



# Faculty Senate Archives

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Faculty Senate

Academic year 2018-2019

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## **Attachment 6 to Faculty Senate Meeting April 22, 2019**

### **Rules of the Faculty Senate Part 7**

## VII. Specific Committee Charges/Composition

### **ACADEMIC AFFAIRS COMMITTEE**

Composition: 10

9 Faculty, one chosen from each of the Senate divisions

1 Student

Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.

Charges:

1. Review and make recommendations on proposals for new undergraduate degrees and academic programs.
2. Review existing policies governing academic affairs and proposals for curricular change or development.
3. Serve as the curriculum committee for programs and other units which are not covered by a curriculum committee in one of the degree-granting colleges/schools.
4. Resolve curriculum issues involving two or more college/schools or units. These matters may be referred to the committee by the college/school curriculum committees or the Office of Academic Affairs and Research. In such instances, a representative of the Office of Academic Affairs and Research shall serve as a member of the committee (ex officio, non-voting).
5. Recommend new or changed policies concerning academic affairs to the Senate. This includes, but is not limited to, developing, reviewing, and recommending changes to university-wide academic standards and practices and administrative practices and policies likely to have an impact on existing academic programs and practices.
6. The Academic Affairs Committee shall have the power to interpret existing academic policy and resolve disputes over diverse interpretations of the policy.

### **COURT OF ACADEMIC APPEALS**

Composition: 5

3 Faculty chosen from different Senate divisions

2 Students (one must be a graduate student)

Alternates: 3 faculty, 2 students (one must be a graduate student)

Committee may use former members if necessary to obtain a quorum of at least two faculty and one student member.

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate: Student members appointed by SGA President. Faculty justices must be tenured and must be members of the graduate faculty. They shall serve three-year staggered terms and shall represent different Senate divisions. The Committee shall also have two student members plus four student alternate members. Two of the alternates must be graduate students. Cases involving graduate students must be heard by graduate students.

Charges:

1. Operate according to the Procedures of the Court of Student Academic Appeals, a copy of which is available on the Academic Affairs webpage.
2. Make the final decision on cases appealed to it regarding students' requests for a change of grade, or other matters regarding academic requirements which a student

can challenge.

## **UNIVERSITY EXCEPTIONS COMMITTEE**

Composition: 12

- 9 Faculty, one chosen from each of the Senate divisions
- 1 Student
- 1 Representative of the Admissions Office (non-voting)
- Vice President for Student Affairs (non-voting)

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate.

Charges:

1. Review policies and related procedures regarding exceptions to existing University rules.
2. Consider student applications for exceptions to existing rules for students requesting them.
3. Reports to the Senate shall include recommendations made to appropriate administrative persons and actions taken by those persons.

## **EXECUTIVE COMMITTEE**

Composition: 8 members

- President of the Senate (chair)
- President-elect of the Senate
- Past President of the Senate
- Vice President of the Senate
- Secretary of the Senate
- 2 Senators elected by the Senate
- 1 Senator appointed by the Senate President

Selection: Nominations for President-elect, Vice President, Secretary, and two at-large positions are open 13 days before the May electoral meeting. The incoming President may present a full slate of officers to the Faculty Senate for a vote. Each position will be confirmed individually. Nominations are allowed from the floor.

Charges:

1. Set the agenda for all Senate meetings. An item shall appear on the agenda for the next meeting upon written request of five or more senators representing at least three Senate divisions.
2. Review proposed changes to the Handbook for Faculty, other than those recommended by the Senate.
3. Receive policy recommendations from appropriate Senate committees and decide which policy recommendations require full Senate review.
4. Any faculty member may request that the Executive Committee consider a matter for inclusion on the Senate agenda. The Executive Committee may decide to include such matters on the Senate agenda, to refer such matters to a Senate committee for consideration, to establish ad hoc committees to consider such matters, to dismiss such matters, or take other appropriate action. In all cases, the Executive Committee will notify petitioners of the disposition of their petitions.

## **FACULTY AFFAIRS COMMITTEE**

Composition: 9

9 Probationary or Tenured Faculty Members, one chosen from each of the Senate divisions

Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.

Charges:

1. The Faculty Affairs Committee deals with the relationship between WSU faculty and the University and the State of Kansas. Specific areas of responsibility include:
  - a. Terms of employment, tenure policies, tenure and promotion guidelines, salary, fringe benefits, retirement, life insurance, health insurance, leave procedure, faculty benefits and responsibilities, dismissal policies, conflict of interest policies.
  - b. Issues of faculty status within the University.
  - c. Academic freedom policies of the University and the State of Kansas, including review of current policies, recommendations for changes, and review of any changes proposed by the University or the Board of Regents.

## **FACULTY SUPPORT COMMITTEE**

Composition: 10

9 Probationary or Tenured Faculty Members who are members in full standing of the Graduate Faculty, one chosen from each of the Senate divisions (Directors and Chairs are ineligible)  
Vice President for Academic Affairs and Research (ex officio, non-voting)

Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.

Charges:

1. Review requests for institutional support of faculty research proposals, and forward recommendations to the Vice President for Research and/or the Vice President for Academic Affairs.
2. Assist the Vice President for Research in the consideration of overall institutional policy governing the award criteria and management of University research grants.
3. Review applications for sabbatical leave and forward recommendations on the applications to the Vice President for Academic Affairs
4. Periodically review the University guidelines on sabbatical leaves and internal grant guidelines, and make recommendations for changes as appropriate.
5. Review and act upon requests for institutional support of teaching and allocate resources available for this purpose.
6. Assist the Vice President for Academic Affairs planning new faculty orientation. The structure and organization of the orientation shall be reviewed by the Committee at least once every three years.
7. Identify faculty who are willing to help other faculty who wish assistance with teaching or research.
8. Recommend to the Vice President for Academic Affairs and the Vice President for Research ways to recognize excellence in teaching and research.

## **GENERAL EDUCATION COMMITTEE**

Composition: 13

- 9 Faculty, one chosen from each of the Senate divisions
- 1 Basic Skills faculty representative from Math, English, or Communication
- 1 Student
- Registrar or designee (ex officio, non-voting)
- Associate Vice President for Academic Affairs or designee (ex officio, non-voting)

Selection: Standard

Charges:

1. Review and approve General Education course proposals.
2. Review and revise as needed the assessment process for General Education Program.
3. Compile and review data on General Education learning outcomes annually and issue a report to the Faculty Senate.
4. Recommend changes to the General Education Program as needed. Proposed changes will be considered by the Faculty Senate; major changes shall automatically be sent to the General Faculty for approval.

### **LIBRARY COMMITTEE**

Composition: 16

- 8 Faculty, one chosen from each of the Senate divisions, except University Libraries
- 1 Representative appointed by the Graduate Council
- 2 Students: one graduate and one undergraduate
- 5 University Libraries staff (ex officio, non-voting):  
Dean, Coordinator for Collection Development, Associate Dean for Access Services,  
Head of Reference, Associate Dean of Administration

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate, Student members are appointed by SGA President.

Charges:

1. Represent faculty views and interests in matters relating to the University Libraries.
2. Represent faculty concerns to the University Libraries about the impact of library policies and procedures on faculty and student interest
3. Assist the Faculty Senate and the University Libraries in identifying and articulating long-term institutional priorities with respect to library resources, service and facilities.
4. Advise the Faculty Senate, University Libraries and other committees and individuals charged with understanding the role and impact of of current and emerging technologies in the WSU and other libraries and with implementing policy with respect to technological coordination and development.
5. Report annually to the Faculty Senate. The report should identify significant developments during the year with regard to Library policy and long-range planning. Specific accomplishments and policy initiatives and revisions should be identified, as well as the expected consequences for faculty and students.

### **PLANNING AND BUDGET COMMITTEE**

Composition: 12

- Faculty Senate President (chair)
- Faculty Senate President-elect

## Faculty Senate Past President

9 Faculty, elected as sitting senators, one from each of the Senate divisions

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate in its May electoral meeting; Three to be elected by the Senate annually to serve a two-year term.

### Charges:

1. Provide the Executive Committee of the Faculty Senate with reports as tasks are completed from their annual written charge of specific topics and projects to the Faculty Senate Planning & Budget committee.
2. Identify and define the most appropriate avenues for faculty participations in the planning and budget process.
3. Advise the faculty representative to university budget committee (President of the Faculty Senate) and the Provost for Academic Affairs, on faculty concerns and priorities related to budget policies.
4. Review all matters relating to university planning and budgets, and expenditures including budget policies and assumptions.
5. Develop for faculty perspective on strategic issues and direction of the University, through direct participation with the Provost for Academic Affairs, college/school/University Libraries deans, department chairs, Faculty Senate and appropriate university-level planning groups.
6. Participate in the development of the legislative request budget.
7. Meet and confer with representatives of the Board of Regents and state agencies as they may request.
8. Review the revisions/reallocation process that occurs after the legislature determines the actual budget allocations to the University, including the allocation of salary increase funds held by and Provost for Academic Affairs.
9. Provide the Faculty Senate with regular reports on the activities of the committee regarding developments in the planning and budget preparation process.
10. Make recommendations to the Faculty Senate and to the Administration in matters related to university planning and budgets.
11. Advise and consult with the President of the Faculty Senate and the President-Elect of the Faculty Senate on budget matters before their scheduled meeting with the Provost for Academic Affairs.

## **RETRENCHMENT ADVISORY AND APPEALS COMMITTEE [Inactive]**

Composition: 9

7 Chairs of the Advisory and Appeals Committee for Retrenchment, from the W. Frank Barton School of Business, the degree-granting College/Schools, and the University Libraries

1 Student

University Affirmative Action Officer (ex officio, non-voting)

### Selection:

- Chairs of Advisory and Appeals Committee for Retrenchment are chosen according to the same procedures used in selecting Tenure and Promotion Committee chairs or by other procedures adopted by the faculty of the college/school/University Libraries staff.

- If a college/school/University Libraries elects the membership of its Tenure and Promotion Committee and of its Retrenchment Committee, separate elections must be held for each committee. Overlapping membership will be permitted, if it arises out of separate elections.
- If some portion of the membership of the Tenure and Promotion Committee of a college/school/University Libraries is appointed, and/or if some portion of the membership of the college/school/University Libraries Retrenchment Committee is appointed, then no more than half of the members of either committee may simultaneously be members of the other. The Rules Committee has the authority to grant an exception to this regulation for a particular college/school/University Libraries, if such a request for exception can be justified.

#### Charges:

1. Review regularly the status of the University and its component parts in relation to those aspects relevant to possible financial exigency.
2. Participate in preventive planning for the University prior to a declared exigency.
3. Review and consider policies that could help avoid a declaration of financial exigency, including early retirement or semi-retirement, shared positions, faculty retraining and faculty reassignment.
4. Review University and college/school/University Libraries plans for retrenchment should a declaration of financial exigency be necessary.
5. Serve as an appeals committee, and otherwise function during periods of financial exigency as described in the Policies and Procedures for the [Reduction of Unclassified Staff for Reasons of Financial Exigency](#), a copy of which is available in the Office of the Faculty Senate.

### **RULES COMMITTEE**

#### Composition: 11

- 9 Faculty, one chosen from each of the Senate divisions
- President-elect of the Senate (chair)
- Vice President of the Senate

Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.

#### Charges:

1. Review the Senate rules and constitution every three years and recommend changes to the Senate. Will update rules and constitution as approved by the Senate.
2. Review and recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.
5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation, communicating with grievance committee Chairs to ensure that the timelines laid out in the grievance policy are followed.

6. Interpret the Rules and Constitution of the Faculty Senate.

### **SCHOLARSHIP AND STUDENT AID COMMITTEE**

Composition: 12

- 9 Faculty, one chosen from each of the Senate divisions
- 1 Student
- 1 Representative from the Admissions Office (non-voting)
- Director of Financial Aid, or designated replacement (non-voting)

Selection:

- Faculty members are nominated by the Rules Committee to be confirmed by the Senate.
- Student members are appointed by the SGA President.

Charges:

1. Review the actions of the Financial Aids Office and the Admission Office as they relate to scholarships and student aid.
2. Recommend and review procedures for selection and termination of scholarships and financial aid administered by the Financial Aid Office and the Admission Office.
3. Conduct a periodic review of the policies and related procedures for awarding of scholarship and financial aid administered by the Financial Aid Office and the Admissions office.
4. Recommend and review procedures for the Distinguished Scholarships Invitational (DSI) competition.
5. Act as a final appeals board for students with scholarship grievances.
6. Annual reports to the Senate shall include recommendations to and actions taken by appropriate administrators.

### **UNIVERSITY TENURE AND PROMOTION COMMITTEE**

Composition: 12

- 6 Chairs of Tenure and Promotion Committees for the degree-granting college/schools
  - 1 Chair of the Tenure and Promotion Committee for University Libraries
  - 2 Tenured Faculty (at-large)
  - 1 Student (non-voting)
  - President and President-Elect of the Senate (ex officio, non-voting)
  - Provost and for Academic Affairs (ex officio, non-voting)
  - Dean of the Graduate School (ex officio, non-voting).
- (Ex officio members shall not be present at the meeting when final votes are taken.)

Selection:

- Chairs of Tenure and Promotion committees in the degree-granting college/school/University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit.
- Faculty at-large members are selected by the President-Elect of the Faculty Senate in consultation with the Executive Committee of the Faculty Senate, and shall be from different Faculty Senate divisions, and shall be full-time, tenured faculty members with the rank of associate professor or higher. Faculty at-large members serve for three years. Ex officio and faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave.



- Replacement appointments shall be made as needed, by the President-Elect of the Faculty Senate in consultation with the Executive Committee of the Faculty Senate.

**Charges:**

1. Implement university-wide policies and procedures for awarding tenure and promotion.
2. Coordinate the Tenure and Promotion Calendar.
3. Specify the format for documentation in support of Tenure and Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding tenure and promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and those faculty members for whom tenure decisions must be made before reappointment.
6. Review tenure and promotion cases in accordance with the University Tenure, Promotion, and Appeals Procedure.
7. Review college/school/University Libraries guidelines for tenure and promotion, ensuring the guidelines are consistent with university guidelines.
8. Report to the Faculty Affairs Committee for review issues of concern in tenure policies and tenure and promotion guidelines.

**UNDERGRADUATE RESEARCH COMMITTEE**

**Composition: 12**

- 9 Faculty, one chosen from each of the Senate divisions
- 1 Undergraduate Student
- 1 Representative of the Office of Research (non-voting)
- Dean of the Honors College

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate. Student member is appointed by the SGA President.

**Charge:**

1. Administer and review the Undergraduate Research Forum.