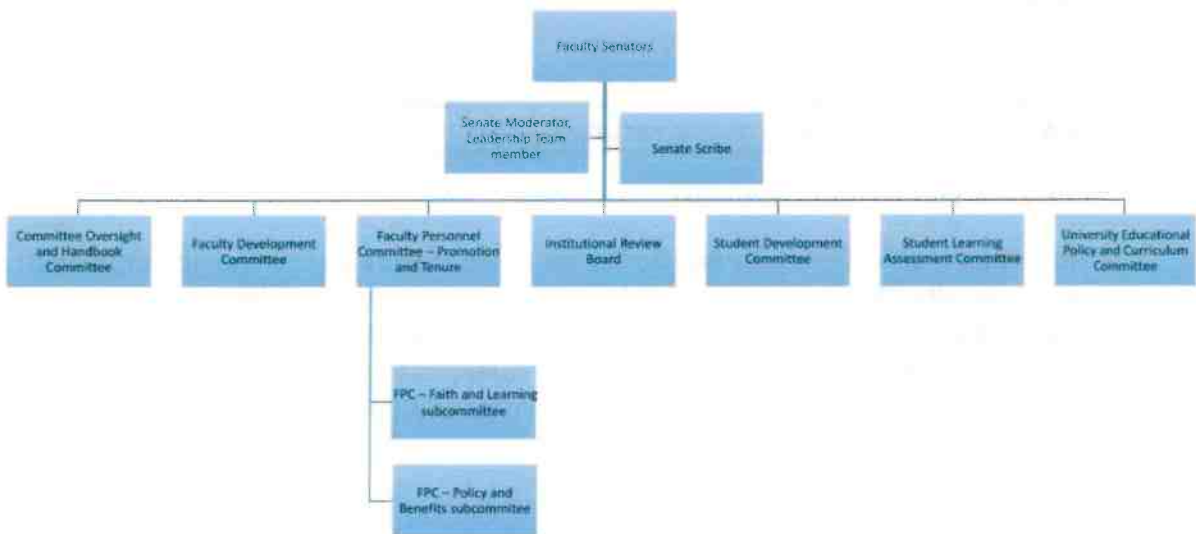


3.10 Shared Governance: Senate and Standing Committees of the Faculty

Sections 3.10 and 3.11 of this FHB describe the functioning of governance of the College of Arts and Humanities (CAH), Templeton Honors College (THC), College of Business and Leadership (CBL), College of Education and Behavioral Sciences (CEBS), and College of Health and Sciences (CHS), but does not include Palmer Theological Seminary and College (PTSC) or Esperanza College (EC), which have their own handbooks and governance documents.

Much of the practical policy and planning of the University is worked out by the faculty through standing and *ad hoc* committees. Each Member of the Faculty, as well as academic administrators, are expected to serve on one of the standing committees (outlined below) that share in the governance responsibilities of the University. Faculty may serve up to three consecutive two-year terms on any one committee. New faculty members are not required to serve on a committee or perform other institutional service during their initial year of employment. Administrators will be expected to serve on a number of different committees in an *ex officio* capacity, as indicated in section 3.11.2 Membership.



Assignments of Members of the Faculty to standing committees are facilitated by the Committee Oversight Committee, in consultation with the Senate Moderator, the appropriate academic Dean, and the Provost, and approved by the University Faculty Senate.

Committees meet as often as necessary to fulfill their individual mandates, and they report formally to the faculty as a whole at least once per semester. Reports should be in writing—when possible, circulated in advance with the agenda to the faculty meeting—as well as accompanied by oral comments and answers to questions from the faculty. Each committee keeps minutes of each of its meetings, and these are circulated to all the members of the committee within one week. When minutes are approved, they are sent to the Faculty Senate Liaison for posting (when appropriate) on the [University Faculty Governance](#) shared drive.

A Member of the Faculty who has served as Chair of a standing committee or as Moderator of the Faculty Senate for two (2) consecutive years may be temporarily excused from an expectation of institutional standing committee service for a period of one year. (Faculty may, however, choose to continue to serve, if they so desire.)

The Senate Moderator shall ask a member of each committee who is a Member of the Faculty to convene the initial committee meeting of an academic year for the purpose of electing a chairperson from among committee members.

Appointments to *ad hoc* committees and task forces, which may be made by a variety of people—e.g., the Provost, Deans, committee chairs—must also be approved by the Senate. Students may be appointed to the membership of a committee by the appropriate student association.

3.11 Standing Committees of the Faculty

3.11.1 Names and Responsibilities

In addition to the University Faculty Senate, there shall be eight standing committees of the faculty. The committees shall have the following responsibilities, and may form subcommittees in order to fulfill these responsibilities, with each subcommittee being accountable to the full committee. Each committee elects its own chair and scribe, and submits meeting minutes/attendance to its designated Senate liaison.

1. The Committee Oversight Committee

- a. The members of the Committee Oversight Committee will be appointed in the Spring semester each academic year in consultation with the Faculty Senate Moderator and approved by the Faculty Senate. The Moderator shall serve as an *ex officio* member.
- b. The Duties of the Committee Oversight Committee include the following:
 - i. Populate each faculty standing committee for the upcoming academic year, and present the committee assignments to the Faculty Senate for approval in the May preceding the next academic year. This is done after administering

- yearly surveys of faculty (finishing two or more years on a committee) based on preference, and reflecting on the University's commitment to diversity.
- ii. In consultation with the Provost's Office, monitor and maintain: 1) a master list of all faculty members who are eligible for committee work for each academic year; 2) a master list of standing committees to keep track of the length of service of committee members.
 - iii. Maintain an online form housed on the provost website that allows committee members to provide voluntary feedback on committee chairs. This information will be monitored by the appropriate Dean, Faculty Senate Moderator, and/or Chair of the Committee Oversight Committee.
 - iv. Oversee exceptions to committee service.
 - v. The Committee Oversight Committee will annually review and adjust committee sizes in consultation with committee chairs.
 - vi. Facilitate yearly elections for the University Faculty Senate each Spring, and for the Moderator-elect of the Senate every other year.

2. The Faculty Personnel Committee

The Faculty Personnel Committee shall recommend to the Board of Trustees, via the faculty, the appropriate academic Deans, the Provost, and the President, policies governing faculty personnel matters, including, but not limited to salaries and benefits; recommend policies and procedures to the faculty governing the evaluation of faculty for appointment, re-appointment, promotion, tenure, and tenure reaffirmation; evaluate faculty, at the times specified in Chapter 4, and recommend faculty to the Board of Trustees, via the appropriate Dean, the Provost, and the President, for promotion, tenure and tenure re-affirmation. The Committee organizes its work around three subcommittees: (1) the Faith and Learning subcommittee; (2) the Policy subcommittee; and (3) the Promotion and Tenure subcommittee. The Faith and Learning subcommittee is responsible for evaluating the Faith and Learning Papers/Projects. The Policy subcommittee focuses its efforts on matters relating to academic policy and faculty concerns. The Promotion and Tenure subcommittee (consisting of only tenured faculty members) is responsible for evaluating faculty portfolios for promotion and tenure and making recommendations to the respective Dean, the Provost, and the President, and through them to the Board of Trustees.

3. The Faculty Development Committee

The Faculty Development Committee shall: review the development needs of the faculty in the four areas of evaluation: teaching, scholarship, spiritual modeling and nurturing, and service; have as its central purpose formative evaluation (while the Personnel Committee purpose is summative evaluation);

devise rule confidentiality to provide a safe place where faculty can address weaknesses; recommend development policy to the faculty as regards sabbaticals, the allocation of faculty development funds, and other matters, with the designated administrator* administering these in accordance with policy; design and construct workshops and other activities to meet identified faculty development needs; devise mentoring programs for faculty, and accept referrals for remediation and growth from the Faculty Personnel Committee and others; request money from the designated administrator for identified purposes of faculty development, including (but not limited to) workshops, training events, and other special professional assistance; evaluate applications for competitive grants and determine the winners of these each year; review marginal or unusual requests for sabbaticals or faculty development funds, i.e., those cases for which policy does not indicate a course of action; receive appeals regarding denied faculty development funds and decide upon these according to policy; receive appeals regarding denied sabbaticals and evaluate and make recommendations to the chief academic officer according to policy. The Faculty Development Committee shall consist of: The University's Director of the Center for Teaching, Learning & Technology (CTLT) and a minimum of five faculty members appointed by the Faculty Senate, these representing different areas of the University. The committee is chaired by the faculty development administrator or, in the case of a vacancy, by a chair elected from among the committee members.

Duties of the Director of the Center for Teaching, Learning, and Technology (CTLT) include assisting faculty anticipating tenure review with identifying a tenured faculty mentor for the writing of their Faith and Learning Paper/Project (this should be conducted in a consultative, rather than directive, role), assisting faculty needing or desiring help in pedagogical skills, and helping to plan Faculty Workshops as an *ex officio* member for the Faculty Development Committee. The Director of CTLT may act as a mentor to some, but certainly not to all, faculty and will routinely follow-up to ensure that faculty are making progress. The Director of CTLT will report to the Academic Deans and be responsible to them for evaluation, but s/he will maintain strict confidentiality about individual faculty.

*In all cases, the “designated administrator” refers to the person who administers the faculty development budget for the year.

4. The Student Development Committee

- a. The Student Development Committee (SDC) shall provide faculty the opportunity to review and collaborate in holistic issues affecting student life and development. The committee will act as a liaison between Student Development personnel and Faculty, will represent the voice of faculty and make recommendations pertinent to the accomplishment of SDC goals and initiatives, including:

- i. Being briefed, asking questions, and making recommendations concerning such things as residence life, student advising, retention initiatives, student health, career development, leadership programs, intercollegiate athletics, intramural athletics, student Christian formation programs, counseling and academic support programs and student activities.
- ii. Consulting and recommending actions regarding risk management and compliance matters.
- iii. Occasionally functioning as members of a hearing committee and making recommendations to the Vice Provost for Student Development and the Dean of Students regarding Title IX and disciplinary matters. Members of the SDC may be asked to be part of a final appeal committee for students with disabilities.
- iv. Engaging in issues pertaining to student community standards and discipline.
- v. *Members:*
- vi. Full-time teaching faculty as appointed by the Committee Oversight Committee, including two designated Faculty Athletic Representatives
- vii. *Ex Officio Members:*
 - 1. Vice President for Student Development
 - 2. Dean of Students
 - 3. University Chaplain
 - 4. Athletic Director

5. The University Educational Policy and Curriculum Committee

The University Educational Policy and Curriculum Committee (UEPCC) is an administrative committee composed of faculty and administrative staff. As the University's primary authority in curricular matters, it manages the process and makes decisions that ensure the University's program curricula are suitable to its mission, aligned to its strategic objectives, and compliant with the requirements of external agencies and accreditors. To these ends, it provides and interprets policies that ensure broad and competent community participation in the curricular process. The committee's administrative members shall be the Provost, the University Registrar, the VP for Institutional Planning and Effectiveness, the academic dean of Esperanza College, and two college deans selected by the Provost. Faculty representation shall be six members selected by the Committee Oversight Committee, with collective competence in general education and in undergraduate- and graduate-level higher education. The Faculty Senate Moderator shall be an *ex officio*, non-voting member of the committee, attending meetings when the Moderator deems it important. The committee chair shall be the Provost or a designee thereof. If the chair is the Provost or another administrative designee, then the vice chair shall be a faculty member selected by the participating faculty. If the designated chair is a faculty member, then the Provost shall serve

as the vice chair. The UEPCC shall invite additional administrative and faculty as non-voting representatives to participate in its committee-meeting deliberations when deemed important and appropriate by the chair.

Primary Duties:

- a) oversee university-wide educational policy and curriculum matters;
- b) ensure that curricular processes and decisions are informed by, and well-suited to, the University's missional, strategic, and fiscal priorities, and are appropriate for our operational systems;
- c) ensure, with reasonable notification, that the curricular process provides formal opportunities for all faculty members to offer comments and advice prior to substantive decisions rendered by the UEPCC. The comment period shall be at least 7 days but may be extended, by committee vote, if substantive concerns are raised during the comment phase;
- d) review, discuss, seek clarification on, and vote on all curricular proposals;
- e) review, discuss, seek clarification on, and vote on all educational and curricular policies;
- f) determine which curricular proposals must be forwarded to the EU board and/or to external accreditors and agencies;
- g) determine which university policies and procedures fall under the jurisdiction of the University's curricular process;
- h) arbitrate community disagreements about curricular procedures and decisions;
- i) consider and vote on changes in following curricular matters: university academic policies and procedures, course and program modifications, new courses and program, course and program eliminations, and substantive changes in admission criteria for academic programs;
- j) inform all faculty members about any substantive decisions rendered by the committee.

Procedural Duties:

- a) meet at least three times annually, preferably in advance of each University Faculty Meeting (and at other times as necessary);

- b) convene additional meetings with faculty constituencies, or with the faculty *writ large*, as necessary to promote healthy and informed deliberation;
- c) create forms and documents needed to facilitate that activity of the committee;
- d) manage communication plans and deliberative processes for committee's activities;
- e) preserve a permanent electronic record of the committee's deliberations and final decisions regarding substantive matters of policy and curricula;
- f) make decisions by pursuing consensus. In the absence of consensus, proposals are approved only with the support of a majority that includes both the chair and vice-chair;
- g) table decisions that are not resolved through the previous provision if the chair and vice chair agree;
- h) forward matters that are not resolved or tabled to the University President, who will render final decisions;
- i) Oversight of Procedural Duties: the Provost shall coordinate with the chair/vice chair to ensure that all of the procedures are followed as enumerated above.

Rubric 5.1: Curricular Decision Scenarios
(Key for this and rubric below at bottom of section below)

ELEMENT	FACULTY	DEPT	DEAN	UEPCC	LT	PRES
Course Modification	R	C	R	A	-	SA
New Course	R	C	R	A	-	SA
Course Eliminations	R	C	R	A	-	SA
Core Modification	R	C	R	A	-	SA
Program Modification	R	C	R	A	-	SA

New Program	R	C	R	R	A	SA
Esperanza College	Approved by EC-EPCC and EC Council			A	-	SA

Rubric 5.2: Educational and Curricular Policy Decision Scenarios

ELEMENT	FACULTY	FSWG	UEPCC	CFO	PRES
Policy without budget implications	C	C	R	-	SA
Policy with budget implications	C	C	R	A	SA

Rubric 5.3: Exception to Policy Decision Scenarios (for information purposes only)

ELEMENT	PROG CHAIR	DEAN	FIN AID	STU ACCT	REG	PROV
Exceptions without budget implications	R	A	C	C	A	C/SA
Exceptions with budget implications	R	A	C	C	A	A/SA

Rubric Key:

R	Recommendation Authority	FIN AID	Financial Aid
C	Consultative Role	LT	Leadership Team
A	Approval Authority	FSWG	Financial Systems Working Group
SA	Super Authority	PRES	President
C/SA	Consultative Role, SA if necessary	PROG CHAIR	Program / Department Chair
A/SA	Approval Authority, SA if necessary	PROV	Provost

DEPT	Department	REG	Registrar
EC	Esperanza College	STU ACCT	Student Accounts
EPCC	Educational and Policy Curriculum Committee		

Rubric Authority and Role Definitions:

Super Authority (SA):	Renders final decisions in the context of process indeterminacy; authority to reverse otherwise “settled” decisions rendered at lower levels in the institution.
Approval Authority (A):	Renders final decisions, either independently or with others.
Recommendation Authority (R):	Initiates strategic and tactical decisions and actions.
Consultative Role (C):	Advises decision-rendering parties.

6. The Institutional Review Board

The Institutional Review Board Committee shall review all proposed research involving human subjects conducted by faculty, personnel, and students at Eastern University, as well as all proposed research conducted by external researchers seeking to include Eastern University students or faculty. The purpose of the IRB Committee is to review ethical implications and procedures within research proposals in order to ensure the safety and welfare of research subjects according to federal regulations regarding research with human subjects promoted by the Office for Human Research Protections and the Department of Health and Human Services. The primary purpose of the IRB is to promote ethical human research and to ensure that research participants are treated justly. In accordance with these goals, the IRB assesses research projects to ensure they are operating for the common good by minimizing unintentional harm and maximizing benefits, respecting individuals’ rights and ensuring that participants are fully informed of their rights, and fairly distributing benefits and costs to stakeholders. The IRB Committee will review and modify policies and procedures related to reviewing research proposals in order to align with federal regulations. During the review of research proposals, the IRB Committee may request changes/modifications prior to approval, grant approval, or disapprove of the study. When such need arises, the IRB Committee will also

investigate and deliberate regarding situations involving possible ethical violations or unanticipated consequences within research. In such cases, the IRB will consult with relevant leadership personnel when determining consequences and action steps. The IRB Committee is overseen by the Provost and works in collaboration with the Office for Institutional Research. The IRB Committee must consist of a *minimum* of five faculty members from various backgrounds, in addition to a representative outside of the institution.

7. The Keepers of the Handbook Committee

The members of the Keepers of the Handbook Committee will be appointed by the Faculty Senate through the Committee Oversight Committee each academic year.

The Duties of the Keepers of the Handbook Committee include the following:

- a. Receive from any interested party suggestions, observations, and questions about improvements to the faculty handbook and refer those to the appropriate faculty committees or administrative officers for action. Keep track of all such items and the action taken on them by the Committee, and post an up-to-date log of these items that is accessible to all faculty.
- b. Keep track of all endorsed, approved and authorized changes to the Handbook, monitor the timely and appropriate revisions to the Handbook based on those changes made by the Provost's office, and post an up-to-date log of these processes that is accessible to all faculty.
- c. Monitor compliance with the Protocols section of the handbook through, among other methods, requesting and analyzing a yearly report from the Provost's office of all changes made to the handbook.
- d. Report any failures to follow the Protocols for handbook revision to the Faculty Senate.
- e. Provide a periodic review of the handbook to ensure that the document is internally consistent and that the policies and procedures can be followed.
- f. Provide a yearly report to the faculty that details all actions taken by the Keepers in fulfillment of the aforementioned duties.

8. The Student Learning Assessment Committee

The Student Learning Assessment Committee shall: oversee the assessment of student learning and developmental outcomes as delineated by the Eastern University mission statement; assess student learning in the general education curriculum; assist academic programs in conducting periodic review; make recommendations to administration, faculty, and staff on how to improve student learning and developmental outcomes based on assessment data (qualitative and

quantitative, as appropriate). The Vice President for Institutional Planning and Effectiveness (or designee) serves as an *ex officio* member. The Student Learning Assessment Committee shall consist of appropriate representatives from each college, decided upon in consultation with the Committee Oversight Committee.

3.11.2 Membership

3.11.2.1 Composition and Voting

The membership of each standing committee shall include the following personnel:

- a) At least five (5) Members of the Faculty (as defined by the “Constitution,” article 2, section 1), with voice and vote, including the chairperson of the committee. Special circumstances may require modification of the number of Members of the Faculty who serve on a particular committee.
- b) *Ex officio* Members and *ex officio* Associates of the Faculty (as defined in the “Constitution, article 2, sections 2 and 4) or designees (to be determined annually), with voice and vote, as follows:
 - 1) The Provost and the academic Deans shall be *ex officio* Members of the Faculty Personnel Committee.
 - 2) The Vice President for Student Development and the Dean of Students shall be *ex officio* members of the Student Development Committee.
 - 3) Two Deans appointed by the Provost, the Registrar, and the Vice President for Institutional Effectiveness shall be *ex officio* members of the University Educational Policy and Curriculum Committee.

Voting members of committees are expected to attend all meetings. A quorum shall consist of 60% of the voting members of the committee.

Each committee may invite additional faculty, administrators, staff, and/or students to attend committee meetings as consultants, with voice but not vote.

3.11.2.2 Term of Office

The term of office of all committee members shall be two years, with the members being appointed at the end of the spring semester, and taking office at the beginning of the following fall semester. Terms are renewable twice (up to six years on the same committee).

3.11.2.3 Appointment of Members, Convening of Committees and Election of Chairpersons

Through the Committee Oversight Committee, the University Faculty Senate shall recommend appointment of Members of the Faculty (as defined by the

“Constitution,” article 2, section 1) to committees, based on a survey of interests, giving consideration to College, department, and program affiliation, as well as to gender and racial diversity. All Members of the Faculty shall normally be appointed to membership on at least one standing committee, with committee members on sabbatical leave being inactive during that period. Faculty who serve on more than one standing committee or other university-level committee/task force/council may qualify for supplemental compensation.

Full-time students shall be appointed to membership on standing committees by the appropriate student association.

The Senate Moderator shall ask a member of each committee who is a Member of the Faculty to convene the initial committee meeting of an academic year for the purpose of electing a chairperson from among committee members.

3.11.3 Accountability

Each standing committee shall keep minutes of its proceedings and distribute the minutes to its members, and make them available to the constituencies represented in the membership of the committee. Copies of minutes of all committees will be sent to the designated Senate Liaison, who will see that, when appropriate, they are posted on the [University Faculty Governance](#) shared drive.

Each standing committee shall report in writing and orally to the full faculty when appropriate.