

To accomplish the mission of Southern Adventist University, the Board, administration, faculty and others work interdependently under a shared-governance model. Shared governance is a shared process of decision-making under the delegated authority of the President. Under this model, the Board delegates responsibility for institutional operations to the President, who in turn delegates responsibility to other administrators and to the faculty. The extent of that delegation is defined and approved by the Board. The primary role of the faculty is to facilitate the academic success of our students and the University. The primary role of the administration is to nurture the institution's mission-based ethos and direct the planning and management of University resources. These two roles are inextricably linked, and as such the partnership between faculty and administration, under the leadership of the President, must be both dynamic and well-defined in order to succeed.

### Shared Governance Principles

For shared governance to be effective the following principles need to guide the decision-making process:

1. **Transparency:** While administrators and faculty need to trust each other to make appropriate decisions, transparency in conversations and in reasons for actions taken is vital. This includes providing opportunity for effective dialogue in the decision-making process.
2. **Engagement:** Shared governance can only be effective when those given responsibility for making a decision participate in the process. Council and Committee members must accept responsibility for attending meetings. Members of the campus community should engage in dialogue on campus issues, especially those impacting the academic environment.
3. **Clear Path of Action:** Council and Committee purposes describe the authority of each committee; therefore, these should be reviewed annually and updated regularly so that the decision-making process can be clear and efficient. Votes should occur in a timely manner, ideally at the next scheduled committee meeting.
4. **Assignment of Responsibility:** Councils should respect and carefully consider a decision to re-examine or adjust voted actions by reporting committees, deferring whenever possible to the committee that has invested time addressing an issue. Whenever possible, the action in question should be sent back to the committee where it originated with the reasons for review. Once a decision has been made all members of the relevant council/committee are responsible for supporting the vote of that body.
5. **Respect:** While members of the community may not agree with all decisions made by others, differences of opinion should be dealt with through a respectful process and through using channels appropriate for voicing those concerns. This would mean presenting the concern to those making the decision and others as appropriate. This might include invoking the University grievance procedure which involves peer review of a situation. Using social media or other mass communication means to address a concern on a decision is not within the spirit of shared governance.

## **Administration Accountability and Responsibility**

Southern Adventist University Board of Trustees holds the President accountable for operating the University within the institutional mission, institutional strategies, and financial models approved by the Board. Other University senior officers and administrative councils support the President in fulfilling this responsibility. Such responsibilities will ensure that the University relates appropriately to its constituencies (and accrediting bodies) and makes adjustments to its operations that will support the University's goals. The administration will inform and engage faculty and staff in actions that affect the educational environment. Administration will also be open to actions initiated by these groups with the understanding that the final decision remains with the administration.

In order to meet their responsibilities, and in accordance with the operational principles of shared governance, administration must make decisions regarding:

1. Final selection of strategic priorities and their communication to the University community.
2. Adjustments to operations and structures to respond to mission and accreditation requirements and to the changing academic landscape.
3. Major structural change, such as closing or opening of a school or merging of non-academic operations.
4. Management of auxiliary or ancillary businesses that are not affiliated with an academic department.
5. Hiring of staff and faculty who have been selected and recommended according to working policy procedures.
6. Financial decisions that impact the budget, such as determining health care plans, introducing/deleting programs, outsourcing of services, wages, and determining administrative and staff/faculty ratio targets.
7. Legal and contractual issues impacting the university's operations and accreditation.
8. Management and development of campus physical facilities.

Note: This list should not be considered exhaustive but represents the types of decisions taken by administration.

## **Faculty Accountability and Responsibility**

Southern Adventist University Board of Trustees, through the President, has delegated to the faculty authority over the teaching and learning environment, and in particular, areas relating to curriculum, faculty work environment, and student academic success. Faculty are responsible for ensuring that the institution's learning environment supports the institutional mission and the strategic initiatives established by the University. They are accountable to the students for the educational experience and providing direction and advising for success within their chosen field, in the context of a personal commitment to faith and service.

In order to meet their responsibilities, and in accordance with the operational principles of shared governance, faculty must engage in making decisions regarding:

1. Identifying faculty and academic priorities as part of strategic planning.
2. Creating or approving academic policies to promote the mission of the University.
3. Selecting and recommending of new faculty for hire and recommending existing faculty for promotion.
4. Recommending changes to faculty policy.

5. Creating faculty development and research opportunities for faculty.
6. Establishing, assessing, and updating curricula and programs.
7. Creating a teaching and learning environment that fosters best practices and appropriate faith integration.
8. Evaluating student academic work.

Note: This list should not be considered exhaustive but represents the types of decisions taken by faculty.

## Shared Accountability and Responsibilities

As outlined above, when decisions are primarily driven by finance, institutional mission and vision, accreditation and institutional strategy, administration makes the final decision. When decisions are primarily driven by academic quality, program-level accreditation, the educational experience, research environment, faculty policy, and the teaching/learning environment, faculty take the lead, or make the final decision. When decisions are driven by spiritual goals and values, then faculty and administration plan and act collaboratively. Since most areas of responsibilities overlap, it is important that administration and faculty work cooperatively, recognizing the vital role each plays in making that particular decision within the organization and the impact that decision will have on affected parties.

Here are two examples for illustration.

**Illustration One:** A department wants to develop a new program that it considers will meet student demands. **Faculty** will decide on outcomes, create a curriculum map, and prepare a market analysis/budget to support the proposal. **Administration** will decide whether this new program fits institutional mission and can be supported financially. **Faculty committees** approve the academic part of the proposal and recommend it through faculty committee structures. **Administration** will present the proposal for final action to the Board.

**Illustration Two:** Administration decides that a new direction is needed in an academic area, such as the establishment of program review, or an increase in focus on a particular group of programs, based on, for example, accreditation standards or finance. **Administration** communicates the need and reasons for it to faculty. **Faculty** decide the best way to meet the new goals from the academic perspective. **Administration and faculty** will together find a path forward to ensure the new direction becomes a reality.

## Council and Committee Responsibilities

Some campus decisions are not made in councils or committees, so shared governance is not limited to council or committee operations. Nevertheless, effective council or committee operations and clearly outlined expectations will be key to effective governance.

### a. Faculty Committees

Faculty governance decisions take place mostly in faculty committees that report directly or through other faculty committees to the Faculty Senate. The outline of this structure can be found in the Employee Handbook. In

summary, while many actions taken by faculty committees will be considered final, the Faculty Senate has ultimate oversight of faculty committee decisions and operations.

**b. Administrative Councils and Committees**

Administrative councils and committees can be academic or institutional. Academic administrative committees most directly relate to shared governance, but many institution-wide councils and committees also impact areas of shared concern. Academic administrative councils and committees can operate at a variety of levels. Examples of University-level councils and committees include President's Council, Deans & Chairs Committee, and Vice President Councils. The structure and reporting lines of academic and institutional committees can also be found in the Employee Handbook.

**c. Consultative Councils and Committees**

Consultative councils and committees deal with both academic or institutional matters. As councils and committees deal with agenda items that have broader impact than their councils and committees, a standard operating practice will be to seek additional consultation before a decision is made. For example, if the Spiritual Life Council is considering a new spiritual master plan for the campus, they would seek additional consultation through the President's Committee and as needed seek input from the Staff Advisory Council and the Faculty Senate. The President's Committee will be the primary consultative body to administration. Since the President's Committee has representation from the Faculty Senate and the Staff Advisory Council, there may be times when a decision is made to seek further consultation from the Faculty Senate and/or Staff Advisory Council.

## **APPENDIX**

### **Committee Operations**

The following outline shows some of the ways in which shared governance takes place effectively through faculty, academic, and institutional administrative committees.

1. Each committee/council will be responsible for:
  - a. Establishing a process for the minutes to be reviewed and approved and distributed to committee/council members within one week of each meeting.
  - b. Circulating copies of the minutes to all necessary parties by the end of that week.
  - c. Reviewing the purpose of the committee/council at least once annually and submitting recommendations for change, including membership changes, to the Faculty Senate (in the case of faculty committees) and to the Senior VP for Academic Administration (for all other committees) by March of each year (including other relevant bodies who must approve the changes).
  - d. Posting all relevant public documents in a place accessible to committee/council members and other groups where applicable.
  - e. Acting on items reported to the committee/council from other groups at the next scheduled meeting.
  - f. Communicating in a proactive and timely manner to the campus about institutional policies, events, procedures, etc. that will directly impact an employee's work or workplace.
  - g. Identifying possible challenges in communication and timing to the relevant senior committee/council or the Senior VP for Academic Administration.
2. Senior committees/councils (those that have other committees reporting to them) will be responsible for:
  - a. Ensuring that the sub-committees and reporting committees/councils are operating within the parameters outlined under section 1 above.
  - b. Recognizing the authority of the reporting committees to take appropriate action in a timely way. Usually this will not mean changing an action but referring it back for reconsideration or clarification. However, if an action is referred to the senior committee/council for consultation or action, the senior committee/council then has primary responsibility for making a decision.
  - c. Keeping a flowchart of committee/council relationships and recommending changes in these to the Faculty Senate (in the case of faculty committees) and the Senior VP for Academic Administration, with annual reviews. Any resulting recommendations should be made by the end of March of each year.
3. The Senior VP for Academic Administration will be responsible for the following for all university committees/councils:
  - a. Making sure a committee/council template is available that includes membership, purpose, frequency of meeting, reporting lines, and a communication plan.
  - b. Ensuring an annual review and update of committee flowcharts, purposes, and memberships.
  - c. Working with IT to ensure that online work and storage space is available for all committees/councils.
  - d. Working with deans and chairs to ensure that the workloads of faculty are carefully evaluated in assigning committee/council responsibilities.
  - e. Maintaining an up-to-date committee/council membership database.

# Southern Adventist University Councils, Committees, and Consultation

Last updated 6/20/2023

## Alphabetical List of Committees and Councils

<b>Group Name</b>	<b>Reports To</b>
Academic Administration Council	<i>Sr VP for Academic Administration</i>
Academic Program Review Committee	<i>Sr VP for Academic Administration</i>
Academic Research Committee	<i>Sr VP for Academic Administration</i>
Academic Review Committee	<i>Sr VP for Academic Administration</i>
Access/Key Committee	<i>Sr VP for Financial Administration</i>
Activate Southern Committee	<i>VP for Student Development</i>
Advancement Council	<i>VP for Advancement</i>
Assessment and Effectiveness Review Committee	<i>University President</i>
Banning Committee	<i>University President</i>
Christian Service Committee	<i>General Education Committee</i>
Community Engagement Committee	<i>VP for Advancement</i>
Crisis Communication Committee	<i>VP for Marketing and University Relations</i>
Crisis Management Committee	<i>University President</i>
Customer Service Committee	<i>VP for Marketing and University Relations</i>
Distinguished Service Medallion Committee	<i>Faculty Senate</i>
Diversity Committee	<i>University President</i>
Employee Wellness Committee	<i>Sr VP for Financial Administration</i>
Facilities Committee	<i>Sr VP for Financial Administration</i>
Faculty Affairs Committee	<i>Faculty Senate</i>
Faculty Promotions Committee	<i>Sr VP for Academic Administration</i>
Film and Screening Committee	<i>VP for Student Development</i>
Financial Administration Council	<i>Sr VP for Financial Administration</i>
Financial Appeals Committee	<i>Sr VP for Financial Administration</i>
Financial Statement Review Committee	<i>Sr VP for Financial Administration</i>
General Education Committee	<i>Undergraduate Curriculum Committee</i>
Graduate Curriculum Committee	<i>Faculty Senate</i>
Grievance Committee	<i>University President</i>
Honors Committee	<i>General Education Committee</i>
Human Resources Committee	<i>Sr VP for Financial Administration</i>
Information Technology and Cyber Security Committee	<i>Sr VP for Financial Administration</i>
Institutional Review Board and Animal Welfare Committee	<i>Sr VP for Academic Administration</i>
International Student Committee	<i>VP for Student Development</i>
Marketing and University Relations Council	<i>VP for Marketing and University Relations</i>
Planned Giving Committee	<i>VP for Advancement</i>

President's Council	<i>University President</i>
President's Executive Council	<i>University President</i>
Promotional Tour Committee	<i>VP for Enrollment Management</i>
Sabbatical Committee	<i>Sr VP for Academic Administration</i>
Safety and Crime Reporting Oversight Committee	<i>Sr VP for Financial Administration</i>
Social Committee	<i>University President</i>
Spiritual Life Committee	<i>VP for Spiritual Life</i>
Spiritual Life Council	<i>VP for Spiritual Life</i>
Student Development Committee	<i>VP for Student Development</i>
Student Development Council	<i>VP for Student Development</i>
Student Media Committee	<i>VP for Student Development</i>
Student Sexual Misconduct Review Committee	<i>University President</i>
Student Success and Retention Committee	<i>Sr VP for Academic Administration</i>
Traffic Appeals Committee	<i>VP for Student Development</i>
Trips Committee	<i>Sr VP for Academic Administration</i>
Undergraduate Admissions Committee	<i>VP for Enrollment Management</i>
Undergraduate Enrollment Council	<i>VP for Enrollment Management</i>
Undergraduate Curriculum Committee	<i>Faculty Senate</i>
Writing Committee	<i>General Education Committee</i>

### **Consulting and Reporting Groups**

Employee Assembly  
Faculty Senate (+ governance role)  
Joint Executive Committee  
Joint Session  
President's Committee  
Staff Advisory Council

# Academic Administration's Council and Committees

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## ACADEMIC ADMINISTRATION COUNCIL

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Senior Vice President for Academic Administration (chair), Associate Vice President for Academic Administration and Dean of Student Success and Retention, Associate Vice President for Academic Administration and Dean of Graduate and Professional Studies, Executive Director of Institutional Research and Planning, Director of Records and Advisement, Director of Libraries, Director of the Center for Teaching Excellence and the Biblical Foundations of Faith and Learning, Director of Online Campus, deans and chairs of all schools and departments

### **Purpose**

The Academic Administration Council provides guidance and recommendations on activities that support the academic mission of Southern Adventist University. Focus of the work includes but is not limited to: the articulation of the academic mission, academic advising, enhancing the quality of academic programs, considering new academic programs and significant modifications in existing academic programs, program review evaluation, policy and procedures development/revisions, fostering faculty development and other faculty priorities.

This council includes responsibilities previously held by:

- **Advisement Committee** (which included representation from Enrollment Management, Student Success Center, faculty, and students)
- **Distance Education Committee/Off-Campus Learning Committee** (which included representation from faculty, students, Enrollment Management, Online Campus, and Financial Administration)

## ACADEMIC PROGRAM REVIEW COMMITTEE

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Associate Vice President for Academic Administration (chair), Director of Institutional Research and Planning, Director of Records, six Level-3 teaching faculty members, at least four of whom must hold the rank of full professor (three members elected each year by the Faculty Senate for staggered, non-renewable 2-year terms [eligible for another term after a 1-year hiatus]).

### **Purpose**

Academic program review is a self-study and peer review process that provides Schools and Departments an opportunity to look at present practices, document accomplishments, and identify and improve shortcomings. This review is designed to enhance the quality and effectiveness of the educational programs in the achievement of planned goals and objectives, improved effectiveness of program(s), and alignment of program(s) and institutional mission and goals. Committee recommendations are made to the school/department being reviewed and to the Senior Vice President for Academic Administration. The Review committee's recommendations shall be implemented unless the school or department appeals the recommendation to the Faculty Senate. Review Committee recommendations can be struck down or amended by a 2/3 or greater majority vote of the Faculty Senate. Department chairs or deans of schools appealing the report or individual recommendations as well as any members of Faculty Senate serving of the Review Committee shall abstain from voting.

## ACADEMIC RESEARCH COMMITTEE

### *Reports to Senior Vice President for Academic Administration*

#### **Membership**

Thirteen members consisting of a total of nine faculty members appointed by the Faculty Senate (at least one of whom teaches in a graduate program and one from Library). Faculty positions are staggered, three-year, non-renewable terms (eligible for another term after a one-year hiatus). Three faculty members are to be selected from each of the following areas: **Science/Math** (Biology, Chemistry, Computer Science, Math, and Physics and Engineering), **Life Sciences** (Faculty Development, On-line Campus, Business and Management, Education and Psychology, Journalism & Communication, Nursing, Physical Education, Health and Wellness, Social Work, and Technology) **Liberal Arts** (English, History, Library, Modern Languages, Music, Religion, and Visual Art & Design). The Senior Vice President for Academic Administration (ex officio), Associate Vice President for Budgeting and Financial Analysis (ex officio), and the IRB chair (ex officio). Student Association shall appoint one student for a one-year, non-renewable term (recommended that this student be selected from the pool of Southern Scholars).

The ARC will elect a chair and secretary from among its membership. The secretary position is for two years, beginning at the time of election. The secretary is the chair- elect. The chair position is for two years, beginning at the time of appointment as chair, and is non-renewable.

The ARC will elect three IRB Committee members from among its membership, one member each from Science/Math, Life Sciences, and Liberal Arts. IRB Committee positions are for one-year terms renewable as long as they are still members of the ARC

#### **Purpose**

The Academic Research Committee has three roles – facilitating research, appointing members and overseeing the Institutional Review Board (IRB) process, and approving all research on campus involving animals. The Academic Research Committee facilitates academic research through five functions: support, quality assurance/review, funding, reporting, and oversight and approval of all research on campus involving animals. The Committee has authority to act in each of these areas as follows:

#### Support - The Academic Research Committee

1. Encourages and supports research initiatives and activities, including evaluating needs for in-service training and mentorship,
2. Recommends, through established administrative policy-making channels and the Faculty Senate, actions and/or changes to policies applicable to research under its jurisdiction, and
3. Makes available to faculty and staff, ARC grant applications and IRB applications.

#### Quality Assurance/Review - The Academic Research Committee and the Institutional Review Board

1. Coordinates with legal counsel, Institutional Research, Risk Management, and Administration to ensure:
  - a. Compliance with legal, regulatory, and ethical laws, regulations, mandates, and provisions, and
  - b. Containment of University risk exposure related to academic research,
2. Receives notification of the development of unexpected risks in the course of conducting research, and, where appropriate, recommends actions relating to that risk, and
3. Supports the integrity of University research activities, including quality, feasibility, and value.

#### Funding - The Academic Research Committee

1. Reviews, approves, or denies funding requests from SAU Faculty for academic research,
2. Cooperates with the university Associate Vice President for Budgeting and Financial Analysis to establish the annual grant budget used by the Academic Research Committee to facilitate campus-wide academic research.
3. Coordinates with the SAU Accounting Department in distributing approved research grant funds.

Recording and Reporting - The Academic Research Committee, through the Institutional Review Board subcommittee

1. Receives, reviews and maintains records of all on-going campus wide academic research,
2. Reports annually, and as requested, to the Faculty Senate the activities of the Academic Research Committee and the Institutional Review Board subcommittee, and
3. Makes available to Academic Administration and Dean of Graduate Studies, through the ARC and IRB SharePoint sites, the status of on-going campus wide academic research.

Animal Research Oversight and Approval – To engage in any research involving vertebrate animals, prior approval from the Academic Research Committee is required.

## ACADEMIC REVIEW COMMITTEE

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Associate Vice President for Academic Administration and dean of student success and retention (chair), Vice President for Student Development, Associate Vice President for Enrollment Management, Director of Records and Advisement, Director of Student Success Center, Director of Learning Support Services, Three faculty appointed by the Faculty Senate to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus).

### **Purpose**

The purpose of the Academic Review Committee is:

1. To review the academic status of students on conditional standing who are subject to dismissal,
2. To spell out conditions for their retention or to dismiss them because of their lack of academic success, and
3. To recommend changes to the conditional standing and dismissal policies to the Faculty Senate.

## FACULTY PROMOTIONS COMMITTEE

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Senior Vice President for Academic Administration (chair), six Level 3 teaching faculty members, at least four of whom must hold rank of full professor and two members shall be elected each year by the Faculty Senate for staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,)

### **Purpose**

To examine, on the basis of criteria established by the Faculty Affairs Committee and Approved by the Faculty Senate the qualifications of faculty who are eligible for higher rank or Level contract status, and in collaboration with the Senior Vice President for Academic Administration recommend an initial rank placement based on qualifications of prospective faculty members; and to make appropriate confidential recommendations to the president and to the Board of Trustees.

# INSTITUTIONAL REVIEW BOARD AND ANIMAL WELFARE COMMITTEE

## *Reports to Senior Vice President for Academic Administration*

### **Membership**

Eight members (five appointed by the academic Research Committee, three ex officio). The Director of the Center for Teaching Excellence and Biblical Foundations of Faith and Learning (chair). Three Academic Research Committee members appointed for a one-year renewable term. The three members are selected by appointing one from each of the following areas: (1) Science/ Math (Biology, Chemistry, Computer Science, Math, and Physics), (2) Life Sciences (Academic Technology, Faculty Development/On-line Campus, Business, Education, Journalism & Communication, Nursing, Physical Education, Psychology, Social Work, and Technology), (3) Liberal Arts (English, History, Library, Modern Languages, Music, Religion, and Visual Art & Design). The Academic Research Committee Chair, ex officio, Senior Vice President for Academic Administration, ex officio, a veterinarian (not affiliated with Southern), and a physician (not affiliated with Southern).

### **Purpose**

The purpose of the Institutional Review Board is

1. To recommend to the Academic Research Committee (ARC) policies and procedures for the conduct of academic research involving human subjects, animals and plants campus-wide,
2. To review all academic research proposals to determine whether they are exempt from IRB approval,
3. To review for approval, all non-exempt academic research proposals involving human subjects, animals and plants,
4. To ensure compliance with legal, regulatory, and ethical mandates and provisions relating to research involving human subjects, animals and plants,
5. To coordinate with the ARC, with Academic Administration and with the Graduate Studies in maintaining records of on-going academic research, and
6. To coordinate with the ARC, with Academic Administration and with the Graduate Studies in maintaining records of ethics training of faculty and students.

The Institutional Review Board

1. Complies with approved policies and procedures that ensure the integrity of campus-wide exempt and non-exempt academic research,
2. Provides certified research compliance training for faculty and students involved in academic research,
3. Makes available to faculty and students the necessary IRB applications needed for IRB approval,
4. Provides assistance needed by faculty and students in completing the necessary IRB applications,
5. Reviews to approve, exempt, require modifications to secure approval, or disapprove all research activities proposals covered by this policy,
6. Conducts review of on-going research at intervals appropriate to the degree of risk, but not less than once per year,
7. Reviews proposed changes in research activities to ensure that changes in approved research, during the period for which IRB approval has been given, continues to comply with IRB protocols,
8. Requires that information given to subjects as part of informed consent is in accordance with policy,
9. Requires or waive documentation of informed consent,
10. Notifies, in writing, investigators and the institution of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision, and give the investigator an opportunity to respond in person or in writing,
11. Monitors and provides additional safeguards when vulnerable subjects (minors, mentally incompetent, prisoners, economically disadvantaged, pregnant females) are involved in the research in order to protect against coercion or undue influence,
12. Conducts its review of potentially sensitive research (except when an approved exempt or expedited review procedure is used) at convened meetings where a majority of the members of the IRB are present,

13. Approves potentially sensitive research only with the concurrence of a majority of those members in attendance or with an e-vote,
14. Reports to the Graduate Dean and Senior Vice President for Academic Administration on any continuing or serious matters of non-compliance by investigators with the requirements and determination by the IRB,
15. Suspends or terminates approval of research that is not in compliance with the IRB's determinations or has been associated with unexpected serious harm to subjects,
16. Maintains up to date records of all research conducted,
17. Maintains all records on the Institutional Review Board's SharePoint Site,
18. Retains copies of all research proposals reviewed, scientific evaluations, if any, that accompany proposals, approved sample consent documents, approved advertising or other solicitations for subjects, progress reports and injuries to subjects,
19. Maintains minutes of all IRB meetings which shall be in sufficient detail to show meeting attendance, actions taken by the IRB, the vote on these actions, including the number of members voting for, against, and abstaining, the basis for requiring changes in or disapproving research, and a written summary of the discussion of controversial issues and their resolution,
20. Maintains records of IRB training programs including faculty and student completion of CITI training,
21. Maintains records of continuing review activities,
22. Retains copies of all correspondence between the IRB and investigators,
23. Maintains listings of all IRB members identified by name, earned degrees and their professional representative capacity, and
24. Maintains a manual and website outlining IRB procedures and provides all IRB applications and forms.

This committee includes responsibilities previously held by:

- **Animal Care and Use Subcommittee**

## SABBATICAL COMMITTEE

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Senior Vice President for Academic Administration (chair), Senior Vice President for Financial Administration, three faculty appointed by the Faculty Senate to staggered, non-renewable two-year terms (eligible for another term after a one-year hiatus)

### **Purpose**

To consider faculty requests for sabbatical leaves and make recommendations to the Academic Administration Council for approval.

## STUDENT SUCCESS AND RETENTION COMMITTEE

*Reports to Senior Vice President for Academic Administration*

### **Membership**

Associate Vice President for academic administration and dean of student success and retention (chair), Retention Services coordinator (secretary), Senior Vice President for Academic Administration, Senior Vice President for Financial Administration, Vice President for Student Development, Executive Director of Institutional Research and Planning, Director of Records and Advisement, first year experience coordinator, three faculty members appointed by the Faculty Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus), one dormitory dean appointed by the dean of students and director of residential life to a non-

renewable, three-year term (eligible for another term after a one-year hiatus), two student members selected by the student senate for one-year, non-renewable terms.

### **Purpose**

To study and make recommendations regarding all aspects of student success, student development, client satisfaction, and student retention to the Academic Administration Council.

This committee includes responsibilities previously held by:

- **Retention Committee**
- **Student Intervention Committee** (*which included representation from Student Success Services, Office of Ministry and Missions, Enrollment Management, and Student Development*)
- **Student Support Team**

## **TRIPS COMMITTEE (FORMERLY SOUTHERN MISSIONS AND EVANGELISM COMMITTEE)**

*Reports to Senior Vice President for Academic Administration*

### **Membership**

School of Religion Dean (chair), Senior Vice President for Financial Administration, Associate Vice President for Academic Administration and dean of student success and retention, Vice President for Spiritual Life, Christian Service Program Director, Advancement annual giving manager, vision trips coordinator, School of Nursing dean, five faculty chosen by the Faculty Senate (one professor from the School of Business, one professor from the School of Social Work, one Professor from the Biology Department, one professor from the School of Music, one professor from the School of Visual Art and Design), one student, appointed by the Student Senate, and a representative from the University Health center to a one-year renewable term.

### **Purpose**

The purpose of the Trips Committee is to

1. Review and approve short-term mission trips,
2. Review and approve budgets and financing of short-term mission trips,
3. Monitor effectiveness of short-term mission trips,
4. Review and approve academic trips and tours when students will miss more than two days of class,
5. Review and approve music group trips and tours when students will miss more than two days of class.
6. Review and approve Gym Masters trips and tours when students will miss more than two days of class.
7. Approve fund-raising activities for trips and tours not covered by lab fees,
8. Forward all approved trips, including documentation to the Academic Administration Council for recording,
9. Recommend issues dealing with academic credit to Undergrad/Grad Curriculum Committee, and Propose and revise policies governing academic tours and short-term mission and evangelism trips.

# Advancement's Council and Committees

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## ADVANCEMENT COUNCIL

*Reports to Vice President for Advancement*

### **Membership**

Vice President for Advancement (chair), Director of Alumni Relations, Director of Planned Giving, Associate Director of Advancement, Associate Director of Major Gifts, Associate Director of Strategic Partnerships, Associate Director of Community Events and Guest Services, Assistant Director of Alumni Relations, Associate Director of Annual Giving, Call Center Manager, Advancement Database Administrator, Advancement Administrative Assistant, Donor Recognition & Records Coordinator, Special Advisor to the President on Diversity and Strategic Planning

### **Purpose**

The Advancement Council establishes strategic goals and operationalizes plans to reach those goals in the areas of alumni relations and annual, planned/estate, capital, grant, and major gift fundraising. The Council considers and recommends policies and programs related to philanthropic giving and alumni engagement. It reviews fundraising and alumni engagement opportunities related to advancing the university's priorities and strategic plan, provides guidance to the Alumni Council as needed, may review requests for named spaces and address concerns with existing named spaces. It reviews student fund raising proposals, may oversee the acceptance of historical campus memorabilia, and works with Marketing and Facilities to review gifted art acceptance and placement. The Council meets monthly. As special topics arise, invitees will be asked to attend the council to provide additional perspectives. Ad hoc committees and task forces may be created to provide in-depth recommendations or understanding to the Advancement Council.

This council includes responsibilities previously held by:

- **Fund Raising Committee** (which included representation from Student Life, Accounting, WSMC, Student Finance, academic deans/chairs, and students)
- **Heritage Museum Committee** (which included representation from students, Alumni Council, alumni affinity groups, museum volunteers, and administration)
- **Naming Committee** (which included representation from faculty, students, Financial Administration, Enrollment Management, and Marketing and University Relations)
- **Public Arts Committee** (which included representation from Visual Art and Design, History, Marketing and University Relations, Landscape Services, McKee Library, and students)

## COMMUNITY ENGAGEMENT COMMITTEE

*Reports to Vice President for Advancement*

### **Membership**

Associate Director of Strategic Partnerships (chair), Associate Director of Community Events, Alumni Relations Director, Vice President for Advancement, Associate Director of Marketing Digital Engagement Manager, Director of Admissions, Assistant to the President, Vice President for Student Development, Academic Deans/Chairs (as Invited)

### **Purpose**

The Community Relations Committee identifies events and campus resources for the purpose of creating strategic engagement opportunities between Southern and targeted external audiences including, but not limited to: alumni, businesses, churches, community members, donors, K-12 educators, prospective students, public servants, and volunteers.

## PLANNED GIVING COMMITTEE

*Reports to Vice President for Advancement*

### **Membership**

Vice President for Advancement (chair), Director of Planned Giving (secretary), Senior Vice President of Financial Administration, Associate Vice President for Budgeting and Financial Analysis, Controller

### **Purpose**

The Planned Giving Committee reviews the planned gifts signed through the department. It reviews any fiduciary responsibility or conflict of interest concerns. It may also review an offer for an estate gift if there are ethical or procedural questions. It meets as needed and provides written reports to the North American Division as per their accreditation requirements.

# Enrollment Management's Council and Committees

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## UNDERGRADUATE ENROLLMENT COUNCIL

*Reports to Vice President for Enrollment Management*

### **Membership**

Vice President for Enrollment Management (chair), Director for Admissions, Associate Director for Recruitment, Associate Director for Enrollment Management, Manager of Campus Experience, Senior Admissions Counselor for Enrollment Management, Senior Admissions Counselor for Non-Academy Students for Enrollment Management, Associate Vice President for Budgeting and Financial Analysis, Student Finance Invitee

### **Purpose**

The Undergraduate Enrollment Council will

1. review enrollment strategic initiatives progress and ensure completion,
2. monitor, evaluate, and make decisions regarding enrollment operations and ensure key performance indicators are achieved annually,
3. provide enrollment projections intelligence to Vice President for Enrollment.
4. recommend enrollment policy changes in regards to tuition, scholarships, and financial awarding
5. make annual enrollment plans and goals in consultation with the President's Council,
6. coordinate university progress towards those goals,
7. make mid-stream revisions to annual plans,
8. advise the Vice President for Enrollment Management.

## PROMOTIONAL TOUR COMMITTEE

*Reports to Vice President for Enrollment Management*

### **Membership**

Vice President for Enrollment Management (chair), Director for Admissions, Associate Director for Recruitment, Dean for the School of Music, Orchestra Director, Band Director, Coach for Gym Masters, Director of Marketing and University Relations, Vice President for Advancement

### **Purpose**

The purpose of the Promotional Tour Committee is

1. To review and coordinate schedules for Enrollment, Music, Gym-Masters, and Advancement departments in an effort to maximize efficiencies, and
2. To decide which events should be attended by respective departments represented on the committee.

## UNDERGRADUATE ADMISSIONS COMMITTEE

*Reports to Vice President for Enrollment Management*

### **Membership**

Vice President for Enrollment Management (chair), Director for Admissions, Associate Director for Recruitment, Associate Vice President for Academic Administration, Faculty Representative chosen by Faculty Senate, Director for Student Success Center, Systems and Applications Manager, Enrollment Management Secretary

### **Purpose**

The Undergraduate Admissions Committee will

1. To review admissions appeals each semester as needed, and
2. To recommend actions for prospective student appeals for admission.
3. To recommend changes in admission policies as needed.

# Financial Administration's Council and Committees

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## FINANCIAL ADMINISTRATION COUNCIL

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Senior Vice President for Financial Administration, Associate Vice President for Financial Administration, Associate Vice President for Budgeting and Financial Analysis, executive Director for Risk Management and Leaseholds, Associate Vice President for Human Resources, Associate Vice President for Information Technologies, Controller, Director of Student Finance, Dean of Students, Financial Administration administrative assistant, interior design and real estate coordinator

### **Purpose**

Coordinates operations and provides guidance in advancing strategic plan and important university initiatives as they relate to university finance, facilities, and employee support/development.

## ACCESS/KEY COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Associate Vice President for Financial Administration (chair), Access Manager (secretary), Director of Campus Safety, Associate Director of Plant Services, Associate Vice President for Human Resources, Associate Vice President for Information Technology, Executive Director of Risk Management and Leaseholds, one residence hall representative, one Guest Services and Lodging representative, one faculty representative selected by Faculty Senate for a two-year, non-renewable term (eligible for another term after a one-term hiatus), and one full-time staff member appointed by the President's Council for a two-year, non-renewable term (eligible for another term after a one-term hiatus)

### **Purpose**

1. To make minor updates to the Access/Key Policy as deemed appropriate.
2. To oversee and review compliance with the Access/Key Policy.
3. To consider and act on requests for exceptions to the Access/Key Policy.
4. To recommend changes to the Access/Key Policy to President's Council.

## EMPLOYEE WELLNESS COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Chair is appointed by the president; School of Physical Health and Kinesiology designee, Risk Management Department designee, Health Services designee, Wellness Institute director, five employee/retiree representatives as selected by President's Executive Council for alternating three-year, non-renewable terms (eligible for another term after a one-year hiatus), vice president for Financial Administration ex officio. In the absence of the committee chair, Wellness Institute director will serve as chair.

### **Purpose**

1. To plan and implement annual Wellness Assessments and encourage all employees to participate.

2. To plan and implement a calendar of activities to raise employee awareness for health and well-being as a personal responsibility.
3. To support and encourage healthy lifestyles and lifestyle changes known to limit illness and disease and promote longevity with high quality of life.
4. To recommend incentives for participation in the Employee Wellness Program.

## FACILITIES COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### Membership

Senior Vice President for Financial Administration (chair), Associate Vice President for Financial Administration (vice chair/secretary), Associate Vice President for Information Technologies, Director of Campus Safety (or designee), one faculty member appointed by the Faculty Senate (two-year term), Dean of Students, Hulsey Wellness Center facilities manager, Bietz Center for Student Life manager, director of Plant Services-building systems, director of Plant Services-maintenance and construction, director of Landscape Services, director of Service Department, corporate architect, Executive Director of Risk Management and Leaseholds

### Purpose

The committee will oversee and implement actions regarding facilities, audio-visual equipment, parking, EPA and OSHA issues, and safety needs of the campus, and will address issues as they arise within budgetary limitations and priorities established by senior administration.

This committee includes responsibilities previously held by:

- **Audio-Visual Service Committee** (which included representation from Academic Administration, Audio-Visual, Applied Technology, Student Development, and students)
- **Environmental Sustainability Committee** (which included representation from Student Association, Waste Management, Food Service, Enactus, Student Life, Marketing and University Relations, Biology, the community, and relevant student clubs)
- **EPA & OSHA Compliance Audit Team** (which included representation from Applied Technology, Chemistry, and Transportation)
- **Safety/Risk Control Committee** (which included representation from Student Development, Food Services, Chemistry, Transportation, Alarm Systems, Health and Kinesiology, Village Market, University Health Center, and Purchasing)

## FINANCIAL APPEALS COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### Membership

Director of Student Finance (chair), Vice President for Student Development, Associate Vice President for Budgeting and Financial Analysis, Director of Records and Advisement, Director of Advancement, Associate Director of Admissions, Associate Director of Student Finance, Assistant Director of Student Finance, billing and statement coordinator, collections manager, residence hall dean, 1 Student Finance counselor representative (weekly rotation), 2 faculty representatives chosen by the Faculty Senate (two-year term).

### Purpose

The Financial Appeals Committee serves as a resource to students who are looking for an exception to an established financial aid or billing related policy. The Financial Appeals Committee also serves as the Institutional

Review Panel for our State of Tennessee Scholarship and Grant appeals Committee, for students seeking exceptions to policies for state-based assistance from the Tennessee Student Assistance Corporation (TSAC). The Committee may make exceptions to student financial based policies and will take actions by e-mail and meet in person as needed.

## FINANCIAL STATEMENT REVIEW COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Senior Vice President for Financial Administration (chair), controller (secretary), president, all Vice Presidents, all Associate Vice Presidents, executive Director for Risk Management and Leaseholds, Chair of Faculty Senate, Chair of Staff Advisory Council, Director of Admissions, Director of Marketing and University Relations, Dean of Students

### **Purpose**

To review the university interim and year-end financial statements, comparing actual results to budget, and advise senior administration regarding financial and budgetary issues that arise. The committee will meet bimonthly on the odd months of the year (January, March, May, July, September, November).

## HUMAN RESOURCES COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Senior Vice President for Financial Administration (chair), Director of Human Resources (associate chair), one Student Finance representative (salaried) appointed by the Senior Vice President for Financial Administration, and the following six representatives who will each serve a staggered, non-renewable two-year, term – eligible for another term after a one-year hiatus: one faculty representative selected by the Faculty Senate, one ancillary/service representative, three hourly representatives, and one exempt non-faculty employee. The Human Resources Generalist will serve as the non-voting Recording Secretary.

### **Purpose**

The Human Resources Committee serves as a representative body of university employees which regularly convenes on employment matters and in doing so, takes action so that departments, employees, and Human Resources can apply employment related decisions based on policy and best practices. Specifically, the Human Resources Committee will:

1. Recommend to administration any new employment related policies.
2. Consider and act on requests for student worker pay structure exceptions.
3. Consider and act on exceptions to policy for special employee needs.
4. Consider and act on requests from the Paid Leave Bank.
5. Consider the circumstances and make decisions regarding the Employment of Relatives within the same department or reporting structure.
6. Meet weekly or as needed.

## INFORMATION TECHNOLOGY AND CYBER SECURITY COMMITTEE

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Associate Vice President for Information Technology (chair), Director of Information Technology, Dean of the School of Computing, Associate Vice President for Graduate Studies, Director for Online Campus, Associate

Director of Digital Infrastructure, Associate Director of Workstation Support, Vice President for Academic Administration, Vice President for Financial Administration, Executive Director of Institutional Research and Planning, Director of Risk Management, Director of Marketing University Relations

### **Purpose**

The purpose of the Information Technology Security Committee is to

1. Provide strategic direction related to academic technology needs, standards and infrastructure, and Security
2. Review Disaster Recovery and Business Continuity plans and provide input to the planning and identification of risk areas
3. Keep a pulse on the University Security posture and provide guidance for enhancements of an overall information assurance / security plan
4. Ensure Information Technology and its services are meeting the needs of the University
5. Guide technology initiation or enhancements for classroom and or academic program startup aligned with the Strategic Plan
6. Guide and validate capital purchases for IT Infrastructure as they support the University Strategic Plan and initiatives
7. Make recommendations for policy and infrastructure changes to the President's Committee
8. Provide oversight of Vendor and Employee security compliance
9. Ensure regulatory security requirements are met for GLBA and others

## **SAFETY AND CRIME REPORTING OVERSIGHT COMMITTEE**

*Reports to Senior Vice President for Financial Administration*

### **Membership**

Chair \* (see below), director of Campus Safety (associate chair), Senior Vice President for Financial Administration, Vice President for Student Development, Vice President for Marketing and University Relations, Associate Vice President for Human Resources, Title IX Coordinator

*\* The chair is appointed by the senior vice president for Financial Administration in consultation with the director of Campus Safety based on which Campus Safety employee has primary responsibility for Clery Compliance matters.*

### **Purpose**

1. Provide oversight for the university's compliance regarding the Federal Clery Act and all Amendments, such as the (HEA) Higher Education Act and (VAWA) Violence Against Women Act, as well as TIBRS and other safety reporting requirements.
2. Review annual requirements such as campus security authority training, gathering of crime statistics, classification of crimes, policy, policy statements, distribution of Annual Security and Fire Safety Report, and recommendations or requirements as published by the Department of Education or state governmental agencies.
3. Review historical disclosures sent to the campus community, such as the daily crime and fire log, timely warning notices, and emergency notifications.
4. Make policy recommendation to President's Council for items pertaining to the Federal Clery Act and other designated areas of responsibility.

# Marketing and University Relations’ Council and Committees

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## MARKETING AND UNIVERSITY RELATIONS COUNCIL

*Reports to Vice President for Marketing and University Relations*

### **Membership**

Vice President for Marketing and University Relations (chair), Director for Marketing and University Relations, Associate Director for Marketing and University Relations, digital engagement manager, website design manager, website development manager, graphic design manager, communications manager

### **Purpose**

The Council will:

1. Discuss departmental issues and prioritize workload.
2. Prioritize and monitor strategic planning goals.
3. Prepare new future goals to be led by Marketing and University Relations.

## CRISIS COMMUNICATION COMMITTEE

*Reports to Vice President for Marketing and University Relations*

### **Membership**

Director of Marketing and University Relations (chair), Associate Director of Marketing and University Relations (vice-chair), Vice President for Marketing and University Relations, digital engagement manager, website design manager, website development manager, graphic design manager, communications manager, a faculty representative from the School of Journalism and Communication appointed by the committee chair, Director of Student Life and Activities, Director of Campus Safety, Associate Vice President for Human Resources, Associate Vice President for Academic Administration and Dean of Retention and Student Success, call center coordinator.

### **Purpose**

The committee members will:

1. Strategize and determine a plan of action for internal and external messages and statements in a crisis, working to restore confidence during the evolution and resolution of the crisis. It will be guided by the Crisis Management Plan and Crisis Communication Plan;
2. Create and disseminate timely communication with students, employees, the media, and appropriate constituents, and determine what facts need to be revealed to ensure that the situation is handled with the utmost respect and care; and
3. Monitor public perception and advise the Crisis Management Team regarding public responses to the crisis and university messages.

## CUSTOMER SERVICE COMMITTEE (FORMERLY ENROLLMENT PRIORITIES AND IMPROVEMENTS COMMITTEE – EPIC)

*Reports to Vice President for Marketing and University Relations*

### **Membership**

Vice President for Marketing and University Relations (chair), Associate Vice President for Human Resources (vice-chair), one representative each from Marketing and University Relations, Student Development, Enrollment, and

Human Resources, as well as two hourly and two salaried employees selected on a rotating basis by the chair and vice-chair for their dedication to customer service.

**Purpose**

The Customer Service Committee will:

1. Review and work to enhance employee customer service training and development,
2. Monitor and assess the ease-of-use of the Enrollment Checklist,
3. Introduce new customer service incentive programs and oversee implementation of existing incentive programs such as Give 'em the Pickle and WOW cards,
4. Recommend candidate(s) for the President's Award for Customer Service Excellence, and
5. Identify service pain points and recommend solutions to senior administration.

# Spiritual Life's Council and Committee

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## SPIRITUAL LIFE COUNCIL

*Reports to Vice President for Spiritual Life*

### **Membership**

Vice President for Spiritual Life (chair), Associate Chaplain, Director of Student Missions, Director of Christian Service

### **Purpose**

The Spiritual Life Council will

1. develop, plan, coordinate, and promote non-academic spiritual activities and initiatives on and off the campus for students, faculty, and staff,
2. give study to the spiritual needs of the student body,
3. periodically recommend the Spiritual Master Plan to the Spiritual Life Committee for review,
4. recommend applications for the position of Vice President for Spiritual Life, and
5. make annual reports to the Spiritual Life Committee regarding the institution's spiritual life.

## SPIRITUAL LIFE COMMITTEE

*Reports to Vice President for Spiritual Life*

### **Membership**

Vice President for Spiritual Life (chair); Associate Chaplain (secretary); Vice President for Student Development; two faculty (one of whom teaches in a graduate program) chosen by the Faculty Senate and one staff member chosen by the Staff Advisory Council, to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus); one representative of the School of Religion appointed by the dean of the School of Religion; the senior pastor of the Collegedale Church or their designee; two student representatives of the Student Association to one-year, non-renewable, terms; two students appointed by the committee chair for one-year terms; and the Georgia Cumberland Conference Young Adult Director

### **Purpose**

The Spiritual Life Committee will

1. review assessments of the spiritual needs of the campus facilitated by the Spiritual Life Council,
2. approve and recommend the Spiritual Master Plan to President's Cabinet for Board of Trustees approval,
3. review recommendations of Spiritual Life Council for approval at President's Cabinet,
4. review and recommend recent annual reports from the Spiritual Life Council to President's Cabinet regarding the institution's spiritual life and the implementation of the spiritual master plan for Board of Trustees consideration,
5. review and approve annual reports from the Vice President for Student Development regarding the dorm workshops, enrichment credits, and other activities pertaining to spiritual life of students, and
6. review and approve recent annual reports from the Associate Director of Pierson Institute and World Missions regarding ERC short-term mission trips.
7. recommend policies regarding the spiritual life of the student body.

# Student Development's Council and Committees

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## STUDENT DEVELOPMENT COUNCIL

*Reports to Vice President for Student Development*

### Membership

Vice president for Student Development (chair), Director of Student Support Services, Dean of Students/Director of Residential Life, Director of University Health Center, Director of Student Life and Activities, facility manager Bietz Center

### Purpose

The Student Development Council will

1. develop long-range strategic plans,
2. evaluate the strategic plans presented by the departments under the umbrella of Student Development,
3. develop the annual university budget for Student Development, and
4. recommend modification to existing policies and develop policies as needed not currently addressed in the Student Handbook.
5. oversee and advise the process of providing services to students with disabilities.

This council includes responsibilities previously held by:

- **Disability Services Committee** (*which included representation from Disability Services, Financial Administration, faculty, and students with disabilities*)
- **Student Personnel Committee** (*which included representation from Office of Ministry and Missions*)

## ACTIVATE SOUTHERN COMMITTEE (*FORMERLY STUDENT WELLNESS COMMITTEE*)

*Reports to Vice President for Student Development*

### Membership

Chair, appointed by the Faculty Senate upon the recommendation of the vice president for Student Development; Student Wellness Director; two students appointed by the Student Association Senate for one-year terms; one dean of men; one dean of women; two faculty/staff, appointed by Joint Session for two-year, non-renewable terms (eligible for another term after a one-year hiatus); chair of Employee Wellness Committee; and vice president for Student Development (consultant)

### Purpose

To oversee the Student Wellness program in counsel with the vice president for Spiritual Life, University Health Center, and the School of Health and Kinesiology.

## FILM AND SCREENING COMMITTEE

*Reports to Vice President for Student Development*

### Membership

Chair appointed by Faculty Senate for a two-year renewable term; six members of the Employee Assembly, one of whom is a member of the School of Music, appointed by the Faculty Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,); one residence hall dean; two students appointed by the Student Association Senate for one-year, non-renewable terms; director of Student Life and Activities.

## **Purpose**

The Committee will:

1. determine, by either preview or recommendation by an appropriate body, which films may be shown at university functions (Films shown in an academic setting are exempted from this sort of screening)
2. approve, at the request of the vice president for Student Development, student programs before they are presented on campus
3. make policy recommendations to the vice president for Student Development regarding films and entertainment on campus.

This committee includes responsibilities previously held by:

- **Film Committee**
- **Screening Committee**

## **INTERNATIONAL STUDENT COMMITTEE**

*Reports to Vice President for Student Development*

### **Membership**

International Student Enrollment Manager (chair), special advisor to the President on strategic planning and diversity, director Student Life & Activities, associate vice president for Academic Administration/dean of Student Success/Retention; director of Admissions; one (1) Enrollment Management representative (appointed by the vice president Enrollment Management), Records & Advisement representative (appointed by vice president Academic Administration), Human Resources representative (appointed by vice president Financial Administration), ESL instructor (appointed by vice president for Academic Administration), vice president Student Development (consultant), 1 international student (appointed by the Student Senate for a 1-year non-renewable term)

### **Purpose**

The International Student Committee will:

1. provide general oversight for university responsibilities regarding international students,
2. ensure Southern Adventist University's compliance with immigration laws,
3. function as a liaison between students, university, and governmental entities,
4. ensure up-to-date information to students and faculty,
5. review issues regarding work and internship issues,
6. determine students' need for economic hardship off-campus employment, and
7. determine eligibility to attend Tennessee Conference for International leadership (TN-CIL).

## **STUDENT DEVELOPMENT COMMITTEE**

*Reports to Vice President for Student Development*

### **Membership**

Vice President for Student Development (chair), Director of Student Support Services, Dean of Students/Director of Residential Life, Director of University Health Center, Director of Student Life and Activities, facility manager Bietz Center, coordinator of Counseling Services, coordinator of Disability Support Services, coordinator of Life Calling and Career Services, coordinator of Employee Relations and Internships, coordinator of First Year Experience, Vice President for Spiritual Life, one female Residence Hall Dean, one male Residence Hall Dean, three students (appointed by the Student Senate)

## **Purpose**

The Student Development Committee will:

1. promote the overall well-being of all university students,
2. provide oversight for all student life issues and activities including the Student Association of the university,
3. update and revise annually policies of the Student Handbook, and
4. plan and coordinate New Student Orientation.
5. approve and oversee student organizations.
6. develop and recommend policies and guidelines for general student activities and recreation, including Intramurals, Student Association social activities, Student Center, and the residence halls.

This committee includes responsibilities previously held by:

- **Orientation Committee, New Student** (*which included representation from Records and Advisement, Institutional Research and Planning, and faculty*)
- **Student Activities Committee** (*which included representation from Intramurals Director*)

## **STUDENT MEDIA COMMITTEE**

*Reports to Vice President for Student Development*

### **Membership**

Faculty/staff, chair (appointed by president for a two-year term), dean of the School of Journalism and Communication (or designee), *Southern Accent* adviser, *Southern Accent* editor, *Joker/Numerique* adviser, *Joker/Numerique* editor, *Southern Memories* adviser, *Southern Memories* editor, Festival Studios adviser, Festival Studios producer, Student Association president, Student Association executive vice president, vice president for Student Development.

### **Purpose**

1. To nurture effective student media and cultivate campus leaders who develop communication skills for the church and society.
2. To supervise all student editors/producers.
3. To grant official approval and provide general oversight for all media produced and edited by students, except those media with authorization from specific university departments.
4. To appoint all editors of specific media from candidates who have completed the defined application process.
5. To actively recruit candidates to submit applications for editor/producer of specific media.
6. To review the performance of student editors/producers; to replace an editor/producer, if necessary.
7. To resolve conflict regarding content between the editor/producer and the adviser.
8. To require alterations to the content of specific media when necessary.
9. To approve new student media.
10. To make recommendations for policies related to student media.
11. To recommend (for ultimate approval by to the university president) advisers of specific student-produced media

## **TRAFFIC APPEALS COMMITTEE**

*Reports to Vice President for Student Development*

### **Membership**

Vice President for Student Development (chair), administrative assistant for Student Development (recording secretary), 1 staff member from Campus Safety, 2 employees appointed by Vice President for Student Development, 2 students appointed by Student Senate

**Purpose**

The Committee will review and act on written appeals of vehicle citations issued by Campus Safety.

# University President's Councils and Committees

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## PRESIDENT'S EXECUTIVE COUNCIL

*Reports to University President*

### **Membership**

President (chair), Senior Vice Presidents

### **Purpose**

The President's Executive Council makes administrative decisions for the University that may be more confidential in nature and may not necessitate broad-based consultation.

## PRESIDENT'S COUNCIL

*Reports to University President*

### **Membership**

President (chair), Senior Vice Presidents, Vice Presidents

### **Purpose**

The President's Council serves as the principal advisory body to the president on matters related to the university and makes administrative decisions for the university.

This council includes responsibilities previously held by:

- **Administrative Council** (*which included representation from Human Resources, Information Technology, Facilities, Graduate and Professional Studies, Admissions, Alumni Relations, Student Finance, Institutional Research and Planning, Planned Giving, Records and Advisement, Risk Management, students, and faculty*)
- **Honorary Degrees Committee** (*which included representation from faculty and the Board of Trustees*)

## ASSESSMENT AND EFFECTIVENESS REVIEW COMMITTEE

*Reports to University President*

### **Membership**

Senior Vice President for Academic Administration (chair), Executive Director of Institutional Research and Planning (secretary), business intelligence analyst, the unit assessment system/document manager from the School of Education and Psychology, SACSCOC liaison, three members of the Employee Assembly (at least one salaried staff member and one faculty member) appointed by the President's Committee with term of service limited to two years with a maximum of two terms and eligible for another two terms after a one-year hiatus.

### **Purpose**

The purpose of the Assessment and Effectiveness Review Committee is

1. To evaluate data received from major surveys and identify significant changes and trends of interest to the University,
2. To commission additional data collection based on assessment reports and feedback from the President and other campus entities,
3. To evaluate the effectiveness of the institutional research process,
4. To Evaluate UPARs and Strategic Plan initiatives for ensuring appropriate assessment processes,

5. To Compile periodic assessment reports and share them with the President, President's Council, and other University entities as needed,
6. To make recommendations regarding assessment and effectiveness for decision making, planning, and implementation of improvements.

## **BANNING COMMITTEE**

*Reports to University President*

### **Membership**

Senior Vice President for Academic Administration, Senior Vice President for Financial Administration, Vice President for Student Development, Associate Vice President for Human Resources, Director of Campus Safety, Associate Director of Campus Safety

### **Purpose**

1. To evaluate individuals who may present a safety concern to campus and decide if they should be officially banned from campus,
2. To notify the banned individual of the decision,
3. To alert campus regarding banned individuals by maintaining the online banned individuals list.

## **CRISIS MANAGEMENT COMMITTEE**

*Reports to University President*

### **Membership**

University President (chair), President's Council with vice president for Financial Administration (alternate chair), director of Marketing and University Relations or designee (secretary), associate vice president for Financial Administration, director of Campus Safety (or designee), director of Risk Management, associate vice president for Information Technology, vice president for Enrollment Management

### **Purpose**

1. Reviews and implements the Crisis Management Plan.
2. Makes strategic decisions during a crisis.
3. Reviews information and analyzes conditions through the university that warrant a change to the Crisis Management Plan.
4. Allocates and directs distribution of resources during a crisis.

## **DIVERSITY COMMITTEE**

*Reports to University President*

### **Membership**

Special Advisor to the President on Diversity and Strategic Planning (chair), Senior Vice President for Academic Administration, Vice President for Student Development, Director of Student Life and Activities, four faculty members selected by the Faculty Senate, one residence hall dean appointed by the Vice President for Student Development, a Collegedale Church pastor appointed by the Church senior pastor, a recording secretary appointed by the chair, and two students appointed by the Student Senate, and up to six members appointed by the Chair. Committee members will serve two-year terms.

**Purpose**

The purpose of the Diversity Committee is

1. To promote understanding of cultural differences and focus on ways to meet the needs and encourage full participation of every student in campus life,
2. To promote the celebration of diversity for all ethnic and underrepresented groups,
3. To help recruit underrepresented faculty, staff, and student groups,
4. To provide ongoing diversity education for faculty, staff, and students,
5. To search for financial resources for programs and scholarships to support diversity efforts on campus,
6. To make policy recommendations regarding diversity, and
7. To make recommendations regarding the need for additional financial resources to be used for new diversity initiatives.

**GRIEVANCE COMMITTEE**

*Reports to University President*

**Membership**

Chair, elected by the Faculty Senate; three additional faculty elected by the Faculty Senate; four staff elected by the Staff Advisory Council. Each year, there should be two faculty and two staff that have two years remaining on their 2-year terms and two faculty and two staff who have one year remaining on their 2-year terms. Members may serve two consecutive terms maximum, eligible for another term after a one-year hiatus. The associate vice president for Human Resources shall be ex officio and be the non-voting secretary of the Grievance Committee.

**Purpose**

The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, national origin, handicap-disability, harassment, sexual misconduct, termination of employment and non-renewal of employment agreement and shall make recommendations to the President regarding whether or not sanctions are appropriate in such cases.

**SOCIAL COMMITTEE**

*Reports to University President*

**Membership**

Chair, appointed by the president; three staff elected by the Staff Advisory Council and three faculty elected by the Faculty Senate, appointed to staggered three-year terms.

**Purpose**

1. To coordinate, plan, and carry out social and recreational activities for the employees.
2. To make recommendations regarding the social/recreation budget and other issues.

**STUDENT SEXUAL MISCONDUCT REVIEW COMMITTEE**

*Reports to University President*

**Membership**

Four male and four female employees appointed by the University President upon recommendation by the Title IX Coordinator. Members serve staggered, non-renewable two-year terms (eligible for another term after a one-year hiatus). The committee composition should mirror the diversity of Southern's campus. Excluded from consideration in serving on this panel are members of the Office of Ministry and Missions and the Residence Hall

staff because of their roles as potential counselors and/or advocates. The Vice President for Student Development selects the chair and chair-elect of the committee.

**Purpose**

1. To receive federally-mandated training in the adjudication process, using Title IX and sexual assault training resources approved by the Tennessee Independent Colleges and University Association (TICUA)
2. To determine responsibility in Title IX cases that go to hearing
3. To determine sanctions in Title IX cases in which a Respondent is found responsible for having violated Southern's policy on sexual harassment and violence
4. Unless a Respondent appeals a decision by the hearing panel, its decision is final.

# Academic Governance

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## FACULTY SENATE *(information needs updating)*

The Faculty Senate (Senate) is the main decision-making body of the faculty in matters covered by shared governance. It or its designated committees provides faculty approval to curriculum changes, new academic programs, and policy changes or updates pertaining to the role and evaluation of faculty which come to it from the curriculum committees, the Faculty Affairs Committee, or other faculty governance bodies. (Policy changes and program addition or deletion also require administrative, and in some instances, board approval.) It also consults with academic leadership and university administration on matters of broad interest to the faculty, including assessment, faculty research, professional development, and student engagement. The Senate appoints members to its committees and committees of the university in accordance with guidelines found in the *Employee Handbook*. Senate membership consists of faculty representatives from across the university, as elected by their faculty peers in an election process run annually by the Senate. The Senate chair is elected from among its members. The Senate meets regularly, but not less than one time a month. It reports its work in agendas, minutes, and supporting documentation after each meeting. Senate members also communicate about Senate work to the faculty in their districts, and to the University Assembly at each of its meetings.

## AUTHORITY AND RESPONSIBILITY

### Authority of the Faculty Senate

1. The Senate is delegated with the primary responsibility for the formation, revision, and continuous review of:
  - a. educational policy;
  - b. academic matters such as curriculum, admissions, degree requirements, methods of instruction, and research;
  - c. faculty rank, level, promotion criteria, and conduct;
2. Senate has delegated portions of this authority to its respective committees but reserves the right at any time to review, revise, and refer for revision.
3. In other areas, particularly in the (a) determination of salaries and allowances, (b) long-range planning, (c) physical plant and (d) general allocation of resources, the Senate advises university officers through membership in committees such as the University Assembly Executive Committee and the University Assembly and as provided in *Employee Handbook* policy.

### Functions of the Faculty Senate

1. To ensure all educational policies and procedures of the university are in harmony with the university mission, vision, values, and objectives.
2. To establish academic and social standards for admission and retention applicable to all students of the university.
3. To establish the requirements for the various curricula.
4. To establish the requirements for all certificates and degrees awarded by the university.
5. To establish standards of instruction, instruction, services, and facilities.
6. To promote faculty research.
7. To establish procedures by which the Senate may advise the Board in the selection and retention of school deans and department chairs.
8. To adopt standards for all publications and programs sponsored by or in any way representing the university.
9. To advise the Board relative to academic freedom and faculty status.
10. To recommend policies relative to appointment, rank, conduct, and dismissal of faculty.

11. To establish appeal-process standards for student academic discipline.

### **Consultative Role of the Faculty Senate**

The Faculty Senate advises administration on the following subjects:

1. Definition and review of the general objectives of Southern Adventist University.
2. Development of policies and procedures for removal of school deans/department chairs.
3. Expenditure of funds allocated to instruction and research.
4. Major issues affecting current or projected budget decisions.
5. Programs of faculty welfare such as salaries, allowances, retirement benefits, special leaves, etc.
6. Long-range strategic and master plans for the development of the university.
7. Policies governing the university's relations with government and private agencies.
8. Policies for cooperative and mutually beneficial relations with the constituency and the surrounding public community.

### **Faculty Senate Procedures**

#### **Election of Senate Membership (NOTE: here the number elected from each district was increased from 3 to 4 to accommodate the removal of district 6 and several ex officio members while maintaining a membership of approximately 29)**

1. Each year, senators from each district will oversee the election of new senators from their district to fill the vacant seats. The University Assembly is organized into the following districts:
  - a. District 1 (a total of 4 Senators will represent this district):
    - i. School of Nursing
    - ii. School of Social Work
  - b. District 2 (a total of 4 senators will represent this district):
    - i. English Department
    - ii. History and Political Studies Department
    - iii. Modern Languages Department
    - iv. School of Music
    - v. School of Visual Art & Design
  - c. District 3 (a total of 4 Senators will represent this district):
    - i. Biology/Allied Health Department
    - ii. Chemistry Department
    - iii. School of Computing
    - iv. Southern Online Campus
    - v. Mathematics Department
    - vi. Physics and Engineering Department
  - d. District 4 (a total of 4 senators will represent this district):
    - i. School of Business
    - ii. School of Journalism & Communication
    - iii. Center for Teaching Excellence
    - iv. McKee Library
  - e. District 5(a total of 4 senators will represent this district):
    - i. School of Education & Psychology
    - ii. School of Physical Education, Health & Wellness
    - iii. School of Religion
2. Districts are based on a ratio of one (1) representative for each 12 constituents, rounded down.
3. Redistricting, the ratio for representation, and the process for electing Senators must be reviewed by the Senate every five (5) years. The first review occurred during the 2019—2020 academic year, and will occur every five (5) years thereafter.

4. The results of Senate elections are retained by the secretary of the Senate for use in filling vacancies that may occur during the year.

#### **Procedure for Choosing Chair-Elect**

1. The Chair-Elect of the Senate must be a full-time faculty member who holds the rank of Associate Professor or Professor at Southern Adventist University.
2. In January, the Senate, at a duly called meeting, will open the nomination phase for the position of Chair-Elect of the Senate. Nominations must be sent to the Secretary of the Senate in writing.
3. In February, the Senate, at a duly called meeting, will close the nomination phase and will certify the candidates for Chair-Elect. If there have not been any nominations received or there are not any certified candidates who are willing to serve as Chair-Elect, then the Senate Executive Committee will nominate and certify candidates.
4. In March, the Senate, at a duly called meeting, will elect the Chair-Elect of the Senate from amongst the certified candidates.
5. The results of Senate Executive Committee elections are retained by the Secretary of the Senate for use in filling vacancies that may occur during the year.

#### **Procedure for Choosing Parliamentarian of the Senate**

1. The Senate Chair-Elect shall nominate one or more candidate(s) for Parliamentarian before the last Senate meeting prior to spring commencement. Nominated candidates must be members of the incoming Senate.
2. At the last Senate meeting prior to spring commencement, the Senate will elect the Parliamentarian of the Senate from amongst the nominated candidates.

#### **Officers and Members of the Senate Executive Committee**

1. Membership:
  - a. The Chair, elected the previous year as Chair-Elect.
  - b. The Chair-Elect/Secretary, elected for the current year.
  - c. The Past Chair, who has served as Chair the previous year.
  - d. The Parliamentarian of the Senate
  - e. The Senior Vice President for Academic Administration
2. Duties:
  - a. The Chair directs meetings of the Senate, reports to the president, and is present at meetings of the Board
  - b. The Chair-Elect conducts meetings in absence of the Chair.
  - c. The Past Chair takes an advisory role and serves as chair of the standing Senate Nominating Committee (see Policy 1060 "Senate Nominating Committee").
  - d. The Chair make presentations to the University Assembly on Faculty Senate activities and actions.

#### **Faculty Senate Membership** (23 elected [20 from districts + 3 officers], Sr. VPAA, Student Association President)

1. The Senate has 25 members.
  - a. Three Officers: The Chair, Chair-Elect, and Past Chair. These officers plus the parliamentarian serve on the Senate Executive Committee.
  - b. Twenty elected members from the districts. Nine to eleven shall be elected each year to serve two-year non-renewable terms.
  - c. Two ex officio members: vice president for Academic Administration, Student Association president.
2. Any interim vacancy among elected senators is filled by the Secretary of the Senate, who will recruit the next eligible person per original election results for that position or, if necessary, oversee a specially called election in the district with the vacant seat. Ties in the original election shall be broken by random selection.
3. Unexpired terms of the Chair, Chair-Elect/Secretary, and Past Chair shall be filled by the same process by which they were chosen.

## **Terms of Office**

1. Senators normally serve non-renewable two-year terms except for the Chair, Chair-Elect and Past Chair. Senators chosen to complete the last part (less than a year) of a resigned senator's last year in office are eligible for re-election to a new full term. Ex officio senators serve on the Senate for as long as they hold their respective offices.
2. The Senate shall maintain continuity of thought and action by staggering the terms of its members. Half (ten or eleven) of the elected senators shall be elected each year by their respective districts.
3. Resignations shall be submitted in writing to the Chair of the Senate at least one regular meeting before they become effective.
4. A senator who is absent twice during a Senate year will be sent notification of such by the Parliamentarian, emphasizing the attendance policy for the Senate. A third infraction, the senator will be removed from the Senate. Senators who are unable to attend meetings because of a class conflict will also be replaced. The Senate Executive Committee may overrule such removal if it so chooses.

## **Election Schedule**

Senate elections shall be held at a time specified by the Senate Executive Committee. Voting shall be done by secret ballot. Ties shall be broken by the Senate Executive Committee.

## **Organization of New Senate**

1. The Senate year shall begin with the first meeting of the Senate following the spring commencement. At this meeting, a schedule of regular Senate and Assembly meetings shall be approved. The Senate year will end with the last meeting prior to spring commencement.
2. At the last Senate meeting prior to spring commencement, the Senate shall adjourn early and the incoming Senate shall meet for orientation and organization.
3. Standing Senate committee and subcommittee tenure shall coincide with the Senate year. The Senate committees shall be ratified no later than the April Senate meeting. Prior to the Senate's ratification of the committees, all prospective committee chairs must be notified personally and their appointments cleared by their respective dean or department chair. Ad hoc committees appointed by the previous Senate will cease to function unless specifically renewed by the new Senate.

## **Senate Officer Selection, Duties, and Responsibilities**

### **Selection of Elected Officers of the Senate**

1. Resignations of the Secretary or Parliamentarian shall be in writing and shall be accepted or rejected by a vote of the Senate. Replacements shall be selected by the same procedure as that of the original elections.
2. The Senate Executive Committee may appoint, subject to ratification by the Senate, a Recording Secretary who is not a senator.

### **Duties of the Chair**

1. To call and chair meetings of the Senate Executive Committee.
2. To call and chair meetings of the Senate.
3. To report to the president.
4. To represent the faculty and salaried staff by being present at meetings of the Board.
5. To notify officers, committee members, and senators of their election or appointment.
6. To sit as an ex officio member of the standing and ad hoc committees of the Senate.
7. To communicate Senate actions pertaining to the Employee Handbook to the Human Resources department.

### **Duties of the Chair-Elect**

1. In the Chair's absence, the Chair-Elect shall preside over the Senate, and the Senate Executive Committee. The Chair-Elect shall also serve as the Secretary of the Senate and shall have the following duties.

### **Duties of the Secretary**

1. To be the Secretary of the Senate Executive Committee.
2. To send a copy of the agenda to all members of the Senate and University Assembly at least three days in advance of each meeting.
3. To review (in consultation with the Chair) and distribute to all members of the Assembly the minutes of each meeting. Voted items affecting the Employee Handbook are noted by an asterisk and the underlined heading "Employee Handbook Changes."
4. To plan the elections for elective Senate seats.
5. To maintain a master copy of the working policy of the Senate (as set forth herein) and other rules of the Senate that shall be kept up-to-date, edited (as approved by Senate), and distributed to the members of the University Assembly and Senate.
6. To have on hand at each meeting a list of Senate members and all existing Senate committees and task forces, their chairs, and members.
7. To keep a permanent record of the minutes and make them available to members on the Senate website (<http://teams.southern.edu/teams/senate/>).
8. To fill the unexpired term of an elected senator by selecting and recruiting a new senator from the previous election results.

### **Duties of the Parliamentarian**

1. To be Parliamentarian for the University Assembly and Senate. The Parliamentarian shall keep a copy of and be familiar with Robert's Rules of Order for determining parliamentary procedure.
2. To give advice to the Chair or, when requested, to any member of the Senate as to parliamentary procedure to be followed.
3. To call the attention of the Chair, as unobtrusively as possible, to any error in procedure that may affect the substantive right of any member.
4. To take attendance at each Senate meeting to be reported to the Secretary, and to report to the Chair when quorum has been met.
5. To send the required notification to senators who have been absent twice or whose names have been removed from the roll due to excessive absences, and to notify the Secretary of the need to fill empty positions.

### **Duties of the Recording Secretary**

The Recording Secretary of the Senate (if so appointed) shall have the following duties:

1. To take an accurate record of the proceedings of Senate meetings.
2. To prepare the minutes of Senate meetings for approval by the Secretary and the Chair and to post the minutes on the Senate website within the designated time frame.
3. To assist the Secretary and Chair in carrying out their responsibilities by maintaining Senate files.

## **SENATE PROCEDURES**

### **Meetings**

1. Regular meetings shall be held at least once a month, with the exception of May, June, July, August, and December. Actions taken at specially convened summer meetings are subject to petition as described in "Extent and Limit of Senate Authority."
2. A Senate session shall not extend beyond three hours.
3. Special meetings will be held when requested by 25 percent of the Senate, by 10 percent of the University Assembly, by the president, or by the Senate Executive Committee.

**Quorum**

A simple majority of Senate membership shall constitute the quorum necessary to start a Senate meeting. If, during the course of the meeting, the percentage of membership present drops below 40 percent, all business shall cease and the meeting shall be adjourned. Quorum for the Senate Executive Committee and other Senate committees shall be a majority of the membership.

**Voting Rules**

Normally, voting will be done by voice or a show of hands; however, it may be done by secret ballot or the use of clickers if judged advisable by the Chair of the Senate or requested by more than one senator. A roll call division of the house or a roll call vote (recorded by name) may be taken at the discretion of the Chair or at the request of a senator with the support of 20 percent of the senators present.

**Presence of Non-members**

Regular Senate meetings shall be open to faculty, salaried staff, and students to the extent that seating is available. The Senate reserves the right to go into executive session for the entire session, or a portion thereof, at the discretion of the Chair or at the request of a majority of the members present.

**Non-member Participation**

Upon the recommendation of a senator and/or with the approval of the Senate Executive Committee, a non-Senate-member may be invited to address the Senate on a particular issue.

**Agenda**

The agenda will be prepared by the Senate Executive Committee and shall be distributed to all members of the University Assembly at least three working days prior to the Senate meeting in order that non-Senate-members may have opportunity to hear the discussion of issues which interest them. Any item can be added to the agenda with the approval of two thirds of those members present. Such an item will only be presented after previously designated items are dealt with. Policy items on which legislative action is to be taken must be circulated to all senators at least seven working days prior to the meeting at which the item is to be voted upon. (See "Changes" in the Foreword of the Employee Handbook for Senate approval of revisions or amendments.)

**Distribution of Minutes**

Minutes of the proceedings shall be distributed by the Secretary to all members of the University Assembly within ten working days.

**Amendments to University Senate Policies**

According to the Foreword in the Employee Handbook, revisions in policy, including amendments to University Senate policies, may be suggested by any employee. Proposed amendments to Senate policies should be brought to the Senate Executive Committee, which may recommend them to the Senate for consideration. Proposed amendments that are recommended to the Senate must be circulated to each senator at least seven days prior to the date of the Senate vote. A two-thirds majority vote is required to amend Senate policies. The University Assembly Executive Committee has the right to reconsider any such amendments as provided for under section "Extent and Limitations of Senate Authority."

**Procedural Questions**

The latest edition of Robert's Rules of Order shall be used as a source of authority for parliamentary questions not covered in this manual.

## Faculty Senate Committees

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### DISTINGUISHED SERVICE MEDALLION COMMITTEE *(information needs updating)*

*Reports to Faculty Senate*

#### **Membership**

Six members of the faculty and/or salaried staff, recommended to the president by the Faculty Affairs Committee, two of whom serve as alternates. Alternate members serve one year as described below (also see Faculty Employees Section 5000, Policy 5550, "Distinguished Service Medallion") followed by a two-year term. The terms are staggered to allow two members to leave the subcommittee each year. At the beginning of each school year, the Faculty Affairs Committee appoints a chair and two alternates, and fills other unexpired terms when needed as vacancies occur (non-renewable terms, members eligible for another term after a one-year hiatus,).

#### **AUTHORITY AND RESPONSIBILITY:**

#### **Recommendations to be made to the President**

The Medallion Subcommittee recommends recipients for the Distinguished Service Medallion according to procedures and criteria established by the Faculty Affairs Committee. The Medallion Subcommittee presents its recommendations to the university president. (See Faculty Employees Section 5000, "Distinguished Service Medallion," Policy 5550, for an explanation of the committee's procedures and the criteria for the medallion.)

### FACULTY AFFAIRS COMMITTEE *(information needs updating)*

*Reports to Faculty Senate*

#### **Membership**

Seven members of the University Assembly, including six from the faculty, appointed by the University Senate to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus,) chair appointed by the president.

#### **Purpose**

1. To foster scholarship and good teaching; to plan faculty in-service training sessions in consultation with the university president.
2. To encourage equitable distribution of teaching loads, committee assignments, and extra-curricular activities.
3. To encourage responsibility among faculty members in fulfilling their obligations to the university.
4. To fulfill the grievance procedures in the Faculty Employment chapter of the Employee Handbook, Policy 5080.
5. To supervise updating the Employee Handbook, related to faculty affairs.
6. To provide professional counsel and guidance to individual faculty members upon request. (The line of responsibility of the Faculty Affairs Committee is determined by its specific function as detailed above and elsewhere in the Employee Handbook.
7. To make policy recommendations for the Employee Handbook, related to faculty affairs, (may be subject to approval by the University Senate.)

## GRADUATE CURRICULUM COMMITTEE

*Reports to Faculty Senate*

### **Membership**

Associate Vice President for Academic Administration and dean of graduate and professional studies (chair), deans and associate deans of schools with graduate programs, director of Online Campus, director of Records and Advisement, director of Libraries, director of Student Finance, one faculty program coordinator for each graduate program; senior vice president for Academic Administration, ex officio.

### **AUTHORITY AND RESPONSIBILITY**

#### **Authority to Act**

1. To serve as liaison between schools with graduate programs and the vice president for Academic Administration.
2. To publish an annual catalog (physical or digital) describing policies (admission, academic, financial, student life), graduate programs, and course descriptions.
3. To interpret and resolve graduate policy issues.
4. To develop and approve appropriate forms for record keeping for students in graduate programs.
5. To act upon petitions and appeals which require responses exceeding the authority of a school dean or the associate vice president for Academic Administration and dean of graduate and professional studies.
6. To serve as the university curriculum committee for graduate programs including:
  - a. Curriculum changes originated by the schools for specific degrees.
  - b. Proposals for specific study programs including workshops and continuing education.
  - c. Continuing approval of lecture series and other special graduate-level study programs offered on a regularly recurring schedule.
  - d. Specification program-by-program of requirements for student engagement in research and/or appropriate professional practice and training experiences.
  - e. Expectations for knowledge of the literature in each discipline.
  - f. Study tours. (MOVED TO TOUR COMMITTEE)

(NOTE: The Faculty Senate has the right of review of all actions pertaining to all curricular matters except for editorial and non-substantive changes.)

#### **Authority to recommend the following**

To recommend policies for graduate programs entrance, continuation, and graduation to the Faculty Senate.

## UNDERGRADUATE CURRICULUM COMMITTEE

*Reports to Faculty Senate*

### **Membership**

Vice president for Academic Administration (chair), vice president for Enrollment Management, associate vice president for Academic Administration and Dean of student success and retention, associate vice president for Academic Administration and Dean of graduate and professional studies, school deans/department chairs, Director of Libraries, Director of Records and Advisement, chair of General Education Committee, Director of Online Campus, two students appointed by the Student Senate for one-year, non-renewable terms

### **Purpose**

1. To serve as liaison between the departments and the vice president for Academic Administration.

2. To publish a catalog (physical or digital) describing policies (admission, academic, financial, student life), undergraduate programs, and course descriptions.
3. To serve as the university curriculum committee for undergraduate programs with the authority to recommend the following:
  - a. Curriculum changes originated by the departments, i.e., changes in major and minor study programs, cognate and general education requirements for specific degrees.
  - b. Recommendations from the General Education Committee.
  - c. Changes in the honors program.
  - d. Study tours. (moved to Renamed SMEC/Tour Committee)
  - e. Proposals for specific study programs, i.e., workshops, continuing education.
  - f. Continuing approval of lecture series and other special study programs offered on a regularly recurring schedule. The committee will invite other committee chairmen whose programs are under study to participate in the discussion.
  - g. The Faculty Senate has right of review of all actions pertaining to all curricular matters except for editorial and non-substantive changes. All programmatic additions or deletions requiring SACSCOC substantiative change or notification will be recommended to the Faculty Senate for approval or returned to the School/Department for revision.)
4. To recommend the addition of new programs of study and the termination of unneeded programs.
5. To recommend policies for entrance and graduation requirements, university-wide general education requirements, honors programs, and the conduct of special programs such as lecture series, adult education, workshops, study tours, and continuing education. Faculty Senate has right of review of such actions.

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## Undergraduate Curriculum Committees

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### GENERAL EDUCATION COMMITTEE

*Reports to Undergraduate Curriculum Committee*

#### **Membership**

Seven faculty members of the undergraduate teaching faculty, including the chair of the Writing Committee, the honors director, and a member of the Undergraduate Curriculum Committee, appointed by the Faculty Senate to staggered, non-renewable, three-year terms (eligible for another term after a one-year hiatus,) one student appointed by the Student Senate for a one-year, non-renewable term. Chair appointed by the Senate for a three-year term (may be renewed once – eligible after a one-year hiatus.) The senior vice president for Academic Administration, the executive director of Institutional Research and Planning, and the Christian Service Program director serve ex officio.

#### **Purpose**

1. To monitor the effectiveness of the general education program.
2. To review and act on recommendations from the Writing Committee.
3. To review and act on recommendations from the Christian Service Committee.
4. Develop and recommend changes to the general education program.

# General Education Committees

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## CHRISTIAN SERVICE COMMITTEE

*Reports to the General Education Committee*

### **Membership**

Director of the Christian Service program (chair), four members of the faculty (one of which must be a dean or chair) appointed by the Faculty Senate to staggered three-year terms, (each is limited to one term and not eligible for reappointment to another term until he/she has been off of the committee for one year), senior vice president for Academic Administration, university chaplain, and two students, one being the Student Association Community Service Director and the other appointed by the Student Senate for a one-year, renewable term.

### **Purpose**

1. To promote service in all fields of study.
2. To advise the director in the supervision of the Christian Service program.
3. To establish standards of satisfactory service projects.
4. To advise the director on approval of student-initiated projects (mentored projects and/or co-curricular projects).
5. To recommend changes in or new Christian Service program policies to the General Education Committee.
6. To recommend service-learning classes in consultation with department chairs to the General Education Committee.

## HONORS COMMITTEE

*Reports to General Education Committee*

### **Membership**

Honors director (chair), six faculty members appointed by the Faculty Senate, including a member of the Undergraduate Curriculum Committee, to staggered, non-renewable three-year terms (eligible for another term after a one-year hiatus,) the Associate Vice President for Academic Administration and Dean of Student Success and Retention, and one student appointed by the Student Senate for a one-year, non-renewable term.

### **Purpose**

1. To implement the honors program
2. To promote honors as an alternative plan of general education among qualified students.
3. To advise and consult with the director on program plans and events.
4. In collaboration with academic schools and departments to establish requirements and standards for the senior research project including format and research methods.
5. To recommend changes in the honors program curriculum, including norms for honor status.

## WRITING COMMITTEE

*Reports to General Education Committee*

### **Membership**

English Department writing coordinator (chair), six faculty members, at least four of whom teach or have taught a "w" class, appointed by the Faculty Senate to staggered three-year terms, (faculty members may be reappointed after a one year hiatus), and two students appointed by the Student Senate for a one-year, non-renewable term.

## AUTHORITY AND RESPONSIBILITY

**Authority to Act**

1. To promote writing skills in all fields of study.
2. To supervise the upper division writing skills programs as spelled out in the general education program.
3. To establish standards of satisfactory writing for upper division students in consultation with department chairs to designate classes in which writing skills are taught.

**Recommendations to be made to the General Education Committee**

1. To recommend writing across the curriculum policies to the General Education Committee.

# Consulting and Reporting Groups

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## EMPLOYEE ASSEMBLY

### **Membership**

All full-time and part-time employees

### **Purpose**

This group meets at least twice a year to receive updates and reports from administration regarding topics that have broad campus interest and will include opportunities for questions and comments.

## JOINT EXECUTIVE COMMITTEE

**Waiting for information**

## JOINT SESSION

**Waiting for information**

## PRESIDENT'S COMMITTEE

*Reports to University President*

### **Membership**

The President's Committee consists of the President's Council, Associate Vice Presidents, Director of Marketing and University Relations, Dean of Students, Director of Admissions, Faculty Senate Chair, Faculty Senate Past Chair, Faculty Senate Chair Elect, Staff Advisory Council Chair, Staff Advisory Council Past Chair, Staff Advisory Council Chair Elect, Senior Advisor to the President for Diversity and Strategic Planning, Executive Director for Risk Management and Leaseholds, Executive Director of Institutional Research and Planning

### **Purpose**

The President's Committee will meet monthly to provide consultation to the president and President's Council on university business and receive updates on major administrative decisions. A particular focus for the committee will be strategic planning and accountability.

This committee includes responsibilities previously held by:

- **Strategic Planning and Budget Committee** (*which included representation from faculty and Student Association*)

## STAFF ADVISORY COUNCIL

**Waiting for information**