

# UNIVERSITY COMMITTEE HANDBOOK

## 2006-2007

Committee service is an integral part of the responsibilities of faculty and many staff members at Hardin-Simmons University. As teaching and scholarship are primary in the intellectual life of the University, so committees are primary in the setting and implementing of policies and the practical functioning of University life at all levels. Thus, the ability to serve effectively on committees is recognized by the University as an important part of the teaching-scholarship-service triad in which all faculty participate. Similarly, many University staff members are needed on committees and recognize committee service to be an integral part of their positions at the University.

### COMMITTEE STRUCTURE

Except for the occasional *ad hoc* assignments, regular faculty members should not be assigned to more than two standing committees if possible. Faculty members elected to the Faculty Development Committee are not expected to serve on other committees since that assignment is deemed to constitute a full committee load. No member should serve concurrently on more than one of the following: the Faculty Development Committee, the Rank and Tenure Committee and the Teaching Effectiveness Committee. Appointments to standing committees are recommended to the President of the University by the Committee on Committees except for assignments determined by an election or by virtue of office (*ex-officio*). *Ex-officio* members are non-voting unless otherwise noted in the committee description below. Unless otherwise specified, committee assignments begin with opening of the fall semester.

Committee chairs should distribute an agenda with the meeting call at least one week in advance of a meeting. Committees should have a quorum (more than half of the membership of the committee) in order to meet and, unless specified by committee bylaws, motions require a simple majority to pass. The committee chair should record actions by the committee and file the approved minutes in the Provost's office each year.

- I. Standing Committees Related to Academic Programs
  - A. Academic Committee
  - B. Academic Suspension Appeals Committee
  - C. Academic Technology Committee
  - D. Chapel Advisory Committee
  - E. Faculty Development Committee
  - F. General Education Council
  - G. Grade Appeal and Academic Misconduct Committee
  - H. Graduate Council
  - I. Honors Council
  - J. International Studies Committee
  - K. Library Committee

- L. On-line Education Council
  - M. Rank and Tenure Committee
  - N. Teacher Education Council
  - O. Teaching Effectiveness Committee
  - P. University Research Review Committee
  - Q. Who's Who Committee
- II. Other Standing Committees
- A. Adopt-A-School
  - B. Athletics Committee
  - C. Big Country Teacher Center
  - D. Fringe Benefits Committee
  - E. International Student Committee
  - F. Institutional Effectiveness Committee
  - G. Safety, Accessibility and Health Committee
  - H. Student Publications Committee
  - I. Western Heritage Advisory Committee
- III. Ad Hoc Committees
- A. Advising Advisory Committee
  - B. Committee on Committees
  - C. QEP Committee

## COMMITTEE PURPOSES

- I. STANDING COMMITTEES RELATED TO THE ACADEMIC PROGRAM
- A. The Academic Committee reviews and evaluates existing and proposed academic policies and programs, makes recommendations to the faculty and/or administration, as appropriate, and serves as an advisory group to the Provost. The Academic Committee also considers those proposals forwarded from a school or college which relate to changes affecting the core curriculum, new programs or degrees, and any other curriculum items which, when approved by the originating school or college, go on to the general faculty for consideration. It will not consider items which affect only a particular school or college, though the schools and colleges are encouraged to report these items to the committee as information. The Provost has the authority to determine which proposals should go to the Academic Committee and, if approved, to the general faculty. The committee is responsible for conducting the Academic Program Review process annually and for making appropriate recommendations to the Provost. The committee is composed of the academic deans, the President of the Faculty, the Dean of University Libraries, the Registrar, two faculty members elected by the College of Liberal Arts (one from each of the two "clusters": Literature/ Languages/ Communication and Social Sciences), one faculty member elected from each of the schools (Business, Education, Music/Fine Arts,

Sciences & Mathematics, Theology, and Nursing), the Associate Provost and the Provost who chairs the committee. The only non-voting member is the Associate Provost. Members are elected for staggered three year terms. Elected members may not serve more than two consecutive terms.

- B. The Academic Suspension Appeals Committee reviews appeals submitted by students who have been suspended from the university for academic reasons. The committee is composed of the Registrar/Assoc Vice President for Student Records & Registration, the Assoc Vice President for Academic Advising, the Vice President for Enrollment Management and the Chief Academic Officer (or his delegate) who chairs the committee. The student's dean and/or the student's academic advisor will be included in the evaluation of the student's appeal as necessary. Decisions by the committee are normally considered as final. All members are voting members.
- C. The Academic Technology Committee assesses academic computing capabilities on campus and makes recommendations to the Provost regarding the best possible use of these resources. The committee also reviews policies and standards for the use of technology by students and faculty. The committee serves in an advisory capacity to the Provost and to academic areas in matters of instructional technology, and helps promote the use of technology in instruction. The Associate Vice President for Technology Services serves ex-officio. The Provost serves as a voting member with six other members appointed annually by the Committee on Committees. The chair is decided by the Committee on Committees. Members may not serve more than three consecutive years; therefore, two members rotate off each year.
- The Chapel Advisory Committee assists in the planning, organizing and implementation of Tuesday Chapel services. This includes helping to find guest speakers, giving input on chapel format, providing suggestions for improving overall quality of chapel and evaluating chapel effectiveness. The committee is comprised of faculty or staff who are appointed by the Provost. Members will serve three year terms and may not serve more than two consecutive terms.
- D. The Faculty Development Committee considers proposals from faculty members concerning the use of the Cullen Fund for Faculty Enrichment and makes recommendations to the Provost relative to the funding of those proposals. The committee is composed of one representative each from the Kelley College of Business, the Irvin School of Education, the School of Music and Fine Arts, the Logsdon School of Theology, the Library, the Holland School of Sciences and Mathematics, from each of the "clusters" in the Cynthia Ann Parker College of Liberal Arts and one member-at-large. The faculty elects members during the spring semester from the two nominees presented by the units indicated above, except for the at-large member who is elected from those nominated from the floor. Members serve three-year terms. New members shall

take office as of June 1. The chair is elected by the committee and may not serve two consecutive years. Members may not serve more than two consecutive terms.

- E. The General Education Council works to ensure the academic integrity and rigorousness of those classes required of all HSU graduates as a part of the university's general education curriculum, referred to as HSU's Foundational Curriculum. The council makes recommendations to the university regarding curricular requirements and standards of the Foundational Curriculum and oversees academic issues related to these courses. The Council is chaired by the Dean of General Educational Studies and consists of the chair, a representative from Academic Advising in the Student Development area (ex officio), one faculty representative from the Richardson Library, and eight faculty members, at least one from each school or college. Members are elected by colleges/schools and serve three year terms.
- F. The Grade Appeal and Academic Misconduct Committee consists of three (3) faculty members from different academic areas who are appointed by the Committee on Committees and two (2) senior students with grade point averages of at least 3.00 who are appointed as needed by the Student Development Office in consultation with the committee chair. The Committee on Committees selects one faculty member as chair. The committee exists as a court of final appeal in cases in which undergraduate students choose to dispute a course grade or a charge of academic misconduct. Guidelines for the appeals process are published in the Student Handbook. Faculty members serve staggered three year terms. Members may not serve more than two consecutive terms.
- G. The Graduate Council interprets the policies of the graduate faculty, makes recommendations to the Dean of Graduate Studies and the graduate faculty. The Council reviews current graduate school policies and recommends changes. The Dean of Graduate Studies administers these policies. The Council recommends new graduate programs and courses, rules on student appeals and identifies graduate students for special recognition. The Council also reviews ongoing graduate programs. The Council is composed of the Provost, the Dean of Graduate Studies, and one faculty representative from each graduate program. There is one representative for both Reading and Gifted Education; one representative for all Music graduate programs; one representative for both Physical Education and Sports Management; and one representative for both the Divinity and Religion programs. Their respective deans, in consultation with the Dean of Graduate Studies, select members of the council. All members of the Graduate Council must be members of the graduate faculty. The Council annually selects its chair and secretary.
- H. The Honors Council is charged with advising and assisting the Director of the Honors Program at Hardin-Simmons University. The Director's responsibilities range from promotion of the program, admission of

students, maintenance of standards, and keeping records. The Council is comprised of the Director (appointed by the Provost), who chairs the Council, and one representative elected by Business, Education/Fitness and Sport Sciences, Literature/Languages/Communication, Science/Mathematics, Music/Fine Arts, Theology, and Social Sciences. Elected members of the council rotate three members at a time, after three years service. A sitting council member may retain his/her seat for a second term at the discretion of the area represented.

- I. The International Studies Committee coordinates academic ventures in foreign countries and offers the campus community information about overseas programs available to Hardin-Simmons students and faculty. In addition, the committee serves the following functions: (1) identifies students who might qualify for prestigious international awards, scholarships, and fellowships; (2) makes those students aware of those opportunities and encourages them to apply; (3) aids qualified students in preparing their applications; and (4) furnishes the sort of committee evaluation of a candidate's qualifications desired by selections committees. The Director of International Studies is an ex-officio member of the committee. The committee consists of five additional members who serve staggered three year terms. The Committee on Committees appoints members and determines the chair. Members may not serve more than two consecutive terms.
- J. The Library Committee functions in an advisory capacity and acts as a link for communication between the Dean of University Libraries and the faculty, and between the Dean of University Libraries and the student body. It studies library needs in view of the academic program and advises the Dean on matters of general policy and on methods of correlating library holdings and services with academic requirements in the various disciplines. The Committee on Committees appoints the chair plus six members. The Dean of Libraries serves ex-officio. Members may not serve more than three consecutive years.
- K. The Rank and Tenure Committee reviews and evaluates recommendations for promotion and tenure and recommends to the Provost those it considers worthy. The committee is composed of one representative each from the Kelley College of Business, the Irvin School of Education, the School of Music and Fine Arts, the Logsdon School of Theology, the Library, the Holland School of Sciences and Mathematics, from each of the "clusters" in the Cynthia Ann Parker College of Liberal Arts, and one member at-large. Members must be tenured and hold a terminal degree in their discipline. The faculty elects members during the spring semester from the two nominees presented by the units indicated above. The at-large member is elected from those nominated from the floor. Members serve staggered three-year terms. The committee elects its own chair who may not serve two consecutive years. Members may not serve more than two consecutive terms.

- L. The Teacher Education Council responsibilities include the following: (1) establishing admission and retention policies for the teacher education program (2) admitting applicants to the teacher education program (3) reviewing records of students in the teacher education program who do not meet proficiency benchmarks and determining their future status in the program (4) presenting the viewpoint of departments which have programs leading to teacher certification (5) assisting the total university faculty in understanding the teacher education program (6) reviewing and assisting in the implementation of the State Board for Educator Certification standards for all levels and fields of certification offered at HSU (7) assisting the Dean of the Irvin School of Education in maintaining an accredited status with the State Board for Educator Certification. Each department or cluster, which offers a program leading to teacher certification, has a representative on the Teacher Education Council appointed by the program's dean in consultation with the department head. The Hardin-Simmons University Certification Officer, the Education Librarian and the Dean of the Irvin School of Education serve ex-officio. The Dean of the Irvin School of Education chairs the Council. All members are voting members.
- M. The Teaching Effectiveness Committee is charged with oversight of the improvement and assessment of the quality of faculty teaching. The committee is responsible for developing and overseeing pedagogical workshops, new faculty orientation and mentoring, and other activities designed to foster excellence in teaching. The committee, under the direction of the Provost, is also responsible for overseeing faculty assessment procedures, including student evaluations, peer evaluations, and scheduled teaching reviews, according to University policy. The committee is composed of the chairs of the individual school or college teaching effectiveness committees, who are appointed annually by the dean of each school or college. The chair is appointed by the Provost.
- N. The University Research Review Committee is committed to safeguarding the dignity, health, safety, privacy, and integrity of the subjects, the institution and the researchers involved in research within its auspices. This committee reviews research projects from HSU faculty, staff, and students. All researchers utilizing humans or animals as subjects must submit a proposal for approval to the University Research Review Committee (URRC). The URRC has research guidelines that can be requested from the chair. The committee is composed of five faculty members and the Dean of Graduate Studies who serves ex-officio. Members will have a terminal degree, an interest in research, and a tenure-track appointment. Members will serve two-year terms. Two faculty members will be appointed in even numbered years, three in odd numbered years, thus assuring continuity and stability of the committee. The chair is determined by the Committee on Committees. Members may not serve more than two consecutive terms.

- O. The Who's Who Committee reviews nominations and completes the requirements to ensure proper Who's Who representation for undergraduate students. The Graduate Council manages Who's Who nominations for graduate students. The Dean of Students serves as an ex-officio member. The Committee on Committees appoints the chair plus two members annually. Members may not serve more than three consecutive years.

## II. OTHER STANDING COMMITTEES

- A. The Adopt-A-School Committee works through the AISD Adopt-A-School program with Johnston Elementary to blend unique resources in a cooperative partnership so that opportunities of service enhance the quality of the educational experience for all involved. A strong partnership has been built over the past years between Johnston Elementary School and Hardin-Simmons University. The chair and four members are appointed by the Committee on Committees. Members serve staggered three year terms and may not serve more than two consecutive terms.
- B. The Athletics Committee acts in an advisory capacity to the athletic director and the coaches on the scheduling of events and on overall athletic programming. The committee serves as an official link between the HSU athletic program and the various athletic associations. The chair and four members are appointed by the Committee on Committees. In addition, the Athletic Director and the Registrar serve ex-officio. Members serve staggered three year terms and may not serve more than two consecutive terms.
- C. The Big Country Teacher Center coordinates the field-based experiences of teachers in training for the Big Country state-approved teacher education programs. The Center facilitates the cooperative relationship between the University and the public schools which serve the teacher education program. Members are appointed by the Dean of the Irvin School of Education according to the Center bylaws.
- D. The Fringe Benefits Committee reviews and makes recommendations relating to employee benefits. The committee is intended to represent all classes of employees and is composed of five faculty members and five staff members. The chair will rotate yearly between a member of the faculty and a member of the staff. The Committee on Committees appoints the chair and members. The members serve staggered three-year terms and may not serve more than two consecutive terms. The Director of Human Resources, the Senior Vice President for Finance and the Provost serve ex-officio.
- F. The International Student Committee works with internationals enrolled at the University to try and make their experience in the United States and at Hardin-Simmons as positive as possible. The chair and six members are appointed by the Committee on Committees. Members

serve staggered three year terms and may not serve more than two consecutive terms.

- G. The Institutional Effectiveness Committee will review institutional effectiveness and ensure compliance with SACS requirements, especially with regard to program assessment plans. The Deans will appoint members to represent each school and college as well as the library. The College of Liberal Arts will have one representative from each cluster. The Graduate Dean will appoint one graduate faculty member. Members will be appointed for staggered three year terms and may not serve more than two consecutive terms. The chair will be appointed by the Provost. The SACS Reaccreditation Liaison (appointed by the University President) and the Graduate Dean will serve as ex-officio members.
- H. The Safety, Accessibility and Health Committee reviews matters related to safety, accessibility and health, and makes recommendations in keeping with relevant local, state and Federal standards. The Director of Human Resources is the HSU Coordinator for this program and serves ex-officio as does the Vice President for Finance and Management, the Disabilities Officer, the Nurse, the Director of Athletic Training, and the HSU Police Chief. The Committee on Committees appoints the chair plus four members. Members serve staggered three year terms and may not serve more than two consecutive terms.
- I. The Student Publications Committee supervises the operation of all student publications including *The Brand*, the student newspaper; *The Bronco*, the student yearbook; and *The Corral*, a literary publication. The committee makes decisions in the form of recommendations to the administration. Student positions are filled by applications and interviews conducted by the faculty advisor and the Student Publications Committee. The committee is chaired by the Director of Student Publications who is appointed by the Provost. Members include advisors for the *Corral*, *Brand*, and *Bronco* as well as the Sports Information Director. All members are voting members.
- K. The Western Heritage Advisory Committee coordinates University programs and activities relating to its Western Heritage, including Western Heritage Day. The Coordinator of Special Events serves as a voting ex-officio member. The Committee on Committees appoints the chair and six additional members who serve staggered three year terms. Members may not serve more than two consecutive terms.

### III. AD HOC COMMITTEES

- A. The Committee on Committees reviews the structure and function of all university-wide committees, makes recommendations to the faculty relative to any modification of the committee structure, and recommends to the President members of the faculty and staff to serve on the various committees. The committee is chaired by the Provost and is composed

of the other members of the Academic Committee, the vice presidents responsible for other areas of the University, and two members of the general faculty elected annually for that purpose.

- C. The Advising Advisory Committee assists the Academic Advising Center by developing methods to improve advising and review the needs for advisor training. The membership is appointed by the Provost and includes 3 deans or associate deans, two faculty members and the Associate VP for Advising who acts as an ex officio member.
- D. The Quality Enhancement Plan Committee—The committee is charged with developing the university's QEP plan for SACS reaccreditation. The committee is appointed by the president and includes representatives from the administration, the faculty, the staff, and the student body.