



University
Committees
Reference Manual
2016-2017

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ADA ADVISORY COMMITTEE

Charge:

The ADA Advisory Committee is advisory to the President. The Committee is responsible for monitoring, on an ongoing basis, the university's compliance with the requirements of the Americans with Disabilities Act (ADA). The Committee gives primary, although not exclusive, attention to issues relating to accessibility of educational and employment programs, benefits, services, and activities. The Committee also assists in identifying structural changes, such as facilities modifications or improvements and nonstructural changes, such as equipment redesign, provision of auxiliary aides or services, etc. which would enhance the opportunities available to individuals with disabilities to gain access to the university's educational and employment programs. The Committee will develop a prioritized list or schedule of recommended changes and will do so in the context of funds available for such changes, including resources which may be budgeted to student services, facilities and operations, human resources, etc. for that purpose and funds to be set aside annually for such purpose in the Repairs and Alterations budget.

Composition: 7 – By Position or Appointed

Term: Indefinite

Selection: Dir., Counseling & Disability Support Services, Chair
V.P., Diversity
Asst. V.P., Facilities & Operations
University Counsel
Faculty Equal Employment Coordinator
Staff Equal Employment Coordinator
Faculty Senate Representative

Chair: Ms. Emily Eichhorn, Dir., Counseling Services

Current Membership: Ms. Emily Eichhorn, **Dir., Counseling Services, Chair**
Ms. Delois Smith, **V.P., Diversity**
Mr. Mark Cowherd, **Interim Asst. V.P., Facilities & Operations**
Mr. John Cates, **University Counsel**
Ms. Delois Smith, **Faculty Equal Employment Coordinator**
Ms. Laurel Long, **Staff Equal Employment Coordinator**
Ms. Lenora Smith, **Faculty Senate Representative**

Administrative Council Liaison: V.P., Diversity

ANIMAL CARE AND USE COMMITTEE

Charge:

Assurance of compliance with Public Health Service Policy on humane care and use of laboratory animals (NIH). Re-formed December 22, 1985.

Composition: 9**Term: Indefinite****Selection:**

Ethicist – selected from any college; must have appropriate background.
Non-scientist – selected from any college or administrative position other than the College of Science.
Two Doctors of Veterinary Medicine – selected from local veterinarians with some lab animal experience.
Individual unaffiliated with the University and with no program responsibilities.
Practicing scientists experienced in research involving animals - selected from the College of Science – select four.

Administrative Council Liaison: V.P., Research

BOOKSTORE ADVISORY COUNCIL

Charge:

The Bookstore Advisory Council serves as an official committee to review and recommend bookstore operating policies and procedures, and to provide guidance and recommendations to both the bookstore and the institution on bookstore matters affecting faculty, staff, and students.

Composition: Total 9 – ex officio 3, Other 6

Term: Faculty and Staff – Two Years Staggered, Students – One Year

Selection: University Bookstore Manager, ex officio
Associate V.P., Chair, ex officio
One faculty member appointed by Associate V.P.
Dean or department chair appointed by Associate V.P.
Representative of Dean of Students office selected by Associate V.P.
Student Government Association President, or designee
Two students appointed by Associate V.P.
Editor of Charger Times, or designee, ex officio

Chair: Mr. John Maxon, Associate V.P.

Current Membership: Ms. Melissa Foster, **Bookstore Manager, ex officio**
Mr. John Maxon, **Assoc. V.P., Chair, ex officio**
Dr. Sundar Christopher, SCI, Faculty, 18
Ms. Jenny Russell, Admissions, Staff, 18
Mr. T.J. Brecciaroli, **Dean of Students**
Mr. Reid Wilson, **SGA President, 17**
Mr. Tim Anderson, **Student Representative, 17**
Ms. Daniella Archie, **Student Representative, 17**
Ms. Molly Stalons, **Charger Times Editor, ex officio**

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

CAMPUS PLANNING COMMITTEE

Charge:

To study, assess, and make recommendations regarding policies and plans for development and expansion of physical facilities; modernization, improvement, and alteration of existing facilities; traffic and parking control.

Composition: Total 13 – ex officio 6, Other 7

Term: Two Years Staggered

Selection:

V.P., Finance & Administration, Chair
Provost & Executive V.P., Academic Affairs, ex officio
V.P., Research, ex officio
V.P., Diversity, ex officio
V.P., University Advancement, ex officio
Asst. V.P., Facilities & Operations, ex officio

Six faculty members elected by the Faculty Senate, at least one of the six elected faculty members will be a member of the Faculty Senate during the forthcoming year and will report to the Faculty Senate on the activities of the University Campus Planning Committee.

One student selected by the Student Government Association

Chair:

Mr. Ray Pinner, V.P., Finance & Administration

Current Membership:

Mr. Ray Pinner, **V.P., Finance & Administration, Chair, ex officio**
Dr. Christine Curtis, **Provost & Executive V.P., Academic Affairs, ex officio**
Dr. Ray Vaughn, **V.P., Research, ex officio**
Ms. Delois Smith, **V.P., Diversity, ex officio**
Mr. Robert Lyon, **V.P., University Advancement, ex officio**
Mr. Mark Cowherd, **Interim Asst. V.P., Facilities & Operations, ex officio**

Faculty:

Dr. Louise O’Keefe, NUR, 17
Dr. Rhonda Gaede, ENG, 17
Dr. Kader Frendi, ENG, 18
Dr. Pavica Sheldon, AHSS, 17
Mr. David Harwell, AHSS, 18
Dr. Joseph Taylor, Chair of Finance and Resources Committee

Student:

Mr. Reid Wilson, SGA President, 17

Administrative Council Liaison: V.P., Finance & Administration

CHARGER GREEN RECYCLING COMMITTEE

Charge:

To help expedite and facilitate the UAH recycling program, encourage and monitor participation in building and University events, serve as communication leaders regarding recycling to their respective areas of the University, brainstorm ideas and help to procure funding.

Composition: Total 8 – Faculty 2, Staff 4, Student 2

Term: Faculty and Staff – Two Years, Students – One Year

Selection: Two Faculty Senate members appointed by the Faculty Senate
Two Staff Senate members appointed by the Staff Senate
Two Facilities staff members appointed by Facilities
Two SGA members appointed by the SGA

Chair: Ms. Casey Norris

Current Membership: Ms. Casey Norris, Faculty, 17
VACANT, Faculty, 16

Ms. Valarie Green, Staff, 18
Ms. Mary Pat Bohrman, Staff, 18

Ms. Vanessa Ennis, Facilities, 18
Ms. Krisi Olive, Facilities, 18

Mr. Spencer Elmlinger, SGA, 17
Mr. Jared Grogan, SGA, 17

Administrative Council Liaison: V.P., Finance & Administration

EMPLOYEE BENEFITS COMMITTEE

Charge:

In a timely manner to review and make recommendations regarding all current and future university benefit programs. The Committee will cooperate with the Chancellor's Ad Hoc Committee on Fringe Benefits in communicating with faculty and staff and to advise the Ad Hoc Committee of special needs and procedures regarding the various benefit programs at UAH. Meetings to be held at least once each semester, with a report made by the Chair of the Committee to the V.P. for Finance and Administration by the end of the fiscal year. This report, with copies to each Committee member and the Faculty and Staff Senates, will summarize the issues studied along with recommendations made for the next fiscal year.

Composition: Total 10 – ex officio 2, Other 8 Term: Three Years Staggered

Selection: Asst. V.P., Human Resources, Chair, ex officio
Dir., Faculty and Staff Clinic, ex officio
Four faculty members elected by the Faculty Senate*
Four staff members recommended by Staff Senate and appointed by the President

Chair: Ms. Laurel Long, Asst. V.P., Human Resources

Current Membership: Ms. Laurel Long, Asst. V.P., Human Resources, Chair, ex officio
Dr. Louise O'Keefe, Dir., Faculty and Staff Clinic, ex officio

Faculty: Ms. Mary Bonilla, NUR, 17
Dr. Melody Ng, AHSS, 17
Dr. Richard Simon, AHSS, 17
Dr. Jim Baird, SCI, 17

Staff: VACANT
VACANT
Ms. Wendy Worlund, 17
VACANT

Administrative Council Liaison: V.P., Finance & Administration

*Members must be willing to serve during the summer months and at other times when regular classes may not be in session.

ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

Charge:

The Environmental Health and Safety Committee provides a forum in which University environmental health and safety committees can share concerns, ideas, and make recommendations that result in positive resolutions. The Environmental Health and Safety Committee advises the President and is responsible for coordinating policy development in all aspects of maintenance of environmentally sound and occupationally safe campus environments; it guides and supports the Office of Environmental Health and Safety. This committee develops and recommends policies and actions that will reduce loss and increase campus sustainability through proactive assessment of potential environmental health and occupational safety issues, by responding to concerns of the campus community, and by adherence to regulatory requirements and best management practices.

Committees exist within the UAH structure that review issues and recommend specific operational programs and practices within their areas of expertise. The Environmental Health and Safety Committee considers the input and information provided by the committees to formulate policy and then recommends actions to the President.

Composition: 10 by position or appointment by the President, as appropriate

Term: Indefinite

Meets: Biannually and as necessary

Selection: Assoc. V.P., Research, Chair
Asst. V.P., Facilities & Operations
Chief Compliance Officer
Dean, College of Engineering
Dean, College of Arts, Humanities, and Social Sciences
Dean, College of Science
Dean of Students
Dir., Office of Env. Health & Safety, ex officio
Legal Counsel
Provost & Executive V.P., Academic Affairs

Chair: Dr. Tom Koshut, Assoc. V.P., Research

Current Membership: Dr. Tom Koshut, Assoc. V.P., Research, Chair
Mr. Mike Finnegan, Asst. V.P., Facilities & Operations
Mr. John Cates, Chief Compliance Officer
Dr. Shankar Mahalingam, Dean, College of Engineering
Dr. Mitch Berbrier, Dean, Arts, Humanities, and Social Sciences
Dr. Sundar Christopher, Dean, College of Science
Mr. T.J. Brecciaroli, Dean of Students
Ms. Marcia L. Pendleton, Dir., Office of Env. Health & Safety, ex officio
Dr. Christine Curtis, Provost & Executive V.P., Academic Affairs

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMMITTEE

Charge:

To review the practices and policies of the university in view of federal and state legal requirements in the general area of non-discrimination and to make recommendations when appropriate.

Composition: Total 13 – ex officio 3, Other 10**Term: Three Years****Selection:**

University Counsel, Chair, ex officio
Staff Equal Employment Coordinator and Asst. V.P., Human Resources, ex officio
Faculty Equal Employment Coordinator and V.P., ex officio
Ten (10) others for three-year terms appointed by the President (one from each college, Dean of Students office, research, advancement, and one member at large).

Chair:

Mr. Robert Rieder, University Counsel

Current Membership:

Mr. Robert Rieder, **University Counsel, Chair, ex officio**
Ms. Laurel Long, **Staff Equal Employment Coordinator and Asst. V.P.,
Human Resources, ex officio**
Ms. Delois Smith, **Faculty Equal Employment Coordinator and V.P.,
Diversity, ex officio**

Faculty**Appointed by President:**

Dr. Anne Marie Choup, AHSS, 17
Dr. Tim Landry, BA, 17
Dr. Jeffrey Kulick, ENG, 17
Vacant, ED
Dr. Letha Etkorn, SCI, 18
Dr. Melissa Baginski, NUR, 18

Staff**Appointed by President:**

Ms. Kenya Cole, Research, 18
Ms. Benita Hopkins, Advancement, 17
Ms. Kellee Crawford, Student Affairs, 18
Ms. Vanessa Ennis, Facilities, 17

Administrative Council Liaison: President

FACULTY APPEALS COMMITTEE

Charge:

Any faculty member who, after having exhausted his/her administrative chain, still believes that he/she has just cause for grievance relating to violation of academic freedom, lack of due process, or inadequate review, may petition the elected Faculty Appeals Committee (FAC), as provided in the Faculty Handbook. The petition shall set forth the nature of the grievance, the individuals against whom it is directed, and the redress sought.

Members of the FAC who are involved in assessing the merits of a faculty member's appeal will follow the interpretation of academic freedom, due process, and adequate review given in the following documents, found in AAUP Policy Documents and Reports.

1. 1940 Statement on Academic Freedom and Tenure
2. Statement on Procedural Standards in Faculty Dismissal Proceedings
3. Procedural Standards in the Renewal and Nonrenewal of Faculty Appointments
4. The Standards of Notice of Non-reappointment
5. Recommended Institutional Regulations on Academic Freedom and Tenure
6. Statement on Professors and Political Activity
7. Statement on Professional Ethics

Composition: Total 10 (Tenured and non-administrative department chairs are not eligible)

Term: Two Years, staggered from beginning of academic year to the beginning of the following academic year.

Selection: Five faculty are elected each year. Four eligible faculty members will be nominated from each college from elections, which shall be held each year within the colleges. The names of the four faculty thus selected from each college will be submitted to the tenured, tenure-earning, and research faculty for final election. The election will be conducted by the Senate Governance and Operations committee. Those five who receive the most votes will be deemed elected to the FAC. In case of ties, a run-off election will be held. All remaining nominees will be designated as alternates for one year. Their positions on the list of alternates will be according to the number of votes received in the most recent election. Those receiving equal votes will be random ordered.

Chair: The Committee elects its own chair. An ad hoc subcommittee (3 members) from the membership shall hear a petition.

FACULTY APPEALS COMMITTEE (CONT'D)

Current Membership:

Members 2016 – 2018
Dr. Pam O'Neal, NUR, 18
Dr. Monica Dillihunt, AHSS, 18
Dr. Andree Reeves, AHSS, 18
Dr. Caron St. John, BA, 18
Dr. David Stewart, AHSS, 18

Members 2015 – 2017
Dr. Jason O'Brien, ED, 17
Linda Maier, AHSS, 17
Holly Jones, AHSS, 17
Jim Swain, ENG, 17
Ramon Cerro, ENG, 17

Alternates for 2016 – 2017
Ravi Patnayakuni, BA, 17
Ena Rose-Green, BA, 17
Xuejing Xing, BA, 17
Rob Preece, SCI, 17
Nick Pogorelov, SCI, 17
Max Bonamente, SCI, 17
Udaysankar Nair, SCI, 17
Eric Seemann, AHSS, 17
Sam Yoo, ENG, 17
Tim Boykin, ENG, 17
Mark Lin, ENG, 17
Gang Wang, ENG, 17

Administrative Council Liaison: President

FACULTY SENATE

Charge:

The Faculty Senate is the permanent body representing the faculty for the formulation of university policy and procedures in matters pertaining to institutional purpose, general academic considerations, curricular matters, university resources, and faculty personnel (appointments, promotion and tenure). All issues of university governance affecting the faculty at large should go before the full Faculty Senate before implementation. Senators are the voice of the faculty.

Composition: 49

Term: Two Years Staggered

Meets: Every third Thursday fall and spring semesters unless otherwise announced

Selection: Each of the six units: (a) College of Business Administration; (b) College of Arts, Humanities, and Social Sciences; (c) College of Engineering; (d) College of Science; (e) College of Nursing; and (f) College of Education will have a number of members in the Senate which will assure that the unit has one member for each seven tenured, tenure-earning, clinical faculty, or research faculty members, or major fraction thereof. Units will not have representation until they have at least four tenured, tenure-earning, clinical or research faculty members. Each unit which has formally recognized departments will elect its senators as follows: within the unit each formally recognized department will elect one member of the Senate for each seven tenured, tenure-earning, research or clinical faculty in the department, or major fraction thereof. Elections will be by the tenured, tenure-earning, research and clinical faculty of each department. If necessary, all tenured, tenure-earning, research or clinical faculty will then elect sufficient at-large members to bring the total unit membership (including departmental selections) up to the number required to achieve the 1:7 ratio.

President: Dr. Michael Banish

Current Membership: Dr. Jack Schnell, BA, 17
Dr. Xuejing Xing, BA, 17
Dr. Laird Burns, BA, 18
Dr. Sophia Marinova, BA, 18
Dr. Yongchuan Bao, BA, 18
Dr. David Stewart, AHSS, 17
Mr. David Harwell, AHSS, 17
Dr. Joe Taylor, AHSS, 17
Dr. Irena Buksa, AHSS, 17
Dr. Christine Sears, AHSS, 17
Dr. Carolyn Sanders, AHSS, 18
Dr. Dianhan Zheng, AHSS, 18
Dr. Ryan Weber, AHSS, 18
Dr. Jeremy Fischer, AHSS, 17
Dr. Anne Marie Choup, AHSS, 18
Dr. Eric Seemann, AHSS, 17
Dr. Kyle Knight, AHSS, 18

FACULTY SENATE (CONT'D)

Current Membership: Dr. Monica Dillihunt, ED, 17
Dr. Shannon Mathis, ED, 18
Dr. Ramon Cerro, ENG, 17
Dr. Fat Duen Ho, ENG, 18
Dr. Christina Carmen, ENG, 18
Dr. B. Earl Wells, ENG, 18
Dr. James Swain, ENG, 18
Dr. Babak Shotorban, ENG, 18
Dr. Harry Delugach, ENG, 18
Dr. Mark Lin, ENG, 18
Dr. Michael Banish, ENG, 17
Dr. Kader Frendi, ENG, 17
Dr. Yuri Shtessel, ENG, 18
Dr. Tingting Wu, ENG, 18
Ms. Casey Norris, NUR, 17
Dr. Ann Bianchi, NUR, 18
Ms. Tracy Durm, NUR, 18
Ms. Mary Bonilla, NUR, 18
Dr. Marlena Primeau, NUR, 17
Dr. Maria Steele, NUR, 18
Dr. Amy Hunter, NUR, 18
Dr. Dongsheng Wu, SCI, 18
Dr. Debra Moriarity, SCI, 18
Dr. Tim Newman, SCI, 17
Dr. Ming Sun, SCI, 17
Dr. Qingyuan Han, SCI, 18
Dr. John Shriver, SCI, 17
Dr. Harry Delugach, SCI, 17
Dr. Jeff Weimer, SCI, 18
Dr. Shanhu Lee, SCI, 18
Dr. Carmen Scholz, SCI, 18
Dr. Vladimir Florinski, SCI, 17

Current Officers: Dr. Carmen Scholz, President, 18
Dr. Mike Banish, President Elect, 18
Dr. Kader Frendi, Past President, 17
Dr. Kader Frendi, Ombudsperson, 18
Dr. Tim Newman, Parliamentarian, 17
Dr. Earl Wells, Chair - Faculty & Student Development Committee, 17
Dr. Joe Taylor, Chair - Finance & Resources, 17
Dr. Monica Dillihunt, Chair - Governance & Operations Committee, 17
Dr. Ramon Cerro, Personnel Committee, 17
Dr. Christine Sears, Chair - Undergrad Curriculum Committee, 17
Dr. Jim Swain, Chair - Undergrad Scholastic Affairs Committee, 17

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

Updated 9/15

FACULTY SENATE COMMITTEES

EXECUTIVE COMMITTEE

Charge:

Receive all resolutions from the president-elect and conduct the first reading of a bill. Prepare the agenda for senate meetings. Construct and distribute a tentative calendar for regular Senate meetings for the year. Coordinate activities of Senate committees. Disseminate Senate business to appropriate committees. Advise and consult with the Senate President on those matters requiring attention during periods in which the full senate cannot be called into regular session. Meet before the academic year begins to smooth the transition between the old and the new Executive Committees.

Composition: Total 12 – ex officio 1, Other 11

Term: One Year

Meets: Every third Thursday of each semester

Selection: The Faculty Senate President, President-Elect, Ombudsperson, Parliamentarian, Past-President, and chairs of all standing committees shall comprise the membership. The Provost/Vice President for Academic Affairs shall be ex officio non-voting. The Senate President shall call and chair the meetings. A quorum shall consist of one officer and three committee chairs.

Chair: Dr. Michael Banish, Faculty Senate President

Current Membership: Dr. Michael Banish, President
Dr. Carmen Scholz, President Elect
Dr. Kader Frendi, Past President
Dr. Eric Seemann, Ombudsperson
Dr. Tim Newman, Parliamentarian
Dr. Earl Wells, Chair - Faculty & Student Development Committee, 17
Dr. Joe Taylor, Chair - Finance & Resources, 17
Dr. Monica Dillihunt, Chair - Governance & Operations Committee, 17
Dr. Ramon Cerro, Personnel Committee, 17
Dr. Christine Sears, Chair - Undergrad Curriculum Committee, 17
Dr. Jim Swain, Chair - Undergrad Scholastic Affairs Committee, 17

Dr. Christine Curtis, **Provost & Executive V.P., Academic Affairs, ex officio**

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

FACULTY/STUDENT DEVELOPMENT

Charge:

To review, assess, and make recommendations concerning issues related to 1) student retention, 2) faculty retention, 3) academic integrity, 4) faculty orientation/mentoring programs, 5) research development and support, 6) teaching development and support, 7) student policies affecting faculty, 8) sabbatical and other faculty development opportunities, 9) faculty support services. This Committee is responsible for recommending modifications or changes in all matters under its consideration.

Composition: Total 7 – Faculty 7**Term: One Year****Meets: Every third Thursday of each semester****Selection:** At least one elected senator from each college in the university.**Chair:** Dr. Earl Wells, ENG, Chair, 17**Current Membership:** Dr. Yongchuan Bao, BA, 18
Mr. David Harwell, AHSS, 17
Dr. Irena Buksa, AHSS, 17
Dr. Dianhan Zheng, AHSS, 18
Dr. TinTing Wu, ENG, 18
Dr. Maria Steele, NUR, 18
Dr. Marlena Primeau, NUR, 17
Dr. Ming Sun, SCI, 17
Dr. Qingyuan Han, SCI, 18
Dr. Shannon Mathis, ED, 18**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

FINANCE AND RESOURCES

Charge:

The Finance Committee shall review, assess, and make recommendations concerning the mission, goals, role, and scope of the university; the objectives and plans of the major budget units; the information base and planning procedures utilized in budget preparation; the annual budget request and annual operating budget; campus planning and allocations of space and funding; and faculty research priorities, funds, and projects. This committee shall also be responsible for recommending modifications or changes in all matters under the consideration, as well as collecting and disseminating information pertaining to the acquisition, availability, and apportionment of university resources among faculty. The Senate will be represented on the Priorities and Resources Advisory Committee by the chair of the Senate Faculty Finance and Resources Committee, one other member elected by this committee, as well as the Senate president-elect.

Composition: 12

Term: One Year

Meets: Every third Thursday of each semester

Selection: At least one senator from each college in the university and a Senator to be selected by the President of the Faculty Senate, who is on the Employee Benefits Committee.

Chair: Dr. Joe Taylor, AHSS, Chair, 17

Current Membership: Dr. Kyle Knight, AHSS, 17
Dr. Jeff Weimer, SCI, 18
Dr. Babak Shotorban, ENG, 18
Dr. Xuejing Xing, BA, 17
Dr. Ann Bianchi, NUR, 18
Dr. Harry Delugach, SCI, 18
Dr. Sandra Lampley, ED, 17
VACANT, Employee Benefits Representative

Administrative Liaison: Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

GOVERNANCE AND OPERATIONS

Charge:

Review annually the Senate bylaws and prepare recommendations (resolutions) for revisions of and additions to the bylaws. Serve as a nominating committee (to the Senate) for faculty membership on all Senate committees and Senate offices. Conduct Senate elections. That includes obtaining members' names, preparing ballots, requesting candidates for chairs of committees, etc. Preparations of all election material (both university and Senate) should be completed prior to the last Senate meeting of the spring semester. Conduct faculty elections to university committees. That includes screening candidates to appear on ballots following rules applicable to the individual committees. Requests for membership from faculty to university committees should be collected by April 1 and ballots prepared for the election meeting of the Senate. A senator may need to be placed ex officio on a university committee if there is no other Senate representation on that committee. Designate a senator to act as liaison with each university committee. This senator would be ex officio unless he/she were elected by the senate as the faculty member to that committee. Maintain an updated roster of all Senate and university committees and distribute to all faculty in the university. Conduct an annual review of the governance system of the university and make recommendations for needed change.

Composition: 7

Term: One Year

Meets: Every third Thursday of each semester

Selection: An elected senator from each college in the university.

Chair: Dr. Monica Dillihunt, AHSS, Chair, 17

Current Membership: Dr. Jack Schnell, BA, 17
Dr. Anne Marie Choup, AHSS, 18
Dr. Christina Carmen, ENG, 18
Dr. Amy Hunter, NUR, 18
Dr. Dongsheng Wu, SCI, 18

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

PERSONNEL

Charge:

The Faculty Senate Personnel Committee shall be responsible for monitoring the quality of the academic and professional environment relative to its impact on faculty at The University of Alabama in Huntsville. Specifically, monitor policies and procedures for faculty appointments, promotions, award of tenure, sabbatical and other leaves, retirements, terminations due to financial exigency and discontinuation of an educational program, faculty evaluations, and salary adjustments. Monitor the contents of the UAH *Faculty Handbook* through annual review, updating and editing. This Committee shall also be responsible for collecting and disseminating information pertaining to faculty personnel policies and procedures. Specifically, the chairperson of this committee will deliver a report to the Senate on matters under its jurisdiction. This Committee shall be responsible for recommending modifications or changes in all personnel policies.

Composition: Total 8 – ex officio 1, Other 7

Term: One Year

Meets: Every third Thursday of each semester

Selection: An elected senator from each college in the university and one ex officio member designated by the Provost.

Chair: Dr. Ramon Cerro, ENG, Chair, 17

Current Membership: Dr. Sophia Marinova, BA, 18
Dr. David Stewart, AHSS, 17
Dr. Casey Norris, NUR, 17
Dr. Vladimir Florinski, SCI, 17
Dr. Wolfram Verlaan, ED, 17

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

UNDERGRADUATE CURRICULUM

Charge:

The Faculty Senate Curriculum Committee shall be responsible for monitoring the quality of curriculum at The University of Alabama in Huntsville. Specifically, the committee shall serve in an advisory capacity to the Provost in matters related to curriculum planning, development, change, and evaluation. They may initiate and shall review any proposed changes affecting programs, basic degree requirements, and the creation or elimination of academic programs. This Committee shall also be responsible for collecting and disseminating information pertaining to the planning, development, change, or evaluation of any academic program. Specifically, the chair of this Committee shall deliver a detailed report, including recommended changes, to the Senate during the academic year that will include the following information: the status of all degree programs; the status of any plans to change or add to existing degree programs; the status of any academic programs being planned, including, but not limited to any new degree programs, departments, majors, minors, and degree/program options; the status of any new or proposed courses within existing curricula; the status of any contemplated or recommended eliminations of existing academic programs, including degree and non-degree programs and departments. This Committee shall be responsible for recommending modifications or changes in all curricular policies.

Composition: Total 12 – ex officio 6, Other 6**Term: One Year****Meets: Every third Thursday of the semester****Selection:** One elected senator from each college in the university and one ex officio non-voting representative from the Curriculum Committee from each college and the Office of Admissions and Records. The Committee may request additional resource personnel (e.g., deans, registrar, directors, etc.) according to proposals being considered.**Chair:** Dr. Christine Sears, AHSS, Chair, 17**Current Membership:** Dr. Laird Burns, BA, 18
Dr. Ryan Weber, AHSS, 18
Dr. Mark Lin, ENG, 18
Ms. Mary Bonilla, NUR, 18
Dr. Debra Moriarity, SCI, 18
Dr. Monica Dillihunt, ED, 17**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs

FACULTY SENATE COMMITTEES

UNDERGRADUATE SCHOLASTIC AFFAIRS

Charge:

The Undergraduate Scholastic Affairs Committee shall monitor the quality of the academic environment relative to its impact on undergraduate students. Specifically, the committee shall monitor policies and procedures for all admissions, withdrawals, scholastic probation, grading systems, academic good standing, and any other scholastic issue determined by the Committee as relevant to student academic quality; hear appeals for undergraduate admission and readmission; review any proposed changes in the academic criteria for awarding any scholarship/financial aid. This Committee shall also be responsible for collecting and disseminating information relative to the development, change or evaluation of procedures or standards for admission, progression, and/or graduation. Specifically the chair of this Committee will deliver a report to the Senate during the academic year that will include the following information: 1) the status of standards and procedures for admission, progression, and graduation; 2) the status of academic criteria for the awarding of all scholarships and other forms of financial aid at UAH. This Committee shall be responsible for recommending modifications or changes in all policies relative to its jurisdiction.

Composition: Total 8 – ex officio 1, Other 7**Term: One Year****Meets: Every third Thursday of the semester****Selection:** One senator from each college in the university. The Registrar will be an ex officio member. The Committee may designate other ex officio members depending upon the issues/policies being considered.**Chair:** Dr. Jim Swain, ENG, Chair, 18**Current Membership:** Dr. Yongchuan Bao, BA, 18
Dr. Carolyn Sanders, AHSS, 18
Dr. Jeremy Fischer, AHSS, 17
Dr. Yuri Shtessel, ENG, 18
Ms. Tracy Durm, NUR, 18
Dr. Shanhu Lee, SCI, 18
Dr. Shannon Mathis, ED, 18**Administrative Liaison:** Provost & Executive V.P., Academic Affairs

FACULTY/STAFF TRAFFIC APPEALS COMMITTEE

Charge:

To review written appeals submitted by faculty and staff members receiving traffic violations.

Composition: Total 7 – Faculty 5, Staff 2**Term: Two Years****Selection:** One faculty member from each college appointed by the respective dean
Staff member appointed by Vice President for Finance & Administration
Staff member appointed by Dean of Students**Chair:** Mrs. Delois Smith, V.P., Diversity**Current Membership:** Dr. Earl Wells, ENG, 18
Dr. Boris Kunin, SCI, 17
Dr. Chakri Deverapalli, BA, 18
Dr. Kristin Herrin, NUR, 18
Dr. Jeremy Fischer, AHSS, 18
VACANT, ED
Mrs. Delois Smith, Staff, 17
Ms. Toni Morgan, Staff, 18**Recorder for Committee:** Ms. Lisa Strickland**Administrative Council Liaison:** V.P., Finance & Administration

FINANCIAL AID COMMITTEE

Charge:

To recommend institutional financial aid policy as it relates to federal, state, and institutional student financial aid programs and to select institutional scholarship recipients.

Composition: Total 9 – ex officio 4, Other 5

Term: Committee faculty representatives are elected in the spring of each year by Faculty Senate for two year terms; student positions are filled by the Student Government Association for two year terms, staff appointments can be made by the President at any time as the Committee is a Standing Committee and individuals serve by reason of position within the institution.

Selection: Dir., Financial Aid, Chair
Asst. V.P., Finance and Budgets
V.P., University Advancement
Dean, Honors College
Three faculty members elected by the Faculty Senate
Two students elected by Student Government Association

Chair: Mr. Patrick James, Dir., Financial Aid

Current Membership: Mr. Patrick James, **Dir., Financial Aid, Chair, ex officio**
Mr. Robert Leonard, **Asst. V.P., Accounting & Finance, ex officio**
Mr. Bob Lyon, **V.P., University Advancement, ex officio**
Dr. Bill Wilkerson, **Dean, Honors College, ex officio**

Faculty: Dr. Melody Ng, AHSS, 17
Dr. Deborah Heikes, AHSS, 18
Dr. Ravi Patnayakuni, BA, 18

Students: Ms. Sierra Stanley, 17
Ms. Hannah Powell, 17

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs; and Asst. Provost, Enrollment Services

GRADUATE COUNCIL

Charge:

Examines and formulates policies relevant to the Graduate School such as admission, degree requirements, curriculum, students, and faculty.

Composition: Total 12 plus alternates Term: Two Years
Limit two consecutive terms

Selection: The graduate faculty of each College nominates and elects members based on the number of full-time graduate faculty in that College with no department having more than one representative to the Council. Those receiving the most votes serve as representatives to the Council, and those getting fewer votes serve as alternates. The number of alternate positions is determined by each College's number of Council members divided by two rounded upward to the next whole number. Every third year the Credentials Committee reevaluates the number of full-time graduate faculty by College and redistributes the membership proportionately, if needed.

Chair: Dr. David Berkowitz, Dean of Graduate Studies

Current Membership: Dr. David Berkowitz, Chair
Dr. John Kvach, AHSS, 17
Dr. Joseph Taylor, AHSS, 17
Dr. Hank Alewine, BA, 17
Dr. Ravi Patnayakuni, BA, 17
Dr. Ken Zuo, ENG, 17
Dr. Paul Collopy, ENG, 17
Dr. Phillip Ligrani, ENG, 17
Dr. Grant Zhang, SCI, 17
Dr. Emanuel Waddell, SCI, 17
Dr. Robert McFeeters, SCI, 17
Dr. Haley Hoy, NUR, 17
Dr. Lenora Smith, NUR, 17
Dr. Susan Alexander, NUR, 17
Dr. Jason O'Brien, ED, 17
Ms. Janet Waller, **Registrar, ex officio**
Ms. Midori Maloney, **Graduate Studies, ex officio**
Mr. David Moore, **Library, ex officio**

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

HONORARY DEGREES AND NAMING COMMITTEE

Charge:

To seek nominations from faculty, alumni, students, and the general community for the award of honorary degrees by UAH, will be responsible for screening such nominations and recommending names to the President for possible forwarding to the Trustees for consideration. *“Recipients of honorary degrees should be restricted to those persons outstanding in their contributions or service 1) to the University of Alabama Systems or to one of the System institutions; 2) to their state, nation, or the international community; or 3) in their professional or field endeavor. Contributions shall include cultural, scientific, economic, or humanitarian activity. The number of honorary degrees awarded shall be limited in number and restricted to persons of genuine distinction.”* as stated by the policy of the Board of Trustees.

The Honorary Degrees and Naming Committee will also receive nomination(s) for Distinguished Professor and University Professor from the Provost. A letter of nomination for University Professor may come from Departments/Colleges/Administration and will go to the Provost. For Distinguished Professor the nomination must come from the College or Administrator after a review process by the College. The Provost will submit the nomination(s) to the Honorary Degrees and Naming Committee, which he chairs. The Committee will review the nomination(s) and make appropriate recommendation(s) to the President.

Composition: Total 7

Term: By Position

Selection: Provost
Vice President, Research
2 Deans
President of Faculty Senate
Director, Governmental Relations
SGA President
Asst. Vice Chancellor, Governmental Relations & Economic Development

Chair: Dr. Christine Curtis, Provost

Current Membership: Dr. Christine Curtis, Provost, Chair
Dr. Ray Vaughn, V.P., Research
Dr. Marsha Adams, NUR
Dr. Sundar Christopher, SCI
Dr. Michael Banish, Faculty Senate President
Mr. Ray Garner, University Relations
Mr. Reid Wilson, SGA President
Ms. LaFreeda Jordan, Asst. Vice Chancellor

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

HONORS COUNCIL

Charge:

To advise the Dean of the Honors College on matters pertinent to the program and recommend general policy and direction for the program. The Council meets once a month.

These members are appointed to one-year terms from August 15 to August 14 of the following year. Terms are renewable for no more than two consecutive terms, except for the Director of Honors Nursing, who will serve for as long as s/he holds that position.

Composition: Total 14**Term: One Year**

Selection: One faculty member (tenured or tenure-earning) from each college, appointed by the Dean of the respective college in consultation with the Honors Dean. The council member from the College of Nursing is the Director of Honors Nursing.

- Chair of the Honors Student Mentor Program
- Lead Honors College Ambassador
- Associate Director of Housing
- Resident Director of Frank Franz Hall
- Student Undergraduate Research Program Coordinator

Chair: Dr. Bill Wilkerson, Dean, Honors College

Current Membership: Dr. Bill Wilkerson, Dean, Honors College, Chair
Dr. Stephen Waring, AHSS, 17
Dr. John Burnett, BA, 17
Dr. Wolfram Verlaan, ED, 17
Dr. Paul Collopy, ENG, 17
Dr. Jim Miller, SCI, 17
Dr. Ann Bianchi, Director of Honors Nursing, 17
Mr. Scott Royce, Director of Housing
Ms. Dominique Simmons, Resident Director, Student Housing
Mr. David Cook, Undergraduate Research Coordinator

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

INTERCOLLEGIATE ATHLETIC COMMITTEE

Charge:

To review, assess and make recommendations relative to intercollegiate athletics, with the goal of developing and maintaining a quality athletic program that will be of benefit to the university.

Composition: Total 11 – ex officio 3, Other 7**Term: By Position, Elected & Appointed; Faculty Two Years; Students One Year****Selection:** Dir., Athletics
Designee from Office of the V.P. for Finance & Administration
Designee from Office of University Advancement
Three faculty members elected by the Faculty Senate to serve a staggered two-year term
Faculty Athletic Representative - appointed by the President (NCAA requirement) to serve as chair
Three students, two of whom will be participating athletes (one male and one female) – appointed by the SGA (one year term)**Chair:** Dr. Brent Wren, Faculty Athletic Representative appointed by the President**Current Membership:** Dr. E.J. Brophy, **Dir., Athletics, ex officio**
Dr. Brent Wren, **Faculty Athletic Representative, Chair**
Mr. Johnny Johnson, **Designee from Office of the V.P. for Finance & Administration**
Mr. Ray Garner, **Office of the President, ex officio**
Mr. Bob Lyon, **V.P. University Advancement, ex officio****Faculty:** Dr. Deborah Heikes, AHSS, 18
Dr. Louise O’Keefe, NUR, 18
VACANT**Students:** Mr. Kip Owens – male athlete, 17
Ms. Natalie Pachinger – female athlete, 17
Mr. Reid Wilson – student, 17**Administrative Council Liaison:** President

LIBRARY COMMITTEE

Charge:

To review, assess, and make recommendations on matters of general library policy, procedures, and organization; the development of library resources and services; and means to best integrate the library program with the instructional, research, and other service activities of the university.

Composition: Total 9 – ex officio 1, Other 7**Term: By Position; Faculty Two Years; Student One Year**

Selection: Director of Library
Seven faculty members (one from each college and Graduate School) elected by Faculty Senate
One student elected by SGA

Chair: Mr. David Moore, Director, Library

Current Membership: Mr. David Moore, Chair, ex officio

Faculty: Dr. Liwu Hsu, BA, 17
Dr. Sharon Spencer, NUR, 17
Dr. Bernhard Vogler, SCI, 17
Dr. Kwaku Gyasi, AHSS, 18
Dr. Jim Swain, ENG, 18
VACANT, ED
Dr. Leslie Kaiura, Graduate School, 18

Student: Ms. Kaley Doster, 17

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

STUDENT AFFAIRS ADVISORY BOARD

Charge:

The purpose of the Student Affairs Advisory board is to advise and make recommendations to the Dean of Students on all relevant aspects of student life as well as auspices of that office. The Student Affairs Advisory Board has the specific responsibility of recommending policy concerning the student activity, student publications, athletics, intramural and recreation fees, and the allocation and management of these fees.

Composition: Total 13 – ex officio 2, Other 11**Term: By Position; Faculty Two Years Staggered**

Selection: Dean of Students, Chair
Three faculty appointed by the Faculty Senate
Six students - one elected from each college
Assoc. V.P., Budgets & Financial Planning
Student Government Association President
Student Government Association Vice President

Chair: Mr. T.J. Brecciaroli, **Interim Dean of Students****Current Membership:** Mr. T.J. Brecciaroli, **Interim Dean of Students, Chair**
Mr. Chih Loo, **Assoc. V.P., Budgets and Financial Planning****Faculty:** **VACANT**
VACANT
VACANT**Students:** Mr. Jarod Matlock, ENG, 17
Mr. Jonah Estrada, AHSS, 17
Mr. Kaleb Nelson, SCI, 17
Mr. Aaron Willis, BA, 17
Ms. Megan Webb, NUR, 17
Ms. Megan Tidwell, ED, 17
Mr. Reid Wilson, SGA President
Ms. Jessica Eason, SGA Vice President**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs

STUDENT CONDUCT BOARD

Charge:

The Student Conduct Board shall have original jurisdiction over all cases of student misconduct not falling within the original jurisdiction of the Publications Board. Each student and staff member shall serve on the Student Conduct Board or a period of two years (or until a successor is appointed), beginning June 1 each year. The term of each faculty member elected by the Faculty Senate shall be two years. The Graduate Dean shall determine the terms of the appointed graduate faculty. Whenever possible, terms of office shall be staggered so that the term of 1/2 of the members shall expire each year. Any individual shall be eligible to serve successive terms. No student who is on academic probation or who has been found guilty of misconduct shall be eligible to serve on the Student Conduct Board. A student who becomes ineligible while serving a current term shall resign or be removed by the Dean of Students. Vacancies in any Student Conduct Board position shall be filled in the same manner as provided above in regard to the original appointment. The Vice President of Academic Affairs shall have the authority to make an interim student or staff appointment if necessary to facilitate the operation of the Student Conduct Board. Three members of the Student Conduct Board shall constitute a quorum for a hearing.

Composition: Total 23

Term: Two Years

Selection: Five undergraduate students, appointed by the Vice President for Academic Affairs upon joint recommendations from the College Deans and the Student Government Association President.

Two graduate students appointed by the Vice President for Academic Affairs upon recommendation of the Dean of Graduate Studies.

Eight faculty members, elected by the Faculty Senate with one representative respectively from the Colleges of Engineering, Science, Nursing, Education, Business Administration, Arts, Humanities, and Social Sciences and two at large.

Two graduate faculty members appointed by the Dean of the School of Graduate Studies

Six staff members, appointed by the President from among the University's directors and assistant directors (or comparable positions)

For complaints of misconduct by residents of University Housing occurring in or about the housing areas, either the Assistant Director or Resident Director, as selected by the Student Conduct Director shall serve as the PAO.

For academic misconduct cases only the School and College Deans shall have membership in the Student Conduct Board in place of the staff members

Chair: Elected from among the faculty membership of the Student Conduct Board by the members and shall serve one year, beginning June 1 and continuing through May 31, or until a successor is elected. The Chair shall convene a meeting of the Student Conduct Board on or about May 1 each year for the purpose of electing a new chair.

Current Membership:**Students:**

Ms. Cydney Amos, BA, 17
Mr. Juan Alonso-Guzman, SCI, 17
Mr. Eric Dallman, NUR, 17
Mr. Bronson Joseph, ENG, 17
Ms. Kelsey McDonald, AHSS, 17
Ms. Megan Tidwell, ED, 17
Ms. Leah Tabor, ED, 17
Mr. Dallas Behrens, GRAD Student, 17
Mr. Tyler Finley, GRAD Student, 17

Faculty:

Dr. Xuejing Xing, GRAD, 17
VACANT, GRAD
Dr. Chakri Deverapalli, BA, 18
Dr. Deborah Heikes, AHSS, 17
Ms. Sharon Spencer, NUR, 17
Dr. Gang Li, SCI, 17
Dr. Jennifer English, ENG, 17
VACANT, ED
Dr. Ron Wray, At Large, 17
Dr. Laird Burns, At Large, 17
Dr. Beth Barnby, At Large, 18

Staff:

Mr. Kevin Bennett, Facilities, 17
Mr. Jake Shaw, Student Affairs, 17
Ms. Kenya Cole-Jones, Sponsored Programs, 17
Ms. Peggy Masters, Admissions, 17
Ms. Michele Kennedy, Science, 17
Ms. Mona Foroughi, International Students, 17

Mr. John Maxon, Associate Vice President, PAO for Housing
Mr. Scott Royce, Assistant Director-Operations & Assignments, PAO for Housing
Ms. Jessica Head, CV Resident Director, PAO for Housing
Mr. Matthew Wilson, SCH Resident Director, Fraternity/Sorority Row Resident
Director PAO for Housing
Mr. Drew Crane, NCH, PAO for Housing
Ms. Amy Pounders, CCH Resident Director, PAO for Housing
Ms. Maribeth Scott, FFH Resident Director, PAO for Housing

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

TITLE VI DIVERSITY ADVISORY COMMITTEE

Charge:

Provide input and recommendations to the UAH administration regarding activities and efforts intended to enhance the diversity of faculty, senior administrative staff, and students on the UAH campus over the next five years. The Committee reports to the Provost and through the Provost to the President.

Composition: Total 15**Term: Five Years****Selection:** By Appointment from the UAH President**Chair:** Mrs. Delois Smith, V.P., Diversity

Current Membership: VACANT, Faculty Member
VACANT, Faculty Member
VACANT, Staff - Facilities
Dr. Derrick Smith, AHSS, 19
VACANT, Faculty Member
VACANT, Faculty Member
Dr. Suzy Young, Research, 19
VACANT, Staff - Student Affairs
Ms. Laurel Long, Human Resources, 17
Ms. Valarie King, Contracts and Grants Accounting, 19
Dr. Ena Rose-Green, BA, 19
Dr. Bhavani Sitaraman, AHSS, 17
Ms. Delois Smith, V.P., Diversity, Chair
VACANT, Faculty Member
Ms. Kimberly Crutcher-Williams, Multicultural Affairs, 19

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs; and President

STUDENT TRAFFIC APPEALS COMMITTEE

Charge:

To review appeals submitted by students receiving traffic violations.

Composition: Total 6**Term: Two Years**

Selection: One student appointed by the SGA
Staff member appointed by Dean of Students
Staff member appointed by Vice President for Finance and Administration
Staff member appointed by Vice President for Student Affairs
Two faculty members appointed by the Faculty Senate
Staff member from Vehicle Registration (ex-officio)

Chair: Dr. Kristi Motter, V.P., Student Affairs

Current Membership: Dr. Kristi Motter, Student Affairs, Chair
Ms. Sabrina Blackwood, Office of Dean of Students, 19
Ms. Ramona Ward, Human Resources, 19
Ms. Sierra Stanley, Student, 19
Dr. Carolyn Sanders, AHSS, 19
Dr. Angela Hollingsworth, NUR, 19
Mr. William Sinclair, Vehicle Registration, 19

Administrative Council Liaison: V.P., Student Affairs

UNIVERSITY COMMENCEMENT COMMITTEE

Charge:

To review, assess, and recommend policies and procedures related to the University commencement exercises.

Composition: Total 24 – ex officio 13, Other 11**Term: By Position; Faculty Two Years, Students One Year****Selection:** Assoc. Provost for Academic Affairs, Marshal
Assoc. V.P., Advancement
Dean of Students
One staff member from the Dean of Students Office
Six faculty members (one from each College elected by the Faculty Senate)
Student Government Association President
Three students appointed by SGA (at least 2 seniors)
Asst. V.P., Enrollment Services
Registrar
Asst. V.P., Facilities & Operations
Representative from the Office of University Relations
Graduate Dean
Assoc. V.P.
Representative from the Office of the Provost
Representative from the Office of the President
Faculty Senate President
Dir., Wind Ensemble**Chair:** Dr. Brent Wren, Associate Provost for Academic Affairs**Current Membership:** Dr. Brent Wren, Chair**Faculty:** Ms. Melissa Baginski, NUR, 17
Dr. Milton Shen, BA, 18
Dr. Aaron Cain, AHSS, 17
Dr. Gordon MacGregor, SCI, 18
VACANT, ENG
VACANT, EDMr. Reid Wilson, **SGA President**, 17**Students:** Ms. Jessica Eason, 17
Mr. Matthew Watts, 17
Mr. Hadassah Phillips, 17

By Position:

Ms. April Harris, **Assoc. V.P., Advancement, ex officio**
Mr. T.J. Brecciaroli, **Dean of Students, ex officio**
Ms. Toni Morgan, **Staff member from the Dean of Students office, ex officio**
Mr. John Maxon, **Interim, Enrollment Services, ex officio**
Ms. Janet Waller, **Registrar, ex officio**
Dr. Brent Wren, **Marshal and Assoc. Provost, Academic Affairs, ex officio**
Mr. Mark Cowherd, **Interim Asst. V.P., Facilities & Operations, ex officio**
Mr. Joel Lonergan, **Representative from the Office of University
Communications, ex officio**
Dr. David Berkowitz, **Graduate Dean, ex officio**
Ms. Peggy Bower, **Representative from the Office of the Provost, ex officio**
Ms. Faye Hartman, **Representative from the Office of the President, ex officio**
Dr. Michael Banish, **Faculty Senate President, ex officio**
Dr. David Ragsdale, **Dir., Wind Ensemble, ex officio**

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

UNIVERSITY REVIEW BOARD

Charge:

The University Review Board shall review the dossiers and recommendations of all promotion and tenure cases submitted to the Office of Provost and V.P. of Academic Affairs by the deans and directors. The URB must ascertain that there is adequate documentation to allow determination that the candidate has satisfied the requirements in each of the categories of teaching, research or creative achievements, and service. The Board determines that the review process has been carried out properly and that appropriate procedures have been followed. The Board insures that the application of criteria for promotion and tenure is consistent throughout the university. The Board submits a report to the Provost based solely upon the recommendations and evidence submitted in the comprehensive files.

Composition: Total 6

Term: Two Years staggered

Selection: The University Review Board is composed of six faculty members, one from each of the colleges and one from the Library. Elections for the Review Board in each unit must be conducted before October 15 and are supervised by the appropriate dean. Review Board members must hold the rank of professor or associate professor, be tenured, and have at least five years of full-time academic experience on university faculties. Members of the Review Board may not be a candidate for promotion nor hold an administrative position at the level of department chair or higher. A nominating committee composed of the dean and all department chairs prepares a slate of at least two qualified nominees prior to October 1. Tenured and tenure-earning faculty not on termination notice are eligible to vote in URB elections. The term of office is two years and is staggered among the members. The deans notify the provost of the results of the election, and the provost convenes the URB which chooses a chair from its members.

Chair: Elected from among the members.

Current Membership: Dr. Xuejing Xing, BA, 17
Dr. Francis Wessling, ENG, 17
VACANT, SCI, 18
Dr. Carolyn Sanders, AHSS, 17
VACANT, NUR, 18
Dr. Monica Dillihunt, ED, 17

Administrative Council Liaison: Provost & Executive V.P., Academic Affairs

USE OF HUMAN SUBJECTS COMMITTEE

(Institutional Review Board)

Charge:

To insure compliance with the Federal Government established special regulations Title 45 of the Code of Federal Regulations Part 46 to assure the safety of all human subjects involved in research.

Composition: Total 9 – ex officio 1, Other 8

Term: Indefinite

Selection: University Counsel
Five faculty members appointed by the V.P., Research
One member of the local (non-university) community appointed by the V.P. for Research

Administrative Council Liaison: V.P., Research