

AUM Faculty Senate

COMMITTEE CHARGES (2009-2010)

Approved by the Rules Committee, 6.5.09 for recommendation to the Faculty Senate

Approved by the Faculty Senate, 6.12.09.

nb: All references to the Handbook are to the *AUM Faculty Handbook* (August 2002). These charges – the result of cutting and pasting – contain errors/changes since that revision was made. For example, the office of Vice Chancellor for Academic and Students Affairs no longer exists. Any corrections, including those, should be noted to the ad hoc Committee for the Revision of the Faculty Handbook for correction in the current revision. The charges of the standing senate committees begin with the charge to each as stated in the *AUM Faculty Handbook* (August 2002); additional charges are added.

Standing Committees of the Faculty Senate

Academic Standards  
Administrator Evaluation  
Calendar, Scheduling and Registration  
Core Curriculum Oversight  
Faculty Handbook Review  
Faculty Welfare  
Grievance  
Honors  
Intercollegiate Athletics  
Lectures  
Library  
Planning, Priorities, and Resource Allocation  
Rules  
Teaching Effectiveness

Ad Hoc Committee for the Revision of the Faculty Handbook (created by the Senate 6.12.09)

1. Shall be charged with recommendations for revision to the *Faculty Handbook* in a timely manner, reporting progress to the Senate at the November 2009 and March 2010 meetings, reporting a timeline for completion at the November 2009 meeting.
2. As an ad hoc committee, the currently constituted *Faculty Handbook* Review Committee will serve, with the addition of Rosine Hall, Joy Clark, and Blake Gerard; Bob Gehling will chair.

Ad Hoc Committee for Review of the Faculty Grievance Process (created by the Senate 6.12.09)

“Every three years the Faculty Senate shall appoint an ad hoc committee to review the Faculty Grievance Procedure and to make recommendations of any changes that are needed.” *AUM Faculty Handbook* (August 2002), page 73.

This committee shall review and make recommendations about the faculty grievance procedure and will present its recommendations to the Ad Hoc Committee for the Revision of the Faculty Handbook by November 1. In addition, this committee will report its recommendations to the Senate at the January 2010 meeting of the Senate. This committee is comprised of all members of the Grievance Committee and chaired by Nelya McKenzie.

#### Academic Standards

1. This committee shall recommend policies to govern scholastic standards for the University, including admission to the University, continuation in residence, and graduation. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
2. Meet with the Dean of Students to discuss the Strategic Enrollment Management plan developed in March 2009 by that office, and discuss faculty participation in that process. Report to the Senate at the February 2010 meeting.
3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
4. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current\\_Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

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#### Administrator Evaluation Committee

1. This committee shall conduct and oversee evaluations of university administrators. The committee shall also develop procedures by which the faculty can participate in these evaluations.
2. Conduct 2009 evaluations early in the Fall 2009 Semester, reporting to the Senate at its November meeting.
3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
4. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current\\_Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

### Calendar, Scheduling, and Registration Committee

1. This committee shall submit a proposed university calendar for approval by the Faculty Senate. It will recommend policies concerning scheduling to obtain more effective use of the University's facilities and shall monitor and recommend policies for registration. Contact the President in a timely manner so that committee reports may be included as necessary in the agenda of the Senate.
2. Working with the office of the Dean of Students or other appropriate personnel, examine the process for creating the calendar for student orientation, and, with the appropriate university officials, work ensure faculty participation in the process of setting dates, creating programs, and other aspects of orientation/registration that have effects upon faculty.
3. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
4. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current\\_Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

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### Core Curriculum Oversight Committee

1. The committee shall ensure that the approved core curriculum is implemented. In addition the committee shall have the responsibility of recommending admission of courses to the core, determining equivalencies, assessing and evaluating courses, and reviewing curriculum models from each academic area to ensure that core courses are appropriately incorporated.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
3. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current\\_Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

### Curriculum Committee

1. The committee shall review requests for curriculum changes in courses that may be taken for undergraduate credit, review and recommend approval of all proposals for new undergraduate programs and modifications to existing programs, review existing programs, recommend regulations and policies for the undergraduate programs, and assist the Vice Chancellor for Academic and Student Affairs in carrying out those regulations and policies.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook*.

*Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

3. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

#### Faculty Handbook Review Committee

1. The committee shall solicit suggestions for changes and updating of the faculty handbook and recommend annually to the Faculty Senate such changes as it deems appropriate.

2. Examine the policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) for those which should be included in the revision of the *Faculty Handbook*.

#### Faculty Welfare Committee

1. The committee shall receive, originate, and consider suggestions concerning faculty welfare.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

3. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they effect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

#### Grievance Committee

1. The committee shall evaluate grievances filed by faculty members and make recommendations to the Chancellor. The committee shall follow the faculty grievance procedure outlined in Chapter IV of the *AUM Faculty Handbook*. A written report summarizing the committee's work, and recognizing the issues of confidentiality imposed on the grievance process, during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.

2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

3. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

#### Honors Committee

1. The Honors Committee works with the Honors Director to screen and invite students, to select and schedule courses, and to monitor classes. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
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#### Intercollegiate Athletics Committee

1. This committee shall make recommendations to the Faculty Senate on issues regarding the intercollegiate athletic program of the University as cited by the National Association of Intercollegiate Athletics. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
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#### Lectures Committee

1. The committee shall augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment who would be of interest to students, faculty, and staff. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
2. Working with the Office of Advancement, develop a plan to establish an endowment in support of the University Lectures Committee and its mission. Report progress at the January 2010 meeting of the Senate.
3. Develop a plan to establish an in-house lectures series, open to the public, to showcase faculty and staff at AUM. Report progress at the January 2010 meeting of the Senate.
4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook*.

*Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

5. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

#### Library Committee

1. The committee shall recommend policies concerning materials selection, Library services offered, Library schedules, and allocation of materials acquisitions funds.
2. Develop a plan to increase membership in the Friends of the AUM Library. Report progress at the February 2010 meeting of the Senate.
3. Work with the Dean of the Library and the Development Office to develop a plan to establish an endowment to provide additional funding to the AUM Library. Report progress at the February 2010 meeting of the Senate.
4. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.

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5. Examine current policies ([http://www.aum.edu/indexm.aspx?id=6206#Current Policies](http://www.aum.edu/indexm.aspx?id=6206#Current_Policies)) as they appear on the AUM website as they affect the charge of this committee; monitor proposed policies for their effect on the charge of this committee.

#### Planning, Priorities, and Resource Allocation Committee

1. The committee shall be advisory to the Chancellor and report to the Faculty Senate on matters related to (1) faculty salary and compensation policies, (2) short range allocation of resources in the University, (3) long range priorities of the University, and (4) circumstances of financial exigency. The members of this committee also serve on the University Planning and Budget Committee. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
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### Rules Committee

1. This committee shall serve as the Senate Committee on committees. All questions concerning Faculty Senate procedures shall be referred to this committee, and it shall recommend to the Faculty Senate the disposition to be made of any dispute concerning the operation of the Faculty Senate. It shall ensure that unit representatives are duly elected and that no unit of the University is denied the representation to which it is entitled under these articles. This committee should make periodic studies of the Faculty Senate with respect to its objectives and its role in faculty government and should recommend changes that should be made to enable the Faculty Senate to function more effectively.
2. Consider the *Faculty Handbook*, particularly materials pertaining to its charge, and making recommendations for revision of its charge and any other appropriate portions of the *Faculty Handbook* to the Ad Hoc Committee for the Revision of the *Faculty Handbook* by November 1, 2009.
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### Teaching Effectiveness Committee

1. This committee shall focus on the evaluation and enhancement of teaching effectiveness. A written report summarizing the committee's work during 2009-2010 should be submitted to the President prior to April 26, 2010 for inclusion in the agenda of the May meeting of the Senate.
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