UCA Faculty and Staff Committee Handbook

Draft Outline

1. Introduction—Need for committees (shared governance stuff)
2. Charges
3. Rules and Procedures
4. Meetings and Records
5. Reporting Procedures
6. Faculty Senate—continues as is by its Constitution and By-Laws

Standing Committees

Committee on Committees

Academic Affairs

Faculty Affairs I

Faculty Affairs II

1. Staff Senate—continues as is by its Constitution and By-Laws

Standing Committees

Angel Bear Committee

Basketball Volunteer Committee

Commencement Committee

Communications Committee

Compensation Committee

Courtesy Committee

Elections Committee

Employee Recognition Committee

Football Volunteer Committee

Professional Development Committee

Scholarship Committee

Spring Picnic Committee

Staff Handbook Committee

Winterfeast Committee

1. University Committee on Committees
2. Faculty Membership Committees

Any proposed changes to the following committees are to be presented to the Faculty Senate for consideration.

**Reporting to the President**

Academic Freedom Committee

Faculty Emeritus/Emerita Committee

Faculty Grievance Panel

Faculty Handbook Committee

Faculty Hearing Committee

Radiation Safety Committee

**Reporting to the Provost**

Academic Assessment Committee

Academic Adjustments and Appeals Committee

Faculty Development Committee

Faculty Salary Review Committee

Graduate Council

Honorary Degree Committee

Honors Council

Institutional Animal Care and Use Committee

Institutional Review Board (IRB)

Library Committee

Professional Education Council

Public Service Award Committee

Research, Scholarship, and Creative Activity Award Committee

Sabbatical Leave Review Committee

Service-Learning Advisory Committee

Student Evaluation of Teachers Committee

Study Abroad Advisory Committee

Teaching Excellence Award Committee

UCA Core Council

Undergraduate Council

University Research Council

1. Committees Including Faculty and Staff Memberships

Any proposed changes to the following committees are to be presented to the University Committee on Committees for consideration.

**Reporting to or Controlled by a Board of Trustees Policy (**I’m sure there are more of these, but I haven’t combed through the policies yet to find them)

Diversity Advisory Committee

Strategic Budget and Resource Council

Assistance Program for Students with Exceptional Circumstances (Policy 710)

**Reporting to the President**

Athletic Committee

Employee Benefits Advisory Committee

Information Technology Advisory Committee

Public Art Committee

Strategic Planning Committee

Strategic Budget Advisory Committee

Student Success and Retention Council

University Admissions Committee

**Reporting to the Provost**

Online Learning Advisory Committee

University Calendar Committee

**Reporting to the Vice President for Student Services**

Student Grievance Committee

Student Life Committee

**Reporting to the Vice President for Finance and Administration**

Assistance Program for Students with Exceptional Circumstances

Financial Aid Committee

Housing Exemptions Committee

Scholarship Committee

Sustainable Environment and Ecological Design Committee

Traffic and Parking Committee

University Safety Committee

**Reporting to the Vice President for Institutional Advancement**

Public Appearances Committee

**Reporting to the Associate Vice President for Human Resources and Risk**

**Management**

Health and Wellness Advisory Committee

1. **Others**

Sexual Harassment and Title IX

Council of Deans

**Reporting to the Vice President for Student Services**

Discipline Committee (faculty appointed by FS; administrators appointed by

President)

Student Center Board (faculty appointed by FS)

The University Committee on Committees

The University Committee on Committees serves as the body to review suggestions to change any committee charge or membership under its purview. The Committee will submit any recommendations for revision or modification to both the Faculty Senate and Staff Senate for approval.

Membership

1. Chair—Chief of Staff (the actual Chief of Staff and not a designee as there are many diverse positions serving under the C of S who have various duties and alignments)
2. Provost
3. Faculty Senate Vice-President (who chairs the Senate’s C on C)
4. Faculty Senator appointed by Faculty Senate
5. Staff Senate Vice President (equal rank with Faculty Senate)
6. Staff Senator appointed by Staff Senate
7. Student Government Vice President (equal rank with Faculty and Staff )
8. Student Government Senator appointed by SGA

All members have an equal vote. In case of a tie, any proposals will be forwarded to both Faculty and Staff Senates.

Approved proposals will be forwarded to both Faculty and Staff Senates for approval. If defeated in either Senate, the proposal fails. If approved in both Senates, the proposal passes and will be implemented. If any changes are proposed in one Senate and passed, the proposal returns to the University Committee on Committees and begins the process again.