

Standing Committees of Faculty Assembly

Updated November 2015, April 2017

Faculty Committees report to the ECFA, the Provost and ultimately to the President, and shall be composed of full-time and *pro-rata* teaching faculty, library faculty, chairs of academic departments, deans of academic schools, and administrative/professional staff as indicated.

Executive Committee of the Faculty Assembly (ECFA)

Updated May 2010, January 2011, February 2012, May 2015, November 2015

Charge: The committee has primary responsibility 1) to organize the faculty in its governance role through its standing committees, 2) to work to enhance positive faculty communication, 3) to provide leadership for the faculty, and 4) to advocate for the faculty.

Composition:

- Chairperson of Faculty Development
- Faculty Co-Chair of the Graduate Council
- Faculty Co-Chair of the Committee on Curriculum and Educational Policies
- Chair of Committee on Academic Assessment
- Director of Center for Teaching and Learning Excellence
- Four faculty persons elected at-large

Each of the above will be elected by members of Faculty Assembly. One at-large member will serve as Chairperson of ECFA (for a one year term). A second at-large member will be the vice chair who will be elected yearly by Faculty Assembly and will assume chair responsibilities the second year of the term. Both chair and vice chair will serve on the Institutional Programs Committee of the Board of Trustees. The chair or vice chair will be the representative to Staff Assembly and attend Staff Assembly meetings. The third at-large member will serve on the Finance Committee of the Board of Trustees, and on the University Budgeting Committee. The fourth at-large member will serve as the Secretary and Employee Handbook Coordinator.

Elections for vacant positions will be held each spring by electronic ballot from members of the Faculty Assembly. Additional committee assignments for ECFA members are discouraged.

Responsibilities of ECFA:

- to coordinate faculty committee work and facilitate communication between standing committees of the Faculty Assembly and among the faculty at large, administrators, and staff
- to review committees' recommendations and, in turn, inform Faculty Assembly of its approval or lack thereof
- to assign tasks based on established priorities to appropriate committees, to monitor progress relative to those tasks, and to report back to the faculty
- to advocate for faculty recommendations to the appropriate administrator or committee

Employee Handbook

- to monitor and report to the faculty on implementation of faculty recommendations
- to collaborate with Staff Assembly
- to set the agenda for Faculty Assembly meetings
- to conduct elections for faculty representation
- to solicit individual faculty members' interest in serving as non-*ex officio* members of university committees and to recommend membership in consultation with the Provost making sure of continuity on all committees
- to meet as necessary, with the President and Provost (or other officers of administration as appropriate by invitation of the President) to discuss and facilitate faculty priorities and concerns
- to present for inclusion in Provost's annual report a summary of the committee's accomplishments and ongoing priorities to be addressed
- to represent the faculty to the Board of Trustees when invited
- additional duties as appropriate to the charge of the committee.

Frequency of Meetings: Monthly or as business dictates on the call of the chairperson.

Reporting Line: Faculty Assembly.

The election procedure will be as follows:

Starting on February 1, ECFA shall call for the formation of a nominating committee consisting of the current nonterminating members from the following: 1) one from Committee for the Mediation and Resolution of Disputes, 2) one from the Committee on Faculty Development, and 3) two from the faculty representatives on committees of the Board of Trustees. This nominating committee will appoint its own chair and will accept and/or solicit nominations for open positions in the first two election cycles which shall be completed by April 10. Transition meetings shall be completed by May 15.

The first election cycle shall be for: 1) the Committee on Promotion & Tenure (P&T), 2) the Committee for the Mediation and Resolution of Disputes, 3) the Chairs of the Committee on Faculty Development and the Committee on Academic Assessment, and 4) the faculty Co-Chairs of the Committee on Curriculum and Educational Policies and the Graduate Council.

Upon completion of the first election, the Nominating Committee shall then accept and/or solicit nominations for the second election cycle. The second election shall be for 1) the at-large members of ECFA, 2) the alternate member for Promotion & Tenure Committee, 3) the elected faculty members of the Pre-Tenure Committee, and 4) the faculty representatives to the Athletic Committee.

A third election will be held in the fall for vacancies for faculty representatives to the designated Committees of the Board of Trustees (Audit/Finance, Building, Plant, & Technology, Development, Investment, Enrollment & Marketing and Mission & Vision). The Chair and Vice-Chair of ECFA will serve as faculty representatives to Institutional Programs Committee.

Ordinarily the ballots will include more nominees than are to be elected for any position and no person elected in the first election cycle would be nominated for office in the second or third election cycle. No faculty member may run for more than one position in an election cycle, or simultaneously hold more than one of the above elected positions. Names of the nominees and their position statements shall be forwarded to ECFA which will administer the elections.

Employee Handbook

For each of the three election cycles, the current non-terminating members of the Executive Committee of the Faculty Assembly shall distribute the names of the nominees and their position statements to the faculty in an email announcement. Five days after the distribution of the position statements a ballot will be posted on the current course management system to enable faculty to cast votes for candidates. The election process will last at least 3 working days.

Results of the voting will be compiled by the Instructional Designer, forwarded to the Chair of ECFA and announced by email to all faculty.

The persons receiving the highest number of votes will be elected to the respective committee or position. The alternates will be selected from those with the next highest number of votes. In case of a tie a runoff election will be held within five working days.

Committee on Curriculum and Educational Policies

Updated January 2011, November 2015

Charge: The Committee on Curriculum and Educational Policies (**CCEP**) has the institutional oversight function for the undergraduate curriculum at the University. Its major focus is on courses and programs. Its role is exclusive in undergraduate course approval. It recommends modifications to existing programs and majors to **ECFA** which group, in turn, submits its recommendation to the Faculty Assembly.

Composition:

- Provost, Co-Chair (*ex officio*)
- Faculty Co-Chair (elected by Faculty Assembly)
- Associate Provost for Academic Support (*ex-officio*)
- Registrar (*ex officio*, non-voting)
- Interdisciplinary Core Curriculum Coordinator (*ex-officio*)
- One faculty member from each of the Schools
- One librarian with faculty status (*ex officio*)

Reporting Line: ECFA, Faculty Assembly, Provost and ultimately to the President.

Responsibilities of CCEP:

- to ensure the academic quality and integrity of all academic programs and courses
- to recommend academic policies and standards
- to approve course changes and modifications to existing programs and majors and to approve exemptions to the liberal arts and science requirements
- to oversee the undergraduate curriculum, including the general education core and learning outcomes
- to review policy regarding the credentialing of experiential learning
- to review and recommend transfer credit policies
- to assess impact of curricular changes and/or modifications to existing programs or majors on academic departments prior to sending recommendations to ECFA

Employee Handbook

- to report and seek approval from ECFA on its recommendations on curricular changes and modifications to existing programs and majors and changes in liberal arts and sciences requirements
- additional duties as appropriate to the charge of the committee

Frequency of Meetings: Semimonthly or on the call of the Provost.

Committee on Academic Program Review

Update July 2015

Charge: The Committee functions as facilitator and peer reviewer for institutional action in response to academic program review activities. Evaluation of each academic program is undertaken to provide faculty, administration, and the Board of Trustees with information about program functioning in relation to the University's mission and strategic plan, program goals, financial stewardship, needs of the community and/or other areas as determined by the Academic Program Review Process. This committee's composition should be representative of the diverse programs of the University.

Composition:

- Five faculty members, one representing each School, appointed by the School Deans with approval by the Provost – at least one must be from a graduate program.
- Provost (*ex-officio* , non-voting)
- Chief Financial Officer (*ex-officio* , non-voting)
- Director of Institutional Research (*ex-officio* , non-voting)

The Chair of CAPR will be elected from appointed faculty at the first meeting of the committee.

Responsibilities:

- Facilitate academic program review activities of the University
- Review self-study reports from academic programs
- Meet with program chair, department chair, and program faculty to discuss the self-study report
- Prepare findings for each academic program identifying areas of strength and areas of concern
- Prepare recommendations to address areas of concern or potential opportunities
- Report findings and recommendations to Faculty Assembly and the Provost
- In consultation with the Provost, prepare summary of findings and recommendations for the Institutional Programs Committee of the Board of Trustees
- Submit findings and recommendations to be posted on the University's internal web site

Reporting Line: Faculty Assembly, Provost, and ultimately the President

Frequency of Meetings: Active every five years. Meets as needed when active.

Committee on Academic Assessment

Added 07/18/2013

Charge: To oversee assessment of institutional effectiveness in providing optimal student learning from involvement in academic programs and activities.

Composition:

- Academic Assessment Coordinator (*ex officio*)
- Ten faculty members (one of whom is elected as Chair by Faculty Assembly). At least two must be Graduate Faculty
- Two administrative/professional staff members from academic support departments
- Director of Institutional Research (*ex officio*)
- Director of Instructional Technology (*ex officio*)

Responsibilities:

- to oversee implementation of the academic assessment plan as the primary resource for improving student learning
- to educate the university community concerning the purposes, goals, and outcomes of the academic assessment plan
- to maintain a system of data collection which facilitates academic assessment plan implementation
- to review and provide feedback regarding annual learning assessment reports submitted by undergraduate and graduate programs and departments
- to solicit and review proposals for institutional/program/departmental assessment initiatives and recommend funding to the Provost
- to collaborate regularly and systematically with the Student Affairs assessment group so as to contribute to a coordinated plan for the assessment of overall institutional effectiveness
- to evaluate the assessment program and modify the assessment plan as necessary
- to submit an annual report to the Provost summarizing plan implementation and recommending modifications

Reporting Line: ECFA, Faculty Assembly, Provost

Frequency of Meetings: Twice monthly (once as full committee; once in subcommittee)

Committee on Faculty Development

Updated January 2011

Charge: The Committee has primary responsibility to assess faculty learning needs and to develop and implement an ongoing faculty development program consisting of training sessions and workshops, consultative services and other appropriate activities pertaining to teaching skills, scholarship, committee work, faculty governance and advising. The Committee has a working relationship with the Provost to provide for ongoing professional development of the faculty.

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Composition: Five faculty members representative of various academic areas, four of whom are recommended by ECFA, and the Chair who is elected by the Faculty Assembly.

Responsibilities:

- conduct proactive research to assess faculty professional needs and to develop the agenda to meet these needs
- collaborate with Faculty Assembly to offer programs which provide for new faculty orientation and ongoing development for all faculty
- monitor guidelines and procedures governing faculty development, instructional development, sabbaticals, released time, and internal grants and propose institutional change to support faculty development
- recommend to the Provost recipients for sabbaticals and released time and recipients and fund allocation for summer grants
- additional duties as appropriate to the charge of the committee.

Frequency of Meetings: Monthly or as needed.

Faculty Salary and Workload Advisory Committee

Updated May 2014

Charge: An advisory committee to provide the Provost with a representative faculty body for discussion and consultation on issues of faculty salary and workload, provide for faculty input on these issues, and share information with Faculty Assembly.

Composition:

- Provost, Co-Chair (ex-officio, nonvoting)
- Faculty Co-Chair to be chosen by committee from 6 elected faculty
- Chief Financial Officer (ex-officio, nonvoting)
- Director of Human Resources (ex-officio, nonvoting)
- 5 faculty members, one from each School, each chosen by a vote of all members of the School.
- 1 faculty with primary teaching responsibilities in graduate education (nominated by Graduate Council, then elected by faculty assembly)
- 1 member of the ALC (appointed by ALC)
- Additional faculty or staff may be asked to attend meetings of this group in an advisory or consultative role

Terms of Service: Three years

Reporting Line: ECFA, Provost, and ultimately, the President

Meetings: As needed

Graduate Council

Updated February 2010, January 2011, October 2016

Employee Handbook

Charge: The Council has the institutional oversight function for graduate studies at the University. The Graduate Council provides direct faculty participation in developing University policies governing graduate programs and programming, and maintaining the quality assurance of these programs and curricula. The Council's role is exclusive in graduate course approval and changes in existing graduate programs. Graduate Council also provides insight and recommendations for the marketing of graduate programs, services provided to graduate students, and development of graduate students and faculty.

Composition:

- Provost, Co-Chair (*ex officio, non-voting*)
- A graduate faculty member, elected at large by Faculty Assembly, to be Co-Chair
- One graduate faculty representative from each graduate degree program, to be appointed by Provost and faculty Co-Chair, in consultation with the School Dean and ECFA.
- A (1) representative from the Registrar (*ex officio, non-voting*)
- A (1) representative from Graduate Admissions (*ex officio, non-voting*)
- Occasional representatives from other University areas, invited by the co-chairs consistent with the agenda, including but not limited to representatives from the library, information technology, marketing, etc. (non-voting)

Terms:

- The faculty Co-Chair will serve a three-year term and will also represent graduate faculty interests as a member of ECFA for his/her three-year term.
- Each graduate faculty representative will serve a three-year term.

Voting:

- *Quorum:* In order for a motion to pass, 60% voting members must be present
- *Motion Approval:* A majority vote of the quorum is required for motion approval

Reporting Line: ECFA, Provost, and ultimately, to the President.

Frequency of Meetings: Bi-Monthly or as needed to meet established deadlines.

Responsibilities, in accordance with University policies:

- to ensure the academic quality and integrity of all graduate programs and courses
- to approve course changes and program changes in existing graduate programs
- to approve the curriculum of any new graduate programs
- to establish and review policies and procedures for granting graduate academic credit
- to review and approve admission policies, academic standards, and policies related to graduation requirements
- to review and promote marketing of graduate programs and make recommendations to the marketing department
- to review and promote graduate student services and make recommendations to the appropriate department
- to review and promote graduate student and faculty development
- to make recommendations related to strategic planning and fundraising initiatives

Employee Handbook

- as they relate to graduate programs
- additional duties as appropriate to the charge of the Council.