



University  
Committees  
Reference Manual  
2017-2018

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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

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## 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

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## 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, 18**  
Ms. Selena Hart, **Student Representative, 18**  
Ms. Marlee Hernandez, **Student Representative, 18**  
Ms. Molly Stalons, **Charger Times Editor, ex officio**

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

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## 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:**

Dr. Robert Altenkirch, Interim V.P., Finance & Administration

### **Current Membership:**

Dr. Robert Altenkirch, **Interim 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. Andrea Word-Allbritton, ED, 19

Mr. David Harwell, CAHS, 19

Dr. Kader Frendi, ENG, 18

Dr. Lillian Joyce, CAHS, 19

Mr. David Harwell, AHSS, 18

Dr. Laird Burns, Chair of Finance and Resources Committee

### **Student:**

Mr. Reid Wilson, SGA President, 18

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

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## 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:** VACANT

**Current Membership:**

- Dr. Christina Carmen, Faculty, 19
- Dr. Jeremy Fischer, Faculty, 19
  
- Ms. Valarie Green, Staff, 18
- Ms. Andrea Thompson, Staff, 19
  
- Mr. Taylor Myers, Facilities, 19
- Ms. Kristy Olive, Facilities, 19
  
- Mr. Alex Boxmeyer, SGA, 18
- Ms. Kimberly Wise, SGA, 18
- Mr. Justin Johnson, SGA, 18

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



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## 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:** Dr. Chad Thomas, CAHS, 19  
Dr. Joseph Conway, CAHS, 19  
Dr. Louise O'Keefe, NUR, 19  
Dr. Seyed Sadeghi, SCI, 19

**Staff:** Ms. Vonda Maclin, 20  
Ms. Jennifer Pettitt, 20  
Ms. Wendy Worlund, 20  
Mr. Patrick Hambloch, 20

**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.

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## 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. Mark Cowherd, Assoc. 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

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## 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:** John Cates, University Counsel

**Current Membership:** John Cates, **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. Sandra Lampley, AHSS, 20  
Dr. Jing Zhang, BA, 20  
Dr. Christina Carmen, ENG, 20  
Dr. Derrick Smith, ED, 20  
Dr. Letha Etkorn, SCI, 18  
Dr. Melissa Baginski, NUR, 18

**Staff Appointed by President:** Ms. Kenya Cole, Research, 18  
Ms. Demetrice Mitchell, Procurement, 20  
Ms. Kellee Crawford, Student Affairs, 18  
Mr. Ron Schwertfeger, Library, 20

**Administrative Council Liaison:** President

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## 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.

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## FACULTY APPEALS COMMITTEE (CONT'D)

### Current Membership:

Members 2017 – 2019	Dr. Jason O'Brien, ED, 19 Dr. Luis Cruz-Vera, SCI, 19 Dr. Jeffrey Neuschatz, CAHS, 19 Dr. Sam Gholston, ENG, 19 Dr. Pam O'Neal, NUR, 19
Members 2016 – 2018	Dr. Monica Dillihunt, ED, 18 Dr. Andree Reeves, AHSS, 18 Dr. Caron St. John, BA, 18 Dr. David Stewart, AHSS, 18
Alternates for 2017 – 2019	Ravi Patnayakuni, BA, 19 Xiaotong Li, BA, 19 Xuejing Xing, BA, 19 Milton Shen, BA, 19 Gang Li, SCI, 19 Wenzhang Huang, SCI, 19 Max Bonamente, SCI, 19 Eric Smith, CAHS, 19 Eletra Gilchrist-Petty, CAHS, 19 Jeff Nelson, CAHS, 19 Jeffrey Kulick, ENG, 19 Paul Collopy, ENG, 19 Gang Wang, ENG, 19

**Administrative Council Liaison:** President

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## 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. Carmen Scholz

**Current Membership:** Dr. Milton Shen, BA, 19  
Dr. Chris Allport, BA, 19  
Dr. Laird Burns, BA, 18  
Dr. Sophia Marinova, BA, 18  
Dr. Yongchuan Bao, BA, 18  
Dr. David Stewart, AHSS, 19  
Dr. David Johnson, AHSS, 19  
Mr. David Harwell, AHSS, 19  
Dr. Anne Marie Choup, AHSS, 18  
Dr. Joe Conway, AHSS, 19  
Dr. Andrei Gandila, AHSS, 19  
Dr. Carolyn Sanders, AHSS, 18  
Dr. Dianhan Zheng, AHSS, 18  
Dr. Ryan Weber, AHSS, 18  
Dr. Jeremy Fisher, AHSS, 19  
Dr. Kyle Knight, AHSS, 18

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## FACULTY SENATE (CONT'D)

**Current Membership:** Dr. Monica Dillihunt, ED, 19  
Dr. Shannon Mathis, ED, 19  
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. Yu Lei, ENG, 19  
Dr. Tingting Wu, ENG, 18  
Dr. Francis Wessling, ENG, 19  
Dr. Gang Wang, ENG, 19  
Dr. Kader Frendi, ENG, 19  
Dr. Yuri Shtessel, ENG, 18  
Dr. Mike Banish, ENG, 19  
Ms. Lori Lioce, NUR, 19  
Dr. Ann Bianchi, NUR, 18  
Ms. Angela Hollingsworth, NUR, 19  
Ms. Monica Beck, NUR, 18  
Ms. Sharon Spencer, NUR, 18  
Dr. Amy Hunter, NUR, 18  
Dr. Roy Magnuson, SCI, 18  
Dr. Tim Newman, SCI, 19  
Dr. Harry Delugach, SCI, 19  
Dr. Qingyuan Han, SCI, 18  
Dr. Lingze Duan, SCI, 18  
Dr. Shangbing Ai, SCI, 18  
Dr. Jeff Weimer, SCI, 18  
Dr. Shanhu Lee, SCI, 18  
Dr. Carmen Scholz, SCI, 18  
Dr. Vladimir Florinski, SCI, 19

**Current Officers:** Dr. Carmen Scholz, President, 18  
Dr. Mike Banish, President Elect, 18  
Dr. Mike Banish, Past President, 18  
Dr. Kader Frendi, Ombudsperson, 18  
Dr. Tim Newman, Parliamentarian, 18  
Dr. David Johnson, Chair - Faculty & Student Development, 18  
Dr. Laird Burns, Chair - Finance & Resources, 18  
Dr. Christina Carmen, Chair - Governance & Operations, 18  
Dr. David Stewart, Personnel Committee, 18  
Dr. Anne Marie Choup, Chair - Undergrad Curriculum, 18  
Dr. Monica Dillihunt, Chair - Undergrad Scholastic Affairs, 18

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

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# 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. Carmen Scholz, Faculty Senate President

**Current Membership:** Dr. Carmen Scholz, President  
Dr. Michael Banish, President Elect  
Dr. Michael Banish, Past President  
Dr. Kader Frendi, Ombudsperson  
Dr. Tim Newman, Parliamentarian  
Dr. David Johnson, Chair - Faculty & Student Development, 18  
Dr. Laird Burns, Chair - Finance & Resources, 18  
Dr. Christina Carmen, Chair - Governance & Operations, 18  
Dr. David Stewart, Personnel Committee, 18  
Dr. Anne Marie Choup, Chair - Undergrad Curriculum, 18  
Dr. Monica Dillihunt, Chair - Undergrad Scholastic Affairs, 18

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

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



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## 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. David Johnson, ENG, Chair, 19**Current Membership:** Dr. Kevin Bao, BA, 18  
Mr. David Harwell, AHSS, 19  
Dr. Tim Newman, SCI, 19  
Dr. Dianhan Zheng, AHSS, 18  
Dr. TinTing Wu, ENG, 18  
Dr. B. Earl Wells, ENG, 18  
Dr. Qingyuan Han, SCI, 18  
Dr. Lingze Han, SCI, 19  
Dr. Shannon Mathis, ED, 19  
Mr. Ron Schwertfeger, LIB, 19**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs

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# 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. Laird Burns, BUS, Chair, 18

**Current Membership:** Dr. Joe Conway, AHSS, 19  
Dr. Kevin Bao, BUS, 19  
Dr. Jeff Weimer, SCI, 18  
Dr. Francis Wessling, ENG, 19  
Dr. Ann Bianchi, NUR, 18  
Dr. Kyle Knight, CAHS, 18  
Dr. Harry Delugach, SCI, 18  
Dr. Monica Dillihunt, ED, 19  
Mr. Ron Schwertfeger, LIB, 19  
Dr. Joe Conway, Employee Benefits Representative

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

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# 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. Christina Carmen, ENG, Chair, 18

**Current Membership:** Dr. Chris Allport, BA, 19  
Dr. Andrei Gandila, AHSS, 19  
Dr. Shannon Mathis, ED, 19  
Dr. Amy Hunter, NUR, 18  
Dr. Shingning Ai, SCI, 18  
Mr. Ron Schwertfeger, LIB, 19

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

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# 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. David Stewart, CAHS, Chair, 19

**Current Membership:** Dr. Sophia Marinova, BA, 18  
Dr. Yu Lei, ENG, 19  
Dr. Whitney Meade, ED, 18  
Dr. Angela Hollingsworth, NUR, 19  
Dr. Vladimir Florinski, SCI, 19  
Mr. Ron Schwertfeger, LIB, 19

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

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## 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. Anne Marie Choup, CAHS, Chair, 18**Current Membership:** Dr. Milton Shen, BUS, 19  
Dr. Ryan Weber, AHSS, 18  
Dr. Fat Ho, ENG, 18  
Dr. Gang Wang, ENG, 19  
Ms. Mary Bonilla, NUR, 18  
Dr. Roy Magnuson, SCI, 18  
Dr. Sarah Roller, ED, 19  
Mr. Ron Schwertfeger, LIB, 19**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs

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## 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. Monica Dillihunt, ED, Chair, 18**Current Membership:** Dr. Yongchuan Bao, BUS, 18  
Dr. Carolyn Sanders, CAHS, 18  
Dr. Jeremy Fischer, CAHS, 19  
Dr. Yuri Shtessel, ENG, 18  
Dr. James Swain, ENG, 18  
Ms. Tracy Thornton, NUR, 18  
Dr. Shanhu Lee, SCI, 18  
Dr. Qingyuan Han, SCI, 19  
Mr. Ron Schwertfeger, LIB, 19**Administrative Liaison:** Provost & Executive V.P., Academic Affairs

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## 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, 19  
Dr. Chakri Deverapalli, BA, 18  
Dr. Kristin Herrin, NUR, 18  
Dr. Jeremy Fischer, AHSS, 18  
Dr. Andrea Word-Allbritton, ED, 19  
Mrs. Delois Smith, Staff, 19  
Sabrina Blackwood, Staff, 18**Recorder for Committee:** Ms. Lisa Strickland**Administrative Council Liaison:** V.P., Finance & Administration

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## 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. Anne Marie Choup, CAHS, 19  
Dr. Deborah Heikes, AHSS, 18  
Dr. Ravi Patnayakuni, BA, 18

**Students:** Mr. Jarod Matlock, 18  
Mr. Reid Goram, 18

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



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## 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, 18  
Dr. Laurel Bollinger, AHSS, 18  
Dr. Hank Alewine, BA, 18  
Dr. Eric Fong, BA, 18  
Dr. Michael Anderson, ENG, 18  
Dr. Paul Collopy, ENG, 18  
Dr. Phillip Ligrani, ENG, 18  
Dr. Boris Kunin, SCI, 18  
Dr. Emanuel Waddell, SCI, 18  
Dr. Robert McFeeters, SCI, 18  
Dr. Haley Hoy, NUR, 18  
Dr. Lenora Smith, NUR, 18  
Dr. Susan Alexander, NUR, 18  
Dr. Jason O'Brien, ED, 18  
Dr. Yeqing Bao, **Graduate Studies, ex officio**  
Ms. Janet Waller, **Registrar, ex officio**  
Ms. Tonya Welker, **Graduate Studies, ex officio**  
Mr. David Moore, **Library, ex officio**

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

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## 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

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## 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, 18  
Dr. John Burnett, BA, 18  
Dr. Wolfram Verlaan, ED, 18  
Dr. Paul Collopy, ENG, 18  
Dr. Jim Miller, SCI, 18  
Dr. Ann Bianchi, Director of Honors Nursing, 18  
Mr. Scott Royce, Director of Housing, 18  
Ms. Dominique Simmons, Resident Director, Student Housing, 18  
Mr. David Cook, Undergraduate Research Coordinator, 18

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

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## 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  
Dr. Jeremy Elliot, ED, 19**Students:** Mr. Kip Owens – male athlete, 18  
Ms. Natalie Pachinger – female athlete, 18  
Mr. Drake Hollingsworth – student, 18**Administrative Council Liaison:** President

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## 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, 19  
Dr. Mark Reynolds, NUR, 19  
Dr. Seyed Sadeghi, SCI, 19  
Dr. Kwaku Gyasi, AHSS, 18  
Dr. Jim Swain, ENG, 18  
Dr. Sandra Lampley, ED, 19  
Dr. Leslie Kaiura, Graduate School, 18

**Student:** Mr. Alexander Boxmeyer, 18

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

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## 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:** Ms. Amy Hunter, NUR, 19  
Ms. Lori Lioce, NUR, 19  
Dr. Carolyn Sanders, NUR, 19

**Students:** Mr. Alexander Boxmeyer, ENG, 18  
Mr. Jacob Wintzell, AHSS, 18  
Ms. Ashley Dodson, SCI, 18  
Ms. Courtney Fields, BUS, 18  
Vacant, NUR  
Ms. Vicky Prosser, ED, 18  
Mr. Reid Wilson, SGA President  
Ms. Jessica Eason, SGA Vice President

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

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# 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.

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**Current Membership:**

**Students:** Ms. Brook Childers, BUS, 18  
Mr. Ryan Barishian, SCI, 18  
Mr. Eric Dallman, NUR, 18  
Mr. Jarod Matlock, ENG, 18  
Menley Urban, CAHS, 18  
Ms. Vicky Prosser, ED, 18  
VACANT, GRAD Student, 18  
VACANT, GRAD Student, 18

**Faculty:** Dr. Xuejing Xing, GRAD, 19  
Dr. Phillip Bitzer, GRAD, 19  
Dr. Chakri Deverapalli, BA, 18  
Dr. Deborah Heikes, CAHS, 19  
Ms. Tammy Clemons, NUR, 19  
Dr. Seyed Sadeghi, SCI, 19  
Dr. Jennifer English, ENG, 19  
Dr. Monica Dillihunt, ED, 19  
VACANT, At Large, 18  
Dr. Beth Barnby, At Large, 18

**Staff:** Mr. David Cook, Provost's Office, 19  
Ms. Vicky Godsy, Advancement, 19  
Ms. Lisa Rivers, Human Resources, 19  
Ms. Brea Roper, Diversity, 19  
Ms. Kathleen Sobai, Education, 19  
Ms. Sabrina Williams, International Engagement, 19

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



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## 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:** Dr. Belinda Ong, Library, 22  
Dr. Chakri Deverapalli, BUS, 22  
Dr. Andrea Word-Albritton, ED, 22  
Dr. Leonard Petnga, ENG, 22  
Dr. Deborah Heikes, CAHS, 22  
Mr. Mark Reynolds, NUR, 22  
Dr. Derrick Smith, AHSS, 19  
Dr. Ena Rose-Green, BA, 19  
Ms. Gail Montgomery, Facilities, 22  
Mr. Zeke Aguilera, Registrar's Office, 22  
Ms. Vonda Maclin, Human Resources, 22  
Dr. Suzy Young, Research, 19  
Ms. Valarie King, Contracts and Grants Accounting, 19  
Ms. Delois Smith, V.P., Diversity, Chair  
Ms. Kimberly Crutcher-Williams, Multicultural Affairs, 19**Administrative Council Liaison:** Provost & Executive V.P., Academic Affairs; and President

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## 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

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## 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, 19  
Dr. Milton Shen, BA, 18  
Dr. Shuang Zhao, AHSS, 19  
Dr. Gordon MacGregor, SCI, 18  
Jeffrey Weimer, ENG, 19  
Dr. Jason O'Brien, ED, 19Mr. Reid Wilson, **SGA President**, 18**Students:** Mr. Reid Wilson, 18  
Mr. Jared Grogan, 18  
Mr. Daniel Collins, 18

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**By Position:**

Ms. April Harris, **Assoc. V.P., Advancement, ex officio**  
Mr. T.J. Brecciaroli, **Dean of Students, ex officio**  
VACANT, **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**  
VACANT, **Representative from the Office of the President, ex officio**  
Dr. Carmen Scholz, **Faculty Senate President, ex officio**  
Dr. David Ragsdale, **Dir., Wind Ensemble, ex officio**

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

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## 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. Chris Allport, BA, 19  
VACANT, ENG  
VACANT, SCI  
VACANT, AHSS  
VACANT, NUR  
VACANT, ED

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

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## **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