# Academic Governance

## ACADEMIC GOVERNANCE

BOT 3.1.4

**Date of Last Update:**
November 03, 2023

**Approved By:**

- Board of Trustees

**Responsible Office:**
Office of General Counsel

### POLICY

**3.1.4 Academic Governance**

**3.1.4.1** The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the regular tenured and tenure-track faculty of each College and the University Libraries, faculty members selected from and by the affiliate faculty, and students selected by the Student Senate, including the President of the Student Senate. The Provost and designees and the Deans (of any rank) are members ex officio, non-voting.

**UAS Regular Tenured and Tenure-Track Faculty Membership**: Members are elected from and by the regular tenured and tenure-track faculty of each College and the University Libraries as determined by the following formula:

1-19 regular tenured and tenure-track faculty = 1 member
20-39 regular tenured and tenure-track faculty = 2 members
40-59 regular tenured and tenure-track faculty = 3 members
60-79 regular tenured and tenure-track faculty = 4 members
80-99 regular tenured and tenure-track faculty = 5 members, and so forth

Terms of office are three years, staggered for the University Libraries and Colleges with more than one member. Senators must have regular tenured or tenure-track faculty

status and will only represent one College. Formal joint appointment equivalency can be counted toward representation totals. Regular tenured and tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

**UAS Affiliate Faculty Membership:** Two members are selected by the affiliate faculty in accordance with written procedures in the UAS Bylaws. Senators must have affiliate faculty status.

**UAS Student Membership**: The Student Senate selects five members, including the Student Senate President and four representatives, one of whom shall be a graduate student, in accordance with the written Student Senate constitution and bylaws. Student members serve one-year terms.

**UAS Administrative Membership**: The Provost and designees, and the Deans (of any rank) are members ex officio, non-voting.

The **Executive Committee of the Senate** (ECS) serves as the clearing house for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of regular tenured and tenure-track faculty senators from academic colleges and the library, an affiliate faculty senator, the Student Senate President or designee, and the Provost and designees, ex officio, non-voting.

**ECS Regular Tenured and Tenure-Track Faculty Membership**: Eight members from the College of Liberal Arts and Sciences, two members apiece from the College of Education and Community Innovations, the College of Health Professions, the Padnos College of Engineering and Computing, and the Seidman College of Business; one member apiece from the Brooks College of Interdisciplinary Studies, the Kirkhof College of Nursing, and the University Libraries. The term of office is three years beginning at the end of the winter semester. ECS members must have regular tenured or tenure-track faculty status and will only represent one College. ECS members will also serve as UAS senators. Terms of those from colleges with two or more members are staggered.

**ECS Affiliate Faculty Membership**: One member is selected by the affiliate faculty in accordance with written procedures in the UAS Bylaws. The ECS member must have affiliate faculty status and will also serve as a UAS senator.

**ECS Student Membership**: The President of the Student Senate or designee serves on ECS.

**ECS Administration Membership**: The Provost and designees are members ex officio, non-voting.

**ECS Additional Criteria**: ECS will periodically review membership and apportionment policies for UAS and ECS and will make a report to the President and the Provost with any appropriate recommendations for their revision. The next such review will be completed not later than winter semester 2034.

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Affiliate Faculty Advisory Committee, Equity and Inclusion Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, General Education Committee, Graduate Council, Online Education and Microcredential Council, Pew Faculty Teaching and Learning Center Advisory Committee, University Assessment Committee, and University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected college and library representatives.

Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

Details regarding membership, responsibilities, and rules of procedures are given in the UAS By-laws which are incorporated into the Faculty Handbook.

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## UNIVERSITY ACADEMIC SENATE BYLAWS: RESPONSIBILITIES, RULES, AND PROCEDURES

SG 1.01

**Date of Last Update:**
April 14, 2025

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

## POLICY

## PROCEDURES

### SG 1.01. University Academic Senate Bylaws: Responsibilities, Rules, and Procedures

**1. Mission Statement**
*The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President (BOT 3.1.4).*

1.1. The University Academic Senate (UAS) affirms the principles of open discussion, frequent and timely communication, and fair processes that lend legitimacy to decision-making. These principles include involving individuals in the decisions that affect them, explaining the thinking that underlies decisions once they have been made, and stating expectations and standards clearly.

1.2. The UAS functions within the broad grant of authority delegated to it by the Board of Trustees. It deals with academic issues and faculty concerns in a variety of ways:

1.2.1. Acting for the faculty by participating in the formation of policy within the framework of shared governance;

1.2.2. Making reports on behalf of the faculty to the Board of Trustees, consistent with Board procedures;

1.2.3. Charging standing committees of the Senate and creating task forces in order to investigate matters within the scope of its responsibilities;

1.2.4. Receiving proposals initiated by a variety of individuals and groups, including its members, other members of the faculty, standing committees and task forces, administrators, the governing bodies of each College and the University Libraries, and the Student Senate;

1.2.5. Consulting informally and developing greater coordination and cooperation with university stakeholders.

1.3. The UAS is composed of members elected by and from the regular tenured and tenure-track faculty members selected by and from the affiliate faculty, members selected by and from the Student Senate, and designated administrators who are non-voting members ex officio (BOT 3.1.4). It strives to balance the principle that shared governance is the responsibility of regular tenured and tenure-track faculty with the reality that many policies formulated through shared governance affect many colleagues who are not regular tenured and tenure-track faculty.

1.4. Shared Governance policies are developed collaboratively by the UAS and the Provost. These policies complement and are not in conflict with those approved by the Board of Trustees or the Senior Leadership Team.

1.5. Each College and the University Libraries forms a governing body that develops policies for the academic units it represents, consistent with policies and guidelines established by the UAS, and serves as an advisory body to its Dean.

**2. Responsibilities of the University Academic Senate**

2.1. The UAS is responsible for dealing with academic issues or faculty concerns. Members of the UAS represent their constituents: having sought the counsel and advice of colleagues, UAS members will be free to exercise their own judgment on matters before them.

2.2. The UAS shares responsibility for formulating policies and procedures in the areas specified below. It exercises that responsibility by voting to make recommendations to the Provost. Recommendations arise from the appropriate governance bodies in accordance with established policies and procedures. Where no established policies and procedures exist, proposals shall be submitted to the UAS unless otherwise specified. The areas in which the UAS shares responsibility are the following:

2.2.1. Curriculum, including all new program proposals, courses in General Education and Honors, degree requirements, academic policies and procedures, and any proposal that involves academic credit.

2.2.1.1. The New Program/New Academic Unit Council reviews prospectuses for new academic programs, majors, minors (if involving the creation of new courses), or degrees (SG 2.05).

2.2.1.2. The University Curriculum Committee acts for the UAS in performing the final curriculum review at the university level. However, upon the vote of the ECS or any of the

standing committees of the UAS, the UAS shall perform the final review of new academic program proposals and requirements for academic degrees.

2.2.2. Academic organization, including colleges, schools, departments, institutes, centers, libraries, or academic service units, insofar as it contributes to the working conditions of the faculty and/or to the quality and integrity of academic programs; in other respects, however, it is not the proper domain of the UAS.

2.2.2.1. The New Program/New Academic Unit Council reviews proposals for new academic units (SG 2.05).

2.2.2.2. Where no established policies and procedures exist, proposals shall be submitted to the Provost, who will review them and consult the Chair of the UAS about how to address them. The Chair will report to the ECS when such proposals are made.

2.2.3. Faculty personnel policy, including the appointment, promotion, tenure, dismissal, and leaves of the regular tenured and tenure-track faculty; and criteria for positions that are to be accorded academic rank.

2.3. The UAS may vote to offer advice regarding budget matters, assessment, accreditation, academic policies and procedures, and other academic issues or faculty concerns.

2.4. The UAS may vote to express its endorsement of policies, events, and initiatives that support and advance the university's mission and values.

**3. Responsibilities of the Executive Committee of the Senate**

*The Executive Committee of the Senate (ECS) serves as the clearing house for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate (BOT 3.1.4).*

3.1. The ECS has the authority to act for the UAS within the range of the Senate's responsibilities. Decisions reached by the ECS shall be considered tacitly ratified if the duly informed UAS membership does not petition for a meeting within one academic week after ECS decisions are reported to the UAS membership. The ECS shall convene a meeting of the UAS within one academic week upon petition by one-fourth of the members of the UAS. If such a meeting is called, the ECS shall be bound to proceed according to the decision of the UAS.

3.2. The ECS may vote to offer advice regarding academic issues or faculty concerns that, in its judgment, do not need to be presented to the UAS. In such matters, the ECS does not act for the UAS, and it shall report to the UAS any recommendations it makes.

3.3. The ECS may provide advice and counsel to the President and/or to the Provost regarding

university affairs. Such consultation is informal and is not voted upon.

3.4. The ECS serves as a nominating committee for membership of all committees, task forces, and boards that are elected by the UAS.

3.5. The ECS may arrange faculty forums as needed. At these forums, the Chair of the UAS will describe matters currently under discussion in shared governance and will invite responses to the discussion at hand. Members of the faculty are invited to raise other concerns for discussion at these forums.

**4. Membership of the UAS and the ECS**

4.1. The UAS and ECS include members from the regular tenured and tenure-track faculty, the affiliate faculty, the student body, and the administration as provided for in BOT 3.1.4.

4.2. During the Winter semester the ECS shall regular tenured and tenure-track faculty membership for the UAS for the following year based on the appropriate faculty count.

4.3. During the Winter semester each College and the University Libraries elects regular tenured and tenure-track faculty members to serve three-year terms. Election results for the UAS and its standing committees are reported to the ECS by March 15. The newly elected members begin their terms at the end of the Winter semester. The Student Senate selects student members at the end of the Winter semester or early in the Fall semester. 4.4. The Affiliate Faculty Advisory Committee (AFAC, SG 1.02.l) selects designated affiliate faculty members of the ECS and the UAS at the end of the Winter semester.

4.4. The Affiliate Faculty Advisory Committee (AFAC, SG 1.02.l) selects designated affiliate faculty members of the ECS and the UAS at the end of the Winter semester.

4.4.1. The chair of the Affiliate Faculty Advisory Committee, who must have affiliate status, serves as the designated affiliate faculty member of the ECS and as one of two affiliate faculty members of the UAS.

4.4.2. The Affiliate Faculty Advisory Committee selects the second designated affiliate faculty member of the UAS, who must have affiliate status, from among the members of the committee; if it is unable to do so, the committee will select the UAS member from the affiliate faculty at large, with preference given to those with experience on the committee and/or in other relevant roles.

4.5. The Student Senate selects student members at the end of the Winter semester or early in the Fall semester.

**5. Officers of the UAS**

5.1. The UAS elects the Chair and the Vice-Chair of the UAS from the newly constituted

membership of ECS, as provided for in BOT 3.1.4, in the last week of Winter semester.

Any member of the UAS may nominate candidates for Chair and Vice-Chair from the newly constituted membership of the ECS, who must have regular tenured or tenure-track status.

Nominations for Chair or Vice-Chair should be made by noon on Friday of the second to last week of Winter semester.

Candidate statements for all accepted nominations for Chair or Vice-Chair should be distributed to the full Senate at least four days prior to the vote.

The votes for Chair and for Vice-Chair occur separately. Candidates not selected for Chair may be automatically added to the vote for Vice-Chair, but a separate vote for Vice-Chair must still occur. Ballots are secret unless a vote of the full Senate determines otherwise.

If there are no candidates who have already accepted nomination for Chair or Vice-Chair and shared a candidate statement at the time the vote needs to be taken, then nominations for Chair or Vice-Chair can be made from the floor and voted on sequentially until both positions are filled.

5.2. The Chair of the UAS presides at meetings of both the UAS and the ECS and makes decisions on parliamentary and procedural questions in fulfillment of the provisions of these Bylaws, subject to approval of a majority of the Senate.

5.3. The Vice-Chair assists with the governance responsibilities of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-Chair will become the Chair for the unexpired term. If the Vice-Chair becomes Chair, or for any other reason is unable to serve a full term, the ECS will nominate and elect one of its members during a regular meeting to serve as Vice-Chair for the unexpired term.

5.4. The UAS may, by the affirmative vote of two-thirds of the total voting membership of the UAS, remove the Chair and/or the Vice-Chair for the duration of the unexpired term; a vote to remove a particular officer may not take place, however, more than once in any semester.

5.5. The Chair of the UAS is responsible for communicating all recommendations passed by the UAS to their addressees. If the recommendation requests action, the Chair will work to ensure that it receives a timely response. If a recommendation is not accepted, the Chair will seek an explanation. If a substantial change to a recommendation is requested, the Chair must then present this request to the UAS.

5.6. If any recommendation of the UAS differs substantially from a recommendation that the President plans to present to the Board of Trustees, then the Chair of the UAS is charged by the UAS with the responsibility of informing the Board of the position of the UAS.

5.7.  Other responsibilities of the Chair of the UAS include but are not limited to: representing the established policies and positions of the UAS to administrators, to the press, to student organizations, and, consistent with Board policies, to the Board of Trustees; communicating with members of the faculty or with other university stakeholders about academic issues or faculty concerns; regulating access to official UAS communication channels, including email addresses, distribution lists, and websites; maintaining UAS records and archives. The ECS shall post a detailed list of the responsibilities of the Chair and Vice-Chair on the Faculty Governance website.

**6. Meetings of the UAS**

6.1. The UAS shall meet at least once in the Fall and the Winter semesters, respectively, and at additional times if a petition is signed by one-fourth of its membership, or at the call of the ECS.

6.2. Meetings of the UAS are open.

6.3. A majority of the total voting membership of the UAS shall constitute a quorum.

6.4. Decisions of the UAS shall be determined by the affirmative vote of a majority of the voting members in attendance at a duly constituted meeting except as otherwise provided in these Bylaws.

6.5. Robert's Rules of Order shall govern the UAS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

6.6. Voting may be by voice vote, show of hands, or by secret ballot at the discretion of the presiding officer. Voting shall be by secret ballot if requested by ten percent of the members present.

6.7. A regular tenured and tenure-track faculty member who is unable to attend a meeting of the UAS should send an alternate so long as the alternate comes from the represented College or the University Libraries and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or the University Libraries should designate the alternate. An affiliate faculty member of the UAS should send an alternate from the Affiliate Faculty Advisory Committee, who may have either regular tenured and tenure-track or affiliate status.

6.8. Proxy votes are not allowed at meetings of the UAS.

**7. Meetings of the ECS**

7.1. The ECS shall schedule at least eight meetings per semester at not less than weekly intervals in the Fall and the Winter semesters, respectively. Additional meetings may be called by the Chair and must be called on petition of four members.

7.2.  Meetings of the ECS are restricted to members of the ECS, their alternates, and others whom the ECS may invite.  The proceedings of ECS meetings are not secret. The ECS shall post instructions for requesting invitations to attend its meetings on the Faculty Governance website.

7.3  A majority of the total voting membership of the ECS shall constitute a quorum.

7.4. Decisions of the ECS shall be determined by the affirmative vote of a majority of the voting members in attendance at a duly constituted meeting except as otherwise provided in these Bylaws.

7.5. At its first meeting of the academic year, the ECS will discuss rules of procedure for its meetings and decide whether strict adherence to Robert's Rules of Order is desirable. Robert's Rules shall govern the ECS in all cases in which they are not inconsistent with the procedures agreed upon by the ECS.

7.6. A regular tenured and tenure-track faculty member who is unable to attend a meeting of the ECS should send an alternate so long as the alternate comes from the represented College or the University Libraries and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or the University Libraries should designate the alternate. The affiliate faculty member of ECS should send an alternate from the Affiliate Faculty Advisory Committee, who may have either regular tenured and tenure-track or affiliate status.

7.7. Proxy votes are not allowed at meetings of the ECS.

**8. The Agenda of Meetings of the ECS and the UAS**

*Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting (BOT 3.1.4).*

8.1. All matters to be presented to the UAS are discussed and placed as items on the UAS agenda by the ECS.

8.2. The ECS Agenda

8.2.1. The Chair of the UAS sets the agenda for meetings of the ECS. At the request of three members of the ECS, an item must be placed on the ECS agenda.

8.2.1.1. The ECS agenda, accompanied by documents relevant to agenda items, is distributed to members of the ECS electronically at least one week (five weekdays) prior to the meeting. The agenda is also published in advance on the Faculty Governance website.

8.2.2. Requests for matters to be presented to the UAS may come from any constituency, organization, or member of the campus community. Individual grievances, however, are not the proper domain of the UAS or the ECS. The ECS shares responsibility with the Provost for deciding whether the matter is an academic issue or faculty concern that should be dealt with by the UAS; if so, the ECS decides whether the matter should be referred to a standing committee. If the matter is not referred to a standing committee, the ECS may investigate the matter itself and may request information and assistance from appropriate offices and persons.

8.2.3. The standing committees of the UAS report to the ECS and make recommendations relative to their respective charges. The standing committee chairs, or their designees, will meet with the ECS to explain committee reports and respond to questions. The ECS shares responsibility with the Provost for deciding whether a committee's recommendations address an academic issue or faculty concern that should be dealt with by the UAS; if so, the ECS decides whether the committee's report adequately addresses all aspects of the matter and specifies precisely the action to be taken. If the ECS finds the report lacking or inappropriate, it will be routed back to the standing committee with a request for further clarification. The ECS may compose specific motions to facilitate deliberation of the matter by the UAS.

8.2.4. When a matter receives the support of the ECS, it will be placed as new business on the UAS agenda either as a main motion or as a report requiring further action by the UAS. The ECS may vote to place an item on the UAS agenda with its recommendation to the UAS to support the item.

8.2.4.1. The ECS may vote to place one or more items on a consent agenda for consideration at a UAS meeting. An item will be removed from the consent agenda and considered separately on request from any UAS member, either prior to the meeting by advance communication with the Chair or during the meeting itself. Items not removed are adopted by unanimous consent without deliberation. Removed items may either be considered immediately after the consent agenda or placed elsewhere on the UAS agenda at the discretion of the body.

8.3. The UAS Agenda

8.3.1. The Chair of the UAS prepares the agenda for each UAS meeting in consultation with the ECS.

8.3.1.1. The UAS agenda, accompanied by documents relevant to agenda items, is distributed to members of the UAS electronically at least one week (five weekdays) prior to the meeting. The agenda is also published in advance on the Faculty Governance website.

8.3.2. If a motion is made to add an item to the agenda during a UAS meeting, opposition by

ten percent of the members present is sufficient to block this action on the grounds of insufficient notice.

8.4. The approved minutes of ECS and UAS meetings are published on the Faculty Governance website, normally within two weeks of the meeting.

**9. Approval of Policies**

*Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS (BOT 3.1.4).* Referendum procedures are appended in section 11 below.

9.1. A policy recommendation takes effect when it has been published on the University Policies site or in another official document, unless another effective date has been specified.

9.2. If a policy recommendation of the UAS is not accepted, the UAS may reconsider the recommendation in order to address any objections that have been raised.

**10. Bylaws Amendments**

10.1. The UAS shares responsibility for amending these Bylaws with the Provost. A proposed amendment shall be submitted to the ECS as a matter to be presented to the UAS. Any proposed amendment must be consistent with the format and organization of these Bylaws. If the proposed amendment receives the support of the ECS, the ECS will place it as an item on the UAS agenda.

10.2. If in the course of its deliberations the UAS alters the proposed amendment substantially, it shall either be referred back to the ECS for further consideration or held over to be considered as Old Business at the next meeting of the UAS.

10.3. A policy recommendation to amend the Bylaws shall be decided by the affirmative vote of an absolute majority of the voting members of the UAS (i.e., a majority of the entire voting membership). The recommendation takes effect when it has been approved by the Provost and published as a Shared Governance (SG) Policy on the University Policies site, unless another effective date has been specified.

**11. Referendum procedures**

11.1. Referendum activities can be initiated by means of petition as described below.

11.1.1. Petition forms entitled "Petition for Faculty/Student Senate Referendum" are available at the Provost’s Office. Persons circulating the form will place the following information on the form: (i) the UAS action to be subjected to referendum; (ii) the rationale for overruling the UAS action; (iii) the name of the person circulating the petition.

11.1.2. Persons eligible to sign the petition include all regular tenured and tenure-track faculty and all members of the Student Senate. Faculty signers must indicate the unit to which they

are appointed. Student signers must be members of the Student Senate.

11.1.3. Within 25 working days of the date of the UAS meeting at which the action was taken, the signed petitions are filed with the President, who is requested to appoint a task force (11.2.1.) to count and validate petitions and initiate referendum procedures if enough appropriate signatures are filed.

11.1.4. In order to initiate referendum procedures, the number of valid signatures on the petitions must be at least one-third of the sum of (1) the number of regular tenured and tenure-track faculty and (2) the number of members of the Student Senate.

11.2. Forum and Referendum Procedures

11.2.1. The task force is responsible for establishing the machinery for carrying out the referendum. The task force shall be composed of two members of the faculty and a Student Senate member, and will be assisted by all necessary clerical support.

11.2.2. The task force is also responsible for ensuring that appropriate and open forums on the issue at hand are held prior to the referendum. Advocates on various sides of the issue should be enlisted.

11.2.3. All persons who are eligible to sign the petition (11.1.2.) are eligible to vote in the referendum. Procedures for voting shall be adequately publicized by the task force.

11.3. The result of the referendum will be interpreted by the President. The President's decision regarding the issue on which the referendum was based will be explained in writing within two weeks of the referendum to the Chair of UAS and to the faculty and Student Senate.

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## UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

**Date of Last Update:**
November 13, 2025

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

## POLICY

### SG 1.02 Standing Committees of the UAS

The following committees report to the UAS via the ECS (BOT 3.1.4):

- Academic Policies and Standards Committee (APSC, 1.02.a)
- Affiliate Faculty Advisory Committee (AFAC, 1.02.l)
- Equity and Inclusion Committee (EIC, 1.02.b)
- Faculty Facilities Planning Advisory Committee (FFPAC, 1.02.c)
- Faculty Personnel Policy Committee (FPPC, 1.02.d)
- Faculty Salary and Budget Committee (FSBC, 1.02.e)
- General Education Committee (GEC, 1.02.f)
- Graduate Council (GC, 1.02.g)
- Online Education and Microcredential Council (OEMC, 1.02.k)
- Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC, 1.02.h)
- University Assessment Committee (UAC, 1.02.i)
- University Curriculum Committee (UCC, 1.02.j)

Standing Committee meeting times shall be consistent over an academic year and be published on the faculty governance website. Any changes to the set meeting times must be made in a timely manner and agreed to by the committee members in consultation with ECS.

The elected Chair of each committee is responsible for publishing an agenda at least 4 class days before the scheduled meeting. Minutes of each meeting, with a roster of those in attendance, shall be published after approval by the membership of the committee. The Chair of each committee will also send the agenda and approved minutes to the Faculty Governance assistant to be made available in the secure area of the Faculty Governance website.

A member who is unable to attend a meeting of the Standing Committees of the UAS should send an alternate so long as the alternate comes from the represented College or the University Libraries and Art Museum and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or University Libraries and Art Museum should designate the alternate.

## POLICY STATEMENT

**a. Academic Policies and Standards Committee (APSC):**

i. Faculty Membership: Faculty membership of the APSC consists of four faculty

members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: Provost or designee *ex officio*, non-voting.

iv. Responsibilities: To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published “purposes” of other standing committees of the University Academic Senate.

v, Leadership and Succession Planning

a. The committee Chair shall put the election of a Chair and Vice Chair for the following academic year on the agenda for a meeting near the end of the academic year.

b. Prior to the meeting, the Chair shall solicit nominations for the two positions. Nominations must be accepted by the nominee. Self-nominations are accepted. Nominations may be made at the meeting prior to the election.

c. The vote for Chair shall be held first. Each member present at the meeting shall vote for one of the nominees. The nominee with the most votes wins the election. In the event of a tie, the winner shall be selected randomly from the nominees with the most votes. Nominees who lose the Chair election have the option of being nominated for the subsequent vote for Vice Chair, which shall be done with the same procedure.

d. If there are no nominees for either position, then that position will be filled by a person selected randomly from a pool of eligible candidates that includes all current members. (NB: Not just those at the meeting) who are returning to the committee for the following year and have not served as the committee Chair (previously or currently). If this pool yields no eligible candidates, the pool shall be expanded to include all of next year’s committee members, excluding the current Chair

e. The Vice Chair will prepare to take over the Chair position as necessary.

**b. Equity and Inclusion Committee (EIC):** *(Established August 2017)*

i. Faculty Membership: Faculty membership of the Equity and Inclusion Committee consists of four members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

ii. Student Membership: One or two undergraduate and/or graduate student representatives appointed by the Student Senate, Graduate Student Association or I&E/AALT.

iii. Staff Membership:

One representative from the AP Committee (selected by the AP Committee membership)

One representative from the PSS Union (selected by the PSS Union membership)

iv. Administrative Membership (*ex officio*):

Provost (or designee)
Vice President for People, Equity and Culture (or designee)
Vice President for Enrollment Development and College Futures (or designee)
Director of Pew Faculty Teaching and Learning Center (or designee)
Vice President for Student Affairs (or designee)

v. Responsibilities: The role of the EIC is to promote and facilitate faculty involvement in support of a healthy and equitable campus climate. The committee accomplishes its role by providing

proactive guidance on issues affecting equity on campus in alignment with the university's commitments and values, including but not limited to:

a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff and student body.

b) Supporting events to promote awareness of the importance of social justice and campus diversity (*e.g.*, the Teach-in).

c) Supporting faculty involvement in student recruitment and retention efforts (*e.g.*, working with pipeline, bridge, student support, and curricular programs).

d) Serving as a liaison with the Division of People, Equity and Culture and the Student Senate Advocacy Committee.

vi. Committee Organization: The committee will be organized into three subcommittees:

a) Teach-in subcommittee. This committee will support the organization of the

teach-in by reviewing submitted workshop proposals, volunteering for the moderation of workshops, and promoting the Teach-In through faculty and staff contacts in the colleges, schools, and departments.

b) Reports subcommittee. Prepare final academic year report on diversity at GVSU to the ECS.

c) Website subcommittee. This committee will review, update, develop, and promote the EIC website content.

vii. Leadership Organization and Duties: The committee leadership will consist of a Chair of the committee and Chairs of the three subcommittees.

a) Duties of the Chair:

1. generate the bi-weekly agenda, collect amendments to the agenda, schedule bi-weekly meetings, and run the meetings.

2. post all organization documents on the committee's Blackboard and Teams sites, and communicate reminders of meeting schedules via email to the members.

3. as needed, set aside one-hour time slots for each subcommittee to meet during the regular meeting to work on the assigned tasks of that committee and aid each of the committees in completing their tasks.

4. draft mid-year and final reports, gain approval from the full committee, and submit to ECS (via SHORE).

5. attend and report on the work of the committee to ECS and UAS as needed.

6. accept, modify, and track the charges for each year.

7. reach out to related organizations, faculty, committees, or leadership as needed for discussion of EIC tasks, charges, or duties.

8. the outgoing chair will train the incoming Chair to undertake the duties and responsibilities of the Chair.

viii. Elections:

a) The Chair of the EIC will be selected from the voting members of the whole committee.

b) A subcommittee Chair will be selected for each of the subcommittees from

the voting members of the whole committee.

c) Elections for each position will be held each April, only if more than one candidate is nominated for the position. Otherwise, the slate of nominees will be voted on as a whole by consent agenda. Each term will be for (but not be limited to) one year.

**c. Faculty Facilities Planning Advisory Committee (FFPAC)** *(as revised 12/01/17 by UAS)*

i. Faculty Membership: Faculty membership of the FFPAC consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, College of Education and Community Innovation, and College of Health Professions, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: One Facilities Planning representative *ex officio*, non-voting; one Facilities Services representative *ex officio*, non-voting; one Faculty Teaching & Learning Center representative *ex officio*, non-voting.; one Information Technology representative *ex officio*, non-voting; one representative from the Registrar's Office *ex officio*, non-voting; and one representative from the Provost's office *ex officio*, non-voting

iv. Leadership: FFPAC leadership will consist of a Chair and Vice Chair elected from the faculty membership, with nominations/self-nominations in March and a vote in April. The Chair shall serve for one year in this role, with the option to be re-elected. The Vice Chair will become Chair following the term of their predecessor. If either party is unable to fulfill their term, an election will be held to fill the role.

v. Responsibilities: The role of this Advisory Committee is to provide recommendations on maintaining, planning, remodeling, and building academic facilities at Grand Valley State University in support of effective teaching and learning. Specific responsibilities include:

a) In partnership with relevant bodies (e.g., FTLCAC, FTLC, ATAC, IT), make recommendations on the effective use of classroom technologies and the design and use of current and future teaching
spaces, including active learning classrooms. Review classroom design, architectural, and furniture standards to ensure alignment with best practices (e.g., Universal Design

for Learning) and emerging
trends in teaching and learning. Serve as the primary liaison between the academic community and Facilities Planning on factors affecting teaching and learning, including classroom design.

b) Regularly assess existing academic and teaching spaces to identify facilities and instructional technology issues, communicate findings to relevant administrative and governance bodies, and
monitor institutional responses. This assessment follows a three-year cycle:

- Year 1: Develop a faculty survey and communication plan.
- Year 2: Administer and analyze the survey and share identified issues.
- Year 3: Review actions taken, conduct targeted classroom reviews, and submit a summary report.

c) Make recommendations to appropriate bodies to ensure that academic buildings and interior spaces are accessible and inclusive.

d) Regularly educate faculty and staff on processes for reporting academic space issues and requesting classroom changes, including innovative or alternative designs.

e) In partnership with FTLCAC and ATAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.

**d. Faculty Personnel Policy Committee (FPPC):** *(as revised 02/04/22 by UAS)*

i. Faculty Membership: Faculty membership of the FPPC consists of three faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. College representatives must be tenured. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered.

ii. Administrative Membership: The Assistant/Associate Vice President for Human Resources or a designated representative from Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.

iii. Leadership: A Chair of the FPPC will be elected each year during the second to last meeting of the Winter semester. The Assistant/Associate Vice President for Academic Affairs will conduct the election.

iv. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make

appropriate recommendations to the ECS. The Chair of FPPC will run meetings, facilitate the deliberations of the committee, and write personnel policy proposals. The Chair will attend the ECS and UAS meetings where the annual charges to the FPPC are finalized and the meeting where the year's work is reviewed. The Chair will also attend all ECS/UAS meetings during which an FPPC proposal will be discussed.

**e. Faculty Salary and Budget Committee (FSBC):** *(as revised 04 14 19 by UAS)*

i. Faculty Membership: Faculty membership of the FSBC consists of seven faculty members from the College of Liberal Arts and Sciences (CLAS), two from the Seidman College of Business, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.

iii. Administrative Membership: The Provost or designee and the Vice President for Finance or designee, both serve as*ex officio*, non-voting.

iv. Leadership: The Chair of FSBC for the following academic year will be elected during September each year to allow the Chair-elect to learn the functions of the position. The Provost or designee will conduct the election.

v. Responsibilities: The FSBC has four primary responsibilities:

a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the Grand Valley budget as a whole as well as within the budgets of the administrative divisions,

b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty job security,

c) To study pertinent data and make recommendations on proposals for the establishment of additional units/programs at Grand Valley. These recommendations will be made to the Senate through the ECS at the Prospectus stage and through UCC at the New Program Proposal stage, and

d) To provide leadership and support to faculty as Units develop their Unit Stability Report and Self-Study Report and to review and provide feedback on these reports.

The President and/or ECS may request the FSBC to study specific items and make

recommendations concerning them.

The Chair of FSBC will run meetings, facilitate the deliberations of the committee, and serve as lead author of documents produced by the committee. The Chair will also attend all ECS/UAS meetings during which FSBC materials are discussed. The Chair of FSBC will also serve on the University Benefits Committee and the New Program Council and may represent faculty in discussions with administration regarding university budgets.

**f. General Education Committee (GEC)** *[as revised 11/03/23 UAS]*

i. Faculty Membership: Faculty membership of the GEC consists of nine faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered. The General Education Director is an*ex officio,* non-voting member.

ii. Leadership: The GEC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets the agenda for meetings, is elected from the faculty membership and shall serve for one year in this role, with the option to be re-elected. If the GEC Faculty Chair is not able to fulfill their term, an election will be held to identify a new Faculty Chair from current faculty members.

iii. Student Membership: One student representative selected by and from the Student Senate for a term of one year

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting.

v. Responsibilities:

a) to provide guidance and support to the university community regarding the aims, philosophy, achievements and problems of the General Education Program;

b) to provide materials to assist instructors in teaching and assessing the general education knowledge and skills goals;

c) to review and act upon courses proposed for the General Education Program;

d) to make minor revisions to the General Education Program (for example, changing the name of a category or adding, revising, or removing a student learning outcome in the category);

e) to propose to ECS/UAS major changes to the General Education Program;

f) to ensure that the General Education skill and knowledge outcomes of each

General Education course are assessed every four years:

1. to review and provide formative and/or summative feedback on General Education Course Assessment Reports;

2. to report annually on student performance of the General Education knowledge and skills outcomes to faculty governance:

3. to submit a comprehensive report on student performance of the General Education knowledge and skills outcomes, and share these results with faculty governance and the broader university community every four years:

4. to propose changes to the General Education Program or make changes to the assessment process informed by the assessment data.

g) to remove a course from the General Education Program (see SG 2.01) if:

1. changes have been made to course prerequisites that were not approved by the General Education Committee;

2. the course was not appropriately and effectively assessed by the unit in a timely manner as described in the Recertification Policy posted on the General Education website.

**g. Graduate Council (GC)** ***(Revised at UAS 05/15/17)***

i. Faculty Membership: The Graduate Council (GC) is composed of no more than eighteen faculty members elected by the faculty: base membership includes two representatives from each college (Business, Education and Community Innovation, Liberal Arts and Sciences, Engineering, Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries and Art Museum. Each committee member will serve on one of two subcommittees (Policy and Standards or Curriculum and Program Review).
Subcommittees will include one member from each college and the library. Faculty from the same college will serve for staggered three-year terms. Representatives on the GC shall hold graduate faculty status.

ii. Student Membership: Two graduate student representatives from different graduate programs, selected by the Graduate Student Association. Each subcommittee will have a graduate student representative.

iii. Administrative Membership: The Dean and Associate Dean of the Graduate School serve as an ex-officio member, as representatives of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education

including the Office of the Registrar, Office of Admissions, and the Center for Adult and Continuing Studies designees.

iv. Responsibilities: The GC is responsible for matters related to graduate education at Grand Valley, to include (but not limited to):

a) To review and recommend actions upon new proposed graduate programs and/or revisions to current graduate programs.

1) New graduate program proposals, certificates and proposals for change to programs or certificates will be reviewed. As program matters are reviewed by the GC, the proposers may be invited to participate in the discussion and review process. Recommendations from the GC related to program matters will be transmitted via the online curriculum system.

b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure quality, consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.

1) Recommendations regarding policy changes or new policies or standards for graduate education will be referred to the ECS for final action.

2) To identify and monitor quality indicators of graduate education.

c) To review and recommend actions upon requests for exceptions to university minimum standards or policies.

d) To review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.

1) Existing graduate programs shall be reviewed by GC on a revolving and regular schedule, aligned with the UAC program review and external accreditation review (if applicable). The review will employ quality indicators developed by GC that are outside of the normal UAC purview, but incorporate appropriate program materials submitted to UAC and FSBC.

e) To advise on allocation of university financial support for graduate students.

f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at Grand Valley.

v. Procedures -- Curricula and Program

a) Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the GC.

b) Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested. Curriculum proposals and exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.

c) Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's web site, or general web sites of Grand Valley Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.

d) At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. Any GC member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost may make these requests. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.

e) Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.

f) As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.

g) If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.

h) The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.

vi. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

**h. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC)** *(as revised by UAS 4/3/15)*

i. Faculty Membership: Faculty membership of the Pew FTLCAC consists of four members from CLAS, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

ii. Student Membership: One undergraduate and one graduate student selected by the Student Senate for a term of one year.

iii. Administrative Membership: The Director and Faculty Fellows of the Pew FTLC *ex officio*, non-voting. A representative from Information Technology, *ex officio*, non-voting.

iv. Leadership

a. Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1- 3:00 p.m.; draft agendas and write mid- and end-of-year reports; correspond with ECS/UAS, FTLC Director, and other committees over shared charges; train and mentor Vice-Chair.
- All faculty members are eligible to be Chair, though serving as Vice-Chair in the previous year is most preferable for continuity in leadership of this committee.
- The Chair serves a one-year term.
- Call for nominations will occur in February and voting will occur in March.

b. Vice-Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1-3:00 p.m.; submitting and uploading agendas and minutes to Blackboard; shadowing and/or deputizing for the Chair in interactions with ECS/UAS and FTLC Director.
- All faculty members are eligible to be Vice-Chair but must have at least two-terms left in order to become Chair in the following year.
- The Vice-Chair serves a one-year term and may become Chair following the term of their

predecessor.

- Call for nominations will occur in February and voting will occur in March.

v. Responsibilities: The role of the Advisory Committee is to provide advice on policy, direction and performance of the Pew FTLC, including:

a) Serve as a liaison between the Grand Valley faculty and the Pew FTLC Staff disseminating information to faculty/units/colleges from the Pew FTLC and also providing feedback to the Pew FTLC about its programs, policies, and services.

b) Provide information about faculty development needs and advocate for professional development activities related to teaching and learning.

c) Initiate and/or respond to discussions of teaching and learning issues, referring them to appropriate bodies if necessary.

d) Every member of the FTLCAC (except for the committee chair) will serve on one of two sub-committees – either to review competitive grants or to review teaching award nominations.

e) In the case of a vacancy, serve on a search committee for Pew FTLC Administrative Staff.

i. **University Assessment Committee (UAC)** *(as revised at UAS 10/02/2020)*

i. Faculty Membership: Faculty membership of the UAC consists of eight faculty members from College of Liberal Arts and Sciences; three from the College of Education and Community Innovation; two each from the College of Health Professions and the Seidman College of Business; and one each from the Brooks College of Interdisciplinary Studies, the College of Computing, the Kirkhof College of Nursing, the Padnos College of Engineering, and the University Libraries and Art Museum. Academic unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Co-curricular Program Membership: Co-curricular Program membership of the UAC consists of five representatives with at least one representative from each of three areas: Student Affairs, Enrollment Development, and Academic Affairs. Representatives will be appointed by the Provost. Co-curricular Program representatives serve three-year staggered terms beginning fall semester

iii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting

v. Election of the Chair: The Chair shall be elected from among the faculty representatives. The Chair shall serve for three years (July – June) or until a new Chair is elected, contingent upon their continued service as an elected representative to UAC. The vote for Chair occurs at the end of the fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office. In the event the Chair's position should be vacated before the Chair's term is complete, the committee shall vote to identify an Interim Chair to serve until a new Chair can be elected.

vi. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to programs, units, colleges, and co-curricular programs as programs design and implement assessment plans and reports, which will be reviewed by UAC every two years, based on best practices, and other requested updates/reports.

b) Reviewing and providing feedback on assessment plans, reports, and other requested reports submitted by all academic programs and most co-curricular programs.

c) Providing instructions for reporting formats and schedules.

d) Determining if programs qualify for Expedited Process reporting.

e) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.

f) Conducting user training on the on-line system for reporting Assessment reviews/plans and other requested updates/reports.

g) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and online reporting and notification system.

**j. University Curriculum Committee (UCC)** (*As revised by UAS 04/13/18)*

i. Faculty Membership: Faculty membership of the UCC consists of seven members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of membership is two years. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One student representative selected by the Student Senate for a term of one year.

iii. Administrative Membership: One representative from the Graduate Council (GC) *ex*

*officio*, non-voting, a member from the Registrar's office *ex officio,* non-voting, and the Provost or designee *ex officio*, non-voting.

iv. Leadership Positions: UCC leadership positions will be determined by an election in April during a regular UCC meeting. Those who desire to serve in a leadership role can self-nominate prior to the election. Positions on the UCC include:

a) UCC Chair: The UCC Chair is to be elected each year in April with the term of office beginning the Fall semester, with leadership transition occurring prior to then. Best practices suggest that the UCC Chair should be willing to serve a minimum of two years to ensure continuity in leadership of this committee.

b. UCC Vice Chair: The UCC Vice Chair is to be elected each year in April with the term of office beginning the Fall semester. The Vice Chair acts as support to the Chair (temporary replacement when needed) and is responsible for creation of detailed minutes of UCC meetings.

c. OEMC representative from UCC: This representative is to be appointed by the UCC Chair from the UCC membership, who should meet the qualifications of OEMC membership.

v. Responsibilities: The UCC is responsible for a wide range of curriculum matters at Grand Valley; its responsibilities include, but are not limited to, the following:

a) to review and make recommendations on all degree requirements and on all new program proposals;

b) to review and make recommendations on all proposals involving academic credit;

c) to review the courses used to fulfill the General Education requirements;

d) to review the courses used to fulfill the requirements of the Honors Program;

e) to manage Sail, the online curriculum development system;

f) to meet with the chairs of College Curriculum Committees annually in order to communicate best practices and university policies regarding curricular issues;

g) to manage the UCC website content;

h) review yearly reports from the International Education Committee and the Writing Skills Committee.

vi. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units, and copy ESC in the correspondence.

**k. Online Education and Microcredential Council (OEMC)**

i. Faculty Membership: Faculty membership of the Online Education and Microcredential Council consists of at least one member of UCC (appointed by the Chair of UCC), Chair (or designee) of the Graduate Curriculum and Program Review Committee, and 5-8 University faculty members with expertise in online pedagogy or microcredentials (who are appointed by the Provost, in consultation with the UAS Chair) and confirmed by UAS. The OEMC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets agenda for meetings, is elected from the faculty membership and shall serve for two years in this role, with the option to be re-elected. If the OEMC Faculty Chair is not able to fulfil their two-year term, an election will be held to identify a new Faculty Chair from current OEMC faculty members. The term of membership is three years. All faculty are voting members of the Council.

ii. Student Membership: One student representative selected by the OEMC. The student representative is a voting member of the Council and serves for the academic year, with the possibility of serving in future years.

iii. Administrative Membership: The Provost or designee *ex officio*, the Director of FTLC or designee, the Director of eLearning Technologies or designee, and the Registrar or designee - all non-voting members.

iv. Responsibilities: The OEMC's responsibilities will include, but are not limited to the following:

a) support ongoing training and professional development of online and hybrid teaching;

b) review microcredential proposals, including certificates and badges;

c) review current policies and practices regarding distance delivered education and microcredentials, and make recommendations for new policies and practices, where appropriate, in collaboration with appropriate committees;

d) answer questions and provide guidance and expertise about course delivery -- online, hybrid, short-semester, "on-demand", or "self-paced" delivery of content;

e) manage forms in the online curriculum system pertaining to microcredentials;

f) recommend curricular and pedagogical quality standards for online, low-residency, and hybrid modalities, consistent with traditional,

face-to-face course offerings;

g) recommend faculty and staff professional development standards for online, low-residency, and hybrid modalities;

h) review and report on the quality of online, low-residency and hybrid curricular and microcredential offerings as part of an end-of-year report.

**I. Affiliate Faculty Advisory Committee (AFAC)** (*Approved by UAS 09/25/15; designated a Standing Committee of UAS by BOT [11/3/2023]; formerly SG 1.03.B.2.)*

i. Membership:
Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the AFAC, which consist of one elected member from each College that employs Affiliate faculty. The term of office is three years beginning at the end of the winter semester.

Affiliate Faculty Membership: Affiliate faculty are eligible for membership after two years of continuous employment with Affiliate status. Affiliate faculty will elect the Affiliate faculty members of the AFAC, which consist of a number of members from each College according to the following ratio:

| Affiliate Faculty in College | Members on Committee |
|---|---|
| 1-20 | 1 |
| 21-50 | 2 |
| 51-100 | 3 |
| 101+ | 4 |

Administrative Membership: One Provost office representative ex officio, non-voting.

ii. Term: The term of office is three years beginning at the end of winter semester staggered for members from the same College. The AFAC will meet on the second Friday of each month from 7 to 9 am.

iii. Purpose: The role of this Advisory Committee is to represent the needs and perspectives of all
University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of

providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty.

The committee serves as a liaison between the Affiliate faculty and the GVSU academic community at large. It informs and advises UAS on factors that affect teaching and learning, as well as on university-wide policies and procedures with regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing the visibility of Affiliate faculty at GVSU and maintaining a collaborative relationship with Regular faculty.

iv. Elections and Succession Planning: The Chair, the Vice Chair, and the Secretary are elected for a renewable one-year term. Only Affiliate faculty members may serve as the Chair and the Vice Chair. Either Regular or Affiliate faculty members may serve as the Secretary. The Chair, the Vice Chair, and the Secretary will be elected near the conclusion of each academic year. If the Chair-elect is unwilling/unable to serve at the start of an academic term, the Vice Chair-elect will take over immediately. If both the Chair-elect and Vice Chair-elect are unwilling/unable to serve at the start of an academic term, a special election will be held during the first meeting of the new term within AFAC to replace both positions.

vi. Duties of Leadership within AFAC: The Chair of AFAC will set up meeting dates and locations for the academic year; send out agenda and other pertinent documents before each meeting; run meetings and facilitate deliberations of the committee; and serve as the committee's representative at UAS/ECS or other university committees. The Vice Chair of AFAC will serve as the Chair (as needed) during committee meetings; serve as the Chair's alternate (as needed) at UAS/ECS or other university committees; assist the Chair in creation of pertinent documents (as needed) for deliberation by the committee. The Secretary of AFAC will take minutes during each committee meeting, finish preparation of minutes post-meeting, and forward to Chair in a timely manner.

vi. Affiliate faculty representatives on UAS and ECS (BOT 3.1.4.1; repeated from SG 1.01.4.4): The Chair of AFAC serves as the designated Affiliate faculty member of the ECS and as one of two members of the UAS. AFAC selects the second designated Affiliate faculty member of the UAS, who must have Affiliate status, from among the members of the committee; if it is unable to do so, the committee will select the UAS member from the Affiliate faculty at large, with preference

given to those with experience on the committee and/or in other relevant roles.

### DEFINITIONS

**Quorum:** A simple majority of the total voting membership of the committees shall constitute a quorum for the enactment of business.

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## UNIVERSITY COMMITTEES

SG 1.03

**Date of Last Update:**
October 26, 2025

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

### POLICY STATEMENT

University committees include committees of the University Academic Senate (see SG 1.03.A), University Governance Committees (1.03.B), and Administrative University Committees (1.03.C).

For the committees with an elected Chair, the Chair is responsible for publishing an agenda at least 4 class days before the scheduled meeting. Minutes of each meeting, with a roster of those in attendance, shall be published after approval by the membership of the committee. The elected Chair of each committee will also send the agenda and approved minutes to the Faculty Governance assistant to be made available in the secure area of the Faculty Governance website.

### PROCEDURES

## SG 1.03 Operative Rules for University Committees

### A. Committees of the University Academic Senate

The Bylaws for the University Academic Senate (UAS) and, the Executive Committee of the Senate (ECS) are located in SG 1.01.

The Bylaws for the following standing committees of the University Academic Senate are located in SG 1.02:

Academic Policies and Standards Committee (APSC); Affiliate Faculty Advisory Committee (AFAC); Equity and Inclusion Committee (EIC); Faculty Facilities Planning Advisory Committee (FFPAC); Faculty Personnel Policy Committee (FPPC); Faculty Salary and Budget Committee (FSBC); Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC); General Education Committee (GEC); Graduate Council (GC); Online Education & Microcredential Council (OEMC); University Assessment Committee (UAC); University Curriculum Committee (UCC)

### B. University Governance Committees:

- Academic Technology Advisory Committee (1.03.B.1)
- Campus Life Committee (1.03.B.3)
- Centers Evaluation Committee (1.03.B.14)
- Faculty Grievance Panel (1.03.B.4)
- International Education Committee (1.03.B.5)
- LIFT Management Committee (1.03.B.6)
- New Program/New Academic Unit Council (1.03.B.13)
- Outstanding Service Awards Committee (1.03.B.7)
- Research and Development Committee (1.03.B.8)
- Undergraduate Research Council (1.03.B.9)
- University Libraries and Art Museum Advisory Committee (1.03.B.10)
- University Personnel Review Committee (1.03.B.11)
- Writing Skills Committee (1.03.B.12)

#### 1. Academic Technology Advisory Committee

i. Faculty Membership: Faculty membership of the ATAC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. The term of office is three years beginning at the end of the Winter semester. Terms are staggered.

ii. Student Membership: One undergraduate and one graduate student representative

selected by the Student Senate for a one-year term.

iii. Administrative Membership: Associate Vice President for Academic Affairs, non-voting; one representative from the Registrar ex officio, non-voting; Director of eLearning Technologies ex officio, non-voting; Director of Academic Research Computing ex officio, non-voting; and an Associate/Assistant Vice President for Information Technology ex officio, non-voting.

iv. Responsibilities: To support the academic mission of the University in its use of technologies and related services impacting teaching, learning, research, and scholarship, including:

a) Serve as a liaison between the Grand Valley academic community and Information Technology (IT). In particular, inform and advise IT on factors that affect teaching, learning, and scholarship and communicate technology issues and initiatives to the academic community. b) Regularly review and identify problems with current IT solutions as they relate to faculty, share this information with IT, and monitor the response. c) Provide input and feedback on decision-making related to policies, guidelines, and standards regarding the use of technologies by faculty and students. d) Regularly review current GVSU IT initiatives and provide strategic planning input related to emerging technologies, new trends in education, and associated resource and support needs. e) In partnership with the Faculty Teaching and Learning Center Advisory Committee (FTLCAC) and the Faculty Facilities Planning Advisory Committee (FFPAC), make recommendations regarding funding priorities to the Office of the Provost and IT for more effective use of existing classroom technologies and appropriate use of existing classroom spaces. f) Either the Chair, Vice Chair, or a representative chosen by the committee shall also be a member of the University Technology Council (UTC) and report to ATAC on UTC business and report to UTC on ATAC business.

v. Leadership and Succession Planning

a) The committee chair shall put the election of a chair and vice chair for the following academic year on the agenda for a meeting near the end of the academic year. b) Prior to the meeting, the chair shall solicit nominations for the two positions. Nominations must be accepted by the nominee. Self-nominations are accepted. Nominations may be made at the meeting prior to the election. c) The vote for chair shall be held first. Each member present at the meeting shall vote for one of the nominees. The nominee with the most votes wins the election. In the event of a tie, the winner shall be selected randomly from the nominees with the most votes. Nominees who lose the chair election have the option of being nominated for the subsequent vote for vice chair, which shall be done with the same procedure. d) If there are no nominees for either position, then

that position will be filled by a person selected randomly from a pool of eligible candidates that includes all current members. (NB: Not just those at the meeting) who are returning to the committee for the following year and have not served as the committee chair (previously or currently). If this pool yields no eligible candidates, the pool shall be expanded to include all of next year's committee members, excluding the current chair. e) The vice chair will prepare to take over the chair position as necessary.

2. The **Affiliate Faculty Advisory Committee (AFAC)**, formerly a University Governance Committee, is redesignated as a Standing Committee of the UAS: see SG 1.02.l. *(Approved by BOT [11/3/2023])*

3. **Campus Life Committee** (Replaced the Student Life Committee)

Faculty (elected by and from): 3 from the College of Liberal Arts & Sciences and 1 from each of the other Colleges and University Libraries and Art Museum
Students: 3 Undergraduate and 1 Graduate, appointed by the Vice President for Student Affairs
Associate Vice President for Student Affairs and Dean of Students
Assistant Vice President for Student Affairs

ii. Term: Faculty (3 year staggered); Students (1 year); Administrator (indefinite).

iii. Purpose: An advisory body to the Vice President for Student Affairs regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc.) to actively engage students in the life of the university; support services that assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.).

iv. Reporting: To the Vice President for Student Affairs; Provost and Executive Vice President for Academic Affairs; and University Senate

v. Meetings: Twice each fall and winter semester held on the first Monday in October, December, February and April.

4. **Faculty Grievance Panel**

i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences and Seidman College of Business, three (3) from Padnos College of Engineering and College of Computing; two (2) each from the remaining colleges and one from the University Libraries and Art Museum.

ii. Term: 3 years, staggered.

iii. Purpose: To review and make recommendations about a grievance at the request of any aggrieved appointee (see Board of Trustees' Policies BOT 4.2.16 -4.2.17 for other details).

iv. Reporting: To the President

v. Meetings: Only meets when needed to address a grievance. (Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Board of Trustees' PoliciesBOT 4.2.16 -4.2.17 )

5. **International Education Committee**

i. Membership:

Chair, elected from Membership

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the University Libraries and Art Museum.

Two students: 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate).

One Area Studies Program Faculty Member, selected by the programs

One Modern Languages and Literatures Faculty Member, selected by the department

One Study Abroad Program Director, selected by the Provost

Assistant/Associate Vice President for Academic Affairs *(ex officio)*

Director of International Education *(ex officio)*

ii. Term: 3 years, staggered.

iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Padnos International Center; to recommend priorities, new initiatives, policies, and procedures for the Padnos International Center programs, including campus curricular and co-curricular activities; to advocate for international students, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.

iv. Reporting: To the Provost and Academic Senate

v. Meetings: Three to four times each fall and winter semester

6. **LIFT Management Committee**

i. Membership:

Assistant/Associate Vice President for Academic Affairs (*ex officio*)

Director, Pew Faculty Teaching & Learning Center *(ex officio*)

FTLC Advisory Committee liaison to LIFT-MC *(ex officio)*

Six Faculty (appointed by UAS)

Three with relevant scholarly expertise in qualitative or quantitative analysis of data

Three other with relevant expertise

Student representative appointed by Student Senate

ii. Term: Faculty representatives -- 3 years, staggered.

iii. Leadership: The LIFT Management Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.

b) At least one co-chair may not be in their final year of service to the committee.

c) Co-chairs for the following academic year will be selected by consensus at the end of each academic year.

iv. Purpose: The LIFT Management Committee is a standing committee charged with overseeing the implementation and analysis of the LIFT System, including

a) Evaluating and approving or denying requests by Units to modify formative or open-ended items on the LIFT forms.
b) Perform a yearly evaluation of the reliability and statistical performance of the summative and CEI items. Specifically, monitoring for evidence of fairness for various faculty groups.
c) Review the format of the LIFT summary reports provided for faculty members. Suggest changes as needed.
d) Work with the Office of the Provost to monitor the response rates and work with units to meet established baselines.

i. Reporting: To the Provost and Academic Senate.

vi. Meetings: Every two weeks (or as needed) each fall and winter semester.

7. **Outstanding Service Awards Committee**

i. Membership:

Faculty (elected by and from): One representative from each College and one from the University Libraries and Art Museum.

Two students selected by the Student Senate

The Outstanding Service awardees from the previous year

The Provost, or designee.

ii. Term: 3 years, staggered.

iii. Purpose: To review nominees, select the awardees, and forward the names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation. The Outstanding Service awardees serve on the committee for the academic year following their awards. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.

iv. Reporting: To the Provost

v. Meetings: Normally, no formal meetings; business conducted electronically in the fall semester, unless the committee chair calls for a formal meeting.

8. **Research and Development Committee**

i. Membership:

Faculty (elected by and from): Seven representatives from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the other colleges and one from the University Libraries and Art Museum.

Executive Director, Center for Scholarly and Creative Excellence ( *ex officio*, non-voting).

Provost or Provost designee (*ex officio*, non-voting)

The chair will be elected by the members of the R & D Committee for a one-year term.

ii. Term: 3 years, staggered.

iii. Purpose: To receive, review, develop, and recommend policies pertaining to research conduct & development and to advise the Executive Director of the Center for Scholarly and Creative Excellence on the activities of the Center. The committee's domain includes research conduct policies, except those for whom responsibility is explicitly assigned to the Human Research Review Committee (HRRC) and/or the Institutional Animal Care and Use Committee (IACUC) by federal regulations and/or formal commitments (e.g., the university's

Federal Wide Assurance). The committee is expected to consult with other faculty and staff members who have relevant expertise in research practices and ethics. Research policy recommendations should be forwarded to ECS/UAS, which may ask other committees such as UCC, FPPC, and FSBC to review proposals whose content overlaps with or has effects on matters that are within the domains of those committees. The committee serves as the advisory board of the Center for Scholarly and Creative Excellence, making recommendations on policies, procedures, and operations of the Center, including recommendations on awarding of Grand Valley funds for research and teaching improvement projects, directly to the Executive Director.

iv. Reporting: To the Provost.

v. Meetings: Monthly during the academic year.

9. **Undergraduate Research Council**

i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries and Art Museum. The Chair of the URC will be elected by the members of the URC for a one-year term.

The Director of the Office of Undergraduate Research and Scholarship, *ex officio*, non-voting.

One student representative selected by the Student Senate.

One student selected by the Student Senate for a term of one year. The student member will meet with the committee regarding items 8.a through 8.f, but will not be involved in the evaluation of S3 proposals.

ii. Term: 3 years, staggered.

iii. Purpose: In keeping with the values and strategic plan of GVSU that students should acquire new knowledge and explore its application through research, artistic expression, and scholarly activity, and that active scholarship may include collaboration of faculty and staff with students, the role of the URC is to provide advice and recommendations on university-wide policies and programs that apply to undergraduate research and creative practice. The committee will:

a) Recommend goals and priorities for undergraduate research and creative practice at GVSU.

b) Recommend policies and programs to promote undergraduate research and creative practice at GVSU

c) Advise on faculty development needs, student needs, and other resources to enhance undergraduate research and creative practice at GVSU.

d) Promote undergraduate research and scholarly activities within the GVSU community.

e) Promote the undergraduate research and scholarly activities at GVSU to the broader community.

f) Establish policies and processes for application review for the Student Summer Scholars Program.

g) Evaluate S3 proposals and recommend proposals to be funded.

h) Assess the progress and viability of the URC.

i) Review annually the resource needs for the URC and Office of Undergraduate Research

iv. Reporting: To the Provost.

v. Meetings: Monthly during fall semester, up to once a week during winter semester.

10. **University Libraries and Art Museum Advisory Committee**

i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum.

One student representative selected by the Student Senate

University Libraries and Art Museum Dean (*ex officio*, non-voting)

ii. Term: 3 years, staggered.

iii. Purpose: To advise the university libraries and art museum on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University Libraries and Art Museum; to serve as a communication channel; to recommend to the Academic Senate in a timely manner on major policy issues and matters of general concern as identified by the Committee.

iv. Reporting: To the university libraries and art museum dean and to the Academic Senate on matters of policy and general concern

v, Meetings: Twice each fall and winter semester.

11. **University Personnel Review Committee**

i. Membership:

Provost and/or designees (*ex officio*)

Legal Counsel (*ex officio*)

One academic Dean, appointed by the Provost (*ex officio*)

Faculty: ECS Chair and one representative, appointed by the Provost, from each College and the University Libraries and Art Museum. Each representative shall have significant prior experience on an elected College/Library Personnel Committee.

ii. Term: For faculty and the academic Dean, 3 years, staggered.

iii. Purpose: (1) To review College/Library and Unit personnel policies and procedures for compliance with the *Faculty Handbook* and Board of Trustees Policies; (2) to make recommendations to the Provost to revise specific College/Library or Unit policies or procedures; (3) to review personnel policy revisions proposed by a Unit or College or the Library; (4) to identify areas of university faculty personnel policy that may need revision and to inform ECS of that need so the appropriate governance committee(s) can be charged; (5) to work with the charged governance committees to develop proposals for review by ECS/UAS.

iv. Reporting: To the Provost, with copies of relevant recommendations to ECS/UAS, academic Deans, and College Personnel Committee Chairs.

12. **Writing Skills Committee**

i. Membership:

Director of Writing Across the Curriculum (*ex officio*) - Chair

Director of GVSU Writing Center (*ex officio*)

Chair of First Year Writing (*ex officio*)

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries and Art Museum.

One student **s**elected by Student Senate

ii. Term: 3 years, staggered.

iii. Purpose: The University Writing Skills Committee exists to develop and assess goals for Writing Across the Curriculum (WAC) program through the Supplemental Writing Skills (SWS) program at GVSU. To this end, the committee enables collaboration among institutions across campus that support writing, specifically the First Year Writing Programs, the Fred Meijer Center for Writing and Michigan Authors, the University Libraries and Art Museum, and Information Technology. The work of the committee will include writing/updating the Mission, Vision, and Values statement for the SWS program; developing policies as necessary for new SWS issues (e.g., on-line SWS course guidelines); writing SWS assessment plans and advising the WAC director on the implementation of those plans; assessing the SWS program; and reviewing and advising the self-study report. The committee will also review and evaluate for approval SWS courses proposed by units; advise the director of WAC on new faculty development activities; and sponsor workshops in teaching writing for faculty members.

iv. Reporting: To University Curriculum Committee.

v. Meetings: Monthly during the academic year

**13. New Program/New Academic Unit Council**

i. Membership:

UAS/ECS Chair or designee, Chair

UCC Chair

FSBC Chair

GC Chair

Appropriate Dean(s) (non-voting)

Provost and/or Provost's designee (non-voting)

ii. Term: ex officio

iii. Purpose: To review prospectuses for the establishment of new programs and proposals for the establishment of new units (SG 2.05)

iv. Reporting: To the Provost and UAS

v. Meetings: As needed

**14. Centers Evaluation Committee** (*Approved by UAS 03/15/24)*

i. Membership:

Vice Provost for Research Administration or Provost's designee (ex officio)
Eight Faculty (appointed by UAS)
Three with relevant scholarly expertise in qualitative or quantitative analysis of data
Five with demonstrated ability to think strategically and broadly about university-wide issues

ii. Faculty Term: 3 years, staggered

iii. Leadership: The Centers Evaluation Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.
b) At least one co-chair may not be in their final year of service to the committee.
c) Co-chairs for the following academic year will be selected by the committee at the end of each academic year.

iv. Purpose: The Centers Evaluation Committee serves in an advisory capacity to the Provost on matters related to the establishment, performance, and continued viability of Academic Centers (SG 2.06) at Grand Valley State University. The committee:

a) Makes recommendations to the Provost regarding policies and procedures for establishing, reviewing, and discontinuing Academic Centers;
b) Conducts reviews of existing Academic Centers;
c) Makes recommendations to the Provost regarding proposals for establishing, reorganizing, and discontinuing Academic Centers;
d) Provides resources for best practices in Academic Center administration and management.

v. Reporting: To the Provost and Academic Senate.

vi. Meetings: Every three weeks (or as needed) each fall and winter semester.

## C. Administrative University Committees:

- Academic Review Committee (1.03.C.1)
- Provost's Advisory Committee (1.03.C.2)
- Student Media Advisory Board (1.03.C.3)
- University Conduct Pool (1.03.C.4)

### 1. Academic Review Committee

i. **Membership:**

Student Success Programs, Director
Inclusion and Equity representative
Registrar or designee
Faculty: Five members appointed by the Provost

ii. Faculty term: 3 years, staggered

iii. Purpose: To preserve the integrity and appropriateness of the academic review process and policy, and to act as an appeal and review body for those students seeking exception to, or readmission following suspension/dismissal.

iv. Reporting: To Provost or designee

v. Meetings: Every other week throughout the academic year.

2. **Provost's Advisory Committee** (as needed)

i. **Membership:**

Faculty (jointly selected by the ECS and the Provost): One representative from each of the colleges and the University Libraries and Art Museum.

ii. Term: 3 years, staggered.

iii. Purpose: To provide advice concerning areas for reduction by department or program, transfer/retraining options for faculty, voluntary options, i.e., retirement, resignations, severance pay, and declarations of financial emergency and changing enrollment patterns.

iv. Reporting: To ECS/UAS.

v. Meetings: No regular meetings; only assembled in time of need.

3. **Student Media Advisory Board** (edits approved and made October 2025)

1. **Purpose** The purpose of the Student Media Advisory Board (SMAB) is to ensure the continuity of editorially independent student media at Grand Valley State University. The three major student media organizations include the student newspaper, the Grand Valley Lanthorn; the student radio station, WCKS – The Whale; and student television station GVTV – Grand Valley Television. The Student Media Advisory Board will provide for adequate and capable advisory staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television outlets for quality and ethics. The SMAB will defend the freedom of the press for all student media on campus. In addition, the SMAB will, in consultation with the Faculty Advisor and Editor/Manager of each student media outlet, create and ensure publication/broadcast of a relationship statement explaining the nature of the independent relationship between each

media outlet and the University.

2. **Membership**

The SMAB shall consist of the following membership:

Seven (7) faculty representatives
Seven (7) student representatives
Two (2) professional community representatives from West Michigan
Director of the School of Communications or designate
Director of Student Life or designate
Seven (7) Ex-Officio (non-voting):

- The Editor of The Lanthorn or designate
- The Lanthorn Faculty Editorial Advisor
- The Lanthorn Faculty Business Advisor
- The Station Manager of WCKS – The Whale or designate
- The Faculty Advisor of WCKS
- The Station Manager of GVTV or designate
- The Faculty Advisor of GVTV

The SMAB has a total of 18 voting members. Ten (10) voting members of the SMAB shall constitute a quorum for transacting business.

Seven (7) faculty representatives will be appointed to terms of up to three (3) years by the decision of the Director of the School of Communications and the Director for Student Life. These appointments will be confirmed Executive Committee of the Senate (ECS). The appointment terms will be ideally staggered so that no more than three appointments will be made each year. Seven student representatives: (4 selected by the Student Senate; 1 Lanthorn staff member elected by The Lanthorn staff, 1 WCKS staff member elected by the WCKS staff, and 1 GVTV staff member elected by the GVTV staff). Student representation to the Student Media Advisory Board shall be elected annually.

Two professional community representatives will be recommended by Director of the School of Communications upon consultation and recommendations from the faculty advisors of the three student media organizations. Community representatives will be appointed for a two-year term which is renewable. Community representatives will be appointed by the SMAB.

The All University Faculty Governance Structure and the All University Student Governance Structure are charged with the selection of SMAB members which are, as fully as possible, representative of a cross section of the University community.

3. A**uthority and Duties of the Board**

The SMAB shall have the authority to administer and allocate the financial resources provided from the College of Liberal Arts and Sciences (CLAS) budget. The source of this funding originates from the Student Life Fund.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the Lanthorn Editor, Business Manager, and the Faculty Advisors. A majority vote of the voting membership shall be required for such recommendation of the Editor, Business Manager, or the Faculty Advisors.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the WCKS – The Whale General Manager, Business Manager, and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the General Manager, Business Manager or the Faculty Advisor.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the GVTV – Grand Valley Television Station Manager, Business Manager and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Station Manager, Business Manager or the Faculty Advisor.

The SMAB shall elect from its voting membership a chairperson, a secretary, and other such officers as it may from time to time determine necessary. Only voting members are eligible to hold office on the SMAB.

4. **The Grand Valley Lanthorn: The Editor, Business Manager, and Faculty Advisors**
The Editor shall be responsible for assuring a balanced report of GVSU and local activities and concerns, maintaining quality journalistic practices, ensuring the paper's compliance with the Society of Professional Journalists Code of Ethics, editing the publication, maintaining the publication schedule, supervising the copy, and directing (with the staff) the editorial policy of the paper. The Editor must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Business Manager shall be responsible for maintaining a financial record for the publication, supervising the sale of advertisements, and informing the SMAB and Editor of the financial status of the publication, quarterly. The Business Manager must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Faculty Business Advisor shall have signature authority over The Lanthorn accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Editorial Advisor shall serve as a professional support person to maintain and/or improve the quality of the paper. The Faculty Advisors shall, based on the needs of the newspaper, hold a minimum of one (1) in-service program per semester for the newspaper staff. The Faculty Advisors shall also act as liaison between

the newspaper and the University community, promoting the newspaper's interests with faculty, staff and administration. In the event of removal of the Editor, Business Manager, and/or Faculty Advisors, the Editor, Business Manager and/or Faculty Advisors must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

5. **WCKS – The Whale: Station Manager, Business Manager and Faculty Advisor**
The Station Manager shall be responsible for assuring a balanced report of GVSU activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The General Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Faculty Advisor shall have signature authority over WCKS accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the University community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the Station Manager, Business Manager and/or Faculty Advisor must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

6. **GVTV – Grand Valley Television: Station Manager and Faculty Advisor**
The Station Manager shall be responsible for assuring a balanced report of University activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The Station Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Faculty Advisor shall have signature authority over GVTV accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the university community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the Station Manager and/or Faculty Advisor must be informed of the charges against him/her and must be allowed to address the SMAB on their own behalf.

7. **Journalistic Responsibilities**

The University supports the concept of fora through which students are able to communicate with each other as well as faculty, staff, and administration. Student media organizations should be responsible for ensuring that balanced representation of views on crucial issues is accorded to all interested parties.

It is the responsibility of the student media organizations to be governed by the canons of responsible journalism. In addition, best practices as established by the National Association of Broadcasters, the Society of Professional Journalists, and other ethical media standards for broadcast journalism and entertainment programs, shall be followed.

It is the responsibility of the student media organizations to strive to verify the accuracy of all printed and reported matters and to recognize that each publication or broadcast will be subject to the legal exigencies that may arise.

8. **Student and Advisor Expectations**

The student media organizations and therefore the students are subject to the Student Code of Conduct as well as the Registered Student Organization handbook. The faculty advisors are subject to the Student Organization Advisor Handbook as well as the Faculty Handbook.

9. **Authority of the University Board of Trustees**

The SMAB reports to the Dean of the College of Liberal Arts and Sciences or their designee, who in turn reports to the Provost and then President. Notwithstanding anything in the Operating Procedures, the University Board of Trustees has paramount authority.

10. **Rules**

Robert's Rules of Order, Revised, shall govern all proceedings except when they are inconsistent with rules established in these guidelines.

The SMAB shall meet:

1. At regularly established times – established each semester by a majority vote of the Board at its first meeting. The board shall meet at least a minimum of once per fall and winter semester.
2. At the chairperson's request.
3. Within one (1) week of the chairperson's receipt of a petition requesting a meeting signed by three (3) members of the Board.

Two (2) consecutive absences of any voting member may result in removal from the SMAB.

Vacancies created by removal of SMAB members will be filled from an existing nomination list, where possible. Where no nominees are listed, nominations will be solicited from the appropriate governance structure.

All members must be notified at least three (3) days prior to each meeting.

11. **Amendments**
Upon two-thirds vote of the Student Media Advisory Board, recommendations for amendment shall be to the Dean of the College of Liberal Arts and Sciences. Ultimate authority for approval of any amendment of the Operating Procedures is subject to approval through Shared Governance.

4. **University Conduct Pool** *(formerly University Judiciary)*

i. Membership:

Faculty (elected by and from): Four representatives from CLAS, one from each of the remaining colleges and University Libraries and Art Museum.

Four faculty appointed by the Provost or designee from the faculty at large

12 students, selected by the Student Senate

Coordinator of Campus Judiciary (*ex officio*)

12 AP staff appointed by the Provost or designee

ii. Term: 3 years.

iii. Purpose: See Article III of the Student Code.

iv. Reporting: To the Dean of Students or designee.

v. Meetings: Only meets when needed to address a conduct issue. Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Student Code; however, all elected and appointed members are intended to undergo yearly training.

## COLLEGE GOVERNANCE POLICIES

SG 1.04

**Date of Last Update:**
January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

### POLICY STATEMENT

**College Governance Policies**

A. Colleges and the University Libraries shall have governance policies. The ECS/UAS Chair should be advised of any policy revisions, and the University Legal Counsel will be notified of the proposed changes for impact on the Board of Trustees Policies.

B. Each college and unit must establish its own standards and criteria for evaluation at each rank and tenure. The Library must establish its own standards and criteria for evaluation. (See Board of Trustees Policies BOT 4.2.9) The University Personnel Review Committee (See Shared Governance (SG 1.03)) will review any policy revisions before final approval by the Provost.

C. These governance policies and personnel standards and criteria must be consistent with the provisions of the Faculty Handbook Policies and Board of Trustees Policies. They should be accessible to faculty on each Dean's office web page and the Provost's Office web page. Hard copies should be available at each Dean's office.

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## POLICY ON ESTABLISHING, REVIEWING, AND DISCONTINUING ACADEMIC CENTERS

SG 2.06

**Date of Last Update:**

April 24, 2024

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

### POLICY STATEMENT

Academic Centers strengthen and enrich research, instruction, and outreach conducted by the faculty and staff. They advance the mission of the University by cooperating with external organizations, including private, nonprofit, or corporate sponsors; educational institutions; and federal or state agencies. In order to avoid duplication, each center should have distinctive purposes, activities, and/or stakeholders, and it should make its facilities available for collaborative activities as appropriate.
Academic Centers are established, reorganized, or discontinued at the discretion of the Provost, following review by the Centers Evaluation Committee (SG 1.03.B.14.) and consultation with the Chair of the University Academic Senate (UAS). The Chair will report to the Senate when such proposals are made (SG 1.01.2.2.). Such review and consultation will determine what additional steps are needed before approval is given, which may include further review by the administration and the UAS.

DEFINITIONS
An Academic Center is a non-degree-granting education organization, housed within the Division of Academic Affairs, that facilitates research, instruction, or outreach. An Academic Center is defined by its mission and scope, not its title, and may be designated as a Center, Institute, Laboratory, or similar entity. Academic Centers are of two broad types: University Centers and College Centers. A University Center’s oversight and budget originate from central administration, and it involves faculty from multiple colleges. A College Center’s oversight and budget originate within a single college, and it typically involves faculty from multiple units within that college.

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## ACADEMIC PROGRAM BUDGETARY REVIEW PROCESS

SG 2.07

**Date of Last Update:**

November 20, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

### POLICY STATEMENT

**Academic Program Budgetary Review Process** *(Approved by FSBC)*

Proposals submitted to the Faculty Salary and Budget Committee for a recommendation to Executive Committee of the Senate as part of the review process for the development and approval of new programs, units, degrees, majors, unit accreditation, and requests for autonomy should contain in both the Prospectus and New Program Proposal, an analysis of sources for support, and budgetary costs and benefits as requested in the online submission process.

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## ACCREDITATION

SG 2.08

**Date of Last Update:**
January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**
Provost Office

### POLICY STATEMENT

The decision to seek accreditation for a unit or program represents an investment and a commitment on the part of Grand Valley. The process of acquiring accreditation should be the result of a thoughtful, comprehensive analysis of both the benefits and the costs which result for the unit and the University community.

As part of the process for seeking the Grand Valley Administration’s approval to initiate the

accreditation process, units need to make the case for accreditation to faculty governance. Both curricular and budgetary consequences of accreditation must be reviewed by the appropriate governance committees and recommendations forwarded to the Associate Vice-President for Academic Affairs responsible for accreditation issues before a formal decision to pursue accreditation can be made.

## PROCEDURES

1. The unit seeking permission to pursue accreditation of the unit or of a program within that unit will make its case first to the College Curriculum Committee [CCC] of the College in which the unit is housed. Upon completing its review of the proposal, the CCC will forward its recommendation to ECS. ECS will refer the proposal to UCC and to FSBC for their recommendations. Upon receipt of the recommendations of UCC and FSBC, ECS will review the proposal for accreditation and forward a recommendation to the Associate Vice-President for Academic Affairs responsible for accreditation issues. The Provost will notify ECS of the Administration's decision regarding approval of the proposal to seek accreditation. An adverse recommendation at any level of governance will not terminate the process of discussion.

2. The unit's proposal to seek accreditation shall include a thorough assessment of the unit's current degree of compliance with accreditation guidelines. This assessment should be detailed and specific, and it should indicate any anticipated changes required in order to achieve accreditation. This discussion should include, but is not limited to, changes in program objectives, courses, requirements, physical space and/or facilities, faculty resources, and University Libraries and Art Museum or other resources.

3. A copy of the current accrediting agency guidelines shall be attached to the proposal.

4. The proposal will include a candid and specific discussion of the anticipated short term and long-term (5-year) benefits and costs associated with accreditation. This discussion should speak to the following: students, graduates, the unit, the College, and the University.

5. The proposal will include a specific discussion addressing how the unit believes that accreditation will enhance and facilitate the unit's ability to function within the Grand Valley role and mission statement.

6. The proposal will include an analysis of sources of financial support, and of the anticipated budgetary costs and benefits. This discussion will include a projected budget and be directed toward both the short term and long-term (5 years) impact. The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any

equipment or operating costs. Monetary support could include such items as any start-up or long-term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University should be specified.

Units which have achieved accreditation do not need to make the case for renewal of accreditation. Implicit in the unit's decision to pursue renewal is the presumption that accreditation has been beneficial. At the renewal stage, however, the unit shall forward a brief statement to ECS/FSBC/UCC assessing the effects of accreditation during the foregoing period, and apprising ECS/FSBC/UCC of any changes in accreditation requirements or standards which may have been made since the previous review. This statement will include a projected budget for the next five years. Faculty governance will review this statement and will forward a recommendation to the Provost.