

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 17-A-8**

Approved by the Faculty Senate  
February 22, 2017

**BRIEF SUMMARY:** This bill specifies the policy 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 POLICY SECTION**

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 1, Section G5 of the *Faculty Handbook* be amended by replacing the existing content with the following “policies” section (with the companion “procedures” to follow it in the *Handbook*):

1                                   **University Standing Committees and Councils: Policy Section**

2   A University Standing Committee or Council is a representative body charged by the President  
3   of the University and must report to the President of the University and/or an individual  
4   designated by the President of the University.

5   The composition of University Standing Committees and Councils generally can be divided into  
6   two categories of membership based on university affiliation and ability to vote on matters  
7   before that particular committee or council. Voting members must be full-time university  
8   employees and, as the title implies, have voting privileges. All University Standing Committee  
9   and Council members are voting members unless otherwise stated in the description of the  
10   specific committee or council. Advisory members are essential in contributing information and  
11   insight to the committee or council process. Individuals serving in an advisory capacity are not  
12   required to be full-time university employees and do not have voting privileges.

13   Three-year terms should be established for faculty members on all University Standing  
14   Committees and Councils unless otherwise mandated (e.g., University Tenure and Promotion  
15   and Sabbatical Leave Advisory Committee, or where approved by the Faculty Senate). Normally,  
16   faculty members who serve full terms on University Standing Committees or Councils cannot  
17   succeed themselves. Exceptions can be made for extenuating circumstances, such as when there  
18   are not enough qualified replacement candidates to fill the vacant position.

19 The size and composition of committees and councils vary according to purpose and  
20 representation. Attention to voting composition should be taken to assure equitable  
21 representation on all committees and councils. Normally, faculty members, each from a different  
22 college, and Kent Library, and four persons from other University affiliations or assignments  
23 (i.e., administration, students, alumni, other staff) form the representative basis of each  
24 committee or council. All committee and council chairpersons file at least one report annually to  
25 the responsible administrator.

## 26 **Review Committees**

27 While the primary responsibility for course and curricular development and review rests with the  
28 department, the collegial process in the University ensures open discussion of and dialogue about  
29 instructional related questions. Beyond the department, there are six review committees that may  
30 be involved in one or more aspects of the review process: the Academic Program Review  
31 Committee, the College Council, the Graduate Council, the University Studies Council, the  
32 Academic Council, and the Honors Council. Information on the role of these committees can be  
33 found in Chapter 5 (Course and Curriculum Approval Process) of the Handbook.

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

### 35 **Policy**

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

43 When necessary due to major financial constraints or other major institutional or state-level  
44 forces, the president, after consulting with the provost and the Faculty Senate, may recommend  
45 to the Board of Regents that the University must suspend the Regular (cyclical) Program Review  
46 process and initiate an Extraordinary Program Review. Under such extraordinary conditions,  
47 after considering the president's recommendation, the Board of Regents may direct the  
48 University to complete an Extraordinary Review of programs with specific instructions and  
49 timelines.

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

52 *Approved by Faculty Senate Bill 10-A-16 December 1, 2010, Reviewed by President December*  
53 *2, 2010, Approved by Board of Regents December 8, 2010*

Date and Version: 2/8/2017 Version 3  
Handbook Section: Chapter 1, Section G5  
Proposed Change: University Standing Committees and Councils - Policy  
Source of Bill: Faculty Senate Governance Committee

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/8/17
Second Senate Meeting	2/22/17
Faculty Senate Vote	2/22/17
President's Review	
15 Day Review	
Posted to Faculty Handbook	