

# 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 CMU Tech); Distinguished Faculty Award Committee; Faculty Salary and Benefits Committee; Library Advisory Committee; Sabbatical Leave Committee; Faculty Policies Committee; and Pre-Tenure and Promotion Review 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 concurrently with the academic year and will be staggered for effective transitions. All committees shall have faculty member representation from each academic department. Departmental representatives shall be elected by their respective departments. Committees may have additional membership criteria as stated in this manual. 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. Smaller departments may find it difficult to provide a representative for every standing committee. It is essential that each department provides a representative to the following committees: Assessment Committee, Curriculum Committees (Graduate, Undergraduate, and CMU Tech), Distinguished Faculty Award Committee, Faculty Policies Committee, and Pre-Tenure and Promotion Review Committee. Departments are strongly encouraged to provide a representative for each of the other standing committees.
3. Participation of non-tenure-track faculty on Faculty Senate or Faculty Senate standing committees is voluntary. Non-tenure-track faculty have the right to decline nomination for service. Non-tenure-track faculty may also abstain from votes on issues where they feel uncomfortable participating or may designate a proxy.
4. Student representatives are appointed by the Associated Student Government and serve for the academic year.
5. Administrative officers serve at the pleasure of the CMU President and are non-voting ex officio members on Faculty Senate standing committees.

6. 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.
7. Committees hold meetings as necessary to accomplish their purposes and to discharge their assigned responsibilities and charges. 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).
8. 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.
9. 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.
10. The secretary of each committee keeps minutes and distributes them to the committee members, to the Faculty Senate, and to the Office of the Provost.
11. 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.
12. Committees may establish subcommittees as necessary. Membership on subcommittees is not restricted to the members of the standing committees.
13. The president of the Faculty Senate, or a designated alternate, serves as an ex officio member on all committees.
14. All charges to committees are to be approved by Faculty Senate.
15. 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.

16. A report from a committee may be requested and/or acted on by a two-thirds vote of Senate.
17. 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.
18. 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.

## **B. Committees**

The purposes and compositions of the Faculty 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. Establish policies regarding student grievances and academic appeals issues.

#### **Membership**

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate. The registrar and the provost serve as non-voting ex officio members.

## 2. Assessment Committee

### Responsibilities

- a) Review and provide feedback on program assessment plans and reports during the three-year interim report and the six-year program review.
  - i) Provide feedback on interpretation of findings and identify implications for improving student learning.
  - ii) Recommend updates to assessment criteria, measures, and reporting practices as needed.
  - iii) Consult with and encourage departments during implementation of assessment plans and documenting improvement actions.
- b) Monitor current trends and best practices in student learning assessment and recommend relevant improvements.
- c) Coordinate with the VP for Accreditation & Academic Success for communications and support regarding assessment.
- d) Assist programs in articulating and updating student learning outcomes and alignment with measures.
- e) Confirm and document evidence that assessment results informed programmatic improvements (“closing the loop”).
- f) Collaborate with Institutional Research and relevant offices to support access to data, reporting tools, and accreditation-aligned documentation.

### Membership

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate. The Associate Vice President of Assessment and Academic Success, the CMU Library Head of Instruction, and the Vice President of CMU Tech will serve as non-voting ex officio members. Additional ex officio members may be added as needed or requested.

## 3. Curriculum Committees: Graduate, Undergraduate, and CMU Tech

### 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. 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.
- c. Distribute approved minutes from meetings to committee members, faculty senators, and department heads, and post them on the committee website.
- d. 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.
- e. 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.
- f. In addition to their other duties, Chair and Vice Chair (and Catalog Description Reviewer when applicable) should meet with Registrar staff regularly to review proposals before they are considered at meetings, to be sure they are ready to consider and correctly created,
- g. Duty of the Catalog Description Reviewer shall be to review the proposed catalog descriptions of all three curriculum committees and meet with the Chair, Vice Chair, registrar staff, and SLO Reviewer 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.
- h. Duty of the Student Learning Outcome (SLO) Reviewer shall be to review the proposed course and program student learning outcomes (SLOs) for all three curriculum committees and meet with the Chair and Vice Chair to discuss them. The SLO 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. To serve on the committee, non-tenure-track faculty members must be eligible to teach at the graduate level and it is strongly recommended that they have at least three years of teaching experience at CMU. Non-voting ex officio members shall include: the provost 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 CMU Tech 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 CMU Tech Curriculum Committee. To serve on the committee, it is strongly recommended that non-tenure-track faculty members have at least three years of teaching experience at CMU. Non-voting ex officio members shall include the provost 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 the Student Learning Outcome Reviewer. 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 CMU Tech 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 Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. 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.

### ***CMU Tech Curriculum Committee***

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

#### **Additional Responsibilities of the CMU Tech 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 CMU Tech Curriculum Committee

The CMU Tech 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 provost or designee, the Vice President of CMU Tech or designee, the registrar or designee, a library representative, the Director of Financial Aid, the Catalog Description Reviewer, and a CMU Tech student. A non-voting secretary who traditionally is a staff employee assigned by Vice President of CMU Tech may also serve on this committee.

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

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

\*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. Distinguished Faculty Award Committee

### Responsibilities

- a. Advertise for, receive nominations for, and select recipients of the Distinguished Faculty Awards.
- 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. Forward recommendations for the granting of emeriti status to the provost.

### **Membership**

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate. The provost serves as a non-voting ex officio member.

### **Guidelines for Distinguished Faculty Awards**

There shall be six annual awards that recognize individual faculty at CMU.

#### **Early Career Distinguished Faculty Award (ECDFA)**

The ECDFA is to recognize individual faculty early in their career for outstanding contributions, commitment, and professionalism in their duties and role as new faculty at CMU. The Early Career Distinguished Faculty members are those who have quickly earned the respect of their faculty peers by making consistent and significant contributions in their early years to Colorado Mesa University, to their disciplines, and to their students. Faculty in either of the categories below are eligible for the ECDFA:

1. anyone who is on the tenure-track and has not yet received tenure by the nomination deadline, or
2. any faculty member who is not on the tenure-track but has an instructor position and has served six or fewer years as instructor by the nomination deadline.

There will be one ECDFA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive an award of no less than \$3000.

#### **Distinguished Faculty Award (DFA)**

The DFA is to recognize individual faculty for outstanding contributions, commitment, and professionalism in their duties and role as faculty at CMU. The 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. Faculty in either of the categories below are eligible for the DFA:

1. anyone who is tenured by the nomination deadline, or
2. any faculty member who is not on the tenure-track but has an instructor position and has served seven or more years as instructor by the nomination deadline.

There will be one DFA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive an award of no less than \$3000.

### **Technical or Clinical Faculty Award (TCFA)**

The TCFA is to recognize individual faculty in their career for outstanding contributions, commitment, and professionalism in their duties and role as technical or clinical faculty. This award honors exemplary technical or clinical education faculty that provide outstanding teaching, professional productivity, service, and advising to their students, the institution, and the community in their area of expertise. Faculty in either of the categories below are eligible for the TCFA:

1. faculty members whose primary responsibility is to provide instruction to students of CMU Tech (part- or full-time), or
2. any faculty whose primary responsibilities involve academic and clinical instruction and/or supervision in programs typically subject to professional accreditation.

There will be one TCFA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive \$3000.

### **Distinguished Teaching Award (DTA)**

The DTA is to recognize individual faculty for outstanding contributions, commitment, and professionalism in teaching at CMU. The DTA recipients are those who have earned the respect of their faculty peers by making consistent and significant contributions over time to teaching at CMU.

There will be one DTA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive an award no less than \$1000.

### **Distinguished Scholarship Award (DSA)**

The DSA is to recognize individual faculty for outstanding contributions, commitment, and professionalism in scholarship at CMU. The DSA recipients are those who have earned the respect of their faculty peers by making consistent and significant contributions over time to scholarship at CMU.

There will be one DSA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive an award no less than \$1000.

### **Distinguished Service & Advising Award (DSAA)**

The DSAA is to recognize individual faculty for outstanding contributions, commitment, and professionalism in service and advising at CMU. The DSAA recipients are those who have earned

the respect of their faculty peers by making consistent and significant contributions over time to service and advising at CMU.

There will be one DSAA per academic year; to be announced at the May graduation ceremony by the President, provost, or designee. With approval of the CMU president and the provost, the recipient shall receive an award no less than \$1000.

### **Nomination procedures**

The procedures for nomination and selection will be the same for all the awards. Faculty can be nominated by other faculty, department heads or department coordinators. An email will be sent to the faculty by September 1 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 DFAC. Nominee files will be due to the DFAC Chair by November 15.

Nominee files should include the following:

1. Completed nomination form
2. A curriculum vitae
3. A one-page summary of accomplishments and contributions

A nominee may also supply optional letters of support (up to three), no more than one page in length.

Nominee files will be sorted into the appropriate award category. 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".

DFAC will consider these materials and select a single awardee for each of the designated award categories. Individuals can be nominated for multiple awards; however, they are only eligible to receive one award per academic year.

### **Selection procedures**

Nominees will be ranked (method to be determined by the committee) by the members of DFAC and a top candidate will be identified for each award. If two nominees are ranked equally at the top for either award, a simple majority vote will establish the winner.

DFAC 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 winners will be identified. The recipients of the ECDFFA and 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 an emeritus title equivalent to their highest professional 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 provost 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 provost and Trustees of the University.

**5. Faculty Salary and Benefits Committee**

**Responsibilities**

- a. Review faculty salary data annually in conjunction with relevant administrative offices to identify compression,
- b. Review employee benefits annually and recommend improvements,
- c. A committee member shall attend institution-level benefits committee meetings related to faculty benefits, compensation, and retirement,
- d. Evaluate staffing patterns and their impact on faculty welfare, including staffing patterns and trends, and long-term strategies for faculty recruitment and retention,
- e. Maintain ongoing communication with Human Resources, ensuring faculty perspectives are incorporated into benefits design and vendor decisions, and
- f. Maintain ongoing communication with Human Resources, ensuring faculty perspectives are incorporated into benefits design and vendor decisions.

**Membership**

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate.

**6. Library Advisory Committee**

**Responsibility**

- a. Advise the Library Director on policies and practices regarding collection development, access services, research instruction, library programming, and the use of library resources.

- b. Consult with the Library Director about trends in higher education and how the library may respond.

### **Membership**

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The 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.

## **7. 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 provost, and
- e. Remind faculty members returning from sabbatical submit a report of their activities while on sabbatical.

### **Membership**

The Committee shall be composed of one tenured or tenure-track faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate. Preference shall be given to faculty members who have been previously granted sabbatical leave.

## **8. Faculty Policies Committee**

### **Responsibilities**

- a. Establish and review standards of ethical conduct for faculty, and
- b. Review and make recommendations regarding the following:
  - i. policies and standards related to tenure and promotion
  - ii. faculty evaluation policies and procedures
  - iii. student course evaluation policies and procedures
  - iv. policies and expectations for faculty regarding distance learning and technology

## Membership

The Committee shall be composed of one faculty member from each academic department, and one faculty member from CMU Tech. The members are appointed by Faculty Senate.

## 9. Pre-Tenure and Promotion Review Committee

### Responsibilities

- a. Advertise for and receive submissions of materials for evaluation;
- b. Review portfolios submitted by non-tenure-track faculty members who plan to apply for promotion from instructor into academic rank, or from the rank of Assistant to Associate, and prepare a one-page summary addressing specific comments and recommendations for each non-tenure-track faculty member who submitted a portfolio; and
- c. Review portfolios submitted by tenure-track faculty members who are approximately midway through their probationary period 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). The committee shall convene before October 15. 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 and Promotion 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. Non-tenure-track faculty who plan to apply for promotion may do so as well, at approximately the midway point of the required time in rank for promotion.

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, Scholarly and Creative Activity, Service, and Advising.
- c. Current curriculum vitae

- d. Annual evaluations (simply scan 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 under “Tenure and Promotion” on the Academic Affairs [website](#).

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

The committee members shall prepare a one-page summary addressing specific comments and recommendations for each faculty member who submitted a portfolio. The one-page summaries shall be delivered to the respective faculty members by March 30<sup>th</sup>. 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 or promotion 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 or promotion to any specific faculty member.

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

## **C. Faculty committees not under the control of Faculty 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 CMU Handbook for Academic & Professional Staff in the case of the Tenure and Promotion Committee.

## **D. 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

March 2022

May 2024

April 2026