

Ratified by the Faculty Senate 02-19-09

POLICY AND PROCEDURES MANUAL FOR FACULTY SENATE STANDING COMMITTEES

Faculty standing committees that report to the Faculty Senate are: Academic Policies Committee; Assessment Committee; Curriculum Committees (Main Campus and WCCC); Distance Learning and Technology Committee; Distinguished Faculty Award Committee; Faculty Salary and Benefits Committee; Library Committee; Sabbatical Leave Committee; and Graduate Council.

A. Guidelines

The following guidelines apply to the standing committees of the Faculty Senate:

1. Faculty members are appointed by the Faculty Senate and serve rotating terms of three years. Terms of office shall run concurrent with the academic year. Committees with faculty member representation from each department shall have members elected by the representative department. Appointments for any given academic year will be identified and finalized by the end of the previous spring semester and implemented by the active vice president of the Faculty Senate.
2. Student representatives are appointed by the ASG and serve for the academic year.
3. Administrative officers serve at the pleasure of the president and are non-voting ex-officio members.
4. Committees elect their officers annually in the fall at the first meeting or in the spring at the last meeting for the following fall. For organizational purposes the Faculty Senate Vice President will designate one of the committee members responsible for organizing the first meeting until officers are elected by the committee.
5. Committees hold meetings as necessary to accomplish the purposes and to discharge the responsibilities assigned. Committees must meet at least once during the academic year.
6. The secretary of the committee keeps minutes and distributes them to the committee members, to the Faculty Senate, and to the Offices of the Vice President of Academic Affairs and the President.
7. Annual reports on the work of each committee are made to the Faculty Senate and to the Office of the President at the close of the academic year, or at the first meeting of the Senate in the fall.
8. Committees may establish subcommittees as necessary. Membership on subcommittees is not restricted to the members of the standing committees.
9. The president of the faculty senate, or a designated alternate, serves as an ex-officio member on all committees.
10. All charges to committees are to come from or be approved by Faculty Senate.

11. Committee proposals and/or policy recommendations, written as motions, are sent to Senate two weeks before members of the committee attend a Senate meeting to present the motion
12. By a two-thirds vote of the Senate, a report from a committee may be called for and action taken by the Senate.
13. Article II, Section 2, of the By-Laws of the Mesa State College Faculty Organization Constitution relates to committees.
14. By a majority vote of the committee or by recommendation of the officers, new items may be added to their agenda as long as they fall under the scope of their jurisdiction as outlined in the policies below.
15. Committee minutes and reports will be received by the Faculty Senate at the start of their regular meetings before other business is conducted, unless an exception is made by a majority vote of the Faculty Senate. The Senate can receive and act on minutes from the standing committees in the same meeting if they are sent to the Senate at least 7 days prior to that meeting.
16. Each standing committee has unique purposes which should be reflected in its composition. For the purposes of the composition of committees some committee representation will follow the model of WCCC or Group A, B, or C, described below. WCCC is the Western Colorado Community College

Group A departments:

Business

Kinesiology

Health Sciences

Group B departments:

Biological Sciences

Computer Science, Mathematics and Statistics

Physical and Environmental Sciences

Group C departments:

The Center for Teacher Education

Art

Theater, Music Theater, Dance and Speech

Music

Languages, Literature and Mass Communications

Social and Behavioral Sciences

These groups will be referred to in this document as the “Senate groups.” The purposes and compositions of the committees are as follows:

B. Committees

1. Academic Policies Committee

The Committee shall

- a. recommend to Faculty Senate policies pertaining to academic standards, honors, and other instructional and learning practices including recommendations concerning the academic calendar;
- b. recommend to Faculty Senate specific modifications to the Mesa State College Professional Personnel Employment Handbook as needed to reflect academic policies approved by the Faculty Senate;
- c. establish and review standards of ethical conduct for faculty;
- d. establish and review policies relative to faculty publications and research activities;
- e. study learning resource needs in relation to overall College programs and make recommendations;
- f. review faculty evaluation policies and procedures; and
- g. establish policies regarding student grievances and academic appeals issues.

The Committee shall be composed of two faculty members from each Senate group, one faculty member from WCCC, and one At Large faculty member. The Registrar (non-voting) serves as an ex officio member.

2. Assessment Committee

The Committee shall:

- a. monitor and evaluate the academic assessment activities of the College including minority student data, alumni survey results, general education, and program continuation, distance education, on-line education and early scholars program;
- b. recommend assessment criteria and methods;

- c. work with faculty to develop assessment plans for general education courses;
- d. participate in the program review process for the college; and
- e. work with the Office of the Vice President of Academic Affairs to provide a multi-year assessment plan.

The Committee shall be composed of one faculty member from WCCC and one faculty member from each academic department. The Director of Extended Studies, the Director of Institutional Research, and the Assistant Vice President of Academic Affairs will serve as (non-voting) ex officio members. The committee will be supported by a faculty member designated as Coordinator of Assessment by the Office of the Vice President of Academic Affairs.

3. Curriculum Committee -MSC

The Committee shall:

- a. study proposals from academic departments for curricular changes and satisfy itself
 - i. of the need for the change,
 - ii. whether the need is demonstrated,
 - iii. that the curriculum is balanced;
- b. study the manner in which the new curriculum can be articulated with existing programs, staff and facilities, and without duplication;
- c. study the role of non-credit courses and non-traditional credit activities (including those identified in the catalog) and their articulations with regular programs;
- d. examine program review documents and make recommendations to Faculty Senate on curricular issues;
- e. recommend to Faculty Senate patterns of action relative to curricular revision and development.

The Committee shall be composed of one representative from WCCC, one elected faculty member from each academic department, and one student. The student (non-voting) shall be appointed by ASG. The Registrar, Vice President of Academic Affairs or designee, a library representative, the academic schedule coordinator, and the president of the Faculty Senate serve as (non-voting) ex-officio members on the Committee.

4. Curriculum Committee -WCCC

The Committee shall:

1. Study proposals from academic departments for curricular changes and satisfy itself
 - i. of the need for the change,
 - ii. whether the need is demonstrated,
 - iii. that the curriculum is balanced,
2. Study the manner in which the new curriculum can be articulated with existing programs, staff and facilities, and without duplication.
3. Recommend to Faculty Senate patterns of action relative to curriculum revision and development.

The WCCC Curriculum Committee shall be composed of three elected WCCC faculty members, a MSC Curriculum Committee representative, Vice-Chair or designee of MSC Curriculum Committee, and one student. The student (non-voting) shall be appointed by ASG. Ex-officio (non-voting) members are: Registrar or designee, Vice President of Academic Affairs or designee, Library representative, Vice President of Community College Affairs appointed representative and a secretary (non-voting) who traditionally is a staff employee assigned by Vice President of Community College Affairs

5. Distance Learning and Technology Committee

The Committee shall

- a. review and evaluate the variety of distance learning formats at Mesa State including, but not limited to, on-line courses, Web CT, video delivery courses and correspondence courses;
- b. establish and review policy guidelines for the delivery of academic content in distance delivery courses;
- c. work with the Assessment Committee to ensure that distance delivery courses are adequately assessed for the academic content;
- d. recommend to Faculty senate policies concerning the establishment of distance learning courses, the faculty compensation for development and delivery of these courses, and their impact on staffing patterns and curriculum; and
- e. study distance learning resource needs in relation to overall Mesa State programs and make recommendations.

The Committee shall be composed of two faculty members from each Senate group, one representative from WCCC, and three at-large faculty members. The Director of Distance Learning or designee, the Director for Extended Studies, the Director of Information Technology or designee, the Assistant Vice President for Academic Affairs, and a member of the library staff will serve as (non-voting) ex officio members of the committee.

6. Distinguished Faculty Award Committee

The Committee shall

- a. advertise for, receive nominations for, and submit documentation to an Award Decision Committee for the Distinguished Faculty Award;
- b. request information from retirees nominated for emeriti status, the appropriate department heads and colleagues; determine if emeritus status should be awarded based on excellence of teaching, scholarship, and service;
- c. and forward recommendations for the granting of emeriti status to the Vice President of Academic Affairs.

The Committee shall be composed of two faculty members from each Senate group, one faculty member from WCCC, and the President of Faculty Senate. The Vice President of Academic Affairs (non-voting) serves as an ex-officio member.

Guidelines for Distinguished Faculty Awards.

Defining the award:

The award is to recognize individual faculty for outstanding contributions, commitment and professionalism, in their duties and role as faculty at MSC. Distinguished faculty are those who have earned the respect of their faculty peers by making consistent and significant contributions over time to Mesa State College, to their disciplines and to their students.

Number of Awards:

There will be one (overall) award per academic year; to be announced at the May graduation ceremony by the President or VPAA or designee.

With approval of the MSC president and the VPAA, the recipient shall receive either 3 credit hours of release time during the following fall and spring semesters or the equivalent in 6 credit hours of Part Time-Temporary salary/stipend (~ \$4,200, as adjusted to the most recent FY amount).

Nomination procedures:

Faculty can be nominated by other faculty, Department Heads or Dept. Coordinators. An email will be sent to the faculty at the beginning of the fall semester, to solicit names for nominees that will be forwarded to the DFA committee. The DFAC will contact the nominees by email no later than October 1, to solicit nominee files for consideration by the "anonymous committee". Nominee files will be due to the DFAC by November 15.

Nominee files will include the following:

1. A curriculum vitae
2. An optional summary of accomplishments and contributions
3. Optional letters of support (up to three), no more than one page in length.

(items 1 + 2 together cannot exceed 10 pages in length)

The DFAC will make available a document outlining the selection process (see below). However, the criteria used to judge nominees will be necessarily flexible as there are diverse ways to make significant contributions. It is up to the nominee and the letter writers to show that the nominee's contributions fit the description of "distinguished".

The anonymous committee will consider these materials and select a single awardee. Those not chosen must be re-nominated to be considered in subsequent years.

Anonymous Committee:

By February 15, the secret committee will be formed by random selection from the assistant, associate and full professor pool (by the executive committee of the faculty senate) and consist of two members of each academic group (ABC) and two faculty representatives from the WCCC. These members cannot be active nominees or nominators during the year under consideration. Once the committee is formed the DFA committee will forward the nominee files to the anonymous committee. Nominees will be ranked by the anonymous committee and the top 5 candidates will be further ranked in a second iteration and the top candidate will be chosen for the award. If two nominees are ranked equally at the top a simple majority vote will establish the winner. The anonymous committee will notify the Faculty senate president of the outcome no later than March 15.

Procedural Guidelines for Emeritus Faculty Award

Emeritus Faculty status shall be based on high standards of professional performance at the College over time. It is not an automatic award granted to all retirees. All faculty who have completed ten (10) continuous years or more of full-time service at the College shall be eligible at the time of their retirement to be considered for emeritus title. All those given emeritus status shall be granted the title "Emeritus Professor" regardless of previous professional rank.

During the fall semester of each academic year, each department head shall survey their faculty to determine retirement and emeritus requests. Any faculty requesting emeritus status shall forward a letter of request and current curriculum vitae to the department head. The department head shall then request a vote of the department's faculty. Posthumous awards should be initiated by the department head. Results of the vote and all documents shall be forwarded to the Distinguished Faculty Committee who shall also vote. Voting results of both department and Distinguished Faculty Committee shall be further reported as either positive or negative majority without detail.

The results of the Distinguished Faculty Committee vote and all submitted documentation shall be forwarded to the Vice President for Academic Affairs and subsequently to the President and then to the Trustees. Emeritus status from the College may be granted only upon recommendation by the President and approval by the Trustees. It cannot be granted to faculty in transitional retirement.

Rights and privileges for individuals granted emeritus status include, but are not limited to those listed below:

- Listing for 10 years in the College Catalog as emeritus personnel.
- Picture placement in the permanent display of emeritus personnel in the College Center. The picture and framing shall be paid for by the College.
- Continuance of an ID (Mav) card with identification as Emeritus Professor.
- Permanent library privileges equal to those of full-time faculty.
- Access at current staff cost to campus facilities, food service, fitness center, Athletic events, fine and performing art events, and all other scheduled events at faculty cost.
- Invitation to graduation ceremonies, homecoming, social functions, symposia, and lectures.
- Free parking pass.
- Email account and computer internet access.
- Consideration for teaching courses in which part-time instruction is needed and for which the Emeritus Professor has appropriate background.

Timetable for Promotion to Emeritus Status.

The Monday

closest to:

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|-------------|---|
| December 1 | Completion of departmental survey by department head. |
| January 21 | Applicant submittal of letter and curriculum vitae to department head. |
| February 14 | Completion of departmental voting and submittal of results to the Distinguished Faculty Committee. |
| March 21 | Completion of voting by Distinguished Faculty Award Committee and submittal of results to the Vice President of Academic Affairs who forwards information to the President and Trustees of the College. |

7. Faculty Salary and Benefits Committee

The Committee shall

- a. comment on the annual budget as appropriate,
- b. analyze and comment on the annual staffing pattern,
- c. review and offer recommendations about the equity study and salary distribution plan annually, and
- d. provide input related to the benefits package.

The Committee shall be composed of one faculty member from WCCC and two faculty members from each Senate group.

8. Library Committee

The Committee shall

- a. make recommendations and advise the director of Tomlinson Library on matters pertinent to major operational policies, budget allocations, collection development policies, and other issues related to library support services.

The Committee shall consist of one faculty member from WCCC, two faculty members from each Senate group, and one student appointed by the ASG. One representative of the professional library staff and the Director of the Library serve as (non-voting) ex officio members on the Committee.

9. Sabbatical Leave Committee

The Committee shall

- a. establish policies and procedures for implementation of the sabbatical review process,
- b. recommend policies and procedures for sabbatical leaves to Faculty Senate,
- c. review sabbatical leave requests,
- d. recommend faculty for sabbatical leaves to the Vice President of Academic Affairs, and
- e. ensure that faculty returning from sabbatical submit a report of their activities while on sabbatical.

The Committee shall be composed of one faculty member from each Senate group.

10. Graduate Council

The Committee shall

- a. recommend to Faculty Senate policies pertaining to graduate program academic standards, honors and other instructional and learning practices including recommendations concerning the academic calendar;
- b. recommend to the Faculty Senate specific modifications to the Mesa State College Professional Personnel Employment Handbook as needed to reflect graduate program academic policies approved by the senate;
- c. establish and review ethical standards of conduct for graduate faculty publications and research activities;
- d. study learning resource needs in relation to graduate programs and make recommendations;
- e. review graduate faculty evaluation policies and procedures;
- f. through continuous evaluation, ensure that graduate program objectives are being met;
- g. determine that new graduate courses for credit proposed by graduate programs are needed;
- h. study new proposals for graduate programs and satisfy itself of
- i. the need for the program;
- j. if need is demonstrated, that the program is consistent with the role and the mission of the college;
- k. study the manner in which the new program can be articulated with existing programs, staff, facilities, or the need for the new staff, facilities or other resources;
- l. conduct program review for graduate programs as required by the State and the MSC Board of Trustees; and
- m. recommend to the Faculty Senate patterns of action relative to graduate curriculum revisions and development

The committee shall be composed of one elected faculty member from each academic department, one faculty member from WCCC, and one graduate student selected by the Director of Graduate Programs. The Registrar, Vice President of Academic Affairs, a library representative, the Director of MA Education, and the Director of Graduate Programs are (non-voting) ex-officio members on the committee.

C. Ratification and Amendments

1. This policy manual shall be considered in effect and binding upon a two thirds vote of the Faculty Senate, and shall be posted to the Faculty Senate website upon ratification. Any future amendments to this document approved by the Senate shall be incorporated into the posted manual on the website.

2. All standing committees are encouraged to develop policy guidelines that govern their activities as outlined in this document. As these policies are developed, the committees should submit them to the Faculty Senate to be included in this document through the amendment process.

3. This policy manual should be reflective of the actions of the Faculty Senate standing committees and responsive to the changing needs of the college. As such, it shall be amended from time to time by a formal motion in the Faculty Senate after a two-thirds majority vote of the Senate affirms the amendment.

D. Faculty based committees not under the control of the Faculty Senate

There are two important faculty based committees not under the direct control of the faculty senate. The Institutional Review Board (IRB) and the Tenure and Promotion Committee. These committees reside outside of the formal senate standing committee structure due to federal and trustee policies.

It is important to note the existence of these faculty committees and their basic charge here, although policy documents covering these committees can also be found in the Office of Sponsored Programs in the case of the IRB and in the Professional Personnel Employment Handbook in the case of the Tenure and Promotion Committee. Parts of these documents have been copied below for the sake of clarity.

1. Institutional Review Board

Federal regulations [45 CFR 46.107] require that the members of the IRB collectively have sufficiently varying backgrounds to assure that they can promote the complete and adequate review of those types of research activities commonly conducted by MSC. The membership of the IRB must be highly qualified by experience and expertise, and must be sufficiently diverse in terms of race, gender, cultural background, and sensitivity to community attitudes as to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The IRB may not consist entirely of men or entirely of women, or primarily of members of one discipline. Federal policy requires that the IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. In addition, federal regulations require that each IRB shall include at least one member who is not otherwise affiliated with MSC and who is not part of the immediate family of a person who is affiliated with MSC. In addition, the Director of Sponsored Programs will serve as an ex-officio member.

2. The Tenure and Promotion Committee

a. Although not a Faculty Senate Standing committee, the tenure and promotion committee is an important faculty committee on campus and its composition and charge are described in the MSC Professional Personnel Employment Handbook.

b. Although not in the Handbook, it has been agreed that when both faculty members representing a department are full professor, the faculty member who has been at Mesa State the longest will cast the department vote on promotion to full professor, if any are needed.