

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 19-A-XX

Approved by the Faculty Senate
XXXXXXXXXX

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 passage of bills 17-XXXX and 17-XXXX revising and moving the existing content regarding the Faculty Advisory Committee for Academic Program Review,~~ 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*):

- 1 **University Standing Committees and Councils: Procedure Section**
- 2 The President’s Office publishes the list of all current University Standing Committees and
- 3 Councils on its website (<http://www.semo.edu/president/committees-and-councils.html>),
- 4 including charge, membership composition, reporting relationship, current members and chair of
- 5 each committee and council. ~~As a professional courtesy, if~~ If there are any changes to the charge,
- 6 membership, or reporting relationship of any University Standing Committees or Councils, the
- 7 President or his/her designee will notify Faculty Senate two weeks before changes take place.
- 8 **Membership on University Standing Committees**
- 9 ~~Three year terms should be established for faculty members on all University Standing~~
- 10 ~~Committees unless otherwise mandated (e.g., University Faculty Promotions Committee, or~~
- 11 ~~where approved by the Faculty Senate). Faculty members who serve full terms on University~~
- 12 ~~Standing Committees cannot succeed themselves.~~
- 13 The President of the University should determine the number of faculty, administrative, and
- 14 student members who should serve on University Standing Committees, except where otherwise
- 15 noted, with the following constraints:

- 16 1. The number of administrative members normally should not exceed the number of
- 17 faculty members;
- 18 2. No more than two undergraduate students and one graduate student normally should
- 19 serve on a University Standing Committee.

20 The Student Government (undergraduate positions) and Graduate Student Association (graduate
21 positions), ~~when such an organization is active~~, should nominate two individuals for each vacant
22 student position on University Standing Committees; nominations are sent to the President ~~of the~~
23 ~~University, who must act on these recommendations who will select one to serve.~~

24 Administrative positions on University Standing Committees may be recommended by the
25 committee chairs. Appointments will be made by the President ~~of the University.~~

26 The Faculty Senate Membership Committee ~~should endeavor to~~will nominate ~~at minimum~~ two
27 faculty members for each vacancy on University Standing Committees to the President ~~of the~~
28 ~~University who then must act on these recommendations who will select one to serve.~~

29 Faculty members should normally not serve on more than one University Standing Committee at
30 a time. However, a faculty member may be appointed to a second University Standing
31 Committee if the faculty member has special expertise necessary for effective committee
32 functioning. These restrictions may be waived for ~~professional~~ library ~~faculty personnel because~~
33 ~~of due to~~ the small size of that unit; however, every effort should be made to distribute
34 committee assignments as widely as possible in order to hold multiple memberships to a
35 minimum. Faculty Senators may be appointed to only one University Standing Committee while
36 serving on the Faculty Senate.

37 **Appointment Process for University Standing Committees**

38 The President ~~of the University should~~shall notify the Faculty Senate Membership Committee by
39 the third Monday in March about requests for changes in faculty membership on University
40 Standing committees, other than ~~that which occurs~~those through normal faculty rotation. ~~These~~
41 ~~requests may be initiated by the President of the University or by the committee chairs through~~
42 ~~the President of the University. The President of the University may also submit a request to the~~
43 ~~Faculty Senate Membership Committee for specific expertise in a faculty member which may~~
44 ~~enhance the faculty member's effectiveness on the committee; the Membership Committee~~
45 ~~should attempt to match these requests to available faculty applicants.~~

46 The Faculty Senate Membership Committee should notify faculty of available positions on
47 University Standing Committees by the first Wednesday in April. Faculty should indicate
48 interest in serving on specific committees to the Membership Committee by the third Wednesday
49 in April.

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

54 Chairs of University Standing Committees should notify the Membership Committee when
55 unexpired faculty positions on committees open during the academic year. The Membership
56 Committee will recommend replacement members through appropriate channels from available
57 faculty applicants. **The replacement faculty will complete the term of the vacated faculty
58 position. Completing an unexpired faculty position does not preclude the replacement faculty
59 member from applying for the subsequent term.**

60 **Removal of Faculty Members from University Standing Committees**

61 Chairs of University Standing Committees should notify the Chair of the Membership
62 Committee when a faculty member does not fulfill normal committee responsibilities (e.g., when
63 a faculty member regularly does not attend committee meetings). The Membership Committee
64 will then determine:

- 65 1. If the matter should be dropped;
- 66 2. If an inquiry should be sent to the faculty member;
- 67 3. If the faculty member should be recommended for removal from the committee.

68 Any recommendation for removal will be presented to the Faculty Senate for action. By a
69 majority vote ~~of Senators present and voting~~, the Senate may recommend to the President that
70 members be removed from University Committees. Replacements for faculty members who are
71 removed from committees will be made through the established procedures for filling vacancies.

72 **Chairs of University Standing Committees**

73 The President ~~of the University should~~shall appoint Chairs of University Standing Committees
74 (after full committee membership has been established).

75 **Ex Officio Membership on University Standing Committees**

76 The President of the University or an individual designated the President of the University is an
77 ex officio, non-voting member of all University Standing Committees.

78

79 **PROLIFERATION OF COMMITTEES AND COUNCILS**

80 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-
81 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc
82 Faculty Senate Committees) or by the President (e.g., Ad Hoc University Standing Committees).
83 The charge to such a committee must specify a deadline for committee action. Faculty members
84 are normally appointed to these committees in the same manner as they are appointed to
85 established Faculty Senate Committees or University Standing Committees and Councils. When
86 a long-term issue arises, an attempt should be made to find an existing Committee which may
87 handle the issue appropriately within its existing charge. Only as a last resort should a new
88 committee or council be charged.

89 ~~The number of University Standing Committees and/or Councils should not be increased~~
90 ~~appreciably in the future. Two means are available to achieve this objective. Ad Hoc~~
91 ~~Committees, task forces, and commissions should be utilized to handle specific, short term~~
92 ~~issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc Faculty~~
93 ~~Senate Committees) or by the President of the University (e.g., Ad Hoc University Standing~~
94 ~~Committees). The charge to such a committee must specify a deadline for committee action.~~
95 ~~Faculty members are normally appointed to these committees in the same manner as they are~~
96 ~~appointed to established Faculty Senate Committees or University Standing Committees and~~
97 ~~Councils.~~

98 ~~When a long term issue arises, an attempt should be made to find an existing Faculty Senate~~
99 ~~Committee or University Standing Committee or Council which may handle the issue~~
100 ~~appropriately within its existing charge. Or, if the charge of an existing Faculty Senate~~
101 ~~Committee or University Standing Committee or Council is closely related to a long term issue,~~
102 ~~the charge of the committee or council should be expanded to encompass the issue. Only as a last~~
103 ~~resort should a new committee or council be charged. Faculty membership on such committees~~
104 ~~or councils should be recommended by the Faculty Senate Membership Committee according to~~
105 ~~established procedures.~~

106 **Administrative Council**

107 **Charge:**

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

110 **Membership:**

111 ~~The President, Provost, Vice President for Enrollment Management and Student Success, Vice~~
112 ~~President for Finance and Administration, Vice President for University Advancement and~~
113 ~~Executive Director of the University Foundation, deans, President of Student Government,~~
114 ~~Chairperson of the Faculty Senate, Moderator of the Chairpersons' Forum, Chairperson of the~~
115 ~~Professional Staff Council, Chairperson of the CTS Staff Council, Assistants to the President,~~
116 ~~Associates to the President, Vice Provost, Assistant Provost, Assistant Vice Presidents,~~

117 ~~Controller/Assistant Treasurer, Director of Athletics, Director of Campus Life, Director of~~
118 ~~Enrollment Management, Director of Human Resources, Director of Institutional Research,~~
119 ~~Director of University Relations, and CEO of the Missouri Research Corporation.~~
120 ~~Reports to: President~~

121 ~~University Athletic Committee~~

122 ~~Charge:~~

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

126 ~~Membership:~~

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

134 ~~University Equity Issues Committee~~

135 ~~Charge:~~

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

137 ~~Membership:~~

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

145 ~~Academic Advising Council~~

146 ~~Charge:~~

147 ~~To facilitate coordination of advising services University-wide. The Council will make~~
148 ~~recommendations regarding areas including, but not limited to, advisor/advisee responsibilities,~~
149 ~~advisor training, advising documentation, advisee loads, a reward/recognition system for faculty~~

150 ~~and staff advisors, use of technology to improve services to students, and ensuring a uniform~~
151 ~~level of advising services for all students.~~

152 **Membership:**

153 ~~A professional staff advisor from each of the colleges, the School of Polytechnic Studies, the~~
154 ~~School of University Studies, the athletics advising center, and the off-campus advising centers~~
155 ~~to serve as non-rotating members. One representative each from the Registrar's Office and the~~
156 ~~Admissions Office to represent Enrollment Management nominated by the Vice President for~~
157 ~~Enrollment Management and Student Success, one representative from Minority Student~~
158 ~~Programs nominated by the Dean of Students to represent Student Development, one~~
159 ~~representative from International Programs, and one faculty member who advises to be~~
160 ~~nominated by the Faculty Senate Membership committee, all to serve three-year appointments.~~
161 ~~One undergraduate student nominated by the President of Student Government to serve a one-~~
162 ~~year appointment.~~

163 ~~Reports to: Provost~~

164 **Council Of Deans**

165 **Charge:**

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

169 **Membership:**

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

174 ~~Reports to: Provost~~

175 **Funding For Results Team**

176 **Charge:**

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

183 **Membership:**

184 ~~The team shall consist of a minimum of 24 members with preference given to members with a~~

185 ~~working knowledge of the University Planning and Budget Review Committees. There will be at~~
186 ~~least one graduate student (one-year appointment); two undergraduate students (one-year~~
187 ~~appointments); one dean; one department chairperson; one representative from each of the~~
188 ~~colleges, the School of Graduate Studies, the School of Polytechnic Studies, and Kent Library;~~
189 ~~one representative from the Professional Staff Council; and one representative from the CTS~~
190 ~~Staff Council. Regular appointments will be for a three-year term on a staggered basis. The~~
191 ~~Provost may appoint an additional five (5) at-large members. The Vice President for Enrollment~~
192 ~~Management and Student Success, Director of Assessment, Dean of the School of University~~
193 ~~Studies, and the Dean of Students will serve as non-rotating ex-officio members. Team members~~
194 ~~may serve a second term but no more than two consecutive terms. Chair is to be appointed by~~
195 ~~Provost.~~

196 ~~* Denotes second term~~

197 ~~Reports to: Provost~~

198 ~~Information Technology Committee~~

199 ~~Charge:~~

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

203 ~~Membership:~~

204 ~~A faculty representative from each college, School of Polytechnic Studies, School of University~~
205 ~~Studies, and Kent Library will be nominated by the deans. Other members include one~~
206 ~~representative each from Business and Finance, Administration and Enrollment Management and~~
207 ~~University Advancement/ Foundation to be nominated by the respective Vice Presidents; one~~
208 ~~representative from Student Development nominated by the Dean of Students; one representative~~
209 ~~from the Center for Scholarship in Teaching and Learning nominated by the Dean of the School~~
210 ~~of University Studies; one representative each from the Professional Staff Council and the CTS~~
211 ~~Staff Council to be nominated by the respective councils; and two student representatives to be~~
212 ~~nominated by the President of Student Government. Faculty and staff serve three-year terms.~~
213 ~~Students serve one-year terms. Non-rotating members include the Vice Provost and Dean of the~~
214 ~~School of Graduate Studies, the Assistant Vice President of Information Technology, Director of~~
215 ~~Operations & Systems Support, Dean of Academic Information Services and Director of Kent~~
216 ~~Library, Assistant Provost for Extended Learning, the Manager of Web Design and Support,~~
217 ~~Dean of the School of University Studies, Director of Networking & Telecommunications,~~
218 ~~Chairperson of the Department of Computer Science, Associate Director of Facilities~~
219 ~~Management, and Director of Institutional Research. All nominees are appointed by the Provost~~
220 ~~and Vice President of Administration and Enrollment Management.~~

221 ~~Reports to: Provost and Vice President of Administration and Enrollment Management~~

222 **International Council**

223 **Charge:**

224 ~~The purpose of this committee is to advise in the development of international initiatives as~~
225 ~~identified in the International Strategic Plan and to assist the Office of International Programs~~
226 ~~with long-range planning to internationalize the University experience. This committee receives~~
227 ~~reports and recommendations needing further action from the other committees. Using the~~
228 ~~reports and recommendations, it participates in strategic planning for International Programs,~~
229 ~~reviews and advises on the forwarding of recommendations to others in the University~~
230 ~~community, and receives and disseminates to the appropriate committees suggestions and ideas~~
231 ~~from others. (The committee reviews its charge each year and recommends appropriate changes~~
232 ~~to the Provost.)~~

233 **Membership:**

234 ~~A faculty representative nominated by each of the five colleges and the School of Polytechnic~~
235 ~~Studies; a representative nominated by Student Development; Office of Admissions;~~
236 ~~TESOL/ESOL; two undergraduate students: one international student and one student with study~~
237 ~~abroad experience nominated by the President of Student Government; and one international~~
238 ~~graduate student nominated by the Graduate Student Government. College, Polytechnic Studies,~~
239 ~~Student Development, and committee representatives serve three-year terms. Student~~
240 ~~representatives serve one-year terms. Non-rotating members include the Dean of the College of~~
241 ~~Business, the Registrar, the Director of International Programs, and the Assistant Director of~~
242 ~~International Programs. The Provost appoints all nominees.~~
243 ~~Reports to: Provost~~

244 **Native American Culture Committee**

245 **Charge:**

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

249 **Membership:**

250 ~~Two faculty members, rotated among the five colleges, Polytechnic Studies and Kent Library,~~
251 ~~nominated by the College/School dean and appointed by the Provost, will serve two-year terms.~~
252 ~~One representative each from the Professional Staff Council and the CTS Employee Council, to~~
253 ~~be nominated by the Councils and appointed by the Provost, will serve two-year terms. One~~
254 ~~undergraduate student member, nominated by the Student Government and appointed by the~~
255 ~~Provost, will serve a one-year term. Non-rotating members consist of the Provost (Ad Hoc),~~
256 ~~Dean of Students, Director of the University Museum, and a representative from the Equity~~
257 ~~Issues Committee nominated by the Assistant to the President for Equity and Diversity Issues.~~

258 ~~Director of the University Museum will serve as chair.~~
259 ~~Reports to: Provost~~

260 **Research Involving Human Subjects Committee**

261 **Charge:**

262 ~~To maintain familiarity with federal guidelines concerning the use of human subjects in research;~~
263 ~~to review and recommend appropriate changes in institutional policies and procedures~~
264 ~~concerning the use of human subjects in research; to review and make recommendations~~
265 ~~concerning proposed use of human subjects in research at the institution. Recommendations are~~
266 ~~to be made to the Provost.~~

267 **Membership:**

268 ~~Faculty members to be appointed by the Provost, as described in the Operational Policy for~~
269 ~~Research Involving Human Subjects.~~
270 ~~Reports to: Provost~~

271 **University Academic Council**

272 **Charge:**

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

275 **Membership:**

276 ~~Non-rotating members are the Provost, the Vice Provost and Dean of the School of Graduate~~
277 ~~Studies, college deans, the Assistant Provost for Extended Learning and Dean of the School of~~
278 ~~Polytechnic Studies, the Dean of the School of University Studies, the Dean of Academic~~
279 ~~Information Services and Director of Kent Library, the Dean of Students, and the Registrar. One~~
280 ~~faculty member is elected from each college/school/library and serves a three-year term. The~~
281 ~~Chairperson of the Faculty Senate Academic Affairs Committee serves a one-year term. The~~
282 ~~chair and members are appointed by the Provost.~~
283 ~~Reports to: Provost~~

284 **University Assessment Review Committee**

285 **Charge:**

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

288 **Membership:**

289 ~~A faculty representative from each college/school will be nominated by the respective~~

290 college/school for three-year terms. The Deans of the School of Graduate Studies, the School of
291 University Studies, and Students will each nominate a representative from their respective areas
292 for three-year terms. Two student representatives will be nominated by the President of Student
293 Government for one-year terms. Non-rotating members are the Dean of the School of Graduate
294 Studies, the Director of First-Year Experience, the Director of Testing Services, the Director of
295 Assessment, the Director of Writing Assessment, and the Director of Institutional Research. All
296 members and the co-chairs of the committee will be appointed by the Provost.

297 *Reports to: Provost*

298 **University Planning Committee**

299 **Charge:**

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

303 **Membership:**

304 Faculty members, one from each college, the School of Polytechnic Studies, and Kent Library, to
305 be nominated by the Faculty Senate Membership Committee, will serve 3-year appointments.
306 The three members of the Faculty Senate Executive Committee, a representative of the Council
307 of Deans, the Vice Moderator of the Chairpersons' Forum, one administrator each from Business
308 and Finance and Enrollment Management and Student Success to be nominated by their
309 respective Vice Presidents, one administrator from Academic Affairs to be nominated by the
310 Provost, two students to be nominated by the President of Student Government, and one
311 representative each from the Professional Staff Council and the CTS Staff Council to be
312 nominated by their respective Councils will serve one-year appointments. Non-rotating members
313 consist of the Provost, Vice President for Finance and Administration, Vice President for
314 Enrollment Management and Student Success, Vice President for University Advancement,
315 Assistant to the President for Equity and Diversity Issues, and Director of Institutional Research.
316 The Provost serves as chair and can appoint facilitators.

317 *Reports to: Provost*

318 **University Promotion And Sabbatical Leave Committee**

319 **Charge:**

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

324 **Membership:**

325 The group is composed of the Dean of the School of Graduate Studies (non-rotating) and a

326 ~~faculty member from each of the colleges, the School of Polytechnic Studies, and Kent Library.~~
327 ~~Though selected from each of the colleges, members are not representatives of their respective~~
328 ~~colleges but rather of the University faculty as a whole. Faculty members serve terms of five~~
329 ~~years, with one faculty member rotating off every year. Appointments to the committee are to be~~
330 ~~made in alternate years by the Faculty Senate and the President of the University.~~
331 ~~*Reports to: Provost*~~

332 **University Student Affairs Committee**

333 **Charge:**

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

338 **Membership:**

339 ~~Faculty members, one from each college, the School of Polytechnic Studies, and Kent Library,~~
340 ~~will be nominated by the Faculty Senate Membership Committee. Five staff members will be~~
341 ~~nominated from Business and Finance (one member from Student Financial Services),~~
342 ~~Enrollment Management and Student Success (two members each from Admissions and~~
343 ~~Residence Life), and Academic Affairs (two members). Faculty and staff appointments will be~~
344 ~~for three year terms. Two student members are nominated by the President of Student~~
345 ~~Government for one year terms. All nominees and co-chairs will be appointed jointly by the~~
346 ~~Provost and the Vice President for Enrollment Management and Student Success.~~

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

348 **Campus Planning And Beautification Committee**

349 **Charge:**

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

353 **Membership:**

354 ~~Two to three faculty members, rotated between the five colleges and School of Polytechnic~~
355 ~~Studies, to be nominated by the Faculty Senate Membership Committee, will serve two year~~
356 ~~appointments. Two student members nominated by the President of Student Government will~~
357 ~~serve one year appointments. An administrator from each division nominated by Vice Presidents~~
358 ~~will serve three year appointments. Facilities Management Project Manager, Facilities~~
359 ~~Management Manager—Custodial, Grounds, Fleet, Support Services, and Director of University~~
360 ~~Relations will serve as non-rotating members. All members are appointed by the Vice President~~

361 ~~for Enrollment Management and Student Success.~~
362 ~~Reports to: Vice President for Enrollment Management and Student Success~~

363 **University Commencement Committee**

364 **Charge:**

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

367 **Membership:**

368 ~~Faculty members are nominated by the Faculty Senate Membership Committee and will serve~~
369 ~~three-year appointments. Two staff members will be nominated from the School of Graduate~~
370 ~~Studies and Student Development and will serve three-year appointments. Student members are~~
371 ~~nominated by the President of Student Government and will serve one-year appointments. Two~~
372 ~~readers, the Registrar, the Assistant Registrar for Graduation, the Director of Campus Life, and~~
373 ~~the Director of Honors will serve as non-rotating members. All members are appointed by the~~
374 ~~Vice President for Enrollment Management and Student Success.~~

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

376 **Administrative Professional Job Evaluation Committee**

377 **Charge:**

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

380 **Membership:**

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

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

384 **Clerical/Service Job Evaluation Committee**

385 **Charge:**

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

388 **Membership:**

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

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

392 **Traffic/Textbook Appeals Committee**

393 **Charge:**

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

397 **Membership:**

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

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

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

406 **Charge:**

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

409 **Membership:**

410 Faculty Senate Executive Committee (three individuals); Faculty Senate Compensation
411 Committee (seven individuals); Vice President for Business & Finance; Vice President for
412 Enrollment Management and Student Success; Provost; Director of Budget; one administrator
413 from each division; one representative from the Council of Deans and the Chairpersons Forum;
414 two representatives each from the Professional Staff Council and the CTS Staff Council; and
415 three members of Student Government nominated by the President of Student Government and
416 appointed by the President. The Vice President for Business & Finance is the chairperson for this
417 committee.

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

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

420 **Charge:**

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

423 **Membership:**

424 The departmental chairpersons and at least one faculty member elected from each department.

425 ~~The council is chaired by the dean.~~
426 ~~Reports to: College/School Dean~~

427 **Graduate Council**

428 **Charge:**

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

432 **Membership:**

433 ~~Two representatives elected by the graduate faculty of each college and two additional~~
434 ~~representatives elected in any college for each twenty five percent of total graduate hours~~
435 ~~produced. The Dean of Academic Information Services and Director of Kent Library, the~~
436 ~~Director of International Programs, the Chairperson of the Faculty Senate Academic Affairs~~
437 ~~Committee, and the Dean of Graduate Studies are non-rotating members. Student representatives~~
438 ~~are nominated by the members of the Graduate Council and appointed by the Dean of Graduate~~
439 ~~Studies, who chairs the council.~~

440 ~~Reports to: Dean of the School of Graduate Studies~~

441 **University Studies Council**

442 **Charge:**

443 ~~All policy matters affecting the University Studies program and all proposals for new courses or~~
444 ~~changes in the treatment of the University Studies Objectives in existing courses. The Council~~
445 ~~also advises the Dean of the School of University Studies concerning matters affecting the~~
446 ~~quality and development of the program, resource allocations, and review and assessment~~
447 ~~procedures. The Dean of the School of University Studies chairs the Council.~~

448 **Membership:**

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

455 ~~Reports to: Dean of the School of University~~

456 ~~Faculty Senate Bill 11 A 4 begins here~~

457 **Review Committees**

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

462 ~~Faculty Advisory Committee for Academic Program Review~~

463 ~~Policy~~

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

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

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

480 ~~*Approved by Faculty Senate Bill 10-A-16 December 1, 2010, Reviewed by President December*~~
481 ~~*2, 2010, Approved by Board of Regents December 8, 2010*~~

482 ~~Academic Program Review Procedures~~

483 ~~**Determination of Programs:** There are three methods of program selection and instigation of~~
484 ~~program review.~~

- 485 ~~1. Reviews occur via a regular five-year cycle in which each program is given a particular~~
486 ~~year for review to occur.~~
- 487 ~~2. A review may be recommended by the Faculty Advisory Committee for Academic~~
488 ~~Program Review.~~
 - 489 ~~a. The Faculty Advisory Committee recommends that a program be reviewed in a~~
490 ~~year other than in the program's regular cycle.~~

- 491 b. ~~The provost reviews the Committee recommendation and supporting materials.~~
492 c. ~~If the provost concurs, he/she announces, by the end of the semester prior to the~~
493 ~~semester in which the review will occur, both the programs recommended for~~
494 ~~review and the criteria with which they will be reviewed.~~
495 3. ~~A review may occur based upon the needs of Academic Affairs.~~

496 **~~Membership on the Faculty Advisory Committee for Program Review:~~**

497 ~~The faculty of each department with academic programs will nominate a faculty candidate who~~
498 ~~will then stand for election within each College. The dean of the College/School will administer~~
499 ~~the election. The names of the two faculty who garner the most votes from each College/School~~
500 ~~will be forwarded to the president, who will appoint one of them as committee member. Non-~~
501 ~~rotating members will include the representative of the Office of the Provost, Chair of the~~
502 ~~Faculty Senate, Chair elect of the Faculty Senate, and the Moderator of the Chairperson's Forum.~~
503 ~~The Committee will be chaired by the representative of the Office of the Provost. Initial~~
504 ~~appointments' terms will be staggered for continuity.~~

505 **~~Election timeframe and term limits:~~** ~~Regular elections for an open position on the Faculty~~
506 ~~Advisory Committee for Program Review will take place in the first full week of April. Those~~
507 ~~faculty will serve a three-year term, with a maximum of two consecutive terms.~~

508 **~~Procedure for Regular (cyclical) Program Review~~**

- 509 1. ~~As part of a regular program review cycle, using data from the Office of Institutional~~
510 ~~Research and the Office of the Provost, all academic programs at the University are~~
511 ~~evaluated against a number of criteria which may include but is not limited to:~~
512 a. ~~number of majors.~~
513 b. ~~number of graduates~~
514 c. ~~student credit hours generated per average faculty full-time equivalent.~~
515 d. ~~cost per major student.~~
516 e. ~~cost per student credit hours generated.~~
517 f. ~~achievement of student learning outcomes.~~
518 2. ~~11 weeks prior to the beginning of Fall or Spring semester: Upon receipt of a compilation~~
519 ~~of the data, the provost will advise the chairpersons, and deans that the data is available~~
520 ~~for review of the accuracy and quality of the data relative to their programs, prior to~~
521 ~~consideration by the Faculty Advisory Committee for Academic Program Review. The~~
522 ~~provost will also send an email to full-time faculty, notifying them of the availability and~~
523 ~~online location of the data, as well as the deadline for their response.~~
524 3. ~~5 weeks prior to the beginning of Fall or Spring semester: Departments will respond to~~
525 ~~the data. After any concerns with the data have been addressed, the data is used by the~~
526 ~~Office of the Provost:~~

- 527 a. ~~to compare programs' performance to nationally normed data, using national~~
528 ~~datasets such as the University of Delaware dataset or other appropriate and~~
529 ~~comparable datasets.~~
530 b. ~~to look at the last three year trends for most of these parameters.~~
531 c. ~~to rank all academic programs based on how they perform with these criteria.~~
532 d. ~~to conduct statistical analysis, which may include but is not limited to: generating~~
533 ~~ranks, comparative ranks, sum of ranks, and mean rank for the performance of~~
534 ~~each program against each criteria dataset.~~
535 4. ~~3 weeks prior to the beginning of Fall or Spring semester: The provost sends the datasets~~
536 ~~to the departments. The provost will also send an email to full time faculty, notifying~~
537 ~~them of the availability and online location of the datasets, as well as the deadline for~~
538 ~~their response.~~
539 5. ~~By Week 3 of the semester: Departments review the datasets and complete a written~~
540 ~~report to address issues including, but not limited to:~~
541 a. ~~size, scope, and productivity of the program,~~
542 b. ~~revenue and other resources generated by the program,~~
543 c. ~~costs and other expenses associated with the program,~~
544 d. ~~contribution to University Studies and courses serving other programs,~~
545 e. ~~external demand,~~
546 f. ~~quality of program inputs,~~
547 g. ~~quality of program outputs,~~
548 h. ~~currency of curriculum,~~
549 i. ~~impact, justification, and overall essentiality to the Southeast mission, and~~

550 ~~Departments planning for the future may consider the economic and programmatic~~
551 ~~impact of:~~

552 j. ~~enhancing or eliminating majors.~~
553 k. ~~eliminating majors, but keeping the university studies courses in a major.~~
554 l. ~~merging similar majors, such as the various education majors offered in various~~
555 ~~colleges.~~
556 m. ~~eliminating elective courses.~~
557 n. ~~partnering or collaborating with other institutions to offer programming.~~
558 o. ~~possible course redesign.~~
559 p. ~~use of technology.~~
560 6. ~~By Week 7 of the semester: Each department chair reviews the data, reviews the report~~
561 ~~from the department, and submits an independent recommendation and the department's~~
562 ~~report to the dean.~~
563 7. ~~By Week 9 of the semester: The dean reviews the data, reviews the previous two~~
564 ~~recommendations, and submits an independent recommendation and the previous two~~
565 ~~recommendations to the Faculty Advisory Committee for Program Review.~~

- 566 ~~8. By Week 10 of the semester: The University-level Faculty Advisory Committee for~~
567 ~~Academic Program Review conducts a detailed analysis of the program and all responses~~
568 ~~generated by the review, and submits a recommendation to the provost, along with all~~
569 ~~previous recommendations. The Committee will conduct a more thorough analysis,~~
570 ~~including a more in-depth analysis of methods for increasing programmatic quality and~~
571 ~~budgetary efficiency, study datasets to identify areas for improved financial and~~
572 ~~programmatic strength, request additional data or new analysis of existing data if it adds~~
573 ~~clarity to the task, and consider creative alternative means for offering programming.~~
574 ~~Among other possible criteria, the Committee may consider the economic and~~
575 ~~programmatic impact of:~~
- 576 ~~a. enhancing or eliminating majors.~~
 - 577 ~~b. eliminating majors, but keeping the university studies courses in a major.~~
 - 578 ~~c. merging similar majors, such as the various education majors offered in various~~
579 ~~colleges.~~
 - 580 ~~d. eliminating elective courses.~~
 - 581 ~~e. partnering or collaborating with other institutions to offer programming.~~
 - 582 ~~f. possible course redesign.~~
 - 583 ~~g. use of technology.~~
 - 584 ~~h. planning for future programs.~~
 - 585 ~~i. the committee's recommendation for the next review.~~
- 586 ~~9. By Week 12 of the semester: The provost reviews the original datasets and considers~~
587 ~~recommendations from the department, the department chair, the dean, and the Faculty~~
588 ~~Advisory Committee for Academic Program Review. If necessary, the provost consults~~
589 ~~with University legal counsel to seek advice on potential courses of action. If the provost~~
590 ~~deems it necessary, all previous recommendations will go to Academic Council as an~~
591 ~~informational item for discussion only. After considering all recommendations, the~~
592 ~~provost makes a recommendation to the president.~~
- 593 ~~10. By Week 14 of the semester: As appropriate, the president reviews the data, considers~~
594 ~~recommendations, secures additional clarification and data, and makes an independent~~
595 ~~recommendation to the Board of Regents.~~
- 596 ~~11. The Board of Regents takes action on any recommendation by the president.~~
- 597 ~~12. If a program will be eliminated, the Faculty Senate, the University community as a~~
598 ~~whole, and the faculty in the program are informed about the decision. If the elimination~~
599 ~~of the program has an impact on the number of faculty remaining in the department, the~~
600 ~~University follows the "Procedure for All Faculty Terminated by Program, College, or~~
601 ~~School Discontinuance Within Academic Restructuring" outlined in the Faculty~~
602 ~~Handbook.~~
- 603 ~~13. If appropriate, the University informs students that a program is being discontinued. The~~
604 ~~affected students are advised that provisions have been made to continue to offer courses~~
605 ~~for a limited period of time so that juniors and seniors enrolled in the program will have~~
606 ~~an opportunity to graduate from that program. Freshmen and sophomores in the program~~
607 ~~are advised to move into other related programs at Southeast Missouri State University.~~

608 ~~Procedure for Extraordinary Program Review~~

- 609 ~~1. Under the special circumstances of an Extraordinary Review, the president and provost~~
610 ~~will consult with deans, chairpersons, the Faculty Senate, and the Faculty Advisory~~
611 ~~Committee for Academic Program Review to establish a special review procedure that is~~
612 ~~appropriate for the special circumstances that have resulted in the Extraordinary Review~~
613 ~~and that conforms to the instructions from the Board of Regents.~~
614 ~~2. The Office of the Provost will provide to deans, chairpersons, and the Faculty Advisory~~
615 ~~Committee for Academic Program Review the data necessary to evaluate each program~~
616 ~~under the specific conditions of the Extraordinary Review.~~

617 ~~*Approved by Faculty Senate Bill 11-A-3 March 23, 2011, Reviewed by President May 3, 2011,*~~
618 ~~*15-Day Review March 29–April 27, 2011*~~

619 ~~**College Council**~~

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

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

628 ~~**Graduate Council**~~

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

635 ~~**University Studies Council**~~

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

639 **Academic Council**

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

646 **Honors Council**

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

Action	Date
Introduced to Senate	2/6/19
Second Senate Meeting	2/20/19
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	