

Academic Governance

ACADEMIC GOVERNANCE

BOT 3.1.4

Date of Last Update:

October 02, 2017

Approved By:

- Board of Trustees

Responsible Office:

Legal, Compliance & Risk Management

POLICY

3.1.4 [Academic Governance](#). 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 faculty of each College and the University Libraries, 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 Faculty Membership: Faculty membership for each College and the University Libraries will be determined by the following formula:

1-19 faculty = 1 member

20-39 faculty = 2 members

40-59 faculty = 3 members

60-79 faculty = 4 members

80-99 faculty = 5 members, and so forth

Terms of office are three years, staggered for the University Libraries and Colleges with more than one member. Representatives must have tenure/tenure-track faculty status and will only represent one College. Formal joint appointment equivalency can be counted toward tenure/tenure-track representation totals. Tenure/tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

UAS Student Membership: The Student Senate selects five members, including the Student Senate President and four representatives, one of which shall be a graduate student, in accordance with 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 faculty senators from academic colleges and the University Libraries, the Student Senate President or designee, and the Provost and designees, ex officio, non-voting.

ECS Faculty Membership: Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining Colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. ECS members will also serve as UAS senators for their elected term. Terms of those from colleges with two or more members are staggered.

ECS Student Membership: The President of the Student Senate or designee serves on ECS during his/her term of office.

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

ECS Additional Criteria: If the number of representatives from professional colleges increase, the number of representatives from CLAS will increase to match this number, based on a 50% principle (Brooks College representative is counted in CLAS membership).

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, Pew Faculty Teaching Learning Center Advisory Committee, General Education Committee, Graduate Council, Equity and Inclusion 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 University Libraries 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](#).

UNIVERSITY ACADEMIC SENATE BYLAWS: RESPONSIBILITIES, RULES, AND PROCEDURES

SG 1.01

Date of Last Update:

November 12, 2019

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 faculty (tenured and tenure-track), members elected 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 faculty with the reality that many policies formulated through shared governance affect many colleagues who are not regular 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 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 faculty members' responses to the discussion at hand. Faculty members are invited to raise other concerns for discussion at these forums.

4. Membership of the UAS

4.1. The UAS includes members from the faculty, the student body, and the administration as provided for in [BOT 3.1.4](#).

4.2. During the Winter semester the ECS shall determine membership for the UAS for the following year based on the appropriate faculty member count.

4.3. During the Winter semester each College and the University Libraries elects 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.

5. Officers of the UAS

5.1. The ECS 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 ECS may nominate candidates for Chair and Vice-Chair. Nominations may be made from the floor.

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 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.

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 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.

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 four class days 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.

8.3. 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 class days) 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 faculty members 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 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 faculty members 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.

UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

Date of Last Update:

November 12, 2019

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. 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 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 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. 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. Administration 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.

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. 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 appointed by the Student Senate.
- iii. Staff Membership:
 - One representative from the AP Committee (elected by the membership)
 - One representative from the PSS Union (elected by the membership)
- iv. Administrative Membership (*ex officio*):
 - Vice President for Inclusion and Equity (or designee)
 - Provost (or designee)
 - Vice President for Enrollment Development (or designee)
 - Associate Vice President for Human Resources (or designee)
 - Director of Pew Faculty and Learning Center (or designee)
 - Dean of Students (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 engaging social justice and diversity issues on campus, including but not limited to:
 - a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty,

staff and student body (e.g., reviewing the Affirmative Action Plan on an annual basis).

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

c) Identifying faculty for the various university awards related to diversity.

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

e) Serving as a liaison with the Division of Inclusion and Equity and Student Senate Diversity Affairs Committee.

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, one from each of the remaining colleges, and one from the University Libraries. 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. Administration Membership: One Facilities Planning 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. Responsibilities: The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at Grand Valley, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:

a) Serve as a liaison between the Grand Valley academic community and Facilities Planning. In particular, inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to), classroom design.

b) Regularly review and identify problems with current teaching spaces, share this information with Facilities Services, and monitor the response.

c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.

- d) Regularly review current GVSU design standards and make recommendations to Facilities Planning so that architectural and furniture standards that the university provides to new building design teams are in line with best practices as they relate to teaching (e.g. Universal Design Standards), new trends in education, and that they address as much as possible any concern voiced by faculty.
- e) In partnership with FTLCAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.
- f) Make recommendations to the appropriate bodies to ensure that all academic buildings and interior spaces are highly accessible.

d. Faculty Personnel Policy Committee (FPPC): *(as revised 10/30/15 by UAS)*

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. 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. Administration Membership: The Assistant Vice President for Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.
- iii. 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. FPPC will elect a new chairperson by the end of the winter semester. The Chair of FPPC will attend the ECS meeting where the annual charges to the FPPC are finalized.

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 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. 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. The vote for chair occurs at the beginning of the Winter semester of the year in which the prospective chair is selected to serve.
- ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting.
- iv. 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.

f. General Education Committee (GEC) [as revised 05/03/2018 UAS]

- i. Faculty Membership: Faculty membership of the GEC consists of nine members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. 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. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting
- iv. 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 review and act upon courses proposed for the General Education Program;
 - c) 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);
 - d) to propose to UAS major changes to the General Education Program;
 - e) 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.
- f) 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, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries. 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. Administration 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 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. 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. Administration Membership: The Director and Faculty Fellows of the Pew FTLC *ex officio*, non-voting. A representative from Information Technology, *ex officio*, non-voting.

iv. 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 of 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.

[University Assessment Committee \(UAC\)](#) *(as revised at UAS 3/2/18)*

i. Faculty Membership: Faculty membership of the UAC consists of eleven faculty members from CLAS; two each from the Seidman College of Business, the College of Community and Public Service, the College of Education, the Padnos College of Engineering and Computing, and the College of Health Professions; and one each from the Kirkhof College of nursing, the Brooks College of Interdisciplinary Studies, and the University Libraries. Academic and service unit

representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Service unit Membership: Service unit membership of the UAC consists of six representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit 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. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.

b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units *

c) Providing instructions for reporting formats and schedules.

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

e) Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.

f) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.

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. 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. Administration Membership: One representative from the Graduate Council (GC) *ex officio*,

non-voting and the Provost or designee *ex officio*, non-voting.

iv. 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.

v. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units.

k. Online Education Council (OEC)

i. Faculty Membership: Faculty membership of the Online Education Council consists of the Chair of the UCC, serving as Chair of the OEC, an additional member of UCC (appointed by the Chair of UCC), Chair Graduate Council Curriculum Committee, and a faculty member with expertise in online pedagogy (appointed by Provost, in consultation with Faculty Governance). The term of membership is three years.

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

iii. Administration Membership: The Provost or designee *ex officio*, non-voting, and Director of FTLC, non-voting. The following administrators may be called upon for consultation as needed, all non-voting: Director of IT, Director of Continuing Education, Chair of General Education Committee, Disciplinary representative, Director of Disability Services, and University Libraries representative.

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

- a) review curricular proposals involving online and hybrid offerings;

- b) review current policies and practices regarding distance delivered education, and make recommendations for new policies and practices, where appropriate, in collaboration with appropriate committees (e.g., GC Curriculum and Program Review subcommittee, UCC, FSBC, etc.)
- c) recommend curricular and pedagogical quality standards consistent with traditional course offerings;
- d) recommend faculty professional development standards for distance delivered education;
- e) review and report on the quality of online/hybrid curricular offerings as part of an end-of-year report.

DEFINITIONS

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

UNIVERSITY GOVERNANCE COMMITTEES

SG 1.03

Date of Last Update:

January 06, 2020

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY STATEMENT

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 Governance Committees

A. Standing Committees of the University Academic Senate:

The Bylaws for the University Academic Senate (UAS), the Executive Committee of the Senate (ECS) and the following standing committees of the University Academic Senate are located in 2.01.A.

1. Academic Policies and Standards Committee (APSC);
2. Equity and Inclusion Committee (EIC);
3. Faculty Facilities Planning Advisory Committee (FFPAC);
4. Faculty Personnel Policy Committee (FPPC);
5. Faculty Salary and Budget Committee (FSBC);
6. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC);
7. General Education Committee (GEC);
8. Graduate Council (GC);
9. University Assessment Committee (UAC);
10. University Curriculum Committee (UCC); and
11. Online Education Council (OEC);

B. University Governance Committees:

1. **Academic Technology Advisory Committee** (*Approved by UAS 01/31/16*)

i. Membership

Associate Vice President for Academic Affairs, Chair

Dean of Student Academic Success Center

Vice Provost & Dean of Academic Services and Information Technology

Registrar

Library Associate Dean, Technology & Information Services

Director of Information Technology

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

Student representative selected by the committee

- ii. Term: Academic college representatives - 3 years, staggered

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

1. Provide a forum to share experiences in the use of technology and computing needs and support.
2. Foster open communication to inform GV constituents about academic technology issues and initiatives.
3. Provide input and feedback on policies, guidelines and standards regarding the use of technologies by faculty and students.
4. Provide strategic planning input related to emerging technologies, resource and support needs.
5. Make recommendations regarding funding priorities to the Provost and Vice Provost and Dean of Academic Services and Information Technology.

iv. Reporting: To Provost or designee.

v. Meetings: Twice each fall and winter semester.

2. **Affiliate Faculty Advisory Committee (AFAC)** *(Approved by UAS 09/25/15)*

i. Membership:

Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the UAFAC which consists of 1 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 2 years of continuous employment as an Affiliate faculty member. Affiliate faculty will elect the Affiliate Faculty members. Numbers of members from each College will be chosen according to the following ratio:

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

The Chair will be elected by the membership from the Affiliate faculty for a one-year term.

Administration 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 one time per month on the first Friday from 7am 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.

To serve as a liaison between the GVSU academic community and University Affiliate faculty, and inform and advise UAS on factors that affect teaching and learning as well as advise on university wide policies and procedures in regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing Affiliate faculty visibility at GVSU and maintain a collaborative relationship with Regular faculty.

iv. Reporting: To the Provost, Academic Senate

3. **Campus Life Committee** (Replaced the Student Life Committee) (*Approved by UAS 01/31/16*)

i. Membership:

3 Faculty members from the College of Liberal Arts & Sciences

1 Faculty member from each of the other Colleges and University Libraries

3 Undergraduate and 1 Graduate Students, appointed by the Vice Provost for Student Affairs & Dean of Students

Associate Vice Provost for Student Affairs

Associate Dean of Students

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

iii. Purpose: An advisory body to the Vice Provost/Dean of Students 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 Provost and Dean of Students

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

4. **Faculty Grievance Panel** (*Approved by UAS 01/31/16*)

- i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences, Seidman College of Business and Padnos College of Engineering and Computing; two (2) each of the remaining colleges and one from the University Libraries.
- 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' Policies [BOT 4.2.16 -4.2.17](#))

5. International Education Committee *(Approved by UAS 01/31/16)*

- 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.

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

Director of International Education (*ex officio*, non-voting)

- ii. Term: 3 years, staggered.
- iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Office of International Affairs; to recommend priorities, new initiatives, policies, and procedures for the Office of International Affairs 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 University Curriculum Committee

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

6. LIFT Management Committee (*Approved by UAS 09/27/2017*)

i. Membership:

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

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

Chair of FTLC Advisory Committee

Assistant/Associate Vice President for Institutional Analysis

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. 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.

iv. Reporting: To the Provost and Academic Senate.

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

7. Outstanding Service Awards Committee (*Approved by UAS 01/31/16*)

i. Membership:

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

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** (*Approved by UAS 01/31/16*)

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.

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 (URC) (Approved by UAS 01/31/16)

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. 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 Advisory Committee** (*Approved by UAS 01/31/16*)

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.

One student representative selected by the Student Senate

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

ii. Term: 3 years, staggered.

iii. Purpose: To advise the university libraries on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University libraries; 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 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** (*Approved by UAS 04/14/17 and Provost 05/15/17*)

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. 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** (*Approved by UAS 01/31/16*)

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.

One student selected 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 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 (*Approved by UAS 09/27/19*)

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

C. Administrative University Committees :

1. Academic Review Committee (*Approved by UAS 01/27/17*)

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*) (*Approved by UAS 01/31/16*)

i. Membership:

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

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** (*approved by UAS 01/31/16*)

i. Membership:

Faculty: Six faculty representatives appointed by ECS

Six students (3 selected by Student Senate; 1 each from the Lanthorn, WCKS, GVTV staff, selected by the associated staff)

Associate Dean for Student Life (ADSL) or designee

Two Professional Community Representatives from West Michigan, selected by ADSL in consultation with faculty advisors for student media organizations

Lanthorn editor (*ex officio*, non-voting)

Lanthorn Faculty Advisor (*ex officio*, non-voting)

WCKS Station Manager (*ex officio*, non-voting)

WCKS Faculty Advisory (*ex officio*, non-voting)

GVTV Station Manager (*ex officio*, non-voting)

GVTV Faculty Advisor (*ex officio*, non-voting)

ii. Term: 3 years for faculty, two years for community members, 1 year for students.

iii. Purpose: To ensure continuity of student media at Grand Valley State University. The three major student media organizations included 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 staffing of

the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.

iv. Reporting: To Provost or designee.

v. Meetings: Once or twice each fall and winter semester.

4. **University Conduct Pool** (*formerly University Judiciary; Approved by UAS 01/31/16*)

i. Membership:

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

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:

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.

PROCEDURE FOR THE ESTABLISHMENT OF NON-ACADEMIC INSTITUTES, CENTERS AND OFFICES

SG 2.06

Date of Last Update:

November 20, 2019

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY

As part of its mission, Grand Valley has established several nonacademic institutes, centers, and offices to serve specialized needs. The scope of these institutes, centers, and offices range from the Padnos International Center and the Regional Math/Science Center with substantial budgets

and staff of its own, to others like the Business and Ethics Center which primarily serves as a contact point between the local community and Grand Valley faculty. Each of these institutes, centers and offices represent not only themselves but also the University in their activities. Because of this representation each institute, center, and office needs to be formally approved by the University. However, because of the size and scope of institutes, centers, and offices no one procedure is applicable in all cases.

POLICY STATEMENT

Those who wish to establish an institute, center, or office will submit to the Provost a summary of the proposed institute, center, or office. At a minimum, this summary will outline the mission of the proposed institute, center, or office, its proposed organization and reporting responsibilities, its proposed budget and staff, and its involvement, if any, with Grand Valley faculty. The Provost will review the proposal and discuss it with the Chair of the University Academic Senate. The Senate Chair will make reports to the Senate when such proposals are made. Such review and discussion will determine what further steps are needed before approval is given. Further review may take place by the Administration and Academic Governance.

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.

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 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.
