



# **BOOK OF COMMITTEES**

**BOARD APPROVED**

**SEPTEMBER 15, 2017**

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# Book of Committees

## Introduction

### I. Introduction

Through the work of committees stakeholders are provided the opportunity for constituent participation in university governance. The spirit and intent of shared governance will guide all committees. The shared governance committee designation implies the committee will perform their assigned duties and responsibilities, provide a vehicle for submission of new policies or proposed changes to existing policies and may be designated by the SGOC as the responsible committee for ushering proposals through the shared governance process. Shared governance committees responsibilities relating to the proposals review process are set out in the Book of Committees.

All shared governance committees will operate by a majority vote. Routine functions of shared governance include regular and timely posting of committee minutes on the shared governance website and reporting to the SGOC and appropriate Vice Chancellor.

With the approval of removing the Shared Governance Process from the Faculty Handbook, the Faculty Handbook Committee (FHC) believes that all committees related to the shared governance process, for which the faculty do not have primacy, should be moved into the Shared Governance Handbook and become the purview and responsibility of the Shared Governance Oversight Committee (SGOC).

FHB committee determined the following committees were in areas where the faculty maintained primacy and are Faculty Primacy Committees.

#### Academic Shared Governance Committees

Academic shared governance committees a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three-year term with a two-term limit. Members of Academic Shared Governance Committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student members will serve one year terms.

### Academic Shared Governance Committees

- Academic Budget Committee
- Academic Calendar Committee
- Education and Technology Committee
- Honors Council
- Library Committee
- Sponsored Programs Committee
- Undergraduate Admission Appeals Committee
- Undergraduate Graduation and Academic Appeals Committee

### Institutional Shared Governance:

The Institutional Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least one year. Unless otherwise noted, all members will serve a staggered three-year term with a two-term limit. Members of the Institutional Shared Governance committees may not serve more than six consecutive years without rotating off the committee for at least one year. Student members will serve one year terms.

### Institutional Shared Governance Committees

- Buildings, Grounds and Facilities Committee
- Computers and Technology Committee
- Development, Communication and Alumni Committee
- Disability Services Committee
- Employee Benefits Committee
- Financial Aid and Scholarship Committee
- International Students Committee
- Parking and Motor Vehicle Committee
- University Diversity and Affirmative Action Committee

### Faculty Primacy Committees

- Academic Hearing Committee
- Faculty Achievement Awards
- Faculty Handbook
- Faculty Research Awards

- General Education
- Graduate Council
- Undergraduate Curriculum Council
- University Promotion, Retention and Tenure
- Undergraduate Enrollment and Academic Policy Committee

Issues and proposals stemming from the areas where faculty have primacy may need to follow the shared governance process.

#### Faculty Senate/Association Committees

These committees have been lifted from the Bylaws of the Faculty Association

- Committee on Committees
- Status of the Profession Committee
- Historical Committee
- Senate Finance Committee

#### Advisory Committees under the Provost

- Academic Education and Technology Committee
- Academic Calendar Committee
- Honors Advisory Council
- Library Advisory Committee
- Undergraduate and Graduate Academic Appeals Committee
- Sponsored Programs Committee

#### Advisory Committees under the Vice Chancellor for Student Affairs

- Student Disciplinary Committee

#### Advisory Committees under the Vice Chancellor for University Advancement

- Honors Award Committee
- Lecture Concert Committee

#### Advisory Committees under the Vice Chancellor for Finance and Administration

- Campus Climate Council

## Advisory Committees under the Chancellor

- Honorary Doctorate Committee
- University Planning Committee
- Intercollegiate Athletics Committee

It should be noted that any committee can and may function within and under the shared governance process.

## II. Shared Governance Oversight Committee

The Shared Governance Oversight Committee (SGOC) manages the shared governance process. It serves as the entry point and the exit point for all shared governance proposals and also serves as the shared governance liaison to the Chancellor. The committee reviews shared governance procedures, insures shared governance committee performance, and responds to possible violations of the shared governance process.

Any committee or constituent that experiences a possible violation of shared governance principles or procedures (but not specific actions, decisions, or recommendations by individual committees in the discharge of their duties) may ask the SGOC to review the issue.

The SGOC also functions as a committee on committees. Retention of existing committees, discontinuation of existing committees, and recommendations for new shared governance committees or changes in membership or representation are reviewed by the committee. This committee is responsible for the annual review of the shared governance process and for a survey, to be conducted every three years, to assess campus community satisfaction with the shared governance process and present recommendations to the Chancellor.

Membership consists of the President of Faculty Senate; the President of Staff Senate; the Chair of the Academic Deans Council; a Co-Chair of the Chairs Council; the President of Student Government Association; the President of Graduate Student Council; one member of the executive council who possessed tenure in an academic department or college who is selected by the Chancellor and who will serve in an ex-officio non-voting capacity; six senior faculty senators appointed by Faculty Senate in a manner that assures one senior faculty representative from each of the six academic colleges; six staff senators appointed by Staff Senate of which three are representative of classified staff and three are representative of non-classified staff. Members of the SGOC may not serve more than six consecutive years without rotating off the committee for at least one year.

The SGOC elects a chair, a vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and the vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least one year. It is required that at least one faculty member and at least one staff member shall be elected officers of the SGOC each year.

### III. Academic Shared Governance Committees

#### III.A. Academic Education and Technology Committee

The purpose of this committee is to address issues concerning technology-assisted education including via face-to-face, compressed video, and online, including learning within 3D virtual environments. Membership will include the following: Director of the ITTC Faculty Center; four tenured/tenure track faculty members appointed by the Faculty Senate; one department chair selected by the Chairs Council, who have web and/or technology assisted teaching experience to a degree center; and (c) two undergraduate students appointed annually by the SGA and one graduate student appointed annually by the GSC who have experience with online education. The Chief Information Officer (Information Technology Services) will serve as an ex-officio, non-voting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research concerning relevant issues pertaining to education across all delivery platforms.

#### III.B. Academic Budget Committee (ABC)

The Academic Budget Committee (ABC) provides assistance to the Provost and Vice Chancellor for Academic Affairs and Research on budget development as it relates to the goals and overall planning of the unit. Fiscal strategies are discussed which support the growth and development of units which report to the Provost and Vice Chancellor for Academic Affairs and Research office. Assessment strategies also may be employed to evaluate current operations as they relate to budgetary efficiency and effectiveness.

The ABC will consist of two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; two faculty members appointed by the Faculty Senate; and two students, one undergraduate appointed by the SGA and one graduate student appointed by the GSC, the Provost and



Vice Chancellor for Academic Affairs and Research and the budget officer in the Provost and Vice Chancellor for Academic Affairs and Research office will serve as ex-officio, non-voting members. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

### III.C. Academic Calendar Advisory Committee

The Academic Calendar Committee is responsible for studying and making recommendations regarding the university academic calendar. The committee provides information on calendars of other universities such as length of semester, start/end of classes. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the SGA and one graduate student appointed by the GSC to serve for one year; four faculty members from different colleges appointed by the Faculty Senate; two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Provost or his/her designee; and one representative from each of the following offices: Information and Technology Services, Admissions, Registrar, Vice Chancellor for Academic Affairs and Research, and Vice Chancellor for Student Affairs all of whom will serve staggered three-year terms beginning with the start of the academic year. The committee elects a chair at the beginning of each academic year.

### III.D. Honors Advisory Council

The Honors Council develops ideas, evaluates proposals for honors classes submitted by faculty to the respective College Honors Committees, and works closely with the Dean of the Honors College on all major aspects of the program.

Membership consists of the chairs of the College Honors Committees or their elected representative, the Director of the Honors College or the Dean's designee, and two students recommended by students in the Honors College and appointed by the SGA will serve on the committee.

This council reports to Provost and Vice Chancellor for Academic Affairs and Research through the Director of the Honors College.

### III.E. Library Advisory Committee

The Library Committee advises the library staff on needs of library users, and provides a forum for expression for library users' views in areas of acquisitions

and operating policy. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research. Membership consists of three undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Council to serve for one-year; five faculty members appointed by the Faculty Senate (one must be a library faculty member); two staff members appointed by the Staff Senate; one representative from Information and Technology Services; one representative from the Arkansas Bioscience Institute; and one representative from the Chairs Council, all of whom will serve staggered three-year terms, beginning with the start of the academic year. The Dean of the Library and Information Resources will serve as an ex-officio, non-voting member. The committee elects a chair at the beginning of each academic year.

### III.F. Undergraduate Admission Appeals Advisory Committee

The Undergraduate Admission Appeals Committee will serve as an appeals committee for students contesting decisions of college admissions. Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's designee, Director of Admissions, and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

Recommendations concerning university requirements for admission will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor for Student Affairs.

### III.G. Undergraduate Graduation and Academic Appeals Committee

This Committee will serve as an appeals committee for students contesting decisions on the university requirements for graduation and academic credit.

Committee decisions will be forwarded to the office of the Provost and Vice Chancellor for Academic Affairs and Research for final action with a copy to the Vice Chancellor for Student Affairs.

Membership will consist of a faculty representative from each college and three students (one-year term) appointed by the SGA. The Chancellor's

designee, the Registrar, a representative from the Office of Student Affairs and a representative from the Office of Financial Aid and Scholarships will serve as ex-officio, non-voting members. The committee will elect a chair at the beginning of each academic year.

#### III.H. Sponsored Programs Committee

The Sponsored Programs Committee reviews and recommends policy with regard to externally funded grants and contracts.

Membership consists of four faculty members appointed by the Faculty Senate (faculty should be currently active or have a history of externally sponsored research activity); Associate Vice Chancellor of Research and Technology Transfer; Director of the Arkansas Biosciences Institute; Director of Sponsored Programs; and one representative from each of the following offices: Provost and Vice Chancellor for Academic Affairs and Research, Vice Chancellor for Finance and Administration, and Vice Chancellor for University Advancement.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research through the Associate Vice Chancellor of Research and Technology Transfer.

#### IV. Institutional Governance Committees:

##### IV.A. Buildings, Grounds, and Facilities Committee

The Buildings, Grounds, and Facilities Committee reviews space utilization, facility planning, campus improvements, facility maintenance, and campus appearance. The committee will review any concerns about the aforementioned made by faculty, staff, or students.

Membership consists of the Executive Staff; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed by the Staff Senate; one undergraduate student appointed by the SGA; one graduate student appointed by the GSC and the ASU landscape architect as an ex-officio, non-voting member.

The committee reports to the Vice Chancellor for Finance and Administration

#### IV.B. Computers/Technology Committee

The Computers/Technology Committee coordinates computer and technology implementation.

Membership consists of two undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate (faculty chosen with computing and instructional technology expertise); the Director of the Center for Learning Technology (CLT); two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Chief Information Officer or designee; the Director of the Instructional Video Network; and one representative appointed from each of the following offices: Research and Technology Transfer, Arkansas Biosciences Institute, Academic Affairs and Research, Finance and Administration, and the Library. The committee reports to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

#### IV.C. Development, Communications, and Alumni Committee

The Development, Communications, and Alumni Committee advises and makes recommendations on issues concerning fund raising, communications, and alumni relations.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; one faculty member from each college appointed by the Faculty Senate; two staff members appointed by the Staff Senate; two deans appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Assistant Vice Chancellor for Diversity; Director of Alumni Relations; Director of Development; Director of University Communications; Director of Publications and Creative Services; Director of Athletics; Director of the Museum and the Director of the Arkansas Biosciences Institute.

The committee reports to the Vice Chancellor for University Advancement with copies to the Vice Chancellor for Student Affairs and the Provost and Vice Chancellor for Academic Affairs and Research.

#### IV.D. Disability Services Committee

The Disability Services Committee reviews compliance with legal requirements regarding disabilities; ensures needs are met for students, faculty, and staff with disabilities; and recommends specific solutions for disability-related problems to university programs and offices.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty appointed by the Faculty Senate; four staff members appointed by the Staff Senate; Director of Parking; Associate Vice Chancellor for Facilities Management and Assistant Vice Chancellor for Diversity. One external representative appointed by the Vice Chancellor for Student Affairs and the Director of Disability Services shall serve as ex-officio, non-voting members.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Finance and Administration and the Provost and Vice Chancellor for Academic Affairs and Research.

#### IV.E. Employee Benefits Committee

The Employee Benefits Committee reviews policies for employee benefits and requests for leave funding from the Catastrophic Leave Bank.

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; a representative from the Finance and Administration office; and an ex-officio staff member appointed by the Director of Human Resources for the purpose of organizing and presenting catastrophic leave requests to the committee.

The committee reports to the Vice Chancellor for Finance and Administration.

#### IV.F. Financial Aid and Scholarships Committee

The Financial Aid and Scholarships Committee is responsible for recommending minimum standards for receiving and maintaining financial aid through federal, state, and university financed programs. The committee

serves as the selection committee in awarding privately funded scholarships that do not have specified selection committees and hears scholarship and financial aid appeals.

Membership consists of three students appointed by the Student Government Association, (one of whom is a student athlete); one graduate student appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; two representatives from Financial Aid appointed by the VCSA, (one in the scholarship area); the Assistant Vice Chancellor for Diversity; and one representative from each of the following offices: Admissions, Office of the Provost/Academic Affairs and Research, Finance and Administration, and University Advancement. The Dean of Enrollment Services shall serve as an ex-officio, non-voting member.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Provost and Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for University Advancement.

#### IV.G. Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program's compliance with the university, conference, and NCAA regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs; and reviews the athletics budget.

Membership consists of four students appointed by the Student Government Association (one should be a student-athlete); four faculty members appointed by the Faculty Senate; one Faculty Athletic Representative appointed by the Chancellor; one executive staff member appointed by the Chancellor; the Executive Director of Undergraduate Studies; two staff members appointed by the Staff Senate; Student Government Association and Student Activities Board Presidents and representatives from the following external organizations: Alumni Association, Indian Club, Letterman's Club, and the Jonesboro Regional Chamber of Commerce ASU Committee. The Director of Intercollegiate Athletics and the Senior Women's Athletic Administrator serve

as ex-officio, non-voting members. The Chancellor appoints a chair at the beginning of each academic year.

The committee reports to the Chancellor.

#### IV.H. International Students and Scholars Committee

The International Students and Scholars Committee addresses concerns that arise for international students, scholars, and visiting faculty.

Committee members should have some experience with or specific interest in non-U.S. cultures/students. Membership consists of the Provost and Vice Chancellor for Academic Affairs and Research, four international students, two of whom shall be undergraduate students appointed by the Student Government Association and two of whom shall be graduate students appointed on an annual basis by the Graduate Student Council in consultation with the International Student Association and the Office of International Programs; five faculty members appointed by the Faculty Senate; two staff members appointed by the Staff Senate (one classified and one non-classified); Director of Admissions; Director of Student Health; Registrar; the Provost or his/her designee and the Director of the Office of International Programs. The Associate Dean for Enrollment Management, the Director of International Programs, and the Assistant Vice Chancellor for Diversity will serve as ex-officio, non-voting members. The Provost and Vice Chancellor for Academic Affairs and Research or the Chancellor's designee shall serve as chair of the committee.

This committee reports to the Chancellor.

#### IV.I. Parking and Motor Vehicles Committee

The Parking and Motor Vehicle Committee reports on parking and regulations for operating a motor vehicle on campus and serves as an appeal body for anyone wishing to appeal a citation.

Membership consists of three students appointed by the Student Government Association; three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate and a representative from Disability Services. The Director of Parking Services serves as an ex-officio, non-voting member.

The committee reports to the Vice Chancellor for Student Affairs.

#### IV.J. University Diversity and Affirmative Action Committee

The University Diversity and Affirmative Action Committee reviews university affirmative action programs and serves as a source of committee members for hearings involving alleged discrimination.

Membership consists of four students appointed by the Student Government Association; one graduate student appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate; and five staff members appointed by the Staff Senate; and two community members appointed by the Chief Diversity Officer. The Chief Diversity Officer and the Affirmative Action Officer serve as ex-officio, non-voting members.

The committee reports to the Chancellor.

#### V. Faculty Primacy Committees

##### V.A. Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the non-voting chair for all



subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, non-voting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

#### V.B. Faculty Achievement Awards Advisory Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Provost and Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

V.C. Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the Provost and Vice Chancellor for Academic Affairs and Research who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of members appointed by the Faculty Senate. The members will include one tenured faculty member from each college as well as one dean and one chair appointed by the Senate in consultation with the respective Councils. The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research for Academic Affairs and Research.

V.D. Faculty Research Awards Advisory Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded. Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, non-voting member.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

V.E. General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the Provost and Vice Chancellor for Academic Affairs and Research to improve the quality and relevance of the university's general education curriculum. The GEC considers proposals for modification of the

general education curriculum and reviews each course in the general education program once every four years to determine its acceptability as a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Engineering and Technology, Business, Education and Behavioral Science, Liberal Arts and Communication, Nursing and Health Professions and Sciences and Mathematics. The College of Liberal Arts and Communication will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one non-voting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio, non-voting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Provost.

#### V.F. Graduate Council

The Graduate Council provides guidance and direction for the university's graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Provost or his/her designee and the Director of Assessment Services will serve on the Council as ex-officio, non-voting members.

This council reports to the Provost and Vice Chancellor for Academic Affairs and Research.

V.G. Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Provost and Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the university. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Engineering and Technology, Business, Education and Behavioral Science, Liberal Arts and Communication, Nursing and Health Professions and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Non-voting members will include the Registrar and one representative from Honors College, Undergraduate Studies, Provost or his/her designee, Assessment Services, and the Library. Non-voting members, with the exception of the Registrar, will be expected to participate on subcommittees. The Associate Vice Chancellor of Academic Services will serve as ex-officio, non-voting chair.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research.

V.H. University Promotion, Retention, and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure. The committee forwards its recommendations to the Provost and Vice Chancellor for Academic Affairs and Research.

Further consideration of the PRT committees is provided in the Faculty Handbook.

V.I. Undergraduate Enrollment and Academic Policy Committee

The Undergraduate Enrollment and Academic Policy Committee is responsible for studying and recommending undergraduate admission and retention policies and standards to the Provost and Vice Chancellor for Academic Affairs and Research and recommending undergraduate recruitment policies and standards to the VCSA.

Membership consists of three undergraduate students appointed by the Student Government Association; one faculty member from each college; two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; and one representative from each of the following offices: Admissions, Financial Aid and Scholarships, Advising Services, International Programs and Scholar Services, Registrar, Diversity Office, Academic Affairs and Research, and one data resource person from Institutional Effectiveness. The Dean of Enrollment Services and Associate Vice Chancellor for Academic Services will serve as ex-officio, non-voting members.

The committee reports to the Provost and Vice Chancellor for Academic Affairs and Research or the Vice Chancellor for Student Affairs as appropriate.

VI. Committees under Administration

VI.A. Committees under the Chancellor

VI.A.1. Honorary Doctorate Committee

The purpose of the Honorary Doctorate Committee is to review prospective candidates for the degree and to make recommendations to the Chancellor regarding award of the degree.

Membership consists of the Provost or his/her designee, the Director of the Honors College, one administrative representative appointed by the Chancellor and four full professors serving one year terms with no restrictions regarding reappointments; two will be appointed by the Chancellor; one by the Provost and Vice Chancellor for Academic Affairs and Research, and one by the Faculty Senate. The committee elects a chair at the beginning of each academic year and makes recommendations to the Chancellor. The Chancellor may forward this recommendation to the President and Board of Trustees. Honorary Doctorates are awarded only with approval of the Board of Trustees.

#### VI.A.2. University Planning Committee

The purposes of the University Planning Committee are to hear and consider information from the President, Chancellor, and budget officers regarding university fiscal issues; to offer to the Chancellor discussion and responses to this information reflecting the views of various university constituencies; to hear reports from budget managers regarding operation of budget units and to consider expenditure reports, as requested by the Chancellor; and to advise the Chancellor and budget officers on matters pertaining to the Chancellor's responsibility to present the university budget to the President and the Board of Trustees.

Membership consists of the Chancellor, Provost and Vice Chancellor for Academic Affairs and Research, Associate VCARR, VCFA, VCUA, VCSA, President of the Faculty Senate, President of the Staff Senate, Director of Institutional Effectiveness, Associate Vice Chancellor for Finance and Administration, Associate Vice Chancellor for Facilities Management, Director of Intercollegiate Athletics, Budget Director as ex-officio member, President of the SGA, President of GSC, Chair of the Academic Deans Council, Chair of the Chairs Council.

#### VI.B. Committees under the Office of University Advancement

##### VI.B.1. Honors Awards Committee

The Honors Awards Committee selects the recipient of the Wilson Award, the University's highest student honor. The committee also selects the recipients of the Distinguished Service Awards which are

granted each year to graduating seniors who have demonstrated outstanding qualities of leadership and citizenship. The Honors Awards Committee reports to the Vice Chancellor for University Advancement.

Membership consists of three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate (two members should be from Student Affairs with another being appointed from another area of the University); the SGA President Pro Tem; the Black Student Association President; and the IFC President or NPC President, depending on their graduation date (in the event one of the above student representatives is unable to serve the ASPHC President or SGA Graduate Senator may be asked to serve); and three Wilson Fellows selected by the leadership of the Wilson Fellows from former Wilson Award winners. All faculty and staff will serve staggered three-year terms. Student members will serve one year terms. The Vice Chancellor for University Advancement's designee will serve as the ex-officio, non-voting chair. The chair is responsible for scheduling the meetings of the committee.

#### VI.B.2. Lecture-Concert Committee

The Lecture-Concert Committee selects speakers and performers to appear in Lecture-Concert events during the academic year. The committee will notify the Office for University Advancement of their selections so that the necessary arrangements can be made and contracts issued. Recommendations should be forwarded to the Vice Chancellor for University Advancement and the Provost and Vice Chancellor for Academic Affairs and Research.

Membership consists of two undergraduate students appointed annually by the Student Government Association; one graduate student appointed annually by the Graduate Student Council; the President of the Student Activities Board; four faculty members appointed by the Faculty Senate to staggered two-year terms; two staff members appointed to staggered two-year terms by the Staff Senate (one classified and one non-classified); the Director of the Honors College; Director of Student Involvement from Student Affairs; the Assistant Vice Chancellor for Diversity; and one representative from University Advancement. The committee elects a chair at the beginning of each academic year.

VI.C. Committees under the Office of Student Affairs

VI.C.1. Student Disciplinary Committee

The Student Disciplinary Committee hears cases of alleged violations of regulations, which are referred to the committee by the Office of Student Affairs, and makes judgments as to the validity of the charges, rendering sanctions as appropriate. Judgments and recommendations will be forwarded to the Vice Chancellor for Student Affairs.

Membership consists of four students appointed annually by the Student Government Association; four faculty members appointed to staggered two-year terms by the Faculty Senate; four staff members appointed to staggered two-year terms by the Staff Senate (two classified and two non-classified); and a representative from Student Affairs who serves as secretary. The Assistant Dean of Students and the Assistant Vice Chancellor for Diversity will serve as ex-officio, non-voting members. The committee elects a chair at the beginning of each academic year.

VII. Federal Regulatory Committees under the Office of Academic Affairs and Research

VII.A. Institutional Review Board for the Protection of Human Subjects in Research

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) is responsible for reviewing research projects involving human subjects for compliance with federal guidelines, reviewing and approving grant proposals involving human subjects, and providing faculty information on human research policies and guidelines. The IRB is delegated final authority regarding what research is subject to review and whether that research is in compliance with federal guidelines. Policy decisions are forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of one community representative, a representative from the Office of Research and Technology Transfer, and nine faculty representatives appointed to staggered three-year terms by the Provost and Vice Chancellor for Academic Affairs and Research.

*Note: Guidelines require some faculty familiar with human subject research, some faculty members familiar with the social/psychological dimensions of*



*research, and at least one faculty member from a non-scientific area. The Provost and Vice Chancellor for Academic Affairs and Research must make appointments consistent with guidelines.* The committee elects a chair at the beginning of each year.

VII.B. Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight of all non-agricultural animals used in research and teaching; ensures compliance with the rules of appropriate regulatory agencies on the care and use of laboratory animals; reviews animal care portions of projects to determine if the appropriate animal model and number of animals have been chosen, and if personnel are properly trained and knowledgeable in the proper use of anesthesia, analgesia, and euthanasia; conducts semi-annual inspections of the animal housing facilities and reviews animal care and use to ensure humane care, use, and treatment of animals; prepares reports noting all deficiencies found during inspection and submits reports to the Associate Vice Chancellor for Research and Technology Transfer; and reviews and investigates complaints involving the use and care of animals.

Membership consists of five faculty members appointed for staggered three-year terms, four of whom are familiar with laboratory animal research; one faculty member from outside the sciences; a veterinarian (practicing professional), and at least one community representative who is not affiliated with Arkansas State University. Appointments are made by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

VII.C. Agricultural Animal Care and Use Committee

The Agricultural Animal Care and Use Committee is responsible for maintaining oversight of the humane care and treatment of agricultural animals used in research, ensuring the university's compliance with any public health service policy on humane care and use of agricultural animals, and following guidelines laid out in *A Guide for Care and Use of Agricultural Animals in Agricultural Research and Training* and by the National Institutes of Health. Policy recommendations should be forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of three faculty members appointed to staggered three-year terms, two of whom should have animal science experience in research; one faculty member from outside the College of Agriculture; one livestock

producer (not employed by the university); and a veterinarian (practicing professional). Appointments are made by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

#### VII.D. Institutional Biosafety Committee

The purpose of the IBC is to ensure adequate containment of potentially hazardous biological agents, to review and monitor potentially hazardous experiments, to inform the public about experimental plans that have a potential to be hazardous and to provide a means of communication among researchers and healthcare providers about potentially hazardous protocols.

Membership consists of no fewer than five members who have experience and expertise in recombinant DNA technology, the capability to assess the safety of recombinant DNA research, and to identify any potential risk to public health or the environment. At least two members who represent the interest of the surrounding community with respect to health and protection of the environment that are not affiliated with the institution will be on the committee. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles and one scientist with expertise in animal containment principles and one member of the university technical staff familiar with potentially hazardous biological agents. The Director of Environmental Health shall serve as an ex-officio, non-voting member of the committee. Members are appointed to staggered three-year terms by the Provost and Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year. The IBC reports to the Associate Vice Chancellor for Research and Technology Transfer.

#### VIII. Faculty Senate Committees

##### VIII.A. Committee on Committees

The Faculty Senate Committee on Committees is composed of members of the executive committee of the Faculty Senate. The role of this committee is to: (1) solicit the faculty to develop a pool for prospective Faculty Senate committee appointments and Faculty Senate appointments to University committees each spring; (2) aid the incoming chair of the Faculty Senate in selecting committee members for the coming year's Faculty Senate committee appointments, and (3) monitor equitable faculty member appointments to Faculty Senate and University committees.

#### VIII.B. Finance Committee

The role of the Faculty Senate Finance Committee is to monitor faculty financial status both within the university and relative to other universities in the state, region and nation.

#### VIII.C. Status of the Profession Committee

The role of the Faculty Senate Status of the Profession Committee is to: (1) annually survey the faculty; (2) analyze annual and longitudinal results; (3) summarize at least three major findings from survey results, and (4) prepare a report of the results for distribution to the faculty and the public.

#### VIII.D. Historical Committee

The committee is charged with overseeing the nomination and approval process for permanently honoring future distinguished faculty who have since retired and also charged with maintaining the archives/historical records of the faculty and the association. Membership on the committee will consist of one representative who is a tenured faculty member from each of the academic colleges. Members will be selected by the Executive Committee of the ASU Faculty Association. Members selected to serve on the committee should have a long history of employment as ASU faculty. The committee will elect a chair. The length of the term for each committee member is five years. Every five years beginning in the fall of 2014 the committee will put forward a call for nominations. The committee will follow the *Criteria for Inclusion* and the *Procedure for the Nomination Process* listed below. The committee and the ASU Faculty Association Executive Committee will be responsible for having the names of the distinguished faculty honorees, highest degree, title, and years of service engraved on the prefabricated name plate and permanently attached on the display outside of Centennial Hall. The names will be unveiled every 5 years during the spring meeting of the ASU Faculty Association and Faculty Honors Convocation. Distinguished faculty honorees and their families will be invited to these events.