

## **Faculty Standing Committees**

### Memberships & Duties

*[Revised 2023]*

*Section 5.05 The first officially listed member of each Committee will convene the Committee and the Committee shall choose its own chairperson unless otherwise designated.*

*See Faculty By-Laws Article V: Standing Committees & Other Elective or Appointed Positions for further rules.*

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

#### **Membership**

*Elected (5 total):* 3 at-large, undergraduate faculty and 2 at-large faculty from SACE

*Standing:* Director of the Graduate Center or designee, Director of Undergraduate Admissions or designee, the Registrar or designee, the Director of Financial Aid or designee, and the Director of the Academic Advising Center or designee, and two students.

#### **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.

### **b. The Committee on Assessment and Evaluation**

#### **Membership**

*Elected (5 total):* 1 undergraduate faculty from each division, 1 faculty from library, 1 SACE

*Standing:* Vice President for Academic Affairs or designee, Director of Assessment, 1 alumnus on staff, 1 undergraduate student, and 1 graduate student

#### **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.

### **c. The Committee on Athletics**

#### **Membership**

*Elected (3 total):* 3 at-large faculty

*Standing:* Faculty Athletics Representative (appointed by the President), two athlete academic advisors (one appointed by the office of Academic Affairs and one appointed by Student Affairs and Enrollment Management), three students (one male athlete, one female athlete, and one student nominated by the Student Government Association), the Director of Athletics, and the Senior Woman Administrator in the Athletics Department

#### **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.

### **d. The Committee on Campus Activities**

*Elected (5 total):* 5 at-large faculty

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

### **e. The Curriculum Committee**

#### **Membership**

*Elected (4 total):* 1 undergraduate faculty from each division, 1 SACE faculty

*Standing:* Vice President for Academic Affairs, 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 ensure compliance with University policies and procedures; and establish guidelines for periodic review of all course syllabi per recommendation of the Provost.

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

#### **Membership**

*Elected (4 total):* 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)

## **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.

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

#### **Membership**

*Elected (5 total):* 1 faculty from each undergraduate division, 1 faculty from SACE, 1 at-large faculty

*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.

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

#### **Membership**

*Elected (3 total):* 3 at-large faculty

*Standing:* 1 student

#### **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).

### **i. Faculty Research and Development Committee**

#### **Membership**

*Elected (8 total):* 1 faculty from each undergraduate division, 1 Library faculty, 1 faculty elected from SACE, 3 at-large faculty.

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

### **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.*

### **j. The Committee on General Education**

#### **Membership**

*Elected (9 total):* 2 faculty from each undergraduate division (1 from each division must have General Education instructional responsibilities), 1 faculty from library, 2 at-large faculty

*Standing:* The Provost and Vice President for Academic Affairs or his/her designee represents the Administration, and the student is elected/appointed by the Student Government Association.

#### **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.

### **k. The Committee on Graduate Studies**

#### **Membership**

*Elected:* 1 faculty from each graduate program

*Standing:* Vice President for Academic Affairs, Director of the Graduate Center, the Head Librarian, 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.

### **l. The Committee on Honors, Awards, and Honorary Degrees**

#### **Membership**

*Elected (6 total):* 6 at-large faculty

*Standing:* 3 faculty appointed by the President, the Director of the Honors Program, and 4 students.

### **Responsibilities**

**(from by-laws):** This committee shall meet no later than September 30 to consider Faculty recommendations for honorary degrees. It shall thereafter meet with a similar committee of the Board of Trustees for the purpose of making recommendations to the faculty.

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.*

### **m. The Judicial Committee**

#### **Membership**

*Elected (3 total):* 3 tenured, non-administrative, (The President and Contract Administrator for the LUC-AAUP are not eligible to serve on this Committee).

#### **Responsibilities**

The Judicial 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 Committee has the power to make recommendations on grievances from the faculty.*

### **n. The Juridical Review Committee**

#### **Membership**

The Juridical Review Committee shall be composed as follows:

*Elected (3 total):* 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.

**o. The Library and Informational Technology Committee**

**Membership**

Elected (7 total): 2 faculty from each undergraduate division, and 1 faculty from SACE,

*Standing:* Head Librarian, the Chair of the Computer Science Department, the Chief Information Officer, the Director of Academic Technology Support, the Associate VP for External Relations, Marketing & Communications, and 2 students.

**p. The Committee on Nominations**

**Membership**

*Elected (3 total):* 1 faculty from each undergraduate division

*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.

**p. The Committee on Post-Tenure Review**

**Membership**

*Elected (5 total):* 1 tenured faculty from each undergraduate division, 1 Library faculty, 1 faculty from SACE,

*Standing:* 1 faculty 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.

#### **r. The Pre-Tenure Review Committee**

*Elected (3 total):* 1 tenured faculty member from each undergraduate division

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

##### **Membership**

*Elected (4 total):* 1 faculty from each undergraduate division college with permanent tenure and professor rank. Chair of the committee has most seniority on the committee. An alternate member shall be elected each year from the division of the retiring member of the committee to participate in discussions, and voting when a regular member of the committee is unavailable, for any reasons, to participate in the discussion and voting on a given application. The alternate member becomes a full member of the Committee for three years in succession to the retiring member of 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.

##### **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.

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

##### **Membership**

*Elected (5 total):* 5 at-large faculty

*Standing:* Director of Student Health Services University Chaplain, 6 students chosen from the upper classes by the Committee's Faculty members, 2 administrative officers responsible for student affairs

##### **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.

#### **u. The Study Abroad Committee**

##### **Membership**

*Elected (4 total):* 1 faculty from each undergraduate division, 1 faculty from SACE

*Standing:* 1 faculty from foreign language faculty, 1 from the International Relations program, 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 1 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.

##### **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.*

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

##### **Membership**

*Elected:* 6 faculty at-large, 1 from the Library,

*Standing:* Director of the English Composition Program, Director of the Writing and Reading Center, 1 student that has passed the Writing Proficiency Exam

##### **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.

##### **Other Elective Positions:**



- a. The **Faculty nonvoting Representative to the Board of Trustees** whom the Faculty elects for two years, reports Faculty concerns to the Board of Trustees as necessary and reports back to the Faculty. The Faculty Representative must be a tenured full or Associate Professor.
- b. **Parliamentarian**, whom the Faculty elects annually.
- c. **Faculty Secretary**, whom the Faculty elects annually.