

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 20-A-X

Approved by the Faculty Senate
XXXXXX

BRIEF SUMMARY: This bill specifies the policy portion of the existing *Faculty Handbook* section on *University Standing Committees and Councils* (Chapter 1, Section G5).

**REVISING “UNIVERSITY STANDING COMMITTEES AND COUNCILS” TO
ESTABLISH A POLICY SECTION**

BE IT RESOLVED THAT, subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 1, Section G5 of the *Faculty Handbook* be amended by replacing the existing content with the following “policy” section (with the companion “procedures” to follow it in the *Handbook*):

5. University Standing Committees and Councils:

Policy Section *Faculty Senate Bill 20-A-X begins here.*

A University Standing Committee or Council is a representative body formed and charged by the University President and must report to the President of the University and/or an individual designated by the University President.

The composition of the University Standing Committees and Councils generally can be divided into two categories of membership based on university affiliation and ability to vote on matters before that particular committee or council. Voting members must be full-time university employees and, as the title implies, have voting privileges. All University Standing Committee and Council members are voting members unless otherwise stated in the description of the specific committee or council. Advisory members are essential in contributing information and insight to the committee or council process. Individuals serving in an advisory capacity are not required to be full-time university employees and do not have voting privileges.

Three-year terms should be established for faculty members on University Standing Committees and Councils if appropriate and congruent with the charge of the committee or council.

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The size and composition of committees and councils vary according to purpose and representation. When a committee charge has a direct impact on academic policies and procedures, the majority of that committee's composition should be faculty members. Faculty representation should be among different colleges and Kent Library, except in cases where particular expertise is required.~~Normally, faculty members, each from a different college and Kent Library, and four persons from other University affiliations or assignments (i.e., administration, students, alumni, and other staff) form the representative basis of each committee.~~ All committee and council chairpersons file at least one report annually to the responsible administrator if appropriate.

~~The Alumni Association's Homecoming Steering Committee, the Committee on Research Involving Human Subjects, the University Promotion Committee, and the Teacher Education Committee are defined in specifically approved policies.~~

~~a. ——— **Administrative Council**~~

~~**Charge:**~~

~~To advise the President and share information about the operations and activities of the various administrative divisions of the University.~~

~~**Membership:**~~

~~The President, Provost, Vice President for Enrollment Management and Student Success, Vice President for Finance and Administration, Vice President for University Advancement and Executive Director of the University Foundation, deans, President of Student Government, Chairperson of the Faculty Senate, Moderator of the Chairpersons' Forum, Chairperson of the Professional Staff Council, Chairperson of the CTS Staff Council, Assistants to the President, Associates to the President, Vice Provost, Assistant Provost, Assistant Vice Presidents, Controller/Assistant Treasurer, Director of Athletics, Director of Campus Life, Director of Enrollment Management, Director of Human Resources, Director of Institutional Research, Director of University Relations, and CEO of the Missouri Research Corporation.~~

~~*Reports to: President*~~

~~b. ——— **University Athletic Committee**~~

~~**Charge:**~~

~~To recommend policies governing University programs in athletics; to review guidelines established by external organizations as well as state and federal agencies insofar as they affect University Programs in athletics.~~

~~**Membership:**~~

~~Four faculty members, rotated between the five colleges, and Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve 2-year appointments. Two student members are nominated by the President of Student Government and appointed by the President. One representative each from the~~

~~Professional Staff Council and the CTS Staff Council to be nominated by the Councils and appointed by the President. Student and employee council members serve one-year terms. The President may appoint other members.~~

~~Reports to: President~~

~~e. **University Equality Issues Committee**~~

~~**Charge:**~~

~~To assist in the implementation, monitoring, and review of equity policies and procedures.~~

~~**Membership:**~~

~~Faculty members, one from each college, and Kent Library, to be nominated by the Faculty Senate Membership Committee, will serve 3-year appointments. One student member is nominated by the President of Student Government and appointed by the President for a one-year term. Representatives from the Professional Staff Council and CTS Staff Council are nominated by the Councils and appointed by the President for one-year terms. Other members are appointed by the President and are non-rotating members.~~

~~Reports to: President~~

~~d. **Academic Advising Council**~~

~~**Charge:**~~

~~To facilitate coordination of advising services University wide. The Council will make recommendations regarding areas including, but not limited to, advisor/advisee responsibilities, advisor training, advising documentation, advisee loads, a reward/recognition system for faculty and staff advisors, use of technology to improve services to students, and ensuring a uniform level of advising services for all students.~~

~~**Membership:**~~

~~A professional staff advisor from each of the colleges, the School of University Studies, the athletics advising center, and the off-campus advising centers to serve as non-rotating members. One representative each from the Registrar's Office and the Admissions Office to represent Enrollment Management nominated by the Vice President for Enrollment Management and Student Success, one representative from Minority Student Programs nominated by the Dean of Students to represent Student Development, one representative from International Programs, and one faculty member who advises to be nominated by the Faculty Senate Membership committee, all to serve three-year appointments. One undergraduate student nominated by the President of Student Government to serve a one-year appointment.~~

~~Reports to: Provost~~

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105 ~~e. Council of Deans~~

106 ~~Charge:~~

107 ~~To serve as a primary communications channel and academic administrative~~
108 ~~advisory body for the Provost in the discussion of administrative procedures and~~
109 ~~policies, budget and resource allocations, and ongoing administrative questions.~~

110 ~~Membership:~~

111 ~~The Provost, deans of each college, Vice Provost and Dean of the School of~~
112 ~~Graduate Studies, Assistant Provost for Extended Learning and Dean of the School~~
113 ~~of University Studies, Dean of Academic Information Services and Director of Kent~~
114 ~~Library, and the Dean of Students. The Council is chaired by the Provost.~~

115 ~~Reports to: Provost~~

116 ~~f. Funding for Results Team~~

117 ~~Charge:~~

118 ~~To oversee the Funding for Results (FFR) program established by the University~~
119 ~~in 1996. Team members are responsible for reviewing all FFR proposals submitted~~
120 ~~by faculty and professional/administrative staff, recommending funds to those~~
121 ~~receiving the highest rankings, reviewing the interim and final reports of funded~~
122 ~~projects, overseeing the funding and reports from the Student Professional~~
123 ~~Development program, and for the ongoing review and development of the FFR~~
124 ~~program as it evolves.~~

125 ~~Membership:~~

126 ~~The team shall consist of a minimum of 24 members with preference given to~~
127 ~~members with a working knowledge of the University Planning and Budget Review~~
128 ~~Committees. There will be at least one graduate student (one year appointment); two~~
129 ~~undergraduate students (one year appointments); one dean; one department~~
130 ~~chairperson; one representative from each of the colleges, the School of Graduate~~
131 ~~Studies, and Kent Library; one representative from the Professional Staff Council;~~
132 ~~and one representative from the CTS Staff Council. Regular appointments will be~~
133 ~~for a three year term on a staggered basis. The Provost may appoint an additional~~
134 ~~five (5) at large members. The Vice President for Enrollment Management and~~
135 ~~Student Success, Director of Assessment, Dean of the School of University Studies,~~
136 ~~and the Dean of Students will serve as non-rotating ex-officio members. Team~~
137 ~~members may serve a second term but no more than two consecutive terms. Chair is~~
138 ~~to be appointed by Provost.~~

139 ~~*Denotes second term~~

140 ~~Reports to: Provost~~

141 ~~g. Information Technology Committee~~

142 ~~Charge:~~

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~~To do long range planning relating to computer, cable, and telephone systems throughout the institution and to make recommendations regarding the future development and integration of these systems University wide.~~

Membership:

~~A faculty representative from each college, School of University Studies, and Kent Library will be nominated by the deans. Other members include one representative each from Business and Finance, Administration and Enrollment Management and University Advancement/ Foundation to be nominated by the respective Vice Presidents; one representative from Student Development nominated by the Dean of Students; one representative from the Center for Scholarship in Teaching and Learning nominated by the Dean of the School of University Studies; one representative each from the Professional Staff Council and the CTS Staff Council to be nominated by the respective councils; and two student representatives to be nominated by the President of Student Government. Faculty and staff serve three year terms. Students serve one year terms. Non rotating members include the Vice Provost and Dean of the School of Graduate Studies, the Assistant Vice President of Information Technology, Director of Operations & Systems Support, Dean of Academic Information Services and Director of Kent Library, Assistant Provost for Extended Learning, the Manager of Web Design and Support, Dean of the School of University Studies, Director of Networking & Telecommunications, Chairperson of the Department of Computer Science, Associate Director of Facilities Management, and Director of Institutional Research. All nominees are appointed by the Provost and Vice President of Administration and Enrollment Management.~~

~~*Reports to: Provost and Vice President of Administration and Enrollment Management*~~

~~h.——**International Council**~~

~~**Charge:**~~

~~The purpose of this committee is to advise in the development of international initiatives as identified in the International Strategic Plan and to assist the Office of International Programs with long range planning to internationalize the University experience. This committee receives reports and recommendations needing further action from the other committees. Using the reports and recommendations, it participates in strategic planning for International Programs, reviews and advises on the forwarding of recommendations to others in the University community, and receives and disseminates to the appropriate committees suggestions and ideas from others. (The committee reviews its charge each year and recommends appropriate changes to the Provost.)~~

~~**Membership:**~~

191 ~~A faculty representative nominated by each of the five colleges; a representative~~
192 ~~nominated by Student Development; Office of Admissions; TESOL/ESOL; two~~
193 ~~undergraduate students: one international student and one student with study abroad~~
194 ~~experience nominated by the President of Student Government; and one~~
195 ~~international graduate student nominated by the Graduate Student Government.~~
196 ~~College, Polytechnic Studies, Student Development, and committee representatives~~
197 ~~serve three-year terms. Student representatives serve one-year terms. Non-rotating~~
198 ~~members include the Dean of the College of Business, the Registrar, the Director of~~
199 ~~International Programs, and the Assistant Director of International Programs. The~~
200 ~~Provost appoints all nominees.~~

201 ~~*Reports to: Provost*~~

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203 ~~i. **Native American Culture Committee**~~

204 ~~**Charge:**~~

205 ~~To promote and support Native American heritage and cultural education~~
206 ~~throughout the University and service region. Make recommendations to the Provost~~
207 ~~for ongoing efforts to foster Native American culture.~~

208
209 ~~**Membership:**~~

210 ~~Two faculty members, rotated among the five colleges, and Kent Library,~~
211 ~~nominated by the College/School dean and appointed by the Provost, will serve two-~~
212 ~~year terms. One representative each from the Professional Staff Council and the CTS~~
213 ~~Employee Council, to be nominated by the Councils and appointed by the Provost,~~
214 ~~will serve two-year terms. One undergraduate student member, nominated by the~~
215 ~~Student Government and appointed by the Provost, will serve a one-year term. Non-~~
216 ~~rotating members consist of the Provost (Ad Hoc), Dean of Students, Director of the~~
217 ~~University Museum, and a representative from the Equity Issues Committee~~
218 ~~nominated by the Assistant to the President for Equity and Diversity Issues.~~
219 ~~Director of the University Museum will serve as chair.~~

220 ~~*Reports to: Provost*~~

221
222 ~~j. **Research Involving Human Subjects Committee**~~

223 ~~**Charge:**~~

224 ~~To maintain familiarity with federal guidelines concerning the use of human~~
225 ~~subjects in research; to review and recommend appropriate changes in institutional~~
226 ~~policies and procedures concerning the use of human subjects in research; to review~~
227 ~~and make recommendations concerning proposed use of human subjects in research~~
228 ~~at the institution. Recommendations are to be made to the Provost.~~

229
230 ~~**Membership:**~~

231 ~~Faculty members to be appointed by the Provost, as described in the Operational~~
232 ~~Policy for Research Involving Human Subjects.~~

233 ~~*Report to: Provost*~~

234

235 ~~k. — University Academic Council~~

236 ~~Charge:~~

237 ~~To review the administration of academic programs, suggest planning and~~
238 ~~budgeting actions, and advise the Provost of proposed changes in academic~~
239 ~~programs.~~

240
241 ~~Membership:~~

242 ~~Non-rotating members are the Provost, the Vice Provost and Dean of the School~~
243 ~~of Graduate Studies, college deans, the Assistant Provost for Extended Learning, the~~
244 ~~Dean of the School of University Studies, the Dean of Academic Information~~
245 ~~Services and Director of Kent Library, the Dean of Students, and the Registrar. One~~
246 ~~faculty member is elected from each college/school/library and serves a three-year~~
247 ~~term. The Chairperson of the Faculty Senate Academic Affairs Committee serves a~~
248 ~~one-year term. The chair and members are appointed by the Provost.~~

249 ~~Reports to: Provost~~

250
251 ~~l. — University Assessment Review Committee~~

252 ~~Charge:~~

253 ~~To oversee, coordinate, and review implementation and administration of the~~
254 ~~University's assessment plan.~~

255
256 ~~Membership:~~

257 ~~A faculty representative from each college/school will be nominated by the~~
258 ~~respective college/school for three-year terms. The Deans of the School of Graduate~~
259 ~~Studies, the School of University Studies, and Students will each nominate a~~
260 ~~representative from their respective areas for three-year terms. Two student~~
261 ~~representatives will be nominated by the President of Student Government for one-~~
262 ~~year terms. Non-rotating members are the Dean of the School of Graduate Studies,~~
263 ~~the Director of First-Year Experience, the Director of Testing Services, the Director~~
264 ~~of Assessment, the Director of Writing Assessment, and the Director of Institutional~~
265 ~~Research. All members and the co-chairs of the committee will be appointed by the~~
266 ~~Provost.~~

267 ~~Reports to: Provost~~

268
269 ~~m. — University Planning Committee~~

270 ~~Charge:~~

271 ~~To establish guidelines for planning multiple years and single FY budgets. Study~~
272 ~~the institutional planning assumptions, goals and objectives, plans, institutional~~
273 ~~priorities, funding levels and make recommendations to the President on institutional~~
274 ~~priorities.~~

275
276 ~~Membership:~~

277 ~~Faculty members, one from each college, and Kent Library, to be nominated by~~
278 ~~the Faculty Senate Membership Committee, will serve 3-year appointments. The~~

279 ~~three members of the Faculty Senate Executive Committee, a representative of the~~
280 ~~Council of Deans, the Vice Moderator of the Chairpersons' Forum, one administrator~~
281 ~~each from Business and Finance and Enrollment Management and Student Success~~
282 ~~to be nominated by their respective Vice Presidents, one administrator from~~
283 ~~Academic Affairs to be nominated by the Provost, two students to be nominated by~~
284 ~~the President of Student Government, and one representative each from the~~
285 ~~Professional Staff Council and the CTS Staff Council to be nominated by their~~
286 ~~respective Councils will serve one year appointments. Non-rotating members consist~~
287 ~~of the Provost, Vice President for Finance and Administration, Vice President for~~
288 ~~Enrollment Management and Student Success, Vice President for University~~
289 ~~Advancement, Assistant to the President for Equity and Diversity Issues, and~~
290 ~~Director of Institutional Research. The Provost serves as chair and can appoint~~
291 ~~facilitators.~~

292 *Reports to: Provost*

293
294 ~~n. — University Promotion and Sabbatical Leave Committee~~

295 **Charge:**

296 ~~To make recommendations, in accordance with procedures approved by the~~
297 ~~Board of Regents, to the Provost on advancement in academic rank for faculty and~~
298 ~~on the awarding of sabbatical leaves to tenured faculty for the purpose of~~
299 ~~professional advancement; to review and approve departmental promotion criteria;~~
300 ~~to serve as an appellate body in tenure decisions.~~

301
302 **Membership:**
303 ~~The group is composed of the Dean of the School of Graduate Studies (non-~~
304 ~~rotating) and a faculty member from each of the colleges, and Kent Library. Though~~
305 ~~selected from each of the colleges, members are not representatives of their~~
306 ~~respective colleges but rather of the University faculty as a whole. Faculty members~~
307 ~~serve terms of five years, with one faculty member rotating off every year.~~
308 ~~Appointments to the committee are to be made in alternate years by the Faculty~~
309 ~~Senate and the President of the University.~~

310 *Reports to: Provost*

311
312 ~~o. — University Student Affairs Committee~~

313 **Charge:**

314 ~~To review and recommend institutional policies and procedures concerning~~
315 ~~matters which affect the general welfare of students, such as policies regarding~~
316 ~~financial aid, student rights and responsibilities, student organizations, admissions,~~
317 ~~and academic standing; to hear appeals of administrative and committee actions in~~
318 ~~reference to such policies and procedures.~~

319
320 **Membership:**

321 ~~Faculty members, one from each college, and Kent Library, will be nominated~~
322 ~~by the Faculty Senate Membership Committee. Five staff members will be~~

323 ~~nominated from Business and Finance (one member from Student Financial~~
324 ~~Services), Enrollment Management and Student Success (two members each from~~
325 ~~Admissions and Residence Life), and Academic Affairs (two members). Faculty and~~
326 ~~staff appointments will be for three-year terms. Two student members are~~
327 ~~nominated by the President of Student Government for one-year terms. All nominees~~
328 ~~and co-chairs will be appointed jointly by the Provost and the Vice President for~~
329 ~~Enrollment Management and Student Success.~~

330 ~~*Reports to: Provost and Vice President for Enrollment Management and Student*~~
331 ~~*Success*~~

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333 ~~p.——**Campus Planning and Beautification Committee**~~

334 ~~**Charge:**~~

335 ~~To review planning guidelines and plans to enhance the campus environment; to~~
336 ~~receive proposals to improve the physical environment; and to recommend that~~
337 ~~specific projects be funded; to review proposals for murals and similar "image"~~
338 ~~issues.~~

339
340 ~~**Membership:**~~

341 ~~Two to three faculty members, rotated between the five colleges and to be~~
342 ~~nominated by the Faculty Senate Membership Committee, will serve two-year~~
343 ~~appointments. Two student members nominated by the President of Student~~
344 ~~Government will serve one-year appointments. An administrator from each division~~
345 ~~nominated by Vice Presidents will serve three-year appointments. Facilities~~
346 ~~Management Project Manager, Facilities Management Manager—Custodial,~~
347 ~~Grounds, Fleet, Support Services, and Director of University Relations will serve as~~
348 ~~non-rotating members. All members are appointed by the Vice President for~~
349 ~~Enrollment Management and Student Success.~~

350 ~~*Reports to: Vice President for Enrollment Management and Student Success*~~

351
352 ~~q.——**University Commencement Committee**~~

353 ~~**Charge:**~~

354 ~~To study existing procedures for commencement activities and to recommend~~
355 ~~changes in these procedures. Recommendations are to be made to the Registrar.~~

356
357 ~~**Membership:**~~

358 ~~Faculty members are nominated by the Faculty Senate Membership Committee~~
359 ~~and will serve three-year appointments. Two staff members will be nominated from~~
360 ~~the School of Graduate Studies and Student Development and will serve three-year~~
361 ~~appointments. Student members are nominated by the President of Student~~
362 ~~Government and will serve one-year appointments. Two readers, the Registrar, the~~
363 ~~Assistant Registrar for Graduation, the Director of Campus Life, and the Director of~~
364 ~~Honors will serve as non-rotating members. All members are appointed by the Vice~~
365 ~~President for Enrollment Management and Student Success.~~

366 ~~*Reports to: Vice President for Enrollment Management and Student Success*~~

367 ~~r. ——— **Administrative Professional Job Evaluation Committee**~~

368 ~~**Charge:**~~

369 ~~To evaluate job content (not people in jobs on their performance) in order to help~~
370 ~~assure that jobs of relatively equal responsibility are considered consistently in pay~~
371 ~~matters.~~

372 ~~**Membership:**~~

373 ~~The committee is comprised of members from the administrative and~~
374 ~~professional employment categories who have general knowledge of the University's~~
375 ~~divisions and functions.~~

376 ~~*Reports to: Vice President for Finance and Administration*~~

377 ~~s. ——— **Clerical/Service Job Evaluation Committee**~~

378 ~~**Charge:**~~

379 ~~To evaluate job content (not people in jobs on their performance) in order to help~~
380 ~~assure that jobs of relatively equal responsibility are considered consistently in pay~~
381 ~~matters.~~

382 ~~**Membership:**~~

383 ~~The committee is comprised of members form the administrative professional~~
384 ~~and clerical employment categories who have general knowledge of the University's~~
385 ~~divisions and functions.~~

386 ~~*Reports to: Vice President for Finance and Administration*~~

387 ~~t. ——— **Traffic/Textbook Appeals Committee**~~

388 ~~**Charge:**~~

389 ~~To act as an appeals body for traffic and parking citations issued by University~~
390 ~~traffic and parking personnel and review appeals submitted by students who failed to~~
391 ~~return their textbook(s) at the end of the semester and determine whether to sustain~~
392 ~~or rescind the charges.~~

393 ~~**Membership:**~~

394 ~~Two faculty members (two year terms), rotated between the five colleges, and~~
395 ~~Kent Library; three student members (one year terms) to be nominated by the~~
396 ~~President of Student Government; one member from each division (three year terms)~~
397 ~~to be nominated by the respective Vice President/Provost; the Parking Coordinator~~
398 ~~and the Manager of Textbook Rental will serve as non-rotating members.~~

399 ~~Appointments are made by the Vice President for Finance and Administration.~~

400 ~~*Reports to: Vice President for Finance and Administration*~~

401 ~~u. ——— **University Budget Review Committee**~~

402 ~~*FY 2006 (for budget year 2007)*~~

403 ~~**Charge:**~~

411 ~~To annually conduct budget hearings, receive divisional and institutional budget~~
412 ~~development requests, and recommend funding for budget proposals, plans, and~~
413 ~~priorities.~~

414
415 **Membership:**

416 ~~Faculty Senate Executive Committee (three individuals); Faculty Senate~~
417 ~~Compensation Committee (seven individuals); Vice President for Business &~~
418 ~~Finance; Vice President for Enrollment Management and Student Success; Provost;~~
419 ~~Director of Budget; one administrator from each division; one representative from~~
420 ~~the Council of Deans and the Chairpersons Forum; two representatives each from~~
421 ~~the Professional Staff Council and the CTS Staff Council; and three members of~~
422 ~~Student Government nominated by the President of Student Government and~~
423 ~~appointed by the President. The Vice President for Business & Finance is the~~
424 ~~chairperson for this committee.~~

425 ~~Reports to: Vice President for Finance and Administration~~

426
427 ~~v. — College Councils~~

428 **Charge:**

429 ~~Each college has a College Council to advise the dean on matters of college or~~
430 ~~school-wide interest and importance.~~

431
432 **Membership:**

433 ~~The departmental chairpersons and at least one faculty member elected from~~
434 ~~each department. The council is chaired by the dean.~~

435 ~~Reports to: College Dean~~

436
437 ~~w. — Graduate Council~~

438 **Charge:**

439 ~~To review all policy matters affecting the graduate program and all proposals for~~
440 ~~new courses, new programs, and graduate faculty status. The Council also advises~~
441 ~~the Dean of Graduate Studies concerning matters affecting the quality and~~
442 ~~development of the graduate program.~~

443
444 **Membership:**

445 ~~Two representatives elected by the graduate faculty of each college and two~~
446 ~~additional representatives elected in any college for each twenty-five percent of total~~
447 ~~graduate hours produced. The Dean of Academic Information Services and Director~~
448 ~~of Kent Library, the Director of International Programs, the Chairperson of the~~
449 ~~Faculty Senate Academic Affairs Committee, and the Dean of Graduate Studies are~~
450 ~~non-rotating members. Student representatives are nominated by the members of the~~
451 ~~Graduate Council and appointed by the Dean of Graduate Studies, who chairs the~~
452 ~~council.~~

453 ~~Reports to: Dean of the School of Graduate Studies~~

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455 ~~x. — **University Studies Council**~~

456 ~~**Charge:**~~

457 ~~All policy matters affecting the University Studies program and all proposals for~~
458 ~~new courses or changes in the treatment of the University Studies Objectives in~~
459 ~~existing courses. The Council also advises the Dean of the School of University~~
460 ~~Studies concerning matters affecting the quality and development of the program,~~
461 ~~resource allocations, and review and assessment procedures. The Dean of the School~~
462 ~~of University Studies chairs the Council.~~

463
464 ~~**Membership:**~~

465 ~~Composed of two representatives elected by each college council and one~~
466 ~~representative elected by each of the following: the Library faculty, Enrollment~~
467 ~~Management, and Student Government. Faculty serve two year terms and the~~
468 ~~Enrollment Management and student representatives serve one year terms. Non-~~
469 ~~rotating members are the Dean of the School of University Studies and the Registrar.~~
470 ~~The term of office runs the University's fiscal year, July 1 through June 30.~~
471 ~~*Reports to: Dean of the School of University*~~

472
473 ~~y. — **Review Committees**~~

474 ~~While the primary responsibility for course and curricular development and~~
475 ~~review rests with the department, the collegial process in the University ensures~~
476 ~~open discussion of and dialogue about instructional related questions. Beyond the~~
477 ~~department, there are six review committees that may be involved in one or more~~
478 ~~aspects of the review process.~~

479
480 ~~*Faculty Senate Bill 17-A-18 begins here.*~~

481 ~~**Academic Program Review**~~

482 ~~**Policy**~~

483 ~~All programs will be reviewed by the Academic Program Review Committee~~
484 ~~through a cyclical procedure at least every five years. The overall purpose of~~
485 ~~program review is to assess each unit's program quality, effectiveness, and continued~~
486 ~~viability; to stimulate program planning and improvement; to continue to fulfill our~~
487 ~~mission to the students, communities, and people that we serve; and to encourage the~~
488 ~~unit's development in strategic directions that reflect the University's priorities. The~~
489 ~~fundamental principle in program review is the use of multiple measures to assess~~
490 ~~programs.~~

491
492 ~~When necessary due to major financial constraints or other major institutional or~~
493 ~~state level factors, the president, after consulting with the provost and the Faculty~~
494 ~~Senate, may initiate an Extraordinary Program Review with specific instructions and~~
495 ~~timelines. Guidelines for the data required in program review reports should be~~
496 ~~developed by the Office of the Provost with input from the Faculty Senate or its~~
497 ~~designated body.~~

498

499 ~~If a program is discontinued, the University will make every reasonable effort to~~
500 ~~assist affected students in the completion of their degree program.~~
501 ~~Approved by Faculty Senate 9/20/17, Approved by Board of Regents 12/15/17~~
502

503 ~~Faculty Senate Bill 17-A-19 begins here.~~

504 **Procedures**

505 ~~**Determination of Program Review:** There are three methods of program selection~~
506 ~~and initiation of review.~~

507 1. ~~———— Cyclical reviews occur via a five-year cycle in which each program~~
508 ~~is given a particular year for review to occur.~~

509 2. ~~———— Noncyclical reviews may be initiated by the provost based on the~~
510 ~~needs of academic affairs or by a recommendation from the Academic~~
511 ~~Program Review Committee.~~

512 a. ~~———— If the Academic Program Review Committee recommends~~
513 ~~that a program be reviewed in a year other than in the program's~~
514 ~~regular cycle, the provost will review the committee's~~
515 ~~recommendation and supporting materials and determine whether~~
516 ~~to approve the noncyclical review.~~

517 b. ~~———— The provost will announce, by the end of the semester prior~~
518 ~~to the semester in which the review will occur, the programs to~~
519 ~~undergo a noncyclical review and any variation from the standard~~
520 ~~review criteria and timeline.~~

521 3. ~~———— An Extraordinary Program Review may be initiated by the~~
522 ~~president as described in the Policy Section for the Academic Program~~
523 ~~Review Committee.~~

524 ~~**Membership on the Academic Program Review Committee:**~~

525 ~~The faculty of each department will nominate a tenured faculty member who will~~
526 ~~then stand for a college-wide election administered by the college dean. The names of~~
527 ~~the two faculty who garner the most votes from each College will be forwarded to the~~
528 ~~provost, who in consultation with the president will appoint one of them as committee~~
529 ~~member. Non-rotating members will include a representative from the Office of the~~
530 ~~Provost, the chair of the Faculty Senate, the chair-elect of the Faculty Senate, the~~
531 ~~moderator of the Chairperson's Forum, the dean of Graduate Studies, and an~~
532 ~~additional college dean. The committee will be chaired by the representative of the~~
533 ~~Office of the Provost. Appointment terms will be staggered for continuity.~~

534 ~~**Election timeframe and term limits:** Regular elections for an open position on the~~
535 ~~Academic Program Review Committee normally will take place in the first full week~~
536 ~~of April. Those faculty will serve a three-year term, with a maximum of two~~
537 ~~consecutive terms.~~

538 ~~**Procedure for Regular (cyclical) Program Review**~~

539 1. ~~———— If a program submits to either an initial accreditation or~~
540 ~~reaffirmation of accreditation, the University will attempt to use materials~~
541 ~~from the accreditation procedure for the internal program review process.~~

542 ~~The program review process will vary depending on whether the program~~
543 ~~is classified as accredited or non-accredited. Guidelines to be used by each~~
544 ~~classification are provided on the provost's website~~
545 ~~http://www.semo.edu/provost/faculty_info/form_downloads.html, and will~~
546 ~~be reevaluated at least every five years.~~
547 ~~2. Standard institutional data required for the self study will be made~~
548 ~~available by Institutional Research by March 15 for reviews scheduled in~~
549 ~~the subsequent academic year.~~
550 ~~3. A department self study, following guidelines provided on the~~
551 ~~provost's website, is due to the appropriate college dean no later than~~
552 ~~September 1 of the academic year when the review is scheduled.~~
553 ~~4. An external reviewer will be selected and used for non-accredited~~
554 ~~programs using the selection process, guidelines, and report format~~
555 ~~provided on the provost's website. Arrangements should be made so the~~
556 ~~external reviewer's final report is submitted to the dean no later than~~
557 ~~October 1.~~
558 ~~5. Accredited programs will submit the most recent comprehensive~~
559 ~~report used for a successful initial accreditation or reaccreditation.~~
560 ~~6. The college dean reviews the department's self study along with~~
561 ~~the external reviewer's report or the most recent accreditation report, and~~
562 ~~submits these materials along with their analysis and recommendation to~~
563 ~~the provost by November 15. The provost will forward these materials to~~
564 ~~the Academic Program Review Committee.~~
565 ~~7. The Academic Program Review Committee conducts a detailed~~
566 ~~analysis of the self study and all other documentation and submits a~~
567 ~~detailed report with analysis and recommendations to the provost by~~
568 ~~March 1. Before submitting their final report, the Academic Program~~
569 ~~Review Committee will schedule a meeting with all department faculty to~~
570 ~~clarify and discuss issues of concern. Possible committee~~
571 ~~recommendations may include:~~
572 ~~a. maintaining the program,~~
573 ~~b. eliminating the program,~~
574 ~~c. eliminating the program but keeping the University Studies~~
575 ~~and service courses,~~
576 ~~d. merging similar programs,~~
577 ~~e. partnering or collaborating with other institutions to offer~~
578 ~~the program,~~
579 ~~f. planning future programs,~~
580 ~~g. activities or initiatives for the program to undertake.~~
581 ~~8. The provost reviews the self study, dean's recommendation,~~
582 ~~external reviewer or accreditation report, and the Academic Program~~
583 ~~Review Committee report, and provides a recommendation to the~~
584 ~~president.~~

585 9. — If a program will be eliminated as a result of the program review
586 process, the Faculty Senate, the University community as a whole, and the
587 faculty in the program are informed by the provost about the decision by
588 June 30. Procedures related to program elimination can be found in
589 Chapter 5C of the Faculty Handbook: Process for Academic
590 Restructuring. <http://www.semo.edu/facultysenate/handbook/5c.html>
591 10. — The provost also informs affected students in the program being
592 discontinued. These students are advised of provisions made to continue
593 offering these courses for a limited period of time.

594 *Approved by Faculty Senate 9/20/17, Reviewed by President 12/12/17, 15-Day*
595 *review 12/18/17*

596 College Council

597 The College Council serves as a review body for all course and curricular
598 proposals generated by departments or interdisciplinary units in the college. These
599 items should be acted upon in a timely fashion.

600 The College of Education, acting through its College Council, has primary
601 responsibility for ensuring that teacher education programs provide a consistently
602 organized, unified, and coordinated approach to teacher education as outlined in the
603 following section entitled College Council: College of Education. All items
604 involving professional teacher education are referred from the College of Education
605 Council.

606 Graduate Council

607 The Graduate Council reviews for approval proposals concerning graduate
608 courses, graduate degrees, curriculum changes, new graduate programs and degrees,
609 and instructionally related policies and procedures. Specific responsibilities of the
610 council are outlined in the last section of this document. Items involving teacher
611 education are submitted by the College of Education Council to the Graduate
612 Council. All other graduate items move from the college/school directly to the
613 Graduate Council.

614 University Studies Council

615 The University Studies Council reviews for approval proposed curricular
616 changes, allocations for funding, review and assessment activities, and other
617 programmatic policies and procedures related to the University Studies program.

618 Academic Council

619 The Academic Council serves as a clearinghouse, an appeals body, and a
620 recommending body to the Provost for all curricular changes. Proposals involving
621 undergraduate teacher education flow from the College of Education Council to the
622 Provost; graduate proposals flow from the Graduate Council to the Provost; and
623 University Studies recommendations flow from the University Studies Council to
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~~the Provost. All other significant curricular changes are submitted by the appropriate college directly to the Provost.~~

Honors Council

~~The Honors Council reviews, for approval, proposals for variable topic seminars and colloquia. It advises the Director of Honors on the appropriateness of proposed honors sections of existing courses and on policies and procedures for the program as a whole. Proposals for all honors courses flow from the college/school to the Honors Council.~~

~~Approved by Faculty Senate [DATE], Reviewed by President [DATE], Approved by Board of Regents [DATE]~~

Action	Date
Introduced to Senate	10/14/20
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	