

MOREHEAD STATE UNIVERSITY
UNIVERSITY STANDING & ADVISORY COMMITTEES
Revised June 1990, 1991, and 1992

10/28/93

ACADEMIC STANDARDS AND ACADEMIC APPEALS COMMITTEE

Termination Date: Standing Committee, last revision ~~June~~ *December 1990*.

Purpose: *To review and recommend policies and regulations pertaining to the undergraduate curriculum for the purpose of initiating improvements and maintaining high academic quality and to provide a level of appeal for undergraduate students on academic matters.*

Membership: Voting membership of the committee shall consist of ~~two~~ *one* faculty members from each college and a *professional librarian* ~~two faculty members at large~~ selected by the Faculty Senate, *(At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.)* ~~one~~ *three* students with junior standing or higher from each college selected by the Student Government Association, and one college dean appointed by the *Executive* Vice President for Academic Affairs and Dean of Faculty. A member from the Academic Services Center appointed by the Dean of Undergraduate Programs shall serve as a nonvoting ex officio member. Term of service for faculty members and the appointed dean shall be two years. These terms shall be nonsuccessive and half of the faculty members will be replaced each year. Term of service for the students shall be one year with possible selection to an additional year.

Duties & Responsibilities:

- 1.To serve as an appeals committee for those undergraduate students who have been dropped from the University for failure to meet academic standards.
- 2.To serve as an appeals committee for student academic grievances.
- 3.To render a decision and notify the student and the Vice President for Academic Affairs and Dean of Faculty through the Dean of Undergraduate Programs.
- 4.To implement, strictly monitor, and recommend revisions of approved criteria and procedures for academic appeals.
- 5.*To review and recommend proposed academic calendars on an annual basis including a tentative calendar for at least one year beyond the next fiscal year.*
- 6.*To review and recommend policies, standards, and regulations pertaining to undergraduate academic programs and admissions.*

Officers: Chair - the appointed dean who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Minimum of twice a semester.

Reporting Channels: Proposed revisions in approved criteria and procedures must be approved by the *Executive* Vice President for Academic Affairs and Dean of Faculty and the Vice President for Student Life and Dean of Students. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes & Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should protect the confidentiality of students and employees.)

Support Services: Office of the Dean of Undergraduate Programs

AFFIRMATIVE ACTION COMMITTEE

Termination Date: Standing Committee, last revision ~~June~~ *December 1990*.

Purpose: To review and make recommendation about policies and issues related to Affirmative Action at the University according to PG-5 and the University's Affirmative Action Plan.

Membership: Voting membership of the committee shall consist of two faculty members, *(At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.)* four staff members (at least two of whom shall be from executive/managerial or professional nonfaculty categories) and two students. Representation from these groups shall be at least 50% female. At least two members shall come from other protected classes. Additional voting members of the Committee shall include the Affirmative Action Officer and the Minority Student Affairs Director. A chairperson will be appointed by the President from slates of nominees furnished as follows: Faculty Senate - four nominees, Staff Congress - eight nominees, and the Student Government Association - four nominees. The President shall make every effort to insure that pluralism and diversity are observed in membership selection. The term of service for student members shall be one year. All other terms of appointment shall be two years with staggered terms.

Duties & Responsibilities:

- 1.To make recommendation concerning policies, procedures, implementation, and revision of the University's Affirmative Action Plan.
- 2.To assist the Affirmative Action Officer in identifying areas of concern regarding affirmative action and equal employment opportunity.
- 3.To constitute, when necessary, an Affirmative Action Grievance Committee pursuant to PG-5 to review investigation findings of the Affirmative Action Officer regarding affirmative action and equal employment opportunity complaints.
- 4.To constitute, when necessary, an Affirmative Action Grievance Committee pursuant to PG-5 to review investigation findings of the Affirmative Action Officer regarding claims of sexual harassment.
- 5.To implement strategies to educate the University community concerning affirmative action, discrimination, and sexual harassment issues.

Officers: Chair - appointed by the President as an additional member or from the membership who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Minimum of once quarterly.

Reporting Channels: Recommendatory to the President. *Recommended changes in policies and procedures shall be reported to the*

Faculty Senate.

Minutes & Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress. (Published minutes should protect the confidentiality of employees and students.)

Support Services: Office of Personnel Services.

CONCERT AND LECTURE SERIES COMMITTEE

Termination Date: ~~Standing Advisory~~ Committee, last revision ~~June 1992~~ December 1993.

Purpose: To plan for the annual Arts in Morehead Concert and Lecture Series.

Membership: Voting membership of the committee shall consist of representatives of the University and representatives from the Morehead-Rowan County Arts Council. The Faculty Senate shall select two members with one member being replaced each year. The Student Government Association Program Director and the President of the Student Activities Council shall also serve as voting members. The University Center Programs and Special Events Coordinator, the Conference Services Director, and the Minority Student Affairs Director shall serve as voting ex officio members. The Staff Congress shall select one member to serve a two-year term. The Morehead-Rowan County Arts Council shall select its voting representation on the committee.

Duties and Responsibilities:

- 1.To develop and implement all facets of the annual concert and lecture series.
- 2.To determine the desires of the various constituencies of the series and develop all plans in cooperation with the Morehead-Rowan County Arts Council.
- 3.To determine the availability and costs for desirable performers/lecturers; dates that do not conflict with other major activities/events; promotion and publicity on and off campus; all aspects of marketing the series to subscribers and others; the development of creative efforts to improve the overall series and its general acceptance; the details of staging all performances/lectures; the handling of all financial matters related to the series; and the appropriate follow-up to each performance/lecture in regard to contracts, payments and related requirements.

Officers: Chair - appointed by the President as an additional member or from the membership elected from the membership who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ Advisory to the Vice President for University Advancement.

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of Conference Services.

EMPLOYEE BENEFITS COMMITTEE

Termination Date: Standing Committee, last version in ~~June 1992~~ December 1993.

Purpose: To review existing or proposed employee benefit programs and/or plans.

Membership: Voting membership of the committee shall consist of one faculty member from each college and a professional librarian selected by the Faculty Senate, (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*) the Chair of the Faculty Senate Fiscal Affairs Committee, two staff members from the secretarial/clerical, technical/paraprofessional, skilled crafts, and/or service maintenance categories, and two other staff members from the executive and/or professional/nonfaculty categories selected by the Staff Congress and the Director of Budgets and Management Information or his/her designee. One of the staff members must be the Chair of the Staff Congress Employee Benefits Committee. The nonvoting member shall be the Director of ~~Personnel Services~~ Human Resources. Term of service for those selected staff and faculty shall be four years with one-fourth of the members being replaced each year.

Duties & Responsibilities:

- 1.To periodically review existing or proposed employee benefits programs and/or plans and recommend additions, deletions, or other modifications.
- 2.To review Office of Personnel Services benefits data and benefits market survey materials.
- 3.To review proposals for servicing employee benefits programs and/or plans.

Officers: Chair - the Director of ~~Personnel Services~~ Human Resources; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory to the President through the Vice President for Administration and Fiscal Services.

Recommended changes in policies and procedures shall be reported to the Faculty Senate.

Minutes & Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of Personnel Services.

FACULTY LEAVE COMMITTEE

Termination Date: Standing committee, last revision June 1990, December 1993.

Purpose: To review at the University level, and make recommendations on applications from faculty for leave of absence according to PAC-17, and PAC-28, and PAC-31.

Membership: Voting membership shall consist of two tenured faculty members from each college and a professional librarian selected

by the Faculty Senate. *At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership.* Term of service shall be two years with one faculty member from each college being replaced each year. No two representatives from the same department shall serve on the committee at the same time. No person shall serve on the Department, College (where applicable), and University leave committees at the same time.

Duties and Responsibilities:

1.To evaluate and make recommendations to the Vice President for Academic Affairs and Dean of Faculty regarding faculty requests for sabbatical and educational leaves as specified in PAC-17 and PAC-28 respectively.

Officers: Chair - selected by the committee from the membership who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory to the Vice President for Academic Affairs and Dean of Faculty.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should protect the confidentiality of faculty.)

Support Services: Office of the Vice President for Academic Affairs and Dean of Faculty.

FACULTY PROMOTION COMMITTEE

Termination Date: Standing Committee, last revision June 1992 *December 1993.*

Purpose: To review, at the University level, faculty credentials applicable to the awarding of promotion according to PAC-2 and the granting of emeritus status according to PAC-3.

Membership: Voting membership of the committee shall consist of one faculty member from each college and five additional at large faculty members, selected by the Faculty Senate from the tenured, full-time faculty. Membership shall include both males and females. No two representatives from the same department shall serve on the committee at any one time. Committee members shall be full professors. In the event that full professors are unavailable, associate professors may serve. Term of service shall be three years, with one-third being replaced each year. A member may not hold successive terms. Members shall be selected by the Faculty Senate by May 1 of the prior academic year. No person shall serve on the University Promotion, Tenure, or Faculty Rights & Responsibilities Committees at the same time, or on the Department, College, and University Promotion Committees at the same time.

Duties and Responsibilities:

1. To conduct the University-level faculty review of the portfolios of candidates for academic promotion.
2. To conduct the university-level review for the granting of emeritus status for faculty.
3. To review the University's academic promotion policy and to recommend changes.
4. The Committee shall operate in accordance with procedures outlined in PAC-2 and PAC-3.

Officers: Chair, Vice Chair, and Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required. Promotion review at the University level is normally conducted in the Spring semester.

Reporting Channels: Recommendatory to the *Executive* Vice President for Academic Affairs and Dean of Faculty. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should protect the confidentiality of faculty.)

Support Services: Office of the Vice President for Academic Affairs and Dean of Faculty.

FACULTY RIGHTS AND RESPONSIBILITIES COMMITTEE

Termination Date: Standing Committee, last revision June 1992, *December 1993.*

Purpose: To serve as a hearing board, according to specific criteria, and to delineate the procedures according to PAC-18 to be followed when issues involving faculty rights and responsibilities have not been successfully resolved through the normal administrative channels.

Membership: Voting membership of the committee shall consist of two tenured faculty members from each college, ~~and~~ one tenured faculty member at large, *and one librarian 3 or 4.* The at-large member shall ~~be elected annually~~ *serve two years.* No two faculty members shall come from the same department. Nominees for faculty representatives for each college shall be made by the Faculty Senate and shall be voted on by members of the faculty in that college *or the librarians.* The Faculty Senate shall select the remaining member from the tenured faculty at large. *It is preferred that committee members have prior service on the University Promotion or Tenure Committee or the Library Promotion Committee.* *At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.* The election shall be conducted by the Faculty Senate ~~Election~~ **Committee.** Term of service shall be two years with one-half being replaced each year. No member may serve more than two terms in sequence. No member shall serve on the *Library Promotion Committee, University Tenure, Promotion and Faculty Rights and Responsibilities Committees at the same time: simultaneously.*

Duties and Responsibilities:

- 1.To review, mediate, and informally resolve, if possible, petitions from faculty who believe they have suffered a substantial injustice resulting from a violation of academic freedom, professional ethics, procedural fairness, ~~discrimination~~ or due process.
- 2.To serve as a Hearing Board and make formal recommendation(s) regarding the disposition of a petition in accordance with PAC-18.
- 3.To conduct an annual review of the applicable Faculty Rights and Responsibilities policies (PAC-18).

Frequency of Meetings: As required, including meetings during summer months.

Reporting Channels: Recommendatory to President. *Recommended changes in policies and procedures shall be reported to the*

Faculty Senate.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should protect the confidentiality of faculty.)

Officers: Chair, Vice Chair, and Secretary selected by the committee from the membership.

Support Services: Office of the President.

GRADUATE COMMITTEE

Termination Date: Standing Committee, last revision ~~June~~ December 19923.

Purpose: To review and make recommendations on policies and regulations pertaining to graduate study; to advise the graduate dean in the execution of these policies; to review and recommend the approval of graduate programs, faculty, and courses; and to conduct hearings on graduate student appeals.

Membership: Voting membership of the committee shall consist of two faculty members from each college, one graduate student from each college selected by the Student Government Association, the Dean of Graduate and Extended Campus Programs, and the Director of Libraries or his/her designee. The faculty members shall be selected by the Graduate Faculty (all members) from the full members of the Graduate Faculty. The selection process will be handled by the Faculty Senate ~~Election Committee~~ in consultation with the Dean of Graduate and Extended Campus Programs. Terms of service for faculty and the library representative shall be two years, with no more than one-half of the members being replaced each year. Term of service for student members shall be one year.

Duties & Responsibilities:

- 1.To examine and evaluation the graduate curriculum of the University for possible improvement.
- 2.To recommend revisions and to initiate suggestions for study or actions by the graduate faculty of the colleges and/or departments.
- 3.To pursue the development of experimental and innovative graduate curricular programs.
- 4.To make recommendations on proposals for new graduate curricular programs and changes in graduate offerings which have been approved by the appropriate college graduate committee and dean.
- 5.To coordinate and promote the activities of the college graduate committees.
- 6.To recommend policies, standards, and regulations pertaining to graduate programs.
- 7.To receive and review nominations and make the final decision of appointments to the graduate faculty as outlined in PAC-6.
- 8.To hear grievance appeals regarding grades and academic matters within the graduate programs, render a decision on each appeal, and notify the student and Vice President for Academic Affairs and Dean of Faculty through the Office of the Dean of Graduate and Extended Campus Programs.
- 9.The review the admissions standards for University graduate programs.
- 10.To monitor off-campus *undergraduate and* graduate courses, programs, facilities, *library* and support services to ensure compliance with University and accreditation standards.

Officers: Chair - Dean of Graduate and Extended Campus Programs who shall vote only in case of a tie; a Vice Chair and a Secretary as selected by the committee from the membership.

Frequency of Meetings: At least twice a semester.

Reporting Channels: Recommendatory to the Executive Vice President for Academic Affairs and Dean of the Faculty. **Recommended changes in policies and procedures shall be reported to the Faculty Senate.**

Minutes & Proposals Copied to: The Library, Faculty Senate, Student Government Association, Staff Congress, and Registrar.

Support Services: Office of the Dean of Graduate and Extended Campus Programs.

HONORS PROGRAM COMMITTEE

Termination Date: Standing Committee, last revision ~~June~~ December 19903.

Purpose: To provide to the truly excellent student the very best in educational experiences through special courses and extracurricular activities.

Membership: Voting membership shall consist of one faculty member from each college selected by the Faculty Senate, (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*) the Vice President for Student Life and Dean of Students or his/her designee, and three honor students selected during the Spring Semester immediately preceding the year of service. One rising sophomore shall be selected by the sophomore honor students, one rising junior shall be selected by the junior honor students and one rising senior shall be selected by the senior honor students. Term of service shall be one year for students. Faculty members shall serve two-year terms with one-half being replaced each year.

Duties & Responsibilities:

- 1.To recruit for, develop, and review the honors program.
- 2.To recommend changes and modifications to improve and strengthen the program.
- 3.When assigned, to sponsor the annual Honors Day Convocation and Honors Week activities.

Officers: Chair - Honors Program Director who shall vote only in case of a tie; a Vice Chair and a Secretary as selected by the committee from the membership.

Frequency of Meetings: Monthly during the Fall and Spring Semesters.

Reporting Channels: Recommendatory to the Executive Vice President of Academic Affairs and Dean of Faculty through the Dean of Undergraduate Programs. **Recommended changes in policies and procedures shall be reported to the Faculty Senate.**

Minutes & Proposals Copied to: The Library, Faculty Senate, and Student Government Association.

Support Services: Office of the Dean of Undergraduate Programs.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Termination Date: ~~Standing~~ *Advisory* Committee, mandated by federal regulations, last revision ~~June 1990~~: December 1993.

Purpose: To oversee the use of animals in research according to applicable federal, state, and local policies.

Membership: Membership shall consist of at least five members including the following: one Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine who has direct or delegated program responsibility for activities involving animals at the institution; one institutional member whose primary concerns are in a nonscientific area; one member who is not affiliated with the institution in any way other than as member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution; one representative from each department using animals for research or teaching, qualified by training and experience to judge the appropriateness of animal use in experimentation and teaching; and the Director of Research, Grants, and Contracts as an ex officio member. All members shall be "qualified through experience and expertise. . .to oversee the institution's animal program, facilities, and procedures." (Public Health Service Policy on Humane Care and Use of Laboratory Animals, Revised September 1986, p. 5) Members shall be appointed by the President with only one member from a department. Term of service shall be three years with terms staggered so that the majority of the membership is retained each year. The *Executive* Vice President for Academic Affairs and Dean of Faculty shall serve as the institutional representative to external agencies.

Duties and Responsibilities:

1.To maintain institutional compliance with the Animal Welfare Act, Public Health Service Policy, and any other applicable federal, state, or local regulation. This includes but is not limited to:

A.Requiring all users of laboratory animals at the institution to submit an application and receive approval for animal use prior to initiation of such animal use.

B.Inspection and review, every six months, of all animal use areas and housing facilities including:

(1)practices involving pain to animals,

(2)the condition of the animals, and

(3)compliance with approved protocols.

C.Maintain files of protocol reviews, inspection reports, remedial actions recommended for each animal use area, and reports of corrective action taken.

D.Submission of all applicable assurance statements and reports as needed to maintain compliance with the laws and regulations.

Officers: Chair - Director of Research, Grants, and Contracts who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ *Advisory* to the *Executive* Vice President for Academic Affairs and Dean of Faculty.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association.

Support Services: Office of Research, Grants, and Contracts.

INSTITUTIONAL REVIEW BOARD FOR PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Termination Date: ~~Standing~~ *Advisory* Committee mandated by the National Research Act, last revision ~~June 1990~~: December 1993.

Purpose: The IRB, while recognizing the concepts of academic freedom and free inquiry, is charged with the responsibility of making a determination whether human subjects in research will be placed at risk.

Membership: Membership shall consist of at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution, and one representative from the Office of Research, Grants and Contracts.

"The IRB shall not consist entirely of men or entirely of women, or entirely of members of one profession," or two persons from the same department. The membership shall have "at least one member whose primary concerns are in nonscientific areas, e.g., lawyers, ethicists, members of the clergy, . . . and at least one member who is not otherwise affiliated with the institution and who is not a part of the immediate family of a person who is affiliated with the institution." (Protection of Human Subjects, 45 CFR 46, 1983, p.7) All members of this committee, including the chairperson, shall be appointed by the President. Term of service shall be three years with staggered terms so that a majority of the members are retained each year. Members may serve no more than two terms in sequence.

Duties and Responsibilities:

1.To review University research involving human subjects in order to safeguard the rights and welfare of people who may be subject to risk as a result of research activities.

2.To approve or require modifications in (to secure approval) or disapprove all research activities covered by the National Research Act (PL 93-348) and Protection of Human Subjects Regulation 45 CFR 46.

3.To update the IRB Handbook as appropriate.

Officers: Chair - appointed by the President; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ *Advisory* to the *Executive* Vice President for Academic Affairs and Dean of Faculty.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should meet federal guidelines on confidentiality.)

Support Services: Office of Research Grants and Contracts.

INTERCOLLEGIATE ATHLETICS COMMITTEE

Termination Date: Standing Committee, last revision June December 1992.3

Purpose: To serve as an advisory board on matters pertaining to University Intercollegiate Athletics.

Membership: Membership on the committee shall conform to regulations set forth by NCAA Guidelines which specify that a majority of voting members must be faculty and/or administrators with faculty rank. Voting members shall consist of six faculty (*at least one per college*) selected by the Faculty Senate (no more than one from any department and at least fifty percent must be from protected classes with at least ~~three~~ **two** women), (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*) three students selected by the Student Government Association (one male, one female, and one athlete), two staff members selected by the Staff Congress (no more than one from any employee category), an administrator with academic rank from Academic Affairs as appointed by the *Executive* Vice President for Academic Affairs and Dean of Faculty and a staff member or administrator appointed by the President. The Faculty Athletics Representative, Director of Athletics, the Registrar, the Director of Budgets and Management Information and the Vice President for University Advancement, *and* the Vice President for Student Life ~~and Dean of Students~~ or his/her designee, shall serve as nonvoting ex officio members. Term of service for faculty members shall be three years with two of the members (exclusive of the Faculty Athletic Representative) being replaced each year. Term of service for staff shall be two years with staggered terms. The term of service for students shall be one year. Members may serve no more than two terms in sequence.

Duties & Responsibilities:

1.To advise the President and make recommendations on policies and procedures related to the following:

(A)Review of the implementation of University policies established on intercollegiate athletics.

(B)Change in NCAA divisional status.

(C)Determination of conference participation.

(D)Addition or discontinuance of intercollegiate sports.

(E)Facility needs for intercollegiate athletics.

(F)Selection of the Director of Athletics and full-time head intercollegiate coaches.

(G)Practices in intercollegiate athletics which directly affect the academic progress of student athletics.

Officers: A Chair and a Vice Chair selected by the committee from the voting members; a Secretary to be selected by the committee from the entire membership.

Frequency of Meetings: At least twice a semester.

Reporting Channels: Recommendatory to the President. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes & Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Director of Athletics.

~~INTERNATIONAL EDUCATION PROGRAMS COMMITTEE~~

~~**Termination Date:** Standing Committee, last revision June 1992.~~

~~**Purpose:** To promote international academic programs both on campus and abroad, and to foster an atmosphere for global awareness and education.~~

~~**Membership:** Voting membership of the committee shall consist of two faculty members from each college selected by the Faculty Senate, the International Studies Director, and two international students and two other undergraduate students selected by the International Studies Director who have successfully participated in either the Cooperative Center for Study in Britain (or other foreign countries if those programs are established at Morehead State University) or the Kentucky Institute for European Studies Programs. Term of service for faculty shall be for two years with one-half being replaced each year. Term of service for students shall be for one year.~~

~~**Duties and Responsibilities:**~~

~~1.To assist in the development of international study programs.~~

~~2.To promote higher education inter-institutional efforts by providing joint planning, coordination, and implementation for programs of international study.~~

~~3.To review any credit or noncredit tour or study programs offered by faculty members who plan to use the name of Morehead State University.~~

~~4.To serve as liaison to the University, region, and local community in opportunities for University-related foreign study and tour programs.~~

~~5.To identify areas/disciplines where an International Professor should be assigned.~~

~~**Officers:** Chair - International Studies Director who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.~~

~~**Frequency of Meetings:** Twice a month.~~

~~**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs and Dean of Faculty through the Dean of Undergraduate Programs.~~

~~**Minutes and Proposals Copied to:** The Library, Faculty Senate, and Student Government Association.~~

~~**Support Services:** Office of the Dean of Undergraduate Programs.~~

INTERNATIONAL STUDENT COMMITTEE

Termination Date: ~~Standing~~ *Advisory* Committee, last revision ~~June 1992.~~ *December 1993.*

Purpose: To assist international students in adapting to the United States culture and available services. To promote international academic programs both on campus and abroad, and to foster an atmosphere for global awareness and education.

Membership: Voting membership of the committee shall consist of ~~one~~ *two* faculty member from each college selected by the Faculty Senate (*with at least two faculty and two student members having successfully participated in MSU - affiliated foreign programs*), six students (three international students and three United States citizens) selected by the Student Government Association, the President of the Cosmopolitan Club or his/her designee, *the International Studies Director*, two staff members selected by the Staff Congress, and a representative from Student Life appointed by the Vice President *for Student Life*. Term of service shall be one year for students and two years *staggered* for faculty and staff, with no more than one-half of each being replaced each year.

Duties and Responsibilities:

- 1.To review the services available to international students.
- 2.To promote intercultural awareness.
- 3.To recommend and/or implement programs that will assist international students in adapting to the United States culture.
- 4.To assist in the development of international study programs.
- 5.To promote higher education inter-institutional efforts by providing joint planning, coordination, and implementation for programs of international study.
- 6.To review any credit or noncredit tour or study programs offered by faculty members who plan to use the name of Morehead State University.
- 7.To serve as liaison to the University, region, and local community in opportunities for University-related foreign study and tour programs.
- 8.To identify areas/disciplines where an International Professor should be assigned.

Officers: Chair - to be selected by the committee from the membership who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory to the Vice President for Student Life and Dean of Students.~~ *Advisory to Dean of Undergraduate Programs, International Studies Director, and International Student Advisor.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, Staff Congress, and advisor of the Cosmopolitan Club.

Support Services: Office of Student Development *and the Office of Dean of Undergraduate Programs.*

JOB CLASSIFICATION APPEALS COMMITTEE

Termination Date: ~~Standing~~ *Advisory* Committee, established ~~June 1990.~~ *December 1993.*

Purpose: To resolve appeals of decisions made by the Office of Personnel Services about exempt and nonexempt staff classifications.

Membership: Voting membership shall consist of the Vice-Chair of the Staff Congress and one representative from each of the six nonfaculty EEOC job classifications selected by the Staff Congress. Term of service shall be three years with one-third, excluding the Vice-Chair of the Staff Congress, being replaced each year.

Duties and Responsibilities:

1.To hear and make recommendations on job classification appeals in accordance with prescribed criteria provided in PG-44.

Officers: Chair - Vice Chair of the Staff Congress who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ *Advisory* to the President.

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress. (Published minutes should protect the confidentiality of employees.)

Support Services: Office of the President.

LIBRARY COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1990~~ *December 1993*.

Purpose: To review and recommend changes in policies and promote use of the University Libraries.

Membership: voting membership of the committee shall consist of one faculty member from each college *and two professional librarians* selected by the Faculty Senate, (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), two undergraduate and two graduate students selected by the Student Government Association, ~~four~~ *two* staff members *selected by the Staff Congress, two of who must be professional librarians*, and the Director of the Libraries. ~~Two of the staff members shall be selected by the Staff Congress and the professional librarians shall be selected by the professional staff of the library.~~ Term of service for faculty, librarians, and staff shall be two years with one-half from each category being replaced each year. Term of service for students shall be one year.

Duties & Responsibilities:

1.To promote use of the library.

2.To review, evaluate, and propose library policy regarding circulation, purchasing, and other service/programs.

3.To monitor off-campus library holdings, facilities, and support services to ensure compliance with University and accreditation standards.

Officers: Chair - Director of the Libraries who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory to the Executive Vice President for Academic Affairs and Dean of Faculty. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Director of the Libraries.

PROFESSIONAL DEVELOPMENT ~~TEACHING~~ COMMITTEE

Termination Date: Standing Committee, last revision June 1992, *December 1993*.

Purpose: To promote excellence in teaching, and to evaluate applications for, and recommend selection of, the University's Distinguished Teacher, *to promote the activities of the Critical Thinking Center, and to study and recommend policies and activities related to faculty development.*

Membership: Voting membership of the committee shall consist of one faculty member from each college selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), one student from each college selected by the Student Government Association, ~~and~~ the two most recent recipients of the Distinguished Teacher Award who are active faculty *and the Director of the Critical Thinking Center*. Term of service shall be two years with terms staggered such that one-half of the *elected* faculty (~~excluding Award recipients~~) are replaced each year. Terms of service for students shall be one year. (*Should a faculty member on the committee be nominated for the distinguished Teacher Award, that faculty member shall be replaced by an alternate named by the Faculty Senate Governance Committee.*)

Duties and Responsibilities:

1.To recognize, publicize, and promote excellence in teaching ~~and to inform the faculty about trends in improving teaching effectiveness.~~

2.*In conjunction with the Critical Thinking Center, to inform the faculty about trends in improving teaching effectiveness.*

3.To evaluate proposals for, and award internal grants for, innovations in teaching.

4.To consult and advise the Vice President for Academic Affairs and Dean of Faculty concerning university grading practices and report to the faculty concerning such practices.

5.To solicit, review and consider making recommendations on nominations of faculty for the Distinguished University Teacher Award.

6.To arrange, ~~with permission of the~~ *at the request of a faculty member nominee for the Distinguished Teacher Award*, for the observation and evaluation of the faculty member's classes. Findings shall be shared only with the ~~requesting~~ *nominated* faculty member.

Officers: Chair - selected by the committee who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory to the *Executive Vice President for Academic Affairs and Dean of Faculty. Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association.

Support Services: Office of the Dean of Undergraduate Programs and the Office of the Dean of Graduate and Extended Campus Programs.

RADIATION SAFETY COMMITTEE

Termination Date: ~~Standing~~ *Advisory* Committee, last revision ~~June 1990~~ *December 1993*.

Purpose: To review, monitor, and make recommendations on the need for, and use of radioactive materials.

Membership: Voting membership of the committee shall consist of one faculty member from the Department of Physical Sciences, one faculty member from the Department of Biological and Environmental Sciences, one faculty member from the Veterinary Technology Program, one faculty member from the Radiologic Technology Program, and one representative from the Office of Purchasing. The Radiation Safety Officer shall be an ex officio nonvoting member. Faculty members shall be appointed by the appropriate college dean. The representative from the Office of Purchasing shall be appointed by the Vice President for Administration and Fiscal Services. Term of service for all members shall be three years with staggered replacement.

Duties and Responsibilities:

- 1.To review and make recommendations on requests by faculty or other University personnel interested in procuring or using radioactive material or ionizing equipment.
- 2.To see that all users meet the requirements and regulations of the institutional radiation safety program, the Kentucky Board of Health and radioactive materials license issued to the University.
- 3.To monitor compliance with Federal regulations.

Officers: A Chair, a Vice Chair, and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ *Advisory* to the *Executive* Vice President for Academic Affairs and Dean of Faculty on radiation safety policy and recommendatory to the Vice President for Administration and Fiscal Services on radiation safety equipment and service contracts.

Minutes and Proposals Copied to: Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Dean of Applied Sciences and Technology.

REGISTRATION ADVISORY COMMITTEE

Termination Date: ~~Standing~~ *Advisory* committee, last revision ~~June 1992~~ *December 1993*.

Purpose: To make recommendations regarding registration processes and procedures.

Membership: Voting membership of the committee shall consist of the Registrar, one faculty member actively involved in academic advising from each college as selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators shall not hold a majority of faculty membership on the committee.*), one student from each college as selected by the Student Government Association, one representative from Information Technology with responsibilities in computing services appointed by the Vice President for Administration and Fiscal Services, one representative from the Academic Services Center as appointed by the Dean of Undergraduate Programs, the Controller, the Director of Admissions, a Department Chair appointed by the Undergraduate Dean, and the Director of Financial Aid. The Chair of the Faculty Senate or a designee from the Senate's Executive Committee shall serve as a nonvoting ex officio member. Faculty members shall serve two-year terms with one-half being replaced each year. Student members and the department chair shall serve a one-year term.

Duties and Responsibilities:

- 1.To review, evaluate, and propose procedures related to the preregistration, registration and drop/add processes.
- 2.To review and recommend proposed academic calendars on an annual basis including a tentative calendar for one year beyond the next fiscal year.

Officers: Chair - Registrar who shall vote only in the case of a tie; a Vice-Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: ~~Recommendatory~~ *Advisory* to the ~~President's Executive Council~~. *Registrar: Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, Staff Congress, Dean of Undergraduate Programs, Dean of Graduate and Extended Campus Programs, Vice President for Student Life and Dean of Students, Vice President for Administration and Fiscal Services, and the *Executive* Vice President for Academic Affairs and Dean of Faculty.

Support Services: Office of the Registrar.

RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1992~~ *December 1993*.

Purpose: To promote quality University research and creative productions.

Membership: Voting membership of the committee shall consist of two faculty members from each college *and a professional librarian* selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), and the Director of Research, Grants and Contracts. Up to four graduate student members may be appointed annually by the Dean of Graduate and Extended Campus Programs as nonvoting observers. Faculty members *and the librarian* shall serve a two-year nonsuccessive term with one member of each college being replaced each year. Members of the Committee are not eligible to receive funding for research and creative production proposals.

Duties & Responsibilities:

- 1.To promote quality research and creative productions.
- 2.To encourage and evaluate grant proposals and make recommendations regarding internal funding for research and creative productions.
- 3.To prepare the annual report of research and creative productions.
- 4.When assigned, to host the annual Research and Creative Productions Scholars Luncheon.
- 5.To solicit *and* review ~~and~~ nominations of faculty for the Distinguished Research Award and the Creative Production Award *and to recommend the recipient.*

Frequency of Meetings: Biweekly.

Officers: Chair - Director of Research, Grants, and Contracts who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Reporting Channels: Recommendatory to the *Executive* Vice President for Academic Affairs and Dean of Faculty.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association.

Support Services: Office of Research, Grants and Contracts.

SCHOLARSHIP COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1992~~ *December 1993.*

Purpose: To ensure uniform, consistent and fair distribution of scholarship funds and to comply with University policies and procedures for distributing these funds.

Membership: Voting membership shall consist of the Director of Admissions, one faculty member from each college to be selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), two professional nonfaculty staff members selected by the Staff Congress and two students selected by the Student Government Association. Nonvoting members shall be the Director of Budgets and Management Information, the Honors Program Director, and the Director of Financial Aid. The selected faculty and staff members shall serve two-year terms with no more than one-half being replaced each year. Student members shall serve a one-year term.

Duties & Responsibilities:

1.To review all scholarship awards funded or dispersed by or through Morehead State University to ensure compliance with admission and scholarship requirements and to assess financial aid/scholarship packages. These awards include, but are not limited to the following:

- A.General University budgeted awards recommended to the committee by the Executive Director of Student Services;
- B.University Budgeted Institutional Opportunity Grants (IOG) recommended to the committee by the awarding college/department/program through the Scholarship and Awards Officer, the Director of Admissions and/or the Director of Financial Aid;
- C.Private funded scholarships or awards (recipient selected by the University) recommended to the committee by college/department/program making the selection;
- D.To approve the recipients of the MSU Foundation, Inc., Scholarships or Awards;
- E.Athletic scholarships recommended to the committee by the head coach of each sport and the Director of Athletics;
- F.Scholarship renewals verified and recommended to the committee by the Director of Financial Aid; and,
- G.Phase-out of scholarships verified and recommended to the committee by the Director of Financial Aid.

2.The committee shall serve as an appeals body for all University-budgeted and privately-funded scholarship recipients.

3.To recommend policies and procedures pertaining to scholarships.

Officers: Chair, Vice Chair, and Secretary to be selected by the committee from the membership.

Frequency of Meetings: Monthly.

Reporting Channels: Recommendatory to the Vice President for Student Life and Dean of Students. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of Financial Aid.

SERVICE COMMITTEE

Termination Date: Standing Committee, established May 1991, *December 1993.*

Purpose: To recognize and reward service by evaluating applications for, and recommending selection of outstanding recipients for the

Distinguished Faculty Service Award (DFSA) and the Distinguished Staff Service Award (DSSA).

Membership: Membership shall consist of four faculty members, one from each college, *and one professional librarian* selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*); with terms for two years staggered so that two members are elected each year; six staff members, one from each EEO job classification category, selected by the Staff Congress, with terms for two years staggered so that three members are elected each year; one academic department chair selected by the *Executive* Vice President for Academic Affairs; one representative of the Student Government Association, selected by the SGA annually; ~~and one professional librarian appointed by the Director of Libraries for a two-year term,~~ *and the two most recent recipients of both the Distinguished Faculty Service Award who are active faculty and the Distinguished Staff Service Award. Should a faculty member of the committee be nominated for "Distinguished Faculty Service Award" that faculty member should be replaced by an alternate named by the Faculty Senate.*

Duties & Responsibilities:

- 1.To promote and recognize quality service to the University, community, region, nation and world.
- 2.To solicit, review and make recommendations on nominations for the Distinguished Faculty Service Award (DFSA) and the Distinguished Staff Service Award (DSSA).

Officers: Chair, a Vice Chair, and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Minimum of twice a semester.

Reporting Channels: Recommendatory to the President.

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association and Staff Congress. (Published minutes should protect the confidentiality of nominees.)

Support Services: Office of the President.

STUDENT DISCIPLINARY COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1990~~ *December 1993.*

Purpose: To provide students a level of appeal on nonacademic matters.

Membership: Voting membership of the committee shall consist of one faculty member from each college selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), two staff members from the executive managerial and/or professional nonfaculty categories selected by the Staff Congress, ~~three~~ *four* students *one from each college* selected by the Student Government Association, and the President of the Residence Hall Association. Every effort will be made to have each case heard by an equal number of faculty/staff and students, with the exception of the chairperson. The term of service for the faculty members and staff members shall be two years with no more than one-half of the members being replaced each year. Students shall serve one-year terms.

Duties & Responsibilities:

- 1.To serve as an optional hearing committee for alleged violations of University student regulations as specified in the Student Conduct Code, which may result in dismissal or suspension from Morehead State University.
- 2.To serve as an appeals committee for decisions evolving from disciplinary hearings with designated Student Life personnel.
- 3.To insure due process for students allegedly involved in violating regulations which may result in possible dismissal or suspension from Morehead State University.
- 4.To impose sanction(s) if the alleged violator is determined guilty.
- 5.To notify the student and the Vice President for Student Life and Dean of Students of all imposed sanctions and appeals decisions.
- 6.To review annually and recommend appropriate changes in the Student Conduct Code.

Officers: Chair - to be selected by the committee from the faculty/staff membership who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Vice President for Student Life and Dean of Students.

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association and Staff Congress. (Published minutes should protect the confidentiality of students in accordance with the Family Education Rights and Privacy Act.)

Support Services: Office of the Vice President for Student Life and Dean of Students.

STUDENT LIFE COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1992~~ *December 1993.*

Purpose: To review and recommend policies and other noncurricular proposals relating to student life.

Membership: Voting membership of the committee shall consist of the President of the Student Government Association, one faculty member from each college selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), two professional nonfaculty staff selected by the Staff Congress, four students selected by the Student Government Association. Nonvoting members shall be the Assistant Dean of Students, the Director of Student Activities, the Director of Student Development Life, and the Director of Financial Aid. Term of service shall be two years for faculty and staff with one-half being replaced each year and one year for students.

Duties & Responsibilities:

1.To review and recommend policies and other noncurricular proposals relating to student life, including but not limited to the following:

- A.the Student Conduct Code,
- B.student organizations,
- C.student housing,
- D.student health and counseling service,
- E.student financial assistance,
- F.student recreation and entertainment,
- G.campus dining services.

2.To review activity reports of the Offices of Student Activities, Student Development, and Student Services once each semester.

3.To provide advice on matters related to the quality of life for residence and non-resident students.

Officers: A Chair, a Vice Chair, and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Minimum of once a semester.

Reporting Channels: Recommendatory to the Vice President for Student Life and Dean of Students.

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Assistant Dean of Students.

STUDENT MEDIA BOARD

Termination Date: Standing Committee, revision June 1992, *December 1993.*

Purpose: To review and make recommendations on policies related to the operations of the TRAIL BLAZER, the RACONTEUR, and NewsCenter 12.

Membership: Voting membership of the committee shall consist of one faculty and/or staff member appointed by the President to represent the President, two non-communications faculty members representing the faculty at large (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*)(appointed by the President from three nominations for each position made by the Faculty Senate), two staff members representing the staff at large (appointed by the President from three nominations for each position made by the Staff Congress), the Chair of the Department of Communications (ex officio), two students currently majoring in journalism and not holding the editorship of the TRAIL BLAZER or RACONTEUR (selected by journalism majors to serve one year beginning each fall), one student currently majoring in R-TV and not holding the directorship of News Center 12 (elected by R-TV majors to serve one year beginning each fall), two students not majoring in communications or serving on the staff of the TRAIL BLAZER, RACONTEUR, or NewsCenter 12 representing the students at large (selected by the Student Government Association in consultation with the TRAIL BLAZER and RACONTEUR editors and NewsCenter 12 Director), and the faculty advisors to the TRAIL BLAZER, RACONTEUR, and NewsCenter 12 (ex officio voting). The editors of the TRAIL BLAZER, RACONTEUR, and NewsCenter 12 shall be ex officio nonvoting members during their tenure in that position. Terms for staff and faculty shall be two years with no more than one-half in each category being replaced each year. Terms of service may not be successive. Term of service for the students shall be one year with a possible one-year reappointment.

Duties and Responsibilities:

- 1.To support the student media in their role of serving their readership and viewing audience.
- 2.To assure that personnel are appointed for proper management and production of the student media.
- 3.To adopt and implement policies and procedures necessary for the efficient management and production of the student media.
- 4.To review and recommend an annual budget for each student media.
- 5.To select students for, and where necessary dismiss students from, executive staff positions on each student media operation. The executive positions shall be designated as

A.The TRAIL BLAZER

1.Editor

2.Managing Editor
3.Editorial Page Editor
4.Advertising Manager
B.RACONTEUR

1.Editor
2.Managing Editor
C.NEWSCENTER 12
1.News Director
2.Assignment Editor
3.Producer

- 6.To monitor the laboratory functions of the student media and to assure that the academic functions are being carried out.
- 7.To arbitrate in all controversial matters concerning student media.
- 8.To arbitrate in all appeals relating to the discipline or dismissal of a staff member of a student publication or media operation.
- 9.To approve and implement editorial, fiscal, production and personnel policies for the student media.
- 10.To review operating procedures as they relate to governmental regulatory guidelines, procedures and policies.

Officers: Chair - the Chair of the Department of Communications who shall vote only in case of tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Minimum of nine times during the academic year.

Reporting Channels: Recommendatory to the President. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Chair of the Department of Communications.

TENURE COMMITTEE

Termination Date: Standing Committee, last revision June 1990, *December 1993*.

Purpose: To review, at the University level, faculty credentials applicable to the awarding of tenure according to PAC-27.

Membership: Voting membership on the committee shall consist of two tenured full-time faculty members from each college and one at large tenured faculty member selected by the Faculty Senate. Membership shall include both males and females. Two representatives from the same academic department shall not serve at any one time. Term of service shall be three years with one-third being replaced each year. A member may not hold successive terms. No person shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time, or on the Department, College, and University Tenure Committees at the same time.

Duties and Responsibilities:

- 1.To conduct the University-level faculty review of the portfolios of candidates for tenure.
- 2.To review the University's tenure policy (PAC-27) and to recommend changes as appropriate.
- 3.To evaluate and recommend appropriate service time toward tenure for prospective tenure applicants.
- 4.To annually hold informational meetings regarding tenure policies and procedures for new faculty and prospective tenure applicants.
- 5.The Committee shall operate in accordance with procedures outlined in PAC-27.

Officers: A Chair, a Vice Chair, and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required. Tenure review at the University level is normally conducted in the Fall semester.

Reporting Channels: Recommendatory to the Vice President for Academic Affairs and Dean of Faculty.

Minutes and Proposals Copied to: The Library, Faculty Senate, and Student Government Association. (Published minutes should protect the confidentiality of faculty.)

Support Services: Office of the *Executive* Vice President for Academic Affairs and Dean of Faculty.

TRAFFIC APPEALS COMMITTEE

Termination Date: Standing *Advisory* Committee, last revision June 1990. *December 1993*.

Purpose: To adjudicate traffic violations.

Membership: Voting membership of the committee shall consist of four faculty members, *one from each college*, selected by the Faculty Senate, four staff members selected by the Staff Congress, and four students selected by the Student Government Association.

~~Faculty members shall serve a two-year term with one-half being replaced each year. Staff members shall serve a two-year term with one-half being replaced each year. Student members shall serve a one-year term.~~

Duties and Responsibilities:

~~1.To facilitate appeals of University traffic assessments brought by persons in the University community (faculty, staff, and students) who have been assessed fines for traffic and/or parking violations as owners and/or operators of motor vehicles.~~

~~2.To set a date and time for the appellant to appear before the committee and to present his/her case.~~

~~3.To uphold or deny appeals with the decisions of the Committee being final.~~

~~**Officers:** A Chair shall be selected by the committee from the membership and shall vote only in case of a tie; a Vice Chair, and a Secretary to be selected by the committee from the membership.~~

~~**Frequency of Meetings:** As required.~~

~~**Reporting Channels:** Recommendatory *Advisory* to the Vice President for Student Life and Dean of Students.~~

~~**Minutes and Proposals Copied to:** The Library, Faculty Senate, Student Government Association, and Staff Congress.~~

~~**Support Services:** Office of the Vice President for Student Life and Dean of Students.~~

UNDERGRADUATE CURRICULUM COMMITTEE

Termination Date: Standing Committee, last revision ~~June 1992~~ *December 1993*.

Purpose: To examine and evaluate all undergraduate curricular offerings and to review and recommend policies and regulations pertaining to the undergraduate curriculum for the purpose of initiating improvements and maintaining high academic quality.

Membership: Voting membership of the committee shall consist of two faculty members from each college selected by the Faculty Senate (*At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.*), one student from each college selected by the Student Government Association, the Registrar, the Director of the Libraries or his/her designee and the Dean of Undergraduate Programs. The faculty members and library representative shall serve two-year terms with one member of each college being replaced each year. The student members shall serve a one-year term.

Duties & Responsibilities:

1.To examine and evaluate the undergraduate curriculum of the University for necessary revisions and to initiate suggestions for study or action by the colleges and/or departments.

2.To pursue the development of experimental and innovative curricular programs.

3.To receive and review proposals for new curricular programs, new majors, minors, course sequences, courses, and changes in course offerings which have been approved by the appropriate college curriculum committee and dean.

4.To coordinate and promote the activities of the college curriculum committees.

~~5.To review and comment policies, standards, and regulations pertaining to undergraduate academic programs and admissions.~~

~~6.5.To review general education programs and submit recommendations to the *Executive* Vice President for Academic Affairs and Dean of Faculty for submission to the general faculty.~~

~~7.6.Review periodic program review of existing undergraduate programs.~~

~~8.To monitor off-campus undergraduate courses and programs, facilities, and support services to ensure compliance with University and accreditation standards.~~

Officers: Chair - the Dean of Undergraduate Programs who shall vote only in case of tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: Weekly.

Reporting Channels: Recommendatory to the *Executive* Vice President for Academic Affairs and Dean of Faculty. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes & Proposals Copied to: The Library, Faculty Senate, Student Government Association, Staff Congress, the Registrar, and the Vice President for Student Life and Dean of Students.

Support Services: Office of the Dean of Undergraduate Programs.

UNIVERSITY COMPUTING SERVICES COMMITTEE

The University Computing Services Committee will be divided into two subcommittees reporting to the committee of the whole.

Termination Date: Standing Committee and subcommittees, last revision ~~June 1992~~ *December 1993*.

Purpose: To advise the University on policies, activities, and programs that relate to academic and administrative computing.

Membership: Voting membership of the Academic Computing Subcommittee shall consist of ~~four~~ *two* faculty *from each college* with

at least one faculty member who ~~teaches data processing or~~ makes substantial use of computers in the classroom, ~~selected by the Faculty Senate~~ and a professional librarian who works with computing services to be selected by the Faculty Senate (At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.) one staff member within Academic Affairs from the professional or technical/paraprofessional categories selected by the Staff Congress and one representative from Academic Affairs appointed by the Vice President for Academic Affairs and Dean of Faculty, one staff member from Information Technology appointed by the Vice President for Administration and Fiscal Services, and one student selected by the Student Government Association. Voting membership of the Administrative Computing Subcommittee shall consist of *one faculty member who ~~teaches data processing or~~ makes substantial use of computers in the classroom, selected by the Faculty Senate*, two staff members within Administration and Fiscal Services from the professional or technical/paraprofessional categories selected by the Staff Congress, one representative from Administration and Fiscal Services appointed by the Vice President for Administration and Fiscal Services, the Director of the Libraries, the Registrar, a representative from Student Life appointed by the Vice President for Student Life and Dean of Students, a representative from University Advancement appointed by the Vice President of University Advancement, and one staff member from Information Technology appointed by the Vice President for Administration and Fiscal Services. Term of service on both subcommittees for faculty, staff, and administrators shall be two years. Replacement shall be staggered so that no more than fifty percent of the nonstudent members are replaced in any one year. Students shall serve a one-year term. Members may serve no more than two terms in sequence.

Duties and Responsibilities:

(The subcommittees will divide duties and responsibilities by academic and administrative computing matters, but will use the whole committee to make final committee recommendations.)

- 1.To review policies and procedures related to the University's academic and administrative computing services and recommend appropriate changes.
- 2.To provide advice on major decisions related to innovations in the areas of information technology.
- 3.To recommend at least one subcommittee member to serve on Information Technology personnel selection committees.
- 4.To provide information to the University community and facilitate internal communication about innovations in information technology.

Officers: The Director of Information Technology shall serve as the Chair of the whole committee and shall vote only in case of a tie; Subcommittee Vice Chairs and Secretaries to be selected by the subcommittee from the membership.

Frequency of Meetings: At least twice a semester.

Reporting Channels: Recommendatory to the *Executive* Vice President for Academic Affairs and Dean of Faculty and the Vice President for Administration and Fiscal Services. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress. Minutes from the subcommittee and full committee meetings shall be sent.

Support Services: Office of Information Technology.

UNIVERSITY PLANNING COMMITTEE

Termination Date: Standing Committee, re-reestablished December 1993.

Purpose: To serve as the central review and recommendatory group for the organizational planning process.

Membership: Four Faculty Senators, one from each college, elected by the body of the Senate; four faculty, one from each college, elected by the faculty from that college; one professional librarian, elected by the professional librarians; four Congresspersons and four staff, selected by the Staff Congress; one student selected by the Student Government Association; one Department chair, selected by the Department Chairs; the Graduate Dean, the Undergraduate Dean, and the Executive Vice President for Academic Affairs. Terms of service shall be two-year staggered terms for all faculty and staff. Term of service for the student will be one year with possible reappointment.

Duties and Responsibilities:

- 1.To annually review recommendations from all Task Forces for Budgetary Review appointed by the President.
- 2.To provide fundamental assessment of and make recommendations concerning academic delivery systems.
- 3.To recommend and prioritize capital construction projects.
- 4.To examine resource allocations with analysis of productivity and costs and to make resource allocations recommendations consistent with the university mission.
- 5.To examine potential partnerships between the university and industry or other sources that support the mission of the university.

Officers: Chair, a Vice Chair, and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As needed each year.

Reporting Channels: Recommendatory to the President through the Executive Vice President for Academic Affairs.

Minutes and Proposals Copied to: Faculty Senate, Staff Congress, Student Government Association, and the Library.

Support Services: Academic Affairs.

UNIVERSITY TEACHER EDUCATION COMMITTEE

Termination Date: Standing Committee, last revision June 1992. *December 1993.*

Purpose: To recommend policies which govern University Teacher Education programs, to advise appropriate units on teacher education policies and to provide leadership in elementary and secondary educational reform.

Membership: Membership of the committee shall consist of ~~twelve~~ *thirteen* faculty members, at least half of whom must have continuing experience in Teacher Education Programs, three public school practitioners, four students, a representative from the Educational Services Unit, and the Dean of the College of Education and Behavioral Sciences. *Twelve* Faculty members shall be selected by the deans of the colleges with three from each college. *One Faculty Senator involved with Teacher Education will be selected by the Faculty Senate.* Of those representing the College of Education and Behavioral Sciences, at least one shall represent Elementary Education and at least one shall represent Secondary Education. The term of service for faculty members shall be three years, with one-third of the members being replaced each year. Public school practitioners (one elementary school teacher, one secondary school teacher, and one public school administrator) shall be selected by the Eastern Kentucky Education Association for a two-year term with possible selection for an additional two-year term. If the Eastern Kentucky Education Association is unable to make selections, public school practitioners may be selected by the Dean of the College of Education and Behavioral Sciences. Four students, one from each college (one of whom must be a graduate student) who are enrolled in a Teacher Education Program, shall be selected by the dean of each college for a one-year term. All policies and practices of this governing unit shall be consistent with the standards and recommendations of the National Council for the Accreditation of Teacher Education and the Kentucky Department of Education.

Duties and Responsibilities:

1.To establish and publish educational goals for teacher education.

2.To approve proposed additions or changes in teacher education courses and programs, prior to Curriculum Committee review.

- 3.To establish and publish the policies for admission and retention in teacher education and for admission and retention in professional laboratory experiences.
- 4.To appoint a teacher education program admissions subcommittee which shall meet Kentucky Department of Education requirements for membership. This subcommittee will include the three public school practitioners.
- 5.To perform all other duties specified by NCATE guidelines and KY Dept of Education.

Officers: Chair - Dean of College of Education and Behavioral Sciences who shall vote only in case of a tie; a Vice Chair and a Secretary to be selected by the committee from the membership.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory through the Graduate Committee or the Undergraduate Curriculum Committee to the Executive Vice President for Academic Affairs and Dean of Faculty, *Recommended changes in policies and procedures shall be reported to the Faculty Senate.* **Minutes and Proposals Copied to:** The Library, Faculty Senate, and Student Government Association.

Support Services: Office of the Dean of the College of Education and Behavioral Sciences.

~~ENVIRONMENTAL QUALITY COMMITTEE UNIVERSITY WELLNESS COMMITTEE~~

Termination Date: Standing Committee, established June 1990, *last revision December 1993.*

Purpose: To promote a quality physical environment for University students, faculty, and staff *and promote the University recycling efforts.*

Membership: ~~Voting membership shall consist of three faculty members selected by the Faculty Senate, three staff members selected by the Staff Congress (one must be from the secretarial/clerical category), the Occupational Safety and Health Coordinator, and two students selected by the Student Government Association. Terms of service shall be three years for faculty and staff with one-third of each being replaced each year. Term of service for students shall be one year. Voting membership shall consist of a representative from Human Resources, Substance-Abuse and Student Wellness, Community Services, and Food Services, and the Occupational Safety and Health Coordinator; the Chairs of Nursing, HPER, and Home Economics; the Professor of Exercise Science guiding the program development, four staff members selected by the Staff Congress (one must be from the secretarial/clerical category), two students selected by the Student Government Association, a professional librarian, and one faculty from each college selected by the Faculty Senate ((At least one faculty member shall be a Faculty Senator, but Faculty Senators should not hold a majority of faculty membership on the committee.)). Terms of service shall be for one year.~~

Duties and Responsibilities:

- 1.To disseminate information to the University about environmental issues with the purpose of upgrading knowledge about the environment.
- 2.To evaluate information about environmental issues and make recommendations for programs, services, operations, etc., that would improve environmental conditions across the University and promote the University recycling efforts.
- 3.*To make recommendations concerning and to promote physical, emotional, intellectual, social, spiritual, environmental, and occupational health for all members of the university community.*
- 4.*To develop a phase-by-phase wellness program for the campus, including programs and activities for faculty, staff, and students.*
- 5.To monitor institutional compliance with appropriate environmental regulations and procedures.
- 6.To promote a cleaner, safer environment for all University citizens.
- 7.To study and promote more efficient uses of energy.

Officers: ~~A Chair and a Vice Chair to be selected by the committee from the membership; Secretary - Occupational Safety and Health Coordinator.~~ *Chair; a Vice Chair and a Secretary to be selected by the committee from the membership.*

Frequency of Meetings: Monthly.

Reporting Channels: Recommendatory to *President through* the Vice President for Administration and Fiscal Services. *Recommended changes in policies and procedures shall be reported to the Faculty Senate.*

Minutes and Proposals Copied to: The Library, Faculty Senate, Student Government Association, and Staff Congress.

Support Services: Office of the Vice President for Administration and Fiscal Services *and office of Human Resources.*
