Members Present: Andrew Dolby (Chairperson), Stephen Davies, Leigh Frackelton, Dan Hubbard, Teresa Kennedy, Mary Beth Mathews, Debra Schleef, Suzanne Sumner, Jo Tyler (Secretary); Provost Jay Harper, College of Arts and Sciences Dean Richard Finkelstein, College of Business Dean Lynne Richardson, College of Education Dean Mary Gendernalik-Cooper

Members Absent: President Richard Hurley, George Meadows

Guests: Chief of Staff Martin Wilder, Associate Provost John Morello, Associate Provost of Enrollment Management and Student Services Fred Pierce, Budget Advisory Committee Chair Joe Romero, Faculty Affairs Committee Chair Keith Mellinger, Student Government Association Academic Affairs Chair Meagan Holbrook

1. Call to Order. The meeting was called to order by the Chair at 4:05 p.m. in the Red Room of the Woodard Campus Center.

2. Reading and Approval of Minutes. Members had received the minutes of the previous meeting of December 6, 2011 (Attachment 1), so a formal reading of the minutes was dispensed with. There were no corrections or additions. Terry Kennedy moved that the minutes be approved, Leigh Frackelton seconded, and the motion was approved unanimously by voice vote.

3. Reports. Due to the extensive agenda, Chair Andrew Dolby asked that the President’s, Provost’s and Deans’ reports be submitted in writing, but none were received. The Chair had provided his report in writing (Attachment 2), and there was no discussion.

4. University Standing Committee Reports. Reports were received from the following committees:
   a. University Budget Advisory Committee: The committee’s fall summary report (Attachment 3) was discussed. Suzanne Sumner asked if there were any discretionary funds available in the budget. Joe Romero explained that there were none and that in the UBAC meeting on February 6 they were asked to make recommendations for meeting a budget deficit of approximately $2.5 million. He would like guidance from the UFC about how to proceed with this. Jay Harper clarified that this is a potential deficit, and that while the committee’s charge is to recommend budgeting of available funds, they have now been asked to explore ideas for saving money. He emphasized that the administration is not necessarily looking for specific areas to make budget cuts. Joe Romero pointed out that although the committee has access to the entire University budget, they focus on just a small part of it, and they have not been asked to recommend budget cuts before this. Marty Wilder said that he thought the President was looking for a wide view and some new ideas, rather than recommendations for specific budget cuts. He
said that he would relay to the President the UBAC’s request for clarification of what kind of recommendations are being requested and how to proceed. Mary Beth Mathews made a motion that the BAC report be accepted, Terry Kennedy seconded, and the motion passed unanimously by a voice vote.

b. University Curriculum Committee: Mary Beth Mathews introduced the UCC’s January 25 report (Attachment 4), asking that it be amended to indicate deletion of the proposal from the College of Business regarding BUAD 310, as a revision is needed and the revision is not time sensitive. She added that the chairs of the colleges’ curriculum committees did a fantastic job of coordinating the very large number of curriculum changes that the UCC handled this semester. Debra Schleef moved that the amendment to the January 25 UCC report be accepted, Suzanne Sumner seconded, and the motion was approved unanimously by a voice vote. Mary Beth Mathews made a motion that the January 25 UCC report be accepted as amended, Stephen Davies seconded, and the motion was approved unanimously by a voice vote. Mary Beth Mathews moved that the UCC’s January 31 report (Attachment 5) be accepted, noting that it did not contain any curriculum changes. The motion was seconded by Dan Hubbard and was approved unanimously by a voice vote.

c. University Faculty Affairs Committee: Committee chair Keith Mellinger introduced the committee’s January 25 report (Attachment 5), explaining that they are exploring moving some policies from the Colleges’ Promotion and Tenure Appendices in the Faculty Handbook to section 7 of the Handbook to make them University-wide policies. Dean Gendernalik-Cooper asked which policies are being considered. Keith Mellinger explained that there are no specific proposals yet, but that some policies are being discussed, such as how candidates apply for tenure and what the contents of the portfolio should be. He explained that after their next meeting they would report further. Dean Gendernalik-Cooper reminded the committee that the colleges have vested interests in this area and to keep college autonomy in mind. Andrew Dolby asked if the appendices of individual colleges need to be approved. John Morello answered that the BOV approved the entire Handbook last year, but it does not need to approve changes the colleges make in their appendices. Keith Mellinger said that the UFAC will communicate with the chairs of the College Promotion and Tenure committees before making recommendations. Andrew Dolby emphasized that it will also be an open discussion in the UFC.

Andrew Dolby asked about the committee’s charge, given at the November 8, 2011, UFC meeting, to study the course evaluation process. Keith Mellinger explained that they are looking at what our peer institutions are doing, but will make those recommendations after the Handbook recommendations. Suzanne Sumner asked if they will be making a recommendation about whether to put course evaluations online. Stephen Davies pointed out that the study about online course evaluations conducted by the Office of Institutional Analysis and Effectiveness did not answer all the questions and he asked if additional information would be available for the faculty to make informed recommendations about how to proceed on this issue.

Jay Harper announced that as a result of the study, the administration has decided move to an online system in the fall, and he emphasized that the faculty should be looking at how to improve the questions on the course evaluation instrument. He also suggested that the faculty look at other sources of data to be used in faculty evaluations. Terry Kennedy pointed out the importance of including other sources of data and that this was in our charge to the UFAC. Stephen Davies pointed out that the data from the survey showed that the written comments in the online format were about half of what they were in the paper-and-pencil format, and that this
was a major concern to faculty. Dean Richardson explained that the Academic Affairs Council is looking for data about how to improve the number of student responses with the online format.

Mary Beth Mathews suggested that since the decision has been made to go ahead with online course evaluations, work needs to be done to assure faculty that this change will not have a detrimental effect on their annual evaluations and tenure candidacy. Dean Gendernalik-Cooper pointed out that the results of the study are quantitative and suggested that we need more qualitative data about the content of the evaluations. Andrew Dolby asked the committee to continue its work to make recommendations about course evaluations. Leigh Frackelton moved, and Mary Beth Mathews seconded, that the UFAC report be accepted, and the motion carried unanimously by a voice vote.

d. University Faculty Organization Committee: Leigh Frackelton moved that the UFOC report of October 21 (Attachment 7) be accepted, Debra Schleef seconded the motion, there was no discussion, and it was unanimously passed by a voice vote. Andrew Dolby noted that the UFOC’s November 16 report (Attachment 8) includes a motion about the Honor Program Committee which will be discussed later on the agenda. Jo Tyler moved that the November UFOC report be accepted, Leigh Frackelton seconded the motion and it was passed by a unanimous voice vote. Andrew Dolby noted that the UFOC’s January 25 report (Attachment 9) contained proposed handbook wording regarding preferential voting, and Jo Tyler suggested discussing that during the discussion of other handbook changes later in the meeting. Mary Beth Mathews moved that the January report of the UFOC be accepted, Terry Kennedy seconded, and the motion was passed by a unanimous voice vote.

5. Reports of the Other Advisory and Special Interest Committees. Andrew Dolby asked these reports to be accepted in one motion. The UFC received reports from the following committees: Freshman Seminar Committee (Attachment 10), Speaking Intensive Program Committee (Attachments 11 and 12), and Writing Intensive Program Committee (Attachment 13). Mary Beth Matthews moved that the reports be accepted, Lynne Richardson seconded the motion, and it passed unanimously by a voice vote.

6. Faculty Research Award. Discussion of establishing a faculty award for research had been tabled at the previous UFC meeting. Andrew Dolby asked for a motion to charge the Sabbaticals, Fellowships and Faculty Awards Committee to explore the possibility of creating such an award with the Office of Advancement and University Relations, and to make a recommendation to the UFC at our April 10 meeting. Jo Tyler made the motion, Mary Beth Mathews seconded it, and it passed unanimously by a voice vote.

7. College of Arts and Sciences revisions to Appendix F of the Faculty Handbook. Jo Tyler moved that the document (Attachment 14) be accepted, and Debra Schleef seconded the motion. There was no discussion, and the motion was passed by a unanimous voice vote.

8. Revisions to Section 2 of the Faculty Handbook. Andrew Dolby thanked John Morello and Jo Tyler for their extensive and careful work on this document (Attachment 15).

As required in section 2.3.3 of the Handbook, changes made to section 2.3.4 and its subsections must be approved by the colleges. The recommended changes in section 2.3.4 were approved at the November UFC meeting. Regarding changes in section 2.3.4.1, after some discussion about the pros and cons of limited terms of membership on the UFC, the vote by show
of hands was 3 for and 5 against recommending the change in section 2.3.4.1, with 1 abstention. Regarding the proposed change in section 2.3.4.2 to change the length of terms on the UFC from two to three years, the vote by show of hands was 4 to 4 with 1 abstention, and we decided to refer this issue to the colleges. There was general consensus in favor of the proposed revisions to sections 2.3.4.3 and 2.3.4.4. A report to the Colleges explaining the recommended changes to section 2.3.4 and its subsections will be issued as soon as possible so that their faculties can vote on them before the next UFC meeting.

The remaining revisions of section 2 of the Handbook, as described on the Summary (Attachment 15) were discussed in turn with general consensus in favor of the recommendations except as follows:

2.3.5.2 naming a Chair-elect as an officer of the UFC. The general consensus was not to make this change and to restore the original language about UFC officers;

2.4.3.4 regarding reporting from the University-level committees, the consensus was to restore language about providing opportunities for input from the colleges;

2.5.2.2 and 2.5.2.3 regarding preferential voting in at-large committee elections, the consensus was to revise as recommended by the UFOC (see Attachment 9);

2.6.4 regarding the requirement that the University Faculty Appeals and Grievance Committee meet at least once per year, the consensus was to require only that they report once a year;

2.6.5 regarding addition of a UFC representative on the UFOC, the consensus was not to make this revision; and

2.6.6 regarding membership categories on the General Education Committee, the consensus was to simply require that members be appointed who have background experience with general education, rather than listing specific general education goal areas.

A revised summary of changes to section 2 with revised Handbook wording will be prepared and sent to the Colleges so that their faculties may provide feedback to the UFC before our March meeting.

9. Formation of an Ad Hoc Committee on Employee Satisfaction. Andrew Dolby suggested that we request the University Faculty Affairs Committee and the Staff Advisory Council to form a committee to address the results of the Chronicle of Higher Education’s Great Universities to Work For survey. There was general consensus in favor of this recommendation.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Jo Tyler, Secretary
MINUTES
University Faculty Council
University of Mary Washington

December 6, 2011

Members Present: Andrew Dolby (Chairperson), Stephen Davies, Leigh Frackelton, Dan Hubbard, Jennifer Jakubecy, Teresa Kennedy, Mary Beth Mathews, Debra Schleef, Suzanne Sumner, Jo Tyler (Secretary); College of Arts and Sciences Dean Richard Finkelstein, College of Business Dean Lynne Richardson

Members Absent: President Richard Hurley, Provost Jay Harper, College of Education Dean Mary Gendernalik-Cooper

Guests: Chief of Staff Martin Wilder, Associate Provost John Morello, Associate Provost of Enrollment Management and Student Services Fred Pierce, Student Government Association Academic Affairs Chair Meagan Holbrook

1. Call to Order. The meeting was called to order by the Chair at 4:05 p.m. in the Red Room of the Woodard Campus Center.

2. Reading and Approval of Minutes. Members had received the minutes of the previous meeting of November 8, 2011 (Attachment 1), so a formal reading of the minutes was dispensed with. There were no corrections or additions. Leigh Frackelton moved that the minutes be approved, Suzanne Sumner seconded, and the motion was approved unanimously by voice vote.

3. President’s Report. Martin Wilder announced that President Hurley was attending a Southern Association of Colleges and Schools (SACS) meeting and had asked him to report to the UFC. He announced that the President plans to address the faculty and present a University update in January and asked for suggestions for dates. He briefly listed some of the items discussed at the November 17 Board of Visitors meeting: Alumni survey, update on SACS review and the Quality Enhancement Plan, developments in the College of Business, the branding initiative, and the opening of the Dahlgren Campus scheduled for January. Regarding the Dahlgren Campus, Martin Wilder explained that UMW was asked to establish the campus as a step toward preventing the base closure under the base realignment and closure process. UMW is serving as the landlord of the property and other institutions will be providing the programs there. It remains a possibility for UMW to provide academic programs there in the future, but that is not the purpose of the campus. He emphasized that the Dahlgren Campus will be operated with state funds and no funds from the UMW budget will be used. In response to a question, he mentioned that we have at least two tenants already contracted.

4. College of Arts and Sciences Dean’s Report. Dean Finkelstein announced that he has been working on bringing a national speaker to address the University regarding the role of liberal arts. He addressed some concerns that have been raised by faculty relating to travel funds. He
explained that the budget for faculty travel funds has been stable and that he has also reallocated funds to support some projects. He noted that professional activity by faculty has increased. In response to a question, he explained that the percentage of requests being funded fluctuates somewhat from year to year, but that over the past several years it has been around 75 to 80 percent.

5. College of Business Dean’s Report. Dean Richardson announced that the first major step toward accreditation by the Association to Advance Collegiate Schools of Business, developing faculty research plans, has been completed. She also discussed the status of the Bachelor of Professional Studies (BPS) program. This evening program offered on the Stafford Campus is being discontinued because of low course enrollments, and several steps are being taken to encourage the remaining students in the program to complete their studies. There are about 150 students in the program.

6. Provost’s Report. John Morello announced that Jay Harper is attending the SACS meeting and had asked him to report on the status of the Convergence Center. The construction will begin in May 2012 on this new building to be located near the Woodard Campus Center and the Simpson Library. The concept of convergence is to bring together information, resources and people for research, teaching, learning, and social engagement. It will provide spaces for collaborative activities supported by advanced technologies. It will also have office space for the Division of Teaching and Learning Technologies, the Help Desk, the Teaching Center, and the Writing Intensive and Speaking Intensive programs. Among the several specialized spaces in the building will be a 162-seat digital auditorium, 24/7 quiet spaces, a technology check-out desk, and ultra-high tech classrooms including a distance learning classroom. Architecturally, the building is designed to match the style of other buildings on the Fredericksburg Campus; it will have a garden with amphitheater seating, and Campus Walk will go through an archway in the building. Before the official groundbreaking in May, some site preparation work involving moving underground infrastructure will occur. The building is scheduled to be essentially complete by December 2013, with a soft launch expected in Spring 2014. Campus Walk will be rerouted during this 2-year construction period. In response to questions, John Morello explained that the technology-enhanced spaces are designed to be extremely flexible to allow for frequent upgrades, and the digital auditorium is a multi-purpose space with seating that can be set up or closed down within minutes. He also explained that although the funding for the building is through the state’s construction bonding process, the operating costs are part of the UMW budget.

7. Committee Reports. Reports had been received from the following University committees: Academic Affairs; Budget Advisory; Curriculum; Faculty Affairs; General Education; Sabbaticals, Fellowships and Faculty Awards; Student Affairs and Campus Life Advisory; and Honors Program (Attachments 2-11). Andrew Dolby asked for a motion to accept the submitted committee reports, with the notation that the two proposals for licensure pathways in special education from the College of Education listed as approved on the University Curriculum Committee’s minutes for November 16 (Attachment 5) had been withdrawn. Leigh Frackelton made the motion, which was seconded by Debra Schleef. In discussion, Jo Tyler asked about the report from the University Budget Advisory Committee containing its recommendations which was originally scheduled for the UFC’s November agenda. She also asked if the University
Faculty Affairs Committee would be taking action regarding the charge from the UFC last month to “comprehensively review our current [student course] evaluation instrument,” as this was not mentioned on the committee’s minutes. Andrew Dolby said that he would contact the chairs of the respective committees about these points. Regarding the University Faculty Affairs Committee, Teresa Kennedy asked about the schedule for evaluation of tenured faculty and department chairs. John Morello mentioned that this information is included on the Annual Evaluation Calendar page of the Provost’s website. Mary Beth Mathews made a motion, seconded by Suzanne Sumner, to call the question. The motion to accept the committee reports was approved unanimously by voice vote.

8. Charge to University Faculty Affairs Committee Regarding Student Course Evaluations. In response to the UFC’s charge to the committee (Attachment 12), the UFAC sent a memo to the Office of Analysis and Institutional Effectiveness requesting information about the pilot study on student course evaluations (Attachment 13). Andrew Dolby suggested that some items requested might be slightly revised. Stephen Davies suggested that in addition to data about median scores of online vs. in-class written responses, data about whether online responses are “in sync” with paper responses is needed, and that we need to consult with a statistician about how to produce this data. Andrew Dolby said that he would work with the University Faculty Affairs Committee to make modifications to their requests.

9. Charge to University Student Affairs and Campus Life Advisory Committee. Michael McCarthy, chair of the committee, presented an update. Explaining that the committee is in the process of defining itself, he noted that faculty are in a unique position to work with students in non-academic ways and that the committee can address important needs. The committee has met with all of the departments under the leadership of Doug Searcy, Vice President of Student Affairs. The committee sees its role as providing a faculty point of view for these departments, and discussing issues of concern to faculty, basically forging mutual communication between faculty and Student Affairs administrators. They feel that the committee should continue its work with the duties previously proposed (Attachment 14).

Regarding the issue of having a student representative on the UFC, Michael McCarthy reported that the committee researched the faculty governing bodies of other liberal arts universities and found that many have a non-voting student representative. They feel that the President of the Student Government Association (SGA) would be an appropriate representative on the UFC. Megan Holbrook explained that the SGA wants their representative to be their Academic Affairs Chair. Teresa Kennedy made a motion to revise section 2.3.4 of the University Faculty Handbook to include a representative selected by the SGA as an ex-officio non-voting member of the UFC. The motion was seconded by Stephen Davies and approved unanimously by a voice vote. Leigh Frackelton pointed out that since this motion changes the membership of the UFC, it must be approved by a majority of the faculty in each college before it can go into effect as a Handbook revision. John Morello suggested that section 2.3.4 of the Handbook also be revised to explicitly define the other ex-officio members of the UFC as non-voting members. Jo Tyler pointed out that the voting members of the UFC are defined in the Rules of Order in an appendix to the Handbook. Based on this discussion, Suzanne Sumner volunteered to draft the final wording for the motion, which was approved via email and forwarded by Andrew Dolby to the presidents of the college governing bodies on December 9, 2011 (Attachment 15).
In discussion of the proposed Handbook wording for the duties of the Student Affairs and Campus Life Advisory Committee (Attachment 14), Jo Tyler suggested that the first sentence of section 2 of the proposal be reworded as follows: “Communicate student affairs and campus life decisions to the faculty via the University Faculty Council and the governing bodies of the colleges, and faculty concerns and ideas back to the Vice President for Student Affairs and the Associate Vice President & Dean of Student Life.” Mary Beth Mathews suggested deleting the last sentence of section 1 and the last sentence of section 2 of the proposal. Jo Tyler made a motion that the proposal be approved with the revisions discussed. Leigh Frackelton seconded the motion and it was approved unanimously by a voice vote. As a result, the revised wording of section 2.6.9, subsections .1 and .2, of the University Faculty Handbook would be:

.1 Work in an advisory fashion with the Vice President for Student Affairs and the Associate Vice President & Dean of Student Life on non-academic student priorities, including but not limited to, helping identify timely issues that may put our students in high-risk situations, promoting a positive community ethos across all UMW campuses, publicizing and supporting student-service opportunities, and otherwise helping develop those aspects of campus life, including new buildings, that could enhance students’ educational experience.

.2 Communicate student-affairs and campus-life decisions to the faculty via the University Faculty Council and the governing bodies of the colleges, and faculty concerns and ideas back to the Vice President for Student Affairs and the Associate Vice President & Dean of Student Life.

10. University Faculty Governance Discussion. Andrew Dolby began the discussion with a summary of ideas discussed at the UFC work session held on December 2.

- Change selection of college representatives to University-level standing committees. If the wording states “one member selected by each college” (instead of “from each college”), then colleges will be able to select any faculty member, not necessarily one appointed in that college. The purpose would be to reduce the service burden on faculty in smaller colleges. A question was raised about whether the Handbook should explicitly state that members representing a college may be chosen from other colleges.
- Add explicit language about ex-officio members on the University-level committees being non-voting members.
- Allow members of the University Curriculum Committee to be any member of the Curriculum Committee of each College, rather than specifying that it must be the chair.
- Move the Budget Advisory Committee and the Student Affairs and Campus Life Advisory Committee from Section 2.6 (Standing Committees) to Section 2.8 (Other University Advisory and Special Interest Committees).
- Make revisions to the schedule of committee meetings and the reporting timelines and clarify wording about reporting to college governing bodies.
- Review the duties of several committees that deal with technology issues to reduce overlapping duties and duplication of ex-officio members.
• Review the duties of committees that function primarily to review special courses (Writing Intensive, Speaking Intensive, Honors, First Year Seminar, and Distance and Blended Learning) to determine what ex-officio members are needed.
• Review the duties of the Teaching Center Advisory Committee and the University Academic Resources Advisory Committee; eliminate the duty relating to invited speakers; put the other UARAC duties under the Teaching Center Advisory Committee.
• Revise the officers of the University Faculty Council to include Chair-elect as the third officer.

Additional discussion involved how to proceed with further University-wide discussions about the committee system and arriving at formal Handbook revisions. Andrew Dolby suggested that the target should be approving Handbook revisions at the March UFC meeting. John Morello pointed out that the April UFC meeting would be the very latest date on which any Handbook revisions could be approved in time to be on the April agenda of the Board of Visitors. Suggestions were made to either hold open discussion forums in January or ask the College governing bodies to put this item on their January agendas and report back to the UFC.

Leigh Frackelton made a motion to recommend revising the wording of the Faculty Handbook section 2.3.4 to state that all ex-officio members of the University Faculty Council be non-voting members. Jo Tyler seconded and the motion passed on a voice vote with one abstention by Suzanne Sumner. The motion was included in the recommendation sent to the college governing bodies on December 9, 2011 (see item 9 above and Attachment 15).

11. Motion from University Academic Affairs Committee. The committee had submitted a proposal to add language to the Dictionary of Academic Regulations to give students who compete in CAC tournaments specific flexibility in scheduling final exams (Attachment 16). Leigh Frackelton made the motion to approve the proposal and Jo Tyler seconded. Stephen Davies explained that this is a small inconvenience to show faculty support for student athletes. The motion was approved unanimously by a voice vote.

12. Resolution from the Sierra Club. This resolution to support the current state moratorium on uranium mining was submitted by student Graham Givens, student organizer for the Virginia Chapter of the Sierra Club (Attachment 17). Andrew Dolby explained that, according to Mr. Givens, the resolution has already been signed by the President’s Sustainability Council, the Student Senate, and the Student Ecology Club. There was discussion about the appropriateness of consideration of such a motion by the UFC. Jo Tyler pointed out that our Rules of Order include the ability to pass resolutions. Andrew Dolby suggested that the UFC take no action on this resolution since the students have already raised awareness through the Sustainability Council and its goal does not clearly fit within the purpose of the UFC. No action was taken.

13. Request from the CAS Faculty Senate. At its November 30 meeting, the CAS Faculty Senate requested that the UFC create a faculty award recognizing annual scholarly, creative, and professional achievement and excellence. John Morello pointed out that the UFC does not have the capacity to create monetary faculty awards, but could make a recommendation to the Office of Advancement and University Relations to raise funds for such an award. In response to a
question, he added that the current awards for teaching are $1200, and for service $800. Andrew Dolby made a motion, seconded by Stephen Davies, that further discussion be tabled until the next UFC meeting.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Jo Tyler, Secretary
To: The University of Mary Washington Board of Visitors’ Academic Affairs Committee

From: Andrew Dolby, University Faculty Council Chair

Date: January 31, 2012

RE: University Faculty Council Chair’s report

Since the previous Board of Visitors’ meeting in November, the University Faculty Council has continued to process routine faculty business while considering modifications to the university’s faculty governance structure. In terms of current function, our governance system developed during the 2010-11 academic year is functioning well. All curriculum and policy changes which need to take effect by next fall are on track for implementation, including the Honors Program. Nonetheless, the UFC held an additional work session in November to identify specific reforms to improve both the effectiveness and efficiency of faculty governance. Jo Tyler, John Morello, and I subsequently met twice in early January to translate these ideas into concrete Faculty Handbook revisions. Some of these changes being considered are:

- Adding a nonvoting *ex officio* student member to the UFC.
- Increasing terms for UFC members from two to three years.
- Creating a Chair-elect officer position for the UFC.
- Revising the nonvoting *ex officio* membership of and re-categorize some committees on the current roster of university faculty committees.
- Providing committees with greater autonomy to set their own meeting schedules within a broad framework specified by the Provost’s office.
- Simplifying the processes by which committees report their business.
- Implementing preferential voting for faculty elections in place of the current election runoff system.

Jo Tyler worked especially hard to ensure consistency and thoroughness throughout this process. She additionally consolidated all proposed revisions into one draft and produced an annotated summary of substantive changes to increase the efficiency of the approval process.

I attended Higher Education Advocacy Day at the Virginia General Assembly on January 12. Other UMW faculty participants were Suzanne Sumner, Craig Vasey, Steve Fuller, Nabil Al-Takriti, and Hai Nguyen. Organized by the Virginia Chapter of the American Association of University Professors, the purpose of this annual event is to raise awareness about legislation that affects Virginia’s higher education system and its faculty. Collectively, our UMW contingent met with several dozen Senators and Delegates or their aides. We primarily discussed Governor McDonnell’s state budget proposals for higher education funding and two bills under current consideration that would help Virginia’s public colleges and universities to attract and retain high quality faculty. Senate Bill 104 would provide 50% tuition waivers for dependent children of faculty who have served a Virginia institution for seven years or more, and House Bill 486 would allow new faculty to transfer their optional retirement plans to the Virginia Retirement System after ten years of service.
A REPORT

of THE UMW 2011-12 BUDGET ADVISORY COMMITTEE

to THE UNIVERSITY FACULTY COUNCIL

This report

According to the Faculty Handbook 2.6.2.1, the budget advisory committee ("the committee") is ascribed two duties that we are herewith discharging: to "indicate the committee’s priorities for the present budgeting year through an annual review process and [to] summarize their priorities on future budgets due to the CFO, CAO, and the UFC."

Business of 2010-11 Academic Year

In the spring term of 2011, the committee worked with the chief academic and financial officers as well as several members of the administration to review budgets and make recommendations to the president for FY 12. A summary of those recommendations, as well as a summary of the president’s actions, was circulated to the UFC and the governing bodies of the individual colleges in fall 2012.

With limited resources and a process for evaluating budgeting priorities badly in need of revision (for example, budgeting requests numbered in the hundreds with individual requests as low as a few hundred dollars and as much as over $100-thousand dollars; the individual budgets considered by the committee represent a relatively small percentage of the total amount of the budget assigned to each are; etc.), the committee offered the president a set of guiding principles, which may be found in the minutes of the April 18, 2011, meeting and which are repeated here for convenience:

“Additional guiding principles recommended by the BAC in the development of the 2011-12 budget include the following:

1) It is time to increase support for key infrastructure areas, broadly defined. These include:
   a. Funding increases in marketing, recruitment and retention of a diverse student body.
   b. Developing an office of external grants and hiring a director.
   c. Funding critical needs for Admissions and the IT department.

2) We also support the creation of new positions that will support the University’s mission, e.g., splitting the two dual sport coaches positions, a new position in HR, a regional gifts officer, as well as facilities and housekeeping positions.
3) A philosophical discussion should be undertaken by senior administration about creating new ways of increasing revenues, including differential tuitions and fees.”

A review of the president’s actions shows a broad concurrence with the recommendations of the committee. The only exception was the president’s decision to fund a position in Student Services for a Director of Leadership and Coordinator of Strategic Initiatives. The committee had ranked the request “low” and recommended that the proposal “be more fully developed with input from the provost’s office and deans.” The president, however, chose to fund the position, seeing the position as an important part of a plan to develop new initiatives and to attract new students.

Six-Year Plan

The university was tasked in spring 2011 by Governor McDonnell’s administration with developing a six-year plan for implementing the governor’s educational priorities. The provost and deans met over the summer to develop this plan, and the president asked the committee to review the plan and make recommendations. Given the short turnaround time, the committee was in no position to make any kind of recommendation other than to reiterate its desire to be consulted during the planning process and to repeat their three funding guidelines adduced above. A summary of the six-year plan was circulated to the UFC and the governing bodies of the individual colleges in fall 2012.

Going Forward

Regarding the constitution of the committee, the Staff Advisory Council has no formal representation in budgeting matters; therefore, the committee recommends that UFC takes under consideration exploring the representation of university-wide committees to determine which, if any, warrant the inclusion of a SAC representative and the voting status of that representative.
Minutes of the University Curriculum Committee  
University of Mary Washington  
25 January 2012

Present: Voting members:
- Gail Brooks (Accounting and Management Information Systems) – College of Business
- Beverly Epps (Foundation, Leadership, and Special Populations) – College of Education
- Mary Beth Mathews (Classics, Philosophy, and Religion), chair – University Faculty Council
- Gary Richards (English, Linguistics, and Communication), secretary – College of Arts and Sciences

Non-voting members:
- Rita Dunston – Registrar
- Jane Huffman (Foundation, Leadership, and Special Populations) – College of Education
- John Morello – Associate Provost
- Marie Sheckels (Curriculum and Instruction) – College of Education

Chair Mary Beth Mathews called the meeting to order at 3:02 p.m. in Trinkle 243.

Minutes of the 16 November meeting had been circulated and approved electronically, and secretary Gary Richards had filed them with UFC as well as the addendum. These are posted at http://ufc.umw.edu/committees/university-curriculum-committee/.

From the College of Arts and Sciences:

New business:

- The committee approved the proposal for a new minor, *Middle Eastern Studies*, for fall 2012.
- The committee approved the proposal for a new minor, *Urban Studies*. This included approving the proposal for a new course, *GEOG 237: Cities*; approving the proposal to revise the prerequisite to *GEOG 337: Nature of Cities*; and approving a new course, *IDIS 400: Urban Research Seminar*, for fall 2012.
- The committee approved the proposal for a new course, *EESC/GEOL 360: Environmental Exploration*, for fall 2012.
- The committee approved the proposal for a new course, *CPSC 419: Data Mining*, for fall 2012.
- The committee approved the proposal for a new course, *SOCG 354: Environmental Sociology*, for fall 2012.
- The committee approved a series of proposals to revise the *Geography* major. These included approving the proposal for a new course, *GEOG 333: Regional Planning Seminar*; approving the proposal to renumber *GEOG 225: Mobile GIS and GPS* to *GEOG 355: Mobile GIS and GPS*; approving the proposal to add a prerequisite to *GEOG 355: Mobile GIS and GPS*; approving the proposal to change the prerequisite to *GEOG 340: Remote Sensing and Air Photo Interpretation*; approving the proposal to add a prerequisite to *GEOG 327: Climate Change*;
approving the proposal to revise the Geography major to accommodate the above-listed proposals; and approving the proposal to revise the course descriptions and catalog copy to reflect above-listed changes, all for fall 2012.

• The committee approved the proposal to revise the Environmental Science major for fall 2012.
• The committee approved the proposal to revise the Environmental Sustainability minor for fall 2012.
• The committee approved the proposal to change the title and course description of ENGL 295: Introduction to Literary Studies to ENGL 295: Methods of Advanced Literary Studies for fall 2012.

From the College of Business:

New business:

• With slight revisions to catalog copy, the committee approved the proposal to change the prerequisite to BUAD 310: Principles of Marketing for Spring 2013.

From the College of Education:

Old business:

• With minor corrections, the committee approved two new pathway programs, M.Ed. Initial Licensure Five-Year Pathway: Special Education General Curriculum and M.Ed. Initial Licensure Five-Year Pathway: Special Education: Adapted Curriculum, for fall 2012. This included approving a new course, EDSE 552: M.Ed. Internship for Special Education Initial Licensure Five-Year Pathway, for fall 2012.

New business:

• The committee approved proposals to delete the following courses for fall 2012:

  EDCI 503: Practicum in Goals and Practices: Elementary (1)
  EDCI 508: Practicum in Early Literacy and Language Development (1)
  EDCI 510: Practicum in Language and Literacy Development (1)
  EDCI 512: Practicum in Goals and Practices: Middle or Secondary (1)
  EDCI 516: Practicum in Literacy and Language Across the Curriculum (1)
  EDCI 520: Practicum in Managing the Classroom Environment: Elementary (1)
  EDCI 522: Practicum in Managing the Classroom Environment: Middle or Secondary (1)
  EDCI 524: Practicum in Managing the Classroom Environment: PreK-12 (1)
  EDSE 520: Practicum in Special Education: Elementary (1)
  EDSE 522: Practicum in Language and Literacy for Special Populations (1)
  EDSE 540: Practicum in Characteristics of Students Accessing an Adapted Curriculum (1)
  EDSE 542: Practicum in Goals and Practices for Students Accessing an Adapted Curriculum (1)
  TESL 516: Practicum in ESL Literacy Strategies: PreK-12 (1)

• The committee approved proposals to revise the prerequisites/corequisites of the following courses and to revise the catalog descriptions accordingly for fall 2012:

  EDUC 318: The Teaching of Music (4)
  EDUC 319: The Teaching of Foreign Language (4)
• The committee approved proposals to revise the catalog description of EDUC 440: Supervised Teaching (9) for fall 2012.

• The committee approved proposals to revise the titles of the following courses and to revise the catalog descriptions accordingly for fall 2012:

  EDUC 530: Masters Research (3) from EDUC 530: Master's Research (3)
  EDUC 539: Elementary Graduate Internship Seminar (1) from EDUC 539: Graduate Internship Seminar (1)
  EDSE 540: Initial Licensure Internship (12)

• With suggestions for revisions, the committee approved proposals to revise the titles of the following courses, to revise their prerequisites/corequisites, and to revise the catalog descriptions accordingly for fall 2012:

  EDSE 533: Positive Approaches to Behavior Management (3)
  EDSE 534: Assessment, Evaluation, and Instructional Planning (3)
  EDSE 535: Collaborative Consultation and Transition Planning (3)
  EDSE 539: Characteristics of Students Accessing an Adapted Curriculum (3)
EDCI 530: Mathematics Methods for the Elementary School (2)
EDCI 531: Science Methods for the Elementary School (2)
EDCI 532: Social Studies Methods for the Elementary School (2)
EDCI 538: Middle Grades Programs and Practices (4)
EDSE 511: General and Special Education Goals and Practices: Middle and Secondary (3) [The class has already been approved but is not yet in the catalog. The catalog copy has been revised.]
EDSE 552: Special Education M.Ed. Internship for Initial Licensure Five Year Pathway (9)
EDUC 535: Advanced Pedagogy (8)
EDUC 541: Secondary and PreK-12 Graduate Internship Seminar (1)

• Contingent upon minor clarifications, the committee approved proposals to revise the following major courses of study and to revise the catalog descriptions accordingly for fall 2012:

  Major Course of Study: Elementary Education Endorsement
  Major Course of Study: Middle School Education Endorsement
  Major Course of Study: Secondary Education Endorsement
  Major Course of Study: PreK-12 Education Endorsement (Excluding ESL and Special Education)
  Major Course of Study: English as a Second Language Endorsement
  Major Course of Study: K-12 Special Education Endorsement (General Curriculum and Adapted Curriculum)

• Contingent upon minor clarifications and with minor corrections, the committee approved two additional new pathway programs, Master of Education Initial Teacher Licensure Five-Year Pathway: Secondary and Master of Education Initial Teacher Licensure Five-Year Pathway: PreK-12.

The committee will next meet in regular session on 22 February 2012. The committee will meet in a special session at 4 p.m. on 31 January 2012 in GW 215 to discuss proposals for the electronic processing of committee materials.

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Gary Richards
Minutes of the University Curriculum Committee  
University of Mary Washington  
31 January 2012

Present: Voting members:
  - Gail Brooks (Accounting and Management Information Systems) – College of Business
  - Beverly Epps (Foundation, Leadership, and Special Populations) – College of Education
  - Mary Beth Mathews (Classics, Philosophy, and Religion), chair – University Faculty Council
  - Gary Richards (English, Linguistics, and Communication), secretary – College of Arts and Sciences

Non-voting members:
  - Martha Burtis – Division of Teaching and Learning Technologies
  - Susan Colbow – Associate Registrar for Information Technology
  - John Morello – Associate Provost

Chair Mary Beth Mathews called the special meeting to order at 4:01 p.m. in George Washington 215.

The Committee discussed the development of systematized electronic curricular submissions, including a curriculum manual and the technology to support these submissions, as presented in early forms by John Morello and Martha Burtis respectively.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Gary Richards
Report from the University Faculty Affairs Committee
University of Mary Washington
January 25, 2012

Present:
  Alan Griffith (Biology) – College of Arts and Sciences
  Venitta McCall (Foundation, Leadership and Special Populations) – College of Education
  Keith Mellinger (Mathematics) – College of Arts and Sciences
  Patricia Orozco (Modern Foreign Languages) – College of Arts and Sciences
  Larry Penwell (Management and Marketing) – College of Business

Absent:
  Leslie Martin (Sociology and Anthropology) – College of Arts and Sciences

The meeting came to order at 3:30pm in Trinkle 138.

Our charge to review and recommend changes to the teaching evaluation process was put on
hold for the time being. Members of the committee are researching how teaching evaluations are
conducted at other institutions and we plan to report back and continue our work on this charge
at next month’s meeting.

The remainder of the meeting was spent discussing issues related to the Promotion and Tenure
policies and procedures outlined in the University Faculty Handbook. Section 2.6.4 of the
Handbook charges UFAC with “ensuring that criteria and procedures for evaluation, promotion
and tenure of each College (as approved by each College) adhere to the guidelines established in
the University Faculty Handbook;” and to “Study and recommend changes in University-level
promotion and tenure policies and procedures to the University Faculty Council.”

After reviewing the promotion and tenure procedures for both the university and for each
college, UFAC has determined that there are indeed some issues that should be addressed by our
committee. For instance, UFAC found the university level policy to be very thin, we are
concerned that procedures for appeals are not parallel between colleges, and there was some
concern about the required materials for promotion and tenure files. In short, the committee will
be reviewing the university policies and will be making recommendations to the UFC, hopefully
by the March 13 meeting.

Respectfully submitted,

Keith Mellinger, chair
UFOC meeting  
Trinkle Education Suite  
October 21, 2011  
Meeting Minutes

1. Meeting convened at 4pm on Friday October 21st. Members present: George Meadows, Debbie Zies, Janet Asper, David Rettinger, Gladys Gomez.

2. Debbie gave a report on the UFOC database and received some suggestions regarding the issue of creating a query to list members during specific periods of time. The database appears to function as we want and Debbie will work on creating reports out of the queries that have been created.

3. David gave an update regarding preferential voting. There appeared to be enough support for the process to create a motion. David agreed to create the motion was going to try and add it to the agenda for the CAS senate meeting.

4. We had a brief discussion regarding Andrew Dolby’s proposal for restructuring the university governance system. It appeared that at least among our committee there was not a lot of support for restructure at this point. We feel the system needs “tweaking”, but it was too early to decide about a complete restructure.

5. We agreed that there would not be a lot of business for our next meeting (Wednesday November 16th and that it was likely we could conduct business online.
1. The UFOC committee members agreed that our business this cycle was minimal and we would be able to conduct business online. All members participated in discussion and voting.

2. Minutes from our October 21\textsuperscript{st} meeting were edited and approved

3. The UFC FOC motion on preferential voting was passed by the College of Business, the College of Arts and Sciences, COE is meeting Dec 2\textsuperscript{nd} and will vote on this motion at that time.

4. George Meadows created faculty handbook language for the formation of the Honors Program Review Committee. The draft was approved by the committee and is attached to these minutes.

5. Janet agreed to represent the UFOC at the University Academic Resources Advisory Committee meeting on Friday November 18\textsuperscript{th}. The purpose of this meeting is to begin discussions on ways to streamline committee charges and simplify our current governance system. Janet will give us a report at our next meeting.

6. Our next meeting will be Wednesday January 25\textsuperscript{th} at 4pm. We have not determined if we will meet online or in person.

Handbook entry:

Honors Program Advisory Committee The committee, will include five faculty members appointed by the University Faculty Organization Committee with the condition that the five represent a balanced range of disciplines and each is active in the program or work of the committee. In addition to the five members, the Director of the Honors Program will serve as Committee Chair. Appointed members serve staggered 3-year terms beginning the fall semester after appointment. The committee's duties are to:

.1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings meeting the Honors Program requirement;
.2 Review and approve or reject proposals from the various departments for courses to be designated as Honors courses;
.3 Approve exceptions to the curriculum including the contract-based honors courses;
.4 Develop and maintain a list of approved co-curricular and service opportunities for students participating in the Honors program;
.5 Review at its discretion the frequency of offering and general relevance of courses so designated and make recommendations for changes as appropriate; and
.6 Make information available regarding the procedures and deadlines for proposing courses to the Honors Program committee.
1. The UFOC committee members meeting convened at 4:15pm with members George Meadows, David Rettinger, and Deborah Zies present.

2. The UFC FOC motion on preferential voting was passed by all three colleges. The motion has been reviewed by the UFOC and is ready to be submitted to the UFC for the final vote. The motion and the rationale are attached to these minutes.

3. We discussed the elections that we need to carry out this semester.
   a. George will finalize the list of replacements both elected and appointed that are needed.
   b. Debbie will contact the committees that don’t have terms listed and determine what replacements are necessary.
   c. We hope to have this information ready for our next meeting (Feb 22nd). We would like to have the elections completed by our March meeting (March 14th), and have all elected and appointed positions filled and announced prior to the mid-April committee meetings so that new members can attend.

4. Debbie will discuss putting the database on the network with DTLT. Once it is shared, we can work out help from student aids in filling in the remaining faculty. Debbie has only entered faculty that are currently on committees.

5. Janet represented the UFOC at the University Academic Resources Advisory Committee meeting on Friday November 18th. The purpose of this meeting was to begin discussions on ways to streamline committee charges and simplify our current governance system. Janet will give us a report at our next meeting.

6. Our next meeting will be Wednesday Feb 22nd at 4pm in the Trinkle Education Suite.
The University Faculty Organizing Committee moves that the following changes be made to the Faculty Handbook, effective August 15th, 2012.

That Section 2.5.2.2 of the faculty handbook be amended to read:

2.5.2.2 Procedures for Committee Elections  Once nominations close, the UFOC distributes ballots to all voting-eligible faculty. Faculty will have at least five business days after distribution to return their ballots to the UFOC. Elections will be conducted in a manner that assures anonymity. Ballots shall solicit rankings of candidates by voters, with lower numbers indicating greater preference. Ties shall be permitted on individual ballots.

That Section 2.5.2.3 of the faculty handbook be modified to read:

2.5.2.3 Procedures for Run-Off Elections  In order to be elected to an at-large position on a standing committee, a nominee must receive forty percent of the votes cast. If no nominee receives sufficient votes, a run-off will be held among those receiving the three highest vote totals. If more than one position on a committee is being filled in an election but only one nominee receives sufficient votes, a run-off will be held between those receiving the two next highest vote totals. Run-off ballots are returned to the UFOC in a manner that assures anonymity.

Procedures for Determining Winners of Committee Elections. In order to be elected to an at-large position on a standing committee, a nominee must be the winner of a Condorcet method calculation. If more than one position on a committee is being filled in an election, those positions shall be filled in order of Condorcet ranking.
Rationale

Our current election system is unwieldy and can lead to both protracted repeated balloting and to results that are not in line with the preferences of the majority of voters. The UFOC therefore proposes a change to our voting rules and practices to resolve these concerns. We propose a shift to an online preferential voting system that uses “Condorcet methods” to tally votes. This system will yield a ranked order of candidates that reflects the collective will of the electorate after a single ballot.

The proposed voting system works as follows: After the nomination process (which would remain unchanged), all voting faculty would be sent an email soliciting their votes. The voting would be conducted online using a highly secure website designed for the purpose (http://www.cs.cornell.edu/w8/~andru/civs/). Voting would consist of rank ordering the candidates from most preferred to least preferred. The website tallies these ranks and generates a list of candidates in order of overall preference. Thus, elections requiring more than one winner can be handled with one round of voting. Results would be forwarded from the website to the UFOC and winners would then be announced to the faculty. The process is quite simple, easy to implement, and free.

A crucial element of this proposal is the voting tally process, called Condorcet methods. The computations are handled by the servers at Cornell’s Computer Science Department, requiring no work on our part. Winners are determined by computing a simultaneous round robin in which each candidate is considered in a head-to-head election against every other candidate. The winner of each head-to-head pairing is determined by a simple majority of preferences. For example, if Alice is given a rank of 2 and Bob receives a 4, Alice would be awarded the vote on that ballot. Head-to-head preferences are calculated for each ballot then summed across all ballots. The election winner is the candidate preferred head-to-head to all other candidates on the majority of ballots. The runner up is the candidate preferred to all other candidates except the winner.*

This process represents a substantial improvement over the current one for the following reasons:

1. **No runoffs are required.** In the recent past, elections have dragged on for weeks. This can happen any time there are a number of candidates with limited support, or when there is a true three-way split for two positions. The Condorcet method proposed here returns a result instantly, with no need for run-offs even for multiple seat elections.

2. **Elections will be fairer.** Our current system requires that a candidate be eliminated if they have the fewest votes and no other candidate has reached a majority. This rule can lead to situations where a candidate who is a widely popular second choice is eliminated because s/he is only rarely a first choice. This could lead to the election of a candidate who is less preferable to a majority of voters than the candidate who was eliminated.

3. **Three way splits can be resolved.** In cases where three candidates are vying for two positions, current voting rules require repeated runoffs until one candidate reaches the 40% criterion. The proposed system resolves this seamlessly.

4. **Condorcet voting is technically preferable to our current method.** The Condorcet method is the only one that successfully achieves criteria developed by mathematicians for optimality in voting. A list and summary of those criteria is available here: http://minguo.info/election_methods/evaluation

A peer-reviewed summary of this work can be found here:

* It is unlikely but possible that there is no candidate preferred to all others using this method. In that case the candidate who is least preferred head-to-head is removed and the tally is retabulated. This repeats until a winner is determined.
Potential Concerns

1. **Voting will be harder.** It is true that completing the initial ballot will be somewhat more difficult for preferential voting. However, the elimination of runoff ballots compensates for the effort.

2. **The system can be “gamed.”** While any voting system can be used strategically, most of the common strategies are less useful in a preference system. For example, giving an artificially low rank to a moderately preferred candidate who is perceived to be a strong competitor to the most preferred candidate will not help the most preferred candidate. Because votes are tallied for head-to-head comparisons, the first choice candidate will get a single vote in either case. Mathematicians have demonstrated that Condorcet methods are not susceptible to this technique and that sincere voting is typically the most efficient way of obtaining results in line with one’s preferences.

3. **It’s hard to implement.** Fortunately, the Computer Science department at Cornell has established a free, secure, and reliable website for managing these types of elections. This site is fairly easy to use and will actually represent an improvement on current technology.

4. **How do voters express indifference?** More than one candidate can be given the same rank. For example, if there are four candidates and a voter really likes A, cannot abide B, and is indifferent between C & D, then they may rank the candidates A – 1, B – 3, C – 2, D – 2. This would have the effect of awarding a vote to A over all other candidates and B and C over D, but not distinguishing C and D. This perfectly reflects the voter’s preferences.

5. **Elections will be “different” than they are now.** This is certainly true. They will be fairer. For example, a Condorcet candidate (i.e. one who wins any Condorcet method election) is the one who would beat any of the other candidates in a head-to-head election. Our current system does not always select such a candidate. It is therefore possible that a candidate who would lose an election to another candidate might still be selected under our current system. This seems unfair to the majority of voters who often prefer a candidate who is eliminated in a run-off to one who remains.

Further Reading


FSEM courses approved by the FSEM Committee January 27, 2012
(Note that some may have been approved for multiple faculty.)

1. Miriam Liss: FEMINISM FROM THE SECOND WAVE TO PRESENT: WE’VE COME A LONG WAY BABY... OR HAVE WE?

This course will explore feminist thought from the second wave to the present day from an interdisciplinary perspective. Topics will include 1) feminism work and family 2) feminism and the body and 3) feminism and marginalized groups. Perspectives will include those of lesbians, transsexuals, women of color, and women in poverty.


What makes human beings do bad things? Are some people born immoral, or does a negative environment turn innocence into wickedness? This course will explore the roots of evil, from religious, genetic, societal, and psychological perspectives.

3. George Meadows (COE) and Tim Owens (DTLT): Mashups and Makerbots: Designing and Building in Virtual and Physical Worlds

The course focuses on providing students the tools and practice they will use as they develop and create a variety of virtual and physical objects using innovative software and hardware. Students will blog this process of design, development, and making over the course of the semester.

Approved Changes to Multiple Section FSEM on James Farmer:

1. Course name change:

From: James Farmer and the Struggle for Civil Rights
To: RACE AND REVOLUTION

2. Added faculty able to teach course:

The James Farmer Post Doctoral Fellow

[Currently this is Matt Johnson, however, we wish to avoid having to add a new name each time we have a new Fellow on campus.]
SI Committee  
November 9, 2011

Present: Liane Houghtalin, Esther Yook, Anand Rao, Danny Tweedy, Dawn Bowen, Marie Sheckels

Minutes of 9/28 meeting approved.

The following course proposals and actions were approved by the SI Committee:

- PSYC 362: Research Methods in Psychology (Erchull, SI instructor)
- PSYC 411: Research Seminar in Abnormal, Personality, or Social Psychology (all instructors)
- PSYC 412: Research Seminar in Biological Psychology (all instructors)
- PSYC 413: Research Seminar in Cognition or Learning (all instructors)
- PSYC 414: Research Seminar in Developmental Psychology (all instructors)
- PSYC 491 designation moved from 491 to new PSYC 492: Individual Research

Discussion of Faculty SI Learning Outcomes (LO) Survey:

Tim O’Donnell joined us for discussion of learning outcomes. Survey results – 32 faculty responded, and some patterns emerged. Clearly every SI course cannot achieve all LOs. Anand believes that there needs to be consistency in SI outcomes across the board. There was general agreement from committee members. The question, however, is how to do this?

These are across-the-curriculum courses. In an ideal world, we would have a basic COMM course required of all students, but that is not practical. Can we create shared outcomes? Can we have two courses (similar to the Arts, Literature, and Performance Gen Ed requirement, where one course focuses on process and the other on appreciation). One of these SI courses would, for example, have a final required presentation; one would not.

Anand presented an idea for how to create two sets of LOs. One idea was to incorporate some SI outcomes within the FSEM. This would create a little bit more uniformity across FSEMs. He will consult with the FSEM Comm about this.

Another idea is to have some type of hybrid learning experience, using videos on line and quizzes on content. For a capstone experience in SI, could we have a student produce a video on how they would use specific skills in a presentation? They would reflect on communication theory. Not an onerous task. Is this something that we want to pursue with the Outcomes Assessment Committee?

Finally, could we have experts create modules for professors to use in courses or have students do them on their own? Additional modules?

Anand will continue working on this for FSEM, basic SI course, and then modules. Tim suggested that he discuss this with the QEP committee chair.
Speaking Center Report: Esther Yook –Octoberfest went well. Good foot traffic in the center.

Meeting adjourned at 4:55 pm
January 31, 2012

To: CAS Faculty Senate
From: UMW Speaking Intensive Committee

The Speaking Intensive Committee recommends that the following courses receive a Speaking Intensive designation, effective for Fall 2012:

- EDUC 373: Language and Literacy Development: Internship (Courtney Clayton, instructor)
- AMST 202: Sophomore Seminar (The 1960s) (Jess Rigelhaupt, instructor)
**Writing Intensive Committee Meeting 12-5-11 at 5pm**

Present: Gwen Hale, Mary Rigsby, Surupa Gupta, Courtney Clayton, Joe Nicholas

- Discussed WI Proposals.

- We approved all of the WI proposals for Fall 2012. These were:
  
  • PSYC proposals for department as a whole about their research seminars. These were:
    
    • PSYC 411: Research Seminar in Abnormal, Personality, or Social Psychology
    • PSYC 412: Research Seminar in Biological Psychology
    • PSYC 413: Research Seminar in Cognition or Learning
    • PSYC 414: Research Seminar in Developmental Psychology
  
  • RELG 305, Religion and Politics in the United States
  • GEOL/EESC 313, Fluvial Geomorphology

- Discussed whether or not the requirements for WI should change in any way. Need to look at institutions we usually look at in terms of comparisons to see what they do to add to the list Gwen complied already. All agreed that the idea is to also include informal writing as well.

- Suggested 15 pages as graded and certain category of ungraded writing; we could provide the list Gwen put together as suggestions for ungraded writing

- Discussed issue that students need more writing in lower-level courses, such as FSEM

- Discussed perhaps sending some kind of survey out to assess how well faculty feel students are prepared to write and will rewrite goals for this year

- Meeting adjourned at 6pm
**Motion to the University Faculty Council from the CAS Faculty Senate:** Resolved, to approve Appendix F in the *University Faculty Handbook* as revised and submitted in the attached document. (Please note that the attached document has all the proposed changes tracked.)

**Rationale for the Changes to Appendix F of the *Faculty Handbook:***

At its April 6, 2011 meeting, the CAS Faculty Senate passed a motion to create and charge an *ad hoc* committee with revising Appendix F of the *Faculty Handbook* to reflect the changes in governance structure which occurred in the 2010-2011 academic year. This committee worked with both Associate Provost Morello and the CAS Faculty Organization Committee to revise Appendix F to “reflect organizational changes in the structure and membership of the CAS Faculty Senate, its committees, and its representations to the University Faculty Council and to university-level committees.”

This *ad hoc* Committee on Revising Appendix F completed its work, and with minor amendments, the revisions were approved at the CAS Faculty Senate’s October 5, 2011 meeting.

The *ad hoc* Committee on Revising Appendix F noted a number of substantive areas needing significant attention outside the scope of their charge, and the CAS Faculty Senate charged the CAS Faculty Organization Committee with revising the Handbook language on the following three items.

1. F.2.3.3 Reducing the CAS Faculty Secretary’s period of service from a two-year to a one-year term to bring the term in line with other committee secretarial positions.

2. F 7.1 Including language about the appropriate standing committees submitting minutes or reports to the CAS Senate each month.

3. F 13.3 Aligning the Appendix F language with language in Section 2.1.3 regarding calling meetings of the General Faculty and voting eligibility.

The CAS FOC brought two motions to the CAS Faculty Senate meeting on November 30, 2011 addressing these three concerns, and the Senate approved them with minor amendments.

In addition, the CAS Faculty Organization Committee brought a third motion to the November 30, 2011 CAS Faculty Senate meeting to change the language of Sections F.8.2.2 and F.8.2.3 to incorporate preferential voting for CAS elections. The motion on preferential voting in CAS elections passed.

Also at the November 30, 2011 CAS Faculty Senate meeting, the Senate passed an amended motion from CAS Faculty and Academic Affairs Committee to add language to Section F.2.3.1 providing course release time for the CAS Faculty Senate President to
codify and fulfill the CAS Faculty Senate’s motion from its April 7, 2010 meeting, and in consultation with the administration.

Please note that the attached document has all proposed changes tracked.

Other remaining issues that concerned the ad hoc Committee on Revising Appendix F are still ongoing. These two issues are:

(1) Clarifying college and university governance. The CAS Faculty Senate directed CAS Faculty Senate President Suzanne Sumner to work with University Faculty Council Chair Andrew Dolby to continue to clarify CAS and university-level committee charges, scope of responsibility and authority, and streamline the flow of business between the CAS Senate and UFC, and the CAS committees and university-level committees.

(2) F9.1 University vs. College Academic Resources. The charges and funding lines for the University Academic Resources Advisory Committee and the CAS Academic Resources Committee continue to be discussed between these two committees, the UFC, and the Provost’s Office, in light of recommendations made by the Strategic Plan.
APPENDIX F

RULES OF ORDER FOR THE COLLEGE OF ARTS AND SCIENCES (CAS) FACULTY SENATE AND CAS FACULTY COMMITTEES

In this appendix, except where otherwise noted, the College shall refer to the College of Arts and Sciences, the Dean to the CAS Dean, the Faculty Senate to the CAS Faculty Senate, Faculty Committees to CAS Faculty Committees, individually named committees to the CAS committees with those names, and faculty members to members of the CAS faculty.

F.1 ORGANIZATION OF THE CAS FACULTY SENATE

F.1.1 Role of the CAS Faculty Senate  The CAS Faculty Senate is a representative body, which shall serve as the official voice of the CAS instructional faculty on all matters which fall within its jurisdiction. The purpose of the Faculty Senate is to create an effective legislative and advisory body to ensure representation of faculty interests and to fulfill the authority and responsibilities delegated to the faculty in §2.2.1 in this Handbook as pertinent to the College. Service on the Faculty Senate is considered an important part of a faculty member’s professional responsibility.

F.1.2 CAS Faculty Senate Meeting Membership  The Faculty Senate shall be comprised of twenty-three senators and a Faculty President. Any member of the CAS full-time instructional faculty with a minimum of three years of full time teaching at the University may serve. The Faculty President must have attained the rank of associate professor or above with tenure. If elected as a senator or as Faculty President, a faculty member must relinquish any position currently held on a faculty standing committee and is prohibited from serving on any standing committee while serving as senator or Faculty President, with the exception of the Budget Advisory Committee, the James Farmer Multicultural Center Advisory Committee, or the University Faculty Council (UFC). Attendance at Faculty Senate meetings is open to all faculty, and all faculty may speak when recognized by the Faculty President although only senators or their substitutes may vote. The complete agenda and minutes for each meeting of the Faculty Senate will be provided to all faculty.

F.2 Faculty Senators  All faculty senators, with the exception of the President-Elect, will serve one-year terms with years corresponding to the academic year; senators may serve unlimited, consecutive terms. Senate members may be removed from office for cause at the prerogative of their department (or the faculty in the case of the President-Elect and the Faculty President). In the event the position of President-Elect or at-large senator becomes vacant, the Faculty Organization Committee (FOC) will conduct a special election in order to fill the vacated seat. A total of twenty-three (23) faculty senators are elected from the academic departments and three at-large seats, as follows:
F.2.1 Academic Departments  Each of the twenty CAS academic departments may elect a faculty senator on an annual basis. However, for any academic year, a department may decline to elect a faculty senator by notifying the FOC of its intent prior to the election of at-large senators in the spring semester. In that case, an additional at-large senator seat will be elected by the faculty. If a faculty senator representing one of the academic departments resigns or is removed for cause during the middle of a term, the department will elect a replacement and inform the FOC and the Faculty President. If the department is unable to elect a replacement, they must inform the FOC and the Faculty President. The FOC will then conduct a special election for an additional at-large senator, to be elected by the faculty, who will complete the remainder of the vacated term.

F.2.2 At-Large Seats  The faculty will elect two at-large senator seats as well as any additional at-large seats created by department declination as specified above. The President-Elect will serve as an at-large senator until installed as Faculty President.

F.2.3 Officers of the CAS Faculty Senate

F.2.3.1 CAS Faculty President  The CAS Faculty President must have attained the rank of associate professor or above with tenure. The Faculty President will serve a two-year term. The Faculty President is a non-voting member of the CAS Faculty Senate, except in the case of a Faculty Senate tie vote. In the event of a tie, the Faculty President will cast the deciding vote. The Faculty President shall also represent CAS on the University Faculty Council as one of the two standing CAS members appointed to the UFC for a two-year term. The Faculty President shall receive a workload reduction each semester during his or her term, one (1) course release or the equivalent, and appropriate to the discipline (typically three (3) credits). The Dean of CAS will provide the hire behind.

F.2.3.2 CAS President-Elect  The faculty will elect a President-Elect from among its members every other spring semester. The CAS President-Elect must have attained the rank of associate professor or above with tenure. If the in-coming President-Elect is already a department senator, FOC will request the department to elect a replacement. The President-Elect will serve a two-year term. The President-Elect will serve as an at-large senator until installed as Faculty President with the same membership and voting privileges as the other Faculty Senators. The President-Elect will become Faculty President automatically at the expiration of the President’s term. Candidates for the position of President-Elect may also run for Secretary of the CAS Faculty or for one of the other at-large senator seats, but the ballots will be counted in the order of President-Elect, then Secretary of the Faculty, then at-large senator. Once elected, a faculty member’s name is not further considered and subsequent votes for him or her are not included in the count of votes cast for Secretary of the Faculty or for at-large senator. The President-Elect is encouraged to attend UFC meetings during his/her term as President-Elect and will subsequently be appointed to serve a two-year term on UFC on becoming CAS Faculty President.

F.2.3.3 CAS Faculty Secretary  The faculty will elect a Secretary of the Faculty from among its members every spring semester. If the in-coming Secretary is already a department senator, FOC will request the department to elect a replacement. The CAS Secretary will serve a one-year term. The Secretary is not a voting member of the Faculty Senate. The Secretary of the
CAS Faculty may also run for President-Elect or for one of the other at-large senator seats, but the ballots will be counted in order of President-Elect, then Secretary of the Faculty, then at-large senator. Once elected, a faculty member’s name is not further considered and subsequent votes for him or her are not included in the count of votes cast for at-large senator. In the absence of the Secretary, the presiding officer shall appoint a substitute pro tempore. In preparing minutes of the Faculty Senate meetings, the Secretary will work with the Faculty Senate President. In the formulation and implementation of measures passed by the Faculty Senate involving changes to the Faculty Senate Rules of Order, the Secretary of the CAS Faculty Senate will work with the Faculty Senate President and the CAS Dean to ensure that these changes are incorporated.

F.2.3.4 Parliamentarian By the fall of each year, the Faculty Senate President solicits nominations for a Faculty Senate Parliamentarian. The Parliamentarian may or may not be a member of the Faculty Senate. The Faculty Senate elects a Parliamentarian from the nominations. The Parliamentarian will serve a one-year term as Parliamentarian of both the CAS General Faculty and the Faculty Senate.

F.3 MEETINGS OF THE CAS FACULTY SENATE

F.3.1 Meeting Rules Faculty Senate meetings shall be conducted according to Robert’s Rules of Order.

F.3.2 Faculty Senate Meeting Chair The Faculty President shall normally preside at Faculty Senate meetings and will rule on the disposition of motions. In the absence of the Faculty President, the President-Elect will preside.

F.3.3 Business of the CAS Faculty Senate Faculty Senate has the following responsibilities:
1. To review, consider, and determine, as appropriate, academic offerings consistent with the established mission of the College and forward approved changes to the UFC;
2. To review, consider, and determine, as appropriate, the requirements for all degrees offered by the College and forward approved changes to the UFC designated committee;
3. To formulate general admissions policies for the College and forward proposed changes to the UFC or UFC designated committee;
4. To review, consider, and determine, as appropriate, academic regulations for CAS students in matters of attendance, examinations, grading, scholastic standing, honors, and awards and forward approved changes to the UFC or UFC designated committee;
5. To review, consider, monitor, and determine, as appropriate, the College’s annual faculty evaluation system and forward approved changes to the UFC or UFC designated committee;
6. To recommend policies concerning College faculty welfare;
7. To develop and supervise a committee system for the orderly exercise of the authority that has been delegated to the College faculty.

F.3.4 Committee Business The College’s faculty committees will report to the Faculty Senate and will, when appropriate, submit motions to the Faculty Senate. Committee chairs or their designates attend Faculty Senate meetings when business of a committee is before the Faculty Senate.
F.3.5 Committees of the Meeting Committees as defined below are committees of the meeting: (1) Standing Committees of the meeting–permanent committees dealing with academic policy and (2) Ad Hoc Committees of the meeting -- ad hoc committees resulting from business conducted on the floor of the meeting and reporting to the Faculty. Members are appointed by the Faculty Organization Committee. The Dean may propose ad hoc committees and recommend members of the committee to the Faculty Senate.

F.4 CONDUCT OF BUSINESS FOR CAS FACULTY SENATE

F.4.1 Order of Business The agenda of CAS Faculty Senate meetings will be set by the Faculty President, with clerical assistance provided by the Secretary of the Faculty. Usually, it will follow this: (1) Call to Order; (2) Correcting and approval of minutes; (3) Recognition of the Dean; (4) Recognition of other constituencies (e.g., part-time and adjunct faculty); (5) Report of Student Representative; (6) Reports of the standing committees; (7) Reports of ad hoc committees; (8) Unfinished business; (9) New business; (10) Announcements; (11) Adjournment.

F.4.2 Recognition by Faculty President Members shall speak only when recognized by the Faculty President. When two or more members rise at once, the Faculty President shall decide who is entitled to the floor.

F.4.3 Main Motions, Initiating Business, and Committee Reports Committees of the meeting and senators shall have the right to bring business before the Faculty Senate, either through a motion duly made and seconded from the floor or by communicating directly with the appropriate committee. All senators and faculty committees intending to propose a motion must submit the motion(s) in writing to the Faculty President at least one week before the Faculty Senate meeting. Attendance at Faculty Senate meetings is open to all members of the general faculty and to them is extended the privilege of the floor when recognized by the Faculty President. However, only members of the Faculty Senate may vote in Faculty Senate meetings. Non-faculty members of the College community may attend Faculty Senate meetings. However, such persons may not vote and may speak only by invitation of the Faculty President or by request of a senator.

F.5 INTRODUCING MOTIONS AT FACULTY SENATE MEETINGS

F.5.1 Motions made from the floor by senators, after being properly seconded, shall be referred to an appropriate standing committee of the meeting by the Faculty President. If the Faculty President deems there to be no such committee, the motion shall be referred to a duly appointed ad hoc committee of the meeting, as defined above.

F.5.2 Motions brought to the floor by the standing committees of the meeting or by ad hoc committees of the meeting shall be deemed ready for action, except as restricted below.
F.5.3 Committees formed by administrative officers involving issues pertaining specifically to the College of Arts and Sciences may report to the senate and motions may made on their behalf by individual members of the meeting, if deemed appropriate by the responsible administrative office and the Faculty President.

F.5.4 Any senator may move to consider a motion before the Faculty Senate as a committee of the whole. Such motion shall be appropriate at any time but must be approved by a vote of the majority of those present. Consideration as a committee of the whole shall replace referral to committee. The report perfected in committee of the whole must be returned to the Faculty Senate and shall be deemed in the possession of the Faculty Senate as would be the case with the report of a standing committee.

F.5.5 Motions normal to the operations of organized groups but which are not central to the functions of the College or the University, e.g., resolutions of sympathy, congratulations, etc., may be acted upon immediately without previous referral to committee. Motions not germane to the College or the University shall be deemed out of order.

F.5.6 Regulations and Restrictions of Main Motions

F.5.6.1 When a motion is made and seconded, it shall be stated by the Faculty President or read by the Secretary and is then deemed to be in possession of the meeting, but may be withdrawn by the mover at any time before amendment or vote, with the consent of the second.

F.5.6.2 Every motion shall be reduced to writing if the Faculty President or any senator requires it.

F.5.6.3 Upon request of any five senators, a motion of any subject that has been made and seconded may be declared a matter of major policy; in this case, debate, amendment, and voting shall be immediately referred to the next regular meeting without further debate.

F.5.6.4 The status of motions referred to committees from the floor must be reported upon by the second regular Faculty Senate meeting after referral. If the report is not satisfactory, it may be moved from the floor that the committee be discharged of its responsibility and the motion returned to the floor for action.

F.5.7 Subsidiary Motions

F.5.7.1 To amend An amendment must be germane to the motion and may be accomplished by the addition or subtraction of words, phrases, and sentences.

F.5.7.2 Substitute motions If as much as a complete paragraph of a motion is to be supplanted, a substitute motion must be made.

F.5.8 Initiating Business and Committee Reports Committees of the meeting and senators shall have the right to bring business before the Faculty Senate, either through a motion duly
made and seconded from the floor or by communicating directly with the appropriate committee. All senators and faculty committees intending to propose a motion must submit the motion[s] in writing to the Faculty President at least one week before the Faculty Senate Meeting.

F.5.9 Amending a Motion

F.5.9.1 An amendment or a substitute motion may be withdrawn by the mover with the consent of his or her seconder before amendment thereof or before decision is had thereon.

F.5.9.2 The amendment or the substitute shall be debatable only when the main question is debatable.

F.5.9.3 The adoption of an amendment by way of substitute or otherwise shall not displace the main resolution, which, after being amended, shall be the question before the meeting.

F.5.9.4 The following questions cannot be amended.
.1 the call for the Order of the Day
.2 an appeal from the decision of the Faculty President
.3 an objection to consideration of any question or of the following motions: (1) to adjourn (undebatable); (2) to lay on the table (undebatable); (3) take from the table; (4) for leave to continue speaking; (5) to postpone indefinitely; (6) to suspend; (7) to take up business out of order; (8) for leave to withdraw a motion.

F.5.10 Order for Voting on Amendments and Substitute Motions Amendments to the main motion shall be voted first, in order of last-made amendment to first-made amendment. After all amendments have been voted, the substitute motion shall be voted; if the substitute motion fails, debate returns to the main question as it may or may not have been amended.

F.5.11 Privileged Motions Motions to adjourn or to lay on the table are privileged motions. They shall always be in order and shall be decided without debate. In addition, when a question is under debate and business is pending, the following motions are also privileged. The motions shall have precedence in the order enumerated and be settled by a majority vote of those present. They shall be debatable or undebatable as indicated in the accompanying parentheses.
• to take a recess (undebatable)
• to take a vote at a certain time (undebatable)
• to call for the previous question (undebatable)
• to commit or recommit (limited debate: on wisdom of motion)
• to postpone to a certain time (limited debate: on wisdom of motion)
• to amend or substitute (debatable)
• to postpone indefinitely (debatable)

F.5.12 Other Motions Motions designed to alter or cancel previously adopted action, e.g., to rescind, to amend something previously adopted, to reconsider, shall be introduced only as new business.
A Motion to Call the Question  A motion for the previous question shall be in this form: "I move that the question (or questions) now be put." If this motion is carried, then all questions at the moment before the meeting shall be put to the vote, in order of precedence, without debate. If a senator or senators call for the question without moving the previous question formally, the Faculty President is not obliged to close debate, and other members may properly be recognized. Any senator may call for a division of the question where the sense will admit of it, but a motion to strike out and insert shall be deemed indivisible.

VOTING ON MOTIONS, FACULTY SENATE MEETINGS

Once a vote has begun on any question, no senators shall be recognized for any purpose whatsoever until the voting is completed and the Faculty President declares the voting closed.

Unless otherwise indicated in the rules of order, motions may be passed by a simple majority of those voting.

The following motions may be approved only when two-thirds of the senators present favor the action: (1) to change the rules of order; (2) to suspend the rules; (3) to object to consideration; (4) to limit debate; (5) to vote immediately.

Any senator may call for the number of abstentions after the taking of any vote.

The duty of ruling on questions of parliamentary procedure in the meeting shall rest with the Faculty President, but any ruling may be appealed, by a motion and a second, immediately after the ruling. In this event the appeal must be submitted to a vote of the meeting. Except as it refers to indecorum, the rules of debate, or priority of business, such an appeal is fully debatable. After the vote on the motion is announced, the business of the meeting will be resumed according to the action of the appeal.

Since most detailed work of the faculty is accomplished through committees, committee service provides the faculty member with an opportunity to shape academic policy. In addition to teaching and advising, participation on faculty committees is regarded as an integral part of a faculty member’s professional responsibility. Service on faculty committees is expected and is counted as part of the faculty member’s service obligation. CAS faculty committees are those groups whose charge involves any or all of the following: (1) overseeing and making recommendations to the Faculty Senate regarding those areas over which authority has been delegated to the College faculty (e.g., academic policy and offerings, degree requirements, admissions policy); (2) making recommendations regarding College faculty performance and compensation (e.g., evaluation, pay, promotion, awards, and tenure); (3) College faculty governance (e.g., faculty meeting rules, committee structure). Any committee whose charge falls within (1), (2), and/or (3) above shall be considered to be a committee of the faculty. Such committees report to the Faculty Senate and may only be established or eliminated by the Faculty Senate. Faculty committees are of two types: standing and ad hoc.
F.7.1 Organization of and General Procedures for Faculty Committees  New committee members normally are appointed or elected during the spring semester and begin their term in the fall. Unless its charge provides otherwise, each faculty committee elects during the spring semester a Chair and a Secretary from its faculty membership to serve the following year. No member may chair a committee upon which he or she has not served previously for at least one year, and no member may serve as chair for more than two years during any single term of service. Meetings of faculty committees shall be called by their chairs or by fifty percent of the members of the committees. A simple majority of the committee membership shall constitute a quorum. Faculty committees, except the Faculty and Academic Affairs Committee and the Promotion and Tenure Committee, will submit copies of their approved committee meeting minutes or reports to the CAS Faculty Senate President after each of their meetings. Prior to the end of each fiscal year (June 30), secretaries of faculty committees, except the Faculty and Academic Affairs Committee and the Promotion and Tenure Committee, will deposit copies of committee minutes for the previous academic year in the University Archives.

F.7.2 Consideration of Business by Faculty Committees  Faculty committees consider issues mandated by their written charges or in response to motions made at meetings of the CAS Faculty Senate. Faculty committees have no authority in and of themselves. When the committee charge so specifies, decisions in carefully defined areas are binding unless overruled by specific action of the Faculty Senate. Because the main task of CAS faculty committees is to advise the CAS Faculty Senate, each such committee is obligated to deal promptly with an issue referred to it by that body. Individual faculty members may also informally bring issues to the attention of any committee by writing to the committee’s chair. CAS faculty Committees are not obligated to deal with issues raised informally, but the committee’s chair or secretary should report the committee’s reaction to the faculty member raising the issue and retain all correspondence in committee files.

F.8  ORGANIZATION OF STANDING COMMITTEES  Standing committees are permanent, have responsibilities fixed by their written charges, and report to the CAS Faculty Senate.

F.8.1 Appointment of Members to Standing Committees  Each year the Faculty Organization Committee (FOC) polls members of the faculty on their preferences for possible membership on several standing committees. In making its subsequent appointments, the FOC considers balance of, discipline, rank, gender, and length of service; expressed committee preferences; time since previous committee service; current service on other committees; and how the committee in question is likely to function in the immediate future. Faculty members of most standing committees are appointed by the FOC, serve three-year terms, and are not eligible for appointment to any standing committee during two academic years following such a term. Ex officio members are members by virtue of their office and are normally non-voting members.

F.8.2 Elected Members of Standing Committees  Members of the Faculty and Academic Affairs Committee (FAAC); the Promotion and Tenure Committee (P&T); the FOC; and the Faculty President and the President-Elect, who are ex officio members of the FAAC, are elected by the faculty. Any member of the faculty who meets the criteria for membership may be elected...
to the FAAC or the P&T Committee, regardless of current or recent service on standing committees.

F.8.2.1 Procedures for Selecting Nominees for Elected Committee Positions  At the beginning of the spring term, the FOC solicits nominations for the various elected offices and committee membership. Nominated faculty must accept nomination before their names are placed on the ballot. Nominations will run for five (5) business days. On the third business day of nominations, FOC will send out a sample ballot to the entire faculty indicating who has been nominated for each open position.

F.8.2.2 Procedures for Committee Elections  Once nominations close, the FOC distributes electronic ballots to all voting-eligible faculty. Voting eligible faculty includes all persons holding academic rank (see sections 3.2-3.6.1). Faculty will have at least five business days after distribution to submit ballots or record their votes electronically. This will be done in a manner that assures anonymity and confidentiality. Faculty may only be candidates for one committee or office. Ballots shall solicit rankings of candidates by voters, with lower numbers indicating greater preference. Ties shall be permitted on individual ballots.

F.8.2.3 Procedures for Determining Winners of Committee Elections. In order to be declared the winner of an election, a nominee must be the winner of a Condorcet method calculation. If more than one position on a committee is being filled in an election, those positions shall be filled in order of Condorcet ranking. Election results are announced by April 1.

F.8.2.4 Procedures for Other Elections Any other elections conducted by FOC will follow the procedures outlined in §§F.8.2.1-F.8.2.3. Election results will be announced when final.

F.8.2.5 Procedure for Nominating and Electing External Member for Promotion and Tenure Committee  At the beginning of every third spring term, the FOC solicits nominations for the external position (3-year term) on the Promotion and Tenure Committee. Nominees (1) may come from either the College of Education or the College of Business faculties, (2) may be nominated by any member of the University Faculty, any College, (3) must have attained the rank of Associate or above with tenure, and (4) must agree to the nomination. Once the Call for Nominations has closed, FOC will distribute ballots to all voting-eligible CAS faculty according to procedures outlined in §§F.8.2.2. Run-off elections will be conducted according to the procedures outlined in §F.8.2.3. Any temporary replacement for an external member who is on sabbatical or leave will be elected according to the procedures outlined in §2.5.3 and §F.8.4.

F.8.3 Limitations on Membership to Standing Committees  No member of the instructional faculty may serve on two CAS standing committees simultaneously. A member of a standing committee who is elected to the Faculty and Academic Affairs Committee; the Promotion and Tenure Committee; or the FOC must resign from that standing committee by promptly notifying the FOC. The President of the Faculty and current Faculty Senators may not serve on any CAS standing committee, with the exception that the Faculty President and Faculty President-Elect by virtue of their offices are members of the Faculty and Academic Affairs Committee (see F.9.3).
F.8.4 Temporary Replacements for Members of Standing Committees  If faculty members are unable to serve part of a term on a committee (due to such factors as academic leave or illness), temporary replacements will be elected for elected standing committees and appointed for appointed standing committees for the duration of their absences. Upon their return, absentee faculty members will complete the original three-year term. Faculty members who are appointed or elected as temporary replacements on standing committees are eligible for consideration for a three-year term on their own on the same or another standing committee. Committee members will generally serve staggered terms, with one-third of faculty positions filled each year.

F.8.5 Administrative and Student Representatives to Standing Committees  All standing committees except the Faculty and Academic Affairs Committee, the Faculty Organization Committee, and the Promotion and Tenure Committee have at least one permanent member representing the administration with all the privileges of ex officio members. In addition, students serve as voting members of the CAS Academic Resources Committee and the CAS Curriculum Committee. They are appointed by the Dean on the recommendation of the President of the Student Government Association.

F.8.6 Schedule of Meetings for Standing Committees  Each fall the Provost’s Office shall publish a list of times for University and College standing committee meetings throughout the academic year. Committees are neither required to convene at their reserved times nor prohibited from convening at other times; the schedule merely serves to prevent conflicts among standing committee, department, and other College meetings. Other committees, boards, and councils regulate their meetings independent of the general reserved schedule.

F.9 THE STANDING COMMITTEES OF THE CAS FACULTY  This section of the Handbook lists standing committees of the faculty of the College and describes their areas of responsibility. Standing committees implement specific areas of established policy. The recommendations of these committees shall be reported to the CAS Faculty Senate with the agenda of the meeting of the Faculty Senate at which they are announced. No recommendation may be announced to the Faculty Senate without prior distribution, and no recommendation by a committee may be implemented until it has been announced at a Faculty Senate meeting and/or approved (if required). Recommendations of these committees stand subject to a call for review by any member of the Faculty Senate during the meeting at which they are announced.

F.9.1 CAS Academic Resources Committee  The committee consists of six faculty members appointed by the FOC; two students appointed by the Dean; and as an ex officio member the Dean. The committee’s duties are to:

1. Study and recommend to the Faculty Senate action concerning policies on academic resources specific to the College.
2. Provide information and recommendations to the Dean regarding matters that lie within the charge of the committee.
3. Serve as a liaison between the Faculty Senate and the Dean regarding CAS-specific academic resources and as a source of information to the CAS faculty regarding CAS academic resources.
F.9.2 Curriculum Committee  The committee consists of six faculty members appointed by the FOC; two student members appointed by the Dean; and, as ex officio members, the Associate Dean of the College of Arts and Sciences, a representative of Simpson Library, and a representative of the Registrar’s Office. The committee’s duties are to:

.1 Study and recommend to the Faculty Senate action concerning policy on procedure and criteria for approval, deletion, and change of all CAS course offerings and numbering, prerequisites, co-requisites, departmental majors and programs, minors, general degree requirements, proposed new majors and minors, study abroad, and exchange programs.

.2 Review and approve or reject proposals from the various CAS departments for new degree programs, majors, minors, concentrations, certificates, or courses; for changes to degree programs, majors, minors, certificates, or concentrations; and for changes to existing courses in isolation, including changes in course numbering, title, credit hours, catalogue description, or pre- and co-requisites; and requests to delete a course from the catalogue. Such approvals are then reviewed by the Faculty Senate and referred to the UFC or UFC designated committee. In its deliberations, the committee will consider general philosophy, departmental and general university facilities, staffing, and current course offerings.

.3 Review at its discretion the frequency of offering, numbering, and general relevance of all college courses, including the frequency of special topics and seminar courses, making recommendations for change to departments as appropriate.

.4 Review and approve or reject applications for special majors in the College.

F.9.3 Faculty and Academic Affairs Committee  The committee consists of six faculty members holding a rank above instructor and with a minimum of three years’ affiliation with the University at the commencement of service; and the Faculty President and the Faculty President-Elect as ex officio members. Members are nominated and elected according to the rules spelled out in §F 8.2 of this Handbook. Terms shall begin the fall semester after election. There must be at least one Full Professor and one tenured individual among the non ex officio members of this committee. The chair of this committee serves as the CAS representative to the University Faculty Affairs Committee. The committee’s duties are to:

.1 Study and recommend to the Faculty Senate action concerning policy on College faculty welfare and responsibility; and formulate and present to the Faculty Senate recommendations concerning academic leave, compensation, and employee benefits in the College.

.2 Serve as liaison between the Faculty Senate and the President, Provost, or other University authorities in areas of their common concern regarding the College.

.3 Study and recommend to the Faculty Senate action concerning policy on adjunct faculty welfare and responsibility, formulating and presenting to the Faculty Senate recommendations to the Provost concerning compensation and employee benefits.

.4 Recommend changes in policy and procedure on faculty evaluation to the Faculty Senate.

.5 Evaluate CAS academic policies, procedures, and standards on an ongoing basis, formulating recommendations as necessary to ensure the continuing reputation and record of the University as a high-quality liberal arts institution.

.6 Study and recommend actions concerning all matters of an academic nature including, but not limited to, the policies governing admissions, readmissions, student outcomes assessment, the length and scheduling of classes, the academic calendar, and internships.
F.9.4 Faculty Development and Grants Committee  The committee consists of six faculty members appointed by the FOC, and the Dean (or designee) as an ex officio member. The committee’s duties are to:

1. Study and recommend to the Faculty Senate policies concerning faculty development.
2. Recommend to the Dean which faculty development grant proposals from CAS should be funded.
3. Advise the Dean of any concerns with application procedures and evaluation criteria for faculty development grants.

F.9.5 Faculty Organization Committee  The committee consists of six faculty members elected by the faculty. Members are nominated and elected according to the rules spelled out in §F.8.2 of this Handbook. Terms shall begin the fall semester after the election. There must be at least one tenured individual among the members of this committee. The committee’s duties are to:

1. Annually poll members of the CAS faculty on committee preferences.
2. Staff and oversee the appointive faculty committee system.
3. Oversee all ballot voting by the faculty, including electing members of the Faculty Affairs Committee, the Promotion and Tenure Committee, and the Faculty Organization Committee. The committee shall encourage the electorate to cast their votes in a manner that will ensure appropriate representation of academic areas.
4. Periodically review the rules governing Faculty Senate meetings (Appendix F).
5. Make recommendations for changes in policy governing CAS faculty organization to the Faculty Senate.
6. Review and recommend for Faculty Senate action proposals for new CAS faculty committees (standing or ad hoc).
7. Review and make recommendations to administrators and program directors regarding proposals for any new advisory committees on which faculty would sit.

F.9.6 Promotion and Tenure Committee  The committee consists of eight faculty members, seven from the College of Arts and Sciences and one external to CAS, all to be elected by the CAS faculty. All members must have attained the rank of associate professor or above with tenure, and at least four members whom shall have attained the rank of full professor, by the date of election. Members serve staggered three-year terms, with three persons elected each year, except every second and third year, when two persons shall be elected. The committee elects a chair from its membership. Members are nominated and elected according to the rules spelled out in §§F.8.2 and §F.8.2.5 of this Handbook. The committee’s duties are to:

1. Make recommendations in the matters of promotion according to College faculty promotion policy and procedures (§§7.1 - 7.5 of this Handbook). In making its recommendations, the primary responsibility of the committee is to evaluate all candidates’ applications according to the criteria stated in the Faculty Handbook.
2. Make recommendations to the Dean in matters of tenure according to College faculty tenure policy and procedures (§§7.6 - 7.12 of this Handbook). In making its recommendations, the primary responsibility of the committee is to evaluate all candidates’ applications according to the criteria stated in the Faculty Handbook.
.3 Recommend changes in promotion and tenure policy or procedure to the Faculty Senate.

F.9.7 Bachelor of Liberal Studies Committee  The committee consists of six faculty members appointed by the FOC and as an ex officio member, the Assistant Dean for the Bachelor of Liberal Studies (BLS) Program. Appointed faculty members serve three-year staggered terms, beginning with the fall semester following their appointment. The committee’s duties are to:

.1 Evaluate BLS admissions policies and performance standards on an ongoing basis, formulating recommendations to the Faculty Senate.
.2 Review and approve BLS learning contracts with recommendations to the student and BLS Assistant Dean.
.3 Periodically review the mentor and portfolio processes and recommend any changes in procedures to the BLS Assistant Dean or to the Faculty Senate if a policy change is requested.
.4 Review the academic requirements of the BLS program to insure that they meet the standards of the Southern Association of Colleges and Schools.
.5 Periodically compare the BLS program with other continuing education programs to insure continuing high standards of performance.

F.10 SUBCOMMITTEES  If a standing committee or curriculum advisory committee cannot for practical reasons consider a matter under its purview, it may choose to form a subcommittee for the purpose of conducting its business. The subcommittee must have, as voting members, at least two members of the standing or curriculum advisory committee. Additional voting members of the subcommittee will be appointed by the standing committee to serve as ex officio members of the subcommittee. The chair must be a member of, and will be appointed by, the standing or curriculum advisory committee. The subcommittee will report directly to the committee that formed it. All current subcommittees’ charges, membership, officers, and terms must be reported to the FOC by using the Ad Hoc and Subcommittee form (see section F.14) for posting on the University website.

F.11 AD HOC COMMITTEES  Ad hoc committees of faculty are formed for specific purposes to deal with matters that do not fall under the purview of any standing committee. The authority and responsibilities of ad hoc committees are defined by the action or ruling that established them. Such committees expire upon the fulfillment of their charge and in no case will continue beyond the second full academic year unless, by vote of the faculty, their charges are extended.

F.11.1 Formation of Ad Hoc Committees  Ad hoc committees may be formed in one of two ways: (1) the CAS Faculty President rules that a duly-made and seconded motion in a CAS Faculty Senate meeting must be referred to an ad hoc committee, because the subject matter of the motion does not come under the purview of any standing committee or curriculum advisory committee, or (2) the Faculty Senate passes a motion that includes the formation of an ad hoc committee because that motion addresses a matter that does not fall under the purview of any standing committee or curriculum advisory committee. In the latter case, the motion shall come from or be referred to the FOC for a recommendation prior to a vote on the motion by the Faculty Senate. In any case, a charge describing the membership, duties, and duration of an ad hoc committee.
hoc committee must be communicated to the Faculty Senate in writing before any new ad hoc committee conducts its first meeting. All faculty ad hoc committees report to the Faculty Senate, and the motion or ruling establishing a given ad hoc committee may also call for reporting to the President, the Provost, the CAS Dean, or another administrative officer of the College. The establishing motion or ruling may also specify the type of membership for the committee and the method of choosing its members. If it does not so specify, the Faculty Senate will appoint committee members. The chair and secretary of an ad hoc committee must be faculty members and will be elected by the committee’s members. All current ad hoc committees’ charges, membership, officers, and terms must be related to the FOC by using the Ad Hoc and Subcommittee form (see section F.14) for posting on the University’s website.

F.11.2 Ad Hoc Committee Meetings Meetings of ad hoc committees are held according to the schedule published at the beginning of each academic year by the Office of the Provost. Ad hoc committees are neither required to convene at their reserved times nor prohibited from convening at other times; the schedule merely serves to prevent conflicts among standing committee, department, and other College meetings. Meeting dates may be changed if a committee unanimously agrees to the proposed change. Attendance at ad hoc committee meetings is a professional responsibility.

F.12 OTHER COLLEGE COMMITTEES Faculty members may also be asked to serve on advisory committees, presidential councils, or boards.

F.12.1 Advisory Committees An advisory committee is a group which advises an administrator or program director. An advisory committee on which faculty sit is established by an administrator or program director in consultation with FOC. An advisory committee also may be terminated by the appropriate administrator or program director.

F.12.1.1 Authority of Advisory Committees Advisory committees do not have authority in any academic area; they merely advise an administrator or program director. The responsibilities of these committees are determined by the administrator or program director who appoints them. Advisory committees report to the administrator or program director, not to the Faculty Senate. The administrator or program director reports to the Faculty Senate when such a report is warranted.

F.12.1.2 Faculty Participation on Advisory Committees Faculty members are not required to sit on advisory committees. Service on such committees does not affect a faculty member’s eligibility for appointment to a standing committee, but it may influence standing committee nominations and appointments in that no faculty member should be burdened with excessive committee responsibilities. Usually, two concurrent committee assignments, one standing and one advisory or curriculum advisory or ad hoc, constitute the maximum committee service expected of an individual faculty member.

F.12.2 Presidential Councils A presidential council is a group which advises the President. Councils are established by the President and may be terminated by the President. The authority
of a council does not duplicate or supersede that of faculty committees. Councils report to the
President, not to the Faculty Senate.

F.12.3 Boards  A board is a group which has specific authority in a non-academic area (e.g.,
Student Conduct Hearing Board).

F.13 MEETINGS OF THE CAS GENERAL FACULTY

F.13.1 Meeting Rules  Meetings of the CAS general faculty shall be conducted according
to Robert’s Rules of Order.

F.13.2 CAS General Faculty Meeting Chair  The Dean shall normally preside at CAS
general faculty meetings and will rule on the disposition of motions. In the absence of the Dean,
the President of the University will designate the presiding officer. The President may also
assume the chair at any time.

F.13.3 Business of the CAS General Faculty  The business of the CAS general faculty is:
(1) to hold CAS Faculty Senate elections and CAS Committee elections in the spring; (2) to
debate and vote on Faculty Senate actions of concern; and (3) at any special meeting of the CAS
general faculty, at which a quorum is present, to reject measures approved by the Faculty Senate
during the year by a simple majority vote of CAS general faculty. Notice of intent to reject
measures approved by the CAS Faculty Senate at a regularly scheduled or special meetings of
the CAS general faculty must be set forth in a formal motion and in the applicable agenda
packet, in order to give all CAS faculty members equal opportunity to attend the meeting and
vote. If notice of intent to reject CAS-specific measures approved by the Senate is given, the
President of the CAS Faculty Senate shall call a meeting of the CAS general faculty. At least
three days notice in writing shall always be given, unless an emergency meeting is deemed
necessary in order to deal with a specific issue, in which case the CAS Faculty Senate President
may call such a meeting. Submission of a petition with the signatures of ten members of the
CAS faculty above the rank of instructor representing five or more departments shall be
sufficient for a General meeting of the CAS faculty to be called. Any action of the CAS Faculty
Senate may be debated at such a meeting.

F.13.4 Committee of the Whole  The entire body of the meeting shall be a Committee of the
Whole.

F.13.5 Quorum  Seventy-five members of the CAS general faculty, representing at least ten
departments, shall be a quorum for the transaction of business. A smaller number may only
adjourn.

F.14 AD HOC AND SUBCOMMITTEE FORM  On next page.
AD HOC AND SUBCOMMITTEE NOTIFICATION FORM

Date of Creation:
(Note: the duration of the committee cannot exceed two years. Faculty Handbook §F.11)

Name of the Committee:

Charge of the Committee:

Membership:

Reason for Formation (e.g. Faculty Senate motion, motion of general Faculty, etc.)

Signature of Convener (e.g. Faculty Senate President, Dean, etc.)

________________________________________________________________________

Print Name __________________________ Date __________________________

Send completed form to the Chair of the Faculty Organization Committee
Summary of Proposed Substantive Changes
to the Faculty Handbook, Section 2

For Consideration by the UFC
February 7, 2012

2.3.2.4 and 2.3.3 clarifies that changes to section 2.3.4 must be approved by the faculty governing bodies of each college (not their entire faculties; also see sec. 2.5.1)

2.3.2.6 removes requirement for new committees to be approved by the colleges (that requirement was originally intended to be in effect only in 2010-2011)

2.3.4 adds a student as a nonvoting member of the UFC and specifies that all ex officio members are nonvoting
[Note: The revised version of this section was approved by the UFC in December and sent to the colleges for approval on 12/9]

2.3.4.1 adds that UFC members may not serve consecutive terms
[Note: This change must be approved by the UFC and the colleges before being incorporated into the Handbook]

2.3.4.2 changes UFC member term from two to three years
[Note: This change must be approved by the UFC and the colleges before being incorporated into the Handbook]

2.3.4.3 clarifies that University Faculty Organization Committee conducts elections for at-large members
[Note: This change must be approved by the UFC and the colleges before being incorporated into the Handbook]

2.3.4.4 adds procedure for replacing a vacancy in the faculty membership of the UFC
[Note: This change must be approved by the UFC and the colleges before being incorporated into the Handbook]

2.3.5 specifies that UFC officers are elected at an organizational meeting to be held in spring after elections

2.3.5.2 adds Chair-elect as an officer in place of the third untitled officer

2.3.6 adds participation of UFC leadership and college faculty leaders in determination of UFC meeting schedule
2.4 describes two main types of UFC committees: standing committees and faculty advisory committees; notes other University-level committees on which faculty may serve: administrative advisory committees, boards and councils.

[Note: “faculty advisory committee” is the proposed new name for “other advisory and special interest committees” and this substitution is made throughout the remainder of section 2, without mention again on this explanatory document]

2.4.1 clarifies procedures for selecting officers of University-level committees

2.4.3.1 changes responsibility for scheduling committee meetings from the Provost’s office to the committees themselves in coordination with the UFC and college governing bodies’ meeting schedules; eliminates requirement to notify UFC chair and college presiding officers of meetings of the committees, but calls for meeting schedules to be announced by August 30, preferably on committees’ webpages

2.4.3.2 adds that notification of special meetings of committees be sent to college governing bodies

2.4.3.3 deletes requirement that agendas of committees be circulated to committee’s members, UFC Chair, and presidents of college governing bodies

2.4.3.4 deletes requirement that committees’ actions be reported to the governing bodies of the colleges; requires committees to submit reports and/or minutes to the UFC Chair and to post the minutes/reports on their respective web pages within 10 working days of the committee meeting

2.4.4.1 deletes requirement that motions in the UFC to form an ad hoc committee be first recommended by the University Faculty Organization Committee

2.4.4.2 changes responsibility for scheduling meetings of ad hoc committees from Provost’s office to the committees themselves with notification made to UFC

2.4.5.2 deletes redundant wording about maximum committee responsibilities of faculty that’s already in section 2.4

[Note to UFC: In section 2.5 there is no change being recommended to allow colleges to appoint or elect their committee representatives from other colleges]

2.5.1 and 2.5.2 adds language about terms of membership on standing committees (parallel to language in 2.7.3 about faculty advisory committees)

[2.5.2 and 2.5.2.3 The highlighting indicates that language about run-off elections is to be replaced with preferential voting procedures; recommended changes will be proposed by the University Faculty Organization Committee]
2.6 The first paragraph of each subsection has been reworded for parallelism with other subsections

2.6.1 adds that student members of the Academic Affairs Committee are nonvoting; changes *ex officio* members, from registrar, dean of academic services and provost, to provost and associate provost for enrollment management or their designees

2.6.2 moves Budget Advisory Committee, from section on Standing Committees, to section on Faculty Advisory Committees [subsequent subsections renumbered]

2.6.2 permits chairs of college curriculum committees to have designees serve on the University Curriculum Committee in their place

2.6.3 - 2.6.5 deletes redundant wording about election procedures that's already in section 2.5.2

2.6.4 requires grievance committee to meet at least once per year

2.6.5 adds a member from the UFC to the University Faculty Organization Committee

2.6.6 changes membership of General Education Committee, from one from each college and 2 at-large, to 5 faculty representing general education goal areas [Rationale: this is the membership prior to 2010 and may help reduce the service burden of smaller colleges]; deletes registrar and dean of academic services as *ex officio* members and replaces them with Associate Provost for Enrollment Management or designee;

2.6.6.5 adds duty about adequacy and supply of general education courses

2.6.6.6 [previously numbered 2.6.6.5] deletes ability of General Education Committee chair to add duties

2.6.9 Student Affairs and Campus Life Advisory Committee moved to section on Faculty Advisory Committees

2.7.1 deletes redundant wording about meetings and reporting that's already in previous sections

2.7.2 deletes wording about Academic Resources Advisory Committee (this committee to be deleted; see 2.8.6 change below); adds Budget Advisory, Honors and Speaking Intensive to list of Faculty Advisory Committees with more than 5 members

2.7.3 deletes statement that service on faculty advisory committees does not affect eligibility to serve on other committees (inconsistent with language in sec. 2.4)
2.7.4 deletes exception for program directors who serve as chairs of faculty advisory committees; deletes redundant wording already in section 2.4.1 and provides the cross-reference

2.7.5 adds wording to cover interruptions in terms of advisory committee members representing colleges

2.8 deletes redundant wording about appointment and terms that’s already in sec. 2.7.3-2.7.4; the first paragraph of each subsection has been reworded for parallelism with other subsections

2.8.1 moves Budget Advisory Committee, from section on standing committees, to section on faculty advisory committees (subsequent sections renumbered accordingly)

2.8.2 deletes Director of Distance and Blended Learning as member and chair of Distance and Blended Learning Committee; deletes Chief Information Officer as an ex officio member

2.8.2.5 deletes ability of chair to assign additional duties of Distance and Blended Learning committee (subsequent subsections renumbered)

2.8.4 adds Honors Program Committee; allows program director or another appointed member to chair the committee
[The addition of this committee must be approved by the Colleges and the UFC before inclusion in the Handbook]

2.8.5 specifies that student members of James Farmer Multicultural Center committee are nonvoting

2.8.6 deletes Academic Resources Advisory Committee (subsequent sections renumbered) (Rationale: to streamline the committee system; its functions are performed by other committees such as the Library Advisory Committee, ITAC, and the Teaching Center)

2.8.6 specifies that Director of Speaking Center is nonvoting ex officio member of Speaking Intensive Committee; allows Speaking Intensive Program Director or another appointed member to chair committee

2.8.7 moves Student Affairs and Campus Life Advisory Committee, from section on standing committees, to section on faculty advisory committees (subsequent sections renumbered); changes membership to parallel other faculty advisory committees; specifies that student members are nonvoting

2.8.8 changes Director of Teaching Center to a nonvoting ex officio member of Teaching Center Advisory Committee

2.8.9 removes the Writing Intensive Program Director from membership of the Writing Intensive Committee (but retains the Writing Center Director who is now also the WI
director) and specifies that the director is a nonvoting *ex officio* member not eligible to be chair

2.9.3 adds procedure for scheduling meetings of college governing bodies
Proposed Revisions to University Faculty Handbook, Section 2

To be Considered by the UFC

February 7, 2012

2.1 THE GENERAL FACULTY [no changes recommended]

2.2 ROLE OF THE FACULTY IN UNIVERSITY GOVERNANCE [no changes recommended]

2.3 THE UNIVERSITY FACULTY COUNCIL

2.3.1 Purpose of the University Faculty Council (UFC) The UFC serves to promote effective communication and coordination among the different College governing bodies at UMW. It also serves to recognize and address matters of common concern to all instructional faculty, matters that transcend the issues of a specific College, matters affecting general faculty welfare, and curriculum matters affecting all colleges. The UFC also serves to promote effective coordination and interaction by providing a formal means of regular communication between the University Faculty, the President and the Provost, and the Board of Visitors.

2.3.2 UFC Duties The duties of the University Faculty Council are to:

2.3.2.1 Serve as the policy-review body on University-level matters related to curriculum, faculty affairs and welfare, support services, and student affairs; discharge the responsibilities of the faculty in matters of university-wide concern, consistent with the authority of the faculty as stated in section 2.2.1.

2.3.2.2 Communicate regularly with all constituencies of the University Faculty in order to have a clear university-level perspective on issues of interest and significance to the University faculty.

2.3.2.3 Advise and communicate with the President, Provost, and Board of Visitors with regard to the interests of the University faculty and other matters of University-wide importance.

2.3.2.4 Monitor the development and approval of changes to the University Faculty Handbook, and work with the Office of the Provost to ensure that any changes are approved in accordance with the procedures set forth in section 1.12 and incorporated into the Faculty Handbook once all necessary approvals are obtained. Any changes to section 2.3.4 must be approved by majority
votes of the faculty governing bodies of each college through procedures determined by each college.

2.3.2.5 Provide oversight to ensure that the policies and actions of each College are in accordance with the University Faculty Handbook and consistent with University goals, values, and mission.

2.3.2.6 Oversee and monitor University-level committees and make suggestions for changes needed to discharge the duties of the University Faculty Council and to exercise the authority delegated to the faculty at the University level under section 2.2.1. The University-level committee structure is outlined in §§2.4 - 2.8.

2.3.2.7 Represent the faculty to the public at times when such representation is desirable and appropriate.

2.3.3 UFC Authority The UFC has the authority to propose modifications to its membership and organization as outlined in section 2.3.4; such changes must first be approved by majority votes of the faculty governing bodies of each college before being incorporated into the Faculty Handbook.

2.3.4 Membership and Organization of the UFC The UFC is comprised of the following members: two (2) faculty elected from the College of Education; two (2) faculty elected from the College of Business; two (2) faculty elected from the College of Arts and Sciences; and four (4) faculty elected from the instructional faculty-at-large. In addition, the President, the Provost, the deans of all three colleges, and one student representative selected by the Student Government Association serve as nonvoting ex officio members.

2.3.4.1 Eligibility Election to the UFC is open to instructional faculty holding full-time appointments who have served at UMW for a minimum of three years at the time of election. A UFC member is not eligible to be elected to another term on the UFC until at least one year after his or her previous term has ended.

2.3.4.2 Terms of service Elected members of the UFC serve staggered three-year terms.

2.3.4.3 Elections Elections of at-large members are conducted by the University Faculty Organization Committee. Candidates for the UFC are required to present a brief written statement, introducing themselves and describing their preparation for service on the UFC. These statements must be made available along with the ballot.

2.3.4.4 Temporary Replacements for Members of University Faculty Council Faculty members who are unable to serve part of a term on the University Faculty Council (due to such factors as academic leave or illness) must, in a timely manner, notify the Chair of the expected duration of their absence. Whenever practical, the replacement of a member will take place within 10 working days of notification of the member’s absence. Replacements for members representing the colleges will be selected by procedures determined by the governing bodies of the respective colleges. Election of replacements for at-large members will be conducted by the
University Faculty Organization Committee following the procedures in section 2.3.4.3. Upon their return, absentee faculty members complete their original term. Service as a temporary replacement member of the University Faculty Council does not limit a faculty member’s eligibility for election to a consecutive full term.

2.3.5 UFC Officers From among its membership, the UFC annually elects officers at an organizational meeting to be held within 30 days of elections. Whenever practical, the officers should represent different colleges of the University:

2.3.5.1 UFC Chair, Prepares the agenda for UFC meetings and presides over the meetings. The Chair also represents the faculty at meetings of the Board of Visitors.

2.3.5.2 UFC Chair-elect, Serves as UFC Chair in the absence of the Chair.

2.3.5.3 UFC Secretary, Records the minutes of each meeting, which are to be distributed to the University faculty after being approved by the UFC.

2.3.5.4 The UFC Chair, Chair-elect, and Secretary represent the faculty in meetings with the President’s Leadership Council and with the Executive Committee of the Board of Visitors.

2.3.5.5 The UFC Chair, or his or her designee, serves as one of the two UMW representatives to the Faculty Senate of Virginia. The UFC appoints its other representative from among its elected members.

2.3.6 UFC Meetings Meetings of the UFC are held and conducted according to the rules of order in Appendix L of this Handbook. Meetings of record of the UFC are held at least once a month during the academic year according to a schedule prepared by the Provost’s office in collaboration with the UFC leadership and the presiding officers of the college governing bodies. This schedule will be announced by July 1 of each year. Special meetings of the UFC may be called by the Chair or by any three or more members of the UFC representing each of the three colleges. Any special meetings of record must be announced to all faculty. Attendance at UFC meetings is open to all members of the University community, and their participation is governed by the rules of order (see Appendix L).

2.4 UNIVERSITY FACULTY COMMITTEES

The University faculty committee structure is designed to provide for a coherent University-wide system of shared governance on matters delegated to the faculty (see §2.2.1), while also ensuring active input from the colleges and providing colleges the autonomy to develop as they see fit. In general, the University faculty committees handle matters of central import to the University’s academic mission and to general faculty and student welfare. The faculty committees established by the University Faculty Council consist of three types: standing, faculty advisory, and ad hoc. The University standing committees and faculty advisory committees report to the University Faculty Council and may be established or eliminated only by the UFC (see §2.3.2.6). Other
University committees on which faculty may serve include administrative advisory committees, boards, and councils (see sections 2.4.4-2.4.7). Service on University committees is a service obligation and provides the faculty member with an opportunity to shape University policy and participate directly in the shared governance of the University. No faculty member should be burdened with excessive committee responsibilities. Usually, two concurrent University committee assignments, one standing committee, and either one faculty advisory committee or one ad hoc committee, constitute the maximum University committee service expected of an individual faculty member.

2.4.1 Organization of University Standing Committees and Faculty Advisory Committees

University faculty committee members representing each college will be selected by procedures determined by the faculty of the respective colleges. The selection of at-large members is coordinated by the University Faculty Organization Committee. A faculty member may not be appointed or elected as an at-large representative to more than one standing committee. As specified in their charges (§§2.6 and 2.8), these committees may include ex officio members and/or student members. Voting privileges do not extend to any ex officio members of these committees. Election or appointment of the at-large faculty members of these committees is scheduled by the UFOC as specified in sections 2.5 and 2.7. Each committee shall convene an organizational meeting, prior to the first scheduled UFC meeting of the academic year, at which a quorum of the newly constituted committee is present. The purpose of the organizational meeting is to elect officers for the following year. Each committee elects a chair and a secretary, and other officers as needed to carry out its duties and notifies the Chair of the University Faculty Organization Committee of the new officers. The chair must be a voting member of the committee. The secretary may be a voting member or an ex officio member. Ideally, chairs shall have served at least one year on the committee prior to election as chair. No member may serve as chair for more than two years during any single term of service.

2.4.2 Authority of University Standing and Faculty Advisory Committees

These committees have the authority to consider matters delegated to the faculty under section 2.2 of this Handbook and to carry out their duties as defined in sections 2.6 and 2.8. In most matters, these committees report to the UFC (see §2.4.3.4), and their actions become final upon approval by the UFC. When a committee’s charge so specifies, its decisions in carefully defined areas are binding unless overruled by specific action of the President, the UFC, or a decision in a meeting of the general faculty (see §2.1).

2.4.3 Meetings of University Standing and Faculty Advisory Committees

University faculty committees consider issues mandated by their written charges or in response to motions made at meetings of the UFC. Additional items of business for consideration at any meeting of these committees may be brought, in writing, to the appropriate committee chair by the UFC, the college governing bodies, related committees of the colleges, individual members of the UMW faculty, or administrators of related offices. The committee’s decisions in response to such items of business shall be communicated to the individual or body that initiated the item of business and recorded in the committee’s minutes. In carrying out their business, University committees should be mindful of the constraints imposed by the overall University governance structure and
approval timelines. Because the main task of these committees is to advise the UFC, each such committee is obligated to deal promptly with issues referred to it by the UFC.

2.4.3.1 Meeting Schedules  University committees determine their own meeting schedules. Committee meetings should be coordinated with the UFC and college faculty meeting schedule that is developed by the Provost’s office in collaboration the UFC leadership and the presiding officers of the college governing bodies. The schedule of UFC and college governing body meetings is announced by July 1 of each year. The committee chairs will announce the schedule for their meetings no later than August 30 each year. The committee’s meeting schedule must be published and communicated to all faculty, preferably by posting of the meeting dates on the committee’s web page. Announcements of a committee’s meeting place and time must be communicated to all committee members no later than one week prior to the meeting date. Any changes from the established meeting schedule must be communicated at least one week in advance to all committee members, to the UFC chair, and to the presiding officers of the college governing bodies. Each University committee must conduct a meeting of record at least once during the academic year.

2.4.3.2 Special Meetings  Special meetings of record of the standing and faculty advisory committees may be called by their chairs or by any two voting members of the committee. Notice of special meetings of record should be issued to committee members, to the Chair of the UFC, and to the presiding officers of the college governing bodies at least one week in advance.

2.4.3.3 Rules of Order  In order to have consistency among the standing and faculty advisory committees, all such committees should follow consistent rules of order to the extent possible. The general rules of order should be as follows:

.1 The chair shall convene the meeting, and the secretary shall record the minutes.

.2 A simple majority of the voting members of the committee shall constitute a quorum.

.3 Attendance at committee meetings is to be open to all faculty, administrators, and students, except during required closed sessions. If a committee is required by any provision in this Handbook to meet in closed session, this will be reflected in the minutes of the meeting.

.4 Unless otherwise stated, Robert’s Rules of Order, as recently revised, should be used for the process of business.

2.4.3.4 Reporting  Actions and decisions of the standing and faculty advisory committees, including all motions passed by the committee, must be reported in writing to the Chair of the UFC for inclusion in the UFC agenda. Within 10 working days after a committee meets, it must submit a report or minutes containing the motions passed and summarizing any other actions taken and decisions rendered by the committee since its previous report to the UFC. All such documents must be posted on each committee’s respective page on the University Faculty Governance website by the required deadline. When appropriate, courtesy copies of any reports from the committees to University administrators shall be sent to the Chair of the UFC. If so requested by the UFC chair, a committee’s chair shall also present an oral report to the UFC.
Unless otherwise specified in section 2.6 or 2.8, no action by a committee may be implemented until it has been accepted at a UFC meeting. Actions of these committees stand subject to a call for review by any member of the UFC during the meeting at which they are announced. Prior to the end of each fiscal year (June 30), secretaries of these committees must deposit copies of committee minutes for the previous academic year in the University Archives.

2.4.3.5 Subcommittees  A standing committee or faculty advisory committee may form a subcommittee for a particular purpose if it cannot, for practical reasons, consider a matter under its normal purview as a full committee. If a committee forms a subcommittee, it shall record the subcommittee’s membership and duties in its minutes. The subcommittee must have, as voting members, at least two members of the committee that formed it. Additional members of the subcommittee are appointed by the committee that established it. The term of service for any additional subcommittee member ends when the specific issue before the subcommittee is resolved. The chair of the subcommittee must be a member of, and must be appointed by, the committee that formed it. The subcommittee reports directly to the committee that formed it.

2.4.4 University Ad Hoc Committees  Ad hoc committees of faculty are formed for specific purposes to deal with matters that do not fall under the purview of any standing committees or other advisory and special interest committees. The authority and responsibilities of ad hoc committees are defined by the action or ruling that established them. Such committees expire upon the fulfillment of their charge and may in no case continue beyond the second full academic year unless, by vote of the University Faculty Council, their charges are extended.

2.4.4.1 Formation of University Ad Hoc Committees  Ad hoc committees may be formed in one of two ways: (1) the UFC Chair rules that a duly-made and seconded motion in a University Faculty Council meeting must be referred to an ad hoc committee, because the subject matter of the motion does not come under the purview of any standing committee or other University advisory and special interest committee, or (2) the University Faculty Council passes a motion that includes the formation of an ad hoc committee in order to address a matter that does not fall under the purview of any standing committee or faculty advisory committee. A charge describing the membership, duties, and duration of an ad hoc committee must be determined by the UFC, or by the UFOC and communicated in writing to the UFC, before any new ad hoc committee conducts its first meeting. All University ad hoc committees report to the University Faculty Council, and the motion or ruling establishing a given ad hoc committee may also call for reporting to the President, the Provost, or another administrative officer of the University. The establishing motion or ruling may also specify the type of membership for the committee and the method of choosing its members. If the motion does not so specify, the University Faculty Council appoints committee members. The chair of an ad hoc committee must be a faculty member and be elected by the committee’s members. Minutes of ad hoc committees are taken by the committee secretary, who may be elected by the committee members or appointed by the committee chair. All current and future ad hoc committees’ charges, membership, officers, and terms must be reported to the UFC by using the Ad Hoc Committee form (see Appendix L) for posting on the University Faculty Governance website.

2.4.4.2 Ad Hoc Committee Meetings  Ad hoc committees determine, and submit to the UFC, their meeting schedules as needed to carry out their charges.
2.4.5 Administrative Advisory Committees  An administrative advisory committee is a group which advises an administrator or program director. Such committees, on which faculty may sit, are established by an administrator or program director in consultation with the UFOC. An administrative advisory committee also may be terminated by the appropriate administrator or program director.

2.4.5.1 Authority of Administrative Advisory Committees  Administrative advisory committees do not have authority in any academic area; they merely advise an administrator or program director. The responsibilities of these committees are determined by the administrators or program directors who appoint them. Administrative advisory committees report to administrators or program directors, not to the University Faculty Council. The administrators or program directors report to the University Faculty Council when such a report is warranted.

2.4.5.2 Faculty Participation on Administrative Advisory Committees  Faculty members are not required to sit on administrative advisory committees. Service on such committees does not affect a faculty member’s eligibility for appointment to a standing committee, but it may influence standing committee nominations and appointments in that no faculty member should be burdened with excessive committee responsibilities.

2.4.6 Councils  A presidential council is a group which advises the President. Councils are established by the President and may be terminated by the President. The authority of a council does not duplicate or supersede that of faculty committees. Councils report to the President, not to the University Faculty Council.

2.4.7 Boards  A board is a group which has specific authority in a non-academic area (e.g., Student Conduct Hearing Board).

2.5 ORGANIZATION OF STANDING UNIVERSITY FACULTY COMMITTEES

2.5.1 Appointment of Members to Standing Committees  Appointed faculty members of all standing committees serve staggered three-year terms beginning the fall after appointment and are not eligible for reappointment to the same committee for two academic years following a term of service. All appointments of faculty to University standing committees are coordinated by the University Faculty Organization Committee following the criteria for committee membership stated in section 2.6 of this Handbook and its subsections. The process of coordination should ensure that the requirements for staggered terms are met, as described above. The at-large members of standing committees, unless elected (see §2.5.2), are appointed by the University Faculty Organization Committee on or before its regularly scheduled meeting in April of each year. The appointed members representing each college shall be selected by procedures determined by the governing bodies of the respective colleges and according to a schedule provided in advance by the UFOC. In making its appointments for at-large positions, the UFOC annually polls members of the faculty of each college to ascertain their preferences for possible appointment to standing committees. In addition to these expressed preferences and the membership requirements specified in section 2.6, the UFOC considers: balance among
committee members of discipline, rank, gender, and length of service; time since previous committee service; current service on other committees; and any expertise or experience of the potential appointee that can serve the committee in carrying out its charge. All at-large appointments to the committees are announced to the faculty by the chair of the UFOC prior to the final day of classes in the Spring semester.

2.5.2 Election of Members to Standing Committees  Elected faculty members of all standing committees serve staggered three-year terms beginning the fall after election or appointment and are not eligible for reelection to the same committee for two academic years following a term of service. All elections of faculty to University standing committees are coordinated by the University Faculty Organization Committee following the criteria for committee membership stated in section 2.6 of this Handbook and its subsections. The process of coordination should ensure that the requirements for staggered terms are met, as described above. The representatives from each college shall be selected by procedures determined by the faculty of each respective college and according to a schedule provided in advance by the UFOC. Nominations and elections of at-large representatives on University standing committees are coordinated by the University Faculty Organization Committee following its charge in section 2.6.6 and the criteria for committee membership stated in section 2.6 of this Handbook and its subsections. Any member of the faculty who meets the stated criteria for membership may be nominated for an at-large position on a University standing committee, except for the limitations on membership stated in sections 2.4 and 2.4.1 above. The UFOC is responsible for scheduling nominations and elections for at-large committee membership so that results, including results of run-off elections if needed, can be announced to the faculty by the chair of the UFOC prior to the final day of classes in the Spring semester.

2.5.2.1 Procedures for Selecting Nominees for Elected Committee Positions  During the spring term, the UFOC solicits nominations for the at-large committee seats to be filled by election. Nominated faculty must accept nomination before their names are placed on the ballot. Nominations run for five (5) business days. On the third business day of nominations, the UFOC sends out a preliminary sample ballot to the entire faculty indicating who has been nominated for each open position.

2.5.2.2 Procedures for Committee Elections  Once nominations close, the UFOC distributes ballots to all voting-eligible faculty. Faculty have at least five business days after distribution to return their ballots to the UFOC. Elections must be conducted in a manner that assures anonymity.

2.5.2.3 Procedures for Run-Off Elections  In order to be elected to an at-large position on a standing committee, a nominee must receive forty percent of the votes cast. If no nominee receives sufficient votes, a run-off is held among those receiving the three highest vote totals. If more than one position on a committee is being filled in an election, but only one nominee receives sufficient votes, a run-off is held between those receiving the two next highest vote totals. Run-off ballots are returned to the UFOC in a manner that assures anonymity.

2.5.3 Temporary Replacements for Members of Standing Committees  If faculty members are unable to serve part of a term on a committee (due to such factors as academic or illness),
temporary replacements are elected or appointed for the duration of their absences. Replacements for committee members representing the colleges will be selected by procedures determined by the faculty governing bodies of the respective colleges. Replacements for at-large members are appointed or elected by the UFOC, which shall do so, whenever practical, in accordance with the principles and procedures in sections 2.5.1 or 2.5.2, respectively. Upon their return, absentee faculty members complete their original term. Service as a temporary replacement member of a standing committee shall not limit a faculty member’s eligibility for appointment or election on the same or another University faculty committee.

2.6 MEMBERSHIP AND DUTIES OF UNIVERSITY STANDING COMMITTEES

This section of the Handbook lists standing committees of the faculty of the University, outlines their membership, and describes their areas of responsibility.

2.6.1 University Academic Affairs Committee   The committee consists of five faculty members: one representative from each college and two appointed from the faculty at-large. The committee also includes the following nonvoting ex officio members or their designees: the Provost and the Associate Provost for Enrollment Management. In addition, two students appointed by the President serve as nonvoting members. The committee’s duties are to:

.1 Evaluate academic policies, procedures, and standards on an ongoing basis, formulating recommendations as necessary to maintain policy consistency among colleges, fair and equitable treatment of all students, and the overall academic integrity of the University;

.2 Study and recommend actions concerning all matters of academic policy including, but not limited to, the policies governing academic standards, grading, course registration, transfer credit, and international academic affairs;

.3 Recommend changes in the academic policies to the University Faculty Council;

.4 Evaluate and recommend actions concerning all university academic services including, but not limited to, academic advising and retention programs, disabilities resources, and international student services;

.5 Review admissions practices of the University; and

.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.2 University Curriculum Committee   The committee consists of the Chairs of the CAS, COB and COE Curriculum Committees or their designees and one member of the University Faculty Council. The committee also includes the following nonvoting ex officio members or their designees: the Provost and the Registrar. The committee’s duties are to:
.1 Work closely with the administration, the Provost, and the Board of Visitors to ensure that the undergraduate and graduate programs and courses offered by the institution meet demonstrable needs and institutional standards, reflect the mission of the University, are designed effectively, and may be feasibly implemented;

.2 Determine University policies and procedures for curriculum development and implementation;

.3 Provide clear direction for the college-level curriculum committees as to which curricular actions require University-level oversight and which do not, so as to prevent course and/or program duplication;

.4 Review, approve, or reject curricular proposals and initiatives (including proposals for new degree programs and proposals to eliminate degree programs) from college governing bodies and from special committees constituted to work on specific curricular issues;

.5 Review, approve, or reject proposals for changes in the relationship between programs or departments (for example, dissolution, division, or mergers);

.6 Work with the Assistant Provost for Institutional Analysis and Effectiveness to ensure that curriculum changes take into account assessment findings;

.7 Communicate to the University community through appropriate means all curricular changes; and

.8 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.3 University Faculty Affairs Committee  The committee consists of six full-time faculty members with a minimum of three years’ affiliation with the University at the commencement of service: one representative from each College and three elected from the faculty at-large. Members representing each college shall be tenured or tenure-track. One at-large member shall be from the renewable term or adjunct faculty ranks as described in sections 3.3 and 3.5 of this Handbook. The committee’s duties are to:

.1 Serve as the liaison between the Colleges and the University Faculty Council on matters relating to faculty affairs;

.2 Ensure that criteria and procedures for evaluation, promotion and tenure of each College (as approved by each College) adhere to the guidelines established in the University Faculty Handbook;

.3 Study and recommend changes in University-level promotion and tenure policies and procedures to the University Faculty Council;

.4 Study and recommend changes in University-level policy and procedures on faculty evaluation and merit pay to the University Faculty Council;
.5 Study and recommend to the University Faculty Council action concerning University-level policies on faculty welfare and formulate and present to the University Faculty Council recommendations concerning workload distribution, academic leave, compensation, and employee benefits; and

.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.4 University Faculty Appeals and Grievance Committee  
The committee consists of five tenured members of the Faculty: one representative from each College and two elected from the faculty at-large. All members must have attained the rank of Associate Professor or above with tenure. Members may not simultaneously serve on the University Faculty Council or on the Faculty Affairs, the Budget Advisory, or the Sabbaticals, Fellowships and Faculty Awards committees. Members may simultaneously serve as department chairs or on College committees whose decisions might be appealed to this committee, but must recuse themselves in any case that might present a conflict of interest. This committee meets when it has an appeal or grievance to consider. At a minimum, it must hold one meeting at the end of each academic year to prepare a report for the University Faculty Council in the form of an annual summary of actions taken that year and of procedural issues that need to be addressed. The committee’s duties are to:

.1 Hear faculty appeals, review evidence, and evaluate the procedures followed in cases of dismissal or termination prior to the end of term specified in the current contract or of a tenured appointment, including terminations for cause, financial exigency, or discontinuance of a program (see §4.2);

.2 Hear evidence regarding and make recommendations concerning faculty grievances as defined in section 5.8 of this Handbook. This committee will not hear grievances that are dealt with by their own specific policies and procedures, including an appeal process, as outlined elsewhere in the Handbook, even if such grievances satisfy the definition in section 5.8.1. These include: decisions regarding the awarding or withholding of tenure; actions awarding or withholding promotions; any action related to evaluation of performance or salary adjustment; and disciplinary action taken as a consequence of a determination of racial, sexual, or other forms of discriminatory actions or the creation of an intimidating, hostile or offensive work or study environment. (Also see §5.8.3 for what are considered non-grievable actions.)

.3 Hear evidence, consider procedures followed, and make recommendations in those cases where appeal to this committee has been specified in the Faculty Handbook (e.g. denial of requests for medical leave, leave without pay, etc.)

.4 Serve as the academic freedom committee in cases involving faculty members, as specified in Appendix C.2; and

.5 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.5 University Faculty Organization Committee  
The committee consists of six faculty members: one representative from each college, one member of the UFC, and two elected from the faculty at-large. The committee’s duties are to:
.1 Coordinate elections of at-large members to University-level committees;

.2 Oversee appointments to University-level committees. The committee shall ensure appropriate representation of each college;

.3 Consult with administrators and program directors regarding formation of University-level standing, faculty advisory and ad hoc committees and make appropriate recommendations to the University Faculty Council;

.4 Periodically review the University-level system of faculty governance and make recommendations to the University Faculty Council for revision as needed to ensure fairness and efficiency;

.5 Periodically review the systems of faculty governance in each College to ensure that they function in accordance with section 2.9.2 of this Handbook;

.6 Review and recommend for University Faculty Council action proposals for new faculty committees and for any changes in the University-level committee structure;

.7 Monitor operation of a digital or electronic archive of all University-level committee reports; and

.8 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.6 University General Education Committee The committee consists of five faculty members selected so that at least four of these general education goal areas are represented: quantitative reasoning; natural science; arts, literature, and performance; global inquiry; human experience and society; and language. The committee also includes the following nonvoting ex officio members or their designees: the Provost, the Associate Provost for Enrollment Management, and the Assistant Provost for Institutional Analysis and Effectiveness. The committee’s duties are to:

.1 Maintain the philosophy, for all undergraduate degrees, of the general education curriculum as a fundamental component of a liberal arts education;

.2 Establish procedures and criteria for the approval, deletion, and alteration of courses fulfilling the requirements of the general education curriculum;

.3 Review and approve or reject proposals for courses to be designated general education courses, once those courses have been approved by the University Curriculum Committee;

.4 Review and evaluate general education courses on a scheduled and on-going basis to ensure that courses continue to fulfill the relevant general education course criteria, making suggestions for course revisions or removal from the general education curriculum as appropriate;
.5 Review the adequacy of general education offerings and make recommendations regarding the adequacy of general education course supply in particular requirement areas;

.6 Make information available regarding the procedures and deadlines for proposing courses to the general education committee; and

.7 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.6.7 University Sabbaticals, Fellowships, and Faculty Awards Committee  The committee consists of five faculty members: one representative from each college and two elected from the faculty at-large. The committee also includes the Associate Provost for Academic Affairs as a nonvoting ex officio member. The committee’s duties are to:

.1 Recommend to the Provost which sabbatical applications (as sent forward to the Provost from the deans) and which Jepson Fellowship proposals should be presented to the Board of Visitors for their approval and subsequent funding;

.2 Recommend to the Provost the faculty members who should receive the Grellet C. Simpson Award, the Graduate Faculty Award, the Outstanding Young Faculty Award, and the Topher Bill Service Award;

.3 Recommend to the Provost which faculty members should be selected as UMW’s nominees for the SCHEV Outstanding Faculty Award;

.4 Study and recommend to the University Faculty Council and the Provost, as appropriate, changes in policies, application procedures, and evaluation criteria to be applied concerning university-wide faculty development grants, sabbaticals, Jepson Fellowships, and UMW faculty awards; and

.5 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.7 FACULTY ADVISORY COMMITTEES

2.7.1 General Duties of Faculty Advisory Committees  These committees report to and advise the University Faculty Council on specific areas of policy concerning relevant areas of the University’s curriculum or on other matters pertinent to the University’s mission. Additional responsibilities of these committees, including those for conducting meetings and reporting actions to the UFC, are explained in sections 2.4 through 2.4.3.5.

2.7.2 Appointments to Faculty Advisory Committees  Each committee, except for the Budget Advisory Committee, the Honors Program Committee, and the Speaking Intensive Committee, includes five faculty members appointed by the University Faculty Organization Committee (UFOC) with the condition that the five represent a balanced range of disciplines and are active in the program or work of the committee.
2.7.3 Membership Terms on Faculty Advisory Committees Members of all University faculty advisory committees serve staggered three-year terms beginning the fall after appointment and are not eligible for reappointment to the same faculty advisory committee for two academic years following such a term. Faculty may not serve on more than one faculty advisory committee concurrently.

2.7.4 Chairs of University Faculty Advisory Committees Chairs of faculty advisory committees are elected at an annual organizational meeting following procedures in section 2.4.1.

2.7.5 Interruptions in a Term of Service If a faculty member is unable to serve part of a term on a faculty advisory committee (due to such factors as academic leave or illness), a temporary replacement is appointed by the UFOC or by the college he or she represents on the committee. The committee chair must be notified of the replacement in a timely manner. This replacement serves for the duration of the faculty member’s absence. Upon return, an absentee faculty member completes the original term. Faculty members who are appointed as temporary replacements on faculty advisory committees are eligible for appointment to the same or another faculty advisory committee.

2.7.6 University Faculty Advisory Committees and Faculty Service As with all faculty committees, membership on faculty advisory committees is regarded as an integral part of a faculty member’s professional responsibility to the University and counted as part of the faculty member’s service obligation.

2.8 MEMBERSHIP AND DUTIES OF FACULTY ADVISORY COMMITTEES

2.8.1 Budget Advisory Committee The committee consists of seven faculty members: one representative from each college and four appointed from the faculty at-large by the Faculty Organization Committee. The committee’s duties are to:

.1 Work in an advisory fashion with the Provost and Chief Academic Officer (CAO), the Vice President for Administration and Finance (CFO), the Vice President for Advancement and University Relations, and the Chief Executive Officer and President of the UMW Foundation on short- and long-term University budget priorities, broadly conceived, including planning, the operating budget and capital improvements, fundraising, and development. The recommendations for priorities will be communicated to the President via the CFO or the CAO;

.2 Indicate the committee’s priorities for the present budgeting year through an annual review process and summarize their priorities on future budgets to the CFO, CAO, and the UFC in a report due no later than mid-November;

.3 Communicate the committee’s recommendations to the UFC in a report no later than mid-March and the results of the President’s decisions to the UFC in a report as soon as possible;
In times of financial exigency, the Budget Advisory Committee assists the President, Provost, and Vice Presidents in developing principles and setting priorities for budget reductions; and

Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.2 Distance and Blended Learning Committee The committee consists of five faculty members as described above. The committee also includes the following nonvoting ex officio members or their designees: the Vice President for Student Affairs, the University Librarian, the Director of Teaching and Learning Technology, and the Director of the Teaching Center. The committee’s duties are to:

1. Maintain the quality and integrity of the curriculum for courses and programs offered in a majority online format;

2. Establish procedures and criteria for approval, deletion, and alteration of courses and programs offered in a majority online format;

3. Review and approve or reject proposals from the various departments for courses to be offered in a majority online format;

4. Review and evaluate majority online courses on a scheduled and on-going basis to ensure that courses continue to represent the tradition of quality education at UMW, making suggestions for course revisions or removal from the curriculum as appropriate;

5. Make information available regarding the procedures and deadlines for proposing courses to the appropriate standing committee; and

6. Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.3 First Year Seminar Committee The committee consists of five faculty members as described above. The committee also includes, as a nonvoting ex officio member, a representative from the Office of the Provost (named by the Provost). The committee’s duties are to:

1. Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings meeting the first year seminar requirement;

2. Review and approve or reject proposals from the various departments for courses to be designated as first year seminars;

3. Review at its discretion the frequency of offering and general relevance of courses so designated and make recommendations for changes as appropriate;

4. Perform any and all additional duties, such as evaluating transfer credit, pertaining to this committee at the request of the committee chair;
.5 Make information available regarding the procedures and deadlines for proposing courses to the general education committee; and

.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.4 Honors Program Committee  The committee consists of five faculty members as described above and the Director of the Honors Program. The committee chair is the faculty director of the Honors Program or one of the appointed faculty members of the committee. The committee’s duties are to:

.1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings meeting the Honors Program requirement;

.2 Review and approve or reject proposals from the various departments for courses to be designated as Honors courses;

.3 Approve exceptions to the Honors Program curriculum including the contract-based honors courses;

.4 Develop and maintain a list of approved co-curricular and service opportunities for students participating in the Honors program;

.5 Review at its discretion the frequency of offering and general relevance of Honors Program courses and make recommendations for changes as appropriate;

.6 Make information available regarding the procedure and deadlines for proposing courses to the Honors Program Committee; and

.7 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.5 James Farmer Multicultural Center Advisory Committee  The committee consists of five faculty members as described above. The committee also includes, as a nonvoting ex officio member, the Director of the James Farmer Multicultural Center. In addition, two students appointed by the President serve as nonvoting members. The committee’s duties are to:

.1 Work in an advisory fashion with the Director and staff of the Multicultural Center on planning and setting priorities;

.2 Work in an advisory fashion with the Director and staff of the Multicultural Center to enhance opportunities for multicultural learning through student programming;

.3 Work in an advisory fashion with the Director and staff of the Multicultural Center on leadership development opportunities for all students, including historically underrepresented students;
.4 Facilitate communication and coordination between faculty and the Multicultural Center toward enhancing the intersection of coursework, student programming, and community involvement;

.5 Communicate Multicultural Center programming and policy decisions to faculty via the UFC, and faculty concerns and ideas back to the Director of the Multicultural Center. Faculty concerns and ideas will be communicated to the Vice President for Student Affairs via the Director of the Multicultural Center; and

.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.6 Speaking Intensive Committee The committee consists of five faculty members as described above and the Director of the Speaking Intensive Program. The committee also includes, as a nonvoting ex officio member, the Director of the Speaking Center. The committee chair is the faculty director of the Speaking Intensive Program or one of the appointed faculty members of the committee. The committee’s duties are to:

.1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings in the speaking intensive Across-the-Curriculum requirement;

.2 Review and approve or reject proposals from the various departments for courses to be designated speaking intensive;

.3 Review at its discretion the frequency of offering and general relevance of courses so designated and make recommendations for changes as appropriate;

.4 Perform any and all additional duties, such as evaluating transfer credit, pertaining to this committee at the request of the committee’s chair;

.5 Make information available regarding the procedures and deadlines for proposing courses to the general education committee; and

.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.7 Student Affairs and Campus Life Advisory Committee The committee consists of five faculty members as described above. The committee also includes, as a nonvoting ex officio member, the Vice President for Student Affairs (or his or her designee) and two nonvoting student members appointed by the President to represent the Fredericksburg and Stafford Campuses, respectively. The committee’s duties are to:

.1 Work in an advisory fashion with the Vice President for Student Affairs and the Associate Vice President & Dean of Student Life on non-academic student priorities, including but not limited to, helping identify timely issues that may put our students in high-risk situations, promoting a positive community ethos across all UMW campuses, publicizing and supporting
student-service opportunities, and otherwise helping develop those aspects of campus life, including new buildings, that could enhance students’ educational experiences;

.2 Communicate student-affairs and campus-life decisions to the faculty via the University Faculty Council and the governing bodies of the colleges, and faculty concerns and ideas back to the Vice President for Student Affairs and the Associate Vice President & Dean of Student Life; and

.3 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.8 Teaching Center Advisory Committee The committee consists of five faculty members as described above. The committee also includes the following nonvoting ex officio members or their designees: the University Librarian, the Director of the Teaching Center, and the Director of Teaching and Learning Technology. The committee’s duties are to:

.1 Support the creation and enhancement of a culture of teaching excellence at the University of Mary Washington;

.2 Serve as a resource for the director in planning and implementing programs of the Teaching Center;

.3 Promote and participate in the programs of the Teaching Center;

.4 Facilitate communication between the faculty and staff and the Teaching Center; and

.5 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.8.9 Writing Intensive Committee The committee consists of five faculty members as described above. The committee also includes the Director of the Writing Center as a nonvoting ex officio member. The committee’s duties are to:

.1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings in the writing intensive Across-the-Curriculum requirement;

.2 Review and approve or reject proposals from the various departments for courses to be designated writing intensive;

.3 Review at its discretion the frequency of offering and general relevance of courses so designated and make recommendations for changes as appropriate;

.4 Perform any and all additional duties, such as evaluating transfer credit, pertaining to the committee at the request of the committee chair;

.5 Make information available regarding the procedures and deadlines for proposing courses to the general education committee; and
.6 Perform other duties consistent with its charge as assigned by the University Faculty Council.

2.9 COLLEGE GOVERNANCE

[no changes except addition of the following subsection]

2.9.3 Meeting Schedule for College Governing Bodies  The meeting schedule for college faculty governing bodies is developed each year by the Provost’s office in collaboration with the UFC leadership and the presiding officers of the college governing bodies. This schedule will be announced by July 1 of each year. Any changes from the established meeting schedule must be communicated at least one week in advance to all of the college’s faculty members, to the UFC chair, and to the Presidents of the other college governing bodies.