

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 17-A-9**

Approved by the Faculty Senate  
February 22, 2017

**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 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.

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 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.

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 library faculty because of the small size of that  
33 unit; however, every effort should be made to distribute committee assignments as widely as  
34 possible in order to hold multiple memberships to a minimum. Faculty Senators may be  
35 appointed to only one University Standing Committee while serving on the Faculty Senate.

#### 36 **Appointment Process for University Standing Committees**

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

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

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

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

#### 59 **Removal of Faculty Members from University Standing Committees**

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

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

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

#### 71 **Chairs of University Standing Committees**

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

#### 74 **Ex Officio Membership on University Standing Committees**

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

#### 77 **PROLIFERATION OF COMMITTEES AND COUNCILS**

78 The number of University Standing Committees and/or Councils should not be increased  
79 appreciably in the future. Two means are available to achieve this objective. Ad Hoc  
80 Committees, task forces, and commissions should be utilized to handle specific, short-term

81 issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc Faculty  
82 Senate Committees) or by the President of the University (e.g., Ad Hoc University Standing  
83 Committees). The charge to such a committee must specify a deadline for committee action.  
84 Faculty members are normally appointed to these committees in the same manner as they are  
85 appointed to established Faculty Senate Committees or University Standing Committees and  
86 Councils.

87 When a long-term issue arises, an attempt should be made to find an existing Faculty Senate  
88 Committee or University Standing Committee or Council which may handle the issue  
89 appropriately within its existing charge. Or, if the charge of an existing Faculty Senate  
90 Committee or University Standing Committee or Council is closely related to a long-term issue,  
91 the charge of the committee or council should be expanded to encompass the issue. Only as a last  
92 resort should a new committee or council be charged. Faculty membership on such committees  
93 or councils should be recommended by the Faculty Senate Membership Committee according to  
94 established procedures.

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

### 96 **Academic Program Review Procedures**

97 **Determination of Programs:** There are three methods of program selection and instigation of  
98 program review.

- 99 1. Reviews occur via a regular five-year cycle in which each program is given a particular  
100 year for review to occur.
- 101 2. A review may be recommended by the Faculty Advisory Committee for Academic  
102 Program Review.
  - 103 a. The Faculty Advisory Committee recommends that a program be reviewed in a  
104 year other than in the program's regular cycle.
  - 105 b. The provost reviews the Committee recommendation and supporting materials.
  - 106 c. If the provost concurs, he/she announces, by the end of the semester prior to the  
107 semester in which the review will occur, both the programs recommended for  
108 review and the criteria with which they will be reviewed.
- 109 3. A review may occur based upon the needs of Academic Affairs.

### 110 **Membership on the Faculty Advisory Committee for Program Review:**

111 The faculty of each department with academic programs will nominate a faculty candidate who  
112 will then stand for election within each College. The dean of the College/School will administer  
113 the election. The names of the two faculty who garner the most votes from each College/School  
114 will be forwarded to the president, who will appoint one of them as committee member. Non-  
115 rotating members will include the representative of the Office of the Provost, Chair of the  
116 Faculty Senate, Chair-elect of the Faculty Senate, and the Moderator of the Chairperson's Forum.

117 The Committee will be chaired by the representative of the Office of the Provost. Initial  
118 appointments' terms will be staggered for continuity.

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

## 122 **Procedure for Regular (cyclical) Program Review**

- 123 1. As part of a regular program review cycle, using data from the Office of Institutional  
124 Research and the Office of the Provost, all academic programs at the University are  
125 evaluated against a number of criteria which may include but is not limited to:
  - 126 a. number of majors.
  - 127 b. number of graduates
  - 128 c. student credit hours generated per average faculty full-time equivalent.
  - 129 d. cost per major student.
  - 130 e. cost per student credit hours generated.
  - 131 f. achievement of student learning outcomes.
- 132 2. 11 weeks prior to the beginning of Fall or Spring semester: Upon receipt of a compilation  
133 of the data, the provost will advise the chairpersons, and deans that the data is available  
134 for review of the accuracy and quality of the data relative to their programs, prior to  
135 consideration by the Faculty Advisory Committee for Academic Program Review. The  
136 provost will also send an email to full-time faculty, notifying them of the availability and  
137 online location of the data, as well as the deadline for their response.
- 138 3. 5 weeks prior to the beginning of Fall or Spring semester: Departments will respond to  
139 the data. After any concerns with the data have been addressed, the data is used by the  
140 Office of the Provost:
  - 141 a. to compare programs' performance to nationally normed data, using national  
142 datasets such as the University of Delaware dataset or other appropriate and  
143 comparable datasets.
  - 144 b. to look at the last three-year trends for most of these parameters.
  - 145 c. to rank all academic programs based on how they perform with these criteria.
  - 146 d. to conduct statistical analysis, which may include but is not limited to: generating  
147 ranks, comparative ranks, sum of ranks, and mean rank for the performance of  
148 each program against each criteria dataset.
- 149 4. 3 weeks prior to the beginning of Fall or Spring semester: The provost sends the datasets  
150 to the departments. The provost will also send an email to full-time faculty, notifying  
151 them of the availability and online location of the datasets, as well as the deadline for  
152 their response.
- 153 5. By Week 3 of the semester: Departments review the datasets and complete a written  
154 report to address issues including, but not limited to:
  - 155 a. size, scope, and productivity of the program,

- 156 b. revenue and other resources generated by the program,
- 157 c. costs and other expenses associated with the program,
- 158 d. contribution to University Studies and courses serving other programs,
- 159 e. external demand,
- 160 f. quality of program inputs,
- 161 g. quality of program outputs,
- 162 h. currency of curriculum,
- 163 i. impact, justification, and overall essentiality to the Southeast mission, and

164 Departments planning for the future may consider the economic and programmatic  
165 impact of:

- 166 j. enhancing or eliminating majors.
- 167 k. eliminating majors, but keeping the university studies courses in a major.
- 168 l. merging similar majors, such as the various education majors offered in various  
169 colleges.
- 170 m. eliminating elective courses.
- 171 n. partnering or collaborating with other institutions to offer programming.
- 172 o. possible course redesign.
- 173 p. use of technology.
- 174 6. By Week 7 of the semester: Each department chair reviews the data, reviews the report  
175 from the department, and submits an independent recommendation and the department's  
176 report to the dean.
- 177 7. By Week 9 of the semester: The dean reviews the data, reviews the previous two  
178 recommendations, and submits an independent recommendation and the previous two  
179 recommendations to the Faculty Advisory Committee for Program Review.
- 180 8. By Week 10 of the semester: The University-level Faculty Advisory Committee for  
181 Academic Program Review conducts a detailed analysis of the program and all responses  
182 generated by the review, and submits a recommendation to the provost, along with all  
183 previous recommendations. The Committee will conduct a more thorough analysis,  
184 including a more in-depth analysis of methods for increasing programmatic quality and  
185 budgetary efficiency, study datasets to identify areas for improved financial and  
186 programmatic strength, request additional data or new analysis of existing data if it adds  
187 clarity to the task, and consider creative alternative means for offering programming.  
188 Among other possible criteria, the Committee may consider the economic and  
189 programmatic impact of:
  - 190 a. enhancing or eliminating majors.
  - 191 b. eliminating majors, but keeping the university studies courses in a major.
  - 192 c. merging similar majors, such as the various education majors offered in various  
193 colleges.
  - 194 d. eliminating elective courses.
  - 195 e. partnering or collaborating with other institutions to offer programming.

- 196 f. possible course redesign.  
197 g. use of technology.  
198 h. planning for future programs.  
199 i. the committee's recommendation for the next review.
- 200 9. By Week 12 of the semester: The provost reviews the original datasets and considers  
201 recommendations from the department, the department chair, the dean, and the Faculty  
202 Advisory Committee for Academic Program Review. If necessary, the provost consults  
203 with University legal counsel to seek advice on potential courses of action. If the provost  
204 deems it necessary, all previous recommendations will go to Academic Council as an  
205 informational item for discussion only. After considering all recommendations, the  
206 provost makes a recommendation to the president.
- 207 10. By Week 14 of the semester: As appropriate, the president reviews the data, considers  
208 recommendations, secures additional clarification and data, and makes an independent  
209 recommendation to the Board of Regents.
- 210 11. The Board of Regents takes action on any recommendation by the president.
- 211 12. If a program will be eliminated, the Faculty Senate, the University community as a  
212 whole, and the faculty in the program are informed about the decision. If the elimination  
213 of the program has an impact on the number of faculty remaining in the department, the  
214 University follows the "Procedure for All Faculty Terminated by Program, College, or  
215 School Discontinuance Within Academic Restructuring" outlined in the Faculty  
216 Handbook.
- 217 13. If appropriate, the University informs students that a program is being discontinued. The  
218 affected students are advised that provisions have been made to continue to offer courses  
219 for a limited period of time so that juniors and seniors enrolled in the program will have  
220 an opportunity to graduate from that program. Freshmen and sophomores in the program  
221 are advised to move into other related programs at Southeast Missouri State University.

## 222 Procedure for Extraordinary Program Review

- 223 1. Under the special circumstances of an Extraordinary Review, the president and provost  
224 will consult with deans, chairpersons, the Faculty Senate, and the Faculty Advisory  
225 Committee for Academic Program Review to establish a special review procedure that is  
226 appropriate for the special circumstances that have resulted in the Extraordinary Review  
227 and that conforms to the instructions from the Board of Regents.
- 228 2. The Office of the Provost will provide to deans, chairpersons, and the Faculty Advisory  
229 Committee for Academic Program Review the data necessary to evaluate each program  
230 under the specific conditions of the Extraordinary Review.

231 *Approved by Faculty Senate Bill 11-A-3 March 23, 2011, Reviewed by President May 3, 2011,*  
232 *15 Day Review March 29 - April 27, 2011*

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Source of Bill: Faculty Senate Governance Committee

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