

**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 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. 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~~

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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, 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 administrative services, the athletic director, the coordinator of women's athletics, and eight members of the faculty 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

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~~

GF. 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

HG. 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 XVII 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 will sit on the council as a non-voting *ex officio* member.

4. Meetings: on call

5. Reports to: president

H. 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.I. 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 XV (relating to terminations) and under Chapter 3, Section XVI (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 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

L.K. 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~~ine ~~A~~arts and ~~C~~ommunication (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 ~~p~~hysical ~~p~~lant;
 - f. One faculty representative from the CFAC, nominee presented to the president by the Faculty Senate;
 - g. One at-large faculty representative, nominee presented to the president by the Faculty Senate;
 - h. ~~O~~ne staff representative, nominee presented to the president by the Staff Senate;
 - i. ~~O~~ne at large community member or alumnus selected by the president;
 - j. ~~V~~ice president for ~~i~~nstitutional ~~a~~dvancement and ~~d~~evelopment 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~~

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~~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 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~~

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

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~~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 those 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.~~

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 prescribed 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~~

PN. 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.~~

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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 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.

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

Form

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

Form
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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~~ others as designated by the provost. 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 409, 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 409, 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.~~

~~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~~

ED. 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 academic 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

Form

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 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.
- 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: Pprovost

HG. 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

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- 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 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 by the Faculty Senate, one graduate student is selected 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

IH. 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

J. **Honors Council**

- 1. The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The dean of scheduler 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 scheduler honors college/director of exemplary studies who serves as an ex officio members. The council elects its own chair and secretary. The dean of scheduler honors college/director of exemplary studies serves as the permanent chair of the committee. The membership of the council is selected by the Faculty Senate and serves three-year rotating terms. The director of exemplary studies and the director of the Honors College dean of scheduler 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 scheduler 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. **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 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 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

LK. Institutional Review Board (IRB)

1. Charge:
 - a. To ensure compliance by the university with all applicable federal/state laws and guidelines as well as university policy and procedures concerning research with human subjects.
 - b. To review, with the authority to approve, require modifications in, or disapprove all research activities involving human subjects conducted by university faculty, staff, or students.
 - c. To 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 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.

- b. The following twelve voting members serving five-year staggered terms:
- (1) Eight faculty members from each of the ~~six~~ academic colleges, of whom at least six regularly conduct or supervise research involving humans

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 with another faculty member, as appointed by the appropriate college dean for up to one year to facilitate the maintenance of thirteen voting members on the committee. The research compliance coordinator cannot be replaced by a dean appointment.
 - (2) Two non-scientific members. These members shall be appointed by the provost with recommendations made by the dean of the graduate school 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."
 - (3) Two non-affiliated members. These members shall be appointed by the provost from recommendations made by the dean of the graduate school 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 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 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 and the research compliance coordinator. 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.