University-wide Committees

These committees report directly to the President or to a person delegated by the President to receive their reports. Faculty and/or staff are members by election or appointment to the following institutional committees or subcommittees.

Athletics Committee

**Charge:** The committee has a primary role to ensure the primacy of academic standards in the University’s athletic program. The committee shall have primary responsibility for monitoring athletes' educational experience and the policies relating to the athletes' educational experience. It will have advisory responsibility in performing its other responsibilities.

**Composition:**
- Four faculty members
  Two of whom are elected by the faculty and two of whom are appointed by the President (none of the faculty members shall be coaches)
- Faculty Athletic Representative (FAR) appointed by the President (*ex officio*)
- One administrative/professional staff member from the Registrar's Office or Advising Center (*ex officio and nonvoting*)
- One administrative/professional staff member appointed by the President (who shall not be a coach)
- One student recommended by the Student Athlete Advisory Committee and appointed by the President
- Athletic Director (*ex officio*)
- Senior Woman Administrator (*ex officio* and non-voting)
- Athletic Retention Coordinator (*ex officio* and non-voting)

*To comply with NCAA regulations

**Reporting Line:** President

The Faculty Athletics Representative (FAR) shall be appointed by the President. The Chair of the committee will be appointed by the President from the remaining four faculty members of the committee.

The FAR represents the institution and its faculty in the institution's relationships with NCAA and the HCAC. The FAR should be a person who embraces the mission of the University and understands the importance of the athletic program and other co-curricular activities to a seamless learning environment. The FAR is responsible for insuring that participants are academically eligible to practice and compete in athletics, and represents the University’s interests to the NCAA and HCAC. The FAR shall be a member of the institution's faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the Department of Athletics. Because of the importance of continuity in the position of FAR,
there should be a long-term commitment from the University to the FAR and from the FAR to the University. Therefore, the FAR should hold tenure or a rolling contract.

The FAR serves once every eight years as president of the HCAC under the Conference’s current governance structure. The FARs and Presidents, as a group, are the decision making body of the HCAC.

Responsibilities of the Athletic Committee:

- to review and monitor the philosophy, standards, and objectives of the Intercollegiate Athletic Program and the external agencies which govern the program
- to ensure that the educational values, practices and policies comply with the University Academic Standards, i.e. normal academic progress, academic achievement, and sound selection of course work
- to ensure through review of athletic program policies that athletes have an adequate opportunity to pursue educational goals. Review should be made of those policies which can impact athletes' academic performance, such as those relative to travel, training, practice and game schedules, etc. for athletes. The committee's concerns should be raised with the following people in the order listed: the FAR, the Athletic Director, and the Head Coach
- to consider appeals of institutional eligibility requirements from student-athletes, and make final decision as to their merit.
- to receive an annual report on the financial impact of the Athletics program on the University
- to review and recommend policies relating to recruitment, financial aid, publicity, and fund raising
- to perform additional duties as appropriate to the charge of the committee.

Frequency of meetings: Monthly or as needed to meet the objectives of the committee.

Budget Committee

Charge: The Committee has a primary role in the Mount's Integrated Planning and Budgeting Process with the responsibility for reviewing, prioritizing, and rejecting and/or accepting action plans submitted by administrative and academic departments through the appropriate administrative officer. The Committee is also responsible for recommending the appropriate level of funding for accepted action plans.

Composition:
- Chair, appointed by the President
- Three faculty members recommended by ECFA; one of the faculty members will be the individual elected by the Faculty Assembly to serve on the Audit/Finance Committee of the Board of Trustees
Two members of the administrative/professional staff appointed by the President from those identifying interest through Staff Assembly
Chief Financial Officer and the Controller (both ex officio)
Two students recommended by SGA and appointed by the President.

**Reporting Line:** President

**Responsibilities:**
- to recommend to President's Cabinet action plans with appropriate funding which reflect the priorities of the strategic plan for approval by the Board of Trustees
- to provide advice to the President on optimum utilization of human, physical and fiscal resources in order to reallocate funds among MSJ initiatives
- to request strategic priorities from President's Cabinet in order to review and prioritize action plans/requests for funds
- to incorporate requests for new faculty and staff positions into the Budgeting Process
- to seek clarification and additional information as necessary from resource persons, school deans, department chairs, directors, and Cabinet members
- to gather sufficient data to evaluate and recommend budget priorities
- to prioritize accepted action plans/requests for funds and determine appropriate level of funding
- to make recommendation to President's Cabinet relative to accepted action plans/requests for funds
- to communicate the status of requests through appropriate channels after committee consideration
- to meet deadlines established by the President's Cabinet, the Chief Financial Officer and the Audit/Finance Committee of the Board of Trustees
- additional duties as appropriate to the charge of the committee.

**Frequency of Meetings:** Semimonthly or as needed to meet established deadlines

**Committee for the Mediation and Resolution of Disputes**

**Updated May 2015**

**Charge:** The Committee has the primary responsibility to facilitate the resolution of disputed personnel matters, such as working conditions, employment practices, or differences of interpretation of policy, within the University which are introduced into the Mediation and Resolution of Disputes Process in a confidential and neutral manner. The process is described in Appendix A of the *Employee Handbook*.

**Composition:**
- Three full-time faculty members (elected by Faculty Assembly, one to serve as co-chair)
- Two full-time administrative and/or professional staff members (one to serve as Co-chair), one full-time support staff member, and one full-time plant operations staff member (elected by Staff Assembly)
All members must have completed two years of service to the University to be eligible for election.

All members will be elected by their constituent groups. An alternate for each category of employment will be elected. Members will serve for three-year staggered terms and will be trained annually in mediation techniques in order to effectively exercise their responsibilities on this committee. Committee members will select Co-Chairs from among the faculty and administrative/professional staff members. Committee members personally involved in a dispute will be excused from this committee work during the course of the resolution of the matter and their alternates will fill in. The Provost, the Director of the Wellness Center, and Director of Human Resources will serve as resource persons when appropriate.

Responsibilities of the Committee for the Mediation and Resolution of Disputes:

Advising

- to counsel faculty and staff on how they may be heard through appropriate use of the process.
- to counsel faculty and staff on protocol dictated by grievance procedures covered under the Policy on Prohibited Discrimination, Harassment and Related Conduct - Including Sexual Harassment, Sexual Violence, Sexual Misconduct and Stalking and Disability-Related Grievance Procedure. Incidents covered under the above are not subject to the mediation process and will be addressed under their own protocols. Concerns regarding outcomes from the policy on Policy on Prohibited Discrimination, Harassment and Related Conduct may be heard under this process.

Mediation

- to preserve confidentiality of all parties involved
- to offer resources in conflict resolution to differing parties through face-to-face negotiation
- to facilitate a mediation process for disputes which will enable both parties to communicate their interests, explore options, propose solutions, and mutually settle their differences

Resolution

- to ensure an opportunity to be heard
- to expedite all steps of the mediation process to facilitate a resolution
- to facilitate an appropriate resolution procedure in the event that mediation attempts prove unsuccessful

Reporting Line: The committee reports to the parties involved and to the appropriate administrative officer(s).

Frequency of Meetings: Annually for trainings, and on an as needed basis.
Sustainability Committee

**Charge:** Sustainability is the practice of living and working so that we may meet the needs of the present without compromising the ability of future generations to meet their own needs. In keeping with the values and vision of the University, the Sustainability Committee assists the movement of the University community toward considerations that integrate environmental, economic, and socio-ethical perspectives.

**Composition:** The Sustainability Committee is composed of members who share a common concern for the University’s responsibility as an institution of higher education to support human and ecological health, social justice, secure livelihoods, and a better world for all generations.

The Committee includes:
- A Chairperson (or two Co-Chairs), appointed by the President
- Three faculty members recommended by the ECFA and appointed by the President
- Three staff members recommended by the CRSA and appointed by the President
- Three students recommended by SGA and appointed by the President
- One to three members of the Sisters of Charity

Other faculty, staff, students, Sisters of Charity, residents of Delhi Township and the surrounding communities, and members of local environmental groups or other appropriate organizations are welcome to attend Sustainability Committee meetings and may serve on sub-committees as determined by the Chairperson.

**Reporting Line:** President

**Responsibilities:**
- to encourage environmental, economic, and socio-ethical sustainability programs across all aspects of campus life
- to assist in engaging the campus in an ongoing dialogue about sustainability and instilling a culture of sustainable long-range planning
- to advise on the development and implementation of campus sustainability action plans
- to partner and collaborate with the Sisters of Charity and other community partners both on and off campus to promote social, environmental and economic sustainability in the community.
- to advise and recommend actions and policy to the President and administrative officers of the University
- to seek funding and other resources, in coordination with the University Institutional Advancement division, that will help to accomplish its mission

**Frequency of Meetings:** Twice each semester or as needed
Ethical Leadership Development Committee

Charge: This is a university wide standing committee formed to serve in an advisory capacity to the curricular and co-curricular development, implementation, and sustainability of initiatives of the Center for Ethical Leadership.

Composition:

- Executive Director for Ethical Leadership Development, Co-Chair, *ex officio*
- 3 Faculty Members recommended by ECFA to the Provost for appointment with input from the Executive Director of Ethical Leadership Development and ELD Committee; one serves as Co-Chair
- Director of Mission and Ministry, *ex officio*
- Director of Career & Experiential Education Center, *ex officio*
- 1 Administrative/Professional Staff Member recommended by CRSA to the President for appointment with input from the Executive Director of Ethical Leadership Development and ELD Committee
- 2 Students recommended by the Dean of Students with input from the Executive Director of Ethical Leadership Development and ELD Committee
- Invited resource individuals appropriate to the agenda

Member Terms: Faculty and administrative/professional staff members serve 3-year rotating terms. Student members serve 1-year renewable terms.

Reporting Line: Dean of Students for Co-curricular Issues and Provost for Curricular Issues

Responsibilities:

- To emphasize and sustain the efforts of the Center for Ethical Leadership in the spirit of the mission and values of the Mount
- To create awareness and educate the campus community regarding ethical leadership initiatives
- To promote student participation in ethical leadership development programming
- To promote the design and development of curricular and co-curricular developmental models for student leadership
- To advise in the creation of programs and events that complement the curriculum and co-curriculum, including recommendations for speakers series
- To form and oversee working groups as needed
- To review, assess, and evaluate ongoing programming
- To work collaboratively with appropriate institutional bodies and community partners

Frequency of meetings: Monthly or as needed during the academic year

Health Professions Advisory Committee

Added July 2015, Updated February 2016
**Charge**: The committee has primary responsibility for advising and guiding undergraduates pursuing health care careers as they prepare for admission to professional programs and educating the campus community about the requirements for admissions to professional schools.

**Composition**: 

The committee will consist of five faculty members appointed jointly by the Deans of the Behavioral and Natural Sciences and Health Sciences Divisions, one staff member from Admissions, and one staff member from the Career and Experiential Education Office to be appointed by the Associate Provost for Academic Support. The Provost will make final appointments in the case that the Deans cannot agree on an appointment. All appointments will be for three-year terms with the opportunity for continued reappointment. Faculty and staff members may be removed from appointment by the Deans of Behavioral and Natural Sciences and Health Sciences Divisions and/or Associate Provost for Academic Support as deemed necessary. The chair of the committee will be determined by a vote of the members of the committee.

**Reporting Line**: Dean of Behavioral and Natural Sciences and the Provost

**Responsibilities**: 

- individual and group advising for students interested in health care careers in addition to the academic advisor
- developing and updating career overviews, including a listing of Tristate professional schools, required and recommended courses, required exams, and other helpful information
- offering and conducting committee interviews and preparing letters of recommendation for professional programs
- working with the Pre-health Club and Career and Experiential Education Center, as well as other campus organizations and departments to offer programs and workshops to help students become acquainted with various health care fields and prepare for the application process
- being members of and attending conferences for the Ohio, regional and national organizations for health professions advising
- developing and maintaining contacts with local professional schools and practicing professionals
- working with Admissions to educate prospective students about potential preparatory tracks for health care careers through individual meetings and representation at outreach events
- maintenance of application and acceptance rates for professional schools for advised students

**Frequency of meetings**: monthly or as needed
Mission Committee

**Charge:** The Mission Committee of Mount St. Joseph University promotes and supports the living out of the ideals and values of the mission by all members of the University community. The committee provides opportunities to learn and experience living the mission through programs, speakers, and events, and explores ways to integrate the spirit and identity of the Sisters of Charity in all aspects of the campus life.

**Composition:**

- Director of Mission and Ministry, Co-chair (*ex officio*)
- 3 faculty members recommended by ECFA and appointed by the President
- 1 faculty member elected by ECFA to serve as faculty representative on the Mission and Vision Committee of the Board of Trustees
- Dean of Students (*ex officio*)
- 2 administrative/professional staff members recommended by CRSA and appointed by the President
- 2 support/plant operations staff members recommended by CRSA and appointed by the President
- 2 students recommended by Coordinator of Campus Ministry
- 1 Sister of Charity representative

**Reporting Line:** President

An additional co-chair will be appointed by the President from among the four faculty members on the committee.

**Responsibilities:**

- To provide support and assistance to the Office of Mission and Ministry.
- To oversee the selection and recognition of the Elizabeth Seton Mission Awards and other programs recognizing employee participation in living the mission of the University.
- To coordinate ongoing educational opportunities for the campus community about the mission.
- To interface with the Board of Trustees Mission and Vision Committee as requested.
- To make recommendations to the President and the President’s Cabinet that enhance the University’s mission activities and culture.

**Frequency of meetings:** Monthly or as needed

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:**

The committee will consist of four faculty members of associate rank or higher, and either tenured or on rolling contract. Two members shall be elected by the faculty, and two members shall be recommended for appointment by ECFA, with at least one appointed member having recent Promotion and Tenure experience. Appointments will be for three years. ECFA selection should ensure that committee membership represents a variety of departments and disciplines. The committee chooses its chairperson and secretary from among its membership. The period of service extends from mid-August through mid-May.

**Reporting Line:** Faculty Assembly and Provost

**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

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

**Promotion and Tenure (P&T Committee)**

Updated January 2011, July 2015

**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:**
• Five faculty (elected by Faculty Assembly)
• Provost (ex officio, non-voting)

Faculty must have tenure or a rolling contact. At least three members of the committee must have tenure. Each year the Faculty Assembly elects one or two members to serve for three years; it also elects one alternate to serve for that year only. The committee chooses its chairperson and secretary from its current membership. The period of service extends from April 1 through March 31.

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

**Responsibilities are:**

- 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.

**Frequency of meetings:** Biweekly or as needed in the fall; as needed in the spring.

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**Retirement Plans Oversight Committee**

**Charge:** Mount St. Joseph University Retirement Plans are intended to provide eligible employees the opportunity to generate the long-term accumulation of retirement savings through contributions to individual participant accounts and the earnings thereon. The Plans are employee benefit plans intended to comply with all applicable federal laws and regulations including the Internal Revenue Code of 1986, as amended, and the Employee Retirement Income Security Act of 1974 (ERISA), as amended. The Plan Sponsor appoints Mount St. Joseph University’s Retirement Plans Oversight Committee (the “Committee”), created June 12, 2012, and delegates authority to the Committee to choose and monitor plan funding options.
The Committee is responsible for maintaining a written record of its decisions and steps taken in connection with the monitoring of the Plan’s funding options.

**Composition:** The Committee may hire an Investment Advisor Representative, Record Keeper, Legal Counselor/ Legal Advisor, Third Party Administrator, and other professional advisers to supervise the daily activities of the plan. The general responsibilities of the Committee are listed below. Other service providers’ roles and responsibilities would be outlined in the service agreements entered into between Mount St. Joseph University and the applicable service provider. The Committee may retain the services of a third party Investment Advisor Representative to provide expert advice and recommendations to help discharge its fiduciary responsibility and furtherance of the Plan’s goals and objectives.

Members of this committee could include (not necessarily include all and not limited to) the appointed personnel below:

a. Chief Financial Officer (ex officio)
b. Director and Assistant Director of Human Resources (ex officio)
c. Chief Risk and Compliance Officer (ex officio)
d. Two faculty members – appointed by the President
e. Two administrative/professional staff members – appointed by the President

**Reporting Line:** President

**Responsibilities:** With respect to management of the Plan, the Committee’s responsibilities include the following:

1. Recommend investment objectives and policies as outlined in the Investment Policy Statement (IPS);
2. Establish a list of acceptable investments and portfolio guidelines;
3. Provide information regarding fund investment structure and performance against established objectives and policies;
4. Review and approve all Plan service agreements;
5. Recommend compensation arrangements for investment service providers;
6. Monitor the performance of all service providers including investment advisors, record keepers, and Third Party Administrators;
7. Provide guidance on educational and communication programs;
8. Evaluate plan design and administrative issues;
9. Select and terminate funding options;
10. Establish and maintain the IPS;
11. Creation and maintenance of fund “watch list”;
12. Control fees and expenses;
13. Generating communications to participants when necessary;
14. Develop an investment program that offers a diverse range of options;
15. Identify investment options (i.e. types of funds) which it deems appropriate and prudent to make available to plan participants;
16. Control and account for all investment, recordkeeping, and administrative expenses associated with the Plan;
17. Provide contribution and benefit information to the record keeper as appropriate;
18. Provide plan participants with prospectuses or other informational items as and when required by, and maintaining compliance with, the rules and regulation
issued by the Department of Labor (DOL) pursuant to section 404(c) of ERISA; and;

19. Avoid prohibited transactions and conflicts of interest.

**Frequency of Meetings:** Quarterly and additional meetings as needed.

### Service Learning Committee

**Charge:** The Committee has primary responsibility to promote service and community-based learning experiences within the University community through the collaborative efforts of faculty, staff, community partners, and students.

**Composition:**

- Coordinator for Service Learning, Chair (*ex officio*)
- Three faculty members recommended by ECFA and appointed by the Provost
- Three staff members recommended by Staff Assembly and appointed by the President
- Three students, at least one of whom is recommended by SGA. Students can also be recommended by an advisor, faculty member or committee chair for one year terms
- One community partner to be chosen from among the established service learning partners, recommended by the Chair for a one year term

**Reporting Line:** President

**Responsibilities:**

- To provide input to the Coordinator of Service Learning into the design, implementation, and evaluation of the service learning strategic and annual plans to oversee the development of service/community-based learning opportunities in which students are working with community based groups to address communities’ needs and problems
- To encourage service/community-based learning through departmental and interdisciplinary courses in the curriculum
- To promote student participation in service/community-based learning efforts
- To oversee grant requests for service/community-based learning funding in partnership with Institutional Advancement
- To review, assess and evaluate ongoing service learning activities
- To maintain a presence and dialogue with regional and national service organizations
- To work with CCEP on those aspects of service/community-based learning which involve curriculum development.

**Frequency of meetings:** Monthly or as needed.

### Wellness, Health and Safety Committee

**Updated November 2013**

**Revised May 2014, July 2015**
**Charge:** To promote a campus climate that encourages wellness through a holistic approach to programming emphasizing individuals making healthy choices and decreasing high risk behaviors that may impede academic success.

In order to meet federal compliance requirements of The Drug Free Schools and Communities Act (34 CFR, EDGAR Part 86) and the Violence Against Women ACT (VAWA), the committee designs and implements holistic, prevention programming for students focused on all dimensions of Wellness. The committee membership is divided into three sub-committees responsible for policy review and outreach program implementation and assessment that will promote optimal health for the campus community.

1. Alcohol, tobacco and other drug use;
2. Campus safety including sexual violence, and
3. Other dimensions of wellness

**Composition:**

- Co-Chair: Wellness Center Director (*ex officio*)
- Three (3) faculty members, at least one of whom will be from Health Sciences, recommended by ECFA and approved by the Provost; one (1) member to serve as Co-Chair
- Dean of Students (*ex officio*)
- Student Athletic Advisory Committee Advisor (*ex officio*)
- Representative from Human Resources
- One (1) Administrative/Professional staff members recommended by the CRAA to the President for appointment
- Four (4) students; 1 student recommended by SGA or Dean of Students; 1 Resident Assistant recommended by the Dean of Students; 1 student athlete recommended by Student Athletic Advisory Committee Advisor; and 1 graduate student recommended by Graduate Council. Each student will serve a one-year renewable term.
- Invited resources appropriate to the agenda

**Reporting Line:** Provost

**Responsibilities:**

Three sub-committees consisting of members and non-members as necessary will be responsible for policy review, programming, and assessment for each of the following areas:
- Physical/mental health
- Alcohol, tobacco and other drugs
- Campus safety including sexual violence

Responsibilities for each sub-committee include the following:

- to provide holistic wellness education for all members of the Mount community promoting personal responsibility.
- to promote a healthy living environment that is conducive to learning.
- To assess the effectiveness of preventive and educational programming
- to advise and recommend actions and policy to the President and administrative officers of the University
• to seek funding and other resources, in coordination with the University, that will help to accomplish its mission
• to ensure compliance to the federal requirements mandated by the Drug Free Schools and Communities Act and the Violence Against Women Act (VAWA):
  • yearly notification of campus AOD policies to faculty, staff and students
  • biennial review of University wide prevention efforts

Frequency of meetings: Once a month