

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 (Graduate, Undergraduate, and WCCC); Distance Learning and Technology Committee; Distinguished Faculty Award Committee; Faculty Salary and Benefits Committee; Library Advisory Committee; Sabbatical Leave Committee; and Faculty Success Committee.

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. It is recommended that appointments be limited to two consecutive terms in order to provide opportunities for other faculty members to serve and to bring new perspective to the committee. If no other faculty member is interested in the position, then the appointment may be extended beyond the recommended term limit. Terms of office shall run concurrent with the academic year and will be staggered for effective transitions. Committees with faculty member representation from each department shall have members elected by the representative department. Committees with representatives from senate groups (A, B, and C) shall be voted upon by Faculty Senate when multiple candidates are nominated. Appointments for any given academic year will be identified and finalized by the end of the previous spring semester and implemented by the Vice President of the Faculty Senate.
2. Student representatives are appointed by the Associated Student Government and serve for the academic year.
3. Administrative officers serve at the pleasure of the CMU President and are non-voting ex officio members on Faculty Senate Standing Committees.
4. Committees elect their officers (Chair, Vice Chair, and Secretary unless otherwise indicated) 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. Meetings should be conducted in open forum; all interested parties are welcome to attend. Committees must meet at least once each semester of the academic year unless otherwise specified. Committees shall conduct business with a quorum of members (at least 50% of the voting membership).
6. Duties of the Chair of each committee shall be to:

- a. Call each committee meeting to order and ensure that agenda items are presented for timely discussion and action,
 - b. Formalize and distribute the agenda prior to each meeting,
 - c. Provide approved minutes to Faculty Senate detailing the actions taken at each meeting.
 - d. Serve as the committee's representative to Faculty Senate and on other ad hoc committees as requested by Faculty Senate and university administration.
 - e. Prepare and present an annual committee report to the Faculty Senate. This report summarizes recommendations made by the committee, activities, significant accomplishments, and key issues for consideration in the subsequent academic year.
7. Duties of the Vice Chair of each committee shall be to serve in absence of the chair in calling the meeting to order and ensuring that agenda items are presented for timely discussion and action.
 8. The secretary of each committee keeps minutes and distributes them to the committee members, to the Faculty Senate, and to the Office of the Vice President of Academic Affairs.
 9. Annual reports on the work of each committee are made to the Faculty Senate at the close of the academic year or at one of the first meetings of the Senate in the fall.
 10. Committees may establish subcommittees as necessary. Membership on subcommittees is not restricted to the members of the standing committees.
 11. The president of the Faculty Senate, or a designated alternate, serves as an ex officio member on all committees.
 12. All charges to committees are to be approved by Faculty Senate.
 13. Committee proposals and/or policy recommendations, written as motions and attached to the submitting committee's minutes of the meeting in which the motion was approved, are sent to Senate two weeks before members of the committee attend a Senate meeting to present the motion.
 14. A report from a committee may be requested and/or acted on by a two-thirds vote of Senate.
 15. By a majority vote of the committee, or by recommendation of the officers, new items may be added to a committee's agenda as long as the items fall within the scope of the committee's jurisdiction as outlined in the policies below.
 16. 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 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 seven days prior to that meeting.

Upon receiving the minutes, the Faculty Senate can vote at the following meeting to: (1) accept the minutes of the standing committee – the effect of which is to state that the minutes have been read and require no further discussion at this time. Acceptance of the minutes does not commit the Faculty Senate to an official endorsement of the policy discussion/recommendations of the committee; (2) approve the minutes of the standing committee – the effect of which is to accept and support the policy discussion/recommendations of the committee as a whole; or (3) accept and selectively approve the minutes of the standing committee naming the specific policy recommendations that will be approved; all other policy discussions/recommendations not named will be assumed to be accepted only. Acceptance of minutes requires a simple majority vote while approval requires a two-thirds vote.

17. 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 require representation from groupings of department as described below.

Senate Group A	Senate Group B	Senate Group C
<ul style="list-style-type: none"> • The Center for Teacher Education • Business • Kinesiology • Health Sciences 	<ul style="list-style-type: none"> • Biological Sciences • Mathematics and Statistics • Physical and Environmental Sciences • Computer Science and Engineering 	<ul style="list-style-type: none"> • Art and Design • Theater Arts • Music • Languages, Literature and Mass Communications • Social and Behavioral Sciences

B. Committees

The purposes and compositions of the Senate’s standing committees are as follows:

1. Academic Policies Committee

Responsibilities

- 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 Colorado Mesa University 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 University programs and make recommendations;
- f. Review faculty evaluation policies and procedures; and
- g. Establish policies regarding student grievances and academic appeals issues.

Membership

The Committee shall be composed of two faculty members from each Senate group and one faculty member from WCCC. The members are appointed by Faculty Senate. The Registrar and the Assistant Vice President for Academic Affairs serve as a non-voting ex officio members.

2. Assessment Committee

Responsibilities

- a) Recommend assessment criteria and methods.
- b) Research and reflect on current trends and best practices in assessment of student learning.
- c) Support faculty within each department working to implement plans and reports in program assessment.
- d) Assist programs to articulate student learning outcomes.
- e) Verify that assessment results have been used for programmatic improvement.
- f) Promote student learning assessment on all three campuses, on-line programs and early scholars programs.
- g) Review assessment documents in the initial stages of program review, at the three-year interval and during the final program review in the six-year process. Draw inferences from the results and recommend methods of improvement of the learning experience.
- h) Report to Faculty Senate the quality and effectiveness of the overall assessment process on a yearly basis.
- i) Analyze results of national student surveys, make comparisons to previous years and make recommendations for the University.

Membership

The Committee shall be composed of one faculty member from each academic department, and one faculty member from WCCC . The members are appointed by Faculty Senate. The Assistant Vice President for Academic Affairs/Director of Distance Education/Director of Graduate Programs, the Director of Institutional Research (or their designee), the Director of Assessment of Student Learning, a library representative, 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. This faculty member may also be an appointed member and is eligible to be Chair of the committee.

3. Curriculum Committees: Graduate, Undergraduate, and WCCC

Responsibilities of all curriculum committees

- a. Study proposals from academic departments for curricular changes within its purview and make recommendations to Faculty Senate regarding the proposals after satisfying itself:
 - i. Of the need for change and whether the need is demonstrated,
 - ii. That the curriculum is balanced,
 - iii. That the new curriculum can be articulated with existing programs, staff and facilities, and
 - iv. That the curriculum does not duplicate other curricular offerings within the institution.
- b. Review the results of program reviews within its scope of responsibility (i.e. the graduate curriculum committee looks at graduate program reviews) for any issues that impact the curriculum.
- c. Examine criteria, standards and procedures for course offerings within its scope of responsibility and recommend to Faculty Senate actions relative to curricular revision and development.
- d. Distribute approved minutes from meetings to committee members, faculty senators, and department heads, and post them on the committee website.
- e. Help to maintain the Curriculum Policies and Procedures Manual that describes procedures, guidelines and deadlines for program and course changes; describes policies pertaining to course additions, deletions and modifications; describes policies pertaining to programs and provides any forms required for academic departments to put forth proposals for curricular items.
- f. Elect a Chair and Vice Chair at the last regular meeting of the academic year. The term of office shall be for one year, with a maximum of four consecutive years if re-elected.
- g. In addition to their other duties, Chair and Vice Chair (and Catalog Description Reviewer when applicable) should meet regularly to review proposals before they are considered at meetings, to be sure they are ready to consider and correctly created,
- h. Duty of the Catalog Description Reviewer shall be to review the proposed catalog descriptions of all three curriculum committees and meet with the Chair and Vice Chair to discuss them. The Catalog Description Reviewer will be appointed by Faculty Senate and may or may not be an active member of one of the curriculum committees.

Purposes, Responsibilities, Composition of Individual Curriculum Committees

Graduate Curriculum Committee

The Graduate Curriculum Committee of Faculty Senate is charged with the responsibility for overall examination and approval of the graduate curriculum.

Additional Responsibilities of the Graduate Curriculum Committee

- a. Formulate, review and recommend graduate curricular policy to the Faculty Senate.
- b. Review and evaluate proposals for graduate and post baccalaureate credential programs based on approved criteria and procedures. Also review plans for academic development of graduate and post baccalaureate credential programs off campus and for distance learning programs.
- c. Research and reflect upon ongoing graduate studies issues considering local, statewide, national, and international perspectives.
- d. Meet at least twice each semester during the Fall and Spring Semesters.

Membership of the Graduate Curriculum Committee

The Graduate Curriculum Committee shall be composed of one elected faculty member from each academic department. All faculty members on the Graduate Curriculum Committee must be tenured or tenure-track. Non-voting ex officio members shall include: the Vice President for Academic Affairs or designee, the Registrar or designee, a library representative, the Director of Graduate Programs, the Chair of Graduate Studies Advisory Committee, the Catalog Description Reviewer, the Director of Financial Aid, and a graduate student. Faculty Senate may appoint (and fund through the Faculty Senate budget) a non-voting secretary for record-keeping. Note: if a Graduate Curriculum committee faculty member is unable to attend a meeting, the Department Head of the faculty's department shall appoint a faculty proxy to attend in place of the Graduate Curriculum committee member.

Officers of the Graduate Curriculum Committee include a chair and a vice-chair. The Chair of the Graduate Curriculum Committee also serves as a voting ex officio member on the Graduate Studies Advisory Committee.

Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee of Faculty Senate is charged with the responsibility for overall examination and approval of the undergraduate curriculum, with the exception of those technical certificates, AAS, AA, and AS degrees that are offered solely through WCCC programming, and courses that only appear within those programs.

Additional Responsibilities of the Undergraduate Curriculum Committee

- a. Study the role of non-credit courses and non-traditional credit activities (including those identified in the catalog) and their articulations with regular programs;

- b. Recommend to Faculty Senate patterns of action relative to curricular revision and development;
- c. Meet once each month during the academic year (when possible), with agendas distributed to the committee and posted for the campus community one week prior to each meeting. Continue meetings at other times as appropriate to complete the agenda;

Membership of the Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall be composed of one elected faculty member from each academic department, and the chair or designee of the WCCC Curriculum Committee. Non-voting ex officio members shall include Vice President for Academic Affairs or designee, the Registrar or designee, a library representative, the academic schedule coordinator, the president of the Faculty Senate, the Director of Financial Aid, the chair of the essential learning committee, the Catalog Description Reviewer, and a student. A non-voting secretary, who traditionally is a staff employee assigned by Academic Affairs, is also a member of this committee.

Officers of the Undergraduate Curriculum Committee include a chair and a vice chair. The Vice Chair or designee will also serve as a voting member of the WCCC Curriculum Committee.

Essential Learning Committee

The Essential Learning Committee of Faculty Senate is a sub-committee of the Undergraduate Curriculum Committee and is charged with the responsibility for overall examination and approval of the essential learning curriculum.

Additional Responsibilities of the Essential Learning Committee

1. Oversee the application of courses designated for Essential Learning status, as well as GT Pathways.
2. Oversee the management of the Essential Learning curriculum, including the development of student learning outcomes and assessment criteria (in cooperation with the Assessment Committee) for essential learning designated courses.
3. Oversee the development and application of courses for the Milestone Program, as well as faculty development and support for Milestone courses.
4. Meet as necessary during the academic year, with agendas distributed to the committee and posted for the campus community one week prior to each meeting.
5. Recommend to the Undergraduate Curriculum Committee and Faculty Senate patterns of action relative to essential learning curriculum revision and development.

Membership of the Essential Learning Committee

The Essential Learning Committee shall be composed of three faculty members from each Senate group (A, B, and C), and one member from WCCC. The members are appointed by Faculty Senate. A representative from the library, a representative from the Speech program, the Assessment Coordinator, and the Assistant Vice President for Academic Affairs serve as non-voting ex-officio members. The chair of the committee will be elected by the committee at the last meeting of the academic year.

Western Colorado Community College (WCCC) Curriculum Committee

The WCCC Curriculum Committee of Faculty Senate is charged with the responsibility for those technical certificates, AAS, AA, and AS degrees that are offered solely through WCCC programming, and courses that only appear within those programs.

Additional Responsibilities of the WCCC Curriculum Committee

- a. Meet once each month during the academic year (when possible), with agendas distributed to the committee and posted for the campus community one week prior to each meeting. Continue meetings at other times as appropriate to complete the agenda.

Membership of the WCCC Curriculum Committee

The WCCC Curriculum Committee shall be composed of one elected faculty representative from each of the groupings described below this paragraph, two elected at-large faculty members from any of these groupings, and the vice chair or designee from the Undergraduate Curriculum Committee. Non-voting ex officio members shall include: the Vice President of Academic Affairs or designee, the Vice President of Community College Affairs or designee, the Registrar or designee, a library representative, the Director of Financial Aid, the Catalog Description Reviewer, and a WCCC student. A non-voting secretary who traditionally is a staff employee assigned by Vice President of Community College Affairs may also serve on this committee.

Officers of the WCCC Curriculum Committee include a Chair and a Vice Chair. The Chair or designee will serve as a voting member of the Undergraduate Curriculum Committee.

WCCC Group A - Agriculture, Natural Resources & Energy, Hospitality, Human Services & Education	WCCC Group B - STEM, Arts, Design & Information Technology, Business, Marketing & Public Administration	WCCC Group C - Skilled Trades & Technical Sciences	WCCC Group D - Health Science, Criminal Justice & Public Safety
<ul style="list-style-type: none"> • Agriculture Science • Viticulture and Enology • Water Quality Management • Early Childhood Education • Culinary Arts • Baking and Pastry Arts 	<ul style="list-style-type: none"> • Digital Filmmaking • Information and Communication Technology • Drafting • Applied Business • Aviation Technology • Unmanned Aircraft Systems • Mechatronics • Mathematics 	<ul style="list-style-type: none"> • Construction Electrical • Construction Technology • Manufacturing Technology • Transportation Services • Welding Technology 	<ul style="list-style-type: none"> • Emergency Medical Services • Gerontology • Medical Office Assistant • Nurse Aide • Peace Officer Academy • Veterinary Technology • Electric Line Worker • Land Surveying and Geomatics • Wildland Fire Management

*High school level programs, which are not listed above but are instructed by CMU college faculty, include Medical Preparation, Digital Design, Marketing, STEM, and CNT

4. Distance Learning and Technology Committee

Responsibilities

- a. Review and evaluate the variety of distance learning formats at Colorado Mesa University including, but not limited to, on-line courses, course delivery software, video delivery courses and correspondence courses;
- b. Suggest 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 by the department 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 impacts on staffing patterns and curriculum; and
- e. Study distance learning resource needs in relation to overall Colorado Mesa University programs and make recommendations.

Membership

The Committee shall be composed of two faculty members from each Senate group, and one representative from WCCC. The members are appointed by Faculty Senate. The Assistant Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs/Director of Distance Education/Director of Graduate Programs, the Director of Information Technology or designee, a member of the library staff, and a student will serve as non-voting ex officio members of the committee.

5. Distinguished Faculty Award Committee

Responsibilities

- 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; and
- c. Forward recommendations for the granting of emeriti status to the Vice President of Academic Affairs.

Membership

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 members are appointed by Faculty Senate. The Vice President of Academic Affairs serves as a non-voting ex officio member.

Guidelines for Distinguished Faculty Awards

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

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 CMU president and the VPAA, the recipient shall receive an award of \$2,000.

Nomination procedures

Faculty can be nominated by other faculty, department heads or department 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 Distinguished Faculty Awards Committee (DFAC). The Chair of 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 described below will consider these materials and select a single awardee.

Anonymous Committee

By February 15, the executive committee of Faculty Senate will appoint an anonymous committee. It will consist of two members from each senate group randomly selected from the assistant, associate and full professor pool and two randomly selected faculty representatives from the WCCC. These members cannot be active nominees or nominators during the year

under consideration. Once the committee is formed, a chair will be elected by the committee members, and the DFA committee will forward the nominee files to the chair of the committee. Nominees will be ranked (method to be determined by the committee) by the anonymous committee and a top candidate will be identified 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 (if the Senate President is a nominee, then the Vice President of the Senate or the Senate Secretary will receive notification) of the outcome no later than March 15. The nominees will be asked to assemble at the Spring Recognition and Awards Program where the winner will be identified. The recipient of the DFA will also be announced during the graduation commencement ceremony.

Guidelines for Emeritus Faculty Award

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

During the fall semester of each academic year, each department head shall survey their faculty to determine retirement and emeritus requests, although applicants are encouraged to notify the department head of their intentions by October 1. Posthumous awards should be initiated by the department head. 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 tenured and tenure track faculty. 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 University may be granted only upon recommendation by the President and approval by the Trustees.

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

- a. Listing for ten years in the University Catalog as emeritus personnel.
- b. Picture placement in the permanent display of emeritus personnel in the University Center. The cost of the picture and framing shall be paid by the University.

- c. Continuance of an ID (Mav card) with identification as Emeritus Professor.
- d. Permanent library privileges equal to those of full-time faculty.
- e. Access at faculty cost to campus facilities, food service, fitness center, athletic events, fine and performing art events, and all other scheduled events at faculty cost.
- f. Invitation to graduation ceremonies, homecoming, social functions, symposia, and lectures.
- g. 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

Each of these actions needs to have occurred by the end of the day on the Monday closest to the date listed below:

December 1	Completion of departmental survey by department head.
January 21	Applicant submittal of letter and curriculum vitae to department head.
February 1	Completion of departmental voting and submittal of results to the Distinguished Faculty Award Committee.
March 1	Completion of voting by Distinguished Faculty Award Committee and submittal of results to the Vice President and Trustees of the University.

6. Faculty Salary and Benefits Committee

Responsibilities

- 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.

Membership

The Committee shall be composed of two faculty members from each Senate group and one faculty member from WCCC. The members will be appointed by Faculty Senate. The Chair of this committee will serve on the Administrative Benefits Committee.

7. Library Advisory Committee

Responsibility

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.

Membership

The Committee shall consist of two faculty members from each Senate group and one faculty member from WCCC. These members are appointed by Faculty Senate. One representative of the professional library staff, the Director of the Library, and a student serve as non-voting ex officio members on the Committee. The Chair of this committee will work with the Director of the Library to arrange meetings and set the agenda.

8. Sabbatical Leave Committee

Responsibilities

- 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. Remind faculty members returning from sabbatical submit a report of their activities while on sabbatical.

Membership

The Committee shall be composed of three faculty members from each Senate group, from different departments, appointed by Faculty Senate. At least one faculty member from each group shall have had a sabbatical from CMU.

9. Faculty Success Committee

Responsibilities

- a. Assist with orientation of new faculty,
- b. Evaluate and promote faculty work-life balance,
- c. Organize and support faculty socializing opportunities,
- d. Develop and dispense faculty collegiality awards,
- e. Determine best practices for faculty success at a national level for CMU consideration,
- f. Any other activities that enhance the well-being, recruitment and retention of quality faculty as requested.

Membership

The committee shall be composed of two faculty members from each Senate group and one faculty member from WCCC, appointed by Faculty Senate.

C. Faculty committees under the control of the Faculty Senate, but that are not Standing Committees

Pre-Tenure Review Committee

Responsibilities

- a. Advertise for and receive submissions of materials for evaluation;
- b. Provide constructive feedback to any interested tenure-track faculty member who is approximately midway through his or her probationary period; and
- c. Review portfolios submitted by tenure-track faculty members and prepare a one-page summary addressing specific comments and recommendations for each tenure-track faculty member who submitted a portfolio.

Membership

The committee's membership shall be made up of one tenured faculty representative from each academic department. Each department may determine how its representative is chosen (either by election or by appointment). Each department's representative shall be communicated to the Vice President of the Faculty Senate by the Head of the Department by October 15th. The Vice President of the Faculty Senate shall then appoint an acting chair from the department representatives to call and conduct a first meeting by November 15th. At the initial meeting of the committee, the committee members shall elect a chair to convene and conduct future meetings.

Guidelines for Submission and Feedback

Submission of materials for evaluation by the Pre-Tenure Review Committee is strictly voluntary. Any tenure-track faculty member, who is approximately midway through or beyond his or her probationary contract, may choose to submit a portfolio for review.

Below is a list of items to be included in the portfolio:

- a. Cover letter stating current faculty position, how long the individual has taught at CMU, and a brief summary of any previous professional experience prior to being hired at CMU. The Committee would like this latter information in case the candidate intends to use his or her prior experience to eventually apply for early tenure or promotion at CMU.
- b. Narrative (4-5 pages) briefly summarizing major achievements in Teaching Effectiveness, Service, Scholarly and Creative Activity, and Advising.
- c. Current curriculum vitae
- d. Annual evaluations (simply photocopy and submit each annual evaluation in its entirety)

- e. Sample Documentation of Teaching Effectiveness, Service, Scholarly and Creative Activity, and Advising, examples of which can be found in the [Tenure/Promotion Portfolio Guidelines](#).

No other materials may be submitted (i.e., no letters from department heads, colleagues, or peers). The tenure-track faculty member's portfolio must be delivered to the President of Faculty Senate by January 31st.

The committee members shall prepare a one-page summary addressing specific comments and recommendations for each tenure-track faculty member who submitted a portfolio. The one-page summaries shall be delivered to the respective faculty members by March 30th. The feedback from the committee is for the faculty member's personal use so that he or she may be better prepared for the tenure review process. In no way is the content of the feedback to be considered an official or unofficial endorsement by the University for or against the future awarding of tenure to any specific faculty member.

A tenure-track member who has undergone this review process may resubmit an updated portfolio to the Pre-Tenure Review Committee in a subsequent year.

D. Faculty committees not under the control of the Senate

There are several important faculty based committees not under the direct control of the Faculty Senate: the Institutional Review Board (IRB), the Tenure and Promotion Committee, and Program Prioritization Committees. 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 charges 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.

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 CMU. 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 CMU and who is not part of the immediate family of a person who is affiliated with CMU. In addition, the Director of Sponsored Programs and Academic Research will serve as an ex officio member.

The Tenure and Promotion Committee

The tenure and promotion committee is an important faculty committee on campus and its composition and charge are described in the CMU Professional Personnel Employment Handbook.

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

Program Prioritization Committees

These committees play instrumental roles in determining programs considered for probation or deletion. When Faculty Senate members, including the Executive Committee, serve on program prioritization committees, those members will report to the Faculty Senate as a whole at least twice in the process:

- a. When the criteria are being finalized for the program prioritization process, but before any programs have been categorized based on the criteria, and
- b. Once the programs have been categorized, but before final recommendations are submitted to the President and the Trustees.

Faculty Senate discussion on these issues will be reported back to the program prioritization committee as feedback to be considered in their decision making process.

Bill and Mai Robinson Lecture Fund Committee

This committee is established via the generosity of Bill and Mai Robinson, who left financial support to CMU to “financially support lectures and performances at CMU by a broad spectrum of speakers and artists.” The details and purpose of this fund are contained in the Memorandum of Understanding Among Colorado Mesa University Foundation, Colorado Mesa University, and William S. Robinson, which is on file at the CMU foundation office, who also oversee the fund.

The composition of the committee is to be:

- A representative from the Foundation Board
- A member of the administrative staff
- A student (to be selected by the ASG president)
- Three faculty members from three different disciplines
- The CEO of the CMU Foundation shall be a member of the committee, but shall vote only to break a tie.

The three faculty members shall be appointed by Faculty Senate and will represent each of the Senate groups.

E. Ratification and Amendments

Ratification

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.

Amendments

This policy manual should be reflective of the actions of the Faculty Senate standing committees and responsive to the changing needs of the University. 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.

Standing Committee Development of Guidelines

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 as appendices to this document through the amendment process.

Last updated:

October, 2013

September, 2014

April, 2016

December, 2016

April, 2017

November, 2018

January, 2019

May, 2020

March, 2021