

# **Faculty Governance**

## **Faculty Governance**

*Faculty members have a primary role in the development of academic policy at Frostburg State University. Opportunities to affect policy are available through the Faculty Senate and its committee structure.*

### **Charter of the Frostburg State University Faculty**

#### **ARTICLE I. Authority and Membership**

##### **Section 1. Basis of Authority**

The laws of the State of Maryland and the policies of the Board of Regents of the University System of Maryland vest the governing authority for Frostburg State University in its President. The President holds full responsibility for the conduct of all University functions. Accordingly, all policies, recommendations, and resolutions adopted by the University Faculty will be submitted to the President for appropriate action.

##### **Section 2. Purpose**

The University Faculty will meet periodically to receive information and reports on the state of the University. In addition, the University Faculty may meet in special session to serve as the final recall body of the Faculty.

##### **Section 3. Definition of University Faculty**

All appointees of academic rank and library faculty, excluding Associate Dean or higher administrative rank, will constitute the Faculty of Frostburg State University.

##### **Section 4. Voting Members**

All members of the University Faculty as defined in Article I, Section 3, except non tenure-track faculty, will be voting members of the University Faculty.

#### **ARTICLE II. Meetings**

##### **Section 1. Regular Meetings of the University Faculty**

The University Faculty will hold three regular meetings during each academic year. The first meeting will be held during the first four weeks of the academic year. The second meeting will be held during the first four weeks of the second semester, at which time a report on the first semester's Faculty Senate activities will be given by the Chair of the Senate, and questions or comments relative to those activities will be entertained.

The third meeting will take place in the last four weeks of the academic year, at which time the Faculty Senate and its Committees will be required to report on their activities for the year.

University administrators will be encouraged to attend the first half of each meeting, and the second half of each meeting will consist of faculty members only.

## Section 2. Special Meetings

Special meetings of the University Faculty may be called by the President of the University or by the Faculty Senate. Special meetings must be called by the Secretary of the Faculty Senate on petition of twenty percent of the voting members of the University Faculty.

## ARTICLE III. Procedures

### Section 1. Officers

The officers of the Faculty Senate will serve as the officers of the University Faculty. The Chair of the Faculty will preside over meetings of the University Faculty. In the absence of the Chair, the Vice Chair of the Faculty Senate will preside.

### Section 2. Faculty Councilors

As a constituent institution of the University System of Maryland, Frostburg State University is entitled to at least two representatives on the USM Council of University System Faculty. Representation is based upon criteria contained within the Charter of the Council.

- a. The allotted number of representatives of the Council of the University System Faculty and an alternate will be elected at large from among voting members of the University Faculty, including the Chair of the Faculty/Chair of Faculty Senate. Nomination and election will take place in the annual spring elections administered by the Faculty Senate Elections Committee.
- b. Election of councilors will be for staggered three-year terms, such that at least one Councilor will be in their second year while the other(s) is (are) in the first year. The next highest vote getter in each election shall be designated the alternate councilor. In the event that a Councilor is unable to complete their term, the alternate councilor will complete the term of office.
- c. Councilors and the alternate will attend and participate in System-wide meetings of the Council and report the actions of the Council at each meeting of the University Faculty and Senate.

### Section 3. Quorum

One-third of the voting members of the University Faculty will constitute a quorum.

### Section 4. Actions

Actions of the University Faculty will be submitted to the President of the University for review and appropriate action. The President will respond in writing to the Chair of the Faculty/Chair of Faculty Senate within 30 calendar days of the date of the report of University Faculty actions.

## Section 5. Recall

Actions of the Faculty Senate are subject to review and recall by the University Faculty. The University Faculty may be called into special session for this purpose by petition under the provisions of Article II, Section 2. Recalls are subject to the following provisions:

- a. Petition for University Faculty review or recall of Faculty Senate actions must be submitted to an officer of the Faculty Senate within ten school days following publication of the Faculty Senate minutes reporting the actions.
- b. Upon receipt of a valid petition, the Secretary of the Faculty Senate will call a special meeting of the University Faculty. This special meeting must be scheduled within 15 school days of the receipt of a valid petition.
- c. "School days" are defined as those on which Faculty are available on campus according to the official University calendar. School days thus include advising, registration, class, reading, and examination days.
- d. A motion to revise or rescind an action of the Faculty Senate requires a majority vote of members of the University Faculty present and voting. Failure to achieve a quorum or a majority vote leaves the actions of the Faculty Senate in place.

## Section 6. Amendments

Amendments to the Charter of the University Faculty must be approved by a majority of the votes cast. Such a vote may occur at any meeting of the University Faculty at which a quorum is present or by mail ballot conducted by the Secretary of the Faculty Senate. Amendments may be placed before the University Faculty through either of two routes:

- a. Amendments to the Charter of the University Faculty must be placed before the University faculty for a vote if they are adopted by a majority vote of the Faculty Senate.
- b. Amendments to the Charter of the University Faculty must be placed before the University Faculty for a vote if they are proposed in a petition signed by twenty percent of the voting members of the University Faculty. Upon receipt of a valid petition, the Secretary of the Faculty Senate will, within 15 school days, either call a meeting of the University Faculty or conduct balloting by mail.

# **Charter of the Frostburg State University Faculty Senate**

## ARTICLE I. Functions of the Faculty Senate

### Section 1. Basis of Authority

The laws of the State of Maryland and the policies of the Board of Regents of the University System of Maryland vest the governing authority for Frostburg State University in its President.

The President holds full responsibility for the conduct of all University functions.

Accordingly, all policies, recommendations, and resolutions adopted by the Faculty Senate will be submitted to the President for appropriate action.

## Section 2. Scope of Authority

Subject to the limitations of Article I, Section 1, the Faculty Senate will be the principal decision-making body of the University for all matters relating to academic programs and policies at both the graduate and undergraduate levels.

## Section 3. Functions

Faculty Senate functions will include formulating and recommending policies and adopting resolutions concerning:

- a. Academic programs and curriculum;
- b. Standards for admission and retention of students;
- c. Requirements for the granting of academic degrees;
- d. University planning and budgets;
- e. Faculty appointment, retention, tenure/permanent status, promotion, retrenchment, and dismissal;
- f. The facilitation of faculty development and research;
- g. Faculty conduct and discipline;
- h. Academic freedom;
- i. Faculty benefits, including salaries, insurance, and retirement;
- j. Academic organization; and
- k. Other aspects of institutional activity, which may affect the educational atmosphere of the University.

## ARTICLE II. Membership and Officers

### Section 1. Membership

There will be twenty-seven Faculty Senators, plus CUSF representatives (excluding the alternate), the Chair of the Graduate Council, and the Chair of the Chairs' Council. Terms of office will begin June 1.

### Section 2. Officers

The Chair of the Faculty will preside over meetings of the Faculty Senate and select from among its members a Vice Chair and a Secretary. The Faculty Senate may create other officer positions, as it deems necessary. Officers other than the Chair of the Faculty serve for one year but may be re-appointed.

### Section 3. Faculty Senate Steering Committee

A Steering Committee will consist of the officers of the Faculty Senate along with the Chairs of the following University Committees:

- Academic Affairs Committee
- Faculty Concerns Committee
- Institutional Priorities and Resources
- Graduate Council
- Chairs' Council

The purpose of the Senate Steering Committee is to:

1. Assist, according to provisions specified in this charter, in the nominations and election process;
2. Review and recommend policies and procedures on matters related to Senate operations;
3. Assist the Chair when the Senate is not in session in the expediting of business in every way compatible with the rights of the members;
4. Serve as the Institutional Nominating Committee for the Regents Faculty Awards;
5. In consultation with the Provost, appoint members and fill vacancies to the Institutional Review Board;
6. Administer and distribute results of the annual faculty morale survey;
7. Review and make recommendations to the President on the acceptability of candidate for the Faculty Athletics Representative;
8. Maintain the currency of the Faculty Senate web site;
9. Ensure that copies of the minutes of all University governance bodies are placed on file in the Library;
10. Foster coordination and communication between Senate committees; and;
11. Be responsible for overseeing the nomination and election process in cases of a Presidential Recall.

The Steering Committee may at its discretion invite Chairs of other committees to join. Jurisdictional disputes will be referred to the Steering Committee and, if necessary, determined by majority vote of the Steering Committee. (In case of a tie, the Chair of the Faculty will assign jurisdiction.) The Steering Committee will meet at least once each month during the academic year, or when called to do so by the Chair of the Faculty or designee.

### Section 4. Officers' Duties

- a. Based on provisions set forth in the charters of the University Faculty and of the Faculty Senate, the Chair of the Faculty will:
  - (1) Act as the principal spokesperson for the University Faculty.
  - (2) Prepare agendas for meetings of the Faculty Senate and the University Faculty.

- (3) Maintain the minutes of all meetings of the University Faculty and Faculty Senate. Distribute those minutes to the faculty.
- (4) Ensure the agendas and minutes are distributed to all interested parties, including student government, in a timely manner.
- (5) Convene and preside over meetings of the University Faculty, the Faculty Senate, and the Faculty Senate Steering Committee.
- (6) Sit on the Institutional Priorities and Resources Committee.
- (7) Serve as an ex officio member of the Faculty Concerns Committee.
- (8) Represent the University Faculty as an ex officio member of:
  - a. The Assessment and Institutional Effectiveness Council
  - b. The University Council on Retention
  - c. The FSU Foundation Board of Directors
- (9) Receive responses to University Faculty or Faculty Senate actions from the President of the University
- (10) Appoint, according to provisions specified in this charter, a Nominations and Elections Committee to oversee Faculty elections.
- (11) Assign jurisdiction of an issue to the most appropriate committee in the event that the Faculty Senate Steering Committee is unable to reach a decision.
- (12) Vote on matters before the Faculty Senate in the event of a tie.
- (13) Call special meetings of the Faculty Senate Steering Committee and of the Faculty Senate.
- (14) Rule on parliamentary procedure for use in Faculty Senate meetings and may appoint a Parliamentarian to advise on rules of procedure.
- (15) Fill by appointment faculty vacancies on Faculty Senate, Committee, Subcommittee, and Advisory Groups (in accordance with Article III, Section 5, b-7).
- (16) Sit on the University Advisory Council, and if unable to attend, send a representative in their place.
- (17) Receive the same stipend amount as Department Chairs.

b. The Vice Chair of the Faculty Senate will:

- (1) Preside over meetings and exercise the prerogatives of the Chair of the Faculty, in the absence of the Chair of the Faculty.
- (2) Assist in carrying out the duties of the Chair of the Faculty.
- (3) Maintain currency of the Senate charter.
- (4) Serve as a member of the Faculty Senate Nominations and Elections Committee.
- (5) Produce and distribute to the faculty a monthly (while the University is in session) Faculty Senate Newsletter.

c. The Secretary of the Faculty Senate will:

- (1) Record the minutes of all meetings of the University Faculty and the Faculty Senate.
- (2) Ensure that copies of the minutes of all University governance bodies are placed on file in the Library.
- (3) Maintain currency of governance committees, subcommittees, etc. membership lists.
- (4) Call special meetings of the University Faculty.
- (5) Serve as Chair of the Faculty Senate Nominations and Elections Committee.
- (6) Conduct mail balloting of the University Faculty on amendments to the charter of the University Faculty.
- (7) Maintain the currency of the Faculty Senate Web site.

### ARTICLE III. Elections

#### Section 1. Eligibility for Election

Only voting members of the University Faculty are eligible for election as Chair, Vice Chair, and Secretary of the Faculty. All appointees of academic rank and library faculty are eligible for election to the Faculty Senate as voting members, with the following exceptions:

- a. Any person who holds appointment as a full-time administrator.
- b. A part-time administrator who is not working under terms of an initial regular employment contract as a member of the faculty of Frostburg State University.
- c. Associate Dean or higher administrative title.



## Section 2. Limitation on Length of Service

Neither the Chair of the Faculty nor any elected member of the Faculty Senate may serve more than four full years consecutively.

## Section 3. Nominations of Elections Process

The nominations and elections process will be conducted by the Vice Chair and Secretary of the Faculty Senate, with the assistance of another member of the Faculty Senate Steering Committee should either the Vice Chair or Secretary be a candidate for election.

Should the Vice Chair and Secretary both be a candidate for election, two members of the Steering Committee will conduct the nominations and elections process.

## Section 4. Apportionment

Full-time tenured and tenure-track members of the Faculty Senate will be elected at large with the provision that the College of Business and the College of Education shall have at least three senators each, and the College of Liberal Arts and Sciences shall have at least six senators. Library faculty are not to be considered members of any College, but will have at least one Senator based upon the same process as for the Colleges. Non tenure-track faculty, including full-time and part-time non tenure-track positions employed solely as faculty are allotted two Senators. Non tenure-track faculty serving on the Senate have the same rights, privileges, and duties as full-time tenure, tenure-track, and Library faculty serving on the Senate. The remaining elected membership of the Senate will then be completed with the remaining 12 candidates in order of votes received. Within the Senate, no distinction will be made on the basis of order of election. In counting votes in any given year, the Nomination and Elections Committee will create a list of candidates in order of votes received along with the college in which each candidate's department is located. The Committee will first assign seats to the top vote getters from each college in a way that ensures that the new Senate will meet the requirements. If the nomination process for Senators does not provide a sufficient pool of candidates to meet the representation mandate for either the Colleges, the Library, or non tenure-track faculty members, then the Senatorial replacement will be selected at large based upon the largest vote count among the remaining candidates who had been nominated but not elected.

## Section 5. Election Procedures

The Nominations and Elections Committee will establish specific procedures within the following guidelines:

### a. General Election Procedures.

- (1) The Nominations and Elections Committee is responsible for maintaining an accurate listing of voting faculty and terms of and eligibility for office.

- (2) Nominations and balloting are to be conducted by mail according to procedures established by the Nominations and Elections Committee. Faculty must be given at least one full calendar week to complete and return nominations or ballots.

b. Faculty Senators.

- (1) Faculty Senators will be elected at large to staggered two-year terms.
- (2) Candidates for the Faculty Senate must nominate themselves in writing by a date to be set by the Nominations and Elections Committee at least one week in advance of the election. Senate elections must be held no later than the last full week of April for terms beginning June 1.
- (3) Candidates for the Faculty Senate may submit a statement of positions or philosophy of not more than one page to be circulated with the ballot.
- (4) Half way through the nomination period the Elections Committee will announce any reserved seats for which there are no candidates.
- (5) In the event of a tie, election is to be determined by lot.
- (6) Immediately following an election, any vacant seats on subcommittees, advisory groups, or councils, which would normally be filled by election, will be awarded to the candidate with the next highest amount of votes regardless of college affiliation. These seats would be held for only one year.
- (7) A seat, which becomes vacant before the end of a term will be filled for the period of vacancy from the most recent list of Senate nominees on which the University Faculty has balloted. Replacements will be made to retain at least three Senators from the College of Business, at least three Senators from the College of Education, at least six Senators from the College of Liberal Arts and Sciences, two Senators from non-tenure-track faculty members, and at least one Senator from the Library. If the replacement process does not provide a sufficient pool of candidates to meet the representation of mandate for either the Colleges, the Library, or non-tenure-track faculty members, then the seat will be offered to the nominee not currently a member of the Faculty Senate who had the largest vote, and so on successively until the seat is filled. The Chair of the Faculty is responsible for retaining results of each year's Faculty Senate elections until the next year's elections have been completed.
- (8) A Senator who is on sabbatical/professional leave, a leave of absence, or otherwise away from the University for a semester or more will inform the Chair of the Faculty of their intentions prior to the start of that semester. If the Senator is not able to attend regularly scheduled Senate and Committee meetings, or if the member fails to notify the Chair and does not attend the first meeting of the semester, a replacement will be selected according to the provisions of 7 above. The replacement will serve only during the leave of absence.

c. The Chair of the Faculty.

- (1) The Chair of the Faculty will be elected at large to a two-year term.
- (2) Election of the Chair of the Faculty will take place at least two weeks prior to the election of the Faculty Senate. Unsuccessful candidates for the position of Chair of the Faculty are eligible for election to the Faculty Senate.
- (3) At least two weeks before the elections, candidates for Chair of the Faculty must nominate themselves in writing. Nominations may include a written statement of positions and/or philosophy no more than two pages long. These statements are to be circulated with the ballots.
- (4) In the event that no candidate for Chair of the Faculty receives a majority of votes cast, a run-off election will be held between the two candidates who received the highest number of votes.

d. Recall of the Chair of the Faculty.

The Chair of the Faculty may be recalled subject to the following provisions:

- (1) Any University committee or senator may send a Chair of the Faculty Recall Resolution to the Faculty Senate for action. Such a resolution shall be included under "new business" in the Faculty Senate agenda.
- (2) The Vice Chair of the Faculty Senate, or a Faculty Senate designee, will preside over the recall agenda item allowing for debate and motion as deemed appropriate by Senators.
- (3) A two-thirds majority of voting Faculty Senators present is required to recall the Chair of the Faculty.
- (4) In the event of a recall vote, the Vice Chair of the Faculty Senate or Faculty Senate designee will act as Chair until a new Chair is elected.
- (5) When the Chair of Faculty position becomes vacant, the Secretary of the Faculty Senate shall:
  - (a) announce the vacancy and solicit nominations for said position within 7 school days,
  - (b) receive nominations over a period of 15 school days following the announcement, and
  - (c) mail election ballots to faculty members within 25 school days following the recall vote.
- (6) The Faculty Senate Steering Committee will be responsible for overseeing the nomination and election process.

- (7) Should a Senator be elected to the position of Chair of the Faculty, the senate position vacated shall be filled according to the provision in Article III, Section 5, b. (7).

## ARTICLE IV. Procedures

### Section 1. Meetings

Regular meetings of the Faculty Senate will occur once each month during the academic year. All regular meetings of the Faculty Senate are open to any member of the University Community. Individuals who wish to make a statement concerning issues on the agenda must notify the Chair at least 24 hours in advance of the meeting. This advanced notice provision may be waived at the discretion of the Chair or by majority vote of the Faculty Senate.

The Chair of the Faculty may call additional meetings as needed.

### Section 2. Quorum

Two-thirds of the voting membership of the Faculty Senate will constitute a quorum.

### Section 3. Agendas and Minutes

The Secretary is responsible for circulating agendas in advance of each meeting of the Senate. The agenda is to be compiled in consultation with members of the Steering Committee. Minutes of the Faculty Senate will be compiled by the Secretary and circulated to all interested parties after each meeting. Copies of the minutes of regular Faculty Senate meetings are open and will be kept on permanent file in the Library.

### Section 4. Rules of Procedure

Except in cases of conflict with specific provisions contained in this charter, the Faculty Senate will operate according to parliamentary procedure (using the edition of Robert's Rules of Order currently used by the Board of Regents) as interpreted by the Chair of the Faculty. The Chair of the Faculty may appoint a member of the Faculty Senate to serve as Parliamentarian, this position not being considered an office of the Faculty Senate.

The following specific rules of procedure apply:

- a. The presiding officer of the Faculty Senate will vote only in the event of a tie.
- b. The normal route for substantive action is for an item to be considered by a Committee of the Faculty Senate prior to action being taken in the Faculty Senate. Direct Senate consideration of an item not reported by Committee requires two-thirds of those present and voting to set aside normal procedure.
- c. The Faculty Senate will accept input from any member of the University community on matters under its consideration. Input may be in writing and/or in open meetings consistent with the provisions in Article IV, Section 1.

- d. Motions coming from Faculty Senate Committees require no second.
- e. A substantive motion before the Faculty Senate is passed when approved by a majority of those present and voting.
- f. Actions of the Faculty Senate are subject to review and recall by the University Faculty under the provisions of the University Faculty Charter.
- g. Actions of the Faculty Senate will be submitted to the President of the University for review and appropriate action. The President will respond in writing to the Chair of the Faculty within thirty calendar days of the date of the report of Faculty Senate actions.
- h. The Faculty Senate may call upon the President of the University or other appropriate administrative officers to report to the Senate on the status of implementation of Senate recommendations.

## Section 5. Amendments

Amendments to the Charter of the Faculty Senate may be proposed at any meeting of the Faculty Senate and will be valid if ratified by two-thirds vote of the Faculty Senate membership at the next meeting.

## **Committee Structure and Procedures**

### OVERVIEW OF THE COMMITTEE SYSTEM

#### *Types of Committees*

Any committee or working group which contains faculty membership, and which engages in activities of broad interest to the University community will be governed by the procedures set forth in this document. Such groups will be divided into the following classifications:

#### 1. University Committees

These are the major governance committees of the University. University committees report to the Faculty Senate. Charter changes or the creation of new University committees require a majority vote of the Senate membership. Institutional Priorities and Resources Committee, Faculty Concerns Committee (and its Subcommittees: Faculty Promotion and Tenure/Permanent Status Subcommittee and Faculty Development and Sabbatical Subcommittee) will consist of faculty members only; all other University committees (and subcommittees) will be composed of faculty, administrators, and students.

#### 2. University Subcommittees

These are jurisdictional subordinates to a major governance committee of the University and report to that committee. The Chair of each Subcommittee will serve as a member of the parent committee. Standing subcommittees have separate charters, regular duties that persist over a long period of time, and faculty elected directly to the subcommittee.

3. Senate Ad Hoc Committees

The purpose of Senate Ad Hoc Committees is to consider a particular problem or issue and/or to assist with a specific task, in either case being of limited duration. The Faculty Senate may form Senate Ad Hoc Committees. Senate Ad Hoc Committees must, at the time of their creation, be given a written charge. They will automatically disband at the end of each academic year unless the Faculty Senate has explicitly approved a longer life span with a specified end date. The Chair of the Faculty will appoint members of Senate Ad Hoc Committees, with the provision that the creation of ad hoc Committees be announced to the University community and an effort made to recruit volunteers from the community for service on the committees.

4. Adjudicative/Mandated Committees

Several standing committees perform adjudicative functions. Others are mandated by the policies of the Board of Regents of the University System of Maryland or by external groups or agencies. Groups identified in this proposal as adjudicative/mandated committees have limited or uneven workloads and have no set meeting time in the University schedule. Membership is by election or appointment according to the provisions set forth in each committee's charter.

5. Administrative Advisory Groups

Administrative Advisory Groups are formed for the purpose of assisting an administrative officer of the University in carrying out routine duties. They are created under the authority of the President or a Vice President, with the advice of the Chair of the Faculty. The authorizing officer will provide a written charge and designate an administrator under whose direction the group will work. Membership is by administrative appointment and/or by election of faculty members.

6. Administrative Ad Hoc Task Groups

Administrative Ad Hoc task groups are formed for the purpose of assisting an administrative officer of the University in carrying out specific tasks. They are created under the authority of the President, a Vice President, or the Executive Director of University Advancement, and with the advice of the Chair of the Faculty. The authorizing officer will provide a written charge and designate an administrator under whose direction the group will work. Ordinarily, membership is by administrative appointment except Ad Hoc task groups specifically formed to address issues of significance to faculty members, as determined in consultation with the Chair of the Faculty.

The charge of such a group will be announced to the University community, and the Secretary of the Faculty Senate will conduct University-wide elections to identify at least four full-time at-large faculty members to serve as voting members on the group: two from the College of Liberal Arts and Sciences and one each from the Colleges of Business and Education. Length of service is at the pleasure of the appointing officer. All administrative Ad Hoc task groups contain administrators and faculty members; they may also contain student members at the discretion of the appointing officer. The creation of an Administrative Ad Hoc task groups, a copy of its charge, and an updated list of members must be filed with the Secretary of the Faculty Senate no later than two weeks before the group meets.

## **The Committee System**

### **Established University Committees and Subcommittees**

1. Academic Affairs Committee
  - a. Academic Standards Subcommittee
  - b. University Undergraduate Curriculum Requirements Subcommittee
2. Faculty Concerns Committee
  - a. Faculty Promotion and Tenure/Permanent Status Subcommittee
  - b. Faculty Development and Sabbatical/Professional Leave Subcommittee
  - c. Faculty Handbook Subcommittee
3. Graduate Council
4. Institutional Priorities and Resources Committee
  - a. Faculty Workload and Compensation Subcommittee

### **Senate Ad Hoc Committees**

The Chair of the Faculty will distribute a comprehensive list of ad hoc committees at the beginning of the fall semester.

### **Adjudicative/Mandated Committees**

5. Faculty Grievance Committee
6. Faculty Ombudsperson Committee
7. Faculty Appeals Committee
8. Parking Appeals Committee
9. Institutional Review Board/Institutional Animal Care and Use Committee

### **Standing Administrative Advisory Groups**

10. Student Conduct Hearing Panels
11. Academic Advising Council
12. Americans with Disabilities Acts (ADA) and Equal Employment Opportunity (EEO) Advisory Group
13. Athletics Program Advisory Group

14. Distance Education Advisory Group
15. Graduate Learning Assessment Advisory Group
16. Health Professions Advisory Committee
17. Honors Program Advisory Group
18. International Education Council
19. Intersession and Summer School Advisory Group
20. Library Advisory Group
21. Student Learning Assessment Advisory Group
22. Technology Advisory Group
23. University Marketing Advisory Group
24. University Council on Retention
25. President's Advisory Council on Substance Abuse Prevention
26. President's Advisory Council on Diversity
27. Center for Teaching Excellence Advisory Group
28. General Education Review Committee

#### Administrative Ad Hoc Task Groups

The President of the University will distribute a comprehensive list of ad hoc task groups at the beginning of the fall Semester.

#### *Meeting Schedule*

Within the University schedule, meetings will normally be scheduled during the hours of 4:00 to 6:00 p.m., although meetings may run over. Meetings of particular groups will be held according to a regular schedule. Individuals holding or seeking a post on a particular group should avoid scheduling classes or other obligations during the time periods designated for its regular meetings.



## SERVICE ON COMMITTEES

### Eligibility of Faculty Members for Service on Committees

1. Faculty members are eligible for service on University committees and subcommittees or on mandated committees if they qualify for election as voting members of the Faculty Senate. (See Charter of the Frostburg State Faculty Senate, Article III, Section 1.)
2. All members of the University faculty — full-time tenured and tenure-track; full-time non-tenure-track; salaried part-time non-tenure-track; and adjunct faculty — are eligible for service on standing administrative advisory groups and administrative ad-hoc task groups.

### *Limitations on Eligibility*

1. University Committees and Subcommittees  
At any given time, no individual in the University community may be elected or appointed to serve on more than two of any combination of University committees and/or subcommittees. Ex-officio membership on University committees and subcommittees will not count toward this limit.
2. Administrative Advisory Groups and Ad-Hoc Task Groups  
At any given time, no individual in the University community may be elected or appointed to serve on more than two administrative advisory groups or ad-hoc task groups. Ex-officio membership on administrative advisory groups and ad-hoc task groups will not count toward this limit.
3. Adjudicative/Mandated Committees  
If you serve on the Faculty Appeals Committee you may not serve on the Faculty Grievance Committee or the Faculty Promotion and Tenure/Permanent Status Subcommittee or the Faculty Development and Sabbatical/Professional Leave Subcommittee or the Faculty Concerns Committee at the same time. (The Provost's decisions on these issues are subject to appeal.) Additionally, if you serve on the Faculty Ombudsperson Committee you may not serve on the Faculty Grievance Committee or the Faculty Appeals Committee at the same time.

### *Terms of Office*

Unless otherwise specified in a particular committee's charter, faculty members on University committees, subcommittees, adjudicative/mandated committees, and administrative advisory groups are to be elected at large to staggered two-year terms of office.

### *Election Procedures*

The Nominations and Elections Committee of the Faculty Senate is responsible for conducting elections of committee members. The Nominations and Elections Committee will establish specific procedures within the following guidelines:

1. Candidates for committee slots must nominate themselves in writing by a date to be set by the Nominations and Elections Committee at least one week in advance of the elections. Nominees must be able to meet at the regularly scheduled meeting time of the committee and must reasonably expect to serve a complete term of office.

2. In any given year, candidates may nominate themselves for election to no more than two University subcommittees.
3. In the event of a tie, election is to be determined by lot.
4. In the event that a faculty member is elected to more committees than permitted by the Limitations of Eligibility, the Nominations and Elections Committee will ask the individual to choose which one(s) they wish to serve on. They will then award the other seat(s) to the next highest vote getter(s).
5. All elections are to be conducted by electronic ballot according to procedures established by the Nominations and Elections Committee.
6. Immediately following an election, any vacant seats on University committees, University subcommittees, adjudicative/mandated committees or standing administrative advisory groups, which would normally be filled by election, will be awarded to the candidate with the next highest amount of votes regardless of college affiliation. These seats would be held for only one year.
7. A seat that becomes vacant before the end of a term will be filled for the period of vacancy from the most recent list of committee nominees on which the University Faculty has balloted, the seat being offered to an eligible nominee who had the largest vote, and so on successively until the seat is filled. The Chair of the Faculty is responsible for retaining results of each year's committee elections until the next year's elections have been completed.
8. A committee member who is on sabbatical/professional leave, a leave of absence, or otherwise away from the University for a semester or more will inform the Chair of the Faculty of their intention prior to the start of that semester. If the committee member is unable to attend regularly scheduled meetings, or if the member fails to notify the Chair and does not attend the first meeting of the semester, a replacement will be selected according to the provisions of 7 above. The replacement will serve only during the leave of absence.

#### *Selection of Faculty Senate Members of University Committees*

The Faculty Senate will establish its own procedures for assigning members of the Faculty Senate to University committees. Assignments will be for a period of one year; returning senators are eligible for reassignment to the same committee. The Vice Chair and Secretary of the Senate will not be assigned to serve on any University Committee. They are free to run for election to any subcommittee, adjudicative/mandated committee, or administrative advisory group for which they are eligible.

### **Committee Procedures**

#### *Reporting Procedures for University Committees*

1. The following major University committees report to the Faculty Senate: Academic Affairs Committee, Graduate Council, and Institutional Priorities and Resources Committee.

2. The Faculty Concerns Committee reports to the Faculty Senate except on matters involving individual members of the faculty.

#### *Selection of Committee Officers*

University Committees and Subcommittees. Each University committee and subcommittee will, at its first meeting following elections, select a Chair, a Recording Secretary, and such other officers, as it deems necessary from among its voting members. No individual may serve as Chair of a particular University committee or subcommittee for more than four full years consecutively.

Administrative Task Groups. The administrative officer who creates each administrative task group will designate its Chair. The Chair will appoint a Recording Secretary and any other officers needed.

#### *Internal Operating Procedures*

1. University committees will establish their own written operating procedures, subject to review by the Faculty Senate, and;
2. University subcommittees will establish their own written operating procedures, subject to review by their parent committee, and;
3. Administrative task groups will establish their own written operating procedures, subject to review by the administrative officer who organizes the group, and;
4. Members may participate in committee and Ad Hoc Groups by telephone or video-conferencing, provided all participating members deliberate collectively, each in the hearing of every other member and others in attendance at the meeting. Such members will be counted for quorum purposes and their votes shall be counted when determining the actions of the committee.

#### *Communication with the University Community*

1. Each year the Faculty Senate will publish and distribute to all members of the University community a comprehensive list of University committees, subcommittees, and Senate ad hoc committees, along with their membership and terms.
2. Each year the President of the University will publish and distribute to all members of the University Community a comprehensive list of Standing Administrative Advisory Groups and Administrative Ad Hoc Task Groups.
3. Each fall, at a meeting of the University Faculty, every University committee will report on its plans for the coming year.
4. Each spring, at a meeting of the University Faculty, every University committee will report on its activities and those of its subcommittees during that year.
5. With the exception of proceedings involving named individuals, the minutes of all meetings of University committees and subcommittees will be kept on file in the Library.

### *Amendments*

Amendments to "Committee Structure and Procedures" may be proposed at any meeting of the Faculty Senate and will be adopted if passed by a majority vote of the Senate membership. Proposed amendments must be made available to all members of the University community and an opportunity given to affected parties to provide input to the Faculty Senate in advance of a vote.

## **Standing University Committees and Subcommittees**

### **Academic Affairs Committee**

#### Membership

1. Provost or designee (nonvoting)
2. One Academic Dean appointed by the Provost
3. Library Director (nonvoting resource person)
4. Registrar or designee (nonvoting resource person)
5. Seven members of the Faculty Senate (2 per College of Liberal Arts and Sciences, 1 per College of Education, 1 per College of Business, 3 at large)
6. Chair, Academic Standards Subcommittee
7. Chair, University Undergraduate Curriculum Requirements Subcommittee
8. Director of Academic Advising or designee
9. One Student to be selected by procedures established by student government

#### Purpose

The jurisdiction of the Academic Affairs Committee coincides with the area of responsibilities of the Provost. The Committee will review and recommend policies and procedures for the Academic Affairs division of the University. Specifically, its functions include:

1. Responsibility for reviewing and acting upon curriculum proposals on an institution-wide level. This includes undergraduate curriculum proposals and those graduate proposals with impact on undergraduate curriculum, including courses dual listed at the undergraduate and graduate levels. The Committee will:
  - a. Consider all proposals for the additions or deletion of degree programs and changes in requirements for degrees, majors, minors, and areas of focus or concentration.
  - b. Consider all proposals for changes in general education program courses, requirements, and objectives.
  - c. Receive written reports from the Deans of the academic components of the University on program review and minor or routine changes in course offerings, titles, numbers, prerequisites, etc.

2. Responsibility for reviewing and acting upon recommendations concerning academic standards and grading.
3. Responsible for reviewing and acting upon recommendations concerning procedures and standards for GEP evaluation.
4. Such other responsibilities as may be delegated to it by the Provost, or the Faculty Senate.

### Officers

The Chair and Secretary are elected at the first meeting following elections.

### Officers' Duties

The Chair has the responsibility to:

1. Set the agenda for each meeting.
2. Notify appropriate Subcommittees and/or individuals regarding reports that are due.
3. Represent the Academic Affairs Committee at the Faculty Senate Steering Committee.
4. Present to the University Faculty at the Spring meeting a report of major decisions that the Committee has made.
5. Report to the Faculty Senate, if necessary.
6. Vote only in the case of a tie.
7. Notify departments/Library, individuals, or subcommittees who have submitted requests, proposals, or reports of the decision rendered by the Committee.
8. To sit on the President's Cabinet, and if unable to attend, send a representative in their place.

The Secretary has the responsibility to:

1. Record the minutes of each meeting and ensure that they are circulated with the agenda in a timely manner.
2. Prepare a report of Committee activities for the University Senate.

### Other Business Procedures

#### *Quorum*

A quorum will consist of six (6) of the eleven (11) voting members.

#### *Terms of Office*

The officers' terms will be one year in duration beginning with the Committee's first meeting.

### *Amendments*

Amendments to the structure and procedures of the Committee may be proposed at any meeting of the Faculty Senate and will be adopted if passed by a majority vote of the Senate membership.

## PROCEDURES RELATED TO THE ACADEMIC AFFAIRS COMMITTEE/ SUBCOMMITTEES PROPOSALS AND REPORTS

### *Academic Standards Subcommittee*

Items requiring a vote by the Academic Affairs Committee prior to a Senate review:

1. Proposed changes in policies related to Academic Standards (e.g., grading system, calculation of GPA, pass/fail option, grounds for probation, etc).
2. Proposed changes in policies related to graduation (e.g., non-curricular requirements, where courses are taken, etc).
3. Proposed changes in policies related to GEP (e.g., when courses can be dropped or substituted).

Items reported to the Academic Affairs Committee:

1. Minor changes in policies related to academic standards (e.g. changes in catalog wording) to clarify meaning.
2. Student appeals regarding graduation requirements. The report will include a brief description and rationale for any waiver or substitution that is granted.
3. List of students dismissed as well as statistics on the number of student appeals for reinstatement that are granted and that are denied.

### *University Undergraduate Curriculum Requirements Subcommittee*

Items requiring a vote by the Academic Affairs Committee prior to a Senate review:

1. Proposed modifications in the requirements and objectives of the General Education Program.
2. Proposed University-wide curricular requirements for all baccalaureate degrees.
3. Proposed new courses approved as meeting the criteria for General Education and baccalaureate degree requirements.

Items reported to the Academic Affairs Committee:

1. Results and analyses of curricular evaluations.

2. Results of periodic review of syllabi of existing courses approved to meet GEP and other University-wide curricular requirements.
3. Proposed faculty development activities related to GEP courses and other University baccalaureate curricular requirements.
4. Non-substantive editorial modifications to catalog descriptions of the GEP and other University-wide curricular requirements.
5. Recommendations to the Provost regarding funding levels and other resources necessary to implement the General Education program and other University-wide curricular requirements.
6. Existing courses approved as meeting the required criteria for General Education and baccalaureate degree requirements.

#### *Procedures Related to Curriculum Changes*

(All department requests will come to the Academic Affairs Committee after the review and approval of the appropriate dean and with all necessary signatures.)

Activities related to the following responsibilities must be presented to the Academic Affairs Committee for full review before submission to the Faculty Senate for its review.

The following activities require neither the vote of the Committee nor the Senate:

1. The establishment or deletion of courses at the undergraduate level.
2. The modification of existing undergraduate courses including changes in numbering, titles descriptions, and prerequisites.
3. The editorial modification of catalog descriptions of programs.

Activities related to the following responsibilities must be presented to the Academic Affairs Committee for full review, and must be passed by vote, before submission to the Faculty Senate for its review and vote.

The following actions require a vote by the Committee, and will be voted upon by the Senate:

1. The establishment of all new majors, minors, concentrations, programs, options, tracks, focuses, and any other systematic grouping of courses.
2. Changes in existing majors, minors, concentrations, programs, options, tracks, focuses, and any other systematic grouping of courses.
3. Changes in the curriculum that have an impact on more than one department or program or that have staffing or fiscal implications.
4. Changes in the requirements and objectives of the General Education Program.

5. Changes in the requirements for the granting of degrees.
6. Policy changes in standards for admission to the University and individual programs.
7. Articulation policies and new or proposed collaborative degree programs.
8. The elimination of existing majors, minors, concentrations, and programs.

Academic Affairs Committee reserves the right to vote on any action submitted to it.

## **Academic Standards Subcommittee**

### Membership

#### *Administrators*

Associate Provost or designee (nonvoting)  
Director of Academic Advising or designee

#### *Faculty*

Six total; Two per College of Liberal Arts & Sciences, one per College of Education, one per College of Business, plus two elected at large

#### *Student*

One student to be selected by procedures established by student government

### Purpose

The Academic Standards Subcommittee is a subgroup of the Academic Affairs Committee. Its responsibilities include:

1. Reviewing and recommending policies on academic honors, awards, grading, and standards.
2. Implementing regulations involving academic probation and dismissal.
3. Establishing procedures for the reinstatement of former students.
4. Considering all requests for exceptions to the established academic standards.

The Academic Standards Subcommittee will also carry out such other duties as may be assigned to it by the Provost, the Associate Provost, the Academic Affairs Committee, or the Faculty Senate.

### Procedures

1. The Associate Provost or designee will serve as Chair of this subcommittee. The Chair will not vote except to break a tie vote among other subcommittee members. The Chair will also serve on the



Academic Affairs (parent) committee.

2. The student member will participate fully in all meetings other than those, which pertain to the review and evaluation of individual student records.
3. The Academic Standards Subcommittee may, at its discretion, invite other administrators to participate as nonvoting members for informational purposes.

## **University Undergraduate Curriculum Requirements Subcommittee**

### **Membership**

#### *Administrators*

Assistant Provost

Director of Academic Advising or designee

#### *Faculty*

Two from each College, elected at large

#### *Student*

One student selected by the Student Government Association

### **Purpose**

The University Undergraduate Curriculum Requirements Subcommittee is a subgroup of the Academic Affairs Committee. Its responsibilities include:

1. Review and recommend proposals for the modification of the General Education Program (GEP), including reviewing new course proposals for inclusion in the GEP, conducting periodic review of syllabi of GEP courses to assure adherence to program objectives and criteria, and identifying faculty development needs and opportunities within the GEP.
2. Review, recommend, and implement:
  - a. Benchmarks for basic skills proficiencies and upper-level skills.
  - b. Criteria for writing-intensive and speaking-intensive courses within both the General Education Program and the majors.
  - c. Criteria for courses proposed to fulfill Identity and Difference requirements.
  - d. Criteria for department/program capstone experiences.
3. Review and recommend changes in the University-wide baccalaureate degree curricular requirements.
4. Initiates assignments and/or completes duties assigned by the Provost, Academic Affairs

Committee, or Faculty Senate.

### Procedures

1. The University Undergraduate Curriculum Requirements Subcommittee may, at its discretion, invite additional individuals with particular expertise to help the Subcommittee carry out its responsibilities.
2. The University Undergraduate Curriculum Requirements Subcommittee shall create a timetable for enactment of its duties.

## **Faculty Concerns Committee**

### Membership

With all requirements met below, there will be at least 10 members and at most 17

1. Nine Senators
  - a. Four College representatives (2 per College of Liberal Arts & Sciences, 1 per College of Education, 1 per College of Business)
  - b. One faculty member engaged in Library Services
  - c. One non-tenure track faculty member (NTTF)
  - d. Three At-Large
2. Chair of Faculty Development and Sabbatical/Research Leave Subcommittee (or designee)
3. Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee (or designee)
4. Chair of the Faculty Handbook Subcommittee (or designee)
5. Chair of Academic Department Chairs' Council (or designee)
6. Three CUSF Representatives as ex-officio members
7. Chair of the Faculty

### Purpose

The Faculty Concerns Committee will review and recommend policies and procedures on matters relating to:

1. Faculty personnel decisions, including appointment, reappointment, promotion, tenure, permanent status, suspension, dismissal for cause, and retrenchment
2. Salary and economic benefits
3. Sabbaticals, professional leaves, and leaves of absence
4. Professional growth and development
5. Evaluation, merit, and comprehensive review
6. Academic freedom
7. Faculty ethics and conduct
8. Academic standards for admissions and retention of students
9. Faculty Handbook
10. Other matters pertaining to faculty morale

The Faculty Concerns Committee will, through its subcommittees, carry out procedures for reviewing and making recommendations to the Provost on individual faculty member's requests for:

1. Promotion
2. Tenure or permanent status
3. Sabbatical leave or professional leave

The Faculty Concerns Committee will, through its subcommittees, carry out procedures for coordinating, reviewing, and recommending policies and procedures relating to professional growth and development of the University faculty.

### Procedures

Recommendations on policies and procedures made by the Faculty Concerns Committee or its subcommittees will be reported to the Faculty Senate for consideration using Form FCC-01.

Recommendations on individuals' personnel decisions will be treated as strictly confidential and will be reported to the Provost.

### Officers

Officers shall include a Chair, Vice-Chair and Secretary. Officers shall be selected by the Committee. The Chair shall be selected at the last meeting of the academic year to serve for the next year. And other officers shall be selected at the first meeting of the academic year to serve for the remainder of that year.

1. The Chair shall schedule, set agendas for, and preside over meetings. The Chair shall sit on the Faculty Senate Steering Committee. The Chair will sit on the President's Cabinet. If unable to attend the President's Cabinet, the Chair will send their representative.
2. The Vice-Chair shall assume the Chair's responsibilities in the Chair's absence.
3. The Secretary shall keep appropriate minutes of all proceedings at meetings. Copies of these minutes shall be distributed to all members of the Committee.

### Amendments

Amendments to the structure and procedures of the Committee may be proposed at any meeting of the Faculty Senate and will be adopted if passed by a majority vote of the Senate membership.

## **Faculty Promotion and Tenure/ Permanent Status Subcommittee**

### Membership

1. Two faculty representatives from the College of Liberal Arts & Sciences, one member from College of Education, and one from College of Business.
2. One library faculty member at the rank of II, III, or IV.
3. Two additional members elected at large.

A simple majority of the membership must be tenured/permanent status faculty members.

If a Subcommittee member has participated in a personnel decision at the departmental/Library level, they shall withdraw from participation in that particular decision. Members of this Subcommittee may not serve concurrently on the Faculty Appeals Committee. Those intending to apply for tenure/permanent status or promotion within the upcoming two years shall not self-nominate for election to the Faculty Promotion and Tenure/Permanent Status Subcommittee.

### Purpose

The Faculty Promotion and Tenure/Permanent Status Subcommittee reports to the Faculty Concerns Committee. Within the limits of guidelines set forth by the Board of Regents of the University System of Maryland, it will:

1. Review and recommend policies, standards, and procedures regarding faculty appointment, reappointment, tenure/permanent status, dismissal, and promotion at Frostburg State University.
2. Provide an independent recommendation to the Provost on all tenure/permanent status and promotion applications at Frostburg State University.

The Faculty Promotion and Tenure/Permanent Status Subcommittee will also carry out such other duties as may be assigned to it by the Faculty Concerns Committee, or the Faculty Senate.

### Procedures

Recommendations on policies, standards, and procedures for terminal leave, appointment, reappointment, retention, tenure, permanent status, dismissal for cause, and promotion will be directed to the Faculty Concerns Committee and, through it, to the Faculty Senate.

The Subcommittee will develop procedures for receiving and reviewing applications for promotion and tenure/permanent status and for providing an independent recommendation to the Provost on said matters.

The Subcommittee will review all applications received during the application period stated in the Action Calendar for tenure/permanent status and during the application period stated in the Action Calendar for promotion. Based on the procedures outlined under Academic Appointments and Tenure/ Permanent Status, and following criteria detailed under Tenure/ Permanent Status Application Procedures and Timelines, and judged "Meets Expectations" as detailed under Criteria for "Meets Expectations," a recommendation either for or against promotion will be made to the Provost. Based on the procedures outlined under FSU Promotion Standards and Procedures and judged "Outstanding" as detailed under Criteria for "Outstanding," a recommendation either for or against promotion will be made to the Provost. Recommendations on individual applications for tenure/permanent status or promotion will be considered strictly confidential and will not be reported to the Faculty Concerns Committee or to the Faculty Senate. These provisions do not negate the right of individual departments/Library and/or colleges to establish internal policies, standards, and procedures for making recommendations on applications for tenure/permanent status, reappointment, and promotion. The Provost will resolve differences between recommendations received from colleges/departments, and Library and those received from the Faculty Promotion and Tenure/Permanent Status Subcommittee.

In order to coordinate the activities of the Provost and the faculty subcommittees concerned with personnel decisions and to facilitate consistent, application of personnel policies over time, the Provost will inform the relevant faculty subcommittee of their recommendations, including rationales for recommendations contrary to those of the faculty subcommittee.

### Bylaws

1. This Subcommittee may establish such bylaws, as it deems necessary to conduct its business in an orderly manner. Bylaws must be approved by a majority vote of the Faculty Senate.
2. Officers
  - a. The Subcommittee shall have a Chair, Vice-Chair, and Secretary. The Chair must be tenured or have permanent status.
  - b. The Chair or designee shall sit as a member of the Faculty Concerns Committee and represent the

Subcommittee.

- c. The Vice Chair shall assume the Chair's responsibilities in the Chair's absence.
- d. The secretary shall keep appropriate records of all proceedings of regular meetings.
- e. All officers serve one-year terms and are elected from within the Subcommittee membership. Any Subcommittee member may send a recall resolution to all the Subcommittee membership for action under "new business." A two-thirds majority of the Subcommittee membership is required to recall membership on the Subcommittee or to recall an officer. In the event of a successful recall resolution of membership, the Chair of the Faculty Senate will be notified, and the faculty member receiving the next highest number of votes will be on the Subcommittee. In the event of a successful recall resolution of an officer, an election of replacement officer(s) will occur immediately.

## **Faculty Development and Sabbatical/ Professional Research Leave Subcommittee**

### Membership

- 1. One faculty representative from each college, elected at large.
- 2. Two additional members, elected at large.
- 3. One faculty in library services.
- 4. Director of Office of Research and Sponsored Programs (non-voting member).

Membership is open to non-tenured/non-permanent status and tenured/permanent status faculty. The Chair of the Subcommittee sits as a member of the Faculty Concerns Committee of the Faculty Senate.

If a Subcommittee member has participated in a sabbatical/professional leave decision at the department/library level, they shall withdraw from participation in that particular decision. Likewise, if a member has submitted an application for an award or grant conferred by this committee, that member shall not participate in the selection process associated with the specific award or grant category in which they are an applicant.

Members of this Subcommittee shall not serve concurrently on the Faculty Appeals Committee, nor shall they apply for a sabbatical/professional leave during their terms of office.

### Purpose

The Faculty Development and Sabbatical/Professional Research Leave Subcommittee reports to the Faculty Concerns Committee. Within the limits of guidelines set forth by the Board of Regents of the University System of Maryland, it will:

- 1. Develop and sponsor appropriate programs and methods designed to promote excellence in

teaching.

2. Explore ways and propose specific means to encourage faculty research and other professional development activities ancillary to the teaching function.
3. Encourage and propose ways to foster development of creative linkages and interaction among faculty, and between faculty and other constituencies of the University.
4. Review and recommend policies, standards, and procedures governing the awarding of faculty development grants at Frostburg State University.
5. In accordance with the approved policies, standards and procedures, select the recipients of faculty development funds entrusted to the Subcommittee, effect the distribution of those funds, and monitor their application.
6. Review and recommend policies, standards, and procedures governing the award of sabbatical/professional leaves at Frostburg State University.
7. Provide an independent recommendation to the Provost on all sabbatical/professional leave applications at Frostburg State University.

The Faculty Development and Sabbatical/Professional Research Leave Subcommittee will also carry out such other duties as may be assigned to it by the Faculty Concerns Committee or the Faculty Senate.

### Procedures

Recommendations on policies, standards, and procedures related to the award of faculty development funds and sabbatical/professional leaves will be directed to the Faculty Concerns Committee and, through it, to the Faculty Senate.

The Subcommittee will develop procedures for: soliciting, receiving and reviewing applications for faculty development grants and sabbatical/professional leaves; the selection of recipients for the faculty development awards; and the provision of independent recommendations to the Provost regarding applications for sabbatical/professional leaves.

The Subcommittee will review all applications received during the period set forth in the Action Calendar for sabbatical/professional leave applications. Sabbatical/professional leave applications will be rank ordered by merit following procedures stated in FSU Sabbatical/Professional Research Leave Procedures. Recommendations, including a justification of the ranking, will be provided to the Provost. Recommendations may be negative. All individual recommendations will be considered strictly confidential and as such will not be reported to the Faculty Concerns Committee or to the Faculty Senate.

The Subcommittee will initiate calls for grant/award applications and review subsequent submissions in accordance with the calendar set forth in the Faculty Development Handbook. Funds will be allocated in a manner that will ensure award availability for each "call."

The Provost, as well as additional funding sources, where applicable, will be notified of positive funding decisions.

These provisions do not negate the right of individual departments/Library and/or colleges to establish internal policies, standards, and procedures for making recommendations on applications for faculty development funds available to the department/Library or the college, or sabbatical/professional leaves awarded by the Academic Affairs division. Differences between sabbatical/professional leave recommendations received from colleges and departments/Library, and those received from the Faculty Development and Sabbatical/Professional Research Leave Subcommittee, will be resolved by the Provost.

If an application for a sabbatical leave/PRL receives a negative recommendation at any level of the process, the faculty member may submit a written rebuttal to the next level. In addition, a negative recommendation by the Provost may be appealed to the Faculty Appeals Committee. If a faculty member chooses to appeal the recommendation of the Faculty Appeals Committee, they must file a written rebuttal with the President of the University within five working days after being notified of the committee's recommendation. Recommendations made by the Subcommittee that have been overturned by the Provost may be addressed by the Faculty Senate. Ultimately, however, the decision to award sabbatical leave/PRL rests with the President of the University.

### Bylaws

1. This Subcommittee may establish such bylaws, as it deems necessary to conduct its business in an orderly manner. Bylaws must be approved by a majority vote of the Faculty Senate.
2. Officers:
  - a. The Subcommittee shall have a Chair, Vice-Chair, and a Secretary/Treasurer.
  - b. The Chair or designee shall sit as a member of the Faculty Concerns Committee and, as such, represent the Subcommittee.
  - c. The Vice-Chair shall assume the Chair's responsibilities in the Chair's absence.
  - d. The Secretary/Treasurer shall keep appropriate records of all Subcommittee proceedings and shall record and execute the transfer of all funds awarded by the Subcommittee.
  - e. All officers shall be elected from the Subcommittee membership to serve one-year terms. Any Subcommittee member may send a recall resolution to all the Subcommittee membership for action under "new business." A two-thirds majority of the Subcommittee membership is required to recall membership on the Subcommittee or to recall an officer. In the event of a successful recall resolution of Subcommittee membership, the Chair of the Faculty Senate will be notified, and the faculty member receiving the next highest number of votes will be on the



Subcommittee. In the event of a successful recall resolution of an officer, an election of a replacement office will occur immediately.

## **Faculty Handbook Subcommittee**

### Membership

Six members

- a. Three faculty members elected at large
- b. One FTNTT faculty member elected at large
- c. One faculty member engaged in Library Services
- d. One non-voting designee from the Provost's Office

### Purpose

The Faculty Handbook Subcommittee reports to the Faculty Concerns Committee. Within the limits of guidelines set forth by the University System of Maryland Board of Regents, it will:

1. Review policies, standards, and procedures within the *Frostburg State University Faculty Handbook* and Non Tenure-Track Faculty publications for inconsistencies and necessary editorial changes.
2. Provide recommendations on Handbook matters to the Faculty Concerns Committee.
3. Work with the Provost's Office to ensure timely publication of the Handbook and Non Tenure-Track Faculty publications.
4. Maintain, with the assistance of the Secretary of the Faculty Senate and the Provost's Office, a record of changes to the Handbook and Non Tenure-Track Faculty publications.

The Faculty Handbook Subcommittee will also carry out such other duties as may be assigned by the Faculty Concerns Committee or the Faculty Senate.

### Procedures

Using guidelines established by the USM Board, the Faculty Handbook Subcommittee will methodically and continually review the contents of the Faculty Handbook and Non Tenure-Track Faculty publications and make necessary recommendations to the Faculty Concerns Committee.

At the last meeting of the academic year, the subcommittee will elect a Chair and other officers as determined by the members of the committee.

The Subcommittee will establish procedures and guidelines that will be approved by the Faculty Concerns Committee, which will be subject to review by the Faculty Senate.

Beginning each academic year, the Faculty Handbook Subcommittee will report to the Faculty Concerns

Committee on its plans for the coming year and provide a final report on handbook recommendations each spring.

Regular meetings will be held the third Monday of each month and special meetings will be held at the discretion of the Chair.

Minutes from the Faculty Handbook Subcommittee meetings and changes (approved by the Faculty Senate) to the Faculty Handbook will be kept on file in the Special Collections Room of the Ort Library.

### Bylaws

1. This Subcommittee may establish such bylaws, as it deems necessary to conduct business in an orderly manner. Bylaws must be approved by a majority vote of the Faculty Senate.
2. Officers
  - a. The Subcommittee shall have a Chair, Vice-Chair, and Secretary.
  - b. The Chair or designee shall sit as a member of the Faculty Concerns Committee to represent the Subcommittee's recommendations.
  - c. The Vice-Chair shall assume the Chair's responsibilities in their absence.
  - d. The Secretary shall keep appropriate records of all Faculty Handbook Subcommittee meetings and correspondence to the Faculty Concerns Committee.
  - e. All officers shall be elected from the Subcommittee membership to serve one-year terms.
  - f. Any Subcommittee member may send a recall resolution to all the Subcommittee members for action under "new business." A two-thirds majority of the Subcommittee membership is required to recall membership on the Subcommittee or to recall an officer. In the event of a successful recall resolution of Subcommittee membership, the Chair of the Faculty Senate will be notified, and the faculty member receiving the next highest number of votes will be on the Subcommittee. In the event of a successful recall resolution of an officer, an election of a replacement officer will occur immediately.

## **Graduate Council**

### Purpose

As a University Committee, the Graduate Council is responsible for initiating, reviewing, and making recommendations on graduate education.

### Membership

1. Faculty (12, voting)
  - a. One representative from each of the following masters programs: Counseling Psychology, Recreation

and Parks Management, Wildlife-Fisheries Biology/Applied Ecology/Conservation Biology, Applied Computer Science, and Master of Arts in Teaching, and Nursing.

- b. Two representatives from each of the following masters programs: the Master of Business Administration and the Master of Education programs (Administration and Supervision, Curriculum and Instruction, School Counseling, Special Education, Reading, and Interdisciplinary).
  - c. One representative from the Ed.D. program in Education Leadership.
  - d. One Faculty in Library Services.
2. Faculty Senate (2, voting)
- Two members of the Faculty Senate appointed by the Faculty Senate.
3. Student Representatives (1, voting)
4. Administrators (3, nonvoting)
- a. The Director of Graduate Services.
  - b. The Provost or designee.
  - c. The Registrar or designee.

#### Selection and Election Procedures

- 1. Graduate Faculty. There are two FSU Graduate Faculty designations, Regular and Associate. In any academic year, Regular Graduate Faculty designation will consist of those full-time faculty who have, within the preceding three academic years, taught any FSU course numbered 500 or higher or who have served on an FSU graduate student's committee. For the purposes of University System of Maryland Inter-Institutional Graduate Faculty designation, Associate Graduate Faculty designation is reserved for FSU full-time faculty who do not qualify for Regular Graduate Faculty designation but who hold the terminal degree.
- 2.
  - a. Faculty - Program Representatives. The program representative shall be the Program Coordinator, a designee, or a graduate faculty member selected by the graduate faculty who teach in that program. The graduate faculty of each program shall decide who will represent the program.
  - b. Student Representative. The Program Coordinator or the program graduate faculty will, on a rotating basis (College of Education, College of Business, and College of Liberal Arts and Sciences), identify one student to serve for a term of one academic year.

#### Responsibilities

The Graduate Council responsibilities shall include:

- 1. recommending the establishment, deletion, and change of all major and minor programs for graduate education;

2. recommending the establishment, deletion, and change of all courses at the 500 level or greater;
3. recommending the establishment, deletion, and change of academic policies and procedures that affect graduate education;
4. recommending the establishment, deletion, and change of administrative policies and procedures that affect graduate education;
5. carrying out other appropriate responsibilities as may be referred to it by Departments/Library, or Administrative Staff; and
6. consulting on any proposed institutional matters, including budgetary, that affect graduate education.

The Graduate Council may initiate any action that affects graduate education.

#### Procedures

1. The Graduate Council will establish procedures for its meetings and other operations.
2. The Chair of the Graduate Council, or designee, will represent the Graduate Council on the Faculty Senate Steering Committee. The Council Chair, or designee, will attend all Faculty Senate meetings as a voting member.
3. Graduate Council will send to the Faculty Senate for its approval all actions under items 1 through 4 in the Responsibilities section above.
4. The Graduate Council shall inform the Faculty Senate through periodic reports of all actions under items 5 and 6 in the Responsibilities section above.

The Faculty Senate may review any Graduate Council action that affects graduate education.

#### Officers and Terms of Office

1. The Council will, at the last meeting of each academic year, elect a Chair and a Secretary to serve terms of one year, respectively, except that whenever a vacancy occurs in either or both offices, the Council will, at its next meeting, elect a person or persons to fill the unexpired term or terms of the officer or officers.
2. The Chair will preside at all meetings or appoint another member to preside, may call special meetings of the Council, and exercise other powers and duties normally exercised by a committee chair. The chair will sit on the President's Cabinet. If unable to attend the President's Cabinet, the Chair will send their representative.

3. The Secretary will prepare and keep the minutes of each meeting, subject to the approval of the Council at the first convenient meeting, and exercise other powers and duties normally exercised by secretaries. All records of the meetings of the Graduate Council will be kept on file in the Library and distributed to the Faculty Senate and the Deans/Library Director.
4. The Council may establish other officers or subcommittees.
5. A quorum will consist of a majority of voting Council members, or one more than one-half of the members should the Council have an even number of members.

### Amendments

Amendments to the structure and procedures of the Committee may be proposed at any meeting of the Faculty Senate and will be adopted if passed by a majority vote of the Senate membership.

### Graduate Program Coordinator Job Description

#### Duties

##### Academic and Curricular:

- A. Manage and Coordinate accreditation processes.
- B. Represent academic departments in new course development, program tracking, and course scheduling and staffing.
- C. Represent faculty and student needs to college departments/Library, chairs, and dean/Library Director.
- D. Represent faculty and student issues and concerns to Graduate Council.

##### Academic Administration:

- A. Recruit students and seek to expand enrollment relative to available resources.
- B. Selects, trains, and evaluates graduate assistants.
- C. Monitor institutional and catalog policy for proper implementation.
- D. Develop study plans, approve extensions for the completion of degrees, and approve all transfer credit requests.
- E. Interview and evaluate students for admission.
- F. Advise and/or direct student advising that include the monitoring of student academic progression.

- G. Evaluate students' degree programs to determine eligibility for graduation and appropriateness for honors recognition.
- H. Produce and defend the program review documentation.
- I. Management of capstone experience and/or thesis projects. This description is a general statement. Each Graduate Program Coordinator is encouraged to develop a specific description relative to their role.

## **Institutional Priorities and Resources Committee**

### Membership

#### *Administrators*

- a. Vice President for Administration and Finance or designee (nonvoting)
- b. Provost or designee (nonvoting)

#### *Faculty (9 voting)*

- a. Chair of the Faculty
- b. Seven members of the Faculty Senate (at least one per college) appointed by the Chair of the Faculty
- c. Chair of the Faculty Workload and Compensation Subcommittee or designee

### Purpose

The purpose of the IPR Committee is to provide for faculty input into institution wide planning and budgeting. This committee will report to the Faculty Senate.

### Procedures

The Committee will elect a Chair and a Vice-Chair, normally at the last meeting of the academic year with the participation of the newly appointed Committee members. The Committee may establish bylaws or operating procedures as needed by majority vote of the Committee.

### Functions

1. Through its representative on the President's Advisory Council on Institutional Effectiveness and other forums, IPR contributes to institutional discussions on the mission of the University, the University Strategic Plan, and marketing and branding programs.
2. Annually review budget and planning information prepared by the Vice President for Administration and Finance and other administrators. In addition, review the previous year's actual spending, and discuss any major modification to that year's budgets.

3. Review the proposed budget and of the University for compliance with the mission statement and the Strategic Plan's goals, and priorities, and offer recommendations as appropriate.
4. Communicate the position of the faculty in budget related matters to the President.
5. Communicate to the faculty the information acquired from the administration.
6. Review initial academic program and other policy proposals with significant resource needs. Proposal review will consider 1) compatibility with the institution's mission, goals, and action priorities, 2) the need for the program and expected enrollment, 3) the basis of the enrollment and/or revenue forecasts, and 4) if the program is in the financial best interest of the University given the resource needs of the program.
7. Three years following the approval of the new academic programs, IPR will review the enrollment, revenues, and costs of the new academic program, and provide recommendations to the Provost if needed.
8. Review, in conjunction with the Academic Department Chairs Council (at least once every five years) department chairs' compensation, including stipends and reassigned time, to determine if change is warranted.
9. Perform such other responsibilities as may be delegated by the Faculty Senate.
10. The Committee Chair sits on the President's Advisory Council for Institutional Effectiveness, and if unable to attend, sends a representative in their place.
11. Through the Faculty Workload and Compensation Subcommittee, review and make recommendations regarding the Faculty Scheduled Workload Compensation Policy and other faculty workload and compensation issues.

### Amendments

Amendments to the structure and procedures of the Committee may be proposed at any meeting of the Faculty Senate and will be adopted if passed by a majority vote of the Senate membership.

## **Faculty Workload and Compensation Subcommittee**

### Membership

1. Four faculty members elected as follows: two from the College of Liberal Arts & Sciences, one from the College of Business, and one from the College of Education.
2. The following individuals or their designees as ex-officio members:
  - a. The Chair of the Faculty
  - b. The Chair of the Faculty Concerns Committee

- c. The Chair of the Institutional Priorities and Resources Committee
- d. The Chair of the Academic Department Chairs Council

### Purpose

The Faculty Workload and Compensation Subcommittee reports to the Institutional Priorities and Resources Committee. Its responsibilities include:

1. Reviewing the Faculty Scheduled Workload Compensation Policy for fairness and equity;
2. Working with the Department Chairs, Deans, and the Office of Assessment and Institutional Research to develop and review a common workload reporting mechanism for use across all departments in all colleges;
3. Reviewing and making recommendations regarding the workload credit that should be assigned for a range of teaching activities that currently are not given the same credit as a standard lecture course: including but not limited to labs, studios, internships, practicums, field placements, and independent studies;
4. Reviewing and making recommendations regarding the workload credit that should be assigned for those instructional activities listed in the Guidelines section of the Faculty Scheduled Workload Compensation Policy: including but not limited to academic advising, distance education, off-site instructional travel, curriculum development, non-credit generating instruction, and thesis/dissertation committee membership;
5. Monitoring changes in workload policy throughout USM and, when changes occur, reviewing appropriateness for FSU and making any appropriate recommendations;
6. Reviewing workload, reassigned time, and compensation for department chairs, graduate program coordinators, minor coordinators, program coordinators, preparatory program coordinators, and directors;
7. Advising the Provost on matters relating to faculty workload and compensation, for example reporting of instructional and faculty workload to USM and reviewing of reassigned time;
8. Receiving complaints from faculty who believe their workload has been incorrectly calculated and provide feedback to the college Dean and the Provost for appropriate actions; and
9. Other such duties as may be delegated to the Subcommittee by the Faculty Senate or the Institutional Priorities and Resources Committee.

### Procedures:

1. Elected faculty members shall serve staggered two-year terms. Initially, some members will be elected to one year terms to establish the pattern.



2. The Subcommittee shall have a chair and a secretary selected from the elected faculty members for one year terms.
3. The Chair shall schedule, set agendas for, and preside over meetings. The Chair shall serve as an ex-officio member of the Institutional Priorities and Resources Committee.
4. The Secretary shall keep appropriate minutes of all proceedings at meetings. Copies of these minutes shall be distributed to all members of the Subcommittee.
5. The Subcommittee should invite additional individuals with particular expertise to participate in discussions. The Subcommittee shall be responsible for demonstrating due diligence on its recommendations. When recommendations impact a group of faculty members not represented in the membership of the Subcommittee, the Subcommittee shall be responsible for inviting one or more members of that group of faculty members to their meetings. These individuals shall not be voting members of the Subcommittee.
6. The Subcommittee may establish such additional procedures as it deems necessary to conduct its business in an orderly manner.

## **Adjudicative/ Mandated Committees**

### **Faculty Grievance Committee**

#### **Membership**

1. One faculty member from each College.
2. One faculty in library services.
3. Three faculty members elected at large.
4. Alternates: If a member of the committee is directly involved in the grievance or cannot attend all hearings concerning a particular grievance, that person shall be replaced in the following manner:
  - a. College representative - The person from the same college with the next highest number of votes shall be the alternate.
  - b. At-large - The person with the next highest number of votes shall be the alternate.
5. No member of the Faculty Grievance Committee may simultaneously be a member of the Faculty Appeals Committee or a member of the Faculty Ombudsperson Committee.

#### **Officers**

The Committee shall elect a Chair, a Vice Chair, and a recording Secretary from among its membership.

## Purpose

The Grievance Committee shall review conflicts of interest in PHS (Public Health Service)/NSF (National Science Foundation) sponsored activities which cannot be resolved to the satisfaction of the Director of Research and Sponsored Programs. The Committee will also hear grievances in any matter not covered specifically by another grievance procedures. Specifically excluded from the jurisdiction of the committee are the following:

1. The complaint pertains to a subject that is reviewable under, or is specifically excluded from review by any other System or institutional policy;
2. The complaint pertains to an official policy, regulation, or procedure of the System or the institution; a decision or action by the Board of Regents, the Chancellor, or the President; or any matter the remedy for which would contravene or interfere with any such official policy, regulation, procedure, decision, or action;
3. The complaint pertains to broad areas of the fiscal management, staffing, or structure of the University System of Maryland or constituent institutions; or
4. The resolution of the complaint is not under the control of the institution and/or of the University System.
5. The grievance originally falls under the jurisdiction of the Faculty Appeals Committee.
6. The grievance originally falls under the jurisdiction of the Equal Employment Opportunity Advisory Group.

The Faculty Grievance Committee shall not have original jurisdiction over grievances between faculty members when such grievances pertain to workplace bullying or other uncivil behavior. Such grievances shall be initially reported to a Faculty Ombudsperson for mediation. If mediation fails, or the faculty member requesting mediation is unsatisfied by the process, then grievances between faculty members become the jurisdiction of the Faculty Grievance Committee.

## Procedures

For the purpose of this grievance procedure document, the "parties" will be defined as the grievant and the respondent.

1. The Faculty Grievance Committee shall be responsible for hearing grievances under the Faculty Grievance Procedures described in this Handbook (page A-47ff).
2. No business of the Committee may be conducted unless a quorum of 5 members is present.
3. Decisions of the Committee shall be by a majority vote.
4. Conflict of Interest of a Committee Member: Should a Committee member have a conflict of interest or be a party to any grievance referred to this Committee, they are recused from serving

on the hearing panel or taking part in discussion. They may voluntarily withdraw or be declared ineligible to hear a particular case if three of the remaining Committee members vote to recuse them or the grievant/respondent requests the withdrawal of the Committee member. However, a request for withdrawal will not be honored if the request is based upon the race/gender/religion/national origin/age or disability of the Committee member.

A conflict of interest involving a Committee member, known by the grievant/respondent to exist prior to the hearing, should be asserted by the party prior to the commencement of the hearing.

5. All members of the Faculty Grievance Committee shall complete training on how to conduct a grievance hearing before meeting with any faculty regarding a complaint.
6. All members of the Faculty Grievance Committee must complete training on definitions of, FSU and USM policies on, and state and federal law regarding workplace bullying, workplace violence, and sexual misconduct before participating in a grievance hearing relating to one of these issues.
7. The Faculty Grievance Committee shall report annually at a Faculty Assembly or Faculty Senate meeting the number of hearings held and the number of grievances that were substantiated. This presentation must be anonymous to protect the rights of any grievants and respondents.

## **Faculty Mediation Committee**

### Membership

1. One faculty member elected from each College.
2. One faculty member elected from the Library.
3. Two faculty members elected at large.
4. No Faculty Mediator may simultaneously be a member of the Faculty Appeals Committee or the Faculty Grievance Committee.

### Officers

The Committee shall elect a Chair, a Vice Chair, and a recording Secretary from among its membership. The Chair must be a faculty member who is tenured or has achieved permanent status.

### Purpose

Faculty Mediators are trained mediators nominated and elected by their peers to provide mediations in the event of grievances between faculty members as an informal resolution mechanism before a formal petition is made to the Faculty Grievance Committee. This committee shall serve as a governance body for Faculty Mediators in which to review their procedures and make recommendations to improve the mediation process.

### Procedures

1. This Committee shall develop a procedure for confidential submission of grievances from faculty members and for allocation of those complaints to Faculty Mediators for review and mediation.
2. Faculty Mediators must receive each of the following trainings before being able to participate in a mediation:
  - a. Mediation training from a recognized and accredited mediation organization outside of the university;
  - b. Diversity, equity, and inclusion training from the National Coalition Building Institute (NCBI) or another similar recognized organization; and
  - c. Training on FSU and USM policy, as well as training on state and federal law relating to workplace bullying, workplace violence, and sexual misconduct.
3. Mediation Process – Faculty members who are experiencing workplace bullying or other uncivil behavior, as defined on page 50 (Faculty Grievance Procedure), may seek informal resolution through the Faculty Mediation Committee. For the purposes of this mediation procedure document, the "parties" will be defined as the grievant and the respondent. To initiate this mediation process, the grievant may contact any member of the Faculty Mediation Committee, including the Chair. The rest of the process is as follows:
  - a. The grievant must select a Faculty Mediator from the publicized list of available Mediators. The grievant reserves the right to select a Mediator from a different College or the Library than the grievant and the respondent.
  - b. The grievant confidentially reports the issue(s) to the Mediator. The Chair of the Faculty Mediation Committee then contacts the respondent with a list of available mediators. The respondent must choose a second mediator from this list, and, as above, the mediator chosen can be from any College or the Library.
  - c. The two mediators then seek to informally mediate between the parties. No records are kept of this mediation process, and participation is kept confidential to the grievant, the respondent, and the Faculty Mediators. If at any point during the mediation process, the grievant is satisfied, the process stops.
  - d. Upon completion of the mediation process, the Mediators follow up with the grievant to ensure that the situation has been resolved. If the grievant is satisfied, the process stops.
  - e. If the grievant is unsatisfied with the outcome of mediation, or if the situation is not resolved as a consequence of the mediation, the grievant may petition to the Faculty Grievance Committee for redress.
4. This committee shall develop, periodically review, and make recommendations to improve procedures for:
  - a. Training for Faculty Mediators;

- b. Submission of grievances to Faculty Mediators and selection or assignment of Mediators to mediate grievances;
  - c. Mediation of faculty grievances; and
  - d. Securely and confidentially storing all records and evidence (written and recorded) generated by the Faculty Grievance Committee during hearings related to workplace bullying and uncivil conduct between faculty members.
- 5. This Committee shall establish such additional procedures as deemed necessary to conduct its business in an orderly fashion.

## **Faculty Appeals Committee**

### Membership

- a. Seven (7) faculty elected at large (at least one per college)
- b. One alternate elected at large

### Purpose

The provisions of the University System of Maryland Policies on Appointment, Rank, and Tenure (USM A.R.T.-- see *USM Policies and Statements* section) mandate the function of the Faculty Appeals Committee. As such, it will hear appeals brought by individual faculty members of the recommendations of the Provost on sabbaticals, professional/research leaves, promotions, tenure, permanent status, academic freedom, and other personnel matters. The Faculty Appeals Committee's functions include:

- 1. hearing cases involving formal proceedings concerning actions leading toward dismissal of a tenured/permanent status faculty member or a probationary appointment faculty member whose term of appointment has not expired;
- 2. hearing individual appeals by faculty members regarding promotion;
- 3. hearing individual appeals by faculty members regarding Evaluation/Merit Recommendation (only applicable to faculty members who score less than 3.0 overall);
- 4. hearing individual appeals by faculty members regarding sabbatical, professional/research leave;
- 5. hearing individual appeals by faculty members regarding tenure/permanent status;
- 6. hearing individual appeals by faculty members terminated under a retrenchment plan;

7. hearing cases involving formal proceedings concerning actions leading to sanction against a faculty member;
8. hearing individual appeals by faculty members who allege an infringement of academic freedom
9. and carrying out such other responsibilities as are indicated in the USM A.R.T. document.

#### Election Procedures

1. No member of the Faculty Appeals Committee may be simultaneously a member of the Faculty Promotion and, Tenure/Permanent Status Subcommittee, Faculty Development/and Sabbatical and/ Professional Leave Subcommittee, Faculty Grievance Committee, Faculty Concerns Committee, Faculty Ombudsperson Committee, or Retrenchment Plan Committee.
2. The eight members of this Committee will be nominated from and elected by the faculty. One faculty member is to be elected from each college, the remainder at large.
3. The faculty member finishing fifth in the at-large balloting will serve as the alternate.
4. Faculty members are elected to this Committee for two-year terms.
5. No faculty member may serve on this Committee for more than two consecutive two-year terms.
6. No faculty member may serve on this committee in the academic year in which they are applying for tenure/permanent status, promotion or sabbatical/professional leave.

#### Operating Procedures

1. A Quorum: A quorum will consist of no fewer than five members. Official Committee business cannot be conducted without a quorum.
2. Conflicts of Interest among Committee Members: Should a Committee member have a conflict of interest or be a party to any dispute referred to this Committee, they may not serve on the hearing panel or take part in discussion. They may voluntarily withdraw or be declared ineligible to hear a particular case if three of the remaining Committee members vote to disqualify them and/or the appellant requests that Committee member to withdraw. If a Committee member is disqualified from hearing a case, the alternate will then become a member of the panel. Conflict of Interest issues are to be resolved before the hearing commences.
3. The Hearing Panel: In order to hear an appeal, at least five Committee members must be present throughout the entire appeal. A hearing panel may consist of no more than seven members.

If a Committee member misses any part of the hearing or the deliberations, they may not participate in the Committee's final recommendations.

4. The Appellate Process: A faculty member may appeal to this Committee and then to the President of the University.

- a. If a faculty member wishes to appeal the recommendation of the Provost, they must file this appeal with the Chair of the Faculty Appeals Committee within five working days after being informed of the Provost's recommendation. At the time of appeal, the appellant must provide this Committee eight copies of any relevant application and correspondence to and from the Appellant, and one copy of any supporting materials initially presented to the Provost.
- b. If a faculty member wishes to appeal the recommendation of the Faculty Appeals Committee, they must file this appeal with the President of the University within five working days after being notified of the Faculty Appeals Committee's recommendation.

5. The Hearing:

- a. The Faculty Appeals Committee will receive oral and written information from the appellant, the Provost, the Faculty Promotion and Tenure/Permanent Status Subcommittee, Faculty Development and Sabbatical/Professional Leave Subcommittee, Grievance Committee, College Deans, Library Director, Department Chairs, Associate Library Directors, Department/Library Review Committee members, or other members of the University community as appropriate.
- b. The standard of proof that the Appellant must meet before the Faculty Appeals Committee can recommend that the decision of the Provost be overturned is "a preponderance of the evidence."
- c. The recommendation of the Faculty Appeals Committee to uphold or overturn the decision of the Provost is to be based on a consideration of the process involved in making the original decision and requires a majority vote of the hearing panel.
- d. The Faculty Appeals Committee must provide a written statement of its recommendation to the Appellant, the President of the University, the Provost and, as appropriate, the Faculty Promotion and Tenure/Permanent Status Subcommittee, Faculty Development and Sabbatical/Professional Leave Subcommittee or Faculty Grievance Committee within five working days after this committee has reached its decision.
- e. An Appeal of a proposed sanction will follow defined policy procedures outlined under FSU Policies Governing Sanctions, Dismissal for Cause, and Termination of Appointment (A.1-4 and B.2.c.)
- f. An appeal of a recommendation of contract termination for cause will follow defined policy procedures outlined under FSU Policies Governing Sanctions, Dismissal for Cause, and Termination of Appointment (B. 1-2)
- g. An appeal of a termination because of a retrenchment plan will follow policy procedures outlined under FSU Policies Governing Retrenchment (6. a.-d.)

1. This committee may establish such bylaws, as it deems necessary to conduct its business in an orderly manner.

These bylaws must be consistent with the provisions of the *University System of Maryland Policies on Appointment Rank and Tenure* and *FSU Policies Governing Sanctions, Dismissal for Cause, and Termination of Appointment*.

2. Officers: This committee shall have a Chair, a Vice Chair, and a Secretary.
3. Selecting the Officers: The Chair, Vice Chair and Secretary will be chosen to serve a one-year term at a meeting held on or before September 15 of every academic year. To be chosen as an officer, a candidate must receive at least a majority of the votes of the full committee membership.
4. Duties of the Officers:
  - a. The Chair shall schedule and preside over meetings.
  - b. The Vice Chair shall assume the Chair's responsibilities in the absence of the Chair.
  - c. The Secretary shall keep appropriate records of all the meetings of this Committee.
5. Recalling Officers: Any Committee member may send a recall resolution to all the members of this committee. A meeting of the entire Faculty Appeals Committee (chaired by the Chair of the Faculty Senate) must then be called within ten working days after the resolution has been distributed to vote on this recall resolution. A two-thirds majority of the membership is required to remove an officer. If a recall resolution is successful, the election under the direction of the Chair of the Faculty Senate will occur immediately.

## **Parking Appeals Committee**

### Purpose

The Parking Appeals Committee has as its purpose the adjudication of appeals received from the recipient of University parking ticket(s). Additionally, based upon the perceptions gained from reviewing said appeals, the Committee may recommend to the University Police, modification of procedures and/or provisions associated with parking, parking regulations, and the enforcement thereof.

### Membership

1. One administrator to be appointed by the President.
2. One faculty member elected by the Faculty Senate.
3. One student to be selected by procedures established by Student Government.
4. One bargaining unit employee appointed by the Vice President of Administration and Finance.



5. Chief of Police, a non-voting member except in the case of a split decision.

### Officers

The Chief of Police will convene the meetings of the Committee. The Chair will be responsible for seeing that the Committee conducts its business.

### Jurisdiction

The Committee has the authority to determine disposition of parking appeals at the University level. Regarding any other matter associated with parking tickets, the Committee is advisory to the Faculty Senate.

### Procedures

Parking ticket recipients may file a written appeal with the University Police. The Committee receives written appeals. Following review of the individual appeal statement by the Committee, each member casts a vote whether to grant, reject, or table the appeal. The Committee returns its decisions to the Chief of Police for follow-through, which includes a response to the appealing individual. A decision may be tabled in order to collect additional information.

### Meetings

The Committee will meet as agreed by the members but no fewer than once each month during the academic year. Two members in attendance constitute a quorum. Two votes in the same sign are required to decide an appeal.

## **Institutional Animal Care and Use Committee (IACUC)** (MANDATED COMMITTEE)

### Membership

1. Institutional Official – President of the University
2. Administrator – Director of Research & Sponsored Programs (non-voting)
3. Consulting Veterinarian
4. IACUC Members – 4 or more members appointed by the President of the University including:
  - a. At least one practicing scientist experienced in research involving animals
  - b. At least one member from a nonscientific background, drawn from inside or outside the institution

- c. At least one public member to represent general community interests in the proper care and use of animals.

### Purpose

The Institutional Animal Care and Use Committee exists to minimize potential harm to vertebrate animal subjects of research and teaching projects. Its responsibilities include:

1. Semiannual inspections of all live vertebrate animal care facilities on campus, including making recommendations to ensure quality humane care.
2. Reviewing and approving animal use protocols (AUP's) involving the use of live vertebrate animals in research or teaching to ensure compliance with all regulations and standards in the current *Guide for the Care and Use of Laboratory Animals*, The National Academies Press, Washington, D.C.
3. Review of proposed significant changes to animal use of previously approved AUP's.
4. Preparing such annual or special reports on vertebrate animal research or teaching risks as may be required by federal or state agencies.
5. Preparing guidelines and application materials as may be helpful to researchers or instructors on campus.
6. Assisting in informing the campus of other regulations and requirements, which govern research exempt from Committee review by the federal rule.

The IACUC will also complete such other duties as changes in federal or state regulations may require or are directed by the President.

### Procedures

1. The Committee may, at its discretion, invite additional individuals with particular expertise to participate in reviewing research plans. However, such individuals are nonvoting members of the Committee.
2. No individual conducting a research or teaching activity will participate in its review, except to provide information to the Committee.
3. Decisions of the Committee to disapprove research or teaching projects are not subject to review by any other individual or committee on campus. Decisions to approve research are reported to the President through the Office of Research and Sponsored Programs. The President may disapprove research or teaching projects approved by the Committee.
4. Federal regulations requiring written documentation of IACUC actions will be followed.

5. While researchers or instructors may present their research or teaching design in person, this is not necessary or required, and in no way releases the researcher or instructor from the obligation to provide a complete application/documentation package prior to the Committee meeting.

## **Institutional Review Board** (MANDATED COMMITTEE)

### Purpose

The full name of the IRB is the *Institutional Review Board for the Protection of Humans as Participants in Research*. Its review of protocols focuses on protecting research participants and making sure that any risks are balanced appropriately by expected benefits under Title 45 Code of Federal Regulations 46 Protection of Human Subjects. That is its sole function.

### Membership

1. IRB membership is based on Title 45 Code of Federal Regulations §46.107.
2. The IRB shall consist of at least 5 members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. Qualifications are based on expertise, experience, and diversity of background (including, for example, race, gender, cultural background, community attitudes).
3. Members will be appointed by the Faculty Senate Steering Committee in consultation with the Provost to staggered three-year terms.
4. The membership shall be selected with every nondiscriminatory effort to comply with 45 CFR §46.107, the USM Policy on Human Subjects of Research (BOR IV-2.10), and other applicable federal, state and local regulations.
5. In particular, the membership of the IRB must include:
  - a. at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
  - b. at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
6. Every nondiscriminatory effort will be made to ensure that the IRB does not consist only of members of the same gender identity.
7. No IRB may consist entirely of members of one profession.

8. When the IRB regularly reviews research involving children, prisoners, pregnant women or disabled persons, then the IRB should attempt to include a member, or members, knowledgeable and experienced working with these groups.
9. In accordance with 45 CFR §46.107, IRB members must have “expertise in ascertaining the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice.” In addition to expertise in their own areas (scientific or non-scientific), committee members should develop a general familiarity with research issues in the other arena.

### Procedures

1. The IRB shall have a Chair, Vice-Chair, and Secretary elected from among the members.
2. The Chair is expected to become knowledgeable above the expertise of the members in all applicable laws and regulations and to develop a true familiarity, if not expertise, in both scientific and non-scientific research.
3. The Provost shall designate an administrator to provide administrative support for the IRB. This individual may attend meetings of the IRB, but is not a member of the IRB.
4. The IRB shall keep such records as required to comply with 45 CFR 46, FSU and USM policies, and applicable federal, state and local regulations.
5. IRB minutes are not public records, under the Maryland Public Information Act § 13 – 1603 (c) (page 5, lines 8-10). Following state law, when the FSU IRB receives a request for minutes these will be provided (with confidential or privileged information redacted). Further, Maryland law states that exemptions and various procedural requirements under the Public Information Act are inapplicable.
6. The IRB shall meet monthly during the academic year (August – June), and the meeting schedule shall be published.
7. The IRB shall review all research involving human subjects conducted at or by FSU; or conducted by FSU employees, students, or agents acting in connection with institutional responsibilities; or using FSU’s non-public information to identify or contact human research subjects.
8. Decisions of the IRB to disapprove research are not subject to review by any other individual or committee on campus. Decisions to approve research are reported to the Provost. The Provost may disapprove research approved by the IRB.
9. A quorum for full board reviews shall consist of a simple majority.

10. IRB members must recuse themselves from review of projects in which:
  - a. They are an investigator
  - b. They have a conflict of interest
11. Recused members may not participate in deliberations except to provide information when requested.
12. The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.
13. The IRB shall develop and publish such additional procedures it deems necessary to conduct timely review of research involving human subjects in compliance with 45 CFR 46, BOR IV-2.10, and other applicable federal, state, and local regulations.

## **Academic Department Chairs Council**

### Membership

All chairs of academic departments.

### Purpose

The Academic Department Chairs Council provides:

- A forum for chairs to discuss and address issues of particular interest to academic departments and department chairs,
- A channel of communication between department chairs and various administrative offices of the university and faculty governance, and
- A vehicle for initiating proposals related to academic departments and department chairs in faculty governance.
- An opportunity, in conjunction with the Institutional Priorities and Resources Committee, to review (at least once every five years) department chairs' compensation, including stipends and reassigned time, to determine if change is warranted.

### Procedures

#### *Chair*

A chair will be elected at the last meeting of the spring semester. The chair will:

- Set the agenda for and preside at meetings
- Represent the Council to the Provost
- Report to the Faculty Senate

- Sit on the President's Cabinet, and if unable to attend, send a representative in their place

#### *Executive Committee*

Four members (two from the College of Liberal Arts and Sciences, one from the College of Business, and one from the College of Education) will constitute an executive committee. One of these four will be the Council's chair. The Executive Committee will:

- Consult with the chair regarding items and issues for meeting agendas and for Council consideration
- Share, along with the chair, in the representation of the Council as noted below

#### *Representation in Faculty Governance*

The chair or a designated representative from the Executive Committee will represent the Council as:

- A member of the Faculty Senate
- A member of the Faculty Senate Steering Committee
- A member of the Faculty Concerns Committee

#### *Quorum*

A quorum will consist of one more than half of the members.

#### *Amendments*

Amendments to the procedures of the Council may be proposed at any meeting of the Council and will be adapted if passed by a two-thirds vote of the membership present at the next meeting.

### **Student Conduct Hearing Panels**

#### Purpose

Hearing panels have as their primary purpose the adjudication of possible violations of the Code of Student Conduct. The Student Conduct system is designed to be educational in nature rather than punitive in nature even though serious violations will involve considerations of a recommendation of suspension or dismissal from the institution. Procedures are designed to focus on student behavioral choices and civic responsibility within a context of student learning.

#### Membership

1. A Hearing Officer chairs each panel.
2. Including the Hearing Officers, panels are composed of 3 to 5 members selected from a pool of faculty, staff members, and students who have been through a training program.
3. The faculty pool is elected by the faculty. There are eight at large positions in the faculty pool. Faculty members are elected to a two-year term of service and agree to complete a training program on the Code of Student Conduct. Faculty members whose terms have expired may continue at their initiative in the faculty pool. Other faculty members who have completed the training program may volunteer.

4. Student panel members: complete an application and interview process.

5. Staff panel members: volunteer.

### Officers

A University Conduct Administrator will oversee the hearing but not participate in the decision-making. Prior to the hearing, the Administrator will advise witnesses, victims, and referred parties. The Administrators also provide oversight of the Conduct System and conduct any necessary follow-up after the hearing.

### Jurisdiction

Panels can hear cases regarding student behavior on or off campus. Panels may also be convened to evaluate issues and hear appeals. Panels may impose any sanction, but recommend suspensions or dismissals to the Vice President for Student and Educational Services or, in the case of Academic Dishonesty, to the Provost.

### Procedures

Procedures are published in the Policy Statements Booklet and online.

## **Standing Administrative Advisory Groups**

### **Academic Advising Council**

#### Membership

With all requirements met below, there will be at least 13 members.

#### Faculty

- a. One faculty member elected from the College of Business
- b. One faculty member elected from the College of Education
- c. Two faculty members elected from the College of Liberal Arts and Sciences
- d. One faculty member elected at large

Faculty representatives will serve for two-year staggered terms.

#### Administrators

- Lead Academic Advising administrator
- One Academic Affairs administrator appointed by the Provost
- One Student Affairs representatives appointed by the Vice President
- One representative from Admissions or Financial Aid appointed by the President or designee
- One representative each from the decentralized advising

## Students

- Two student representatives appointed by the President of the Student Government Association (SGA).
- One student appointed by the Chair.

## Purpose

The Academic Advising Council will perform the following duties:

1. Monitor, assist in implementing, and report to the Executive Cabinet and campus community the progress of the Excellence in Academic Advising Action plan to enhance academic advising including:
  - a. Insuring communication of institutional policies and goals for academic advising;
  - b. Reviewing the assessment of the academic advising goals and learning outcomes;
  - c. Monitoring and recommending revisions to the academic advising delivery system;
  - d. Reviewing academic advising training programs;
  - e. Implementing institutional and individual evaluation of the quality of academic advising;
  - f. Assisting in the development of mechanisms to ensure that high quality academic advising is rewarded and recognized at local, regional, and national levels; and
  - g. Supporting the development and use of information systems to enhance advising; and
  - h. Promote the professionalization of academic advising.
2. Discuss and recommend solutions to advising system problems as they arise.
3. Provide the President a completed a periodic review of the Excellence in Academic Advising Action Plan and recommend continuing and new strategies to improve advising.
4. The Academic Advising Council will also carry out other duties as assigned by the Executive Cabinet-level or designee lead of academic advising.

## Procedures

1. The Academic Advising Council may invite additional individuals with particular expertise to participate in discussions or projects related to advising.
2. The Academic Advising Council will have two officers: a Chair and a Secretary. The Provost will appoint the Chair. The members of the Council will elect the Secretary.
3. The Academic Advising Council will report to the Provost.



4. The Academic Advising Council will meet once each month during the academic year. The Chair may call additional meetings.

## **Americans With Disabilities Act (ADA) and Equal Employment Opportunity (EEO) Advisory Group**

### Membership

1. Standing Members:
  - Director, ADA/EEO Compliance (nonvoting).
  - Director, Disability Support Services or the Americans with Disabilities Act/504 Compliance Officer
  - Director, Student Diversity Center
2. Additional Members:

Additional membership shall include but not be limited to the following categories:

  - Women
  - Racial minorities
  - Persons with disabilities

*NOTE: Guidelines for membership of this Committee have been established in accordance with a directive dated September 18, 1984, from the State Coordinator, Equal Employment Opportunity.*

Membership shall be selected as follows, each member serving a two-year term on a rotating basis.

- a) Three faculty or staff members appointed by the President.
- b) Three faculty members elected at large.
- c) Two students, preferably one undergraduate and one graduate, to be appointed by the President. *The recommendation is that at least one student be a member of one of the affected groups as identified above.*
- d) One non-exempt employee to be appointed by the President.

### Officers

There are two officers, Chair and Secretary, elected by majority vote at the first meeting of the academic year. The Chair sets the agenda, oversees meetings and speaks for the Committee. The Secretary presides over meetings when the Chair is absent and appoints a Committee member to be responsible for the minutes of that meeting. The Secretary is responsible for the minutes, one copy of which must be sent to the Library.

The committee shall be advisory to the Director of ADA/EEO Compliance, except in those cases in which it functions as an appeals committee. In those cases, it is advisory to the President.

### Purpose

The purpose of the ADA/EEO Advisory Group is to: 1) advise the Director of ADA/EEO Compliance regarding equal employment opportunity concerns; 2) help eliminate and prevent discrimination based upon race, color, sex, disability, age, national origin, ethnic background, sexual orientation, creed, political or religious opinion or affiliation, veteran's status, or marital status; and 3) help eliminate and prevent sexual harassment. The Committee's functions include:

1. Identifying ADA/EEO concerns.
2. Reviewing relevant existing programs, practices, and policies for their compatibility with equal employment opportunity goals.
3. Suggesting mechanisms to enhance ADA/EEO efforts at the University.
4. Reviewing existing policies and procedures for handling discrimination/ harassment complaints, and suggesting modifications to these policies/procedures whenever appropriate.
5. Reviewing existing policies and procedures for handling complaints of sexual harassment and suggesting modifications to these policies/procedures whenever appropriate.
6. Advising on the coordination and implementation of the ADA/EEO Program.
7. Suggesting methods to ensure that the University demonstrates a strong commitment to its mission to serve a diverse student body as well as its mandate by the University System of Maryland to provide equal education and employment opportunity in all programs.
8. Serving as an advisory body to the Director of ADA/EEO Compliance in the investigation of allegations of discrimination and/or harassment, when requested, and/or as a body to hear the appeal of cases to the Director according to established procedures.

The ADA/EEO Group will also carry out such other duties as may be assigned to it by the Director of ADA/EEO Compliance or by the President.

### Procedures

1. Officers.
  - a. The Chair will preside over meetings of the Committee. In the absence of the Chair, the Secretary will preside.
  - b. All members except the Director of ADA/EEO Compliance may be elected as officers.
2. Regular and Special Meetings.
  - a. The ADA/EEO Committee will meet once a month, typically on the fourth Monday of the month, but the meeting may be rescheduled whenever necessary.
  - b. When necessary, the Chair will call special meetings of the ADA/EEO Committee.
3. Quorum.

Fifty percent (50%) of the voting Committee members shall constitute a quorum.

4. Actions.

Matters involving named individuals and results of hearings and investigations of allegations of discrimination/harassment are reported to the President and the Director of ADA/EEO Compliance. Note: These proceedings do not appear in the minutes.

5. Recall.

Actions of the ADA/EEO Committee, including recommendations made in relation to an allegation of discrimination/harassment proceeding, are subject to review by the President.

6. Amendments.

Amendments to these procedures will be by majority vote of the ADA/EEO Committee, with approval of the President.

## **Athletics Advisory Council**

### **Membership**

#### *Administrators*

- a. Vice President for Student Affairs or designee (voting, ex-officio)
- b. Vice President for Advancement or designee (voting, ex-officio)
- c. Director of Athletics (nonvoting, ex-officio)
- d. Assistant/Associate Athletic Director for Compliance (nonvoting, ex-officio)
- e. Senior Woman Administrator (nonvoting, ex-officio)

#### *Faculty (all voting)*

- a. NCAA Faculty Athletics Representative (FAR) (chair, ex-officio)
- b. Four faculty, to be elected at large for staggered, renewable two-year terms. At least one faculty member on the AAC must be female.

#### *Students (all voting)*

- a. One student-athlete from a male team and one student-athlete from a female team who are Student-Athletic Advisory Committee (SAAC) members selected by the SAAC executive board for one-year, renewable terms.
- c. One student from the Student Government Association (SGA) selected by the executive board of the SGA for a one-year, renewable term.

Faculty and staff representation should attempt to represent the diversity of the university community.

### **Purpose**

The Athletic Advisory Council shall serve as a review and advisory body to the President of Frostburg State University.

The duties and responsibilities of the AAC shall include, but are not limited to:

1. Provide advice on matters raised by the Athletic Department, SAAC, SGA, the Faculty Senate, or the Staff Senate.
2. Provide counsel to the Director of Athletics concerning matters of athletic policy formulation, budgetary planning, educational programming, and staff development.
3. Promote an understanding of intercollegiate athletics among faculty and others in the campus community.
4. Review existing sports programs in relation to the athletic budget. Issues can include number of teams, current level of play, scheduling, scholarship support, and any equity concerns.
5. Review summary reports detailing the academic progress and retention of all student athletes.
6. Review and act upon any appeals or requests for waivers to the Frostburg State University Policy on "Academic Eligibility for Athletes".
7. Recommend academic standards for eligibility. The standards should equal or exceed both NCAA and conference minimums.
8. Review injury surveillance reports.
9. Review annual reports of missed-class time for athletic travel, student-athletic surveys and exit interviews.
10. Review and recommend policy regarding student absences based on athletic contests.
11. Assist the NCAA Faculty Athletics Representative and Director of Athletics with any institutional inquiry into alleged or suspected major NCAA rules violations.
12. Review summary reports of NCAA violations.
13. Review Equity in Athletics Disclosure Act (EADA) submissions.
14. Provide advice related to Title IX and gender equity in athletics.
15. Review the Strategic Plan for Athletics on, at least, an annual basis.
16. Review and recommend team codes of conduct. Ensure that instances of student athlete misconduct are handled in a manner consistent with institutional standards.
17. As appropriate, provide members to serve on search committees for any athletic position.

### Procedures

- a. The FAR will serve as the AAC chair and a voting member will be elected annually to serve as secretary.
- b. The minutes and all recommendations will be forwarded to the President and circulated to AAC, SAAC, SGA, and the Faculty Senate.
- c. The AAC shall meet monthly during the academic year. Additional meetings may be called at the request of the President, the FAR, the Director of Athletics, or a majority of the Group.
- d. The AAC will operate under Roberts Rules of Order.
- e. A simple majority of the voting membership shall constitute a quorum.

# **Faculty Athletics Representative Frostburg State University Position Description**

## **INTRODUCTION.**

This position description is based in large part on the 2011 *Division II Model Faculty Athletics Representative Document* and the 2013 *Division II Model Faculty Athletics Representative Document Addendum*. The Frostburg State University Faculty Athletics Representative (FAR), appointed by the Frostburg State University President in consultation with the Faculty Senate, has responsibilities in three primary areas: 1) the well-being of Frostburg State University student-athletes; 2) academic integrity involving the student-athletes and athletic programs; and, 3) maintaining and strengthening institutional control with regard to collegiate athletics at Frostburg State University.

## **POSITION RESPONSIBILITIES.**

### *Committee Service.*

The FAR serves as the Chair of the Athletic Advisory Committee (AAC).

### *Ensure a Quality Student-Athlete Experience and Student-Athlete Well-Being.*

- Advocate for student-athlete success in the classroom, in athletics, and in the community that will lead the student-athlete toward life success.
- Serve as a liaison between faculty, administration, and student-athletes and assist in the mediation of conflicts between these groups.
- Work with the Athletic Director (AD), coaches, and conference offices to advocate for scheduling that decreases missed class time.
- Advocate for a climate of respect between coaches, faculty, and student-athletes.
- Help educate student-athletes about the importance of sportsmanship and positive game and practice environment.
- Support the athletic training staff in health and safety education.
- Serve as an independent source of support and advice to student-athletes.
- Work with the Compliance Officer to ensure that all eligibility requirements are met.
- Working with the Vice President of Enrollment Management,
  - Inform student-athletes of campus support services, including academic tutoring, advising, and career development, counseling and health care, disability, and financial aid.
  - Inform student-athletes and athletics staff about available scholarship opportunities and application processes and work directly with student-athletes throughout the application process.
- Encourage coaches and student-athletes to participate in community service and engagement projects (reaching out to help those in the region).
- Encourage students-athletes to represent Frostburg State University at social, civic, and academic events.
- Encourage student-athletes to be good citizens, leaders, and contributors in their community.

- Engage in campus, conference, and national SAAC activities.
- Serve as a member of search committees for head coaches and athletic administrators to ensure commitment to Frostburg State University's mission and the guiding principles of DII.
- Review exit interviews to discern the success of the student-athlete experience.
- Encourage diversity and foster attitudes of tolerance, inclusion, and respect.
- Promote the continued practices of ethical and behavioral conduct during the student-athlete experience.

#### *Ensure the Academic Integrity of the Athletic Program.*

- Knowledge of and act in accordance with the NCAA Constitution Sections 2.4 (The Principle of Sportsmanship and Ethical Conduct) and 2.5 (The Principle of Sound Academic Standards).
- Work to maintain a balance between student-athletes' academic and athletic goals. Considerations include scheduling to minimize missed class time, monitoring student-athletes' choice of major to ensure that athletics participation is not limiting student-athletes' choice of major and encouraging student-athletes to graduate in a reasonable amount of time.
- Working through the AAC:
  - Review admission profiles of recruited student-athletes in comparison with all students who are admitted to the institution, including courses and academic programs selected by student-athletes, academic performance, and graduation rates.
  - Evaluate appropriate records (for both individual student-athletes and for sports teams) to ensure that decisions related to admissions, academic advising, evaluation of academic performance, and the extent of academic support services are made in ways that are consistent with the primary academic mission of the institution.
  - Ensure that the institution has in place effective mechanisms for evaluating whether student-athletes have met all of the academic and athletic eligibility requirements for practice, financial aid, and intercollegiate competition established by the NCAA, the conference and the institution.
  - Report the academic preparation and performance of student-athletes annually to the President, the Faculty Senate, the Vice President for Administration and Finance, and the Department of Athletics.

#### *Institutional Control of the Athletic Program.*

- Frostburg State University recognizes the FAR should have an active role in institutional control and serve as the principal adviser to the President and the university administration with respect to institutional control of the athletic program.
  - The FAR plays a major role in any major institutional inquiry into alleged or suspected rules violations.
  - The FAR shall be involved in shaping Frostburg State University's voting decisions on conference and NCAA legislation.
- The FAR should have working knowledge of NCAA, conference and institutional bylaws, policies, and procedures related to institutional control.
- The FAR monitors oversight of student-athlete recruiting, eligibility, and progress-toward-degree.
- Annually review team rosters and sign eligibility forms (initial, continuing, and transfer).

- Periodically review/audit student-athletes' eligibility issues (e.g., progress-toward-degree, full-time enrollment).
- Periodically review/audit the recruiting process (e.g., spot-check prospective student-athletes' visits, phone logs).
- Administer the NCAA coaches' certification test.
- Review all waivers.

#### *Internal Communication.*

- The FAR shall meet quarterly with the President, the Director of Athletics (AD), and the Vice President for Administration and Finance (the AD's supervisor). The FAR will meet with the President alone at least twice each year although the FAR may request a confidential meeting at any time.
- The FAR should attend at least one athletic staff meeting per semester. The FAR should also interact regularly with the AD, the Senior Woman Administrator (SWA) and coaches. Given the importance of campus visibility, the FAR is encouraged and welcome to attend sporting events and practices as time permits.
- The FAR shall meet with the Student Athlete Advisory Committee each semester to discuss the quality of the student-athlete experience at Frostburg State University. On a biannual basis, the FAR should meet with each team to explain the role of the FAR as it relates to the academic success of student-athletes. Meeting topics should include eligibility, good academic standing, progress-towards-degree, ethical and behavioral conduct, classroom responsibility, course scheduling, and appropriate communication channels with professors.
- The FAR shall provide a written and oral summary each fall to the Faculty Senate and the University Advisory Council on the actions of the AAC and any other matters that are directly related to the FAR's role and responsibilities.

#### *External Communication.*

- The FAR is expected to attend Conference meetings for FARs as well as other meetings where matters related to the FAR's responsibilities are discussed.
- The FAR should take an active role in communicating academic successes and recognitions of Frostburg State University student-athletes in collaboration with the institution's marketing and communication officials, including but not limited to the Sports Information Director.
- Where appropriate, the FAR should communicate to the alumni, friends and donors of Frostburg State University, and the external community the positive contributions and value of the DII student-athlete experience and Frostburg State University's commitment to the DII Mission, "Life in the Balance".

### **APPOINTMENT AND REPORTING RESPONSIBILITIES.**

At least six months prior to the beginning of a term for the FAR, the President and the Faculty Senate Chair will jointly issue a request for nominations (including self-nominations) for the position. Individuals interested in serving as the FAR will submit a current Curriculum Vitae and Letter of Interest to the Office of the President. The Letter of Interest, no more than two pages in length, should address the candidate's interest and appropriate experience with regard to the FAR's responsibilities. The deadline for submission should provide the Faculty Senate Steering Committee with at least 21 calendar days for review of all materials.

The Faculty Senate Steering Committee will meet with the President and share its recommendations as to the acceptability or not of each candidate for the FAR position as well as each candidate's perceived strengths or weaknesses.

The President will select the FAR from the list of unranked acceptable candidates after consulting with the Faculty Senate Steering Committee. In the unlikely event that the recommended candidates are not acceptable to the President, the President and Faculty Senate Steering Committee will reopen the process and seek further nominations and candidates. The candidates forwarded to the President are recommendations and the final decision on the appointment of the FAR rests with the President.

The President of Frostburg State University will appoint the FAR to a 4-year renewable term. The FAR shall be a tenured member of the Frostburg State University faculty with no conflicts of interest or responsibilities in the Department of Athletics. The FAR reports directly to the President and serves at the pleasure of the President. The FAR will meet individually with the President at least twice annually.

### **COMPENSATION.**

The University recognizes the importance of this position and the effort and time commitment required to successfully meet the position's responsibilities. Therefore, the position includes reassigned time of one course unit each academic year and a \$1000 summer stipend (both funded through the Office of the President). In addition, a travel budget will be provided to the FAR to support necessary FAR travel and professional development. The Office of the President will be responsible for providing the necessary staff and clerical support.

#### **b. Secretary**

The Secretary shall be responsible for keeping the minutes of all meetings and distributing them to the members of the subcommittee, and to the Library.

#### **2. Other Procedures**

- a. The Athletic Program Advisory Group shall report to the Faculty Senate.
- b. The Athletic Program Advisory Group shall meet at least twice a year -- once during the Fall Semester and once during the Spring Semester.
- c. If needed, the Chair may call additional meetings of the Advisory Group.
- d. A simple majority of the voting membership shall constitute a quorum.

### **Distance Education Advisory Group**

#### **Membership**

##### ***Administrators***

- a. Vice Provost, Chair
- b. Chief Information Officer



- c. Director of the Library or designee
- d. Director of Graduate Services
- e. Director of Instructional Design and Delivery

*Faculty*

Four (4) Faculty to be elected at large

*Student (two-year term)*

One student to be selected by the Student Government Association (SGA)

Purpose

1. Recommend ways the University can take advantage of opportunities for different and better teaching through distance learning technologies.
2. Review instructional efficiencies that can be realized through the use of distance learning technologies.
3. Evaluate and make recommendations regarding the application of distance learning technologies to specific instructional areas.
4. Recommend ways to use distance learning to bring outside instructional programming to the campus.
5. Serve as an advisory group on scheduling, registration, technical, and other issues associated with the use of distance learning technologies on campus.

Procedures

1. The Distance Education Advisory Group, at its discretion, may invite additional individuals with particular expertise to participate in its deliberations.
2. The Distance Education Advisory Group shall have two officers: a Chair and a Secretary. The Chair, the Vice Provost, will be a nonvoting member of the Advisory Group. Members of the Advisory Group will elect the Secretary.
3. The Distance Education Advisory Group will meet once each month during the academic year. The Chair of the Advisory Group may call additional meetings.
4. A simple majority of the voting membership shall constitute a quorum.
5. Recommendations of the Advisory Group must be approved by a majority of the members present and voting.

## Graduate Learning Assessment Advisory Group

### Purpose

The purpose of the Graduate Learning Assessment Advisory Group (GLAAG) is to monitor assessment practices at the graduate level. GLAAG will advise and make recommendations to the Provost on issues affecting the assessment of graduate student learning and their compliance with the institutional graduate learning outcomes. These recommendations will contribute to the University's decision-making processes for resource allocation conducted during the periodic reviews of each program. Specific tasks are assigned to the Advisory Group.

1. Promulgate and maintain a common language of assessment.
2. Review existing graduate assessment practices and measures, monitor their effectiveness, and suggest recommendations for improvement as appropriate.
3. Recommend guidelines and policies for all aspects of graduate student learning assessment activities.
4. Ensure alignment of graduate program's learning outcomes with graduate institutional learning goals, and facilitate compliance with the plan for institutional assessment.
5. Recommend actions for consideration of resource allocation for the enhancement of graduate assessment and student learning.
6. Establish the appropriate protocol for reporting graduate assessment activities, and monitor the systematic reporting of assessment data to the Office of Assessment and Institutional Research (AIR).

### Membership

*Faculty:* Five (5) voting members

Five graduate faculty members representing the three colleges with a special interest in and/or background in student learning assessment, appointed by the Provost:

- One representative from the College of Education
- One representative from the College of Business
- Three representatives for the College of Liberal Arts and Science

*Administrators:* Three (3) voting members

- One Academic Affairs Administrator appointed by the Provost
- Director of Graduate Services Office
- Director of Assessment and Institutional Research

### Procedures

1. The Advisory Group, at its discretion, may invite additional individuals with particular expertise to participate in its deliberations.
2. The Advisory Group shall have two officers: A Chair and a Secretary. The administrator from Academic Affairs shall serve as Chair. Members of the Advisory Group will elect the Secretary.
3. The Advisory Group will meet once each month during the academic year. The Chair will preside at all meetings or appoint another member to preside. The Chair of the Advisory Group may call additional meetings.

4. A simple majority of the voting membership shall constitute a quorum. Recommendations of the Advisory Group must be approved by a majority of the members present and voting.

## **Health Professions Advisory Committee**

### Membership

#### *Faculty*

Two (2) or more appointed by the President.

### Purpose

The Health Professions Advisory Committee (HPAC) assists students in preparing and applying to professional programs in the health-related fields, including medical, dental, pharmacy, veterinary, optometry, physical therapy, physician assistant, and other health-related fields.

### Procedures

#### *Officers*

1. The Health Professions Advisory Committee shall have two officers, a Chair and a Secretary, elected by majority vote at the first meeting of the academic year.
2. The Chair sets the agenda, oversees meetings, writes and submits the Committee letter of recommendation, and speaks for the Committee.
3. The Secretary is responsible for writing the minutes. In the Chair's absence the Secretary will preside over the meeting and appoint a Committee member to be responsible for the minutes of that meeting.

#### *Preparing Students to Apply to Professional Schools*

1. The Committee will periodically (at least once each academic year) offer information sessions for students, faculty, and/or staff that are interested in learning more about HPAC and its role in preparing students for professional programs.
2. The Committee will review a student's personal statement, résumé, transcripts, and individual recommendation letters upon request.

#### *Committee Interviews and Recommendation Letters*

1. If a professional school requires a letter of recommendation from the Institution's Health Professions Advisory Committee, the student may request HPAC to conduct a Committee interview. The interview is structured to mimic the format used in professional schools, which provides the student with experience in conducting themselves in a professional interview situation.
2. Based on the performance of the interview, the Committee votes to determine the level of support for the applicant (Highly Recommend, Recommend, Recommend with Reservation, Not Recommend).

3. The Committee chair will provide the student with feedback regarding their strengths as an applicant to professional school.
4. The completed Committee letter will be sent to the appropriate application service or to programs specified by the student.

## **Honors Program Advisory Group**

### Membership

#### *Administrators*

- a. Director of the Honors Program or designee (nonvoting).
- b. One Administrator appointed by the President.

#### *Faculty*

- a. Three honors faculty elected at large. "Honors faculty" are defined as those faculty members who have taught an honors course within the last three academic years.
- b. One faculty elected at large.

#### *Students*

Two students selected by the Honors Students Association.

### Purpose

The Honors Program Advisory Group will act as a general advisory committee to the Director of the Honors Program. Its responsibilities include:

1. Promoting social, recreational, and instructional activities related to the Honors Program.
2. Reviewing and recommending policies regarding honors housing.
3. Reviewing and recommending policies regarding the Honors Student Association.
4. Serving as an advisory board to the Honors Student Association Newsletter.
5. Reviewing and recommending changes in admissions and retention criteria for students in the Honors Program.
6. Developing, reviewing, and resolving questions of interpretation regarding Honors Program policies, requirements, and guidelines.
7. Soliciting faculty development of courses for the Honors Program in general education and reviewing and recommending courses for inclusion in honors curriculum.
8. Considering the eligibility of transfer students for honors in general education and the equivalency of honors courses for transfer from other institutions.

9. Serving in an advisory role for issues relevant to the programs of the Honors/International House.

The Honors Program Advisory Group will also carry out such duties as may be assigned to it by the Director of the Honors Program, the Provost, or the Faculty Senate.

### Procedures

#### *Meetings*

Regular meetings of the Advisory Group will occur once each month during the academic year. The Chair of the Advisory Group may call additional meetings.

#### *Quorum*

A simple majority of the voting membership shall constitute a quorum.

#### *Agenda and Minutes*

1. The Chair shall be responsible for compiling and circulating the agenda in advance of each Advisory Group meeting.
2. The Secretary shall be responsible for compiling and circulating the minutes of the Advisory Group after each meeting. Minutes of the Advisory Group are open, and the Secretary of the Advisory Group shall place a copy on file in the Library.

#### *Rules of Procedure*

Except in cases of conflict with specified provisions contained in this charter, the Advisory Group shall operate according to standard parliamentary procedure as interpreted by the Chair of the Advisory Group. The following rules of procedure shall apply:

1. The Advisory Group will accept items for substantive action from "external" origins.
2. Substantive motions before the Advisory Group pass when approved by a majority of those present and voting. If desired, the Advisory Group will receive minority reports.
3. Actions of the Advisory Group related to the curriculum shall be submitted to the Academic Affairs Committee for review and appropriate action.
4. The Advisory Group may call upon the Academic Affairs Committee to report on the status of actions recommended by the Advisory Group.

### Committee Officers

At the final meeting of each academic year, the Advisory Group shall nominate and select the following:

## 1. Chair

- a. The term of office is one year and is renewable.
- b. The duties of the Chair shall include:
  - (1) Acting as principal spokesperson for the Advisory Group.
  - (2) Presiding over meetings of the Advisory Group.
  - (3) Serving as a liaison between the Advisory Group and other governance committees and individuals.
  - (4) Assigning the appropriate routing of an issue in the event that the Advisory Group is unable to reach a decision.
  - (5) Calling special meetings of the Advisory Group.
  - (6) Determining the agenda for all meetings of the Advisory Group.
  - (7) Ruling on parliamentary procedure for use in Advisory Group meetings.

## 2. Secretary

- a. The term of office is one year and is renewable.
- b. The duties of the Secretary shall include:
  - (1) Keeping minutes of all meetings of the Advisory Group.
  - (2) Distributing the minutes to the members of the Advisory Group.
  - (3) Placing a copy of the minutes on file in the Library.
  - (4) Acting as Vice Chair in the absence of the Chair, i.e., presiding over meetings and exercising the duties and prerogatives of the Chair.

### Amendments

Amendments to the Charter of the Advisory Group may be prepared at any meeting of the Advisory Group and will be valid:

- 1. If ratified by two-thirds of those present and voting at the next meeting (provided a quorum is present), and
- 2. If approved by the Faculty Senate.

## **International Education Council**

### Membership

#### *Administrators*

- a. Director of the Center for International Education (nonvoting)

- b. Director of the Honors Program
- c. Coordinator of the International Studies Program
- d. One administrator from each of the following offices:

Finance Office  
Registrar's Office  
Student and Educational Services Office

#### *Faculty*

- a. One representative from the College of Business
- b. One representative from the College of Education
- c. Two representatives from the College of Liberal Arts and Sciences

#### *Students* (to be selected by the Director of the CIE)

- a. One international student
- b. One study abroad student
- c. One Honors Program student

#### Purpose

The International Education Council ("Council") will act as a general advisory body to the Director of the Center for International Education. The Council shall report to the Provost through the Director of the Center for International Education. Its responsibilities shall include:

1. The establishment of procedures and criteria for the review and evaluation of (a) FSU sponsored study abroad programs; (b) external or no-FSU sponsored study abroad/work abroad programs (c) programs designed to recruit and retain international students; (d) FSU sponsored faculty exchange programs with foreign education institutions. (The above are hereafter referred to as "International Programs").
2. The periodic review and evaluation of existing International Programs at FSU, and the recommendation concerning their continuation to the Provost.
3. The review and disposition of proposals to establish new International Programs at FSU.
4. The establishment of procedures and criteria for the administration of existing international programs and FSU study abroad scholarships.
5. The review of study abroad scholarship applications and the selection and recommendation of study abroad scholarship recipients.
6. The support of co-curricular programming and initiatives involving the Center for International Education.
7. The encouragement and support of the internationalization of the University curriculum.

#### Procedures

### *Chair*

The Director of the Center for International Education shall serve as the non-voting Chair of the Council.

The Chair shall be responsible for compiling and circulating the minutes after each meeting of the Council.

### *Meetings*

The Council shall meet once each month during the academic year. The Chair of the Council may call additional meetings.

The Chair shall be responsible for compiling and circulating the agenda in advance of all meetings of the Council.

The Council may, at its discretion, invite additional individuals with particular areas of expertise to its meetings to assist the Council in carrying out its responsibilities.

### *Quorum*

A simple majority of the voting membership shall constitute a quorum. Recommendations of the Council must be approved by a majority of members present and voting.

## **Intersession and Summer School Advisory Group**

### Membership

#### *Administrators*

- a. Director of Intersession and Summer School (Chair)
- b. Two Administrators at large:
  - One from Registrar's Office
  - One from Billing Office

#### *Faculty*

- a. Six (6) faculty:
  - One faculty member from each College, appointed by the Dean
  - Three faculty elected at large
- b. One representative from the Institutional Priorities and Resources committee

#### *Students*

- a. Two (2) students:
  - One undergraduate student appointed by the President of SGA
  - One graduate student appointed by the Director of Graduate Services



## Purpose

The Intercession and Summer School Advisory Group will review current policies relating to Intercession and Summer School and make recommendations to ensure or accelerate the student's time to degree. The Advisory Group will also recommend marketing strategies and implement initiatives to generate an increase in summer school and intercession enrollment as well as the number and types of courses available to students during these academic terms.

## Procedures

1. The Intercession and Summer School Advisory Group shall have two officers: a Chair and a Secretary. Members of the Advisory Group will elect the Secretary.
2. The Chair will be a nonvoting member of the Advisory Group.
3. Regular meetings of the Advisory Group will occur once each month during the academic year. The Chair of the Advisory Group may call additional meetings.
4. The Advisory Group may, at its discretion, invite additional individuals with particular expertise to participate in its deliberations.
5. A simple majority of the voting membership shall constitute a quorum, and recommendations of the Advisory Group must be approved by a simple majority of the members present and voting.

## **Library Advisory Group**

### Membership

The Library Advisory Group will be comprised of four elected faculty members at least (one from each college), one librarian at-large, the Library Director as ex-officio, and one student appointed by the Student Government Association.

### Purpose

The purpose of this Library Advisory Group is to assess, evaluate, and recommend to the Library Director and the Provost major issues affecting the library and instructional services. The Library Advisory Group will develop procedures for receiving and reviewing information relating to improving the access and development of the library.

### Procedures

#### By-Laws:

1. The Library Advisory Group may establish such bylaws, as it deems necessary to conduct its business in an orderly manner. By-laws must be approved by a majority vote of the Faculty Senate.

## 2. Officers

- a. The Library Advisory Group shall have a Chair, Vice Chair and Secretary.
- b. The Chair shall schedule and preside over meetings.
- c. The Vice Chair shall assume the Chair's responsibilities in the Chair's absence.
- d. The Secretary shall keep appropriate records of all proceedings of regular meetings. Copies of these proceedings will be sent to the Chair of the Faculty Concerns Committee and to the Reserve Room of the Library within 5 working days of the meeting.
- e. All officers will serve one-year terms and are elected from within the Advisory Group membership. A two-thirds majority of the Advisory Group membership is required to recall an officer. In the event of a successful recall resolution, an election of replacement officer(s) will occur immediately.
- f. A simple majority of the voting membership shall constitute a quorum. Recommendations of the Advisory Group must be approved by a majority of the members present and voting.

## **Student Learning Assessment Advisory Group**

### Membership

#### *Faculty*

Four (4) faculty with a special interest in and/or background in student learning assessment, appointed by the Provost.

#### *Administrators*

- a. Director of Assessment and Institutional Research
- b. One Academic Affairs Administrator appointed by the Provost
- c. One Student Affairs Administrator appointed by the Vice President

### Purpose

1. The purpose of the Student Learning Assessment Advisory Group is to advise the Provost regarding issues of student learning assessment.
2. The Advisory Group will identify strategies to improve both student learning and the process of assessment of student learning.
3. Both sets of recommendations will contribute to the University's process of budget development and resource allocation.
4. Specific tasks are assigned to the Advisory Group.
  - a. Promulgate and maintain a common language of assessment.
  - b. Review existing assessment practices and measures, monitor their effectiveness, and suggest modification as appropriate.
  - c. Recommend guidelines and policies for all aspects of student learning assessment activities.

- d. Coordinate assessment of the general education program. Review the bi-annual assessment reports of programs and provide feedback.
- e. Recommend actions to enhance assessment and student learning.
- f. Recommend actions for consideration in budgeting and resource allocation.
- g. Monitor the quality of the assessment of student learning that is embedded in campus structures and processes and make recommendations for improvements as necessary.
- h. Establish and revise as necessary the appropriate protocol for reporting assessment activities.

## Procedures

1. The Advisory Group, at its discretion, may invite additional individuals with particular expertise to participate in its deliberations.
2. The Advisory Group shall have two officers: A Chair and a Secretary. Either the Director of Assessment and Institutional Research or the administrator from Academic Affairs shall serve as Chair. Members of the Advisory Group will elect the Secretary.
3. The Advisory Group will meet once each month during the academic year. The Chair of the Advisory Group may call additional meetings.
4. A simple majority of the voting membership shall constitute a quorum. Recommendations of the Advisory Group must be approved by a majority of the members present and voting.

## **Academic Technology Advisory Group**

### Membership

#### *Administrators*

- a. Chief Information Officer (non-voting)
- b. Provost Office designee
- c. Director of IT Services
- d. Manager of IT Instructional Design and Technology
- e. Director of Assessment and Institutional Research or designee
- f. Director of the Library or designee

#### *Faculty (staggered two-year terms)*

- a. Four (4) faculty (at least one per College)

### Purpose

The Academic Technology Advisory Group will review issues relating to the use of computing and information technologies at the University. The Advisory Group will make recommendations to the IT Governance Steering Committee regarding the development, purchase, distribution, and application of

computing and information technologies at FSU.

The Academic Advisory Group will also carry out other duties as may be assigned to it by the Provost or the Faculty Senate.

### Procedures

1. The Academic Technology Advisory Group may, at its discretion, invite additional individuals with particular expertise to participate in its deliberations.
2. The Academic Technology Advisory Group shall have two officers: a Chair and a Secretary. Members of the Advisory Group will elect the chair and the Secretary.
3. The Chair of the Academic Technology Advisor Group will be a member of the IT Governance Steering Committee.
4. Regular meetings of the Advisory Group will meet at least two times per fall and spring semester. The Chair of the Advisory Group may call additional meetings.
5. The Chief Information Officer will be a nonvoting member of the Advisory Group.
6. A simple majority of the voting membership shall constitute a quorum. Recommendations of the Advisory Group must be approved by a simple majority of the members present and voting.

## **University Marketing Advisory Group**

### Membership

#### *Administrators*

- a. Director, Media Relations (Chair)
- b. Assistant Director, Media Relations
- c. Director, Recruitment Services
- d. Director, Admissions
- e. Director, Publications
- f. SES representative, liaison with Council on Retention
- g. Director, Residence Life
- h. Director, Special Projects

#### *Faculty*

- a. Chair, Business Management Department
- b. Representative, Mass Communications
- c. Representative, Graphic Arts
- d. One faculty member elected at large.

#### *Students*

- a. Representative, SGA
- b. Media Relations intern
- c. Representative, at the invitation of the Committee (optional)

### Purpose

The Marketing Task Group serves as an advisory group for all institutional-wide marketing efforts. It also allows for the sharing of various campus initiatives to decrease the duplication of efforts. It uses as its guide the Strategic Marketing Plan written and approved by the University in 1995. Among its duties are:

- 1. Review of recruitment publications, WEB site, video.
- 2. Brainstorming for public relations efforts.
- 3. Pooling advertising resources for maximum results.
- 4. Sharing and responding to various survey results related to public relations and marketing.
- 5. Overseeing a marketing budget to its best use.

### Procedures

- 1. The task group will meet no less than once a month, often twice a month during the spring when several initiatives are underway.
- 2. The task group prepares a budget by April that will be submitted and presented to the Cabinet for its approval.
- 3. The Director of Media Relations serves as Chair and is responsible for the maintenance of the budget, minutes and other additional correspondence. The Chair also reports to the Vice President of University Advancement.

## **University Council on Retention**

### Membership

#### *Administrators*

- a. Provost designee
- b. Vice President for Student and Educational Services designee
- c. Vice President for Enrollment Management designee
- d. Vice President for Administration and Finance designee
- e. Vice President for University Advancement designee

#### *Faculty*

Three (3) faculty elected at large (one from each College)

#### *Students*

Two students, one commuter and one resident, to be appointed by the President of SGA

## Purpose

The Council on Retention will perform the following duties:

1. Review current policies and procedures to promote increased retention of students.
2. Recommend initiatives designed to increase student retention.
3. Maintain communication with the campus regarding retention initiatives and goals on retention reported to external agencies.

The Council on Retention will also carry out such other duties as may be assigned by the Provost and Vice President for Student and Educational Services.

## Procedures

1. The Council on Retention may, at its discretion, invite additional individuals with particular expertise to participate in issues related to retention.
2. The Council on Retention shall have two officers: a Chair and Secretary. The Chair is the designee of the Vice President for Enrollment Management. The members of the Council will elect the Secretary.
3. The Council on Retention shall report to the Vice President for Enrollment Management.
4. The Council on Retention shall create a timetable for meetings and the enactment of its duties.
5. The Council on Retention will meet once each month during the academic year.
6. The Chair may call additional meetings.

## **President's Advisory Council on Substance Abuse Prevention**

### Membership

#### *Administrators*

1. Dean for Student Development
2. Three (3) SES staff (Activities, Counseling, Residence Life)

#### *Faculty*

Four (4) faculty (at least one from each academic College) to be named by the Deans

#### *Students*

Four (4) students (SGA, BURG, RHA, Greek)

### Purpose

To provide comprehensive guidance and attention to substance abuse issues and their impact at FSU. The council will initiate and recommend University action on policy and implementation of campus prevention initiatives, and community impact. The Council will present written recommendations to the president.

### Procedures

Each term will rotate for two years except for student representatives who will serve for one year. Will meet monthly or as needed to address ongoing campus AOD issues.

## **President's Advisory Council on Diversity**

### Membership

The President upon the recommendation of the Council appoints members.

### Purpose

The charge of the President's Advisory Council on Diversity is to recommend programs and actions that increase awareness and appreciation of other cultures, that promote harmony among all groups (and peoples), that address the particular problems faced by women and various minority groups, and that sensitize the University to the problems of sexual harassment.

### Procedures

The group will meet on the fourth Monday of the Month at 4 p.m.

## **Center for Teaching Excellence Advisory Group**

### Membership

#### *Administrators*

Director for the Center for Teaching Excellence, Chair (nonvoting)

The Director will be nominated by the members of the Center for Teaching Excellence Advisory Group and appointed by the provost.

#### *Faculty*

One (1) faculty member from each college, elected at large.

Two (2) additional faculty members elected at large.

Nomination and election of faculty members will take place in the annual spring elections conducted by the Vice Chair and Secretary of the Faculty Senate, and according to the procedures established by the Nominations and Elections Committee of the Faculty Senate.

## Purpose

The Center for Teaching Excellence Advisory Group will act as a general advisory committee to the Director of the Center for Teaching Excellence. Its responsibilities include:

1. Facilitate and encourage faculty to learn about effective pedagogy used by colleagues at FSU and elsewhere.
2. Organize activities for individual faculty, departments, groups of faculty, and the University to reflect on student learning goals and actual outcomes.
3. Stimulate and encourage faculty to reflect on their teaching and search for areas that may need improvement.
4. Connect faculty with current research and other available resources on student learning and instruction.
5. Provide new faculty with resources to help them develop teaching strategies that will enhance their teaching and improve student learning.

## Procedures

1. The Center for Teaching Excellence Advisory Group, at its discretion, may invite additional individuals with particular expertise or with a demonstrated interest in the mission of the Center to participate in deliberations.
2. The Center for Teaching Excellence Advisory Group shall have two officers: a Chair and a Secretary. The Director of the Center for Teaching Excellence shall serve as the nonvoting Chair of the Advisory Group. Members of the Advisory Group will elect the Secretary. The Center for Teaching Excellence Advisory Group will meet twice each month during the academic year. The Chair of the Advisory Group may call additional meetings.
3. The Chair will consult with the provost early in the academic year and thereafter as needed, to discuss the planned activities of the Center.
4. The Chair will submit requests for the allocation of funds for CTE projects to the provost for approval before undertaking any activities.
5. A simple majority of the voting membership shall constitute a quorum. Recommendations of the Advisory Group must be approved by a majority of the members present and voting.



## General Education Program Review Committee

### Membership

#### *Administrators*

Director of Assessment and Institutional Research or Designee  
One Academic Affairs Administrator appointed by the Provost

#### *Faculty*

Ten faculty members, at least one from each college and no two from the same department, with a special interest and/or background in student learning assessment or general education appointed jointly by the Provost and the Chair of Faculty to staggered three-year terms to ensure representation of the following:

- Each department that offers courses in the Core Skills component of the GEP
- One department regularly offering courses in each of the six Modes of Inquiry:
  - Group A: Fine and Performing Arts
  - Group B: Humanities
  - Group C: Natural Sciences
  - Group D: Behavioral and Social Sciences
  - Group E: Interdisciplinary Colloquia (IDIS)
  - Group F: Identity and Difference
- One department that does not regularly offer courses in the GEP
- The Library

#### *Student*

One student selected by the Student Government Association

### Purpose

The General Education Program Review Committee is a standing University Advisory Committee dedicated to the assessment and improvement of the General Education Program.

1. Coordinate the assessment of the General Education Program, including
  - a. Reviewing and make recommendations on the procedures for the assessment of the learning goals and associated learning objectives of the General Education Program by the Academic Departments and the Library, including
    - i. Reviewing and recommending assessment instruments and rubrics;
    - ii. Reviewing and approving departments, courses, and assessment events as appropriate for assessment of GEP learning goals and associated learning objectives; and
    - iii. Grounded in the assessment data, periodically update the list of GEP objectives to be assessed in a given assessment cycle to ensure all GEP learning goals and associated learning objectives are covered.
  - b. Reviewing benchmarks for GEP learning goals and associated learning objectives;

- c. Receiving and reviewing GEP assessment data from Academic Departments, the Library, and the Offices of the Provost and Assessment and Institutional Research;
  - d. Reviewing syllabi of existing GEP courses to determine coverage of GEP learning goals and associated learning objectives;
  - e. Making recommendations for improvement of learning outcomes in the GEP based on assessment data; and
  - f. Communicating assessment outcomes and resulting recommendations to the Student Learning Assessment Advisory Group, the Office of the Provost, and to any appropriate academic department(s), committee(s), or campus unit(s) that could implement the recommendations.
2. Facilitate campus-wide review and revision of the structure, goals, and objectives of the General Education Program, including
  - a. Presenting assessment outcomes and recommendations at open campus forums and receiving feedback;
  - b. Reviewing and making recommendations on the addition, removal, and revision of GEP learning goals and associated learning outcomes;
  - c. Reviewing and making recommendations on the criteria for course inclusion in the GEP and providing those criteria to the University Undergraduate Curriculum Subcommittee to implement during the curriculum review process;
  - d. Monitoring offerings of GEP courses and making recommendations to improve offerings;
  - e. Reviewing General Education Programs at sister, peer, and aspirational institutions as well as monitoring national trends and best practices in General Education;
  - f. Reviewing Code of Maryland (COMAR) requirements for General Education at 4-year institutions to ensure FSU remains in compliance;
  - g. Periodically facilitating campus-wide dialogue on the GEP based on assessment outcomes and institutional priorities leading to recommendations to revise the structure, goals, and objectives of the GEP; and
  - h. Communicate any recommendations on the revision of the structure, goals, and objectives of the GEP to the campus community and to appropriate University Committee(s) and/or Subcommittee(s) for review.
3. Identify faculty development needs and opportunities related to the GEP and administer and award any funds provided by the Provost's Office to meet those needs.

## Procedures

1. Officers
  - a. The Committee shall elect from its members a Chair, a Vice-Chair, and a Secretary to serve one-year terms.
  - b. The Chair shall set the agenda and preside over meetings.
  - c. The Vice-Chair shall assume the Chair's responsibilities in the Chair's absence.
  - d. The Secretary shall keep appropriate records of all proceedings of regular meetings.

2. The Committee shall meet at least once per month during the Academic Year (August – June).
3. All members of the Committee are voting members, and a quorum shall be a simple majority of the members.
4. The Committee may, at its discretion, invite additional individuals with particular expertise to help the Committee carry out its responsibilities. These individuals shall not be voting members.
5. The Committee shall establish such additional procedures as deemed necessary to conduct its business in an orderly fashion.

### Summary of University Committee Membership

ACADEMIC AFFAIRS	Administrators	Faculty	Students
	<ul style="list-style-type: none"> <li>- Provost*</li> <li>- 1 Academic Dean</li> <li>- Registrar</li> <li>- Library Director*</li> </ul>	<ul style="list-style-type: none"> <li>- 7 Faculty Senators (2 per Liberal Arts and Sciences, 1 per Business, 1 per Education, 3 at large)</li> <li>- Chair of Academic Standards Subcommittee</li> <li>- Chair of University Undergraduate Curriculum Requirements Subcommittee</li> </ul>	1
FACULTY CONCERNS	Administrators	Faculty	Students
	0	<ul style="list-style-type: none"> <li>- 10 Faculty Senators (2 per Liberal Arts and Sciences, 1 per Education, 1 per Business, 1 faculty in library services, 1 non- tenure track, 4 at large)</li> <li>- 3 Representative of the CUSF (ex- officio)</li> <li>- Chair of the Chairs' Council (or designee)</li> <li>- Chair of Faculty Development and Sabbatical/Research Leave Subcommittee (or designee)</li> <li>- Chair of Faculty Promotion and Tenure/Permanent Status Subcommittee (or designee)</li> <li>- Chair of Faculty Handbook Subcommittee (or designee)</li> </ul>	0
GRADUATE COUNCIL	Administrators	Faculty	Students
	<ul style="list-style-type: none"> <li>- Provost*</li> <li>- Director of Graduate Services</li> </ul>	<ul style="list-style-type: none"> <li>- 9 Graduate Faculty, 1 Library Representative</li> <li>- 2 Faculty Senators</li> </ul>	1
INSTITUTIONAL PRIORITIES AND RESOURCES	Administrators	Faculty	Students
	<ul style="list-style-type: none"> <li>- V.P. for Administration and Finance* (upon request)</li> </ul>	<ul style="list-style-type: none"> <li>- Chair of the Faculty</li> <li>- 5 Faculty Senators</li> </ul>	0

\*Nonvoting Member

## Meeting Times for University Governance Bodies

Note: All meeting times are 4:00 to 5:00 p.m. or later as need requires.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
One	Reserved for Department/ Library or College Faculty Meetings		Faculty Senate		Administrative Task Groups
Two	Graduate Council  Institutional Priorities and Resources Committee		Academic Affairs Committee  Faculty Concerns Committee		Faculty Development Programs
Three	University Subcommittees (Standing)		Faculty Senate Steering Committee		Administrative Task Groups
Four	University Subcommittees (Ad Hoc)		Chairs' Council (3:00 to 4:45 p.m.)		Faculty Development Programs

## Summary of Committee Structure and Procedures

	Standing University Committees	Standing University Subcommittees	Senate Ad Hoc Committees
To Create	Charter approved by 2/3 vote of Faculty Senate	Charter approved by 2/3 vote of Faculty Senate	Formed by Faculty Senate
Duration of Committee	Standing	Standing	Disband at end of academic year or at other specified end date
Duties	Major governance bodies of University; specific duties assigned in charter	Regular duties which persist over time and are detailed in separate charter	Deal with a specific task or issue of limited duration; written charge from Faculty Senate
Means of Selecting Faculty Members	Combination of Faculty Senators and faculty elected at large	Faculty elected at large	Faculty appointed by Faculty Senate
Faculty Terms of Office	Staggered 2-year terms	Staggered 2-year terms	For life of committee

	Standing Administrative Advisory Groups	Administrative Ad Hoc Task Groups	Adjudicative Committees	Mandated Committees
To Create	Formed under authority of senior administrative officer with the advice of the Chair of the Faculty	Formed under authority of senior administrative officer with the advice of the Chair of the Faculty	Charter approved by 2/3 vote of Faculty Senate	Formed under authority of Board of Regents or based on requirements of other external agency or group
Duration of Committee	Standing	At the pleasure of appointing administrator	Standing	Standing
Duties	Assist administrator with a routine task; written charge from administrator who creates group	Assist administrator with a specific task; written charge from administrator who creates group	Specific duties assigned in charter	Written charter based on guidelines of the Board of Regents or other external agency or group
Means of Selecting Faculty Members	Combination of Administrative appointments and faculty elected at large	Administrative appointments or a combination of administrative appointments and faculty elected at large	Faculty elected at large	Faculty elected consistent with guidelines established by Board of Regents or other external agency or group
Faculty Terms of Office	Staggered 2-year term	Staggered 2-year term	Staggered 2-year terms	Staggered 2-year terms

## **University System of Maryland (USM) Member Institutions**

Bowie State University

Coppin State University

Frostburg State University

Salisbury University

Towson University

University of Baltimore

University of Maryland, Baltimore

University of Maryland, Baltimore County

University of Maryland, College Park

University of Maryland, Eastern Shore

University of Maryland, University College

University of Maryland Center for Environmental Science

### **Regional Higher Education Centers**

Universities at Shady Grove

University System of Maryland at Hagerstown