

## **Committees of the Faculty: Policies & Procedures**

### **A. Standing Committees**

1. Academic Standing Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

#### **a. Areas of Committee Concern**

- 1.) The university grading system
- 2.) Academic standing decisions pertaining to undergraduate students and programs
- 3.) Academic standards pertaining to undergraduate students and programs
- 4.) Long term effects of academic standards pertaining to changes in the curriculum

(07/12)

#### **b. Procedures and Policies**

- 1.) The committee elects annually in May its chair from among the full-time teaching faculty members on the committee.
- 2.) As administrative officer of the committee, the provost/vice president for academic affairs or designee handles all correspondence and conferences pertaining to committee recommendations and decisions, and convenes the entire committee when necessary as decided in conference with the chair.
- 3.) The requirements for suspension and probationary status are published in the university catalog and the student handbook. Exceptions to these requirements are based on special circumstances. The committee reviews the list of probation and suspended students at the end of fall, winter, spring and summer terms, and may review individual appeals at the request of the provost/vice president for academic affairs or designee.
  - a.) Academic standing requirements are applied to any student who has completed at least 12 semester hours. In order to continue at the university a student must earn a minimum grade point average each semester of 1.0 and at the end of the spring semester have a cumulative GPA of 1.70 for 1-29 semester hours, 1.80 for 30-61 semester hours, 1.90 for 62-95 semester hours, 2.0 for 96 semester hours or more.

b.) Students whose cumulative GPA falls below 2.0 are placed on probation. The third consecutive semester on probation will result in suspension. A first suspension is for a minimum of one full semester. A second suspension is normally permanent.

4.) Students may appeal committee recommendations and decisions to the provost/vice president for academic affairs or designee who, in sensitive cases, will involve other committee members prior to making a decision.

5.) Readmission of students after an academic suspension is handled by the provost/vice president for academic affairs or designee.

(7/07)

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

2. Academic Technology and Computing Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is responsible for serving as a liaison between the faculty, the students, and Instructional and Campus Technologies (I&CT). The committee should also discuss administrative matters pertaining to the provision of suitable technological support of the academic function.

(07/12)

b. Procedures and Policies

1.) Committee meetings will be convened by the chair, at the convenience of the members, to meet the responsibility of the committee.

2.) All decisions of the committee are made through normal parliamentary procedure and a majority vote of the members present. A quorum will consist of a majority of the committee membership.

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

3. Admissions Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

- a. Areas of Committee Concern

The committee is responsible for recommending university admission standards to the president; screening marginal applications; and analyzing admission trends.

- b. Procedures and Policies

- 1.) Committee meetings will be convened by the chair, at the convenience of the members, to meet the responsibilities of the committee.
- 2.) Work of the committee includes the evaluation of marginal applications.
- 3.) The chair of the committee will be elected in May by committee members for the following academic year. The chair will normally assume duties on June 1 and will serve for 1 year.
- 4.) The registrar will provide the committee with the data necessary for admissions trends analysis.
- 5.) All decisions on committee business will be made through normal parliamentary procedure and a majority vote of the members present. A quorum will consist of a majority of the committee membership.

- c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

4. Athletics Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

- a. Areas of Committee Concern

The Athletics Committee provides oversight of the university's athletics program, advises the president and athletics director in athletics governance, serves as a liaison to the faculty, and supports NCAA and conference rules compliance.

b. Procedures and Policies

- 1.) The committee acts for the faculty in overseeing the intercollegiate athletics program.
- 2.) The committee considers matters related to NCAA and the university's athletics conference and confers with the Faculty Athletics Representative (FAR) about institutional positions on particular legislative concerns.
- 3.) The committee recommends guidelines for scheduling intercollegiate contests.
- 4.) The committee recommends general institutional guidelines for awarding, reducing and terminating athletics grants-in-aid.
- 5.) The committee monitors adherence to approved Athletics Department gender equity and diversity plans.
- 6.) The FAR represents the committee as one of four official university delegates to the NCAA and the university's athletics conference.
- 7.) The committee advises the president on athletics issues upon request.

c. Methods of Reporting to the Campus Community

Minutes of all meetings are submitted to academic council.

(07/12)

5. Curriculum Committees

University Curriculum Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) All areas of the instructional program of the university
- 2.) Additions to or deletions from the curriculum
- 3.) Periodic studies of the curriculum

- 4.) Reviewing and recommending major curriculum changes
- 5.) Reviewing and evaluating independent major proposals
- 6.) Reviewing major grant proposals with curriculum implications

b. Procedures and Policies

- 1.) Committee meetings are usually scheduled by the chair at least once a month at a time convenient to committee members, unless committee business necessitates more frequent meetings.
- 2.) The chair informs members of meetings at least 1 week in advance with a written agenda, materials to be discussed, and a copy of the minutes of the previous meeting.
- 3.) The chair and vice chair are elected by majority vote of the committee each May. The chair presides over the meetings and reviews the agenda with the provost/vice president for academic affairs prior to distribution. In the event of the chair's absence, the vice chair will assume the duties of chair of the University Curriculum Committee
- 4.) All decisions on committee business are made through normal parliamentary procedure and a majority vote of members present.
- 5.) A quorum consists of a majority of the committee's voting membership.
- 6.) The chair of any department or program coordinator making a proposal is expected to attend even if that chair or coordinator is not a member of the committee.
- 7.) The chair of the committee may solicit the attendance of other faculty who are not committee members. Any other faculty members with significant relationships to the proposal(s) under consideration may request the permission of the chair to attend.
- 8.) The chair appoints another committee member to be responsible for recording the minutes of each meeting.
- 9.) The committee oversees curriculum and curriculum changes (see II-14 for committee expectations).
- 10.) On curriculum proposals involving more than one department, the committee may conduct inter-departmental or faculty-wide forums.
- 11.) For independent major proposals, the chair shall appoint an ad-hoc subcommittee of three members of divisional- or school based

curriculum committees from areas other than those included in the proposal. Approval by this subcommittee will constitute approval of the proposal.

c. Methods of Reporting to the Campus Community

- 1.) The committee can decide by majority vote on any proposal before it to take one of the following actions:
  - a.) Approve the item and forward it to the President.
  - b.) Approve the item, but because of its significance or potential impact on other schools, departments, or programs, decide to forward it to the faculty as a whole. Proposals for new graduate programs will follow this procedure (see Section II-15).
  - c.) Not approve the item and send it back to the department(s)
  - d.) Delay the item for further consideration
- 2.) The minutes of each committee meeting will be disseminated to the faculty and staff in a timely fashion, either on the Web, through e-mail, and/or in printed copy.

(6/10)

School- and Division-Based Curriculum Committees (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) Areas of the instructional program of the university relevant to the school or division in question
- 2.) Additions to or deletions from the curriculum in areas relevant to the school or division in question
- 3.) Reviewing and recommending major curriculum changes to the University Curriculum Committee
- 4.) Reviewing major grant proposals with curriculum implications in areas relevant to the school or division in question

b. Procedures and Policies

- 1.) Committee meetings are usually scheduled by the chair at least once a month at a time convenient to committee members, unless committee business necessitates more frequent meetings.

- 2.) The chair informs members of meetings at least 1 week in advance with a written agenda, materials to be discussed, and a copy of the minutes of the previous meeting.
- 3.) The chair is elected by majority vote of the committee each May. The chair presides over the meetings and reviews the agenda with the academic dean prior to distribution.
- 4.) All decisions on committee business are made through normal parliamentary procedure and a majority vote of members present.
- 5.) A quorum consists of a majority of the committee's voting membership.
- 6.) The chair of any department or program coordinator making a proposal is expected to attend even if that chair or coordinator is not a member of the committee.
- 7.) The chair of the committee may solicit the attendance of other faculty who are not committee members. Any other faculty members with significant relationships to the proposal(s) under consideration may request the permission of the chair to attend.
- 8.) The chair appoints another committee member to be responsible for recording the minutes of each meeting.

c. Methods of Reporting to the Campus Community

- 1.) The committee can decide by majority vote on any proposal before it to take one of the following actions:
  - a.) Approve the item and forward it to the University Curriculum Committee
  - b.) Approve items involving minor changes (those designated as reportable items), and report that approval to the University Curriculum Committee
  - c.) Not approve the item and send it back to the department(s)
  - d.) Delay the item for further consideration
- 2.) The minutes of each committee meeting will be disseminated to the faculty and staff in a timely fashion, either on the Web, through e-mail, and/or in printed copy.

6. Faculty Research and Development Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is concerned with evaluating and recommending action on teaching faculty development activities, including proposals for research and advanced study, sabbatical leaves, and doctoral programs. The committee also oversees annual selection of the Elon Distinguished Scholar.

b. Procedures and Policies

- 1.) The chair is elected each May by the committee. The chair assumes duties about June 1 and serves for 1 year.
- 2.) Faculty members shall be ineligible for funding from this committee during the term of their service on the committee.
- 3.) Committee meetings are scheduled by the chair once a month at a time convenient to committee members, unless committee business necessitates more frequent meetings.
- 4.) The chair informs members of meetings at least 1 week in advance and provides a written agenda and a copy of the minutes of the previous meeting.
- 5.) The chair presides at all meetings unless he/she appoints a proxy in his/her absence.
- 6.) The chair appoints another committee member to record the minutes of each meeting.
- 7.) All decisions on committee business will be made through normal parliamentary procedure and a majority vote of the members present. A quorum consists of a majority of the committee membership.
- 8.) The chair reports the committee's decisions for sabbatical and other funding promptly to the provost/vice president for academic affairs, who then notifies the faculty members, department chairs and the academic council as necessary.
- 9.) The chair is responsible for completing all reports of committee business and submitting them to the provost/vice president for academic affairs at the end of each academic year as necessary.

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

(07/06)

7. General Studies Council (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is concerned with evaluating, revising, and implementing a viable general studies component of the curriculum

b. Procedures and Policies

1.) Committee meetings will be convened by the chair, at the convenience of the members, to meet the responsibility of the committee.

2.) All decisions of the committee are made through normal parliamentary procedure and a majority vote of the members present. A quorum will consist of a majority of the committee membership.

3.) The committee meets regularly to discuss proposals for general studies seminars, other general studies course proposals, and proposed alteration to current requirements.

4.) The committee recommends to the curriculum committee changes requiring faculty action.

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to the associate provost for faculty affairs. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

8. Graduate Council (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) All areas of the graduate program of the university, with the exception the law school
  - 2.) Approving additions to or deletions from the graduate curriculum, with the exception of the law school
  - 3.) Reviewing and recommending new graduate programs
  - 4.) Upholding the Graduate Program Vision and Mission Statement of the university
- b. Procedures and Policies
- 1.) The chair of the committee schedules committee meetings at a time convenient to the majority of the committee members. Meetings usually occur at least once a month but may occur more frequently if necessary.
  - 2.) The chair of the committee informs members of meetings at least one week in advance with a written agenda, materials to be discussed, and a copy of the minutes of the previous meeting.
  - 3.) At the May meeting, one of the elected representatives shall be elected by the committee as chair. The chair presides over the meetings and reviews the agenda with the provost/vice president for academic affairs (or designee) prior to distribution.
  - 4.) All decisions of the committee are made through normal parliamentary procedures and a majority vote of the voting members present.
  - 5.) A quorum consists of a majority of the committee's voting membership.
  - 6.) The dean making a proposal is expected to attend the meeting when the proposal is formally presented and discussed.
  - 7.) The chair of the committee may solicit the attendance of other faculty who are not committee members. Any other faculty members with significant relationships to the proposal(s) under consideration may request the permission of the chair to attend.
  - 8.) The chair appoints another committee member to be responsible for recording the minutes of each meeting
  - 9.) Graduate program and curriculum proposals must conform to the graduate curriculum and curriculum changes procedures and timetable outlined in Section II-14.

- c. Methods of Reporting to the Campus Community
  - 1.) Graduate Curriculum Proposals. The committee can decide on any graduate curriculum proposal before it to take one of the following actions:
    - a.) Approve the item and forward it to the President.
    - b.) Approve the item, but because of its significance or potential impact on the undergraduate curriculum, decide to forward it to the University Curriculum Committee for approval.
    - c.) Not approve the item and send it back to the school/department(s)
    - d.) Delay the item for further consideration
  - 2.) Graduate Program Proposals. The committee can decide on any graduate program proposal before it to take one of the following actions:
    - a.) Recommend to approve the item and forward it to the University Curriculum Committee.
    - b.) Recommend not to approve the item and forward it to the University Curriculum Committee.
  - 3.) Request for Faculty Vote. Upon receipt by the Chair of Academic Council of a written request, decisions made by Graduate Council shall be subject to discussion and vote at the next scheduled faculty meeting. The request for a faculty vote must be signed by at least 15% of the fulltime teaching faculty and must be received by the Chair of Academic Council at least one week prior to the next scheduled meeting of the full faculty. In that event, the decision made at the faculty meeting shall take precedence.
  - 4.) Minutes. The minutes of each committee meeting will be disseminated to the faculty and staff in a timely fashion, either on the Web, through e-mail, and/or in printed copy.

(07/12)

- 9. Library Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)
  - a. Areas of Committee Concern

The committee is concerned with the university library, student use of the facilities and materials, and the development of the collection of materials contained in the facilities.

b. Procedures and Policies

- 1.) The committee meets annually to consider and approve the allocation to the academic departments of funds appropriated for the acquisition of library materials.
- 2.) All decisions of the committee are made through normal parliamentary procedure and a majority vote of the members present. A quorum will consist of a majority of the committee membership.
- 3.) The committee elects annually in May its chair from among the full-time teaching faculty members on the committee.
- 4.) The committee meets regularly to discuss existing and proposed public service policies and make recommendations regarding those policies to the Dean and University Librarian.
- 5.) The committee evaluates special needs for materials to support new or existing courses or programs and make recommendations regarding the appropriation of acquisition funds to meet those needs.
- 6.) The committee evaluates specific needs of the library and makes recommendations regarding those needs to the provost/vice president for academic affairs.

(07/12)

c. Methods of Reporting to the Campus Community

- 1.) The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.
- 2.) Copies of committee actions on the appropriation of funds will be mailed to department chairs shortly after they have been approved.

10. Promotions and Tenure Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) Recommending faculty members for promotion in academic rank
- 2.) Recommending the granting of tenure

(6/08)

b. Procedures and Policies

- 1.) The present chair calls a meeting after the faculty elections.
- 2.) The members of the new committee elect a chair and a secretary who will keep minutes of each meeting.
- 3.) The committee reviews procedures and policies at the first meeting, and any areas of committee concern will be discussed.
- 4.) The committee meets during orientation week to review procedures, complete any unfinished business, and consider any recommendations relating to the committee's work for the coming academic year.
- 5.) The provost/vice president for academic affairs provides information for the committee.
- 6.) The provost/vice president for academic affairs and committee chair meet with eligible faculty members to discuss procedures and policies regarding tenure and promotion.
- 7.) The provost/vice president for academic affairs notifies department members the first time they are eligible for promotion and when they are scheduled for decisions on tenure, with copies of the letter sent to the department chair and dean. The provost/vice president for academic affairs requests that recommendations be forwarded to his/her office.
- 8.) The provost/vice president for academic affairs forwards to the committee chair the list of faculty members to be considered for promotion and/or tenure.
- 9.) The provost/vice president for academic affairs meets with the committee to discuss procedures and policies related to promotion and tenure.
- 10.) The provost/vice president for academic affairs makes the tenure/promotion files available to the committee.

11.) The committee determines the order in which candidates will be considered. Voting is done by secret ballot and a super majority (6 of 8 members) is required for a positive recommendation to the provost/vice president for academic affairs.

(07/05)

12.) Committee members evaluate each faculty member using the criteria for evaluation as outlined in II, 8. Each committee member formulates judgments and discusses evaluations with the committee.

13.) The chair submits the recommendations of the committee directly to the provost/vice president for academic affairs by January 10. The provost/vice president for academic affairs and the committee meet to discuss the substance of the deliberations that led to the specific recommendations.

(6/10)

14.) Upon request from the provost/vice president for academic affairs, the chair provides information regarding the reasons for the committee's recommendations.

c. **Methods of Reporting to the Campus Community**

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

11. **Religious and Spiritual Life Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)**

a. **Areas of Committee Concern**

The committee focuses on the religious and spiritual needs and well-being of the entire campus community, regardless of individual beliefs and world views, and in particular on

- 1.) Organized religious and spiritual life on campus
- 2.) Worship services, observances, and additional religious and spiritual programs
- 3.) Religious and spiritual care to include guidance, growth, and support of all individuals in the campus community
- 4.) Policies related to religious and spiritual life on campus

b. Procedures and Policies

- 1.) The committee meets on a regular basis with the university chaplain who serves as an ex-officio member.
- 2.) Although the official membership of the committee consists of four faculty members and four students, every effort is made to involve additional interested faculty members and students.
- 3.) Every effort is made by the committee to promote multi-faith understanding and cooperation, communication, and community.
- 4.) The committee elects its chair each May from among the faculty membership.

c. Methods of Reporting to the Campus Community

- 1.) The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.
- 2.) Activities and functions of the committee are also recorded as minutes of each meeting and disseminated to the Elon community.

(07/12)

12. Student Life Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) Student extracurricular activities and organizations
- 2.) Policies and procedures affecting student life
- 3.) Communication among the student body, faculty and administration

b. Procedures and Policies

- 1.) The newly elected faculty members and newly elected SGA president will meet with the returning members of the committee in the spring to discuss appointment of new student members and to elect a faculty chair. One of the student members will serve as vice-chair

- 2.) The chair establishes the agenda in consultation with the vice president of student life and dean of students.
- 3.) The committee meets regularly to advise the vice president for student life/dean of students and student government president.
- 4.) The committee reviews the by-laws of new student organizations and makes a recommendation to the vice president for student life concerning recognition of such groups.
- 5.) The committee reviews all major changes in rules and regulations affecting the extracurricular life of students and proposes new or revised rules and regulations to the faculty and/or administration for approval.
- 6.) The committee may elect to review the activities of existing student organizations toward the end of making recommendations for revision or improvement.
- 7.) Periodically the committee expands its membership and serves as an open forum so as to expedite communication among the members of the student body, the faculty, staff, and administration. When it does do this, it promotes the discussion of ideas, opportunities, programs, and complaints and recommends studies to appropriate agencies, offices, or persons.
- 8.) The vice-chair of the committee serves as secretary of the committee and keeps records of the meetings.

(07/12)

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the council may request that the committee report directly to the faculty.

13. Study Abroad Committee (For Membership and Duties see I-5, Article VIII; for a list of current members see Web Resources Standing Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is concerned with promoting, evaluating, and refining a strong study abroad component of the curriculum.

b. Procedures and Policies

- 1.) Committee members will be convened by the chair, at the convenience of the members, to meet the responsibility of the committee.

- 2.) All decisions of the committee are made through normal parliamentary procedure and a majority vote of the members present. A quorum will consist of a majority of the committee membership.
- 3.) The committee meets regularly to discuss proposals for study abroad courses, revisions to current requirements, and other relevant programmatic issues of concern to the dean or committee.
- 4.) The committee recommends to the Curriculum Committee changes requiring faculty action.

c. Methods of Reporting to the Campus Community

The committee chair will submit a written annual report to academic council. On matters deemed to be of general concern, the committee may request that it report directly to the faculty.

(7/04)

B. Advisory and Other Committees

1. Academic Appeals (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is concerned with hearing appeals of academic cases heard by the Elon Hearing Board.

b. Membership

- 1.) Provost/Vice President for Academic Affairs, or designee
- 2.) Vice President and Dean of Student Life, or designee
- 3.) Three members of the faculty, appointed by the Provost/Vice President for Academic Affairs
- 4.) President of Student Government Association or another member of the executive officers, only one serving at a time
- 5.) A quorum includes the Provost/VPAA, the VP for Student Life/Dean of Students, one faculty member and one officer from SGA.

(7/09)

c. Procedures and Policies

- 1.) The committee meets at the beginning of the year for the purpose of orientation.
- 2.) The committee considers all appeals of academic cases heard by the Elon Hearing Board or administrative hearing officer upon the request of the student in question. When it does so it may review the case.
- 3.) Following review, the committee may:
  - a.) Uphold the original decision
  - b.) Uphold the original decision but reduce the penalty, or
  - c.) Exonerate the student in question
- 4.) The action of the committee may be reviewed by the president of the university.

d. Responsibilities

- 1.) To recommend to the president standards for satisfactory academic performance by students of the university
- 2.) To give academic warning to, place on probation, or recommend suspension of students whose work fails to meet these standards
- 3.) To establish an appeals procedure for students contesting decisions at lower levels in the hearing process
- 4.) To establish procedures for the readmission of suspended students
- 5.) To review operation of the grading system and to propose changes that will provide for academic quality
- 6.) To meet at least annually with the admissions committee for the purpose of considering academic standards
- 7.) To publish periodic reports of its work to the campus community

(8/04)

2. Academic Service-Learning Faculty Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)
  - a. Areas of Committee Concern

The academic service-learning faculty advisory committee is concerned with all aspects of academic service-learning.

b. Membership

- 1.) Academic Service-Learning Faculty Development Fellow
- 2.) Director of the Kernodle Center for Service-Learning and Community Engagement
- 3.) Faculty members who teach service-learning courses including at least one(1) from each of the professional schools and three (3) representing the three branches of the College of Arts and Sciences (Arts/Humanities, Science/Math, Social Sciences)
- 4.) Civic Engagement Faculty Fellow
- 5.) Academic Coordinator of Civic Engagement Scholars
- 6.) Director of the Center for the Advancement of Teaching and Learning
- 7.) One (1) administrator with faculty rank who teaches service-learning courses

c. Procedures and Policies

The committee meets as needed in the fall and spring semesters

d. Responsibilities

- 1.) To make recommendations regarding policies and programs to advance service-learning and enhance its quality across the campus
- 2.) To assist in planning and implementing academic-service learning events
- 3.) To set standards for service-learning course designation and evaluate course proposals for designation.
- 4.) To select students and/or faculty for relevant awards
- 5.) To participate in strategic planning as it pertains to academic service-learning
- 6.) To conduct institution level assessment of student learning outcomes for the academic service-learning program
- 7.) To advise the Director of the Kernodle Center and the Academic Faculty Development Fellow for Service-Learning in their respective roles

(7/11)

3. Disabilities Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The committee works with the coordinator of services for students with special needs to develop, implement, and monitor procedures addressing the educational needs of students with identified needs.

b. Membership

- 1.) Disabilities Service Coordinator
- 2.) One teaching faculty member from the education department specializing in special education
- 3.) Five other teaching faculty members appointed annually by the provost/vice president for academic affairs
- 4.) Two staff members appointed annually by the provost/vice president for academic affairs
- 5.) Three students, two with disabilities and one with an identified interest in disabilities issues, appointed annually

c. Procedures and Policies

The committee meets once a semester during the academic year or as necessary.

d. Responsibilities

- 1.) To review university procedures and policies regarding services for students with special educational needs
- 2.) To hear related concerns from both students and faculty
- 3.) To interpret and apply disability law to specific requests or situations
- 4.) To coordinate the dissemination of pertinent information to the university community

(8/05)

4. Fellows Program and Scholarship Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The fellows program and scholarship committee is concerned with planning and implementing the fellows program and scholarship award process, including policy setting, event planning, and program and scholarship recipient selection.

b. Membership

- 1.) Dean of Admissions, or designee, chair
- 2.) Assistant Dean of Admissions
- 3.) Directors of Fellows Programs
- 4.) Director of Financial Planning
- 5.) Associate Provost or designee
- 6.) Ex officio: Director of NC Teaching Fellows, Director of Engineering Program, Associate Directors of Admissions (the event coordinator and the manager of Fellows applications)

c. Procedures and Policies

The committee meets as needed in the fall and spring semesters.

d. Responsibilities

- 1.) To recommend policies related to the selection of fellows program participants and scholarship recipients
- 2.) To recommend recipients and alternates for fellows scholarships
- 3.) To plan and coordinate the fellows competition weekend

(7/02)

5. Honor Board (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

Violations of the university's academic and social honor codes are adjudicated by the Elon University hearing board, as prescribed in the current *Elon University Student Handbook*.

b. Membership

- 1.) Associate Vice President for Academic Affairs and Assistant Dean of Students, without vote (conveners for academic and social honor code cases, respectively)
- 2.) Twelve students (six elected by the student body and six appointed by the SGA President)
- 3.) Seven teaching faculty members (three appointed by the Academic Council and four appointed by the Provost/Vice President for Academic Affairs)

- 4.) Five Student Life administrators (appointed by the Vice President of Student Life/Dean of Students)
- 5.) A quorum is three students, one teaching faculty member and one student life administrator

(7/12)

6. Honorary Degree Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

- a. Areas of Committee Concern

The honorary degree advisory committee serves in an advisory capacity to the president regarding individuals to be awarded honorary degrees.

- b. Membership

- 1.) Provost/Vice President for Academic Affairs,
- 2.) Vice President for Institutional Advancement
- 3.) Four faculty members appointed by the Provost/Vice President for Academic Affairs for 2-year terms

7. Honors Program Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

- a. Areas of Committee Concern

The honors program advisory council is concerned with matters associated with the Elon University honors program.

- b. Membership

- 1.) Director of the Honors Program, chair
- 2.) Associate Provost for Faculty Affairs
- 3.) Associate Director of the Honors Program
- 4.) Six full-time teaching faculty, appointed for 2-year terms by the Provost/Vice President for Academic Affairs
- 5.) Four students in the Honors Program, one from each class, appointed by the Honors Director

- c. Responsibilities

The honors advisory council duties include advising the director of the honors program on matters of curricular program changes, program goals, the

program's graduation requirements, and the co-curricular activities associated with the program.

(7/09)

8. Institutional Review Board (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The committee is concerned with the ethical treatment of humans when they are involved as participants in research. The committee seeks to ensure that the principles of confidentiality, informed consent, benefit, and minimal risk are adhered to in the conduct of such research if the activities are conducted in the name of Elon University and/or using students or personnel of Elon University as participants.

b. Membership

- 1.) Director of Sponsored Programs, without vote
- 2.) Five members of the teaching faculty elected by the faculty; one from Elon College and one from each of the schools of the university.-Elections to the Institutional Review Board occur in a 4-year cycle. In the first year of the cycle, one member shall be elected from Elon College. In the second year of the cycle, one member shall be elected from the Martha and Spencer Love School of Business and one from the School of Communications. In the third year of the cycle, one member shall be elected from the School of Education. In the final year of the cycle, one member shall be elected from the School of Health Sciences.
- 3.) Three members of the teaching faculty appointed by the provost/vice president for academic affairs; one from the biomedical sciences (Biology, Exercise Science, School of Health Sciences), one from the Department of Psychology and one from the Social Sciences.
- 4.) An additional member of the committee shall be named by the provost/vice president for academic affairs from the non-institutional population
- 5.) Invited non-members, without vote. If the committee reviews projects involving a category of vulnerable participants or involving issues requiring competence in special areas, it may invite one or more

non-members if at least two members of the committee request such representation.

- 6.) The committee must always include at least two scientists and two non-scientists. (Any faculty who has had substantive training or experience in a scientific discipline or in a scientific method should be considered a scientist.)
- 7.) Committee members who have a conflict of interest regarding a specific project may not participate in the review of such project

(07/12)

c. Procedures and Policies

- 1.) The committee elects annually its chair from among the full-time teaching faculty members on the committee.
- 2.) If the committee reviews projects involving a category of vulnerable participants, or involving issues requiring competence in special areas, it may invite one or more non-members if at least two members of the committee request such representation. Non-members will not have a vote.
- 3.) Committee members who have a conflict of interest regarding a specific project may not participate in the review of such project.
- 4.) The committee chair will submit a written annual report to the Associate Provost of Faculty Affairs.

d. Responsibilities

- 1.) To carry out charges made by the Associate Provost for Faculty Affairs which pertain to the activities of the committee or issues of human participants in research
- 2.) To review and amend the policies established in these guidelines when modification is deemed necessary by the committee or broader university community
- 3.) To review all research proposals and act according to these guidelines to either approve, exempt, or disapprove new research and ensure the compliance of continuing research

- 4.) To review all grant applications sponsored by the university involving proposed research with human participants and advise administration concerning compliance issues
- 5.) To act as a clearinghouse for the ethical guidelines and regulations of various professional associations and appropriate governmental agencies
- 6.) To disseminate approved guidelines in order to promote understanding of the policies and increase general sensitivity to ethical issues related to human participants in research
- 7.) To hold hearings to respond to complaints from the university community regarding issues related to research with human participants
- 8.) To maintain records of committee activity as required by 45 CFR 46.115, which include copies of all research proposals reviewed, minutes of meetings, and copies of correspondence between the committee and investigators
- 9.) To refer cases to the provost/vice president for academic affairs regarding violations of these guidelines which have not been resolvable between the committee and researcher

(6/11)

9. Interdisciplinary Writing Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The interdisciplinary writing committee is concerned with the development of writing and thinking in every discipline and at every academic level.

b. Membership

- 1.) Director of the Writing Across the University, chair
- 2.) Writing Center Director
- 3.) One teaching faculty representative from each of the schools and College of Arts and Sciences divisions: School of Education, Social Sciences, Science/Math, Arts/Humanities, Love School of Business, School of Communications, and School of Health Sciences.

(07/12)

- c. Procedures and Policies
    - 1.) With the exception of the chair and associate director, each committee member normally serves a 2-year term.
    - 2.) Committee membership rotates among departments, when possible.
    - 3.) Committee members recommend successors at the end of their terms and the provost/vice president for academic affairs appoints new members.
    - 4.) The committee meets on a monthly basis, or more frequently as necessary.
  - d. Responsibilities
    - 1.) To foster the development of writing and thinking in every discipline and at every academic level
    - 2.) To serve as an advisory body for the director of the writing program
    - 3.) To report to the committee the interests and concerns of the departments they represent, and report to their departments the committee's business and concerns
10. Isabella Cannon International Centre Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)
- a. Areas of Committee Concern

The international programs advisory committee is concerned with matters pertaining to the study abroad and international programs at the university.
  - b. Membership
    - 1.) Dean of International Programs
    - 2.) Assistant Director of Study Abroad
    - 3.) Coordinator of International Studies Major
    - 4.) Director of International Student and Scholar Services
    - 5.) Director of El Centro
    - 6.) Eight employees with faculty rank, appointed for 3 years
    - 7.) Two students
  - c. Responsibilities

- 1.) To encourage, support and promote "international perspectives" at the university
  - 2.) To advise, support and recommend curricula initiatives
  - 3.) To recruit, screen and recommend international faculty
  - 4.) To serve as hosts and liaisons for visiting international faculty
  - 5.) To recruit from all Elon faculty with faculty rank for international study/work opportunities abroad
  - 6.) To advise dean of international programs regarding study abroad programs
11. Long Range Planning Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)
- a. Areas of Committee Concern

The long-range planning advisory committee shall advise the president about direction and priorities for the university.
  - b. Membership
    - 1.) Chair, appointed by the president
    - 2.) Chair of the Academic Council (or his/her designee), ex officio
    - 3.) Five members of the teaching faculty, appointed by the president to serve staggered terms of 3 years
    - 4.) Four members of the administrative staff, appointed by the president to serve staggered terms of 3 years
  - c. Procedures and Policies
    - 1.) Initially, the committee shall meet bi-monthly during the academic year or as necessary.
    - 2.) The agenda shall be established by the committee in consultation with the president.
    - 3.) The committee may rely on sub-committees, standing committee, task forces, special committees and/or others to perform its work.
  - d. Responsibilities

- 1.) To act in an advisory capacity to the president concerning direction and priorities for the university
- 2.) To make recommendations to the president concerning decisions affecting university actions several years into the future
- 3.) To make recommendations within the context of the university's larger mission
- 4.) To make recommendations which may include measurable objectives, strategies for achieving them, determinants of progress toward their achievement, and methods of funding them

12. Lumen Prize Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The Lumen Prize advisory committee is concerned with the monitoring and implementation of the Lumen Prize program.

b. Membership

- 1.) Lumen Prize Director
- 2.) Coordinator of National and International Fellowships, ex officio
- 3.) Nine members of the teaching faculty, appointed for 2-year terms by the Lumen Prize Director. Members shall be selected from across the different schools into which the institution is organized.

c. Procedures and Policies

- 1.) The committee meets at the beginning of each year to review the prior year's activity and to establish objectives for the current.
- 2.) The committee conducts ongoing business and addresses concerns as they arise via online "meetings" as appropriate.
- 3.) Members of the committee serve as the core of the selection committee.

d. Responsibilities

- 1.) To review policies and procedures related to the selection of Lumen Scholars.

- 2.) To advise the Director on matters of program implementation and evaluation.
- 3.) To serve as a selection committee for the review of applications and the determination of prize recipients.

13. Lyceum Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) Planning and conducting a series of concerts and other cultural events
- 2.) Providing publicity to the university community regarding the events

b. Membership

- 1.) Executive Director of Cultural and Special Programs
- 2.) Chair and other faculty members appointed by the president or his/her designees in consultation with the Executive Director of Cultural and Special Programs
- 3.) Two faculty members elected by the faculty for 2-year staggered terms
- 4.) Two students

(7/10)

c. Procedures and Policies

- 1.) The chair is appointed each May by the president.
- 2.) The chair calls periodic meetings of the committee and presides over the meetings.
- 3.) All decisions on committee business are made through normal parliamentary procedures and a majority vote of members present. A quorum consists of a majority of the committee membership.
- 4.) Each spring the committee selects a series of concerts and other cultural events for the following academic year.
- 5.) The chair selects another committee member to record the minutes of the meetings.
- 6.) The committee is responsible for coordinating the logistics of the lyceum programs.

14. M.Ed. Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The M.Ed. advisory committee is concerned with all areas affecting the M.Ed. program.

b. Membership

- 1.) Director of M.Ed. program
- 2.) Dean, School of Education
- 3.) One representative (with teaching responsibilities in the graduate program) from each of the areas offering courses in the M.Ed. program: social sciences, science and mathematics, and education
- 4.) Two representatives from the Alamance Burlington Schools, one of whom shall be a graduate of Elon's M.Ed. program
- 5.) Coordinator of Special Education track
- 6.) One student who is presently enrolled in Elon's M.Ed. program
- 7.) One public school administrator
- 8.) One representative from the public schools in area of special education

15. Student Communications Media Board (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The media board is concerned with overseeing all aspects of the operation of university-approved student communications media.

b. Membership

- 1.) Three faculty members appointed for 2-year terms by the provost/vice president for academic affairs in alternate years. One faculty member shall be appointed from the communications/journalism department. No more than two faculty members shall be appointed from any single department. Faculty advisors to the media are ineligible.
- 2.) Three student members appointed for 2-year terms by the president of the student government association and approved by the SGA Senate in alternate years. Editors or managers of campus media are ineligible.
- 3.) An assistant or associate dean of students appointed by the vice president/dean of student life.
- 4.) An associate dean of communications appointed by the dean of communications.

- 5.) The chief information officer or designee.
- 6.) The associate provost for academic affairs will serve as chair, voting only in case of a tie.
- 7.) The director of university relations, or designee (non-voting member).

c. Procedures and Policies

- 1.) The media board holds monthly meetings at a time convenient to members. The chair may call additional meetings if necessary.
- 2.) All media board makes decisions through normal parliamentary procedures by a majority vote of members present. A quorum consists of a majority of the board membership.
- 3.) The media board invites advisors and editor/managers of campus media to attend open media board meetings.

d. Responsibilities

- 1.) To assist, guide, and encourage in the operation of all university-approved campus media
- 2.) To set policies, approve budgetary requests received from the media, and submit annual requests for funds to the university.
- 3.) To initiate the process for the creation of any new university-wide student communications medium and to authorize the revision or termination of existing media
- 4.) To appoint the editor/manager and the advisor of any student media, and, if it should become necessary, to censure, suspend, or dismiss the editor/manager or the advisor of any student medium

(7/10)

16. Teacher Education Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

- 1.) Planning, developing, and administering a program for the education of teachers.
- 2.) Engaging in continuous study of the teacher education program and making recommending to the curriculum committee and/or the

administration for any needed or desirable institutional policy changes with regard to teacher education.

b. Membership

- 1.) Dean of the School of Education, Chair
- 2.) Eleven faculty members who serve as licensure program coordinators from each of the following areas: elementary education, English, foreign languages, health education, mathematics, middle grades education, music, natural sciences, physical education, social studies, and special education
- 3.) Director of M.Ed. Program
- 4.) Coordinator of IDD
- 5.) Director of School Outreach Programs
- 6.) Two representatives from public school personnel
- 7.) Two non-voting student members

(7/05)

c. Procedures and Policies

- 1.) The committee meets as often as necessary (usually three or four times per semester) to carry out its duties.
- 2.) The committee develops and supervises a system of selection, interviewing, and enrollment of students for admission to the teacher education program.
- 3.) The committee determines standards to be met by students for the satisfactory completion of teacher education curricula.
- 4.) The committee provides guidance for students who have been admitted to the teacher education program and for their advisors.
- 5.) The committee makes decisions on committee business through normal parliamentary procedure and a majority vote of members present.
- 6.) The chair selects another committee member to record the minutes of the meetings.
- 7.) The committee notifies the department of education and the subject area department (for secondary education majors) of a teacher education applicant's admission or rejection to the program.

- 8.) The committee notifies the general faculty of any curricular or policy changes concerning teacher education through communication with the curriculum committee and/or the university administration.

(8/04)

17. Teaching Fellows Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

a. Areas of Committee Concern

The NC teaching fellows advisory committee serves in an advisory capacity to the director, the dean of education, and the provost/vice president for academic affairs.

b. Membership

- 1.) Provost/Vice President for Academic Affairs
- 2.) Dean of Education
- 3.) Director of Teaching Fellows Program
- 4.) Director of Multicultural Center
- 5.) Two teaching faculty members
- 6.) Two representatives from the Alamance Burlington Schools
- 7.) Four students, one from each of the four classes of Teaching Fellows

c. Procedures and Policies

The teaching fellows advisory committee meets formally once a semester and may meet more often when necessary

d. Responsibilities

- 1.) To make programmatic suggestions and give counsel regarding the implementation and revision of the 4-year plan of the Elon teaching fellows program adopted in 1987
- 2.) To act as a forum for student and teaching faculty concerns regarding the teaching fellows program
- 3.) To coordinate the teaching fellows program's interaction with other campus programs and activities, such as the honors program
- 4.) To participate when appropriate in teaching fellows activities

(7/11)

18. Tenure/Promotion Appeal Hearing Board

a. Areas of Committee Concern

To make it possible for teaching faculty members to appeal tenure or promotion decisions based on alleged violations of procedure.

b. Membership

- 1.) Six tenured full professors who are members of the teaching faculty. Two representatives will be from Elon College, The College of Arts and Sciences, and one each from the Martha and Spencer Love School of Business, the School of Education, the School of Communications and the School of Health Sciences. All representatives will serve 3-year terms.
- 2.) Academic Council shall serve as a nominating committee for tenure/promotion appeal representatives, submitting to the faculty at least one week in advance of the faculty meeting one name for each place to be filled. The council shall secure consent of persons being nominated. Nominations will also be accepted from the floor.
- 3.) Election. At the April meeting of the faculty, election of tenure/promotion appeal representatives will follow a prescribed cycle:
  - Year One: one representative from Elon College, The College of Arts and Sciences, and one from the Martha and Spencer Love School of Business
  - Year Two: one representative from Elon College, The College of Arts and Sciences, and one from the School of Communications
  - Year Three: one representative from the School of Education and the School of Health Sciences

(07/12)

c. Responsibilities

Members will be available to serve on a Tenure/Promotion Appeal Hearing Board and Continuance Appeal Hearing Board as needed (see Section II-11, Appeal Process: Tenure/Promotion and Continuance Decision).

(07/10)

19. University Environmental Advisory Council (For a list of current members see Web Resources Advisory Committees in the Table of Contents)

- a. Areas of Committee Concern

The University Environmental Advisory Council is concerned with maintaining and improving all aspects of environmental sustainability and increasing effective environmental stewardship on campus.
  - b. Membership (Appointed by the President)
    - 1.) Three faculty members
    - 2.) Four staff members
    - 3.) One student
    - 4.) The Coordinator of Environmental Sustainability, ex officio  
(Council Chair is appointed from the membership by the President)
  - c. Responsibilities
    - 1.) To monitor and evaluate the university's Environmental Sustainability Plan
    - 2.) To suggest ideas for enhancing sustainability practices on campus
    - 3.) To facilitate continued attention to effective environmental practices through lectures, extracurricular events and advertising campaigns
    - 4.) To advise the President on university policies and practices that will increase the sustainable use of resources on campus.
20. Women's Studies/Gender Studies Advisory Committee (For a list of current members see Web Resources Advisory Committees in the Table of Contents)
- a. Areas of Committee Concern

The women's studies/gender studies advisory committee is concerned with all aspects of women's studies/gender studies.
  - b. Membership
    - 1.) Coordinator of the Women's Studies/Gender Studies Program, chair
    - 2.) Faculty who teach the women's studies/gender studies courses
    - 3.) Other faculty/staff
    - 4.) Three students who are women's studies/gender studies minors
  - c. Responsibilities
    - 1.) To advise the coordinator in planning course offerings in women's studies/gender studies for the year

- 2.) To evaluate course proposals for women's studies/gender studies courses and designate those that will carry ws/gc credit
- 3.) To plan activities for faculty development among those who teach women's studies/gender studies courses and those who want to plan and propose courses
- 4.) To advise the coordinator in planning extracurricular events for students and others

(6/08)