Standing Committees of Faculty Assembly

Updated November 2015, April 2017, November 2020, December 2020, March 2021, May 2021

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, May 2021

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 the Committee on Faculty Development, *ex officio*
- Chairperson of the Pre-Tenure Committee, *ex officio*
- Chairperson of the Promotion and Tenure Committee, *ex officio*
- Faculty Co-Chair of the Faculty Salary and Workload Advisory Committee, *ex officio*
- Faculty Co-Chair of the Graduate Council, *ex officio*
- Faculty Co-Chair of the Committee on Curriculum and Educational Policies, *ex officio*
- Academic Assessment Coordinator, *ex officio*
- Director of Center for Teaching and Learning Excellence, *ex officio*
- Five at-large faculty members elected by the Faculty Assembly

One at-large member will serve as Chairperson of ECFA after serving as 2nd vice chair for one year and vice chair for one year. A second at-large member will be the vice chair after serving as 2nd vice chair for one year. A third at-large member will be elected as 2nd vice chair and will serve a three year term, becoming vice chair the second year and chair the third year. The chair and vice chair will serve on the Student Experience Committee of the Board of Trustees. The chair or vice chair or second vice chair will be the representative to Staff Assembly and attend Staff Assembly meetings. The fourth at-large member will serve on the Financial Sustainability Committee of the Board of Trustees, and on the University-Wide Budget Committee. The fifth 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
- 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 position statements from any faculty member wishing to run for an elected position or serve in an appointed position. Position statements must be received no later than March 10.

Ordinarily the ballots will include more nominees than are to be elected for any position. 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.

On March 15, 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 5 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 no later than April 1. Appointed positions will be announced no later than April 15.

The persons receiving the highest number of votes will be elected to the respective committee or position. 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*) (Appointed by the Director of Library Studies in Consultation with the Office of the Provost)

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
- 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; the rest are appointed by ECFA in consultation with the Office of the Provost).
- 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.

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

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

Charge: The Graduate Council has the institutional oversight for graduate studies at the University. The Council's role is exclusive in graduate course and program approval and as such, the Council recommends new programs and modifications to existing programs and degrees to ECFA. The Council provides direct faculty participation in developing University policies governing graduate programs and programming, and ensures and monitors the quality of these programs and curricula. The Council surveys graduate faculty and relevant support staff for concerns related to the graduate student and faculty experience. Furthermore, the Council provides insight and recommendations related to the graduate student and faculty experience.

Composition:
- Provost (or appointee), Co-Chair (ex officio, non-voting)
- A graduate faculty member, elected at large by Faculty Assembly, to be Co-Chair
- Two graduate faculty representatives from the School of Business, two representatives from the School of Education, two representatives from the School of Health Sciences (one of which must be from DPT or PA programs), one representative from the School of Arts and Humanities 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)
- A (1) representative from the library (ex officio, non-voting)
- Occasional representative(s) from developing graduate programs (non-voting)
- Occasional representatives from other University areas, invited by the co-chairs consistent with the agenda, including but not limited to representatives from 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: 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 advocate for services and support that enhance the graduate student experience and development of graduate faculty
- additional duties as appropriate to the charge of the Council

Updated November 2020, March 2021

Pre-Tenure Committee

Charge: The committee has primary responsibility for: 1) reviewing pre-tenure faculty candidates; 2) making recommendations to the candidate identifying strengths and weaknesses in the areas of teaching, citizenship and scholarship; 3) forwarding a written summary of the pre-tenure review to the candidate, to the Promotion and Tenure Committee and to the Provost who will forward the summary to the applicant's chairperson; 4) meeting with Promotion and Tenure Committee as needed to assure continuity; and 5) recommending to Faculty Assembly appropriate changes in Handbook criteria and in pre-tenure review process.

Composition of Pre-Tenure Committee:
- 2 Faculty members elected by the Faculty Assembly *(voting)*. Must be associate rank or higher, either tenured or on a rolling contract.
- 1 Faculty member recommended by ECFA for appointment by the Provost *(voting)*. Must be associate rank or higher, either tenured or on a rolling contract.

- 1 Faculty recommended by ECFA for appointment by the Provost *(voting)*. Must be associate rank or higher, either tenured or on a rolling contract WITH recent Promotion and Tenure experience.

Responsibilities:

- to prepare and provide candidates with guidelines for preparation of pre-tenure packets and answer questions about the review process
- to gather information needed to review packets (this information includes the packet, letters of recommendation sent to the committee at the request of the applicant, and student ratings sent directly from the Provost's office.)
- to conduct reviews according to the criteria presented in the Employee Handbook
- to produce a written summary of submitted materials to identify the applicant's strengths and weaknesses in relation to the criteria
- to forward written summary to applicant, Promotion & Tenure Committee, and the Provost who will forward the summary to the applicant's chairperson
- to make recommendations to the applicant to assist work toward future promotion and tenure review and referrals to veteran mentors, as applicable
- to adhere to all deadlines
- to maintain confidentiality in deliberations and records of proceedings
- to recommend to Faculty Assembly changes in criteria, packet materials, or review process
- to fulfill additional duties as appropriate to the charge of the committee

Reporting Line: Faculty Assembly and Provost

Chair: The chair of the committee is elected by Faculty Assembly. The secretary is chosen from current membership.

Frequency of meetings: Bi-weekly or as needed fall semester; biweekly spring semester

Promotion and Tenure (P&T Committee)

Charge: The Committee has primary responsibility for: 1) reviewing all applications for promotion and tenure, 2) making recommendations to the President regarding such applications, 3) recommending to the Faculty Assembly appropriate changes in the handbook criteria, in the process of application, and in the committee review process.

Composition of P&T Committee:
- 3 Faculty members elected by the Faculty Assembly *(voting)*. Must have tenure.
- 2 Faculty members elected by the Faculty Assembly *(voting)*. Must have tenure or be on a rolling contract.
- 1 Faculty alternate elected annually by the Faculty Assembly. *(voting in the event a faculty member of the committee has a conflict of interest)*. Must have tenure

or be on a rolling contract.
- Provost, *(ex officio, non-voting)*

Responsibilities:
- to prepare and to provide candidates with guidelines for the preparation of their packets
- to verify the candidates' eligibility in consultation with the Office of the Provost
- to gather information needed to review applications (This information must include that contained in the packets and in letters of recommendation sent to the committee at the request of the applicant; it may also include information from personnel records in the Provost's office, as submitted by the Provost. Outside consultants may also be used, with the knowledge of the candidate.)
- to review applications according to the criteria presented in the handbook
- to make recommendations to the President regarding the action requested in the applications
- to adhere to all deadlines
- to maintain confidentiality in its deliberations and in the records of its proceedings
- to recommend to the Faculty Assembly appropriate changes in the criteria and in the application/review process
- additional duties as appropriate to the charge of the committee

Reporting Line: The President regarding personnel recommendations: Faculty Assembly regarding policy recommendations.

Chair: The chair of the committee is elected by Faculty Assembly. The secretary is chosen from the current membership.