

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 and **institutional diversity**.

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) 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
5. Reports to: president

B. Assistance Program for Students with Exceptional Circumstances (APSEC)
(pursuant to UCA Board Policy 710 <http://uca.edu/board/700series/>)

C.B. 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, 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 finance and administration, the athletic director, the coordinator of women's athletics, and faculty appointed by the Faculty Senate representing each academic college, and one unaffiliated, and one at large appointed by the Faculty Senate 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

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

E. D. 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 **employee 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 and a chair appointed by the president. **Also consists of one part-time faculty serving a one-year term. The part-time faculty position shall be a non-voting member except on issues that directly affect the part-time faculty of the University as determined by the chair of the committee.** 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.

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

F. Distinguished Faculty Emeritus/Emerita Committee

1. Charge:
 - a. The committee evaluates recommendations for distinguished emeritus/emmerita status, within the guidelines established by the Board of Trustees.
 - b. The committee may recommend criteria for eligibility to distinguished emeritus/emmerita status.
 - c. The committee may recommend the privileges and rewards accompanying distinguished emeritus/emmerita 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

G. 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 XI 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 chair of the Diversity Advisory Committee, **or their designee**, will sit on the council as a non-voting *ex officio* member.

4. Meetings: on call

5. Reports to: president

H.G. Faculty Handbook Committee

1. **Charge:** 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.

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.

2. **Membership:** 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 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 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.
3. **Meetings:** weekly during the academic year
4. **Reports to:** president

I.H. 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.
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 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 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

J.I. 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

K.J. 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 dean of the college of fine arts and communication (CFAC), permanent chair;
 - b. Director of baum gallery;
 - c. Chair of the department of art;
 - d. Student Government Association president or designee;
 - e. Director of the physical plant;
 - f. One faculty representative from the CFAC, appointed by the Faculty Senate;
 - g. One at-large faculty representative, appointed by the Faculty Senate;
 - h. One staff representative, nominee appointed by the Staff Senate;

- i. One at large community member or alumnus 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

~~L.K.~~ 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

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

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

~~O.N.~~ Strategic Planning Committee (SPC) (pursuant to the UCA Strategic Plan
<http://uca.edu/about/strategicplan/> as adopted by the UCA Board of Trustees)

~~P.O.~~ Strategic Planning and Resource Council (pursuant to the UCA Strategic Plan
<http://uca.edu/about/strategicplan/> as adopted by the UCA Board of Trustees)

~~P.Q.~~ 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 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

Q.R.. 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. **The Faculty Senate requests that this committee provide a written report to the Faculty Senate by January 15 of each year.**
2. Membership: The chief of staff or other designee appointed by the president is chair; an associate provost as designated by the provost; 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 **three-year staggered terms.**
3. Meetings: on call
4. Reports to: president

II. Reporting to the Provost

A. Academic Assessment Committee

1. Charge

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. 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. Develop~~ment~~ and implement policies for dissemination of assessment data.
- 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. The director of academic assessment who serves as the chair.
- b. One faculty member from each academic college **appointed by the respective dean** and one faculty member who is unaffiliated with the academic colleges **appointed by the Faculty Senate**. ~~Appointments are made by the respective dean or director.~~ 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: monthly during the academic year.

5. Reports to: provost

B. Academic Adjustments and 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:
 - 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 **to serve staggered three-year terms.**
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, 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: on call by the provost
4. Reports to: provost

D. 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 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 **Deans of each academic college** ~~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

E. 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: 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. ~~A designee representing the Office of the Provost, designated by the Provost, The Provost or their designee will to serve in an ex-officio, non-voting capacity.~~ A representative from the 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

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

~~The Faculty Senate requests that this committee provide a written report to the Faculty Senate by October 1 of each year.~~

2. Membership:
 - a. Department chairs are 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 appointed by the Faculty Senate, one graduate student is appointed by the Graduate Council, and one graduate student is elected by the Student Government Association.

The dean of the graduate school serves as chair of the Graduate Council. The council elects its secretary. 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/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 and the dean of Schedler Honors College/director of exemplary studies who serves as an *ex officio* member. The dean of Schedler Honors College/director of exemplary studies serves as the permanent chair of the committee. The membership of the council is appointed by the Faculty Senate and serves three-year rotating terms. The dean of Schedler Honors College/director of exemplary studies functions under the immediate supervision of the provost.
3. Responsibilities: The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The dean of 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.
4. Meetings: on call
5. Reports to: provost

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 appointed by the president from recommendations of the chairs of the department of biology and the department of psychology . (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 department of psychology chair.
 - (2) The provost selects one from two faculty recommended by the department of biology chair.
 - (3) The provost selects one from two faculty recommended by the dean of the college of health and behavioral sciences
 - c. One member whose primary concerns are in a non-scientific area. The president selects one from two faculty recommended by the 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 appointed by the provost from two

recommendations made by the chairs of the department of biology and the department of psychology.

- 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. Ensure compliance by the university with all applicable federal and state laws and guidelines as well as university policy and procedures concerning research with human participants.
 - b. Review, with the authority to approve, require modifications in, or disapprove all research activities involving human participants conducted by university faculty, staff, or students.
 - c. Review, with the authority to approve, require modifications in, or disapprove all research conducted involving university faculty, staff, or students by outside parties.
 - d. Carry this authority out without 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 officer serves as the IRB administrator, a non-voting member.
 - b. The following twelve voting members serving five-year staggered terms:
 - (1) One faculty member from each of the academic colleges, of whom at least 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.

- (3) Two non-scientific members shall be appointed by the provost with recommendations made by the 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."
 - (4) Two members not affiliated with the institution shall be appointed by the provost from recommendations made by the 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 director of sponsored programs and the research compliance 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. 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 is in attendance for voting to take place.
 5. Reports to: provost

L. 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 Student Government Association, one graduate student appointed by the dean of the graduate school, 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 **staggered three-year** terms. The Library Committee will select one of its members to serve as secretary.
3. Meetings: on call
4. Reports to: provost

M. 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 at the first meeting of the new Faculty Senate in the spring with terms beginning June 1. 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. Chairs in consultation with the dean of the college of education will fill these positions.
 - b. Two permanent members representing service units in the college of education appointed by the dean of the college of education.
 - c. One member from each academic college representing the academic colleges outside of the college of 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.
 - 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.

3. Chairperson: The dean of the college of 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 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 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 as designated by the provost, two 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 **staggered three-year** 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). 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. 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 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.~~

S. Study Abroad Advisory Committee

1. Charge:
 - a. Recommend guidelines for proposing, delivering and assessing study abroad programs;
 - b. Create policies and procedures to promote and facilitate study abroad programs such as faculty led, exchange, and language immersion, as well as consortiums for students;
 - c. Review and recommend all international partnership agreements related to Study Abroad with universities, colleges, and non-profit institutions;
 - d. Review all study abroad proposals (their frequency, rotation, and distribution) and make recommendations for UCA study abroad programs;
 - e. Assess safety of all study abroad programs to meet UCA study abroad crisis and risk management policies;

- f. Make recommendations that promote accessible and affordable programs for all UCA students; and
- g. Promote professional development related to study abroad for the UCA community.

2. Membership:

- a. One faculty representative elected from each academic college.
- b. One faculty representative elected from faculty members unaffiliated with a college.
- c. Three faculty members appointed by the Faculty Senate.
- d. The study abroad coordinator, associate director for international engagement and associate vice president for international engagement (or designee) will also serve as ex-officio non-voting members.
- e. One student representative appointed by the Student Government Association to serve a one-year term.

The associate vice president for international engagement (or designee) serves as chair of the committee. All faculty members serve three-year staggered terms.

- 3. Meetings: The committee meets at least three times each fall and spring academic semester with minutes of the meetings posted online.
- 4. Reports to: provost

T. 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

U. UCA Core Council

- 1. Charge:
 - a. To review the current 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 UCA Core curricula proposed by the various departments and colleges.
- c. To initiate and recommend policies and procedures relevant to UCA Core requirements.

2. Membership:

- f. One department chair is elected from each of the academic colleges.
- g. Two faculty members elected from each academic college with at least one holding the rank of assistant professor or above;
- h. One faculty member elected by the University College faculty.
- i. One faculty member elected by the Schedler Honors College faculty.
- j. Two students are invited to serve as members of the council, one representing the Student Government Association and one representing Alpha Chi.
- k. The director of the UCA Core serves as chair of the council.
- l. 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: provost

V. 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.

The Faculty Senate requests that this committee provide a written report to the Faculty Senate by October 1 of each year.

2. Membership:

- a. One department chair from each of the academic colleges will be appointed by the Faculty Senate. 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, according to the procedure for appointing college committees.
- e.. Three students are invited to serve as members, representing the following organizations: Student Government Association, Alpha Chi, Gamma Beta Phi.

The associate provost 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

W. 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, appointed by the Faculty Senate for three-year terms. The 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 and Institutional Diversity

A. Academic Integrity and Discipline Committee

- 1. Charge:
 - a. To hear cases of a serious nature involving student behavior.
 - b. To hear cases on appeal from the Student Judiciary Board, Greek Judicial Board, or administrative hearing officer.

- c. To hear cases of academic misconduct and make recommendations jointly to the Provost and Vice President for Student Services and Institutional Diversity.
2. Membership: Three full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms, three students, to include at least one graduate student, appointed by the Student Government Association president for one-year terms, three university administrators appointed by the Staff Senate president for rotating three-year terms. ~~The chair is elected by the committee from among the faculty and administrative members.~~ The chair is the faculty member with the longest service on the committee.
3. Procedures: The chair will convene the committee in September to review the responsibilities of the committee and the procedures outlined in the Student Handbook for appealing academic integrity and disciplinary decisions. When the committee addresses matters of academic integrity, a superquorum of six members is required, including at least one member of each group (faculty, administrative, and student). If the alleged infraction is committed by a graduate student, the graduate student member of the committee must be present.
- 4.3. Meetings: an orientation/training meeting in September and on call
- 5.4. Reports to: vice president for student services and institutional diversity

B. Student Center Board

1. Charge: Recommends and formulates policies governing events in the student center.
2. Membership: The director of student life ~~activities~~, director of student center, president of Student Government Association, five full-time continuing faculty members appointed by the Faculty Senate for rotating three-year terms, and five students appointed by the Student Government Association for one-year terms. Chair is director of the Student Center. ~~student activities.~~
3. Meetings: on call
4. Reports to: vice president for student services and institutional diversity

~~C. 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 rotating 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 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~~

C.D. 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 **diversity and community** ~~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 **and institutional diversity**

IV. Reporting to the Vice President for Finance and Administration

A. 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 director of student financial aid, director of admissions, two full-time continuing faculty members appointed by the Faculty Senate to serve rotating four-year terms, and a student 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 finance and administration

B. Housing Exemptions Committee

1. Charge: To review the requests of students who wish to live off campus during their freshman year.
2. Membership: Two 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 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

C. 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 and Student Services. In addition, three faculty members appointed by the Faculty Senate will be voting members of the committee, with staggered three-year term expiration dates.
3. Meetings: on call but generally weekly to semi-monthly
4. Reports to: vice president for finance and administration

D. Sustainable Environment and Ecological Design (SEED) 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.
 - 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 full-time continuing faculty members, one of whom will be an environmental 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

E. 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 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 Physical Plant will each appoint a permanent representative. The committee shall elect its own chair.
3. Meetings: on call
4. Reports to: vice president for finance and administration

F. 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 **or designee**, director of student health services **or designee**, director of public safety **or designee**, associate vice president for human resources and risk management **or designee**, the university's general counsel **or designee**, **the director of the physical**

plant or designee, 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 vice president for finance and administration and the secretary is elected by the committee.

3. Meetings: at least once per semester or as needed
4. Reports to: vice president for finance and administration

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 full-time continuing faculty members appointed by the Faculty Senate, two staff members appointed by the Staff Senate and six students 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

VI. 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 (chair) and Chair of the Employee Benefits Advisory Committee will be permanent members of the committee. Three 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 of these faculty and two of these staff members should represent a department related to wellness (Exercise Science, Nutrition, Health Services, Nursing, HPER, etc.). Faculty and staff members will serve staggered three year terms ~~(drawing lots for the initial term lengths)~~.

3. Meetings: First Tuesday during the academic year or as needed
4. Reports to: associate vice president for human resources and risk management.