

CHAPTER SIXTEEN

COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS *HANDBOOK*

The committees given in this chapter represent the major committees of the University in which members of the Ordinary Faculty play significant roles.

The committees listed in this chapter are referenced in this *Handbook*. It is part of the contractual status of the Ordinary Faculty (see Chapter 6, Section A) that the extent of faculty participation on these committees shall not be diminished, in either relative nor absolute terms, nor shall changes in the purposes of the several committees of Chapter Sixteen be made without the advice and consent of the Senate. Changes in the duties of the various committees will not be made without the advice and comment of the Senate.

The relevant University official may alter the non-faculty personnel on any given committee without recourse to procedures specified in Chapter 14 of this *Handbook*.

If a University official appoints an additional non-faculty person to a committee, the University Senate has the prerogative to appoint an additional faculty representative if it chooses. A University official is defined as anyone identified by non-faculty title on any committee described in this chapter, e.g., “director”, “Vice President”, etc.

The appointive officer for each committee shall be responsible for notifying the *Faculty Handbook* Revision Committee of any changes made in non-faculty personnel so that the *Handbook* can be accurately updated.

Most meetings of the University committees are open to anyone with an interest in the activities of the committee. The date, time, place agenda of meetings and committees shall be posted and/or published reasonably in advance of such meetings but no less than three days prior thereto. Posting and/or publication of this notice shall be made in accordance with policy adopted by the University Senate. An individual interested in the operation of any committee is encouraged to contact the chairperson of the committee for more complete details.

Whenever an individual is listed by title, that person holds the position *ex officio*. It is presumed that all members of a committee have voting and proxy assigning privileges, unless these are specifically prohibited.

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, Chairs, and Directors at least once each semester.

~~ADMINISTRATIVE COUNCIL~~

~~Chairperson:~~ ~~Provost and Vice President for Academic Affairs~~

~~Secretary:~~ ~~As appointed by Chairperson~~

~~Voting Members:~~

- ~~1. — Chairperson of the Council~~
- ~~2. — The Deans of the undergraduate colleges~~
- ~~3. — Dean of the School of Law~~
- ~~4. — Dean of University Ministry~~
- ~~5. — Director of Registration Services~~
- ~~6. — Director of Administrative Services~~
- ~~7. — Dean of Admissions and Enrollment Management~~
- ~~8. — Dean of Libraries~~
- ~~9. — Associate Vice President for Student Affairs~~
- ~~10. — Chairperson of the University Senate~~
- ~~11. — Dean of Summer Sessions~~
- ~~12. — Director of the Jesuit Center~~
- ~~13. — Vice President for Business and Finance (or appointee)~~
- ~~14. — Vice President for Institutional Advancement (or appointee)~~

~~Non-voting Members:~~

- ~~1. — SGA representative~~
- ~~2. — Executive Director of Information Technology~~

~~Terms:~~

~~SGA Rep may be SGA President or appointed by SGA to serve an annual term. — All remaining members serve ex-officio.~~

~~Purpose:~~

~~This committee reviews the administrative policies and practices of the University as they relate to the academic calendar, registration issues, and student services in support of academic affairs.~~

~~Duties:~~

- ~~1. It shall establish the academic calendar for each year and submit the recommended calendar to the Administrative Council for final approval.~~
- ~~2. It shall serve as a review board on matters concerning registration issues and student services in support of academic affairs, and other appropriate matters.~~
- ~~3. It shall normally meet monthly during the academic year.~~
- ~~4. The Administrative Council shall report to the President through the Provost and Vice President for Academic Affairs.~~

Revision Approved by BOT October 2005

AFFIRMATIVE ACTION AND DIVERSITY COMMITTEE

Chairperson: Ordinary Faculty member elected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Human Resources Director or Representative
3. The Director of the Women's Resource Center
4. Six members of the Ordinary Faculty appointed by the President and Provost and Vice President for Academic Affairs in consultation with the Deans (One each from the College of Social Sciences, College of Business, College of Music and Fine Arts, College of Law, the University Library, and the College of Humanities and Natural Sciences).
5. Director of the Center for Intercultural Understanding or Representative
6. Co-Curricular Programs Representative
7. SGA Representative
8. Admissions Representative
9. Mission and Ministry Representative
10. Office of the Provost Representative (*ex officio*)

Terms:

Appointments are made for 3 year terms, staggered initially.

Purpose:

This committee shall be advisory to the President on all matters relating to Affirmative Action and Diversity.

Duties:

1. It shall review on a regular basis the progress made within the University in the recruitment, appointment, promotion, and other employment considerations of minorities and women with respect to diversity and Affirmative Action goals and time tables.
2. It shall present to the President annually a fully detailed analysis of the current student and employment profiles, and shall recommend to the President any remedies it deems necessary in order to keep alive the ideals of diversity and Affirmative Action at the University.
3. It shall recommend to the President modifications of the Affirmative Action Plan when it determines such modifications are desirable.
4. It shall support diversity in the curriculum by encouraging faculty members to include diversity topics in their courses, and by offering tangible support to faculty to encourage the creation of courses which promote diversity.

5. It shall monitor and promote academic and co-curricular programs and activities which feature diversity themes.
6. It shall meet monthly during the academic year.
7. It shall report to the President.

CIVIL RIGHTS GRIEVANCE COMMITTEE

Chairperson: A member of the Ordinary Faculty appointed by the President

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty, one from each College including the Library, appointed by the President, with the advice of the Provost and Vice President for Academic Affairs and the Executive Council of the University Senate
3. Two alternate members appointed by the President

Terms:

All members and the alternates serve indefinite terms

Purpose:

This Committee shall have the responsibility of hearing cases involving matters concerning civil rights legislation. The jurisdiction of this Committee shall be limited to grievances relating to possible deprivation of federally guaranteed civil rights.

Duties:

1. It shall serve as a separate and independent body to adjudicate civil rights complaints on referral by the University Conciliation Committee.
2. It shall communicate its findings of facts and recommendations to the President of the University in letter form within a reasonable time after the hearing, with copies to all involved parties.
3. The President may either accept or reject the recommendations of the committee and his decision will be communicated in writing to the Committee Chairperson, with copies to all involved parties. In the event the President rejects the recommendations of the Committee, he should state in his decision the reasons for the rejection.
4. It shall meet at the call of the Chairperson.
5. It shall report to the President.

Dean's Council

Chairperson: Deans rotate as Chairperson

Voting Members:

The Deans of the five colleges and the Dean of the University Library

Terms:

All members of the Council serve *ex officio*

Scope:

1. This Committee shall serve primarily as a forum for the exchange of information among the Deans of the Colleges and the Dean of the University Library.
2. It shall seek to devise potential solutions to common problems and to provide policy input to appropriate University committees and administrators.
3. It shall meet at least once a month with the Provost and Vice President for Academic Affairs.
4. It will meet with other senior administrators at the University on an as-needed basis.
5. It shall meet on a regular basis and at the call of the Chairperson. Any member of the Council may ask the Chairperson to convene a meeting.
6. It shall report to the Provost and Vice President for Academic Affairs and the Provost Council.

Approved by the Faculty Handbook Revision Committee September 20, 2011

GRADUATE COUNCIL

Chairperson

Senior Vice Provost to continue to serve as chair until a formal head of graduate education (whether an Associate Provost, VP, Director) who also sits on the Provosts' Council is appointed.

Voting Members

1. Senior Vice Provost or the head of graduate education
2. Unit directors/Chairs with graduate programs or faculty designees selected by their respective unit leader.

Non-voting Members

1. One decanal representative from a college with graduate programs will serve as an ex officio (non-voting) member.

Term of service

Unit directors and chairs shall serve on the Council for length of their terms as unit leaders. Faculty representative designees shall serve at the discretion of their unit leaders.

Purpose

To support and coordinate graduate education to assure the quality and integrity of Loyola University's graduate programs.

Mission and Vision Statement for Graduate Education

Grounded in Ignatian values, the mission of graduate education at Loyola University New Orleans is to develop dynamic leaders who think critically and globally and act with professional competence and integrity to enrich their communities.

Duties

1. Review graduate degree programs, and associated curricular and course proposals (including credit bearing certificate courses/programs) and conduct periodic program evaluations.
2. Recommend and provide oversight of general academic and administrative policies (including admission, progression and degree-certification policies) that govern all graduate programs and ensure that they are promulgated in appropriate university publications.
3. Advocate for support of graduate education.
4. Maintain and expand graduate programs in areas consistent with Loyola's mission and goals.
5. Enhance communication and coordination for graduate programs and share best practices.

New Committee – Approved by BOT on May 20, 2011

6. Improve graduate student recruitment and retention by advocating for:
 - a. Adequate resources for promotion of and infrastructure for Loyola's graduate programs
 - b. Funding for graduate assistantships and scholarships
 - c. Increased graduate student access to University facilities and services
 - d. Student and faculty professional development
7. Gather information and make reports and recommendations annually to the Provost's Council regarding graduate education.
8. Develop, implement, and review the strategic agenda and action strategies on an ongoing basis.
9. Sponsor annual open houses and graduate poster research symposia.
10. Serve as selection committee for the Outstanding Graduate Student Award, which is presented each spring at the Baccalaureate Mass.
11. Benchmark best practices of graduate programs at peer and aspirational schools to continuously improve the graduate education at Loyola.
12. The Graduate Council reports to the Provost and Vice President for Academic Affairs.
13. The Graduate Council will meet once per month during the academic year, or as called by the chairperson.

STANDING COMMITTEE OF PROFESSIONAL AND CONTINUING STUDIES

Chairperson: A Faculty member elected by the committee

Secretary: Administrative Assistant for the Office of Professional and Continuing

Voting Members:

1. One faculty member from College of Humanities and Natural Sciences
2. One faculty member from College of Social Sciences
3. One faculty member from College of Business
4. One faculty member from College of Music and Fine Arts
5. One faculty member from the University Library
6. Faculty Representatives from departments offering Undergraduate evening degree programs (One Representative from Liberal Studies-Humanities, Liberal Studies – Sociology, Criminal Justice, Nursing)
7. Evening student representative and alternate

Non-Voting Members (Ex officio):

1. Senior Vice Provost
2. Director of Professional and Continuing Studies
3. Director, Office of Student Records
4. Vice President/Vice Provost of Student Affairs/or designee
5. Vice President/Vice Provost for Enrollment Management/or designee
6. Associate Vice President for Marketing/Communications Department/or designee
7. Associate Vice President of Financial Affairs/or designee
8. One decanal representative, with a decanal alternate selected by the Council of Deans

Committee members' terms of service:

Faculty members are elected or appointed by the respective colleges based on college protocols to three-year terms (staggered and renewable). The decanal representative will serve a one-year term. The student representative is appointed by the Provost based on recommendations by the college deans, departmental chairs, and faculty. Administrative/professional staff members are appointed by the Provost on recommendation of their respective college dean/division vice president.

Committee Purpose:

This committee serves as an advocate for the needs of nontraditional students, within the context of Loyola's educational mission. It is responsible for coordinating inter-collegial schedules and co-curricular programs and activities as well as facilitating program development and new initiatives/offerings that will grow out of the colleges and from university planning, which specifically come under the umbrella of Professional and Continuing Studies (including undergraduate evening course offerings and programs, online courses and programs, special certificate programs, continuing education programs, summer session, and course offerings at satellite campuses).

New Committee – Approved by BOT on May 20, 2011

The committee oversees policies and procedures related to marketing, recruitment/admissions, financial aid, retention, registration processes, billing processes, and academic decisions in collaboration with the colleges (i.e., transfer credit, probation admits, course substitutions, and graduation certifications).

The committee recommends improvements related to the range and types of course offerings/degree programs and core curriculum, course/program scheduling, quality controls and standards, course/program assessments/reviews, student support programs, advising, co-curricular programs, and campus services. In addition, the committee serves to help advise the Office of Professional and Continuing Studies and facilitate the coordination of planning and program development of evening course/program offerings across colleges.

Duties of members:

1. Each member of the committee shall be responsible for routinely and regularly reporting back/providing updates on the work of the committee to his or her respective college or unit and for continuously gathering input from that college or unit to ensure wide faculty and student representation in the work of the committee.
2. The committee as a whole shall communicate to the campus community, on an ongoing basis, about national trends in nontraditional programming and pedagogical best practices and about existing Professional and Continuing Studies programs and services at Loyola as well as opportunities for expansion of professional and continuing education at Loyola.

Key committee tasks:

1. Serving as an advisory group to the Office of Professional and Continuing Studies;
2. Working with colleges to enhance and develop offerings in Professional and Continuing Studies (i.e., nontraditional/evening programs);
3. Reviewing (every three to five years the overall effectiveness of nontraditional/evening programs (i.e., Bachelor of Liberal Studies – Humanities, Bachelor of Liberal Studies – Social Sciences, and Core Curriculum);
4. Reviewing and approving new programs for students enrolled in the Professional and Continuing Studies programs;
5. Reviewing (on an ongoing basis) national trends in nontraditional programmatic demand trends, pedagogical best practices, and student satisfaction;
6. Developing/monitoring/tracking key performance indicators (e.g., appropriate metrics/measures related to enrollment funnel, i.e., starting with headcounts of prospective students all the way to graduating seniors and active alumni);
7. Routinely reviewing university assessment data including indicators of quality learning outcomes and results of the senior/graduation exit survey and the Adult Student Priorities Survey (ASPS) to determine students' needs and to inform the development of strategies to improve student success/graduation;
8. Reviewing forms and protocols for student-faculty evaluations or course evaluations;

9. Routinely reviewing tuition and financial aid trends and competitive comparisons, and recommending Professional and Continuing Studies marketing, program development and expansion/strategies;
10. Identifying opportunities for expansion of nontraditional learning at Loyola and enhancement of existing programs;
11. Reviewing and implementing appropriate policies and procedures for delivery of evening courses/programs and services;
12. Reviewing partnership agreements pertaining to the online consortium program providers or any third party vendor relationships and recommending policies for administration of supplemental online course offerings, including guidelines for partnerships/relationships with external service providers for marketing, enrollment management, accreditation compliance, and other services;
13. Overseeing and recommending university short- and long-term marketing and recruitment strategies;
14. It shall report to the Provost and Vice President for Academic Affairs.

STANDING COMMITTEE ON THE COMMON CURRICULUM

Chairperson: A member selected by the committee

Secretary: Appointed by the Provost

Voting Members:

1. Two faculty members from the Humanities divisional faculty of the College of Humanities and Natural Sciences
2. Two faculty members from the Natural Sciences divisional faculty of the College of Humanities and Natural Sciences
3. Two faculty members from the College of Social Sciences
4. One faculty member from the College of Social Sciences representing the non-traditional/evening program from the College of Social Sciences
5. One faculty member from the College of Music and Fine Arts
6. One faculty member from the College of Business

Non-voting Members:

1. Provost or designee
2. One faculty member from the Loyola Jesuit Community
3. One faculty member from the University Library
4. One Student Government Association representative
5. One representative from the First Year Seminar Program
6. One representative from the Deans' Council

Terms:

1. Faculty member terms are for three years, staggered and renewable, as determined by each college's protocols/elections.
2. Student Government Association representative may be the Student Government Association President or appointed by the Student Government Association to serve an annual term (may be renewed).
3. First Year Seminar Program representative will come from the First Year Seminar Steering Committee, appointed by the Provost, and serve a three year, renewable term.
4. Deans' Council representative will be determined by the Deans' Council.

Purpose:

This committee reviews common curriculum course proposals and provides oversight of the Common Curriculum. This committee is also responsible for conducting a formal, ongoing and routine review and evaluation of the Common Curriculum.

Duties:

1. It shall serve as the review body for approval of all Common Curriculum course proposals; course approvals shall require a two-thirds vote by the SCCC for approval.
2. It shall provide oversight of the Common Curriculum program.

3. It shall evaluate the effectiveness of the Common Curriculum, as well as the effectiveness, composition, and processes of the SCCC, beginning three years after implementation and every five years thereafter, and report to the Provost, the Deans' Council, the University Courses and Curriculum Committee, the Standing Council for Academic Planning, and the College faculty assemblies.
4. It shall serve as the review board for reconciliation of conflicting requirements with degree programs across all colleges and majors, including professional and continuing studies (non-traditional/evening) programs. Reconciliation of conflicting requirements must be approved by the University Courses and Curriculum Committee.
5. It shall ensure that the Common Curriculum embodies the Ignatian vision of education and values.
6. It shall revise, as necessary, criteria which govern Common Curriculum course approval, course evaluation, course development, and course implementation. Revisions to criteria must be approved by the University Courses and Curriculum Committee.

STANDING COUNCIL FOR ACADEMIC PLANNING

Chairperson: Provost and Vice President for Academic Affairs

Secretary: Appointed by Chairperson

Voting Members:

1. Chairperson of the Council
2. One ordinary faculty member elected by the University Senate
3. Three ordinary faculty members from the College of Humanities and Natural Sciences elected by the faculty of the college without regard for department, with no more than one representative from any department
4. One ordinary faculty member from the College of Business determined by criteria internal to the college
5. One ordinary faculty member from the College of Music and Fine Arts determined by criteria internal to the college
6. One ordinary faculty member from the College of Law determined by criteria internal to the college
7. Two ordinary faculty members from the College of Social Sciences selected by ballot without regard for department, division, or school, with no more than one representative from any department, division, or school
8. One ordinary faculty member from the University Library
9. One decanal representative, with a decanal alternate selected by the Council of Deans

Non-voting Members:

1. Student Affairs Representative
2. Director of Institutional Research or delegate
3. Two student members from different colleges with two student alternates.

Terms:

1. Faculty members serve four-year staggered terms that are renewable.
2. The Decanal representative and alternate will serve two-year staggered terms that are renewable.
3. Student members serve one-year terms; the student members may serve a second term, if possible, at the request of the Council.
4. Student members are nominated by their Deans, and are subject to approval by the Provost and Vice President for Academic Affairs.

Purpose:

This Council is responsible for academic planning for the University.

Updated Text – Protocol revised by BOT on May 20, 2011

Duties:

1. It shall require, on a rotating basis, a Five-Year Plan from every academic department in the University, setting forth plans, goals, and objectives.
2. It shall assign areas of institutional research required for academic planning.
3. It shall assign *ad hoc* committees where needed for academic planning.
4. It shall coordinate its efforts with those of all other University groups engaged in academic planning (see for example UBC, Duty 2).
5. It shall gather information and make reports and recommendations to the President and the Board of Trustees regarding degrees and programs.
6. It shall review proposals for program inaugurations and discontinuances and evaluate such proposals on the basis of criteria voted on favorably by the University Senate and the President. SCAP will advise, in writing, the Board of Trustees, the President, and the University Senate concerning the proposed inauguration or discontinuance.
7. It shall meet on a fortnightly basis during the academic year and at the call of the Chairperson.
8. It shall review its membership every three years to determine if all constituents are represented.
9. It shall report to the Provost and Vice President for Academic Affairs.

STRATEGIC PLANNING TEAM

Chairperson: Provost and Vice President for Academic Affairs

Voting Members:

The following are members of the Strategic Planning Team:

1. Provost and Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President for Student Affairs and Associate Provost
4. Vice President for Institutional Advancement
5. Decanal Representative selected by the Council of Deans
6. Vice President for Mission and Ministry
7. Vice President for Enrollment Management and Associate Provost
8. Chairperson of the University Senate
9. President of the Student Government Association
10. Six elected members of the ordinary faculty (one from each college and the library).
11. Chair, Administrative Senate

Terms:

The elected members are chosen for three-year terms, staggered initially.

The Decanal representative will serve a two-year term.

Purpose:

The Strategic Planning Team is established by the President, approved by the Board of Trustees, and incorporated into the *Faculty Handbook*, as the primary planning unit at the university level. It is responsible to the President for university planning and for recommending the annual objectives of the University. In addition, it ensures that effective planning takes place at all levels of the University. Like all other campus committees, the Strategic Planning Team is advisory in nature.

Duties and Procedures:

1. It reviews annually the progress made in achieving the “University Mission Statement,” the “Loyola University New Orleans Statement of Educational Purpose,” and the “University Strategic Plan”.
2. It follows the Strategic Planning Team calendar, meeting at least monthly during the academic year and at the call of the chairperson.
3. It gathers information and assessment data regarding the institutional effectiveness of the University. It informs and seeks input from the faculty, staff, Student Government Association, and the University Senate regarding its recommendations and other matters.

Updated Text – Name Change & Protocol Revised by BOT on May 20, 2011

4. It votes on all major strategic, academic, and administrative plans and presents recommendations to the President and the Board of Trustees regarding all matters of strategic, operational, and annual planning at the University.
5. It may establish *ad hoc* committees where needed for university planning.
6. At its meetings the presiding chairperson follows the ordinary rules of parliamentary procedure. The chairperson develops the agenda. The agenda includes an open period in which any member may introduce items of concern to the whole Strategic Planning Team.
7. The meetings of the Strategic Planning Team are open to all members of the faculty and staff.
8. The work of the Strategic Planning Team is reviewed annually to insure that information is flowing effectively between representatives and those they represent, and that academic matters are prioritized.
9. Changes in this protocol may be made at any time by the President in accord with the norms of the *Faculty Handbook* (Confer Chapter 14 and Page 16-1).

UNIVERSITY BUDGET COMMITTEE

Chairperson: Provost and Vice President for Academic Affairs

Voting Members:

1. Provost and Vice President for Academic Affairs
2. Vice President for Student Affairs and Associate Provost
3. Vice President for Enrollment Management and Associate Provost
4. Vice President for Institutional Advancement
5. Vice President for Finance and Administration
6. Decanal Representative, with a decanal alternate selected by the Council of Deans for a two-year term
7. Vice President for Mission and Ministry
8. Two members of the Ordinary Faculty elected by the Senate for two-year staggered terms
9. Chair, Administrative Staff Senate
10. A student representative appointed by the Student Government Association for a one-year term

Purpose:

This committee has the responsibility to prepare the annual Budget and to recommend the budget to the President.

Duties:

1. It shall make recommendations to the President regarding financial policy.
2. It shall maintain close liaison with SCAP, since it is the Budget Committee's responsibility to allocate resources in line with priorities enunciated by SCAP, and it is SCAP's responsibility to plan realistically for the future within the limitations placed by the Budget Committee. SCAP outlines priorities; the Budget Committee outlines the budget in line with Board-approved priorities.
3. It shall meet on a regular basis, during the fall semester and weekly as target dates approach.
4. It shall report to the President.

UNIVERSITY COMMITTEE ON INTERNAL GRANTS

Chairperson: A member selected by the Committee

Voting Members:

Seven members of the Ordinary faculty, with representation as follows:

1. Two from the College of Humanities and Natural Sciences (one representing Humanities, and one representing Sciences)
2. One from the College of Social Sciences
3. One from the College of Music and Fine Arts
4. One from the College of Business
5. One from the College of Law
6. One from the University Library
7. One alternate shall be appointed for each College and the University Library.

Non-voting Members:

1. The Director of Grants & Research (ex officio)

Members are appointed by the Provost and Vice President for Academic Affairs upon the recommendations of the Deans.

Terms:

All members serve three (3) year terms. Terms are staggered. Members may serve more than once but may not serve consecutive terms.

Purpose:

This Committee shall be responsible for supporting scholarly/creative activities, Teaching effectiveness, and professional development. It shall serve as a recommendation committee to the Provost and Vice President for Academic Affairs on the rewarding of internal faculty grants and the Marquette Fellowship program.

Duties, procedure and policies:

1. It shall recommend to the Provost those proposals for support of scholarly/creative activities and teaching effectiveness/professional development enhancement that the committee deems qualified for financial support from the university.
2. It shall annually assess funding amounts for the various grants categories and may propose to the Provost changes and increases in award limits for each category of grants.
3. It shall review, on an ongoing basis, the needs for additional types of faculty grants, and may recommend changes to the Provost and Vice President for Academic Affairs.

4. It shall establish and disseminate procedures through which faculty members may apply for support of these activities and projects. It shall annually review its policies and procedures in order to ensure that the process of application is clear and accessible to the faculty.

5. It shall meet at the call of the Chairperson. Alternates must attend in the place of any committee member who cannot be present. If a member is applying for a grant or fellowship, the member must excuse him-or herself from the grant cycle in which that set of applications will be discussed and the appropriate alternate must attend as a substitute.

6. It shall report to the Provost and Vice President for Academic Affairs.

UNIVERSITY CONCILIATION COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Members of the Ordinary Faculty, one from each College of the University, and one from the University Library.
2. Members of the Ordinary Faculty, one from each College, and one from the University Library, shall be alternates.
3. Members of Rank and Tenure Committees of the University or of any College and all administrative officers of the University are ineligible for simultaneous membership on the Committee.
4. An alternate shall be selected to serve when a member is unavailable, or has been successfully challenged for cause, or is excused, or recuses himself or herself.

Terms:

1. The members and alternates shall be elected for three-year terms by a majority of those members of the Ordinary Faculty from each College who cast a vote.
2. A faculty member(s) and the administrators concerned in a matter before the Committee may challenge any member for cause; a decision for recusal to be made by other members of the Committee.
3. Any member of the Committee may be excused from serving in a particular instance if contact with the persons or the issue involved would make impartiality difficult.

Purpose:

This Committee shall make informal attempts to effect adjustment of grievance of any faculty member.

1. This Committee shall conduct informal inquiry, in an attempt to effect an adjustment in cases of dismissal for cause (see Chapter 9, Section C-2-b) of a faculty member with tenure or with a special or probationary appointment before the end of the specified term.
2. It shall review, upon written request of a faculty member, recommendation or decision against renewal of probationary appointment allegedly based on inadequate consideration in terms of relevant standards of the University. (See Chapter 4, Section G.)
3. It shall investigate and make informal inquiry into an allegation in writing by a faculty member on probationary or other non-tenured appointment that a decision not to reappoint him or her was based significantly on considerations violative of (a) academic freedom or of (b) policies on making reappointments without discrimination with respect to race, color, religion, sex, handicap, age or national origin. (See Chapter 1, Section E and Chapter 8, Section C.)

4. It shall review, upon written request of a faculty member or someone representing the faculty member, a decision to terminate an appointment with tenure, or a probationary or special appointment, before the end of the specified term for medical reasons. (See Chapter 9, Sections A-8 and D.)
5. It shall review, if the faculty member so requests, evidence for suspension for medical reasons. (See Chapter 9, Sections B and D.)
6. It shall render a judgment to appropriate University administrators concerning suspension of a faculty member because of alleged harm in the absence of a suspension. (See Chapter 9, Section B.)
7. It shall receive petitions for redress from any faculty member alleging cause for grievance in any matter. The Committee shall have the right to decide whether or not the facts merit a detailed investigation, but must investigate if a faculty member alleges violation of academic freedom or of policies against discrimination with respect to race, color, sex, handicap, age, or national origin. (See Chapter 1, Section E and Chapter 8, Sections C and D.)
8. It shall meet at the call of the Chairperson.
9. It shall report to the President of the University and to the University Senate.

UNIVERSITY *FACULTY HANDBOOK* REVISION COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Three members of the Ordinary Faculty elected by the members of the University Senate.
2. Three members of the University administration appointed by the President.

Terms:

Three-year staggered terms.

Purpose:

This Committee shall be responsible for negotiating such changes to the *Faculty Handbook* as are proposed to it under the provisions of Chapter 14.

Duties:

1. It shall determine whether the proposed changes lie within the purview of negotiation by the Committee.
2. It shall promptly distribute its findings and conclusions to the University Board of Trustees, the President, and the University Senate.
3. It shall assure that all of the provisions and limitations as set forth in Chapter 14 are duly met.
4. It shall meet at the call of the Chairperson.
5. The first meeting of the academic year shall be called by the Provost and Vice President for Academic Affairs no later than October 1 of each year.
6. It shall report to the President of the University and the University Senate.

Updated text by BOT on May 20, 2011

UNIVERSITY RANK AND TENURE COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Five tenured members of the Ordinary Faculty of the College of Humanities and Natural Sciences.
2. One tenured member of the Ordinary Faculty of the College of Business.
3. One tenured member of the Ordinary Faculty of the College of Music and Fine Arts.
4. One tenured member of the Ordinary Faculty of College of Law.
5. One tenured member of the Ordinary Faculty of College of Social Sciences.
6. One tenured member of the Ordinary Faculty of the University Library.

Terms:

1. Members shall serve three-year staggered terms, renewable once.
2. In the spring semester of each year, the Elections Committee of each College, following its normal procedures, will conduct a secret ballot among the faculty of each college to determine its representative(s). In case of a tie vote, a run-off election must be held.

Purpose:

This Committee serves as an appeals body primarily in cases of denial of rank and/or tenure.

Duties:

1. This Committee is essentially an appeals body, primarily in cases of denial of promotion and/or tenure.
2. A faculty member may appeal a decision concerning promotion or tenure to the URTC. The recommendation of the Committee on the appeal will be made in writing to the President. (These procedures are given in greater detail in other sections of this *Handbook*.)
3. A faculty member may appeal a termination notice that is based on medical reasons, program discontinuance or financial exigency. (These procedures are given in greater detail in other sections of this *Handbook*.)
4. It shall hear cases referred to it by the University Conciliation Committee. (See Chapter 4, Section G.)
5. The Committee shall meet at the call of the Chairperson.
6. It shall report to the President.