.~~
370 ~~Reports to: Provost~~

371 -
372 ~~n. **University Promotion and Sabbatical Leave Committee**~~
373 ~~Charge:~~

374 ~~To make recommendations, in accordance with procedures approved by the Boar-~~
375 ~~d of Regents, to the Provost on advancement in academic rank for faculty and~~
376 ~~on the awarding of sabbatical leaves to tenured faculty for the purpose of profession-~~
377 ~~al advancement; to review and approve departmental promotion criteria;~~
378 ~~to serve as an appellate body in tenure decisions.~~

379 -
380 ~~**Membership:**~~

381 ~~The group is composed of the Dean of the School of Graduate Studies (non-rotat-~~
382 ~~ing) and a faculty member from each of the colleges, and~~
383 ~~Kent Library. Though selected from each of the colleges, members are not~~
384 ~~representatives of their respective colleges but rather of the University faculty as a w-~~
385 ~~hole. Faculty members serve terms of five years, with one~~
386 ~~faculty member rotating off every year. Appointments to the committee are to be ma-~~
387 ~~de in alternate years by the Faculty Senate and the President of the University.~~
388 ~~Reports to: Provost~~

389 -
390 ~~o. **University Student Affairs Committee**~~
391 ~~Charge:~~

392 ~~To review and recommend institutional policies and procedures concerning matt-~~
393 ~~ers which affect the general welfare of students, such as policies regarding financial~~
394 ~~aid, student rights and responsibilities, student organizations, admissions, and acade-~~
395 ~~mic standing; to hear appeals of administrative and committee actions~~
396 ~~in reference to such policies and procedures.~~

397 -
398 ~~**Membership:**~~

399 ~~Faculty members, one from each college, and~~
400 ~~Kent Library, will be nominated by the Faculty Senate Membership Committee. Fiv-~~
401 ~~e staff members will be nominated from Business and Finance (one member~~
402 ~~from Student Financial Services), Enrollment Management and Student~~
403 ~~Success (two members each from Admissions and Residence Life), and Academic A~~

404 ~~ffairs (two members). Faculty and staff appointments will be for three-~~
405 ~~year terms. Two student members are nominated by the President of Student Gover-~~
406 ~~nement for one-year terms. All nominees and co-~~
407 ~~chairs will be appointed jointly by the Provost and the Vice President for~~
408 ~~Enrollment Management and Student Success.~~

409 ~~*Reports to:*~~

410 ~~*Provost and Vice President for Enrollment Management and Student Success-*~~

411 -
412 ~~p. **Campus Planning and Beautification Committee**~~

413 ~~**Charge:**~~

414 ~~To review planning guidelines and plans to enhance the campus environment;~~
415 ~~to receive proposals to improve the physical environment; and to recommend that sp-~~
416 ~~ecific projects be funded; to review proposals for murals and similar "image" issues.~~

417 -
418 ~~**Membership:**~~

419 ~~Two to three faculty members, rotated between the five colleges and to be nomin-~~
420 ~~ated by the Faculty Senate Membership Committee, will serve two-~~
421 ~~year appointments. Two student members nominated by the~~
422 ~~President of Student Government will serve one-~~
423 ~~year appointments. An administrator~~
424 ~~from each division nominated by Vice Presidents will serve three-~~
425 ~~year appointments. Facilities Management Project Manager, Facilities Management~~
426 ~~Manager—Custodial, Grounds, Fleet, Support Services, and Director of University R-~~
427 ~~elations will serve as non-~~
428 ~~rotating members. All members are appointed by the Vice President for Enrollment-~~
429 ~~Management and Student Success.~~

430 ~~*Reports to: Vice President for Enrollment Management and Student Success-*~~

431 -
432 ~~q. **University Commencement Committee**~~

433 ~~**Charge:**~~

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

436 -
437 ~~**Membership:**~~

438 ~~Faculty members are nominated by the Faculty Senate Membership Committee a-~~
439 ~~nd will serve three year appointments. Two staff members will be nominated~~
440 ~~from the School of Graduate Studies and Student Development and will serve three-~~
441 ~~year appointments. Student members are nominated by the President of~~
442 ~~Student Government and will serve one-~~
443 ~~year appointments. Two readers, the Registrar, the Assistant Registrar~~
444 ~~for Graduation, the Director of Campus Life, and the Director of Honors will serve a~~
445 ~~s non-rotating members. All members are appointed by the~~
446 ~~Vice President for Enrollment Management and Student Success.~~

447 ~~*Reports to: Vice President for Enrollment Management and Student Success*~~

448 -

449 ~~r. **Administrative Professional Job Evaluation Committee**~~

450 ~~**Charge:**~~

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

454 -

455 ~~**Membership:**~~

456 ~~The committee is comprised of members from the administrative and professiona~~
457 ~~l employment categories who have general knowledge of the University's divisions~~
458 ~~and functions.~~

459 ~~*Reports to: Vice President for Finance and Administration*~~

460 -

461 ~~s. **Clerical/Service Job Evaluation Committee**~~

462 ~~**Charge:**~~

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

466 -

467 ~~**Membership:**~~

468 ~~The committee is comprised of members form the administrative professional an~~
469 ~~d~~
470 ~~clerical employment categories who have general knowledge of the University's divi~~
471 ~~sions and functions.~~

472 ~~*Reports to: Vice President for Finance and Administration*~~

473 -

474 ~~t. **Traffic/Textbook Appeals Committee**~~

475 ~~**Charge:**~~

476 ~~To act as an appeals body for traffic and parking citations issued by University tr~~
477 ~~affie and parking personnel and review appeals submitted by students who failed to r~~
478 ~~eturn their textbook(s) at the end of the semester and determine whether to sustain or~~
479 ~~reseind the charges.~~

480 -

481 ~~**Membership:**~~

482 ~~Two faculty members (two year terms), rotated between the five colleges, and K~~
483 ~~ent Library; three student members (one year terms) to be~~
484 ~~nominated by the President of Student Government; one member from each division~~
485 ~~(three year terms) to be nominated by the respective Vice President/Provost; the Par~~
486 ~~king Coordinator and the Manager of Textbook Rental will serve as non-~~
487 ~~rotating members. Appointments are made by the Vice President for Finance and Ad~~
488 ~~ministration.~~

489 ~~*Reports to: Vice President for Finance and Administration*~~

490 -
491 ~~u. **University Budget Review Committee**~~
492 ~~*FY 2006 (for budget year 2007)*~~
493 ~~**Charge:**~~
494 ~~To annually conduct budget hearings, receive divisional and institutional budget-~~
495 ~~development requests, and recommend funding for budget proposals, plans, and prio-~~
496 ~~rities.~~
497 -
498 ~~**Membership:**~~
499 ~~Faculty Senate Executive Committee (three individuals); Faculty Senate Compen-~~
500 ~~sation Committee (seven individuals); Vice President for Business & Finance; Vice~~
501 ~~President for Enrollment Management and Student~~
502 ~~Success; Provost; Director of Budget; one administrator from each division; one repr-~~
503 ~~esentative from the Council of Deans and the Chairpersons Forum; two representativ-~~
504 ~~es each from the~~
505 ~~Professional Staff Council and the CTS Staff Council; and three members of Student~~
506 ~~Government nominated by the President of Student Government and appointed by t-~~
507 ~~he President. The Vice President for Business & Finance is the chairperson~~
508 ~~for this committee.~~
509 ~~*Reports to: Vice President for Finance and Administration*~~
510 -
511 ~~v. **College Councils**~~
512 ~~**Charge:**~~
513 ~~Each college has a College Council to advise the dean on matters of college-~~
514 ~~or school-wide interest and importance.~~
515 -
516 ~~**Membership:**~~
517 ~~The departmental chairpersons and at least one~~
518 ~~faculty member elected from each department. The council is chaired by the dean.~~
519 ~~*Reports to: College Dean*~~
520 -
521 ~~w. **Graduate Council**~~
522 ~~**Charge:**~~
523 ~~To review all policy matters affecting the graduate program and all proposals for~~
524 ~~new~~
525 ~~courses, new programs, and graduate faculty status. The Council also advises the De~~
526 ~~an of Graduate Studies concerning matters affecting the quality and development of t-~~
527 ~~he graduate program.~~
528 -
529 ~~**Membership:**~~
530 ~~Two representatives elected by the graduate faculty of each college and two~~
531 ~~additional representatives elected in any college for each twenty five percent of total~~
532 ~~graduate hours produced. The Dean of Academic Information Services and Director~~

533 ~~of Kent Library, the Director of International Programs, the Chairperson of~~
534 ~~the Faculty~~
535 ~~Senate Academic Affairs Committee, and the Dean of Graduate Studies are non-~~
536 ~~rotating members. Student representatives are nominated by the members~~
537 ~~of the Graduate Council and appointed by the Dean of Graduate Studies,~~
538 ~~who chairs the council.~~
539 ~~Reports to: Dean of the School of Graduate Studies~~

540 -
541 ~~x. **University Studies Council**~~
542 ~~**Charge:**~~

543 ~~All policy matters affecting the University Studies program and all proposals for~~
544 ~~new~~
545 ~~courses or changes in the treatment of the University Studies Objectives in existing e~~
546 ~~ourses. The Council also advises the Dean of the School of University Studies conce~~
547 ~~erning matters affecting the quality and development of the program, resource allocati~~
548 ~~ons, and review and assessment procedures. The Dean of the School~~
549 ~~of University Studies chairs the Council.~~

550 -
551 ~~**Membership:**~~

552 ~~Composed of two representatives elected by each college council and one repres~~
553 ~~entative elected by each of the following: the Library faculty, Enrollment Manageme~~
554 ~~nt, and Student Government. Faculty serve two-~~
555 ~~year terms and the Enrollment Management and student representatives serve one-~~
556 ~~year terms. Non-rotating~~
557 ~~members are the Dean of the School of University Studies and the Registrar.~~
558 ~~The term of office runs the University's fiscal year, July 1 through June 30.~~
559 ~~Reports to: Dean of the School of University~~

560 -
561 ~~y. **Review Committees**~~

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

567 -
568 ~~Faculty Senate Bill 17 A 18 begins here.~~

569 ~~**Academic Program Review**~~
570 ~~**Policy**~~

571 ~~All programs will be reviewed by the Academic Program Review Committee~~
572 ~~through a cyclical procedure at least every five years. The overall purpose of~~
573 ~~program review is to assess each unit's program quality, effectiveness, and continued~~
574 ~~viability; to stimulate program planning and improvement; to continue to fulfill our~~
575 ~~mission to the students, communities, and people that we serve; and to encourage the~~

576 ~~unit's development in strategic directions that reflect the University's priorities. The~~
577 ~~fundamental principle in program review is the use of multiple measures to assess~~
578 ~~programs.—~~

579 -
580 ~~When necessary due to major financial constraints or other major institutional or~~
581 ~~state level factors, the president, after consulting with the provost and the Faculty~~
582 ~~Senate, may initiate an Extraordinary Program Review with specific instructions and~~
583 ~~timelines. Guidelines for the data required in program review reports should be~~
584 ~~developed by the Office of the Provost with input from the Faculty Senate or its~~
585 ~~designated body.—~~

586 -
587 ~~If a program is discontinued, the University will make every reasonable effort to~~
588 ~~assist affected students in the completion of their degree program.—~~

589 ~~Approved by Faculty Senate 9/20/17, Approved by Board of Regents 12/15/17~~

590 -
591 ~~Faculty Senate Bill 17-A-19 begins here.—~~

592 ~~**Procedures**~~

593 ~~**Determination of Program Review:** There are three methods of program selection~~
594 ~~and initiation of review.—~~

595 ~~1.——Cyclical reviews occur via a five year cycle in which each program~~
596 ~~is given a particular year for review to occur.—~~

597 ~~2.——Noncyclical reviews may be initiated by the provost based on the~~
598 ~~needs of academic affairs or by a recommendation from the Academic~~
599 ~~Program Review Committee.—~~

600 ~~a.——If the Academic Program Review Committee recommends~~
601 ~~that a program be reviewed in a year other than in the program's~~
602 ~~regular cycle, the provost will review the committee's~~
603 ~~recommendation and supporting materials and determine whether~~
604 ~~to approve the noncyclical review.—~~

605 ~~b.——The provost will announce, by the end of the semester prior~~
606 ~~to the semester in which the review will occur, the programs to~~
607 ~~undergo a noncyclical review and any variation from the standard~~
608 ~~review criteria and timeline.—~~

609 ~~3.——An Extraordinary Program Review may be initiated by the~~
610 ~~president as described in the Policy Section for the Academic Program~~
611 ~~Review Committee.—~~

612 ~~**Membership on the Academic Program Review Committee:**~~

613 ~~The faculty of each department will nominate a tenured faculty member who will~~
614 ~~then stand for a college wide election administered by the college dean. The names of~~
615 ~~the two faculty who garner the most votes from each College will be forwarded to the~~
616 ~~provost, who in consultation with the president will appoint one of them as committee~~
617 ~~member. Non rotating members will include a representative from the Office of the~~
618 ~~Provost, the chair of the Faculty Senate, the chair elect of the Faculty Senate, the~~

619 ~~moderator of the Chairperson's Forum, the dean of Graduate Studies, and an~~
620 ~~additional college dean. The committee will be chaired by the representative of the~~
621 ~~Office of the Provost. Appointment terms will be staggered for continuity.—~~

622 **~~Election timeframe and term limits:~~** Regular elections for an open position on the
623 ~~Academic Program Review Committee normally will take place in the first full week~~
624 ~~of April. Those faculty will serve a three year term, with a maximum of two~~
625 ~~consecutive terms.—~~

626 **~~Procedure for Regular (cyclical) Program Review—~~**

627 1. ~~— If a program submits to either an initial accreditation or~~
628 ~~reaffirmation of accreditation, the University will attempt to use materials~~
629 ~~from the accreditation procedure for the internal program review process.~~
630 ~~The program review process will vary depending on whether the program~~
631 ~~is classified as accredited or non-accredited. Guidelines to be used by each~~
632 ~~classification are provided on the provost's~~
633 ~~website http://www.semo.edu/provost/faculty_info/form_downloads.html,~~
634 ~~and will be reevaluated at least every five years.—~~

635 2. ~~— Standard institutional data required for the self study will be made~~
636 ~~available by Institutional Research by March 15 for reviews scheduled in~~
637 ~~the subsequent academic year.—~~

638 3. ~~— A department self study, following guidelines provided on the~~
639 ~~provost's website, is due to the appropriate college dean no later than~~
640 ~~September 1 of the academic year when the review is scheduled.—~~

641 4. ~~— An external reviewer will be selected and used for non-accredited~~
642 ~~programs using the selection process, guidelines, and report format~~
643 ~~provided on the provost's website. Arrangements should be made so the~~
644 ~~external reviewer's final report is submitted to the dean no later than~~
645 ~~October 1.—~~

646 5. ~~— Accredited programs will submit the most recent comprehensive~~
647 ~~report used for a successful initial accreditation or reaccreditation.—~~

648 6. ~~— The college dean reviews the department's self study along with~~
649 ~~the external reviewer's report or the most recent accreditation report,~~
650 ~~and submits these materials along with their analysis and recommendation~~
651 ~~to the provost by November 15. The provost will forward these materials~~
652 ~~to the Academic Program Review Committee.—~~

653 7. ~~— The Academic Program Review Committee conducts a detailed~~
654 ~~analysis of the self study and all other documentation and submits a~~
655 ~~detailed report with analysis and recommendations to the provost by~~
656 ~~March 1. Before submitting their final report, the Academic Program~~
657 ~~Review Committee will schedule a meeting with all department faculty to~~
658 ~~clarify and discuss issues of concern. Possible committee~~
659 ~~recommendations may include:—~~

660 a. ~~— maintaining the program,—~~

661 b. ~~— eliminating the program,—~~

- 662 ~~c. — eliminating the program but keeping the University Studies~~
663 ~~and service courses,—~~
664 ~~d. — merging similar programs,—~~
665 ~~e. — partnering or collaborating with other institutions to offer~~
666 ~~the program,—~~
667 ~~f. — planning future programs,—~~
668 ~~g. — activities or initiatives for the program to undertake.—~~
669 ~~8. — The provost reviews the self-study, dean’s recommendation,~~
670 ~~external reviewer or accreditation report, and the Academic Program~~
671 ~~Review Committee report, and provides a recommendation to the~~
672 ~~president.—~~
673 ~~9. — If a program will be eliminated as a result of the program review~~
674 ~~process, the Faculty Senate, the University community as a whole, and the~~
675 ~~faculty in the program are informed by the provost about the decision by~~
676 ~~June 30. Procedures related to program elimination can be found in~~
677 ~~Chapter 5C of the Faculty Handbook: Process for Academic~~
678 ~~Restructuring. <http://www.semo.edu/facultysenate/handbook/5c.html>~~
679 ~~10. — The provost also informs affected students in the program being~~
680 ~~discontinued. These students are advised of provisions made to continue~~
681 ~~offering these courses for a limited period of time.—~~

~~*Approved by Faculty Senate 9/20/17, Reviewed by President 12/12/17, 15-Day
review 12/18/17*~~

684 -
685 ~~**College Council**~~

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

689 ~~The College of Education, acting through its College Council, has primary~~
690 ~~responsibility for ensuring that teacher education programs provide a consistently~~
691 ~~organized, unified, and coordinated approach to teacher education as outlined in the~~
692 ~~following section entitled College Council: College of Education. All items~~
693 ~~involving professional teacher education are referred from the College of Education~~
694 ~~Council.—~~

695 -
696 ~~**Graduate Council**~~

697 ~~The Graduate Council reviews for approval proposals concerning graduate~~
698 ~~courses, graduate degrees, curriculum changes, new graduate programs and degrees,~~
699 ~~and instructionally related policies and procedures. Specific responsibilities of the~~
700 ~~council are outlined in the last section of this document. Items involving teacher~~
701 ~~education are submitted by the College of Education Council to the Graduate~~
702 ~~Council. All other graduate items move from the college/school directly to the~~
703 ~~Graduate Council.—~~

704 -

705 **University Studies Council**

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

709 -

710 **Academic Council**

711 ~~The Academic Council serves as a clearinghouse, an appeals body, and a~~
712 ~~recommending body to the Provost for all curricular changes. Proposals involving~~
713 ~~undergraduate teacher education flow from the College of Education Council to the~~
714 ~~Provost; graduate proposals flow from the Graduate Council to the Provost; and~~
715 ~~University Studies recommendations flow from the University Studies Council to~~
716 ~~the Provost. All other significant curricular changes are submitted by the appropriate~~
717 ~~college directly to the Provost.~~

718 -

719 **Honors Council**

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

724
725 *Approved by Faculty Senate [DATE], Approved by President [DATE], Posted for 15-Day Review [DATE]*
726

727

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