

Faculty Standing Committees

Memberships & Duties

October 2016

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 college, 1 from library, 1 graduate faculty

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 Curriculum Committee

Membership

The Curriculum Committee shall be composed as follows:

Elected: 1 undergraduate faculty from each college, 1 graduate faculty

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.

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5. The Committee on Distance Learning

Membership

The Committee on Distance Learning shall be composed as follows:

Elected: 1 from each college 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)

6. The Committee on Educational Policies

Membership

The Committee on Educational Policies shall be composed as follows:

Elected: 1 undergraduate from each college, 1 graduate faculty, 1 at-large

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

Responsibilities

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]

7. 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).

8. The Faculty Development Committee

Membership

The Faculty Development Committee shall be composed as follows:

Elected: 1 undergraduate faculty from each college, 1 graduate faculty, 1 from the professional staff of the library

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

Responsibilities

The Faculty Development Committee shall encourage excellence in teaching and learning by providing to faculty a broad range of opportunities for professional growth through solicitation and review of proposals to the faculty development grant program; solicit and review proposals for faculty release time for pursuit of scholarly activity as outlined in the CBA. *The Faculty Development Committee has the power to make recommendations on faculty development grants.*

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9. The Committee on General Education

Membership

The Committee on General Education shall be composed as follows:

Elected: 2 from each college (1 from each college 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]

10. 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].

11. The Committee on Honorary Degrees

Membership

The Committee on Honorary Degrees shall be composed as follows:

Elected: 2 at-large

Standing: 2 students

Responsibilities

The Committee on Honorary Degrees shall invite nominations from the faculty for potential recipients for Honorary Degrees, consider candidates to be nominated by the committee, and consult with the Board of Trustees Honorary Degrees Committee in the selection of the persons who will receive Honorary Degrees. *The Committee on Honorary Degrees has the power to make recommendations for the selection of honorary degrees recipients.*

12. The Committee on Honors and Awards

Membership

The Committee on Honors and Awards shall be composed as follows:

Elected: 4 at-large

Standing: Director of the Honors Program and 2 students

Responsibilities

The Committee on Honors and Awards shall oversee the selection process for all university awards. The Committee shall seek out nominations, determines eligibility, and evaluates nominees for a number of awards, including the *Lindback Distinguished Teaching Award*, and the BOT awards. For each award, the Committee shall use standardized criteria to recommend a short list of finalists to the administration and/or the Board of Trustees. *The Committee on Honors and Awards has the power to make recommendations for academic awards.*

13. 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.*

14. 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.

15. The Committee on Lectures and Recitals

Membership

The Committee on Lectures and Recitals shall be composed as follows:

Elected: 3 at-large Standing: Director of Libraries, 2 students

Responsibilities

The Committee on Lectures and Recitals shall produce a slate of presentations that appeal to the diversity of culture at the university. It shall encourage the faculty to solicit speakers who may be willing to present at no charge to the university. *The Committee on Lectures and Recitals has the power to invite outside guest speakers and performers.*

16. The Committee on the Library

Membership

The Committee on the Library shall be composed as follows:

Elected: 1 undergraduate faculty from each college and 1 graduate faculty

Standing: Director of Libraries, 2 students

Responsibilities

The Committee on the Library shall 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; encourage increased access and use of the Langston Hughes Memorial Library collections and facilities by Lincoln University students, faculty, and staff, visiting scholars and the local neighboring community; support policies that assist Library staff to maintain the full functionality and viability of the Library in regards to acquisition of databases and preservation of Special Collections and Archives.

17. The Committee on Nominations

Membership

The Committee on Nominations shall be composed as follows:

Elected: 1 from each college—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 Post-Tenure Review Committee

Membership

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

Elected: 1 tenured undergraduate faculty from each college, 1 from library, 1 graduate faculty, 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.*

19. The Committee on Promotion, Tenure and Severance

Membership

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

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

The Committee on Promotions, Tenure, and Severance, composed of three members elected by the Faculty, one from each college. Only members of the Faculty on permanent tenure and of 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.*

20. The Committee on Religious Activities

Membership

The Committee on Religious Activities shall be composed as follows:

Elected: 2 at-large *Standing:* University Chaplain, 2 students

Responsibilities

The Committee on Religious Activities shall review opportunities for students to initiate and participate in religious activities on campus, and insure that all religious viewpoints and practices are respected.

21. The Committee on Research and Publications

Membership

The Committee on Research and Publications shall be composed as follows:

Elected: 3 at-large *Standing:* 1 student

Responsibilities

The Committee on Research and Publications shall establish guidelines for submitting and evaluating research proposals from faculty, determine the amount the award/or selected research projects, and submit recommendations to the Office of Academic

Affairs for approval. *The Committee on Research and Publications has the power to make recommendations on awards for faculty research projects.*

22. 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.

23. The Technology Committee

Membership

The Technology Committee shall be composed as follows:

Elected: 1 from each College and 1 from Library Standing: Chair of the Mathematics and Computer Science Department

Responsibilities

The Technology Committee shall discuss, advise and make recommendations to the faculty on all matters relating to technology. It shall seek faculty recommendations for policy governing technology use and acquisitions.

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24. 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 and Writing and Reading Center.

25. 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 bylaws; 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).