

**AMENDMENTS TO THE  
BY-LAWS OF THE FACULTY CONSTITUTION**

**Approved by Faculty Senate April 1st 2011**

**ARTICLE V: Standing Committees**

**Section 1. The Curriculum Committee**

The committee is composed of one faculty representative from each of the academic colleges and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. Ex-officio members may be appointed by the president of the University. Functions of the committee are:

- A. To study and evaluate the curricular needs of the University.
- B. To suggest and review new programs and revisions of old ones.
- C. To recommend requirements for the bachelor's degrees.
- D. To recommend basic requirements and review changes in the general education program.
- E. To review and approve all courses, majors, minors, and programs to be included in the curriculum.
- F. To resolve conflicts of course offerings in different departments.

**Section 2. The Faculty and Academic Affairs Committee**

The committee is composed of one faculty representative from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. The provost and vice president for Academic Affairs and the director of the Library shall be ex-officio members of the committee. Other ex-officio members may be appointed by the president. Functions of the committee are:

- A. To provide liaison between the David L. Rice Library and the faculty and to formulate and propose policies regarding the operation of the David L. Rice Library.
- B. To formulate and propose policies and procedures with regard to the appointment, retention, tenure, and promotion of University faculty.
- C. To formulate and propose policies and procedures on faculty conduct and academic freedom.
- D. To formulate and propose policies and procedures with regard to professional growth, teaching loads, and the facilitation of teaching and research.
- E. To formulate and propose policies and procedures on all faculty and academic affairs not within the province of other standing committees of the faculty.

### **Section 3. The Student Affairs Committee**

The committee is composed of a faculty member appointed from each academic college by the Faculty Senate and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term, and three student members appointed by the Student Government Association. The president may appoint ex-officio members to the committee. Functions of the committee are:

- A. To review and recommend general University policies dealing with
  - 1) Admissions, retention, and academic standards.
  - 2) University scholarships, awards, and honors.
  - 3) Student orientation toward academic life.
  - 4) Student assessment of the total learning environment.
  - 5) Student academic advisement.
  - 6) Student appeals related to behavior with respect to curriculum and instruction.
- B. To make final decisions in the appeal cases of students denied admission or readmission through ordinary University channels.
- C. To select the recipients of University-wide awards, including the President's Medal.

### **Section 4. The Economic Benefits Committee**

The committee is composed of one faculty representative from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. The president may appoint ex-officio members to the committee. Functions of the committee are:

- A. To make a continuing study of the faculty salary and benefit patterns in American universities and relate these data to the University.
- B. To review the structure of the faculty salary and benefit recommendations for the previous year and to recommend the ranges of increments for the following year.

### **Section 5. The Promotions Committee**

The committee is composed of one elected tenured faculty representative from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term.

Functions of the committee are:

- A. To receive applications for academic promotions from the deans of the various colleges.

- B. To acknowledge in writing to the individual under consideration the receipt of the promotion application.
- C. To review pertinent information concerning any applicant's qualifications.
- D. To inform each applicant in writing of the committee's recommendation.
- E. To forward the recommendations in D (above) to the provost and vice president for Academic Affairs.

## **Section 6. The Assessment Committee**

The Assessment Committee is composed of one faculty representative from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. The executive director of the Office of Planning, Research, and Assessment shall be an ex-officio member of the committee. Other ex-officio members may be appointed by the president.

- A. The functions of the committee are:
  - 1) to study and evaluate student learning outcomes and program assessment needs of the University;
  - 2) to facilitate the review of existing assessment practices and measures, monitor their effectiveness, and offer suggestions for their modification, as appropriate; and
  - 3) to make recommendations for planning, policy development, and review regarding assessment activities within the University.

## **Section 7. The Grievance and Hearing Committee**

The Grievance and Hearing Committee shall be composed of one faculty representative elected from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. One alternate from each academic college shall also be elected.

All faculty representatives and alternates shall be chosen from among the tenured faculty. Members deeming themselves disqualified for bias, prejudice, or interest shall be removed from the case on their own initiative. In the event both representatives of a College are disqualified, one member shall be chosen from the remaining list of alternates.

In addition, the initiator and the respondent each may exclude one member from the slate of prospective committee members. The hearing may be conducted by a committee of no less than three members. In the event of a four-member committee, the chair of the committee, selected by the committee from its membership, shall be a non-voting member. The chair shall be responsible for conducting meetings and issuing all communication on behalf of the committee.

The Grievance and Hearing Committee serves the following functions:

- A. To provide a formal hearing for any faculty member whose grievance (as defined in Item III, Faculty and Academic Policies under Procedures for Amelioration and Reconciliation of a

Grievance; I. Definitions) has not been resolved informally and who wishes a formal hearing before his/her peers;

- B. To ensure a fair, effective, and expeditious investigation. Recognizing the potential difficulty in conducting a hearing during the summer due to the unavailability of faculty, hearings will be conducted during the academic year; and
- C. To report its findings of the grievance to the Faculty Senate, who will transmit the findings to the initiator, the respondent, the provost and vice president for Academic Affairs and the president.

### **Section 8. The Faculty Awards for Service, Teaching and Research Committee**

The committee is composed of one faculty representative from each academic college and, in the 2011-12 academic year only, a member elected from the faculty at large for a one-year term. The provost and vice president for Academic Affairs and the director of Sponsored Research shall be ex-officio members of the committee. Other ex-officio members may be appointed by the president. Functions of the committee are:

- A. To formulate and propose policies and procedures for the Distinguished Professor Award, the Berger Service Award, the Faculty Research and Creative Work Awards and other awards as designated.
- B. To select the recipient of the Distinguished Professor Award, the Berger Service Award, the Faculty Research and Creative Work Awards and other awards as designated.

Members of the Faculty Awards for Service, Teaching and Research Committee are ineligible to nominate, be nominated, or apply for any award under its purview.