



Angelo State University Operating Policy and Procedure

OP 04.01: Angelo State University Councils and Committees

DATE: September 1, 2007

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 April of even-numbered years by the vice provost for academic and student affairs with recommended revisions presented to the provost and vice president for academic and student affairs by May 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 Council of Deans makes recommendations to the president through the provost and vice president for academic and student affairs on a wide range of academic affairs designated by the president or the provost and vice president for academic and student affairs, including the development of faculty and the development, implementation, or discontinuance of academic programs. The Council of Deans is chaired by the provost and vice president for academic and student affairs and consists of the deans of the College of Liberal and Fine Arts, College of Business, College of Sciences, College of Education, and College of Graduate Studies. 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 provost and vice president for academic and student affairs on the curriculum and academic programs of the University. The University Curriculum Committee is not charged with executive or administrative responsibilities. Members are appointed by the president upon recommendation of the provost and vice president for academic and student affairs. The chairperson is elected from among the full-time faculty committee members. Membership includes the deans of the colleges, the registrar, as well as the director of the library (all of whom hold standing membership). The president of the Faculty Senate and faculty representatives from each college/school serve three-year staggered terms.

3. College Curriculum Committees

In order 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 and tenured and tenure-track faculty from the College of Education. A librarian is appointed for each college/school 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:

- a. to serve in an advisory capacity to the dean of the College of Graduate Studies;
- b. to make recommendations to the president through the dean of the College of Graduate Studies and provost and vice president for academic and student affairs on academic policies and programs affecting the graduate program and the graduate faculty; and
- c. 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 provost and vice president for academic and student affairs. 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. Committee on Tenure and Promotion

The Committee on Tenure and Promotion has been established to make recommendations to the provost and vice president for academic and student affairs regarding faculty applications for tenure and promotion. The provost and vice president for academic and student affairs will then make recommendations to the president regarding these applications. Membership of the committee includes eleven members of the tenured faculty, of which one member is the president of the Faculty Senate or if the president is non-tenured, the Senate's designated representative. Two members each from the College of Education and from the College of Business and three members each from the College of Liberal and Fine Arts and the College of Sciences elected from the tenured faculty will serve a three-year staggered term. The term

of appointment ends after the election of new members in the spring. The eleventh member will be the president of the Faculty Senate or the Senate's designated representative and will serve a one-year term. Upon meeting in the new academic year, the committee will select a chair-elect. No department head, dean of the college, vice president or the university president may serve on the committee. An academic department may not have more than one elected representative and a person cannot serve consecutive terms. The provost and vice president for academic and student affairs will be responsible for conducting the election of committee members through the campus mail. This committee will review the applications for tenure and/or promotion to insure that applicable university policies relative to tenure and promotion have been followed by the academic department and that each faculty member being considered has been treated fairly by the members of the academic department in the review process. The committee's recommendation on each application will be forwarded to the president of the university by the provost and vice president for academic and student affairs along with the provost's recommendation.

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 shall 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 it 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.