[Major revisions: July 11, 2012]

Angelo State University
Operating Policy and Procedure

OP 04.01: **Angelo State University Councils and Committees**

DATE: July 11, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define the role, responsibility, and membership of various university councils and committees.

REVIEW: This OP will be reviewed in June of even-numbered years by the vice provost for academic affairs with recommended revisions presented to the provost and vice president for academic affairs (PVPAA) by July 15.

POLICY/PROCEDURE

The president shall appoint or establish procedures for the appointment of all faculty, staff, and student committees. Service on councils and/or committees constitutes an important part of a faculty member's responsibility at Angelo State University. Faculty and staff members are normally expected to accept appointments to such councils and committees and are expected to serve in an effective manner when appointed.

1. Academic Deans Council

The Academic Deans Council makes recommendations to the president through the PVPAA on a wide range of academic affairs designated by the president or, including the development of faculty and the development, implementation, or discontinuance of academic programs. The Academic Deans Council is chaired by PVPAA and consists of the deans of the College of Arts and Sciences, College of Business, College of Education, College of Health and Human Services, College of Graduate Studies and Freshman College. The president of the Faculty Senate is a non-voting ex officio member.

2. University Curriculum Committee

The primary function of the University Curriculum Committee is to make recommendations to the PVPAA on the curriculum and academic programs of the University. The University Curriculum Committee is not charged with executive or administrative responsibilities. Two faculty members from each of the four undergraduate colleges are recommended by the Faculty Senate through the PVPAA to the president, who makes the appointments. The chairperson is elected from among the full-time faculty committee members. Membership includes the deans of the colleges, the vice provost (ex-officio), the registrar, as well as the director of the library, all of whom hold standing membership. The president of the Faculty Senate and tenured faculty representatives from each college/school serve three-year staggered terms. Non-tenured faculty members serve a one-year term but may be reappointed.

3. College Curriculum Committees

To provide a uniform system of curriculum development with broad faculty participation and an appropriate level of jurisdiction of the faculty within each of the four undergraduate colleges, College Curriculum Committees have been established within each college. Membership of each College Curriculum Committee consists of the department head and one other full-time faculty member from each of the academic departments in which a baccalaureate degree is offered, as well as the dean. A librarian is appointed for each college by the director of the library. The faculty representatives are appointed by the dean of the college who chairs the College Curriculum Committee. The primary responsibility of each College Curriculum Committee is to make recommendations to the dean of the college for the improvement of the educational programs within the college, including changes in established curricula and proposed new degree programs. The College Curriculum Committee is responsible for consideration of curriculum matters related to major and minor requirements and other academic affairs affecting departments or programs within that college.

4. Graduate Council

The Graduate Council, working closely with the academic administration, is responsible for providing leadership to the university in the development and improvement of all phases of the graduate program. Primary responsibilities of the Council are to serve in an advisory capacity to the dean of the College of Graduate Studies; to make recommendations to the president through the dean of the College of Graduate Studies and PVPAA on academic policies and programs affecting the graduate program and the graduate faculty; and to act as liaison between the administration and the graduate faculty. The Council is not charged with executive or administrative responsibilities. Members of the Graduate Council are appointed by the president upon recommendation of the PVPAA. Departments offering graduate majors are represented by a senior graduate faculty member other than the department head; departments offering minor programs are represented by the department head. The dean of the College of Graduate Studies serves as chair of the Graduate Council.

5. Core Curriculum Committee

The Core Curriculum Committee studies the core curriculum and related general education considerations and makes recommendations to the PVPAA affecting the University's core curriculum. The committee membership must include, but is not limited to, a faculty member from each academic area identified in the core curriculum. The president appoints faculty members based on the recommendation of the Faculty Senate through the PVPAA. The executive director of student life recommends student representatives to the president for approval. Typically, tenured faculty members serve three-year staggered terms while non-tenured faculty members serve a one-year term renewable for up to three years. Student members serve a one-year term. The chair is appointed annually by committee members at the first meeting in the fall.

6. Other Councils and Committees

In addition to the above councils and committees, a variety of other university councils and committees are appointed from time to time by the president, both on a standing and ad hoc

basis. The president will appoint or establish procedures for the appointment of all faculty, staff, and student committees. The membership of the standing councils and committees will be reviewed and updated annually by the president during each spring semester, although committee assignments or appointments to committees may be modified by the president at any time when doing so is considered to be in the best interest of the university. All members of the councils and committees continue to serve until such time as they are reappointed or replaced by the president.