

## Faculty Standing Committees

### Memberships & Duties

December 2022

#### 1. The Committee on Admissions, Academic Standing and Financial Aid.

**Membership:** The Committee on Admissions, Academic Standing and Financial Aid shall be composed as follows:

**Elected:** 5 at-large (3 undergraduate and 2 graduate)

**Standing:** The Associate Vice President for Enrollment Management or designee, the Registrar or designee, the Director of Financial Aid or designee, and the Director of the Academic Advising Center or designee

**Responsibilities:** The Committee on Admissions, Academic Standing and Financial Aid shall review and recommend policies that affect recruitment, admissions, transfers, and financial aid. At the end of each term, the committee shall review and may take action on the record of every student whose term or cumulative grade-point average is below established standards. It shall review and make decisions on student appeals to be reinstated after academic suspensions or expulsions.

#### 2. The Committee on Assessment and Evaluation.

**Membership:** The Committee on Assessment and Evaluation shall be composed as follows:

**Elected:** 1 undergraduate faculty from each division, 1 from library, 1 from SACE

**Standing:** Vice President for Academic Affairs or designee, Director of Assessment & Accreditation, Director of Institutional Research and Planning, 1 alumnus on staff, 1 undergraduate student and 1 graduate student [Feb. 2014/Oct 2016]

**Responsibilities** The Committee on Assessment and Evaluation shall (a) Review and facilitate assessment activities such as feedback on assessment plans and results; (b) Provide support to the academic program review process; (c) Periodically review and update course/instructor evaluation instrument and make recommendations to the faculty; (d) Work with the Office of Assessment and Accreditation. [Feb. 2016]

#### 3. The Committee on Athletics

**Membership:** The Committee on Athletics shall be composed as follows:

**Elected:** 3 at-large

**Standing:** Faculty Athletics Representative, Director of Athletics, 3 students (1 male, 1 female, 1 at-large, 1 Senior Woman Administrator in the Athletics Department [Feb 4, 2014]

**Responsibilities:** The Committee on Athletics shall monitor standards of performance of the athletics program to insure compliance with University and NCAA rules and regulations; stimulate and improve intercollegiate Athletics Programs for student athletics; monitor

academic progress of student athletics and ensure compliance with eligibility rules regarding athletic participation; assist the Athletics Department in promoting and conducting athletics events; address all issues of concerns brought up by the faculty regarding the performance of student athletics.

#### **4. The Committee on Campus Activities (Formerly the Committee on Lectures and Recitals and the Committee on Religious Activities).**

**Membership:** The Committee on Campus Activities shall be composed as follows: [5.08(d), By-Laws 20].

**Elected:** 5 faculty members [5.09(d), By-Laws 20].

**Standing:** The Head Librarian or designee, the Chaplain, 4 students

**Responsibilities:** The Committee on Campus Activities shall:

1. Produce a slate of presentations that appeal to the diverse culture at the University, soliciting recommendations for speakers who may be willing to present at no charge.
2. Review opportunities for students to initiate and participate in religious, cultural, and political activities on campus.
3. Ensure that all religious, cultural, and political viewpoints and practices are respected

#### **5. The Curriculum Committee**

**Membership:** The Curriculum Committee shall be composed as follows:

**Elected:** 1 undergraduate faculty from each division, 1 from SACE

**Standing:** Vice President for Academic Affairs or designee, Registrar, 2 students

**Responsibilities:** The Curriculum Committee shall review all new and substantially modified graduate and undergraduate course syllabi proposed by programs and/or departments; submit approved syllabi for faculty vote at a regularly scheduled faculty meeting; request to review existing course syllabi to insure compliance with University policies and procedures; and establish guidelines for periodic review of all course syllabi per recommendation of the Provost.

#### **6. The Committee on Distance Learning**

**Membership:** The Committee on Distance Learning shall be composed as follows:

**Elected:** 1 from each division and 1 at-large. A minimum of 2 of the elected faculty members must be trained in online learning and have taught at least one online or hybrid course

**Standing:** Director of Academic Technology Support (ATS), Director of the Center of Excellence in Teaching and Learning (CETL), Assistant Vice President of Information Technology or designee, Registrar

**Responsibilities:** The Committee on Distance Learning shall propose/monitor procedures for authorization to offer courses and programs by delivery methods other than standard classroom delivery; propose/monitor quality control standards for such course and program offerings;

facilitate faculty training in online pedagogy /andragogy; encourage the development of effective and appropriate online/hybrid instructional offerings. (Approved Feb 4, 2014)

## **7. The Committee on Educational Policies**

**Membership:** The Committee on Educational Policies shall be composed as follows:

**Elected:** 1 undergraduate from each division, 1 from SACE, and 1 at-large

**Standing:** Vice President for Academic Affairs (Chair), 2 students

**Responsibilities:**

1. The Committee on Educational Policies shall review/evaluate proposals for new major, minor, emphasis, concentration, track programs of study and recommend same, when warranted, to faculty.
2. Review/evaluate proposals that substantially revise existing programs of study and recommend same, when warranted, to Faculty.
3. Periodically review and revise, when warranted, academic rules and regulations, and recommend revised language to Faculty.
4. Develop new academic rules and regulations, when warranted, and recommend new language to Faculty.
5. Meet periodically with EPC counterpart on the Board of Trustees (Educational & Academic Affairs Committee) as stipulated in the Faculty By-Laws (5.09 (f) for purposes of sharing, identifying, and enhancing the current state of academics at the University. [As proposed on March 3, 2015]

## **8. The Committee on Faculty By-Laws**

**Membership:** The Committee on Faculty By-Laws shall be composed as follows:

**Elected:** 3 at-large

**Responsibilities:** The Committee on Faculty By-Laws shall review and recommend to the faculty, changes to policies and procedures found in the Faculty By-Laws. It shall update the By-Laws at least twice annually (in September and January of each academic year).

## **9\*. The committee of Faculty Council.**

**Membership:** The Committee on Faculty Council shall be composed as follows:

**Elected:** 9 elected members (at least 2 from each division at most 2 non-tenured, tenured-track, 1 from SACE) of the Faculty who are not administrative officers at the level of Dean, Vice President, or President as follows [4.01, By-Lars 2020].

**Standing:** VP/Provost or the designee, the Parliamentarian and Faculty Representative to the Board of Trustees [4.01, By-Lars 2020]

**Responsibilities:** The Faculty council shall bear the following responsibilities:

- a. The Faculty Council shall receive all proposals pertaining to Article 2.01\*, vote on said proposals, and prepare them in the form of brief legislative summaries for ratification by the Faculty.
- b. The Faculty Council shall receive all action items from standing committees and other faculty groups and bring them to the Faculty for ratification. The Faculty may ratify, rescind, or send back items brought forward by the Faculty Council. Appeals may be made directly to the Faculty.
- c. The Executive Committee of the Faculty Council shall prepare the agenda and schedule for action items brought before the Faculty. The Faculty Council may call additional Faculty meetings as needed.
- d. The Faculty Council shall ensure that minutes, agendas, and supporting documents are posted in a timely manner on the Faculty Portal web location. This includes both the proceedings of the Faculty Council and the proceedings of the Faculty.
- e. The Faculty Council shall delegate tasks to Faculty Standing committees, and call for and review reports of faculty committees, chairs of academic departments, and academic deans.
- f. The Faculty Council shall be informed by, advise, and consult with the President, or other designated officers of the administration as specified in 2.02.
- g. The Faculty Council shall report to the Faculty all action and discussion items in minutes of Council meetings.[Section 4.07, By-Laws 2020]

**10. The Faculty Research and Development Committee:** (Formerly the Faculty Development Committee and the Committee on Research and Publications).

**Membership\*:** The Committee on Research and Development shall be composed as follows:

**Elected\*:** 8 faculty members (1 from each division, 1 from SACE, 3 at-large, 1 from the library [5.09(f), By-Lars 2020].

**Standing\*:** VP/Provost or the designee, 2 students

**Responsibilities** The Faculty Research and Development Committee shall:

1. Establish guidelines for submitting and evaluating research proposals from the Faculty.
2. Determine the amount to award or the research projects to select, and submit its recommendation to the Office of Academic Affairs for approval.
3. Solicit and review proposals to the Faculty Development Grant program, and make recommendations on the same.
4. Solicit and review proposals for faculty release time for pursuit of scholarly activity, as outlined in the CBA.

**11. The Committee on General Education.**

**Membership:** The Committee on General Education shall be composed as follows:

**Elected:** 2 from each division (1 from each division must have General Education instructional responsibilities), 1 from library, 2 at-large.

**Standing:** Vice President for Academic Affairs or designee and 1 student

**Responsibilities:** The Committee on General Education shall oversee the General Education curriculum and recommend modifications when necessary. It shall ensure that there is a consistent assessment plan using appropriate rubrics and graded assignments as assessment tools. The Committee shall review the General Education curriculum on an annual basis, and generate a report for distribution to the faculty. [Nov 6, 2012; Feb 2014]

## **12. The Committee on Graduate Studies:**

**Membership:** The Committee on Graduate Studies shall be composed as follows:

**Elected:** 1 from each graduate program (3-year term)

**Standing:** Vice President for Academic Affairs or designee, Dean of the College of Professional, Graduate and Extended Studies, Chairs of the Education, Business & Entrepreneurial Studies, and Counseling & Human Services departments, Registrar, Director of the Graduate Center, Director of Graduate Student Services and Admissions, 2 graduate students.

**Responsibilities:** The Committee on Graduate Studies shall provide a voice for graduate concerns in an undergraduate-focused university. It shall exercise both programmatic and operational oversight for all graduate studies, whether in University City, Coatesville, or online. Its first duty will be to clarify the process by which proposals move through the new college and university organizational system. [Approved, Feb 4, 2014].

## **13. The Committee on Honors, Awards, and honorary Degrees (Formerly the Committee on Honorary Degrees and the Committee on Honors and Awards).**

**Membership\*:** The Committee on Honors, Awards, and honorary Degrees shall be composed as follows:

**Elected\*:** 6 faculty members and 3 appointed by the President [5.09(i), By-Laws 2020].

**Standing\*:** The Director of the Honors Program, and four students [5.09(i), By-Laws 2020].

**Responsibilities:** The Committee on Honors, Awards, and Honorary Degrees shall oversee the selection process for all university honors, awards, and honorary degrees. The Committee shall seek out nominations, determine eligibility, and evaluate nominees for all honorary degrees, as well as for a number of awards, including the Lindback Distinguished Teaching Award and the BOT awards. For each honor, award, and honorary degree, the Committee shall use standardized criteria to recommend a short list of finalists to the administration and/or the Board of Trustees. The Committee will also consult with the Board of Trustees Honorary Degrees Committee in the selection of recipients of the University's honorary degrees.

## **14. The Judicial Review Committee**

**Membership:** The Judicial Review Committee shall be composed as follows:

**Elected:** 3 tenured, non-administrative, 2 alternate

The Judicial Committee shall be composed of three non-administrative members with permanent tenure elected by the Faculty. The President and Contract Administrator for LUC-AAUP are not eligible to serve on this Committee. [See By Laws Change, March 3, 2015]

**Responsibilities:** The Judicial Review Committee shall review and investigate grievances from faculty, determine if the alleged action violates the CBA (Contract Bargaining Agreement), and send all advisory report of its findings to the President, the person submitting the grievance, the Vice-President of Academic Affairs/Provost and members of the Judicial Committee. The Judicial Review Committee has the power to make recommendations on grievances from the faculty.

#### **15. The Juridical Review Committee:**

**Membership:** The Juridical Review Committee shall be composed as follows:

**Elected:** 3 at-large [Note: Current student handbook mandates at least 1 faculty serves during hearings] **Standing:** 4 students

**Responsibilities:** The Juridical Review Committee shall be concerned with student violations of academic integrity including investigation of student appeals of academic integrity. Members of this committee shall also be part of a pool of faculty that may serve on judicial hearings for non-academic student conduct violations.

#### **16. The Library and Information Technology Committee (Formerly the Committee on the Library and the Technology Committee).**

**Membership:** The committee on the Library and Information Technology shall be composed as follows:

**Elected\*:** 8 faculty members (2 from each division, 1 from library, 1 from SACE). [5.09(o), By-Laws 20].

**Standing\*:** The Chair of the Mathematics Department, the Chair of the Computer Science Department, the Director of IT, the Director of Academic Technology Support, the Associate VP for External Relations, Marketing & Communications, and 2 students. [5.09(o), By-Laws 20].

**Responsibilities:** The Library and Information Technology Committee shall:

1. Support the mission of the Langston Hughes Memorial Library in its efforts to serve as a repository for information storage and a facility of resource knowledge for its users.
2. Encourage and facilitate increased access and use of the Langston Hughes Memorial Library collections and facilities by University students, faculty, and staff, as well as visiting scholars and local neighboring communities.
3. Support policies that serve to maintain the full functionality and viability of the Library in regards to acquisition of databases and preservation of Special Collections and Archives.
4. Review all matters relating to campus technology, including classroom and instructional technology, and make recommendations on the same.
5. Seek faculty recommendations for policies governing technology use and acquisition.
6. Support policies that serve to bring technological innovations to the classroom.

#### **17. The Committee on Nominations**

**Membership:** The Committee on Nominations shall be composed as follows:

**Elected:** 1 from each division - the nomination for this committee is to be made at the January faculty meeting each year

**Standing:** 1 student

**Responsibilities:** The Committee on Nominations shall nominate, for faculty approval, members to all standing committees except those appointed by the President on an annual basis as outlined in the faculty by-laws; nominate, for faculty approval, vacancies in standing committees during the academic year, as they become open; nominate, for faculty approval, members to ad-hoc and other committees when requested to do so by the appropriate standing committee; and nominate other faculty positions including the Parliamentarian, recording secretary of the faculty, and Representative to the Board of Trustees.

#### **18\*. The Pre-Tenure Review Committee**

**Membership:** The Committee on the Pre-Tenure Review shall be composed as follows:

**Elected:** 3 tenured members (1 from each division) [5.09 (r) By-Laws 2020].

**Responsibilities:** The Pre-Tenure Review Committee evaluates the portfolio, rubrics and reports from the department, makes recommendations, and shares the information with the faculty member no later than March 1<sup>st</sup> [10.12, CBA 2022]

#### **19. The Post-Tenure Review Committee**

**Membership:** The Post-Tenure Review Committee shall be composed as follows:

**Elected:** 1 tenured undergraduate faculty from each division, 1 from library, 1 from SACE, 1 appointed by the Vice President for Academic Affairs.

**Responsibilities:** The Post-Tenure Review Committee shall participate in the post-tenure review process as described in the Collective Bargaining Agreement between The Lincoln University and the Lincoln University Chapter of the American Association of University Professors (LU-AAUP). The committee shall review the submitted materials of a faculty member under post-tenure review if a Dean has determined that further review is necessary; prepare a report based on the review and submit the report to the Dean; send a copy of the report to the faculty member under review. The report should contain either a conclusion that the faculty member's teaching and service or scholarship are satisfactory, or a finding that improvements are needed; in this case, the report shall identify specific areas where those improvements are needed, and shall recommend a proposed course of action to bring about those improvements. [Feb 4, 2014]. The Post-Tenure Review Committee has the power to make recommendations on the outcome of the post-tenure review.

#### **20. The Committee on Promotion, Tenure and Severance**

**Membership:** The Committee on Promotion, Tenure and Severance shall be composed as follows:

**Elected:** 1 from each division with permanent tenure and professor rank. Chair of the committee has most senior rank; alternate from same division as the member rotating out.

The Committee on Promotions, Tenure, and Severance, composed of three members elected by the Faculty, one from each division. Only members of the Faculty on permanent tenure and of a professor rank shall be eligible for election. The Chairperson of the committee shall be the elected Faculty member with seniority on the committee. If the President or Contract Administrator for LUC-AAUP is serving on this Committee, that person must recuse her-or himself from any severance action in which the Committee is involved. [By-Laws changes, March 3, 2015]

**Responsibilities:** The Committee on Promotion, Tenure and Severance to review applications for faculty tenure, promotion, sabbatical leaves, and severance and to recommend action on these applications to the Vice-President of Academic Affairs/Provost; to secure uninterrupted services for the University through recommendations of committed and qualified faculty; to address other matters relevant to academic standards and procedures governing tenure and promotion at Lincoln University. The Committee on Promotion, Tenure and Severance has the power to make recommendations on faculty tenure, promotion, sabbatical leaves, and severance.

## **21. The Committee on Student Health and Welfare.**

**Membership:** The Committee on Student Health and Welfare shall be composed as follows:

**Elected:** 5 at-large

**Standing:** 2 Student Affairs administrative officers, Director of Health Services, 6 students.

**Responsibilities:** The Committee on Student Health and Welfare shall investigate, study and evaluate student attitudes, behavior, health and general welfare; consult with the University designated physician, psychiatrist, or psychologist as the need arises; be actively involved in an advocacy role for issues related to the general health and welfare of the student body; act as a liaison to communicate effectively student health concerns to the Lincoln University faculty and administration; help promote a spirit of service to the University and develop policies that address issues such as the quality of dorm life and the evaluation and approval of Student Activities, Clubs and Organizations; meet regularly with the Director of Health Services to promote educational and preventive health services; and foster better health behaviors among the student body.

## **22\*. The Faculty Committee on Study Abroad.**

**Membership:** The Faculty Committee on the Study Abroad shall be composed as follows:

**Elected:** 5 faculty members (1 from each division, 1 from SACE, 1 from Foreign language) [5.09(u), By-Laws 2020].

**Standing:** The director of the Horace Mann Bond Honors Program or a designee, 2 students who have studied abroad, the Dean of Students or designee, and one representative from each of the following offices: Registrar's Office, Financial Aid and Enrollment. The Director of the Office of International Programs and Services and the Study Abroad Academic Advisor will serve as ex-officio members [5.09(u), By-Laws 2020]



**Responsibilities:** The Committee serves as an advisory body for the Office of International Programs (OIP). In conjunction with the OIP, the committee develops policies and procedures both to maintain the high academic standards of Lincoln University study abroad programs and to ensure effective collaboration with study abroad partners. The Study Abroad Committee likewise collaborates with OIP to train and support Lincoln University students and faculty for educational experience abroad, as well as evaluating subsequent proposals for the Faculty-Led International Travel for Education (FLITE) program. The committee is also responsible for encouraging Lincoln University students and faculty to participate in programs of international exchange.

### **23. The Faculty Committee on Writing**

**Membership:** The Faculty Committee on Writing shall be composed as follows:

**Elected:** 6 at-large that includes 1 from library, the Director of the English Composition Program (**Chair**), 1 Writing Lab staff member.

**Standing:** 1 student that has passed the WPE

**Responsibilities:** The Faculty Committee on Writing shall provide guidance and support for university-wide writing initiatives, including the Writing Proficiency Program, Writing, and Reading Center.

### **24. Others:**

#### **Faculty Secretary (1-year term)**

The Faculty Secretary shall take minutes of all faculty meetings; notify faculty committees when a charge is assigned to a particular committee and to request that the committee meets to discuss the issue(s); update the faculty part of all standing committees after the elections are conducted on a regular basis; check the factual information given in each committee report with each faculty standing committee's secretary; and summarize the major decisions approved each year by the faculty and post these on the website.

#### **Parliamentarian (1 year term):**

The Parliamentarian shall advise the chair of the Faculty Meetings and the faculty on parliamentary procedure; assist the By-Laws Committee in writing the language of new amendments to the by-laws; advise on the procedures by which such amendments are passed; rule on procedurally controversial matters, although members of the faculty have a right to make points of order and to challenge rulings of the chair.

#### **Representative to the Board of Trustees (2-year term):**

The Representative to the Board of Trustees shall attend BOT meetings and speak in the interest of the collective faculty; act as an administration-free conduit of information between the BOT and the faculty; and serve on BOT committees central to faculty junctions (BOT Educational Policies Committee and the BOT Student Affairs Committee).