

**CHAPTER SEVEN:
UNIVERSITY STANDING COUNCILS AND COMMITTEES**

In addition to the university administrative structure, the Faculty Senate, the Staff Senate, the Student Government Association, and other university councils and committees play a significant role in the governance and management of the activities of the institution.

The administration, the Faculty Senate, and the Student Government Association (SGA) may each appoint committees to address issues of special concern to those groups. In the case of administratively appointed committees, reports and recommendations are made to the administrator responsible for creating the committee and determining its function. Faculty Senate committees report to that body, which in turn may make recommendations to the president, the provost, other appropriate administrative officers, or to an appropriate university standing council or committee. SGA committees report to the SGA. SGA recommendations are made to the president or the vice president for student services.

University standing councils and committees and their purposes are determined jointly by the president and the faculty. These groups provide advice and counsel, serve as appellate panels, and propose policies and procedures that affect the entire university. Standing councils and committees report to the appropriate administrator. Appointment of faculty members to these groups is made by the Faculty Senate acting as the committee on committees, unless their selection process is specified.

Acting as the committee on committees, the Faculty Senate:

- Makes a continuous study of all standing committees except the Council of Vice Presidents and the Council of Deans and recommends that committees be restructured, combined, eliminated, or created as changing conditions of the university may dictate, with the approval of the university president.
- Appoints, subject to the approval of the president or the president's representative, faculty members of all university committees unless the selection process is specified. Membership to any committee will include one or more individuals from offices or departments that deal directly with the area of concern of that committee. Consent of all appointees will be required before the appointment is official.
- Studies the distribution of committee memberships and makes any changes it deems advisable.
- Publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall.

I. Reporting to the President

A. Academic Freedom Committee

1. Charge: To hear grievances in the area of academic freedom.
2. Procedure: The operating procedures of the committee are set forth in Section XVII of Chapter Three.
3. Membership: Two (2) ~~faculty members~~ full time continuing faculty members from each college tenure and promotion committee selected at random by the Faculty Senate Executive Committee under the supervision of the provost. The committee will elect its own chair, who shall be non-voting. The provost will organize the committee within the appropriate time whenever a grievance is filed alleging academic freedom has been violated or infringed.
4. Meetings: on call

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5. Reports to: president

B. ~~This committee moved to Chapter III. Advancement Appeals Committee~~

1. ~~Charge: To hear and review all appeals from lecturers, clinical instructors and laboratory instructors concerning negative recommendations for advancement.~~

2. ~~Procedure: The operating procedures of the committee will be consistent with the procedures in Section XVII of Chapter Three of this Faculty Handbook.~~

3. ~~Membership: The committee will consist of three non-tenure-track faculty, two department chairs, and a vice president or other individual reporting directly to the president. Faculty and department chairs from the college of the faculty member are ineligible to serve on the Advancement Appeals Committee.~~

4. ~~Meetings: on call~~

5. ~~Reports to: president~~

C. ~~Affirmative Action Diversity Advisory Committee (pursuant to UCA Board Policy 525 <http://uca.edu/board/files/2010/11/525.pdf>)~~

1. ~~Charge: To conduct a periodic review of EEO-6 employment records and other statistical data to monitor the university's compliance with its affirmative action plan, policies, and programs and to monitor UCA's compliance in meeting its affirmative action/equal opportunity goals. In keeping with its nondiscrimination policy in employment, admissions, and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, condition of disability, or other factors irrelevant to participation in its programs.~~

2. ~~Membership: The affirmative action officer serves as permanent chair; three students chosen annually by the SGA to represent minority students and AA/EEO concerns; three staff members chosen by the Staff Senate to staggered three-year terms to represent minority staff personnel and AA/EEO concerns; presidential appointment of one academic department chair to serve a three-year term; presidential appointment of one faculty member from the retention committee to serve a three-year term; one admissions officer appointed by the president; four faculty selected by the Faculty Senate to represent minority faculty and AA/EEO concerns serving staggered four-year terms. The director of institutional research, the university's legal counsel, and assistant vice president for human resources serve as *ex officio*, non-voting members.~~

3. ~~Meetings: on call~~

4. ~~Reports to: president~~

D. Athletic Committee

1. Charge: The committee serves as a liaison among the athletic department and academic faculty and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs at the university. The committee will review aspects of the athletic program such as schedules, budget allocations,

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Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.

2. Membership: The faculty representative to the NCAA Division 1-A, the vice president for financial and administration services, the athletic director, the coordinator of women's athletics, and eight members of the faculty appointed by the Faculty Senate representing one each academic college, one unaffiliated, and one at large for rotating four-year terms. The registrar is an *ex officio* member. The chair and the secretary are elected by the committee. Three student members: one male athlete, one female athlete, and one student chosen by the Student Government Association.
3. Meetings: on call
4. Reports to: president

E. **Strategic Budget Advisory Committee (SBAC)** pursuant to the UCA Strategic Plan <http://uca.edu/about/strategicplan/>, as adopted by the UCA Board of Trustees

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~~1. Charge:~~

- ~~a. To review changes and updates to the university budget.~~
- ~~b. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.~~
- ~~c. To present concerns and recommendations to the president.~~

~~2. Procedure:~~

- ~~a. The vice president of finance will provide a detailed copy of the annual budget to the BAC in September of every year and will brief the BAC on changes in the distributions of funds compared to previous years. The vice president of finance will also provide quarterly updates to the BAC on university revenues and expenditures.~~
- ~~b. The vice president of finance will keep the BAC informed about projections for future revenues and expenditures. Any changes in assumptions that might alter projections in a meaningful way will be reported to the committee. The BAC will review the changes and present any concerns and recommendations to the president.~~
- ~~c. In February of every year, the heads of the university divisions that report directly to the president and are responsible for a category of the university budget will present their proposed budgets for the next fiscal year to the BAC, including descriptions of need and explanations for any changes from the current fiscal year. The BAC will consider the proposals along with projected future revenues and make a recommendation to the university president regarding the distribution of expenditures to the university divisions for the next fiscal year.~~
- ~~d. Copies of all BAC recommendations will be presented to the heads of each university division reporting directly to the president.~~

~~3. Membership: The budget advisory committee will have the following voting members:~~

- ~~a. The presidents of the Faculty Senate, Staff Senate, and Student Government Association~~
- ~~b. One faculty representative from each college elected by each college from among the tenured faculty in the college. Representatives are elected to two-year terms with Health and Behavioral Sciences, Education, and Fine Arts and Communication electing new representatives in the spring elections of even-numbered years, and Business, Natural Sciences and Mathematics, and Liberal Arts electing new representatives in the Spring elections of odd-numbered years.~~
- ~~c. One faculty member elected at-large from among faculty members not working within the six formal colleges. The representative is elected as needed to a two-year term as part of an at-large Faculty Senate election. All faculty members are eligible to vote for this representative.~~
- ~~d. A non-classified staff member selected by the vice-president for administration from a list of three nominees selected by the Staff Senate.~~
- ~~e. A non-classified staff member selected by the vice-president for financial services from a list of three nominees selected by the Staff Senate.~~
- ~~f. A non-classified staff member selected by the vice-president for student services from a list of three nominees selected by the Staff Senate.~~
- ~~g. A director of an academic unit that reports directly to the provost (e.g., a dean, the director of the library, etc.) selected by the provost.~~
- ~~h. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the BAC.~~

~~The committee will also include as non-voting members the presidents-elect of the Faculty Senate, the Staff Senate, and the Student Government Association. The vice-president of finance will attend meetings in a non-voting advisory role to deliver budget reports as required in the committee charge and to answer questions about the budget process. In addition, the BAC will be assisted by a non-voting committee staff consisting of the controller, the director of institutional research, a budget specialist from the division of financial services and a secretary from the division of financial services.~~

~~The chair of the committee will be the president of the Faculty Senate.~~

~~4. Meetings:~~

- ~~a. The BAC will meet at least once per month from September through August of the following year.~~
- ~~b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.~~
- ~~c. The meeting schedule for every year will be established in September and the schedule will be announced to the university community using~~

~~whatever communication means are considered most likely to reach the broadest possible university audience.~~

~~5. Reports to: president~~

~~F. Council of Vice Presidents~~

~~1. Membership: The council membership consists of the president, the provost, and the vice presidents. Others may be included at the discretion of the president.~~

~~2. Responsibilities: The council provides an opportunity for each member to share concerns about problems and issues and aid in the development of appropriate responses that are consistent with university policy and practice.~~

~~3. Meetings: weekly and on call~~

~~4. Reports to: president~~

F. Employee Benefits Advisory Committee

1. Charge:

a. To recommend benefits provided to UCA employees and to assess employee needs.

b. To recommend to the budget advisory committee by priority the fringe benefits to include in the next year's budget.

c. To encourage educational and informational programs designed to promote the best use of fringe benefits by UCA employees.

2. Membership: Consists of four full time continuing faculty members and four staff members serving rotating four-year terms. The associate vice president for human resources and risk management serves as an *ex officio* member. Faculty members are appointed by the Faculty Senate. Staff members are appointed by the Staff Senate. The chair is appointed by the president.

3. Meetings: on call

4. Reports to: president

G. Faculty Emeritus/Emerita Committee

1. Charge:

a. The committee evaluates recommendations for distinguished emeritus/emera status, within the guidelines established by the Board of Trustees.

b. The committee may recommend criteria for eligibility to distinguished emeritus/emera status.

c. The committee may recommend the privileges and rewards accompanying distinguished emeritus/emera status.

d. The committee is responsible for publicizing the existence of this honor.

2. Membership: the committee consists of the provost or designee who will serve as chair, one tenured associate or full professor from each academic college, and two tenured at-large members. Members other than the chair are appointed by the Faculty Senate for rotating three-year terms.
3. Meetings: on call
4. Reports to: president

H. Faculty Grievance Panel

1. Charge:

To hear and review all grievances from faculty that are grievable matters under this handbook that do not fall under the jurisdiction of another committee.

The panel shall have jurisdiction, on a limited basis as set forth herein, concerning the non-reappointment of tenure-track faculty or the non-reappointment of non-tenure-track faculty whose appointment carries an expectation of renewal.

Matters involving academic freedom, promotion, tenure, termination of tenured faculty, and terminations or non-reappointments of faculty with more than seven years of continuous service shall not come within the jurisdiction of this panel.

Except in cases of alleged violations of academic freedom, the non-reappointment of non-tenure-track faculty whose appointment carries no expectation of renewal is not a grievable matter under any provision of this handbook.

2. Procedure:

- a. Except as set forth in (b) of this section 2, the operating procedures of the Faculty Grievance Panel shall be the same as those procedures set forth in Section X~~V~~I of Chapter Three of this Faculty Handbook.

- b. In the event of the panel consideration of the non-reappointment of a (i) tenure-track faculty member or (ii) non-tenure-track faculty member whose appointment carried the expectation of renewal, the panel shall convene to review the procedural aspects of the non-reappointment. If the faculty member alleges, in writing, that adequate consideration was not given in the non-reappointment decision, the panel shall decide whether or not to recommend reconsideration. The panel decision is advisory only, and the panel shall not substitute its judgment for that of the recommending person or persons.

3. Membership:

The panel pool will consist of two tenured faculty members from each academic college and one tenured faculty member who is not affiliated with any of the university's academic colleges, elected for staggered two-year terms. Such persons shall not hold the position of dean, assistant dean, department chair, or comparable administrative position. Committees formed from the panel pool shall consist of five (5) persons selected at random by the Faculty Senate Executive Committee under the supervision of the provost.

- a. Faculty shall be selected by each academic college at the beginning of the fall term.
- b. Persons with a clear conflict of interest or from the department of either the grievant or the person against whom the grievance is filed will be ineligible to serve on the committee. An additional consideration for exclusion may be a panel member's contemporaneous service on a Faculty Grievance Committee.
- c. The committee hearing the grievance shall elect its own chair who retains a vote.

In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the ~~affirmative action equal employment officer~~chair of the Diversity Advisory Committee will sit on the council as a non-voting *ex officio* member.

4. Meetings: on call
5. Reports to: president

I. Faculty Handbook Committee

There shall be a standing committee known as the "Faculty Handbook Committee." The committee shall be composed of (i) the provost (or an associate provost designated by the provost), (ii) the immediate past president of the Faculty Senate who will serve as chair, and (iii) one tenured faculty member from each academic college of the university selected by the full-time continuing ~~tenured~~ faculty from such college, and to serve for a three-year term and (iv) one tenured faculty member who is not affiliated with any of the university's ~~six~~ academic colleges, to serve for a three-year term, selected by the full-time continuing unaffiliated faculty members. The current ~~president~~ of the Faculty Senate, the vice president for finance and administration, the associate vice president for human resources and risk management, and the general counsel of the university shall also be members of the Faculty Handbook Committee, but shall not have a vote.

Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost, the chair of the Faculty Handbook Committee or to the Faculty Senate president.

The charge of the Faculty Handbook Committee shall be to (a) review the *Faculty Handbook*, (b) accept and consider suggestions for changes, and (c) recommend any revisions, modifications or amendments in writing to the president of the Faculty Senate and to the Office of the Provost. The committee shall meet in the month of September each year, and may meet at such other times as the provost or chair of the committee may determine. Each member shall be provided with reasonable advance written notice of the date, time and place of each meeting, and be provided with drafts of any proposed changes for consideration at the meeting. Any proposed revisions or amendments to this *Faculty Handbook* shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and the advice of the Faculty Senate on such revisions shall then be forwarded to the president of the university.

J. Faculty Hearing Committee

1. Charge: To hear any matter under this *Faculty Handbook* which is referred to the Faculty Hearing Committee.

2. Procedure: The procedure is set forth in this *Faculty Handbook* under Chapter 3, Section X (relating to terminations) and under Chapter 3, Section X (relating to matters other than terminations).
3. Membership: The committee shall consist of seven (7) tenured faculty members. The members of the committee shall be randomly selected by the Faculty Senate Executive Committee, under the supervision of the provost, from a pool of tenured faculty, excluding members of the same department as the faculty member making the appeal. One (1) faculty member shall be chosen from each academic college, ~~with no more than two (2) members from a particular college and one (1) faculty member who is unaffiliated with the academic colleges will be chosen.~~ The committee shall elect its own chair who retains a vote.
4. In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the ~~affirmative action/equal employment officer~~ chair of the Diversity Advisory Committee will sit on the committee as a non-voting *ex officio* member.
5. Meetings: on call.
6. Reports to: president

~~K.J. Fringe Employee Benefits Advisory Committee~~

1. ~~Charge:~~
 - a. ~~To recommend benefits provided to UCA employees and to assess employee needs.~~
 - b. ~~To recommend to the budget advisory committee by priority the fringe benefits to include in the next year's budget.~~
 - c. ~~To encourage educational and informational programs designed to promote the best use of fringe benefits by UCA employees.~~
2. ~~Membership: Consists of four faculty members and four staff members serving rotating four-year terms. The vice president for financial services and assistant associate vice president for human resources and risk management are serves as an ex-officio members. Faculty members are selected by the Faculty Senate. Staff members are selected by the Staff Senate. The chair is appointed by the president.~~
3. ~~Meetings: on call~~
4. ~~Reports to: president~~

K. Information Technology Advisory Committee

1. Charge: The committee advises the president and members of the executive staff on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the president and members of the executive staff on technology plan implementation and project proposals, and in other ways as needed.

The Faculty Senate requests that this committee provide a written report to the Faculty Senate by April 1 of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

2. Membership: The vice president for information systems and technology, one designee from Information Systems and Technology, one designee from Academic Affairs, the registrar or designee, the vice-president for finance and administration or designee, the vice-president of student services and institutional diversity or designee, one designee from the Office of the President, the director of admissions and enrollment services or designee, the associate vice president of human resources and risk management or designee, one dean selected by the Council of Deans for a two-year term, one faculty member from each college appointed by the Faculty Senate for staggered three-year terms, one faculty member from the library, one faculty member from Schedler Honors College/University College, one instructional consultant appointed by the director of the center for teaching excellence, one staff member appointed by the Staff Senate for a three-year term, one graduate student appointed by the Student Government Association, one undergraduate student appointed by the Student Government Association, and one representative each from the Police Department, the Physical Plant, and the Department of Athletics as appointed by their appropriate director.

The vice president for information systems and technology will chair the committee.

3. Meetings: monthly and on call
4. Reports to: president

LK₅ — Public Art Committee

1. Charge:
 - a. To advance the presence of public art on campus.
 - b. To create a Collections Management Policy to serve the interests of the university and the UCA Foundation regarding the gifting of artworks.
 - c. To make decisions about the acquisition, placement, and maintenance of art on campus.
2. Membership:
 - a. Associate ~~d~~Dean of the ~~c~~College of ~~f~~Fine ~~a~~Arts and ~~c~~Communication (CFAC), permanent chair;
 - b. Director of ~~b~~Baum ~~g~~allery;
 - c. Chair of ~~-Art Department~~the department of art;
 - d. Student Government Association president or designee;

- e. Director of the pPhysical pPlant;
 - f. One faculty representative from the CFAC, ~~nominee presented to the president~~appointed by the Faculty Senate;
 - g. One at-large faculty representative, ~~nominee presented to the president~~appointed by the Faculty Senate;
 - h. ~~One~~ staff representative, nominee ~~presented to the president~~appointed by the Staff Senate;
 - i. ~~One~~ at large community member or alumnus ~~selected~~appointed by the president;
 - j. Vice president for institutional advancement and development or designee.
3. Members will serve three-year staggered terms in categories f., g., h., and i
 4. Meetings: once a semester and on call
 5. Reports to: president

M. Radiation Safety Committee

1. Charge: To administer, regulate, and control the university's radioactive materials.
2. Membership: The university radiation safety officer and all authorized campus users of radioactive materials. The makeup of this committee is dictated by Arkansas statute. There are no appointed members. All users of radioactive materials on campus must be approved by the Arkansas Department of Health through their licensing requirements. The licensing process originates with this committee. Only approved individuals are eligible for membership on this committee. The committee selects its own chair and designates the university radiation safety officer.
3. Meetings: on call
4. Reports to: president

N. Retention Committee

- ~~1. Charge: To serve as an advisory group to the president regarding retention issues. More specifically, the committee is charged with researching retention issues nationally and on campus, informing the president of key issues, and making recommendations regarding possible response options to the issues.~~
- ~~2. Membership: Eight faculty members appointed by the Faculty Senate for rotating four-year terms (one representative from each of the six colleges, one representative from among faculty who teach exemplary studies students, and one representative from among faculty who teach transitional studies students); one representative from student services; director of student activities; director of affirmative action; the director of institutional research; the director of counseling~~

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~~center; the director of housing; one representative from the office of admissions.
Committee chair is appointed by the president.~~

~~3. Meetings: on call~~

~~4. Reports to: president~~

~~OMN. Sexual Harassment Complaint Committee (pursuant to UCA Board Policy 511
<http://uca.edu/board/files/2010/11/511.pdf>).~~

~~The University of Central Arkansas Sexual Harassment Policy is as follows:~~

~~Sexual harassment by any faculty member, staff member, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.~~

~~The university considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.~~

~~Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:~~

- ~~a. submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the university or a factor in the educational program of a student;~~
- ~~b. submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual;~~
- ~~c. such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.~~

~~NOTE: Other forms of harassment based upon race, religion, national origin, sex, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of these complaints in the same manner.~~

~~Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty and faculty, student and student, staff and staff). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.~~

~~Because of the unique situations which exist between students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty are encouraged to remain professional in all relationships with students.~~

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~~Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome. Examples of sexual harassment may include, but are not limited to, the following:~~

- ~~* non-sexual slurs about one's gender;~~
- ~~* contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;~~
- ~~* repeated unwanted touching, patting, or pinching;~~
- ~~* repeated inappropriate social invitations or requests for sexual favors;~~
- ~~* repeated unwanted discussions of sexual matters;~~
- ~~* use of sexual jokes, stories, analogies, or images that are not related to the subject of the class or work situation;~~
- ~~* touching, fondling, or deliberate brushing against another person;~~
- ~~* ogling, leering, or prolonged stares at another's body;~~
- ~~* display or use of sexual graffiti or sexually explicit pictures or objects;~~
- ~~* sexually suggestive jokes, comments, e-mails, or other written or oral communications.~~

~~Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the university officials designated to receive these complaints. No person shall be subject to restraints, interference, or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.~~

~~In the course of a complaint investigation the university will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.~~

~~A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion, or termination of employment.~~

PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

~~Employees or students of the university who believe they have been subjected to sexual harassment are encouraged to use the following procedures to resolve their complaint.~~

~~The university will make every effort to adhere to the proscribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the affirmative action officer, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the affirmative action officer and where possible their needs will be accommodated.~~

INFORMAL INVESTIGATION AND RESOLUTION

- ~~1. Individuals who believe they have been subjected to sexual harassment (complainant) should report the incident promptly to their immediate supervisor or academic dean or to a departmental supervisor higher up in the chain of command or directly to the affirmative action officer, the university's legal counsel, or assistant vice president for human resources.~~

~~The person to whom the complaint is made shall immediately contact the affirmative action officer, the university's legal counsel, or assistant vice president for human resources. One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.~~

- ~~2. If, following investigation, an informal resolution of the matter which is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the university (represented by the affirmative action officer, the university's legal counsel, or assistant vice president for human resources) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the affirmative action officer, the university's legal counsel, or assistant vice president for human resources. If a satisfactory resolution has not been reached within ten (10) working days from the date of the complaint, the complainant, university or respondent may initiate formal complaint/investigation procedures.~~

FORMAL INVESTIGATION AND RESOLUTION

- ~~1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, university or respondent wish to pursue the matter further, he/she must file a written complaint. The written complaint must be filed with the affirmative action officer, the university's legal counsel, or assistant vice president for human resources within twenty (20) working days of the termination of the informal procedures. The complainant and respondent shall be entitled to have, at the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint.~~
- ~~2. The affirmative action officer will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.~~
- ~~3. Within ten (10) working days of receipt of the formal written complaint the affirmative action officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.~~
- ~~4. Within five (5) working days of the committee's receipt of the complaint, the committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the committee about the case, to insure the complainant and respondent are fully aware of their procedural rights and to decide upon the nature of the investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at university expense. The university's legal counsel may be present but shall act only in an advisory capacity to the committee.~~
- ~~5. Within five (5) working days of the conclusion of the committee's preliminary meetings with the complainant and respondent the Sexual Harassment Complaint Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.~~

- ~~6. The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.~~
- ~~7. A written record of the minutes of the proceedings and recommendations of the committee shall be presented to the president within five (5) working days of the committee's final meeting.~~
- ~~8. A copy of the minutes and recommendations of the committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.~~
- ~~9. Within ten (10) working days of receipt of the committee's recommendation, the president shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the committee, and will notify the complainant and respondent.~~

SEXUAL HARASSMENT COMPLAINT COMMITTEE

- ~~1. Charge: To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas Sexual Harassment Policy.~~
- ~~2. Procedure: The operating procedures of the committee will be consistent with the formal investigation and resolution process as described in the policy.~~
- ~~3. Membership: The affirmative action officer, who will serve as the non-voting chair, the director of the counseling center as a voting member and six (6) voting members randomly drawn from appropriate categories from a twenty-four (24) person membership pool.~~

~~The Faculty Senate, the Staff Senate, and the Student Government Association will each select eight (8) members (four (4) male and four (4) female) for the membership pool. A new pool will be established each September and new members will be selected throughout the year as necessary to replace members who separate from the university or who are otherwise unable to serve.~~

~~Upon receipt of a written complaint, the chair will arrange for the complainant and the respondent to draw members for the committee from the corresponding pools. The complainant will first draw one member, next the respondent will draw one member and the chair will draw two members each from the appropriate categories.~~

~~For example, if the complainant is a student and the respondent is a tenure-track faculty member, the complainant will draw one member from the student pool, the respondent will draw one (1) member from the faculty pool and the chair will draw two (2) members from the student pool and two (2) members from the faculty pool. If the complainant and respondent are both staff members, each will draw one (1) member from the staff pool and the chair will draw four members from the staff pool.~~

- ~~4. Meetings: On call~~
- ~~5. Reports to: president~~

SO. Student Success and Retention Council

1. Charge: The Student Success and Retention Council undertakes on-going study of the retention and graduation/program completion of students at UCA; reports data on the retention and graduation/program completion of students at UCA to the president, board of trustees, and other campus stakeholders; researches best practices in increasing retention and graduation/program completion rates; proposes specific action steps to increase retention and graduation/program completion rates at UCA; oversees the implementation of approved action steps to increase retention and graduation rates; and assesses the success of these implementations.

The Faculty Senate requests that this committee provide a written report to the Faculty Senate by November 15 of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee. The chair of this committee shall contact the president of the Faculty Senate to schedule a presentation to the full Senate by this same date.

2. Membership

- a. The associate provost, as designated by the executive vice-president and provost, will serve as chair.

- b. Faculty Senate president, Faculty Senate vice president, Staff Senate president, SGA president or other member of the SGA Executive Board, associate vice president for institutional diversity, director of new student programs, director of the counseling center, director of housing and residence life or designee, director of the academic advising center, director of admissions and enrollment services, director of student financial aid, director of the office of student success, director of university college, director of institutional research, director of the UCA core, and three at-large faculty members appointed by the Faculty Senate. The at-large faculty members will serve for a three year term.

3. Meetings: at least monthly

4. Reports to: president

P. University Admissions Committee

1. Charge: To review and make recommendations relative to current University of Central Arkansas admissions guidelines and criteria and to make decisions regarding admission appeals.
2. Membership: The chief of staff or other designee appointed by the president is chair; an associate provost as designated by the provost and dean of undergraduate studies is chair; director of admissions; registrar; one faculty member from each academic college appointed by the Faculty Senate; one faculty member who teaches exemplary studies students appointed by the Faculty Senate, one faculty member who teaches transitional studies students appointed by the Faculty Senate, and one at-large member appointed by the president. All faculty positions are for two-year rotating terms.

3. Meetings: ~~once each semester~~ on call
4. Reports to: president

II. Reporting to the Provost

A. Academic ~~Planning and~~ Assessment Committee

1. ~~Purpose~~ Charge

~~The Academic Planning and Assessment Committee's primary purpose is to provide direction and support for academic units with regard to academic planning and documentation of program effectiveness (including student learning). The Academic Assessment Committee will provide oversight, identify needs, develop recommendations and policies regarding institution-wide assessment of student learning in order to strengthen the university and enhance its accountability. It will also recommend changes in academic assessment processes; review the usefulness of academic assessment strategies, reporting strategies and feedback processes; and ensure that assessment data are used to inform decision-making at all levels. The committee will support, fully or in part, faculty initiatives related to the improvement of academic assessment programs. The committee will maintain close communications with the Faculty Senate, the office of the provost, the UCA Core Council, and other appropriate committees, administrative bodies, and academic units.~~

2. Responsibilities

- a. ~~Maintain guidelines and standards for academic planning and assessment;~~
- b. ~~Review and recommend new academic plans and new assessment systems as appropriate~~
- c. ~~Review and recommend major changes to existing academic plans and assessment regimes as appropriate~~
- d. ~~Sponsor consultations for academic units charged with the responsibility for developing and implementing academic plans and assessments~~
- e. ~~Support the Office of the Provost in coordinating reporting and communication related to academic planning and assessment~~
- f. ~~Respond to requests from the provost for information, analysis, and recommendations~~
- a. Review individual programs' assessment plans and processes and recommend ways for improvement.
- b. Advise faculty, departments, and colleges on assessment procedures and methods.
- c. Review and implement policies for reporting assessment data.
- d. Development and implement policies for dissemination of assessment data.

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e. Solicit proposals from faculty and award funds for initiatives to improve assessment.

A written report shall be provided to the Faculty Senate by April 1 of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline planning for the following year. The report should be approved by the membership of the committee. The chair of this committee shall contact the president of the Faculty Senate to schedule a presentation to the Senate by this same date.

3. **Membership**

- a. ~~Associate provost, who shall serve as committee chair~~
- b. ~~Chairs, Curriculum and Assessment Committees from each of the six colleges;~~
- c. ~~Director of University College (or designee)~~
- d. ~~Director of the General Education Program (or designee)~~
- e. ~~Graduate student, appointed by the Student Government Association, one-year term~~
- f. ~~Undergraduate student, appointed by the Student Government Association, one-year term~~

- a. The director of academic assessment who serves as the chair.
- b. One faculty member from each academic college and one faculty member who is unaffiliated with the academic colleges. Appointments are made by the respective dean or director and approved by the Faculty Senate. Members serve staggered three-year terms. Initial appointees will draw for length of term at the first meeting of the committee.
- c. The director of the UCA Core Council.
- d. One undergraduate student appointed by the SGA for a one-year term
- e. A graduate student appointed by the dean of the graduate school for a one-year term.

4. Meetings: ~~twice each semester and on call~~ monthly during the academic year.

5. Reports to: provost

B. **Academic Adjustments and ~~Credentials~~-Appeals Committee**

- 1. Charge: The committee serves as a faculty committee to review atypical cases in which rigid application of university academic regulations might result in an injustice to an individual. The committee may recommend the waiver or modification of any university regulation within the limits of sound educational practice.
- 2. Membership: ~~associate provost and dean of undergraduate studies, registrar, and five faculty members appointed by the Faculty Senate. Faculty members will~~

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~~serve five year terms on a rotating basis. The associate provost and dean of undergraduate studies serves as chair and the registrar serves as secretary.~~

a. ~~Registrar, serving as secretary and as a non-voting member.~~

b. ~~Associate provost as designated by the provost, serving as chair. The chair will vote only in the event of a tie.~~

c. ~~One faculty member from each academic college and one unaffiliated faculty member, each appointed by the Faculty Senate.~~

3. Meetings: on call
4. Reports to: provost

C. Council of Deans

1. Membership: the council is composed of the deans of each of the academic colleges, the dean of the graduate school, the associate provosts, the associate provost and dean of the graduate school, and the associate provost and dean of undergraduate studies and others as designated by the provost to serve in a non-voting capacity. The provost serves as chair.
2. Responsibilities:
 - a. To review and recommend to the president new curricula, program revisions, degree requirements, and academic standards recommended by the undergraduate, graduate, and general education councils.
 - b. To coordinate all academic matters to the end that the objectives of the total institution are achieved.
 - c. To develop an equitable distribution of academic resources that reflect university goals and objectives and to make funding recommendations to the president for the various colleges and support areas.
 - d. To recommend to the president procedures for the appointment of academic personnel and procedures for determining promotion and tenure.
3. Meetings: ~~bi-weekly and/or~~ on call by the provost
4. Reports to: provost

D. ~~Distance Education/Extended Learning Advisory Committee~~

~~1. Charge:~~

~~In accordance with Board Policy 400, the Distance Education/Extended Learning Advisory Committee, chaired by the dean of Academic Outreach and Extended Programs (AOEP), shall be responsible for the administration of policy 400, applying the policy equitably, and ensuring appropriate agreements are completed prior to mounting web-based courses for full delivery on the university's server. The committee will make recommendations for the approval of reassigned time or summer stipends for faculty seeking to convert courses to full Internet delivery. In addition, the committee will make recommendations regarding support of academic courses delivered through distance technology.~~

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2. Membership:

~~The dean of Academic Outreach and Extended Programs, a representative from each college, and a representative from GSMLA. The coordinator of credit programs and distance education and the director of the IDC shall serve as ex officio members. All members are selected on a rotational basis with each member serving a term of two years. The dean of AOEP serves as the chair.~~

3. Meetings: on call

4. Reports to: provost

FD. Faculty Development Committee

1. Charge: To foster curricular and course improvement and assist faculty in improving teaching. The committee reviews applications from faculty members to support, fully or in part, activities related to the development of curriculum and faculty instruction.
2. Membership: The director ~~of the faculty development~~for the center for teaching excellence serves as permanent chair; one faculty member from each college chosen by the provost from a list of at least three nominees from each college provided by the Faculty Senate; one faculty member unaffiliated with the academic colleges, chosen by the provost from a list of three nominees provided by the Faculty Senate; and two at-large members chosen by the Faculty Senate. All members except the chair serve rotating three-year terms.
3. Meetings: on call
4. Reports to: provost

FE. Faculty Salary Review Committee

1. Charge: Examine and study faculty salary, merit, and equity on an ongoing basis. Make periodic adjustments to the Salary Adjustment Allocation Model. Engage in ongoing dialogue with faculty by making reports electronically available to all faculty, responding to faculty queries, and, if necessary, conducting open forums for the discussion of issues and concerns of individual faculty members. Report findings and decisions to the President of the Faculty Senate by March 1.
2. Membership: ~~Seven full-time faculty members~~One faculty member from each academic college and one faculty member unaffiliated with the academic colleges to be appointed by the Faculty Senate to serve three-year terms; ~~one member each from the College of Business Administration, College of Education, College of Fine Arts and Communication, College of Health and Behavioral Sciences, College of Liberal Arts, and College of Natural Sciences and Mathematics and the seventh member to be selected from among faculties unaffiliated with a college.~~ A representative from the ~~provost's office~~office of institutional research will serve in an ex-officio, non-voting capacity. The committee chair is elected by the committee.
3. Meetings: on call
4. Reports to: provost

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FG. General Education UCA Core Council

1. Charge:
 - a. To review the current ~~general education~~ UCA Core program and make appropriate recommendations to the Council of Deans.
 - b. To review and recommend to the Council of Deans new and revised ~~general education~~ UCA Core curricula proposed by the various departments and colleges.
 - c. To initiate and recommend policies and procedures relevant to ~~general education~~ UCA Core requirements.
2. Membership:
 - ~~a. Six full-time faculty serve as general education representatives elected by all full-time faculty from among faculty who have taught general education program with the last two years. No more than one representative from each department or general education area may serve.~~
 - ~~b. Six tenured or tenure-track faculty serve as college representatives. The full-time faculty within each of the six colleges elect a representative.~~
 - ~~c. Two students are invited to serve on the council representing the Student Government Association.~~
 - ~~d. The following serve as ex-officio, non-voting members:
 - (1) Associate Provost and Dean of Undergraduate Studies
 - (2) Director of the Library (or designee)~~

~~The director of the General Education Program serves as the chair of the General Education Council. The council elects its secretary. Each council member serves three years on a rotating basis for each of the first two categories.~~

 - a. One department chair is elected from each of the academic colleges.
 - b. Two faculty members elected from each academic college with at least one holding the rank of assistant professor or above;
 - c. One faculty member elected by the University College faculty.
 - d. One faculty member elected by the ~~Schedler Honors College~~ Schedler Honors College faculty.
 - e. Two students are invited to serve as members of the council, one representing the Student Government Association and one representing Alpha Chi.
 - f. The director of the UCA Core serves as chair of the council.

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g. The associate provost as designated by the provost, university director of assessment, director of the library and the registrar are ex-officio, non-voting members.

Each council member serves three years on a rotating basis. Students serve one-year terms. The council elects its secretary each academic year.

3. Meetings: X-period the first Tuesday of each month. On call other times as needed.
4. Reports to: ~~P~~provost

H.G. Graduate Council

1. Charge:
 - a. To review and recommend to the Council of Deans new graduate curricula and programs proposed by the various departments and colleges
 - b. To review existing graduate offerings and make appropriate recommendations to the Council of Deans
 - c. To initiate and recommend policies relevant to graduate degree requirements, grading and credit policies, academic standards, and related matters
 - d. To review and recommend faculty for graduate status
 - e. To act as an academic appeal body for graduate students
2. Membership:
 - a. Department chairs are ~~selected~~appointed by the Faculty Senate, one from each of the academic colleges. No other department chair may serve on the council.
 - b. Graduate faculty members with the rank of assistant professor or above are appointed by the Faculty Senate, one from each academic college.
 - c. Each academic college, according to the procedure for appointing college committees, appoints one faculty member.
 - d. One graduate student is ~~selected~~appointed by the Faculty Senate, one graduate student is ~~selected~~appointed by the Graduate Council, and one graduate student is elected by the Student Government Association.

The ~~associate provost and~~ dean of the graduate school serves as chair of the Graduate Council. The council elects its secretary. The ~~provost and the~~ registrar and the director of the library serve as *ex officio*, non-voting members. Members serve four-year terms on a rotating basis for each of the first three categories. Students serve one-year terms.
3. Meetings: X-period the third Thursday, each month. On call other times as needed.
4. Reports to: provost

H. Honorary Degree Committee

1. Charge: The honorary doctorate is the highest academic honor awarded by the university. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the university community.
2. Membership: A committee consisting of nine members shall be appointed to review nominations for honorary degrees. The committee shall include:
 - a. Four tenured faculty members:
 - (1) One appointed by the president
 - (2) One appointed by the provost
 - (3) Two appointed by the Faculty Senate

Faculty members will serve staggered four-year terms. No academic college may have more than one representative.
 - b. The president of the Faculty Senate, or designee
 - c. The president of the Student Government Association, or designee
 - d. The president of the Staff Senate, or designee
 - e. The president of the Alumni Association
 - f. The dean of the Graduate School

The dean of the Graduate School will serve as committee chair, but will be a non-voting member.
3. Meetings: on call
4. Reports to: provost

I. Honors Council

1. The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The dean of ~~Schedler Honors College~~ Schedler Honors College/director of exemplary studies works closely with the council in securing consultation and approval in developing programs and in instituting changes within the campus-wide Honors Program.
2. Membership: The Honors Council is composed of one faculty member from each ~~academic college with and the director of exemplary studies and the director of the Honors College~~ dean of ~~Schedler Honors College~~ Schedler Honors College/director of exemplary studies who serves as an *ex officio* member. ~~The council elects its own chair and secretary. The dean of Schedler Honors College/Schedler Honors College/director of exemplary studies serves as the permanent chair of the committee.~~ The membership of the council is ~~selected~~ appointed by the Faculty Senate and serves three-year rotating terms. ~~The director of exemplary studies and the director of the Honors College~~ dean of

~~shedler honors college~~Schedler Honors College/director of exemplary studies functions under the immediate supervision of the provost.

~~2-3.~~ Responsibilities: The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The ~~director of exemplary studies and the director of the Honors College~~dean of ~~shedler honors college~~Schedler Honors College/director of exemplary studies works closely with the council in securing consultation and approval in developing programs and in instituting changes within the campus-wide honors program.

~~34.~~ Meetings: on call

~~45.~~ Reports to: provost

~~K.J.~~ Institutional Animal Care and Use Committee

1. Charge: To implement federal guidelines as required by law concerning animal care and use.
2. Membership:
 - a. One doctor of veterinary medicine ~~selected~~appointed by the president from recommendations of the chairs of ~~the department of~~biology and ~~the department of~~psychology ~~departments~~. (Permanent member)
 - b. Three members who have had experience in research involving animals. (Five-year terms)
 - (1) The provost selects one from two faculty recommended by the ~~psychology department~~department of psychology chair.
 - (2) The provost selects one from two faculty recommended by the ~~biology department~~department of biology chair.
 - (3) The provost selects one from two faculty recommended by the dean of the college of health and ~~applied behavioral~~sciences
 - c. One member whose primary concerns are in a non-scientific area. The president selects one from two faculty recommended by the ~~associate provost and~~dean of the graduate school and the research compliance coordinator.
 - d. One individual who is not affiliated with the university in any way and is not a member of the immediate family of a person who is affiliated with the university. This member will be ~~selected~~appointed by the provost from two recommendations made by the chairs of the ~~department of~~biology and ~~the department of~~psychology ~~departments~~.
 - e. The chair will be elected for a two-year term by the committee from the three faculty with animal research experience.
 - f. The research compliance coordinator is an ex-officio, nonvoting member of the committee.

- g. Member replacement: A member who is unable to complete his/her term may be replaced by the appropriate college dean or chair for up to one year to facilitate maintenance of the committee membership.
- 3. The research compliance coordinator serves as the IACUC administrator.
- 4. Meetings: two per year and on call
- 5. Reports to: provost

K. Institutional Review Board (IRB)

- 1. Charge:
 - a. ~~To ensure~~ Ensure compliance by the university with all applicable federal ~~and~~ and state laws and guidelines as well as university policy and procedures concerning research with human ~~subjects~~ participants.
 - b. ~~To review~~ Review, with the authority to approve, require modifications in, or disapprove all research activities involving human ~~subjects~~ participants conducted by university faculty, staff, or students.
 - c. ~~To review~~ Review, with the authority to approve, require modifications in, or disapprove all research conducted involving university faculty, staff, or students by outside parties.
 - d. ~~The IRB shall~~ Carry this authority out without ~~undue~~ the influence of any outside party. This ensures decisions are made without conflicts of interest.
- 2. Membership: The Institutional Review Board is appointed pursuant to those stipulations and guidelines contained in pertinent federal regulations (45CFR46). A good faith effort should be made in the selection of membership to reflect diversity of race, gender, and cultural background.
 - a. ~~The research compliance coordinator shall serve as a permanent voting member.~~ The research compliance officer serves as the IRB administrator, a non-voting member.
 - b. The following twelve voting members serving five-year staggered terms:
 - (1) ~~Eight faculty members~~ One faculty member from each of the ~~six~~ academic colleges, of whom at least ~~six~~ three regularly conduct or supervise research involving human ~~participants~~.
 - (2) Two at-large faculty members who regularly conduct or supervise research involving human participants.

To fill a vacancy in any of the faculty positions, the research compliance officer will solicit nominations from the dean of the appropriate academic college. The dean will submit the names of two nominees to the research compliance officer. The research compliance officer will forward the two nominees to the provost for final selection and appointment.

~~One member each will be selected from the College of Business Administration, the College of Education, the College of Fine Arts and Communication, and the College of Natural Sciences and Mathematics.~~

~~Two members each will be selected from the College of Liberal Arts and the College of Health and Behavioral Sciences.~~

~~To fill a vacancy in any of the eight college positions, the Faculty Senate will select one faculty member from a list of two nominees named by the dean of the college.~~

~~A faculty member who is unable to complete his/her term may be replaced by the appropriate college dean for up to one year to facilitate the maintenance of thirteen voting members on the committee.~~

(23) Two non-scientific members ~~These members~~ shall be appointed by the provost with recommendations made by the ~~dean of the graduate school~~ director of sponsored programs and the research compliance coordinator. According to 45CFR46.107(c), "Each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas."

(34) Two ~~non-affiliated members~~ members not affiliated with the institution ~~These members~~ shall be appointed by the provost from recommendations made by the ~~dean of the graduate school~~ director of sponsored programs and the research compliance coordinator. According to 45CFR46.107(d), "Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution."

c. Four alternate faculty members shall be appointed by the provost to serve in an as needed capacity.

d. The dean of the graduate school and the director of sponsored programs will serve as ex officio, non-voting members of the IRB.

e. According to 45CFR46.107(f), "An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB."

3. Chairperson: The provost shall appoint the chair based upon recommendations made by the ~~dean of the graduate school~~ director of sponsored programs and the research compliance ~~coordinator~~ officer. If the chair is appointed from the committee, creating a vacancy, the position will be filled so as to maintain college representation as stated above in "Membership."

The chair will vote in only two circumstances: 1) to break a tie vote, or 2) when required to establish a quorum.

~~4. The research compliance coordinator serves as the IRB administrator.~~

54. Meetings: Convened meetings of the IRB will usually occur each month during the fall and spring semesters. A majority of the voting members constitutes a quorum, provided however, that one non-scientific member who is nonscientific is in attendance ~~are both present~~ for voting to take place.

65. Reports to: provost

ML. **Library Committee**

1. Charge: Faculty members of the library committee advise the director of the library on matters of general library policy. Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas. The tenured members of the Library Committee serve as the college tenure and promotion committee for library faculty.
2. Membership: The committee consists of the director of the library, who will serve as chair, one undergraduate student appointed by the ~~associate provost and dean of undergraduate studies~~ Student Government Association, one graduate student appointed by the ~~associate provost and dean of the graduate school~~ Student Government Association, and one tenured faculty member from each academic college and one tenured faculty member who is not affiliated with any of the academic colleges appointed by the Faculty Senate to serve rotating terms. The ~~Library~~ eCommittee will select one of its members to serve as secretary.
3. Meetings: on call
4. Reports to: provost

NM. **Online Learning Advisory Committee**

1. Charge: To serve as an advisory group to the provost regarding issues concerning online learning including academics, student enrollment, course technology, trends in online learning, finance, and strategic planning. At the beginning of each academic semester, the director of online learning will present to the committee a report detailing student enrollment, finances, and the status of new/developing online programs.

The committee will present to the provost a report detailing all meeting notes and recommendations.

2. Membership: This committee will consist of the director of online learning who will serve as chair, the vice-president for information systems and technology or designee, the associate provost as designated by the provost, the vice-president for finance and administration or designee, the dean of the graduate school or designee, the director of the academic advising center or designee, the director of admissions and enrollment services or designee, one academic dean as designated by the Council of Deans who will serve a two-year term, one faculty member representing each of the academic colleges and one faculty member who is unaffiliated with the academic colleges and the director of the library or

designee in an ex-officio non-voting capacity. The faculty representatives shall be appointed by the Faculty Senate for staggered three-year terms.

3. Meetings: monthly and on call

4. Reports to: provost

N. Professional Education Council

1. Charge:

- a. The Professional Education Council (PEC) provides leadership for all professional education programs. It initiates, receives, and develops recommendations on all policies, proceedings, and standards affecting professional education.
- b. To ensure that all professional education programs are organized, unified, and coordinated to allow fulfillment of the mission of the professional education unit.
- c. To ensure that the professional education curricula are built upon knowledge bases essential for effective practice and upon the findings of research.

2. Membership: The PEC consists of fourteen voting members serving three-year staggered terms (except student and school-based educator representatives will serve two-year terms) and a chair. Appointments must be completed by Faculty Senate by August 1⁶th. In addition, deans and chairs representing each Professional Education Unit (PEU) program are ex officio, non-voting members of the PEC as well as one public school superintendent will serve as an ex officio, non-voting member.

- a. Three members (one from each department) from the College of Education: ~~Early Childhood and Special Education; Leadership Studies; and Teaching, Learning, and Technology~~. Chairs in consultation with the ~~d~~Dean of the ~~c~~College of ~~e~~Education will fill these positions.
- b. Two permanent members representing ~~s~~Service ~~u~~Units in the ~~c~~College of ~~e~~Education appointed by the ~~d~~Dean of the ~~c~~College of ~~e~~Education.
- c. ~~Four members who are active participants in the PEU~~ One member from each academic college representing ~~each of the~~ academic colleges outside of the ~~c~~College of ~~e~~Education who have professional education programs. These members (faculty or chairs) shall be appointed by the Faculty Senate from at least two nominations provided by the deans of the colleges ~~listed below~~.

~~(1) One member from the College of Fine Arts and Communication (Departments with professional education programs include Art and Music)~~

~~(2) One member from the College of Health and Behavioral Sciences (Departments with professional education programs include Family and Consumer Science, Kinesiology and Physical Education, and School Psychology)~~

~~(3) One member from the College of Liberal Arts (Departments with professional education programs include English, Social Studies, and World Languages)~~

~~(4) One member from the College of Natural Science and Mathematics (Departments with professional education programs include Biology, Physics, Mathematics)~~

- d. Two student members (serving two-year terms) appointed by the College of Education Administrative Council – one undergraduate student and one graduate student.
- e. Three practicing professionals (serving two-year terms) will be appointed by the College of Education Administrative Council.

To fill a vacancy in any of the College of Education positions, student appointments, or school-based educators; the College of Education Administrative Council will make the appointment.

To fill a vacancy in the positions outside of the College of Education, the Faculty Senate will make the appointment~~select one faculty member from a list of two nominees named by the dean of the college.~~

- 3. Chairperson: The ~~d~~Dean of the ~~c~~College of ~~e~~Education or his/her designee will serve as chair. The chair will vote in two circumstances: 1) to break a tie vote, or 2) when required to establish a quorum of voting members.
- 4. Meetings: Professional Education Council meetings will be held once a month during fall and spring semesters. Meetings may be called in the summer if business requires. A majority of voting members constitutes a quorum. The council will conduct business if voting members send an email vote to the PEC chairperson.
- 5. Reports to: provost

O. Public Service Award Committee

- 1. Charge: To determine the faculty member who will be the award recipient for outstanding public service activities as this service relates to the individual's position as a member of the university faculty.
- 2. Membership: One faculty member from each academic college elected to rotating ~~two~~three-year terms by the colleges, and one faculty member who is unaffiliated with the academic colleges. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
- 3. Meetings: on call
- 4. Reports to: provost

P. Research, Scholarship, and Creative Activity Award Committee

1. Charge: To determine the faculty member who will be the award recipient for excellence in research, scholarship, and/or creative activity.
2. Membership: One faculty member from each academic college elected to rotating ~~two~~ three-year terms by the colleges, and one faculty member who is unaffiliated with the academic colleges. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
3. Meetings: on call
4. Reports to: provost

Q. Sabbatical Leave Review Committee

1. Charge: The committee will evaluate applications for faculty sabbatical leaves and make recommendations. Both the committee recommendation and the provost's recommendation are forwarded along with the applicant's file to the president.
2. Membership: ~~The associate provost and dean of the graduate school~~ The associate provost as designated by the provost, and two faculty members full time continuing faculty members elected by each of the academic colleges and one faculty member who is not affiliated with the colleges to serve two-year rotating terms. Deans and departmental chairs are ineligible to serve, and no more than one member of a department may serve at a time. Members may not serve successive terms (excluding the associate provost ~~and dean of the graduate school~~). The committee selects its own chair annually.
3. Meetings: Early October, after the October 1 deadline for fall sabbaticals, and early March, after the deadline for spring sabbaticals.
4. Reports to: provost

~~R. Scholarship Committee~~

- ~~1. Charge: The committee formulates and recommends policy guidelines covering academic and performance scholarships. The committee consults with departments concerning the development and award of departmental scholarships, and with the undergraduate and graduate deans concerning the award of general university scholarships and fellowships.~~
- ~~2. Membership: Three academic administrators appointed by the provost and four faculty members appointed by the Faculty Senate, serving rotating four-year terms. The associate provost and dean of undergraduate studies serves as an ex officio voting member. The director of admissions serves as chair and non-voting member.~~
- ~~3. Meetings: on call~~

4. Reports to: provost

S. Sponsored Program Advisory Committee

1. Charge: To advise the director of sponsored programs about sponsored program opportunities, general operations of this unit, and the use of sponsored program funds for facilitating and rewarding the preparation of project proposals.

2. Membership: Each vice president and dean appoints one faculty/staff, and the Faculty Senate elects three additional members (no more than one per college) to serve three-year terms. The director of sponsored programs chairs this committee.

3. Meetings: on call

4. Reports to: provost

R. Service-Learning Advisory Committee

1. Charge: To advise the leaders of the service-learning program; to recommend progressive changes that will advance the service-learning program; to assist with the assessment and evaluation of the service-learning program; to facilitate the implementation of service-learning across the university.

2. Membership:

a. The service-learning faculty liaison, service-learning program coordinator, director of the center for teaching excellence, and provost's designee are permanent members. The service-learning faculty liaison chairs this committee.

b. In consultation with the chairs, each academic college dean appoints one faculty member, to include a faculty member from ~~Schedler Honors College~~ Schedler Honors College and University College appointed by the dean/director.

c. Two members will be drawn from the Conway community at large, nominated by themselves or by the committee members and approved by the associate vice-president for outreach and community engagement.

d. Two student members will be appointed by the SGA.

Except for members of the Conway community and students, who serve one-year terms, members serve staggered three-year terms. Initial appointees will draw for length of term. The service-learning coordinator and the provost's designee are non-voting members.

3. Meetings: monthly on the 2nd Tuesday at x-period.

4. Reports to: provost (or designee)

5. Minutes: committee minutes will be sent to the chair of the Committee on Committees.

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TS. Teaching Excellence Award Committee

1. Charge: To determine the faculty member who will be the award recipient for excellence in teaching.
2. Membership: One faculty member from each academic college elected to rotating two-year terms by the college and one faculty member who is unaffiliated with the academic colleges. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In the event that there is a conflict of interest, committee members may recuse themselves or be excused by a majority vote of the committee. In such cases, the dean will appoint a new college representative for the remainder of the academic year. Neither the committee chair nor the previous year's award winner can be replaced. If the committee chair is recused or excused, the committee will be chaired by the previous year's award winner.
3. Meetings: on call
4. Reports to: provost

UI. Undergraduate Council

1. Charge:
 - a. To review and recommend to the Council of Deans new undergraduate curricula and programs proposed by the various departments and colleges;
 - b. To review existing undergraduate offerings and make appropriate recommendations to the Council of Deans; and
 - c. To initiate and recommend policies and procedures relevant to baccalaureate and associate degree requirements, grading and credit policies, academic standards, and related matters.
2. Membership:
 - a. One department chair from each of the academic colleges will be appointed by the Faculty Senate. ~~Department chairs are selected by the Faculty Senate, one from each of the colleges.~~ No other department chair may serve on the council.
 - b. One faculty member from each academic college holding the rank of assistant professor or above will be appointed by the Faculty Senate.
 - c. One faculty member unaffiliated with the academic colleges will be appointed by the Faculty Senate.
 - d. One faculty member from each academic college will be appointed. ~~Each college,~~ according to the procedure for appointing college committees, ~~appoints one faculty member.~~
 - e. Three students are invited to serve as members, representing the following organizations: Student Government Association, Alpha Chi, Gamma Beta Phi.

The associate provost ~~and dean of undergraduate studies~~ as designated by the provost serves as chair of the Undergraduate Council. The council selects its secretary. The provost and the registrar are *ex officio*, non-voting members. Each council member serves four years on a rotating basis for each of the first three categories. Students serve one-year terms.

3. Meetings: X-period the third Tuesday of each month. On call other times as needed.
4. Reports to: provost

VU. University Computing and Information Technology Committee Information Technology Advisory Committee (this committee will be moved to reports to president upon approval by the Faculty Senate and UCA Board of Trustees)

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4. Charge: The committee advises the president and members of the executive staff on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the president and members of the executive staff on technology plan implementation and project proposals, and in other ways as needed.

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The Faculty Senate requests that this committee provide a written report to the Faculty Senate by April 1 of each year. This report should summarize the body's activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

To meet regularly to assess the current and future technology needs of the university as a whole.

2. Membership: The vice president for information systems and technology, one designee from Information Systems and Technology, one designee from Academic Affairs, the registrar or designee, the vice president for finance and administration or designee, the vice president of student services and institutional diversity or designee, one designee from the Office of the President, the director of admissions and enrollment services or designee, the associate vice president of human resources and risk management or designee, one dean selected by the Council of Deans for a two-year term, one faculty member from each college selected by the Faculty Senate for staggered three-year terms, one faculty member from the library, one faculty member from Schedler Honors College/University College, one instructional consultant selected by the director of the center for teaching excellence, one staff member selected by the Staff Senate for a three-year term, one graduate student selected by the Student Government Association, one undergraduate student selected by the Student Government Association, and one representative each from the Police Department, the Physical Plant, and the Department of Athletics as appointed by their appropriate director.

The vice president for information systems and technology will chair the committee.

One designee from information technology, the registrar, the vice president for financial services or designee, one dean selected by the Council of Deans for a 2-year term, one faculty member from each college for staggered three-year terms, one faculty member from the library, one faculty technology associate selected by the Faculty Technology Associate Advisory Board, one graduate student selected by the Student Government Association, and one undergraduate student selected by the Student Government Association.

The chair of the committee will be elected by a simple majority of the committee members.

3. Meetings: monthly and on call

~~4. Reports to: provost/president~~

~~WVU. University Research Council~~

1. Charge: to review and recommend university funding for research and creative projects proposed by university faculty and fulfill the functions related to intellectual property and technology transfer outlined in Board Policy 410 (<http://uca.edu/board/files/2010/11/410.pdf>). A collateral charge involves cooperation with the college research committees in nurturing, facilitating, and encouraging the pursuit of research and creative activities on the part of individual faculty members. Moreover, this council will review any reported fraud or abuse in research at UCA in accordance with currently established policy.
2. Membership: chairs of the college research committees and two full time continuing faculty members at large, ~~selected~~appointed by the Faculty Senate for ~~two~~three-year terms. The ~~associate provost~~ and dean of the graduate school chairs this council.
3. Meetings: on call
4. Reports to: provost

III. Reporting to the Vice President for Student Services

A. Discipline Committee

1. Charge:
 - a. To hear cases of a serious nature involving student behavior.
 - b. To hear cases on appeal from the ~~S~~student ~~j~~udiciary ~~b~~Board, Greek ~~j~~udicial ~~b~~Board, or administrative hearing officer.
2. Membership: Three ~~full-time faculty members~~full time continuing faculty members appointed by the Faculty Senate for rotating three-year terms, three students appointed by the Student Government Association president for one-year terms, three university administrators appointed by the president for rotating three-year terms. The chair is elected by the committee from among the faculty and administrative members.
3. Meetings: on call
4. Reports to: vice president for student services

~~B. Health and Wellness Promotion Committee~~

- ~~1. Charge: to coordinate individual and departmental efforts to promote health and wellness at UCA. Specifically, the committee will:~~
 - ~~a. Assess wellness and health needs of faculty, staff, and students.~~
 - ~~b. Plan and implement programs to meet these needs.~~
 - ~~c. Evaluate efforts in health promotion and disease prevention on campus.~~

d. ~~Serve as the advisory committee for alcohol and drug issues as related to the Drug-Free Schools and Communities Act. As stipulated by the act, the committee will:~~

(1) ~~Review current UCA policies that support drug-free schools and communities.~~

(2) ~~Conduct a biennial review of the UCA drug prevention program to determine its effectiveness, implement changes, and ensure that related discipline sanctions are consistently enforced.~~

(3) ~~Serve as a review committee as requested by the director of the health resources center.~~

(4) ~~Conduct research on drug knowledge, attitudes, and practices of students, staff, and faculty.~~

2. ~~Membership: The director of the health resource center will be a permanent member. Two faculty members from each college will be appointed by the Faculty Senate. Four staff members will be appointed by the Staff Senate, with at least two representing the counseling center, health services, the physical plant, and university police. Faculty and Staff Senate appointees will serve rotating two-year terms. Two students will be appointed by the Student Government Association, and two will be selected by the committee to serve one-year terms. The committee will elect its chair.~~

3. ~~Meetings: monthly~~

4. ~~Reports to: vice president for student services~~

CB. Student Center Board

1. Charge: Recommends and formulates policies governing events in the student center.

2. Membership: The director of student activities, director of student center, president of Student Government Association, five ~~faculty members~~full time continuing faculty members appointed by the Faculty Senate for rotating ~~two~~three-year terms, and five students appointed by the Student Government Association for one-year terms. Chair is director of student activities.

3. Meetings: on call

4. Reports to: vice president for student services

DC. Student Grievance Committee

1. Charge: To hear any grievance from a student(s) regarding any non-academic policy or procedure change, complaint, or infraction, and to advise vice president for student services on proper course of action.

2. Membership: One faculty member appointed by the Faculty Senate and one staff member appointed by the Staff Senate for ~~alternating~~rotating two~~three~~-year terms. One student member is appointed yearly by the dean of students from a pool of four students submitted by the Student Government Association. Dean of

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students serves as chair. Members cannot hold simultaneous membership on this and the student life committee.

3. Meetings: on call
4. Reports to: vice president for student services

ED. Student Life Committee

1. Charge: Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.
2. Membership: The dean of students, the director of minority affairs, three faculty members appointed by the Faculty Senate for rotating three-year terms, two administrative staff members appointed by the president for alternating two-year terms, and five students named by the Student Government Association for one-year terms. Director of student activities serves as *ex officio* member. The dean of students serves as chair. The committee elects its secretary.
3. Meetings: on call
4. Reports to: vice president for student services

IV. Reporting to the Vice President for Finance and Administration

A. Scholarship Committee

1. Charge: The vice president for finance and administration is charged with responsibility of oversight and compliance of university academic and departmental/performance scholarships. Through the creation of a finance and administration compliance office and the scholarship committee, the following duties are performed: formulation and maintenance of scholarship policies and procedures; monitoring of projected expenditures; analyzing the impact of policy changes; submission of new or revised policies to Executive Staff; and reviewing exception requests by students.
2. Membership: Representation from the following offices, Compliance Office (Chair), Academic Affairs, Admissions, Athletics, Budget and Finance, Financial Aid, UCA Foundation, Institutional Research.
3. Meetings: on call but generally weekly to semi-monthly
4. Reports to: vice president for finance and administration

B. Sustainable Environment and Ecological Design Committee

1. Charge: The Sustainable Environment and Ecological Design Committee encourages, reviews, develops, recommends, and provides information about proposals that can enhance UCA's role in the local and national environmental community.

The committee is responsible for the following:

- a. Soliciting, receiving, and developing proposals to enhance and encourage activities such as (1) design of facilities and landscaping that enhances the campus both aesthetically and ecologically; 2) conservation of energy, materials, and water; 3) recycling; 4) reduction of pesticide and herbicide use; 5) more efficient food production and use; and other ways of improving the environmental role and/or lowering the financial cost of the university's day-to-day functioning.
 - b. Reviewing and recommending proposals to the vice president for finance and administration ~~ve-services~~.
 - c. Working with the vice president for finance and administration, the physical plant, staff, faculty, and students to find ways to implement proposals and programs.
 - d. Developing ways to make responsible and sustainable ecological approaches an integral part of the educational experience at UCA.
2. Membership: five ~~faculty members~~ full time continuing faculty members, one of whom will be an eEnvironmental sciences coordinator, appointed by the Faculty senate; four staff members appointed by the staff senate; three student members appointed by the committee; the president of the university women; the director of the physical plant (permanent member). Faculty and staff members will serve three-year rotating terms, and student members will serve two-year rotating terms. The committee elects its own chair, with the chair from the previous year organizing and presiding over the election.
 3. Meetings: on call
 4. Reports to: vice president for finance and administration

B. Scholarship Committee

- ~~1. Charge: The vice president for finance and administration is charged with responsibility of oversight and compliance of university academic and departmental/performance scholarships. Through the creation of a finance and administration compliance office and the scholarship committee, the following duties are performed: formulation and maintenance of scholarship policies and procedures; monitoring of projected expenditures; analyzing the impact of policy changes; submission of new or revised policies to Executive Staff; and reviewing exception requests by students.~~
- ~~2. Membership: Representation from the following offices, Compliance Office (Chair), Academic Affairs, Admissions, Athletics, Budget and Finance, Financial Aid, UCA Foundation, Institutional Research.~~
- ~~3. Meetings: on call but generally weekly to semi-monthly~~
- ~~4. Reports to: vice president for finance and administration~~

B.C. Traffic and Parking Committee

1. Charge:

- a. Recommend long-range plans for parking space.
 - b. Recommend policies for parking including zoning criteria, permit costs, and penalty amounts.
 - c. Recommend policies and procedures for administrative forgiveness of parking and traffic citations.
 - d. Select traffic appeals board to hear traffic citation appeals. The traffic appeals board will consist of one faculty member, one staff member, and one student, all selected from the membership of the traffic and parking committee.
2. Membership: three ~~faculty members~~ full time continuing faculty members appointed by the Faculty Senate for rotating three-year terms; three staff members appointed by the Staff Senate for rotating three-year terms; three student members appointed by the Student Government Association to serve one-year terms. The UCA Police Department and Facilities Operations will appoint a permanent representative. ~~The vice president for administration will serve as committee shall elect its own~~ chair.
 3. Meetings: on call
 4. Reports to: vice president for finance and administration

DC. University Safety Committee

1. Charge:
 - a. To recommend to the vice president for finance and administration policies that ensure an environment free from unreasonable risk, thereby reducing the number and severity of occupational illnesses and injuries.
 - b. To serve as a resource for the various administrative units on campus, assisting them in the identification and correction of unsafe conditions or practices in their areas.
 - c. To serve as the coordinating body in monitoring compliance with safety regulations.
 - d. To recommend to the vice president for finance and administration expenditures necessary to achieve the university's safety goals.
2. Membership: The occupational safety and health program director, ~~vice president for administration~~, director of student health services, director of public safety, ~~insurance manager~~ associate vice president for human resources and risk management, the university's ~~legal~~ general counsel, one faculty member appointed by the Faculty Senate, two staff members appointed by the Staff Senate, one student member appointed by the Student Government Association.

Faculty members will serve four-year terms, staff members will serve two-year terms and student members will serve one-year terms. The chair is appointed by the ~~president~~ vice president for finance and administration and the secretary is elected by the committee.
3. Meetings: monthly at least once per semester or as needed

4. Reports to: vice president for finance and administration

V. Reporting to the Vice President for Financial Services

A.E. Financial Aid Committee

1. Charge: serves as an advisory group to the director of student financial aid. The student financial aid office is governed by federal guidelines and regulations and, when institutional policy is required, the policy is reviewed by the committee.
2. Membership: The ~~vice president for financial services~~, director of student financial aid, director of admissions, two ~~faculty members~~full time continuing faculty members ~~selected~~appointed by the Faculty Senate to serve rotating four-year terms, and a student ~~selected~~appointed yearly by the Student Government Association. The director of financial aid serves as chair.
3. Meetings: on call
4. Reports to: vice president for ~~financial services~~finance and administration

B.F. Housing Exemptions Committee

1. Charge: To review the requests of students who wish to live off campus during their freshman year.
2. Membership: Two ~~faculty members~~full time continuing faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; three students appointed by the SGA; the ~~vice president for financial services~~director of housing and residence life or designee serves as an *ex officio* member. The terms of the faculty and staff members are for five years, with one leaving the committee each year. The chair and secretary are elected by the committee.
3. Meetings: on call
4. Reports to: vice president for ~~financial services~~finance and administration

W.V. Reporting to the Vice President for Development and Institutional Advancement

A. Public Appearances Committee

1. Charge: Coordinates the work of and establishes the policies for the public appearances series at the university. The series, which includes a variety of lectures, art exhibits, dramatic productions, and concerts, is intended not only to provide entertainment, but to enrich the cultural and educational atmosphere of the university community.
2. Membership: Four ~~faculty members~~full time continuing faculty members ~~selected~~appointed by the Faculty Senate, two staff members ~~selected~~appointed by the Staff Senate and six students ~~selected~~appointed by the Student Government Association. The faculty and staff positions are for rotating three-year terms; students serve one-year terms. The chair is named by the vice president for development and institutional advancement.
3. Meetings: on call

4. Reports to: vice president for development and institutional advancement

VII. Reporting to the Associate Vice President for Human Resources and Risk Management

A. Health and Wellness Advisory Committee

1. Charge: Coordinates individual, departmental, and university efforts to promote health and wellness for UCA faculty and staff employees. Specifically, the committee will:
 - a. Assess health and wellness needs of faculty and staff.
 - b. Assist in development of a variety of initiatives and programs.
 - c. Evaluate efforts in health promotion and disease prevention.
 - d. Provide information centered on preventative care, fitness, nutrition, health screenings, and related topics.
 - e. Work with faculty and staff in encouraging employee participation.
2. Membership: The Wellness Coordinator and Chair of the Employee Benefits Advisory Committee will be permanent members of the committee. Three ~~faculty members~~ full time continuing faculty members will be appointed by the Faculty Senate and three staff members will be appointed by the Staff Senate. At least two faculty and two staff members should represent a department related to wellness (Exercise Science, Nutrition, Health Services, Nursing, HPER, etc., or related area). Faculty and staff members will serve staggered three year terms.
3. Meetings: monthly or as needed
4. Reports to: associate vice president for human resources and risk management.