

**Change # 5-2**

Rationale: Corrections

Section XVIII, University Governance, page 161; 165 – 171

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- (5) prioritization and allocation of resources, including budgets, for providing academic technologies and support.
  - b) Serves as that body within the university with responsibility for reviewing and recommending academic policies regarding technology usage and support to the Provost;
  - c) Monitors and reviews implementation of academic technology policies, initiatives, and support;
  - d) Serves as a liaison between faculty, Information Technology Services, and students; and,
  - e) Reports to the Faculty Senate and the Provost concerning all of the above as appropriate.
- 3) The Administrative and Professional Faculty Peer Review Committee (APFPRC) shall consist of five members of the administrative and professional faculty of the University appointed by the Provost. The committee:
- a) reports to the Provost;
  - b) recommends to the Provost standards, criteria, and procedures for matters pertaining to academic rank for the administrative and professional faculty of the University; and
  - c) reviews recommendations from the various administrative jurisdictions of the University concerning candidacies for promotion in academic rank on the part of administrative and professional faculty, and makes recommendations to the Provost as to the disposition of such candidacies.
- 4) The Council of University Chairs (CUC) shall consist of the University's department Chairs. The department chair with the longest tenure at CNU shall be the Chair of the CUC, and will convene a meeting of the CUC at least once per academic year. If two or more chairs have the same tenure duration, the Faculty Senate shall conduct an election for CUC Chair among the members of the CUC. The Committee:
- a) reports to the Faculty Senate;
  - b) reviews matters of academic policy and academic life at the University;
  - c) makes recommendations to the Faculty senate regarding academic policy and academic life at the University.
- 5) The Dean William Parks Colloquium Committee (WPCC) shall consist of five faculty members (at least one from Liberal Arts~~Arts and Humanities~~, at least one from Natural Science and Technology, at least one from Social Science~~and Professional Studies~~ and at least one from the School of Business~~Luter College of Business and Leadership~~) appointed by the Provost. The committee:
- a) reports to the Provost; and

- b) organizes the Dean's Colloquium series and recommends faculty members of this and of other institutions and other professionals to be invited to present their research or study to the faculty, students, and members of the community.
- 6) The Faculty Grievance Committee (FGC) shall consist of eight tenured faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Sciences and ~~Professional Studies~~ and one from the ~~School of Business~~Luter College of Business and Leadership) and one faculty member selected by the Senate. The FGC serves as the source of members for any Faculty Grievance Panel (FGP). All members must be tenured.

on page 165 through 171 end of section C

2. Academic Affairs Committees

- a. The Academic Advising Committee (AAC) shall consist of four faculty members elected by the Instructional Faculty (one from ~~Liberal Arts~~Arts and Humanities, one from Natural Science and Technology, one from Social Science ~~and Professional Studies~~, and one from the ~~School of Business~~ Luter College of Business and Leadership); one faculty member appointed by the Provost; one student recommended by the Student Government Association and appointed by the Dean of Students; the Director of Academic Advising or designee (ex-officio); and the Registrar or designee (ex-officio.)

The committee:

- 1) Reports to the Provost;
- 2) and makes recommendations concerning the academic advising of students to the Faculty Senate and/or Provost as appropriate. In particular the committee:
  - a. makes recommendations and develops initiatives to clarify, assess and continually improve the advising process;
  - b. monitors the freshman advisor training program;
  - c. ensures that the academic advising system effectively serves students at different academic levels and in various situations.

- b. The Academic Technology Advisory Committee (ATAC) shall consist of seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~, and one from the ~~School of Business~~ Luter College of Business and Leadership) elected by the faculty of each area; the University Librarian; one representative appointed by the Dean of Students; and the Director of Information Technology Services as a non-voting member.

The committee:

- 1) works with the Director of Information Technology Services and his or her associates in a consultative and advisory capacity regarding:
  - a. all academic technology services, usage and support policies, and needs;
  - b. the technological impacts of changes in academic requirements;
  - c. the academic impact of changes in technologies and support;
  - d. the development of long-range and strategic academic technology and support plans;
  - e. prioritization and allocation of resources, including budgets, for providing academic technologies and support.
- 2) Serves as that body within the university with responsibility for reviewing and recommending academic policies regarding technology usage and support to the Provost;
- 3) Monitors and reviews implementation of academic technology policies, initiatives, and support;
- 4) Serves as a liaison between faculty, Information Technology Services, and students; and,
- 5) Reports to the Faculty Senate and the Provost concerning all of the above as appropriate.

- c. The Administrative and Professional Faculty Peer Review Committee (APFPRC) shall consist of five members of the administrative and professional faculty of the University appointed by the Provost. The committee:
- 1) reports to the Provost;
  - 2) recommends to the Provost standards, criteria, and procedures for matters pertaining to academic rank for the administrative and professional faculty of the University; and
  - 3) reviews recommendations from the various administrative jurisdictions of the University concerning candidacies for promotion in academic rank on the part of administrative and professional faculty, and makes recommendations to the Provost as to the disposition of such candidacies.
- d. **The Council of University Chairs (CUC) shall consist of the University's department Chairs. The department chair with the longest tenure at CNU shall be the Chair of the CUC, and will convene a meeting of the CUC at least once per academic year. If two or more chairs have the same tenure duration, the Faculty Senate shall conduct an election for CUC Chair among the members of the CUC. The Committee:**
- 1) reports to the Faculty Senate;
  - 2) reviews matters of academic policy and academic life at the University;
  - 3) makes recommendations to the Faculty senate regarding academic policy and academic life at the University.
- e. The Dean William Parks Colloquium Committee (WPCC) shall consist of five faculty members (at least one from ~~Liberal Arts~~Arts and Humanities, at least one from Natural Science and Technology, at least one from Social Science ~~and Professional Studies~~ and at least one from the ~~School of Business~~ Luter College of Business and Leadership) appointed by the Provost. The committee:
- 1) reports to the Provost; and
  - 2) organizes the Dean's Colloquium series and recommends faculty members of this and of other institutions and other professionals to be invited to present their research or study to the faculty, students, and members of the community.
- f. The Faculty Grievance Committee (FGC) shall consist of eight tenured faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Sciences ~~and Professional Studies~~ and one from the ~~School of Business~~ Luter College of Business and Leadership) and one faculty member selected by the Senate. The FGC serves as the source of members for any Faculty Grievance Panel (FGP). All members must be tenured.
- g. The Faculty Hearing Committee (FHC) shall consist of eight tenured faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~, and two from the ~~School of Business~~ Luter College of Business and Leadership) elected by the faculty of each area; and three tenured members selected by the Senate. The FHC:

- 1) reports to the Faculty Senate and the Provost;
  - 2) advises the Provost and the President on termination matters;
  - 3) serves as the source of members for any Dismissal Hearing Panel (DHP).
- h. The Faculty Review Committee (FRC) shall consist of four tenured faculty members (one from ~~Liberal Arts~~Arts and Humanities, one from Natural Science and Technology, one from Social Science ~~and Professional Studies~~ and one from the ~~School of Business~~ Luter College of Business and Leadership) elected by the faculty of each area; and four tenured faculty members (one from each area) appointed by the Provost. The committee:
- 1) consults with the Provost on faculty personnel issues; and
  - 2) reviews recommendations from the academic departments and the academic deans on standards for evaluation and on the matters of retention, promotion, tenure, and merit increases and makes its recommendations to the Provost.

NOTE: Members of the FRC shall not participate in any review of a member of their own academic departments or of any faculty members on whose peer evaluation group they have served during that academic year.

- i. The Institutional Animal Care and Use Committee (IACUC) shall consist of seven members: (1) a committee chair, (2) a doctor of veterinary medicine, (3) a member of the community not affiliated with the University, (4) a faculty member who is a practiced scientist with experience in research involving animal subjects, (5) a faculty member whose primary concerns are non-scientific, and (6) and (7) two members from areas not represented on the committee. All seven members are appointed by the **Associate Provost for Graduate Studies and Research**. The Committee:
- 1) reports to the **Associate Provost for Graduate Studies and Research**;
  - 2) reviews and approves research involving animal subjects;
  - 3) safeguards the humane use and treatment of animal subjects in teaching and research activities conducted through the University in accordance with the mandates of the Animal Welfare Act (AWA 1966, and as subsequently amended 1970,1976,1985,1990), and other relevant federal, state, and local authorities. The committee:
    - a. performs semiannual inspections of existing animal facilities and provides a report of findings to the **Associate Provost for Graduate Studies and Research**;
    - b. produces and submits to the **Associate Provost for Graduate Studies and Research** an annual report on the maintenance of animal care and use protocols reviewed and approved by the committee as well as a summary of other committee activities during the year;
    - c. files an inspection certification report as applicable, in accordance with AWA guidelines.

- j. The International Studies Advisory Committee (ISAC) shall consist of the Provost (Chair), the academic deans (*ex officio*; non-voting), and eight members of the faculty of the University (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and two from the ~~School of Business~~ Luter College of Business and Leadership) appointed by the Provost. The Committee:
  - 1) reports to the Provost;
  - 2) advises and assists the Provost in strengthening, extending, and developing international programs at the University;
  - 3) monitors the conduct of existing international activities;
  - 4) reviews proposals for new international activities of the University, and, as appropriate, develops such proposals itself; and
  - 5) establishes such subcommittees as it deems appropriate in order to address specific international activities such as study abroad, faculty exchange, international student orientation, etc.
- k. The Honors Council (HC) shall consist of the Director of the Honors Program (Chair), Assistant Director of the Honors Program, seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and one from the Luter College of Business and Leadership~~School of Business~~) elected by the faculty of each area; two faculty members (not from the same area) appointed from the Provost; four students, each appointed for a term of one academic year, by the Provost; the Director of Admissions (non-voting); and the Provost (non-voting). The Council:
  - 1) reports to the Provost;
  - 2) administers the classes and scholarships of the Honors Program;
  - 3) recommends to the Faculty Senate changes in the Honors Program;
  - 4) coordinates programming for Quest Housing;
  - 5) Assists students campus-wide in preparing and applying for external scholarship opportunities.
- l. The Liberal Learning Council (LLC) shall consist of a representative elected from and by each academic department; and one student recommended by the Student Government Association and appointed by the Dean of Students. The Assistant Dean for Liberal Learning and the Provost are *ex officio* members of the council. The Chair of the council shall be a tenured faculty member. The council:
  - 1) reports to the UCC, the Faculty Senate, or to the Provost, as appropriate;
  - 2) recommends changes in the Liberal Learning Core requirements;
  - 3) considers courses for inclusion in the Liberal Learning Core;
  - 4) determines the theme for the First Year Seminar and the Common Reading;
  - 5) works with the Director of Assessment in assessing and evaluating the Liberal Learning Core.

- m. The Library Advisory Committee (LAC) shall consist of seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and one from the ~~School of Business~~ Luter College of Business and Leadership) appointed by the Provost upon consultation with the deans; two students recommended by the Student Government Association and appointed by the Dean of Students; and the University Librarian (non-voting). The committee:
- 1) reports to the Faculty Senate and University Librarian as appropriate;
  - 2) advises the University Librarian on the library budget allotted for academic departments' use;
  - 3) provides a liaison between the Library and the faculty and the student body; and
  - 4) is kept informed by the University Librarian on matters of equipment, facilities, collection, services, and library policies affecting academic programs and advises the University Librarian regarding such matters.
- n. The Prestigious Scholarships Committee shall consist of seven members of the faculty appointed by the Provost and the Director of International Initiatives and Fellowships. The committee:
- 1) reports to the Provost,
  - 2) selects and mentors students to compete for prestigious scholarships and fellowships,
  - 3) makes recommendations concerning scholarships and fellowships to the Provost.
- o. The Review Board for the Protection of Human Subjects (RBPHS) shall consist of the Director of Sponsored Programs (non-voting), the General Counsel (ex officio), and four faculty members (one from ~~Liberal Arts~~Arts and Humanities, one from Natural Science and Technology, one from Social Science ~~and Professional Studies~~ and one from the ~~School of Business~~ Luter College of Business and Leadership) appointed by the Provost. The Board:
- 1) reports to the Provost;
  - 2) reviews and approves research activities which involve human subjects; and
  - 3) safeguards the rights and welfare of subjects at risk in activities supported under grants and contracts.
- p. The Teacher Preparation Council (TPC) shall consist of the Director of the Teacher Preparation Program (**Chair**), the Associate Director of the Program, two staff members from the Newport News Public Schools, one faculty member from each academic department teaching in the graduate MAT program, and the presidents of each of the three student education associations: SVEA, S-VATE, and MENC. The Dean of the College of ~~Liberal Arts~~ Arts and Humanities and Sciences and the Associate Provost for Research and Graduate Studies serve as ex-officio members. Faculty members are appointed by the dean in consultation with the department chair. The committee:
- 1) reports to the Associate Provost for Research and Graduate Studies;

**Comment [LL1]:** This should NOT change. It was incorrect in the initial version, change 5

- 2) recruits students to the Teacher Preparation Program, internally and externally;
  - 3) recommends scheduling of classes and awarding of scholarships for the Program;
  - 4) recommends standards of admission to the Program and recommends candidates for admission;
  - 5) recommends, implements and monitors Program changes;
  - 6) assesses the Program on an annual basis;
  - 7) ensures compliance with Virginia Board of Education licensure requirements.
- q. The Undergraduate Academic Program Review Committee (PRC) shall consist of eight faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from of Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and two from the ~~School of Business~~ Luter College of Business and Leadership) appointed by the Provost and the Director of Assessment and Evaluation (*ex officio*, non-voting). The committee:
- 1) reports to the Provost;
  - 2) recommends criteria to be used in the program review process;
  - 3) conducts a continuing study and systematic review of all program offerings of the University;
  - 4) makes recommendations to the Provost on program continuation/discontinuation, program related resource (re)allocation, and curricular modification.
- r. The Undergraduate Academic Status Committee (UASC) shall consist of seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and one from the ~~School of Business~~ Luter College of Business and Leadership) elected by the faculty of each area; one faculty member selected by the Senate; and the Registrar and the Director of Academic Advising (non-voting). The Provost is an *ex officio* member of the committee. The committee:
- 1) recommends to the Faculty Senate standards for undergraduate student retention, dismissal, placement on probation, reinstatement, and for all other matters relating to undergraduate academic performance;
  - 2) considers all appeals, pertaining to the academic status of undergraduate students and makes appropriate recommendations to the Provost; and
  - 3) considers the requests of undergraduate students who wish to carry overload courses and makes appropriate recommendations to the Provost.

- s. The Undergraduate Admissions Committee (UAC) shall consist of seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and one from the ~~Luter College of Business and Leadership~~School of Business) elected by the faculty of each area; one faculty member selected by the Senate; and one student recommended by the Student Government Association and appointed by the Dean of Students. The Provost and Dean of Admissions are *ex officio* members of the committee. The committee:
- 1) reviews all current and proposed changes to admissions standards and makes recommendation to the Faculty Senate, on standards for undergraduate admission; and
  - 2) reviews a detailed annual report on the applications of admitted and denied students and makes appropriate recommendations to the Provost; and
  - 3) reviews current recruitment strategies and policies and recommends to the Faculty Senate new policies guiding student recruitment.
- t. Undergraduate Curriculum Committee (UCC) shall consist of twelve faculty members (three from ~~Liberal Arts~~Arts and Humanities, three from Natural Science and Technology, three from Social Science ~~and Professional Studies~~, and three from the ~~School of Business~~Luter College of Business and Leadership) elected by the faculty of each area; one student recommended by the Student Government Association and appointed by the Dean of Students; the University Librarian or the University Librarian's designee (non-voting); and the Registrar or the Registrar's designee (non-voting); and the Director of Academic Advising or the Director's designee (non-voting). The provost is an *ex officio* member of the committee. The Chair of the committee shall be a tenured faculty member. The committee:
- 1) reports to the Faculty Senate or to the Provost, as appropriate;
  - 2) recommends changes in the undergraduate curriculum;
  - 3) recommends priorities for the development of the undergraduate curriculum;
- and
- 4) makes recommendations concerning the adoption and termination of undergraduate degree programs.
- u. The Undergraduate Degrees Committee (UDC) shall consist of seven members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from Social Science ~~and Professional Studies~~ and one from the ~~School of Business~~Luter College of Business and Leadership) elected by the faculty of each area; one faculty member selected by Senate; and the Director of Student Records (non-voting). The Provost is an *ex officio* member of the committee. The committee:
- 1) reports to the Instructional faculty and the Faculty Senate as appropriate;
  - 2) reports to the Instructional faculty its determination as to which students have completed the requirements for earned undergraduate degrees and recommends their names for certification by the Instructional faculty;

- 3) reviews student's petitions concerning undergraduate degree requirements and makes recommendations thereon to the Provost; and
  - 4) makes recommendations concerning undergraduate degree requirements.
- v. The Undergraduate and Graduate Research Council (UGRC) shall consist of seven faculty members (two from ~~Liberal Arts~~Arts and Humanities, two from Natural Science and Technology, two from ~~Social Science and Professional Studies~~, and one from the ~~School of Business~~Luter College of Business and Leadership) elected by the faculty of each area; two faculty members (not from the same area) appointed by the Provost; and the Associate Provost for Research and Graduate Studies as a non-voting ex-officio member. The Council shall elect co-chairs from different areas of the University. The Council:
- 1) reports to the Faculty Senate or the Provost, as appropriate;
  - 2) promotes independent and faculty mentored undergraduate and graduate research and scholarship throughout the University; and
  - 3) organizes and promotes conferences and/or colloquia featuring undergraduate and graduate research and scholarship.
- w. The University Assessment and Evaluation Committee (UAEC) shall consist of the Director of Assessment and Evaluation, one representative of the student affairs staff appointed by the Vice President for Student Services, four administrative representatives appointed by the Provost, the academic deans, and four faculty members (one from ~~Liberal Arts~~Arts and Humanities, one from Natural Science and Technology, one from ~~Social Science and Professional Studies~~, and one from the ~~School of Business~~Luter College of Business and Leadership) appointed by the Provost. The UAEC:
- 1) reports to the Provost
  - 2) monitors the overall operation of the assessment and evaluation program of the University; and
  - 3) makes recommendations concerning changes in the assessment and evaluation program of the University; and
  - 4) evaluates academic and administrative departments' Assessment Records.
3. Administrative Committees
- a. The Budget Advisory Committee (BAC) shall consist of the Provost, the Dean of the College of ~~Liberal Arts~~Arts and Humanities and Sciences, the Dean of Luter College of Business and Leadership~~the School of Business~~, the Chief of Staff, the Executive Vice President, the Director of Planning and Budget, and six members of the instructional faculty nominated by the Faculty Senate, appointed by the President. One member of the instructional faculty shall be appointed by the President to chair the committee. The committee advises the President on matters pertaining to the operating budget of the University.
  - b. The Committee on Intellectual Property (CIP) shall consist of three faculty members with primary responsibility for copyrights, three additional faculty members with primary responsibility for patents, the Chair of the Department of Physics and Computer Science, the academic Deans, the Chief of Staff, and the

**Comment [LL2]:** This should remain as it was. Change 5 was incorrect.

Provost (Chair). The six appointed faculty members shall be appointed by the President, upon nomination by the Faculty Senate, for three-year terms. The committee shall report to the President and shall function and be organized into subcommittees consistent with applicable Board policy (ownership).

- c. The Executive Planning Council (EPC) shall consist of the President (Chair), the Provost, the Dean of the College of ~~Liberal Liberal Arts Arts and Humanities~~ and Sciences, the Dean of the ~~Luter College of Business and Leadership~~~~School of Business~~, the President of the Faculty Senate, the Executive Vice President, the Chief Advancement Officer, the Chief of Staff, the Vice President of Student Services and the President of the Student Government Association. The Council is responsible for developing the strategic vision for the University, focusing the vision, and then providing the process for implementation of the vision—including the review and approval of mechanisms for monitoring institutional effectiveness. The Council defines and conducts the strategic planning process for the University.
- d. The First-Year Coordinating Committee shall consist of the Vice-President for Student Services (Co-Chair), the Vice-Provost (Co-Chair), the Dean of Students, the Assistant Dean for Liberal Learning, the Director of Academic Advising, the Coordinator of First-Year Initiatives, the Director of Learning Communities, the Director of Counseling, Coaching & Consulting, the Director of Residence Life, the President of the Faculty Senate or designee, the Chair of the Academic Advising Committee, and one student recommended by the Student Government Association and appointed by the Dean of Students. The Committee:
  - 1) reports to the President;
  - 2) coordinates a broad range of policies, practices, and programs that affect first-year students;
  - 3) recommends changes to first-year policies, practices, and programs as needed; and
  - 4) guides the assessment of first-year initiatives.
- e. The Intercollegiate Athletic Advisory Committee (IAAC) shall consist of three faculty members, one administrative faculty, two students, one alumnus or alumna, the Internal Auditor (non-voting), and the Director of Athletics (non-voting). Based on recommendations by the Director of Athletics, the President will appoint the NCAA Faculty Athletics Representative who will also serve as committee chair. The Committee:
  - 1) is appointed by the President in consultation with the NCAA Faculty Athletics Representative and the Director of Athletics, and reports to the President;
  - 2) makes recommendations on all matters relevant to the Intercollegiate athletic programs;
  - 3) reviews athletic philosophy;
  - 4) considers matters related to athletic conferences and national athletic governing bodies;

**Comment [LL3]:** This should remain as it was in the original. Change 5 was incorrect.

- 5) reviews the need for additional equipment for gymnasium and outdoor facilities, addition or termination of sports programs, scheduling and transportation;
  - 6) monitors the athletic budget.
- g. The University Handbook Committee (UHC) shall consist of three members appointed by the President, to include the Associate Vice President of Human Resources, an Instructional faculty member with experience on the committee, and an Instructional faculty member. **The Assistant to the Provost serves as an ex-officio member.**
- 1) consults with the Provost, the Vice Presidents, and all other constituencies of the University on matters related to the *University Handbook*;
  - 2) reviews all proposed changes in the *University Handbook* and makes recommendations to the President, specifying all proposed additions, alterations, deletions, and changes and identifying for the President where there is agreement and where there are differences among University constituencies;
  - 3) is charged with the following responsibilities: determining if the subject of a change is appropriate to be included in the *University Handbook*; determining if the suggested addition or change has gone through appropriate University channels; assuring the proper placement of the change or addition in the *University Handbook*; removing obsolete and erroneous items from the *University Handbook*; and, ensuring that all University constituents have the opportunity to preview the committee's recommended changes to the *University Handbook*.
- f. The Training and Development Committee shall consist of members appointed by the Associate Vice President of Human Resources (AVPHR). The Committee advises AVPHR on the development and implementation of the training program.