

Utah Tech University Policy Addenda

640d: Faculty Senate Standing Committees

I. **Purpose:** The committees listed herein are faculty committees, concerned with faculty and academic matters and administered by Faculty Senate populated through election by the General Faculty or a subset thereof and/or in consultation with the Vice-President of Academic Services as specified below. These committees report to the Faculty Senate although some may also make recommendations to other individuals and/or deliberative bodies. Along with the Faculty Senate itself, these committees are included in the regular roster of University committees and service on these committees is considered equal to such activity on any University committee in terms of fulfilling of contract or service obligations. There are two categories of Faculty Senate Standing Committees: Faculty Senate Administrative Committees and Faculty Committees concerned with faculty or academic matters.

II. Faculty Senate Administrative Committees:

2.1 The following committees deal with the functions of Faculty Senate and are constituted by the faculty of Utah Tech University through election of representatives and officers to Faculty Senate and specific processes outlined for each committee:

2.2 Faculty Senate Executive Committee

2.2.1 Charge:

2.2.1.1 Serve as the steering committee for Faculty Senate, can give attention to any matter within the scope of the Faculty Senate.

2.2.1.2 Manage the Faculty Senate, including ensuring that proceedings are conducted according to Constitution & Bylaws.

2.2.1.3 Serve as an advisory group to University administrators, including meeting with the University President and the Vice-President of Academic Services at least once each month for an exchange on matters affecting the faculty.

2.2.1.4 Schedule meetings and set agendas for those meetings of the General Faculty, the Faculty Senate, and the Executive

Committee. Each group will meet at least once in each of these months: September, October, November, January, February, March, and April. Other meetings can be scheduled according to guidelines established in the Bylaws.

2.2.1.5 Approve expenditures of Faculty Senate funds up to \$250.00.

2.2.2 Chair: Faculty Senate President.

2.2.3 Members: Faculty Senate President-Elect, Faculty Senate Secretary/Treasurer, two (2) members of Faculty Senate selected annually by the new President and ratified by the Faculty Senate.

2.2.4 Relevant Policies: 639 & 640

2.3 Faculty Senate Constitutional Review & Organizing Committee

2.3.1 Charge: Review, update, and preserve the integrity of the Constitution & Bylaws of the Faculty Senate of Utah Tech University, including:

2.3.1.1 Annual review of Faculty Senate representation demographics.

2.3.1.2 Recommend procedures for electing officers and members.

2.3.1.3 Recommend new University policies and revisions to existing University policies to Faculty Senate.

2.3.2 Chair: Faculty Senator, appointed annually by Executive Committee

2.3.3 Members: Five (5) Faculty Senators not serving on Executive Committee, elected by Faculty Senate.

2.3.4 Relevant Policies: 639 & 640

III. Faculty Committees

3.1 The following committees are concerned with academic matters and faculty employment at Utah Tech University. All Faculty Committees must be chaired by a member of the faculty. When elections are required, Faculty Senate will conduct elections according to the relevant policy. "Selected jointly" refers to an appointment made collaboratively by the Faculty Senate Executive Committee and the Vice-President of Academic Services.

3.2 Academic Appeals Committee

- 3.2.1 Charge: Adjudicate appeals from students for academic actions and from faculty members for a dean's overrule of a faculty member's academic action; rule on appeals of General Education and other graduation requirements.
- 3.2.2 Chair: Non-voting, full-time, tenured faculty member¹, selected jointly, to serve a 3-year term.
- 3.2.3 Members: Five (5) representative faculty members¹, selected jointly; two (2) students².
- 3.2.4 Relevant Policy: 552 Students Conduct Code; a variety of academic policies including 524 Graduation and 526 Academic Transfer, University catalog.

3.3 Academic Integrity Committee

- 3.3.1 Charge: Adjudicate appeals from students regarding an academic sanction based on substantiated academic misconduct and imposed by a faculty member and upheld by the dean; rule on sanctions greater than failing the course requested by a faculty member, department chair, or dean.
- 3.3.2 Chair: Non-voting, full-time tenured faculty member¹, selected jointly, to serve a 3-year term.
- 3.3.3 Members: Five (5) representative faculty members, selected jointly¹; two (2) students.
- 3.3.4 Relevant Policy: 552 Student Conduct Code.

3.4 Faculty Excellence Committee

- 3.4.1 Charge: Promote academic standards; Develop recommendations for improving academic excellence and professionalism at Utah Tech University; make recommendations to Faculty Senate about Policy 642 Faculty Evaluations and associated procedures. As well as syllabus requirements and portfolio development.
- 3.4.2 Chair: Full-time faculty member, selected jointly, to serve a 3-year

¹ Cannot serve as department chair during term on committee.

² Student members on committees are selected by UTSA.

term.

3.4.3 Members: At least one regular faculty member from each academic school.

3.4.4 Relevant Policy: 642 Faculty Evaluations.

3.5 Faculty Hearing Board³

3.5.1 Charge: Provide a unified hearing board representing all faculty to hear appeals and grievances related to faculty, including issues regarding academic freedom, faculty rights, faculty termination, and faculty grievance and appeals of faculty promotion and non-probationary status decisions; and to issue votes on such matters to inform the President of the University of the faculty's decision on the matter.

3.5.2 Chair: A pool of three (3), full-time, tenured faculty members¹ with terminal rank, selected jointly; 3-year term, with voting rights, one will be randomly selected to chair each committee; can vote when selected as chair; cannot concurrently serve as chair of any review committee or as a member of the University Faculty Review Committee or the Faculty Post-Probation Review Committee. A potential chair may recuse him/herself for any potential conflict of interest or potential bias.

3.5.3 Members: Ten (10) full-time, non-probationary faculty members¹ are elected by the faculty to serve rotating 3-year terms as part of a Hearing Board Pool; cannot concurrently serve as department chair, associate dean, chair of any faculty review committee, or as a member of either the Faculty Post-Probation Review Committee or the University Faculty Review Committee. Four members will be randomly selected to serve on a specific board from the member pool and the chairs not selected to serve as chair, with each member having the right of recusal for any potential conflict of interest or potential bias and with appellants, grievants, and other respondents given the right to request removal of up to two members of the committee without the need to state a reason. In case of removal, new members will be randomly selected from the pool of available

³ A unified hearing board for faculty matters formerly referred to as Faculty Appeals Committee in a since revised policy; Faculty Review & Appeals Board in 632, Faculty Review Board in 371; Faculty Hearing Board in 641, and Grievance Committee in 151. Existing policies will be revised to reflect the name Faculty Hearing Board.

members and chairs.

- 3.5.4 Relevant Policy: 632 Faculty Responsibilities & Academic Freedom; 371 Faculty Termination; 641 Retention, Promotion and Tenure Policy; 151 Grievance Procedure, and others as required.

3.6 Faculty Post-Probation Review Committee

- 3.6.1 Charge: Review and vote regarding portfolios of post-probationary faculty as required in 641 Retention, Promotion and Tenure Policy and make recommendations to the Vice-President of Academic Services about those reviews.
- 3.6.2 Chair: Non-voting, full-time, terminal rank, tenured faculty member¹, selected jointly, voting rights, 3-year term; cannot serve as chair of any other review committee or as a member of the University Faculty Review Committee.
- 3.6.3 Members: At least five (5) full-time, tenured, terminally ranked faculty members¹, elected by the faculty, 3-year rotating terms (chair and members cannot be scheduled to undergo review during the period of their incumbency); cannot serve as chair of any other review committee or as a member of the University Faculty Review committee.
- 3.6.4 Relevant Policy: 641 Retention, Promotion and Tenure Policy.

3.7 Faculty Professional Development Committee

- 3.7.1 Charge: Process requests and make recommendations to the Vice-President of Academic Services about professional development grants, educational leave, educational stipends, and sabbaticals; make recommendations to Faculty Senate about Faculty Professional Development policy (634) and associated procedures.
- 3.7.2 Chair: Non-voting (except in instances of another member's recusal) full-time faculty member¹, selected jointly for a 3-year term.
- 3.7.3 Members: Five full-time, representative, regular faculty members¹, jointly selected; Human resources representative *ex officio*.
- 3.7.4 Relevant Policy: 634 Faculty Professional Development.

3.8 Faculty Staffing Committee

3.8.1 Charge: Submit annual report to Faculty Senate recommending future faculty staffing, including supporting data; identify types of data to be gathered to supporting faculty staffing recommendations; work with departments and Institutional Research to aggregate and analyze data.

3.8.1.1 This committee does not make decisions or recommendations related to current personal or applicants for positions.

3.8.2 Chair: Full-time tenured faculty member, selected jointly, to serve a 3-year term.

3.8.3 Members: Minimum five (5) full-time, tenured, representative faculty members, selected by Faculty Senate or elected by constituencies; Institutional Research liaison *ex officio*.

3.8.4 Relevant Policy: 632 Faculty Responsibilities and Academic Freedom.

3.9 General Education Committee

3.9.1 Charge: Review General Education program and outcomes as an intentional and integrated portion of Utah Tech University degrees; recommend changes to General Education program; evaluate, review, coordinate, and recommend Utah Tech University courses for General Education.

3.9.1.1 Recommendations are submitted to University Curriculum Committee according to that committee's schedule.

3.9.1.2 This committee works with General Education assessment committee but they are independent bodies.

3.9.2 Chair: Full-time faculty member, selected jointly, to serve a 3-year term.

3.9.3 Members: Representative Faculty Members, selected jointly (all voting members must be faculty).

3.9.4 Relevant Policy: 602 Curriculum Approval & Revision; University catalog.

3.10 Honors Program Committee

3.10.1 Charge: Review, promote, evaluate, and coordinate the Utah Tech

University Honors Program.

3.10.2 Chair: Full-time faculty member, selected jointly, to serve a 3-year term.

3.10.3 Members: Representative full-time faculty members, selected jointly.

3.10.4 Relevant Policy: None.

3.11 New Faculty Experience Committee

3.11.1 Charge: Assist first-year members of the faculty in orienting to the culture of Utah Tech University to assist them in being successful; offer assistance to second-year faculty as they prepare or undergo the faculty review process.

3.11.2 Chair: Full-time faculty member, selected jointly, to serve a 3-year term.

3.11.3 Members: Minimum of five (5) full-time faculty members, selected jointly, Human Resources representative *ex officio*.

3.11.4 Relevant Policy: Relevant University policies; Faculty Handbook, 641 Retention, Promotion and Tenure Policy.

3.12 School Faculty Review Committee (*School Chairs are listed on Committees List, not members*)

3.12.1 Charge: Review and vote regarding portfolios of faculty within or assigned to the school for intermediate, final probationary, and promotion reviews per Policy 641 Retention, Promotion and Tenure Policy and make recommendations to the University Faculty Review Committee about those reviews.

3.12.2 Chair: Full-time tenured faculty member¹, elected by school faculty, to serve a 3-year term.

3.12.3 Members: Faculty members within the school as assigned voting rights by policy 641 Retention, Promotion and Tenure Policy.

3.12.4 Relevant Policy: 641 Retention, Promotion and Tenure Policy.

3.13 Undergraduate Research Committee

- 3.13.1 Charge: Promote, coordinate, and celebrate undergraduate student research achievements across campus, including at the annual Utah Tech University Student Research Day; select student submissions to represent the University at the annual conference on undergraduate research; make recommendations to Deans Council and the Provost/Vice-President of Academic Affairs regarding funding undergraduate research expenses.
- 3.13.2 Chair: Full-time faculty member, selected jointly, to serve a 3-year term.
- 3.13.3 Members: Representative full-time faculty members, selected jointly.
- 3.13.4 Relevant Policy: None.

3.14 University Curriculum Committee

- 3.14.1 Charge: Review and issue recommendations based on a vote for all course changes and new courses impacting areas beyond the originating school, including General Education status; review and issue recommendations based on a vote for all substantive program changes and new programs; send recommendations to Academic Council for their review and vote.
- 3.14.2 Chair: Faculty Senate Past-President (one-year term), with staff support provided by the Director of Academic Programs & Curriculum.
- 3.14.3 Members: Faculty Senate President, Faculty Senate President-Elect, representative faculty members from each academic department with a chair (representative may be department chair), selected jointly, *ex officio* members (all voting members must be faculty).
- 3.14.4 Relevant Policy: 602 Curriculum Approval and Revision.

3.15 University Faculty Review Committee

- 3.15.1 Charge: Review and vote regarding portfolios of faculty for intermediate, final probationary, and promotion reviews per Policy 641 Retention, Promotion and Tenure Policy and make recommendations to the Vice-President of Academic Services about those reviews.
- 3.15.2 Chair: Non-voting, full-time, terminal Rank, tenured faculty member, selected jointly¹, 3-year term; cannot serve as chair of any other

review committee or as a member of the Post-Probation Review committee.

3.15.3 Members: Minimum nine (9) representative, full-time, tenured faculty members¹ elected by constituencies for rotating 3-year terms (members cannot be scheduled to undergo review during the period of their incumbency, if they submit a review, they are removed from the committee and a replacement is found); cannot serve as chair of any other review committee or as a member of the Post-Probation Review committee.

3.15.4 Relevant Policy: 641 Retention, Promotion and Tenure Policy.

3.16 University Transparency Committee

3.16.1 Charge: Review workload designations and workload reassignments made by departments, schools, and other bodies for equity and fairness; make recommendations to Deans Council about adjustments; provide reports to Faculty Senate about these issues.

3.16.2 Chair: Full-time tenured faculty member, selected jointly, to serve a 3-year term.

3.16.3 Members: Minimum five (5) representative, full-time, tenured faculty members, selected by Faculty Senate or elected by constituencies.

3.16.4 Relevant Policy: 635 Faculty Workload.

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Faculty Senate

History:

Approved 0/0/00

Revised 0/0/00

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