

2017

1.7 Committee Structure

Saint Mary's College of California

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1.7 COMMITTEE STRUCTURE

1.7.1 BOARD OF TRUSTEES COMMITTEES

The Standing Committees of the Board of Trustees are:

- Executive Committee
- Academic Affairs and Enrollment Committee
- Advancement Committee
- Audit Committee
- Buildings and Grounds Committee
- Enrollment and Student Life Committee
- Finance Committee
- Governance Committee
- Investment Committee
- Mission and Identity Committee
- Student Life Committee

1.7.1.1 Executive Committee

Duties: Except as limited by laws, the Executive Committee shall exercise the full power of the Board in the event of emergency or exigent circumstance(s), as determined by a majority of the members of the Executive Committee in consultation with or at the request of the President. Additionally, the Executive Committee shall:

- review and consider the legal position of the Corporation and take any legal action deemed necessary on behalf of and/or in the interest of the Corporation;
- grant honorary degrees;
- approve, implement, and determine appropriate duties for all standing Board committees;
- advise the Chairperson of the Board on timing for the three (3) regular annual meetings and special meetings, as well as for the Annual Meetings for the Board of Regents;
- make recommendations to the Board of Trustees about:
 - presidential review and executive compensation;
 - changes to the Faculty Handbook that have the effect of creating or changing College policies.
- perform other such duties as may be delegated to it by the Board of Trustees.

Membership: The Executive Committee shall be composed of the following members of the Board of Trustees: the Chairperson of the Board, the Chairperson of each standing committee, the College President, and the Board Secretary, the Brother Visitorpast Chairperson(s) of the Board while still serving as a Trustee. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.2 Academic Affairs and Enrollment Committee

Duties: Assuring the vitality of the mission of the College in the area of academic affairs, the Academic Affairs Committee shall make recommendations to the Board of Trustees about:

- WASC (Western Association of Schools and Colleges) recommendations or those of any other accreditation body which affects College programs;

- Substantive changes in the academic policies and educational programs of the College;
- Rank and Tenure, sabbatical leave, or other employment policies for College faculty, including changes in the Faculty Handbook;
- Candidates proposed for degree conferral.
- Enrollment quality and experience.

Membership: The Academic Affairs Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.3 Advancement Committee

Duties: Assuring the vitality of the mission of the College in the area of advancement, the Advancement Committee shall foster and promote the fund raising operations of the College and make recommendations to the Board of Trustees about:

- the core development volunteer group for the College;
- advice and counsel on matters pertaining to development, public relations of the College as those relations concern Advancement Committee responsibilities, alumni, etc.
- establishment of an appropriate goal for the Development office and progress toward that goal;
- long-term objectives for the College's Advancement program.

Additionally, within the fund raising policies and priorities recommended by the President of the College and approved by the Board of Trustees, the Advancement Committee shall:

- periodically review the fund raising results, both annual and capital, to assure adherence to fund raising policies and priorities;
- suggest action if fund raising objectives are not met;
- recommend fund raising counsel;
- as appropriate, provide a report to the Finance Committee of the Board of Trustees at scheduled meeting of the Finance Committee and to the full Board of Trustees at least annually.

Membership: The Advancement Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President.

1.7.1.4 Audit Committee

Duties: Assuring the vitality of the mission of the College in the area of audit, the Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;

- conduct an annual review of compliance procedures and methodologies employed by the College relating to the rules and regulations of the National Collegiate Athletic Association and the West Coast Conference, as applicable;
- receive and evaluate recommendations from the Board of Regents of the College within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee;
- establish an Audit Committee Charter; and
- other duties as assigned by the Board of Trustees.

Membership: The Audit Committee shall consist of at least five (5) members, which shall include: The Finance Committee Chairperson and four (4) other members, at least one of whom, in addition to the Chairperson of the Finance Committee, must be a member of the Finance Committee, and all of whom shall be members of the Board of Trustees, appointed by the Chairperson of the Board. To be eligible to serve on the Audit Committee, the candidate and/or member must hold no salaried position in the Corporation. The Vice President for Finance and Administration and, if the Vice President for Finance and Administration so desires, an associate(s) of the Vice President for Finance and Administration, shall attend Audit Committee meetings if such attendance is requested by the Audit Committee Chairperson, but the Vice President for Finance and Administration and his or her associate, if any, shall not vote on any matter.

1.7.1.5 Buildings and Grounds Committee

- committee disbanded

1.7.1.6 Enrollment and Student Life Committee

- committee disbanded

1.7.1.7 Finance Committee

Duties: Assuring the vitality of the mission of the College in the area of financial oversight, the Finance Committee shall review budgets and all other matters relating to the fiscal and general business management of the Corporation with the exception of those matters delegated by the Board of Trustees to the President or to other committees. In particular, the Finance Committee shall make its recommendations to the Board of Trustees about:

- tuition, room and board fees, and other major charges payable by the students attending the College;
- preliminary and final budgets, as well as appropriate long-range financial plans;
- faculty, administrative and staff salary scales and ranges, upon recommendation from the President;
- financial aid allocations;
- plant management and construction issues.

Membership: The Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one primary staff person, the Vice President for Finance and Administration and any other officer of the College as designated by the Board, in consultation with the President. At the request of the Committee or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned.

1.7.1.8 Governance Committee

Duties. Assuring the vitality of the mission of the College in the area of governance, the Governance Committee shall make recommendations to the Board of Trustees about:

- The desired Board profile and processes undertaken to ensure that profile is achieved
- Potential candidates for election to serve as Trustees, Chair, and Secretary of the Board
- Orientation and education programs for Trustees concerning their Board responsibilities
- Self-assessment of the Board
- Assessment of individual Trustee performance and re-nomination of Trustees
- Outstanding service and individuals who should be considered for emeritus status
 - Governance policies for Trustee review and approval, including but not limited to, amendments to these Bylaws
- Appointment of the Brother Participants as provided in Article 3.03
- Assume such additional duties as may from time to time be assigned by the Board of Trustees.

Membership: The Governance Committee shall consist of the Chairperson of the Board, the immediate past Chairperson of the Board, the President, the Brother Visitor, and other Trustees who shall be appointed as provided in Article 6.01(b) of these Bylaws who are appointed by the Chairperson of the Board of Trustees. The Committee may have staff resources as will be helpful to the Committee as determined by the Chairperson of the Committee.

1.7.1.9 Investment Committee

Duties: Assuring the vitality of the mission of the College in the area of investment management, the Investment Committee shall supervise the Corporation's endowment policies, including but not limited to the Corporation's endowment portfolio(s). Within the framework of the policies, including the established investment objectives, approved by the Board of Trustees, the Investment Committee shall:

- recommend investment objectives;
- retain qualified investment managers;
- monitor investment results to assure compliance with investment objectives;
- take appropriate action if investment objectives are not met; and
- report at least annually to the Board of Trustees.

Membership: The Investment Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees.

1.7.1.10 Mission and Identity Committee

Duties. Assuring the vitality of the mission of the College in the area of mission and identity, the Mission and Identity Committee shall make recommendations to the Board of Trustees about the following:

- Periodically evaluating the life of the College in light of the Mission Statement
- Periodically reviewing the College's Mission Statement for possible modification
- The College's strategic plan and its reports for the appropriate inclusion and progress of mission-related goals
- Progress on promoting the College through a variety of communication mediums in ways that are aligned with the institutional mission
- Support to the College's branding and marketing strategy to reflect current market conditions that are consistent with the mission of the College
- Providing orientation resources and support for programs that educate Trustees about

the College's mission and identity.

Membership. The Mission and Identity Committee shall consist of Trustee members and other eligible members as described in Article 6.01(b) of these Bylaws who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board, in consultation with the President. At the request of the Committee, or when the College determines supplementary input would benefit the Committee, additional resource staff may be assigned by the Chairperson of the Board, in consultation with the President.

1.7.1.11 Student Life Committee

Duties: Assuring the vitality of the mission of the College in the area of student life, the Student Life Committee shall make recommendations to the Board of Trustees about:

- students' interests in the Board's policy-making activities;
- adequate resources, programs and direction for Student Life Programs;
- student development issues in light of the changing needs of students;
- activities of intercollegiate athletics;
- the College's admissions programs;
- tuition waivers;
- financial aid.

Membership: The Student Life Committee shall consist of Trustee members and other eligible members who are appointed by the Chairperson of the Board of Trustees. The Committee will have the assistance of one or more officers of the College as designated by the Board in consultation with the President.

1.7.2 INSTITUTIONAL COUNCILS AND COMMITTEES

1.7.2.1 President's Cabinet

The President's Cabinet, comprised of the President and nine senior administrators, meets on a regular basis to discuss campus issues and initiatives, decisions being considered, policies and procedures, and other items of importance to the College.

1.7.2.2 College Committee on Inclusive Excellence

Role: The Committee on Inclusive Excellence will review, recommend, and facilitate the implementation of policies, programs, and practices that advance inclusive excellence at Saint Mary's College.

Primary activities:

- articulate and promote the educational imperative for inclusive excellence;
- advise and review the development of institutional, unit, and school diversity and inclusion goals;
- develop and support strategies that improve the recruitment and retention of underrepresented students, staff, and faculty;
- sponsor and coordinate opportunities for the development of cultural competence; and,

- support initiatives that advance the knowledge, practice, and recognition of inclusive excellence.

Membership:

- one faculty member from the Committee and the Provost (co-chairs)
- Vice President for College Communications
- Vice President for Mission
- Vice Provost for Student Life
- Associate Vice President of Human Resources
- Chair of Staff Council
- Chair of Academic Senate
- Dean of Students
- Dean of Admissions
- Director of Athletics
- Director of High Potential Program
- Director of Institutional Research
- Director of Intercultural Center
- Faculty member, School of Economics and Business Administration
- Faculty member, Kalmanovitz School of Education
- Faculty member, School of Liberal Arts
- Faculty member, School of Science
- Graduate and Professional Studies student representative
- Undergraduate student representatives (2)
- Office of Academic Advising and Achievement representative

Meetings: The Co-Chairs of the Committee call meetings as needed.

1.7.2.3 Sustainability Committee

Role: The Sustainability Committee provides useful information to the President and Cabinet to inform decision-making that meets the environmental, social and economic needs of present generations without compromising the ability of future generations to meet their own needs.

Specifically, the Committee shall:

- Function as the primary conduit of, and clearing house for, information regarding environmental stewardship and sustainability issues on campus.
- Develop, recommend and/or sponsor educational programs that promote environmental awareness and sustainability as both an institutional and individual responsibility.
- Review and monitor those operations on campus that directly affect the College's use of resources.
- Conduct initial and annual assessments of the College's sustainability efforts and prepare a report for the President and Cabinet.
- Develop and recommend a sustainability vision statement for the College.
- Develop rolling multi-year action plans to promote greater awareness of sustainability, to increase campus sustainability over time, and to inform annual operating and capital budget processes.

Guidelines for the Committee:

- Develop, based on its duties, a mission statement, a set of operating principles, and a subcommittee structure as necessary to facilitate its work
- Make recommendations regarding plans, policies and standards that reflect and honor the College's mission and traditions.
- Make recommendations for the best use of the financial and physical resources of the campus that further both environmental responsibility and the strategic initiatives of the College.
- Make recommendations that preserve or enhance the College's existing architectural aesthetic.

Membership:

Each member of the Committee has a continuing, individual charge to serve as the steward of the campus community as a whole. The Committee shall have a chair and vice chair appointed by the President for one- year terms from among its members. Committee members shall serve one-year terms and shall include:

- Alumni Representative appointed by the Vice President for Advancement
- Associated Students of Saint Mary's College President or Designee
- Campus Facilities Planning Committee Chair or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative appointed by the President
- Council of Deans Representative appointed by the Provost
- Executive Director of Facilities Services or Designee
- Faculty Representative from each School appointed by the Dean of each School
- Food Service Director or Designee
- Staff Council Chair or Designee
- Vice Provost for Enrollment and Vice President for Communications or Designee
- Vice Provost for Student Life or Designee
- Other Members of the Campus or External Communities at the Discretion of the President

1.7.2.4 Institutional Effectiveness Committee

Role: The Institutional Effectiveness Committee aims to ensure the use of research-based planning and assessment as well as systematic and continuous review of the College's programs and services, to measurably demonstrate that the College is fulfilling its mission.

The Institutional Effectiveness Committee is charged with the following:

- Organize and provide assessment of the strategic objectives.
- Organize work related to WASC accreditation, including preparation for and writing of the WASC Institutional Proposal, Preparatory and Capacity Review, and Educational Effectiveness Review.
- Oversee the administrative departmental review process.
- Facilitate the Strategic Initiative Fund request process and prepare recommendations for the President's Cabinet.
- Communicate regularly to College community regarding strategic planning and accreditation.

Membership:

- Provost (co-chair)

- Vice President for Finance and Administration (co-chair)
- Vice President for Advancement
- Vice President for Mission
- Vice Provost for Enrollment and Communications
- Vice Provost for Student Life
- Vice Provost for Graduate and Professional Studies
- Vice Provost for Undergraduate Academics
- Executive Assistant to the President
- Chair of Academic Senate, or designee
- Staff Council representative
- College Committee on Inclusive Excellence Co-Chair
- Athletic Director
- Director of Institutional Research
- Chief Technology Officer

1.7.3 ACADEMIC AFFAIRS COUNCILS AND COMMITTEES

1.7.3.1 Provost's Academic Council of Deans

Role: The Provost's Academic Leadership team and its executive group, the Council of Deans, serve forums for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The Academic Affairs Leadership Team provides vision, focus, and guidance to the Provost, and implements academic programming and support. In particular, the Academic Affairs Leadership Team advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Council of Deans Membership:

- Provost, chairperson
- Immediate Past Chair of the Senate (fall) and Vice Chair of Academic Senate (spring)
- Chief Technology Officer
- Chief Diversity Officer
- Vice Provost for Academics
- Dean of the Core
- Dean for Library and Academic Resources
- Dean of each of the Academic Schools (SEBA, KSOE, SOLA, SOS)

The Provost may augment the memberships as appropriate.

The Provost's Council of Deans meets twice a month and, in addition, meets with the Academic Affairs Leadership Team membership on a quarterly basis.

1.7.3.2 Campus Deans and Directors Committee

Role: The Campus Deans and Directors Committee advises the Vice Provost for Undergraduate Academics and the Vice Provost for Student Life regarding:

- All traditional undergraduate academic and student life matters (programs, management, requirements, etc.) as requested by the Vice Provosts (e.g., recommendations from various councils, committees, etc.);
- Quality assurance of all traditional undergraduate academic and student life programs and activities.

Membership:

- Vice Provost for Undergraduate Academics and Vice Provost for Student Life, co-chairpersons
- Dean of Admissions
- Associate Vice Provost for Student Success
- Dean for Mission and Ministry
- Dean of the School of Liberal Arts
- Associate Dean of the School of Liberal Arts for Undergraduate Programs
- Dean of the School of Science
- Dean of the School of Economics and Business Administration
- Dean for Library and Academic Resources
- Associate Dean for Student Life for Residence and Community Life
- Assistant Dean for Student Life for Mission
- Assistant Dean for Student Life for Student Involvement and Leadership
- Director of New Student Programs
- Director of Campus Ministry
- Director of CILSA
- Director of Center for International Programs
- Director of Athletics or representative
- Director of Institutional Research
- Director of College Communications

The Vice Provosts may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The Campus Deans Committee ordinarily meets every two weeks. Additional meetings may be called by the co-chairpersons.

1.7.3.3 Graduate and Professional Studies Programs Council (Graduate Council)

Role: The Graduate and Professional Studies Programs Council, usually referred to for convenience as the “Graduate Council,” advises the Provost regarding matters pertaining to their various programs, especially regarding long-range planning and strategic initiatives, student services, and budget priorities.

Membership:

- Vice Provost for Graduate and Professional Studies, chairperson (ex officio)
- Provost
- Vice Provost for Undergraduate Academics, as necessary
- Dean of SEBA
- Associate Dean of SEBA, as necessary
- Director of Graduate Business Programs
- Director of Business Operations
- Dean of KSOE
- Dean of SOLA
- Associate Dean of SOLA for Graduate Programs
- Dean for Library and Academic Resources
- Chair of Graduate and Professional Studies Educational Policies Committee

The Vice Provost may augment the Council membership as appropriate by inviting other administrators and faculty to participate in a specific meeting.

The Graduate and Professional Studies Programs Council meets twice a month.

1.7.3.4 Rank and Tenure Committee

Role: The Rank and Tenure Committee makes recommendations to the President on tenure and promotion, and makes recommendations to the Provost on reappointment subsequent to interim reviews. (see section 2.6.2 Procedures for Promotion and Tenure)

Membership:

- one tenured representative each from the School of Liberal Arts, Science, Economics and Business Administration, and Education, elected for a three-year term, one or two elected each year so that the terms are staggered;
- five members-at-large, elected for three-year staggered terms;
- a chairperson (with vote), elected from the above nine regularly elected members; the chair will retain the representation for which he/she was elected, i.e., School or member-at-large.
- Provost (ex-officio, non-voting)

Each member of the Rank and Tenure Committee receives one reassigned time each academic year of service. This reassigned time should not exempt committee members from honoring teaching commitments to January Term and Collegiate Seminar, as well as advising assignments.

The elections for the members-at-large shall be conducted as follows:

In the nominating balloting, each faculty member nominates up to four people. The final ballot consists of the four faculty receiving the most votes on the nominating ballot. On the electing ballot, each faculty member votes for one. The person receiving the highest number of votes becomes a member-at-large on the Committee.

If any person serving on the Committee (School representative or at-large member) is required to leave the Committee permanently within the first two months of the Committee's sessions, a replacement election must be held.

If any member serving on the Committee (School representative or at-large member) becomes ineligible to serve due to sabbatical or leave of absence, or is to be considered for a Rank and Tenure review during a year when that member would have been on the Rank and Tenure Committee, a replacement election must be held.

Faculty Qualified for Election:

1. All tenured faculty (i.e., who appear on the Rank and Tenure roster with tenure) whose duties are primarily instructional (i.e., who do not teach less than 55%, or in the case of chairs and directors of graduate or professional studies academic units, whose instructional duties are not less than 2/6) and who have attained the rank of Associate Professor are eligible for membership-at-large.
2. For representatives of a School, to the qualifications in 1 are added: Members must be from the School electing them unless no one from the School is eligible; if a faculty member holds appointment in two Schools, he/she must choose the School of eligibility.

3. Members of the faculty are ineligible for election if they would be on sabbatical leave, or leave of absence, or being considered for Rank and Tenure review during the first year of service.
4. Any faculty member currently serving on the Rank and Tenure Committee is eligible for election as chair of the Committee for the following year. A faculty member is elected chair for a term of one year, and may be re-elected, up to a total of three consecutive terms.

If a member whose term is ending is elected chair, his/her term of service on the Committee will be extended by one year or as long as he/she is elected chair by the Committee. He/she will retain the representation for which he/she was originally elected to the Committee.

Faculty Who May Vote:

All faculty who appear on the Rank and Tenure roster may vote for appropriate members as specified:

- a. All may vote to nominate and elect members-at-large;
- b. Only those holding appointment in the School may vote to nominate two candidates for the School representatives (if a faculty member holds appointment in more than one School, he/she must decide in which School voting will take place);
- c. All may vote in the final round to elect the representatives from each of the Schools.

Election Procedures: Faculty Positions Other Than Chair

1. After coordinating with the Committee on Committees to ensure that the Rank and Tenure elections conclude before the nominating ballots go out for other annual faculty committee elections, the Office of Academic Affairs commences distribution of ballots in the following election order:
 - a. Representatives of the School;
 - b. Members-at-large;
 - c. Replacement members.
2. Balloting is conducted during one "school week" (five school days in the undergraduate calendar); ballots must be received by the prescribed date and time to be valid.
3. The initial ballot is a nominating ballot and contains the names of all faculty eligible for the position. Two nominations must be made for the ballot to be valid. The two nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot). For the member-at-large position four nominations must be made for the ballot to be valid. The four nominees receiving the largest number of votes are placed on the election ballot (in case of a tie, the tied nominees are placed on the ballot).
4. The election ballot contains the names of the nominees. The nominee receiving the largest number of votes is elected.

Election Procedures: Chairperson

On or before February 1, the current faculty members of the Rank and Tenure Committee meet to hold an election for the position of chair of the Committee for the following academic year. (see section 1.7.3.5. *Faculty Qualified for Election*, subsection 4.)

- a. At that meeting all current faculty members of the Committee who have actively served during that term must be present.
- b. Current members may be nominated by any other current member of the Committee. A nomination must be declined or accepted at that time.
- c. Nominations are closed when no other eligible members are nominated and accepted.
- d. The faculty members present vote until there is a winner with one vote more than 50% of those cast.

Duties of the Chairperson

- to set the calendar for and agendas of the meetings of the Rank and Tenure Committee;
to chair the meetings;
- to facilitate the Committee's preparation of letters about faculty under review and sign them;
- to request of the Provost that the appropriate logistical steps be taken by the Office of Academic Affairs so that files are properly prepared, complete, and available for the entire Committee when needed;
- together with the chair of the Academic Senate, to resolve questions concerning the Committee's election procedures, within the guidelines already established by the Academic Senate;
- to be available to the Provost at set times (between May and July) for joint consultation (at the request of the latter) with faculty who have received letters from the Committee.

-

Role of the Provost:

Because the Provost makes his/her own separate recommendation in the Rank and Tenure process, the role of the Provost on the Rank and Tenure Committee is advisory. The Provost's presence as an ex-officio non-voting member is important in order for the Provost to hear faculty deliberations of a case and to be a resource to the Committee.

Meetings:

The sessions of the Rank and Tenure Committee are called by the chair of that Committee. They are not open to the public. The President of the College has the privilege to attend meetings without vote.

1.7.3.4.1 Student Rank and Tenure Committee

Role: The Student Rank and Tenure Committee is advisory to the Rank and Tenure Committee regarding tenure and promotion of full-time faculty teaching traditional students in undergraduate courses. It is charged with supplying the Rank and Tenure Committee with student questionnaire data on the teaching effectiveness of faculty being considered by that Committee for tenure and promotion as well as making formal written recommendations on these candidates based on this data.

Membership:

- chairperson appointed by the Student Body President
- five to six student members appointed by the Student Executive Council

Meetings: Meets as often as necessary, depending on the number of personnel to be reviewed.

1.7.3.5 Library Committee

Role: The Library Committee serves as an advisory resource to the Dean for Library and Academic Resources. The chairperson of the Library Committee serves as a liaison between the Dean for Library and Academic Resources and the Academic Senate. The chairperson of the Library Committee reports to the Academic Senate on the following issues:

1. Relations between the professional library staff and other segments of the College;
2. Library resources, acquisitions and collection development;
3. The Library's strategic and financial planning;
4. Public services of the library in support of the College's mission, aims and ideals.

Membership: The Committee consists of seven members:

- four ranked faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, appointed by the chair of the Committee on Committee, in consultation with the Deans of the respective Schools, for two-year renewable terms, appointments to be staggered
- one staff member appointed by the chair of the SMC Staff Council, for a two-year term
- one graduate student, appointed by the chairperson of the Graduate and Professional Studies Council, for a one-year term
- one undergraduate student, appointed by the Student Body President, ASSMC, for a one-year term
- Dean for Library and Academic Resources as an ex-officio member

Meetings: The Library Committee meets twice per academic year. Additional meetings may be called by the chairperson, the chairperson of the Academic Senate or at the request of a majority of the Committee. The Committee elects its own chairperson from among its sitting faculty members. The chairperson, in consultation with the Dean for Library and Academic Resources, prepares the agenda for Committee meetings.

1.7.3.6 Committee on Academic Appeals

Role: A faculty/student committee that hears appeals from undergraduate students regarding decisions concerning academic regulations and standards affecting them individually. A standing committee, it is convened and chaired by the Vice Provost for Undergraduate Academics, at the request of the student:

1. To hear appeals regarding decisions of the Dean of the School or of the Registrar (and approved by the Dean of the School) concerning courses, standards, academic regulations and requirements for graduation;
2. To hear appeals regarding grades given by instructors.

Membership: The Committee consists of up to ten members:

- Vice Provost for Undergraduate Academics (ex officio and nonvoting)
- three ranked faculty members appointed by the Chair of the Committee on Committees;
- three ranked alternates (but also including Christian Brothers currently teaching at the College), one each from the Schools of Liberal Arts, Science, and Economics and

Business Administration, appointed by the Vice Provost for Undergraduate Academics;

- four students appointed by the ASSMC President for one-year, renewable terms and confirmed by the Executive Council of that group.

Procedures:

1. When the student expects to appeal a decision by the Dean of his/her School and/or the Registrar, or to appeal a grade given by an instructor (see 1 and 2 above), the student must file a notification to that effect with the Vice Provost for Undergraduate Academics within one month from the beginning of the next long term. (For procedures in the case of a charge of academic dishonesty, see section 3.1.1 Academic Honesty Policy.)
2. The student is normally expected first to take his/her appeal to the instructor or administrator involved. If the student is not satisfied with the outcome, he/she should next take the appeal to the department chairperson or to the appropriate academic administrator.
3. If the matter is not resolved in step 2, the student will file a written statement of appeal with the Vice Provost for Undergraduate Academics. The Vice Provost will notify the appropriate instructor, department chairperson, and the School Dean that an appeal has been filed.
4. If the student decides not to pursue the appeal, he/she must advise the Vice Provost for Undergraduate Academics that the notification and/or statement of appeal be withdrawn.
5. The appeal must be brought to the Committee on Academic Appeals before one long term has elapsed since the term in which the cause for appeal occurred.
6. The Committee will not consider an appeal until and unless all the above avenues of informal resolution have been pursued.
7. The Vice Provost for Undergraduate Academics serves as the nonvoting Chair for each appeal hearing. Representatives of the two principals (a faculty member chosen by the student—a Christian Brother on staff may also serve this role—and a ranked faculty member chosen by the other principal, or in the case of an appeal of a decision by the Registrar's Office, a representative of that office not involved in the original decision) will present to the Committee the respective arguments of the two principals whom they represent. The two principals do not attend the meeting unless requested to do so by the Committee.
8. Minutes of the proceedings will be taken and kept on file in the Office of Academic Affairs. All proceedings and correspondence, and the minutes are confidential and will not be maintained in the student's permanent academic record.
9. In hearing an appeal, the Committee has authority to:
 - a. set time limits on presentation by representatives of the two principals;
 - b. request written statements from the principals, if necessary;
 - c. determine if the principals are to appear before it;
 - d. consider during its deliberations all documents and any records considered by the initiating instructor or administrator; oral and/or written argument of both principals; additional evidence the Committee deems appropriate.

10. The Committee, upon reaching a majority decision, has the authority in the individual case to instruct the Registrar to waive an academic regulation or requirement, make an exception to an academic standard, or to change a grade.
11. The Vice Provost for Undergraduate Academics gives written notification of the Committee's decisions to the principals.

1.7.3.7 International Programs Coordinating Committee

Role: The International Programs Coordinating Committee coordinates, develops and recommends policies for all international studies undertaken by students at Saint Mary's College as well as abroad. The Committee provides leadership in international education, assuring that such activities are pursued in a coherent manner with attention to their being supported with appropriate resources in a fiscally responsible manner. It reports annually to the Academic Senate and Vice Provost for Undergraduate Academics.

Activities supported by the Committee include, but are not limited to, the following:

1. Advising the Director of the Center for International Programs on
 - a. policies and programs concerning international students and study abroad by SMC students;
 - b. new international initiatives and programs proposed by the Center for International Programs or other College entities;
 - c. international partnerships and programs with overseas institutions;
 - d. other international program issues that fall within the purview of the Center for International Programs.
2. Cultivating and attracting international students by
 - a. recommending policies which encourage international students to attend Saint Mary's College;
 - b. identifying and seeking scholarship funds for such students to study at Saint Mary's College, in collaboration with the Development office;
 - c. attracting graduates of Lasallian institutions worldwide to Saint Mary's College;
 - d. entering into collaborative programs with other Lasallian colleges and universities;
 - e. reviewing and encouraging partnerships with Lasallian and other institutions.
3. Developing and maintaining an undergraduate and graduate curriculum at Saint Mary's College that prepares students for work and service in an interdependent world by
 - a. promoting the study of cultures and languages both here and abroad;
 - b. reviewing new programs and curriculum to ensure complementary integration with college curriculum as well as legal and financial models.
4. Facilitating faculty, staff, and student exchanges with other institutions internationally by
 - a. hosting visiting Fulbright and Marshall Fellows;
 - b. developing and maintaining data bases for such exchange opportunities;
 - c. recommending exchange institution partners and programs;
 - d. collecting, compiling and transmitting information about the College's international programs by receiving reports about the activities of these programs from the units which operate international programs.
5. Building campus-wide support for global and international programs by

- a. fostering the development of an intellectual community committed to an awareness of global issues;
 - b. representing the faculty on matters concerning international programs;
 - c. facilitating coordination of all projects which enhance globalization and the College's goals;
 - d. informing the campus community about opportunities provided by international programs.
6. Supporting undergraduate study abroad programs by
- a. recommending policies which encourage students to study in foreign countries;
 - b. collaborating with the Registrar regarding specific study abroad programs.

Meetings: The International Programs Coordinating Committee meets monthly during the academic year.

Membership:

- Director of the Center for International Programs (chairperson)
- Associate Director for the Center for International Programs International Student Coordinator, Center for International Programs
- Associate Vice President for Finance and Administration and Controller
- Associate Dean of Global Programs in SEBA or designee
- Assistant Dean of Student Life, or designee
- Dean of Admissions or designee
- Registrar
- four full-time faculty members appointed one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education by the Deans of those Schools for three-year staggered terms, renewable.

The Committee reports to the Vice Provost for Undergraduate Academics, who may appoint up to two additional members.

1.7.3.8 Human Research Institutional Review Board

Role: The Human Research Institutional Review Board regularly notifies the College community at-large concerning the responsibilities of faculty, student or administrative researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

The Committee's responsibilities include:

1. The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with his designee and the College's General Counsel. The committee reports to the Provost or the Provost's designee.
2. The provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.

3. The review of all proposals for human research submitted to the Committee by faculty, student or administrative researchers to assure concordance with aforementioned guidelines. The guidelines specify which research is included and which is exempt from the Committee's consideration. These guidelines are available on the College website.

The Committee receives proposals from:

- a. All faculty and administrative staff conducting research involving human subjects, regardless of form, location, or whether or not it is funded. If other institutional review has been made, e.g., by a hospital institutional review board, a copy of that review is to accompany the proposal.
 - b. Students who carry out research projects involving human subjects. Approval of the student's protocol by the faculty member sponsoring and supervising the research is to accompany the proposal to the Committee.
4. The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Provost on the research approved.

Membership:

- two ranked faculty members from the School of Science
- two faculty members from the School of Liberal Arts
- one ranked faculty member from the School of Economics and Business Administration.
- two ranked faculty members from the School of Education preferably with one member from the Ed.D. program
- at least one member from off-campus who is not a part of the immediate family of a person who is affiliated with the institution (Code of Federal Regulations 46.107(d)), ex-officio, appointed by the President
- the Director of Institutional Research, ex-officio

The committee will consult with the College's General Counsel as needed.

Members from the School of Science, School of Liberal Arts, School of Economics and Business Administration, and School of Education serve as liaisons/contact persons to inform and consult other faculty/students in the school.

The Human Research Institutional Review Board elects its chairperson annually from among its membership of faculty members with tenure to the College. Additional participants may be invited to advise the Committee as needed (e.g. The College's Environmental Health and Safety Manager).

All faculty members of the Committee are ranked faculty with suggestions for appointment made by the Deans of their Schools and formal appointment made by the Institutional Official (IO), the Provost. They are appointed for three-year terms, which must be staggered.

Meetings: The Human Research Institutional Review Board meets as frequently as necessary, typically, once every two weeks for 90 minutes during academic semesters and once per month during academic breaks.

1.7.3.9 Faculty Development Fund Committee

Role: The Faculty Development Fund Committee reviews applications from faculty members for awards from the Faculty Development Fund (see section 2.10.2 Faculty Development Fund Awards).

Membership:

- Director of Faculty Development (chairperson)
- four ranked faculty members, one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, appointed by the Deans of the Schools.

Meetings: The chairperson of the Committee calls meetings monthly to evaluate applications.

1.7.3.10 Campus Athletic and Recreational Sports Committee

The Campus Athletic and Recreational Sports Committee provides guidance for intercollegiate athletic programs of the College, as well as with the programs for sports clubs, intramural sports, and recreational activities for the general College community. It is the responsibility of the Committee to review matters pertaining to these programs and to offer recommendations to the Director of Athletics, the Provost, and/or to the President of the College.

Membership:

- Faculty Athletic Representative (appointed by the Provost), chairperson, one-year term
- two faculty members (appointed by the Academic Senate), three-year terms
- two administrator/staff members (appointed by the Provost or designee), three-year terms
- four students (one man and one woman, appointed annually by the ASSMC President from the recreational sports program, and two representing, respectively, intercollegiate men's sports and intercollegiate women's sports, appointed annually by the Student-Athlete Advisory Committee from among its membership), one-year terms
- Director of Athletics
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Assistant Director of Athletics and Recreational Sports

Meetings: Meets at least three times during the academic year.

1.7.3.11 Career Development Center Advisory Board

The Career Development Center Advisory Board provides guidance and direction to the Career Development Center's planning and placement activities.

Membership:

- Director of Career Development Center
- Associate Director, Career Development Center
- Dean, Student Life
- Alumni Director
- Director, Parent Relations
- Career Counselor
- Experimental Learning Coordinator
- one faculty representative
- one administration representative

- two alumni
- two undergraduate students
- two representatives from the business community
- a Career Placement Director from a local college/university
- a Human Resources recruiter

Meetings: Meets at least four times a year.

1.7.4 ACADEMIC SENATE COMMITTEES

1.7.4.1 Grievance Committee

The Grievance Committee will be constituted as follows:

Membership: The committee consists of twelve members:

- eight tenured faculty members, two each from the Schools of Liberal Arts, Science, Economics and Business Administration, and the Kalmanovitz School of Education, elected by the faculty, to two-year staggered terms
- four tenured faculty members, elected at-large by the faculty, to two-year staggered terms

Vacancies of regular Committee members are filled in the next election and are filled for the amount of term remaining.

Department chairpersons are not eligible to serve on the Grievance Committee. Faculty members who sit, or who sat, in the preceding year, on the Rank and Tenure Committee, are not eligible to serve on the Grievance Committee.

A Grievance Committee member may serve on a maximum of two concurrent grievances. In an academic year in which the number of concurrent grievances filed exceeds three, the chairperson of the Academic Senate has the discretionary power to enlarge the Committee from the runners-up from the previous two election years; the Committee is to be enlarged prior to the challenge stage of the grievance proceedings.

For the hearing of each particular case, each party to the grievance can challenge two members. The Committee is then reduced to five by lot, the chairperson to be elected by the Committee.

The chairperson of the Academic Senate will insure that the Committee be operative within five school days from the request for a hearing. For Grievance Procedures, see section 2.16.

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the ranked faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, fringe benefits, retirement benefits and by promoting and protecting faculty interest in matters concerning working conditions, such as workload, office space,

administrative assistance, communications, and parking facilities. Members of the Faculty Welfare Committee will be responsible for attending the Employee Benefits Advisory Committee meetings, provide representation on the Campus Facilities group, with the Chair of the Faculty Welfare Committee also responsible for attending the College's Budget Committee meetings and related committees/task forces established by the Provost. The Chair will also report annually about progress being made by the College on the salary goals established by the Trustees in the most recently adopted Faculty Salary Policy.

The members shall be free to exercise their own individual judgment in above matters and are accountable representatives of the faculty.

Membership: The committee consists of five voting members:

- three tenured faculty members elected at large for staggered three-year terms
- one ranked non-tenured faculty member elected at-large for a one-year term

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair. The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

Meetings:

The Faculty Welfare Committee meets every two weeks at appropriate times as scheduled by the chairperson of the Committee. The Faculty Welfare Committee informs the Academic Senate of its proceedings regularly and/or on request. Agendas and Minutes of Open Meetings are posted on the Faculty Governance Webpage.

1.7.4.3 The Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with conducting faculty elections (see section 1.6.1.1 Faculty Elections). In the spring of each year, the Committee on Committees compiles and distributes a Preference Survey under the direction of the Faculty Governance Coordinator. The committee shall assign a first and a second preference to those individuals who do not submit a Preference Survey to committees where there is the greatest need. The Committee reports regularly through the election season to the Academic Senate and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness, reports on same to the Senate, and, when warranted, recommends changes.

Membership: The committee consists of six members:

- vice chairperson of the Academic Senate, who serves as chairperson of the committee for one year
- four tenured faculty members, one from each School, elected for two-year, staggered terms
- the Faculty Governance Coordinator, as an ex-officio, non-voting member.

1.7.4.4 Academic Administrators Evaluation Committee

Role: The purpose of the Academic Administrators Evaluation Committee is:

1. to help administrators improve their performance by providing them with assessment information;

2. to assist the College in making informed decisions regarding the retention/release of academic administrators;
3. to identify and communicate to the College the qualities and skills that the faculty think are desirable in academic administrators. To further this purpose, the academic administrators who are being evaluated are strongly encouraged to share *their interpretation* of the evaluation data with the respective relevant faculty body(ies) under his or her jurisdiction.

The Committee is to design and conduct periodic, systematic, and confidential evaluations of academic administrators including Academic Deans, Vice Provosts, the Provost, and the President in order to assess their performance in matters substantially affecting the academic life of the College. The Committee will verify that Academic Deans obtain appropriate faculty input for evaluations of Associate and Assistant Deans, Department Chairs and Program Directors. The Committee will consult with relevant supervisors to verify that they have obtained appropriate faculty input for the evaluations of non-academic Deans.

Membership: The committee consists of six members:

- Four ranked faculty members, one from each School, appointed by the chairperson of the Committee on Committees
- chairperson of the Academic Senate, voting, ex-officio member
- Director of Institutional Research, non-voting ex-officio

The faculty members serve for a term of two years, with terms staggered. The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times.

1.7.4.5 Undergraduate Educational Policies Committee

Role: The Undergraduate Educational Policies Committee (UEPC) makes recommendations to the Academic Senate regarding undergraduate curriculum and faculty and student evaluations associated with classroom activities. The Undergraduate Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of undergraduate programs and also how curricular and other decisions in one academic area have an impact on the College as a whole.

1. The Undergraduate Educational Policies Committee makes recommendations to the Academic Senate on matters of undergraduate curriculum, especially:
 - a. changes to general undergraduate education requirements or initiation of new ones;
 - b. appropriateness of all credit and non-credit courses proposed for addition to the undergraduate College catalogues except for January Term courses;
 - c. after a review of academic issues, the appropriateness of all proposed undergraduate off-campus programs of study associated with Saint Mary's College, except those in the January Term;

- d. possible new degree and non-degree programs or majors and minors for undergraduates, or the possible discontinuance of current undergraduate degree and non-degree programs or majors and minors;
 - e. special academic problems, including interdepartmental course offerings and the impact of one department's proposed changes on the other departments or programs;
 - f. changes proposed by Schools, departments, or programs in their degree and non-degree program course offerings that result in a change in general education requirements for undergraduate students.
2. The Undergraduate Educational Policies Committee creates and disseminates to all faculty guidelines for the development of "experimental course offerings" by departments and Schools. These guidelines include criteria for assessment after one and no more than two offerings. All individual course approvals should be based on both the guidelines and the way in which the course serves the overall curriculum of the department or program. The Committee encourages a dialogue and collegial relationship with individual instructors and with departments and programs concerning the planning of curriculum. Individual instructors proposing courses or representatives of departments and programs may request a meeting with this Committee to discuss a proposal under consideration.
 3. The chair of the Undergraduate Educational Policies Committee considers for approval applications from the Vice Provost for Undergraduate Academics on the behalf of students who believe their academic needs would be better served by a distinctive program of studies. Besides fulfilling requirements for a major, an individualized major plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates.
 4. Together with the Graduate and Professional Studies Educational Policies Committee, meets and reviews faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
 5. Together with the Registrar's office, department chairs, academic Deans, and the Vice Provost for Undergraduate Academics, oversee the determination of recipients of student academic awards, including selection of the De La Salle Award recipient.

Membership: This Committee is composed of eleven voting members:

- chairperson (tenured faculty member who has taught at least six undergraduate courses during the previous three academic years)
- vice-chairperson (tenured faculty chairperson elect, who has taught at least six undergraduate courses during the previous three academic years)
- three ranked faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Liberal Arts, Science, and Economics and Business Administration
- three faculty members at large, elected for two-year, staggered terms from the ranked faculty
- Director of Collegiate Seminar
- Director of January Term
- Member of the Library professional staff

The chairperson of this committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work, for as long as needed.

The vice-chairperson is elected at-large for a two-year term serving as chairperson in the second year. The faculty members serving in these roles are elected from the tenured roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election). The chairperson receives reassigned time from teaching assignments commensurate with the responsibilities of the office.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.6 Graduate and Professional Studies Educational Policies Committee

Role: The Graduate and Professional Studies Educational Policies Committee (GPSEPC) makes recommendations to the Academic Senate regarding graduate and professional studies programs admission and matriculation policies and regulations, curriculum, academic regulations, faculty and student evaluations associated with classroom activities. The Graduate and Professional Studies Educational Policies Committee is charged with strengthening the understanding of faculty and administrators about the needs of graduate and professional studies programs and also how decisions in one area have an impact on the College as a whole.

1. The committee reviews, recommends, and approves changes to the academic policies of the Graduate and Professional Studies handbook, such as admissions, residence requirements, and grading.
2. The GPSEPC makes recommendations to the Academic Senate on matters of graduate and professional studies curriculum, especially:
 - a. Approval of new programs, new concentrations within existing programs, certificates offered by graduate or professional studies programs;
 - b. discontinuance of current programs, concentrations within existing programs, certificates offered by graduate or professional studies programs;
 - c. academic considerations such as the proper role of technology in providing academic program (distance learning, etc.) or the impact of one program's proposed changes on the other departments or programs;
 - d. how graduate and professional studies programs relate to the stated Mission of the College and its three traditions.
3. Together with the Undergraduate Educational Policies Committee, meet and review faculty sabbatical proposals, according to the guidelines in Sabbatical Leave (section 2.10.1).
4. Work to identify the unique educational aspects of graduate and professional studies education at Saint Mary's College and to increase faculty understanding of them, especially in the context of shared educational goals (as expressed in the Mission

statement) that define both undergraduate and graduate and professional studies education at the College.

5. Attend to the distinctive needs of graduate and professional studies students.
6. Convene meetings of the chairs and program directors of all graduate and professional studies programs, college-wide, to advise the Committee and to aid in its work as needed.

Membership: This Committee is composed of five voting members:

- the chairperson, who has taught at least six graduate or professional studies courses during the previous four academic years, and who is elected at large from among the tenured faculty of the College.
- three ranked faculty members who have taught at least six graduate or professional studies courses during the previous four academic years, one elected from each of the Schools with graduate and professional studies programs—Education, Liberal Arts, and Economics & Business Administration to serve two-year staggered terms.
- member of the Library professional staff

The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.7 Program Review Committee

Role: The Program Review Committee (PRC) is to

1. Create clear guidelines regarding content and form for a systematic review of all undergraduate, graduate and professional studies degree and non-degree programs on a six-year, rotating basis.
2. Administer that review process following these steps:
 - a. The Committee notifies each department and program of the entire six-year schedule, sending a special notice to individual programs and departments one calendar year in advance of the specified review date, with information on the guidelines and complete process;
 - b. Departments and programs are responsible for preparing a self-study, responding specifically to the guidelines created by the Committee and posted on the Academic Senate/Program Review Committee website;
 - c. This self-study is submitted simultaneously to the Committee and to the Dean of the School housing the program; the Dean sends to the Committee a brief written evaluation by the requested deadline;

d. The Committee meets with the program faculty to discuss the self-study and draft of the action plan and timeline, Dean's evaluation, and external reviewer report. The Committee prepares a complete written review, and sends it to the department or program under review, the Dean, the Vice Provost for Undergraduate Programs (for undergraduate programs) or the Vice Provost for Graduate and Professional Studies (for graduate and professional programs) and the Provost. Following this step in the process, the Provost's representative, will arrange a meeting with the department or program, the Dean, and the chair or representative of the Committee in order to respond to the review;

e. Administrative issues, particularly budgetary, will be responded to by the Dean within twelve months of reception of the review. The program is responsible to finalize its new six-year action plan after the close of the review, and submit a copy to the Provost, Dean, Vice Provost, and Committee chair via the Office of the Academic Senate.

f. Subsequent reviews by the department or program must respond substantively to the previous review by the Committee, address the comments of the Dean and the Vice Provost, and note progress on the action plan;

g. The Chair of the Committee provides an annual report to the Academic Senate at the close of the academic year, including which programs and departments were reviewed, which programs and departments are delinquent, and any other recommendations from the Committee on future guidelines and process;

h. Departments or programs that fail to submit a review as scheduled or submit an inadequate review may be censured by the Academic Senate at the request of this Committee, and by order of the Academic Senate, all UEPC or GPSEPC actions concerning that department or program may be suspended until such time as the review is submitted and accepted as satisfactory;

i. Programs are reviewed on a six-year cycle. The Committee has the authority as part of its evaluation to request interim reports on any issue(s) it deems need more immediate attention. Any such requests are added to the Program Review Committee master schedule of reviews, and the reports are submitted to the Dean, Vice Provost, and Committee through the Office of the Academic Senate.

3. Confirm adherence to the Credit Hour Policy (see 3.1.7 Undergraduate Credit-Hour Policy) through the program review process.

Membership: This Committee is composed of eight voting members:

- four ranked faculty, elected one each from the Schools of Liberal Arts, Science, Economics and Business Administration, and Education, and one elected at large
- one ranked faculty elected at large
- one ranked non-tenured faculty elected at large
- Member of Library professional staff (ex-officio)
- the Director of Educational Effectiveness (ex-officio)

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the ranked faculty roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election).

Once the spring election cycle is complete, the current Committee Chair will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee.

The chair of this Committee has the authority to invite other members of the Saint Mary's College community (students, faculty, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work for as long as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.8 Admissions and Academic Regulations Committee

Role: After investigations and review, make recommendations for all non-professional undergraduate programs to the Academic Senate concerning:

- a. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;
- b. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation, new student, pre-college orientation programs;
- c. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification, and graduation requirements;
- d. graduation requirements (The Undergraduate Educational Policies Committee shares responsibility with the Admissions and Academic Regulations Committee regarding this issue, and these committees should work together on particular issues before making their individual recommendations to the Academic Senate.);
- e. standards and evaluation processes for both faculty and students in connection with academic classes;
- f. standards and evaluation processes of faculty academic advising in connection with student matriculation.

With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Educational Policies Committee.

Membership: This Committee consists of five voting members:

- Four ranked faculty members who have taught at least six undergraduate courses during the previous three academic years, one elected from each of the Schools of Economics & Business Administration, Liberal Arts, and Science, and one elected at large

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the ranked roster and must satisfy the qualifications for election (see section 1.6.1.1.4 Faculty Qualifications for Election).

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee.

The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.

1.7.4.9 Faculty Committee on the Bookstore

Role: The Faculty Committee on the Bookstore represents the faculty in dealings with both the administration and the Bookstore management in regard to all Bookstore matters. The Committee reports to the Academic Senate.

Membership: The committee consists of four faculty members appointed by the chairperson of the Committee on Committees, the choice of members to be as representative as possible. The members serve terms of two years, with terms staggered. The Committee selects its own chairperson.

Meetings: The chairperson of the Committee calls meetings at appropriate times (for example, to review faculty requests and recommendations concerning the Bookstore).

1.7.4.10 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the Director in presenting faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest).

Membership:

- Director of Faculty Development, chairperson
- Four ranked faculty members, one elected from each School (two-year, staggered terms)
- Three ranked faculty members (one-year, renewable terms) appointed by the Director of Faculty Development in consultation with the chairperson of the Committee on Committees.

Meetings: The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as needed.

1.7.4.11 January Term Committee

Role: To recommend to the Vice Provost for Undergraduate Academics guidelines and policies for the January Term; to review proposals for courses offered during that term, including independent study proposals; to supervise catalog publication for each January; to evaluate preregistration results for that term; to recommend policy regarding coordination with other 4-1-4 colleges; to recommend and review other activities undertaken in January; to review and evaluate each January Term at its conclusion.

Membership:

- Director of the January Term (chairperson)
- seven ranked members of the faculty who have taught at least two January term courses in the previous ten years, serving staggered, three-year terms, three of whom shall be elected, respectively, one from the School of Liberal Arts, one from the School of Economics and Business Administration, and one from the School of Science, and four of whom shall be elected at large
- one non-voting, *ex officio* representative from the Office of the Registrar

1.7.4.12 Collegiate Seminar Governing Board

Role: The Collegiate Seminar Governing Board advises the Director of the Collegiate Seminar and, with or through the Director, the Vice Provost for Academics, on all matters pertaining to the academic governance of the Collegiate Seminar.

Membership: Five ranked members of the faculty, two from the School of Liberal Arts, and one from, respectively, the Schools of Science, Economics and Business Administration, and Education, elected on a general faculty ballot administered by the Committee on Committees.

Ex officio and voting, the Director of the Collegiate Seminar (Chair), the Director of the Center for Writing Across the Curriculum or designee chosen in consultation with the Chair of the Collegiate Seminar Governing Board, the Collegiate Seminar's Liaison with the Critical Perspectives Program

One representative from among, respectively, the faculty of the Integral Curriculum of Liberal Arts, the Christian Brothers, the Adjunct faculty of Saint Mary's College, and the Part-time faculty of Saint Mary's College: all to be elected by the members of the Collegiate Seminar Governing Board (as provided under *Eligibility*, below)

One student representative, appointed by the Director of the Collegiate Seminar in consultation with the President, Associated Students of Saint Mary's College

Eligibility: All elected members must have taught a minimum of three (3) Collegiate Seminar courses (including initial co-teaching assignments). Openings for election by the members of the Governing Board will be announced to, and nominations will be accepted from, the College faculty at large; only nominations from the faculty at large will constitute a ballot. The Governing Board will schedule Board elections so as to provide appropriate continuity of membership.

Terms: All elected terms are renewable; no member may serve more than two consecutive terms; after consecutive terms, a member may be re-elected to the Board only after an interregnum equal to one term. All elected members serve three-year terms, except the representative of the part-time faculty, who serves a one-year term.

1.7.4.13 Core Curriculum Committee

Role: Core Curriculum signifies the foundational and essential learning expected of all undergraduate students at Saint Mary's College (as articulated in Learning Goals, Outcomes and Rationales) and the processes by which students achieve that learning (i.e., designated courses and experiences). Under the leadership of the Chair, and in accordance with Senate Action S-13/14-35, the Core Curriculum Committee administers and evaluates policy governing the Core Curriculum: course/experience review (through Working Groups) and designation; assessment of student learning; assessment and development of the Core as a whole and in its elements; intra- and extramural presentation of the Core via catalogues, course lists, published guidelines, workshops, et al.

Membership:

- Chair of the Core Curriculum Committee (chairperson, voting), a tenured member of the faculty who has taught at least six undergraduate courses during the previous three academic years, selected for a three-year term by the Senate Executive Committee, UEPC Chair and out-going Chair, and confirmed by majority vote of Academic Senate. The Chair serves at the pleasure of the Academic Senate and reports to the Vice Provost for Undergraduate Academics. In the event that the five-member body is unable to bring forth one candidate for Senate confirmation, this body may forward two candidates for selection by Senate.
- A CCC Chair wishing to resign before the end of his/her term must inform the Senate Chair in writing. If the CCC Chair position becomes vacant for any reason, the Senate Chair will initiate a new selection process. If the CCC Chair is unable to perform his/her duties for a month or more, the Senate Chair will appoint a temporary replacement.
- six ranked members of the faculty who have taught at least six undergraduate courses during the previous three academic years (voting): two elected from the School of Liberal Arts, two from the School of Science, one from the School of Economics and Business Administration, and one from the faculty at large, for staggered, three-year terms;
- Vice Provost for Undergraduate Academics or designee (ex officio, non-voting);
- Director of the Office of Faculty Advising or designee (ex officio, non-voting);
- Director of Educational Effectiveness (ex officio, non-voting);
- Representative from the Library, as designated by the Dean for Academic Resources (ex officio, non-voting);

1.7.4.14 Core Curriculum Working Groups

Role: Core Curriculum Working Groups function as subcommittees of the Core Curriculum Committee, as provided under Senate Action S-13/14-35 the Groups recommend, for inclusion in the core curriculum, courses that fulfill outcomes under the Core learning goals, according to guidelines established by the Core Curriculum Committee. Working Groups are convened by the Chair of the Core Curriculum Committee, each with specific responsibilities under the Core Learning Goals, as follows:

- Group HM (Habits of Mind);
- Group MS (Math and Science);
- Group AU (Artistic Understanding);
- Group TU (Theological Understanding);

Group HC (Historical, Social, and Cultural Understanding);
Group CG/CE (Common Good/Community Engagement);
Group AD/GP (American Diversity/Global Perspectives).

Membership: Each Working Group consists of:

- Working Group Chair (a member of the Core Curriculum Committee designated by the Chair of the Core Curriculum Committee);
- Four members of the faculty who have taught at least six undergraduate courses during the previous three academic years, recommended by the Core Curriculum Committee and confirmed by vote of the Academic Senate on the recommendation of the Core Curriculum Committee.

Eligibility: The Core Curriculum Committee consults relevant deans and department chairs, and considers self-nominations by members of the faculty, in pursuit of a mix of disciplinary experts and interested non-experts fitted to the specific responsibilities of each Working Group.

Meetings: Working Groups will be convened when, and, in the judgment of the Chair and Group Chairs, the volume of material for review requires.

1.7.4.15 First Year Advising Steering Committee

Role: The First Year Advising Steering Committee advises the Director of Academic Advising in a) developing the first year advising curriculum; b) creating standards and expectations for faculty members involved in first year advising; c) assessing and recommending changes to the first year advising program on an on-going basis.

Membership: Four ranked faculty members who have completed a minimum of one year as an advisor in the First Year Advising Cohort Program. The Director of Academic Advising serves as the Chair. When there are seats to be filled, the Chair will alert the Senate and a call for nominees (including self-nominations) will be made to the faculty. The nominees will be selected by vote of the Senate Executive Committee and the Director of Academic Advising.

Terms: Faculty commit to a two-year term, which is renewable. An effort will be made to stagger members' terms.

Meetings: The First Year Advising Steering Committee is convened according to a schedule drawn up by the Chair.

1.7.5 STUDENT LIFE COMMITTEES

1.7.5.1 Disciplinary Hearing Board

Role: The Disciplinary Hearing Board recommends solutions or sanctions to the Dean of Student Life for matters referred to it concerning individual student and student organization disciplinary situations involving alleged violations of the Statement of Community Standards, the Student Code of Conduct, and College policies. Members of the Disciplinary Hearing Board participate in orientation and training sessions as provided and requested by the Associate Dean of Student Life. As disciplinary matters often require expedient resolution on a case-by-case basis, the chair of Disciplinary Hearing Board selects up to two of the student, faculty and administrator members to hear a particular referred case.

Membership:

- Associate Dean of Student Life, facilitator
- four students, appointed by the President of ASSMC, in consultation with the Assistant Dean of Student Life for Student Involvement
- four faculty, appointed by the chairperson, Academic Senate
- four administrators, appointed by the Vice Provost, Student Life

Meetings: The Disciplinary Hearing Board meets on an as needed basis as determined by the Associate Dean of Student Life.

1.7.5.2 Residence Life Advisory Board

Role: The Residence Life Advisory Board advises the Assistant Dean of Student Life for Housing and Residence Life on matters pertaining to residential living.

Membership:

- Assistant Dean of Student Life for Housing and Residence Life
- Assistant Director of Residence Life
- Assistant Dean of Student Life for Student Involvement
- Assistant Director of Athletics for Recreational Sports and Intramurals
- two faculty appointed by chair, Academic Senate
- two members of Residence Life staff appointed by Assistant Dean of Student Life for Student Involvement
- three students elected by resident students

Meetings: Meets at least twice a year.

1.7.5.3 Student Health Committee

Role: The Student Health Committee advises the Health Services staff and the Vice Provost for Student Life on matters pertaining to student health services and issues, and coordinates an annual event that addresses student health concerns.

Membership:

- Dean, Student Life (chairperson)
- Director, Counseling Center
- Assistant Director of Athletics for Recreational Sports and Intramurals
- Director, Women's Resource Center
- one Athletic Trainer
- College physician
- two faculty members appointed by chair, Academic Senate
- three students (one of whom must be a Resident Advisor) appointed by the President of ASSMC

Meetings: Meets at least twice a year.

1.7.6 FINANCE COMMITTEES

1.7.6.1 Budget Committee

Role: The Budget Committee advises the President on budget policy and financial planning for the campus community and in these capacities will:

- Develop and recommend annually a five-year budget assumption model including tuition, room, board, and other revenue and expense increases or reductions for approval by the President and the Board of Trustees. The model should recommend institutional funding priorities and budgetary guidelines consistent with the overall institutional plans.
 - Make recommendations regarding the College's budgetary processes.
 - Monitor budget performance and review business plans of existing and new units/programs.
 - The Budget Committee follows these guidelines in its work:
 - To allocate resources in the best interest of the institution as determined by the College planning process.
 - To reward and encourage excellent programs and new initiatives within or between units.
 - To uphold and support units that make a special contribution to the College's mission.
- Each member of the Budget Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate.

Membership:

- President of the College
- President's Cabinet
- Vice Provosts for Undergraduate Academics and for Graduate and Professional Programs
- Associate Vice President for Finance and Administration and Controller
- Associate Vice President of Human Resources
- Academic Deans (one appointed by Provost and one elected by Council of Deans)
- Academic Senate Chair and Vice Chair
- Faculty Welfare Committee Chair
- Staff Council Chair and Immediate Past Chair
- Director of Athletics
- Financial Aid Director

The Assistant Controller and Budget Officer shall provide administrative support for the Budget Committee.

Meetings: Twice a month from September through December and as called additionally by the Vice President for Finance and Administration.

1.7.6.2 Technology Planning and Policy Committee

Role: The Technology Planning and Policy Committee reviews proposals and recommends initiatives consistent with the College mission, and the technology vision and strategic plan; recommends fiscal priorities to the Cabinet; and reviews, recommends, and ratifies institutional technology policies. The Technology Planning and Policy Committee responsibilities include the solicitation of input from the campus community, assessment of the effectiveness of technology operations and planning using measurable benchmarks, and communication to the campus community about technology issues, trends, plans, and decisions.

Membership: The Technology Planning and Policy Committee is co-chaired by the Provost and Chief Technology Officer. Additional members include representatives from the following areas of campus:

- Administrative Information Services
- Advancement
- Enrollment and Communications
- Facilities Services
- Faculty (up to 6 and with representation from each School, appointed by the Provost in consultation with the Academic Senate Chair)
- Finance and Administration
- Institutional Research
- Library and Academic Resources
- Office of the General Counsel
- Registrar
- Student Life
- Students (undergraduate and graduate)
-

1.7.6.3 Campus Facilities Planning Committee

The Campus Facilities Planning Committee, which is advisory to the President, provides the means for institutional facilities planning through the review of plans and standards for the physical development of the campus.

Duties of the Campus Facilities Planning Committee

The Campus Facilities Planning Committee advises the President on the physical development of the campus and in this capacity will:

- Review and make recommendations on amendments to the approved campus master plan.
- Review and make recommendations on all other plans, policies, and standards that impact the development of the campus.
- Review and make recommendations regarding the application and impact of approved plans, policies, and standards on all proposed major campus facility projects.
- Perform other advisory functions as requested by the President.

The Campus Facilities Planning Committee follows these guidelines in its work:

- To make recommendations regarding plans, policies, and standards for the development of the campus that reflect and honor the College's mission and traditions.
- To make recommendations for the best use of the physical resources of the campus that further the strategic initiatives of the College.
- To make recommendations for the best use of the physical resources of the campus that preserve or enhance the College's existing architectural aesthetic.
- To make recommendations regarding the orderly, efficient, and attractive physical development of the campus giving particular attention to financial, functional, aesthetic, and sustainable considerations.

Each member of the Campus Facilities Planning Committee has a continuing, individual charge to serve as the steward of the campus community as a whole and to avoid behaving as a partisan advocate.

Membership:

- Associate Vice President for Finance and Administration/Controller

- Associate Dean for Residence and Community Life
- Associated Students President or Designee
- Associated Students Vice President for Student Organizations or Designee
- Co-Chair of Staff Council
- Chair of Academic Senate or Designee
- Chief Technology Officer or Designee
- Christian Brother Representative
- Dean of Students
- Director of Community and Governmental Relations
- Director of Scheduling and Special Events
- Director of Athletics or Designee
- Director of Project Management, Committee Chair
- Director of Public Safety
- Director of Facilities Services
- Faculty Welfare Committee Representative
- Graduate and Professional Student Advisory Council Representative
- Provost or Designee
- Provost's Council on Academic Facilities Planning Representative
- Vice President for Advancement or Designee
- Vice President for Finance and Administration
- Vice Provost for Enrollment and Vice President for Communications or Designee
- Vice Provost for Student Life or Designee

The Department of Facilities Services shall provide administrative support for the Campus Facilities Planning Committee.

1.7.6.4 Employee Benefits Advisory Committee

Employee benefits are an integral part of faculty and staff compensation, but moreover they represent our values in how we treat all members of the College community. Using Lasallian principles we must, to the best of our ability and resources, offer a program of benefits that support the unique needs of faculty and staff and their specific circumstances.

The Employee Benefits Advisory Committee (EBAC) is to assist and advise the Vice President for Finance and Administration in shaping and funding the employee benefit program offered by Saint Mary's College of California and to help assure that individual benefit plans are being managed in the best interests of program participants and of the College. The Saint Mary's College Employee Benefits Program includes health and welfare plans, retirement plans and other benefits plans offered by the College as well as the consideration of other employee benefits plans not yet offered by the College.

Guidelines for the Employee Benefits Advisory Committee

The Committee shall be guided in its efforts by:

1. Making recommendations that reflect and honor the College's mission and traditions.
2. Making recommendations for the best use of the fiscal and human resources that further the strategic initiatives of the College.
3. Making recommendations that are informed by the competitive plans and best practices of appropriate peer institutions.

Duties of the Employee Benefits Advisory Committee

The members shall fulfill their duties by:

1. Becoming familiar with the objectives, design and key documents for each existing benefit plan.
2. Monitoring the administration of existing benefit plans in accordance with plan documents and objectives.
3. Making recommendations to the Vice President for Finance and Administration regarding objectives, design, provider(s), administration, and employee and/or employer funding levels for benefit plans.
4. Assessing proposed new benefit plans, including the need for and potential benefits and costs.
5. Reviewing annual benefit plan audits where available and appropriate.
6. Monitoring compliance with laws and regulations and making recommendations based on legal developments.
7. Providing input on program effectiveness and acceptance by fellow faculty and staff members.
8. Acting as a communication conduit to your fellow faculty and staff members on the activities and information disseminated in Committee meetings and as agreed to in Committee meetings.
9. Balancing advocacy for your fellow faculty and staff members with stewardship for the entire campus community.

Membership:

Committee members shall serve one-year terms and are encouraged to serve additional terms to assure continuity of decision-making and the development of institutional memory. The membership shall include:

- Associate Vice President, Human Resources, Chair
- Associate Vice President for Finance and Administration and Controller
- Faculty Welfare Committee Members
- Staff Council's Compensation and Benefits Committee Members
- Director of Benefits
- Benefits Specialist
- Provost or designee
- Vice President for Finance and Administration, Committee Co-Chair

The Committee may be assisted in its work by subcommittees. Subcommittees may be appointed by the Vice President for Finance and Administration. The Human Resources Department shall provide administrative support for the Committee. Outside consultants may also be engaged to provide other types of support to the Committee.

Retirement Benefits Subcommittee: This subcommittee is to assist the Employee Benefits Advisory Committee in its role of assisting and advising the Vice President for Finance and Administration in fulfilling oversight responsibilities with respect to the retirement benefit plans of Saint Mary's College of California and to help assure that the plans are being managed in the best interests of the plan participants and of the College. These plans include the Defined Contribution Retirement Plan, the Tax Deferred Annuity Plan and the Emeriti Retiree Health Plan.

Membership:

- Associate Vice President for Finance and Administration and Controller, Subcommittee Chair
- Associate Vice President, Human Resources

- Chair of Faculty Welfare Committee or Designee
- Chair of Staff Council or Designee
- Director of Benefits
- Vice President for Finance and Administration

1.7.7 DEVELOPMENT COMMITTEES

Depending on the nature of the plans for development of the College, the Vice President for Advancement is advised by committees of the Trustees, Regents, alumni, faculty, administrators and students interested in the specific projects at hand. Included are such committees as the advisory committees to the various Schools and departments of the College, and the Alumni Association Board of Directors.

1.7.8 ENROLLMENT COMMITTEES

1.7.8.1 Enrollment Group

The Enrollment Group brings together College department managers and staff leaders who play important roles in the recruitment, admission, enrollment and retention processes. As a working group of department leaders, it seeks to ensure that the efforts of the various areas are coordinated and cohesive for the benefit of the students.

Membership:

- Vice Provost for Enrollment (chairperson)
- Assistant Controller
- Assistant Dean of Student Life for Residence Life
- Associate Vice President for Finance and Administration and Controller
- Associate Director of Athletics for Compliance/Senior Woman Administrator
- Coordinator, International Recruitment and Admissions
- Dean for Student Life
- Associate Vice Provost for Student Success
- Dean of Admissions
- Director of Financial Aid
- Director of Articulation and Transfer/Associate Registrar
- Registrar
- Vice Provost for Graduate and Professional Studies
- Vice Provost for Undergraduate Academics

1.7.9 MISCELLANEOUS COMMITTEES AND FACULTY REPRESENTATIVES

1.7.9.1 Joint Committee of Associated Students of Saint Mary's College (ASSMC), Staff Council, and the Academic Senate

Role: The Joint Committee of ASSMC, Staff Council, and the Academic Senate shares information about the work of the three bodies and explores common concerns. Liaison members report regularly to their respective committees on the substance of joint

committee discussions and the work of the other bodies, and propose any resolutions on the common concerns of the groups as seem warranted by their discussions.

Meetings: Meets at least twice a semester

Membership: Three students appointed by ASSMC president, three staff members appointed by the Staff Council chair, and three faculty members appointed by the Senate chair.

1.7.9.2 Faculty Handbook Review Committee

Role: The *Faculty Handbook* Review Committee meets as often as needed to prepare publication of the *Faculty Handbook* (see section 1.8 Revision Procedures for the *Faculty Handbook*).

Membership:

- Faculty Handbook Coordinator (chairperson)
- Chairperson, Academic Senate
- Associate Vice President for Human Resources
- General Counsel
- President
- Provost

The chairperson of the Academic Senate may invite Senators or faculty representatives who have authored changes to the *Faculty Handbook* to a meeting of the Review Committee during times when the relevant section(s) will be discussed.

1.7.9.3 Faculty Representative to the Board of Trustees

The Faculty Representative to the Board of Trustees serves as a liaison between the faculty and the Board of Trustees. The representative is expected to report the action and expressed attitude of the Board to the Academic Senate after each meeting of the Board of Trustees, and to report the interests and concerns of the Academic Senate and the faculty to the Board of Trustees as occasion, interest, or propriety require. The representative has voice but no vote, and is expected to respect those matters designated as confidential by the Chairperson of the Board.

The current chair of the Academic Senate or his/her designee serves as the Faculty Representative to the Board of Trustees.

1.7.9.4 Faculty Representative to the Alumni Board of Directors

The Faculty Representative to the Alumni Board of Directors serves as liaison between the Academic Senate and the Alumni Board of Directors. The representative is expected to report the action and expressed attitude of the Alumni Board of Directors to the Academic Senate, and to report the interests and concerns of the faculty to the Alumni Board of Directors, as occasion, interest, or propriety require. The representative has voice but no vote.

The representative is a member of the Alumni Faculty Relations Committee and advises the Committee on the types of activities designed to promote interaction between the faculty and the alumni, and a member of the Faculty Fellowship Fund Review Committee that selects the annual Faculty Fellowship Fund recipient. The representative is encouraged to attend the four Alumni Board of Directors yearly meetings, the annual workshop, and all meetings of the Alumni Faculty Relations Committee.

The representative is elected by the faculty for a two-year term.