

### Shared Governance

(Parts 3.7 and 3.8 of this Faculty Handbook describe the functioning of governance of the College of Arts and Sciences (CAS) and the Campolo College of Graduate and Professional Studies (CCGPS), but does not include Palmer Theological Seminary or Esperanza College, which have their own handbooks and governance documents.)

Much of the practical policy and planning of the University is worked out by the faculty through standing and *ad hoc* committees. All Members of the Faculty, as well as academic administrators, are expected to serve on committees that share in the governance responsibilities of the University. Teaching Members of the Faculty are expected to serve on one committee or perform other institutional service, though it may be necessary for a few to serve on as many as two committees. Faculty may serve no more than three consecutive two-year terms on any one committee. New faculty members are not required to serve on a committee or perform other institutional service during their initial year of employment. Administrators will be expected to serve on a number of different committees, as indicated in section B.

Assignments of Members of the Faculty to standing committees are recommended by the Faculty Senate in consultation with the appropriate academic Dean and the Provost and approved by the faculty as a whole. The faculty as a whole also elects the Faculty Senate and faculty representatives to the meetings of the Board of Trustees. Appointments to *ad hoc* committees and task forces, which may be made by a variety of people—e.g., the Provost, Deans, committee chairs—must also be approved by the Senate. Students may be appointed to the membership of a committee by the appropriate student association. Each committee elects its own chairperson. Faculty committees will normally reflect the University's programmatic diversity, including where appropriate, student representatives. Committees meet as often as necessary to fulfill their individual mandates, and they report formally to the faculty as a whole at least once per semester. More active committees report to the full faculty several times each semester. Reports should be in writing—when possible, circulated in advance with the agenda to the faculty meeting—as well as accompanied by oral comments and answers to questions from the faculty. Each committee keeps minutes of each of its meetings, and these are circulated to all the members of the committee within one week. When minutes are approved, they are sent to the Moderator of the Faculty Senate for posting (when appropriate) on the faculty's secure website.

Members of the Faculty who are not appointed to a standing committee will be expected to engage in institutional service. The Deans will suggest activities, and will identify relative priorities; the Senate will make the final faculty assignments to institutional service as it does all committee assignments. Examples of institutional service include grant-writing, assistance with Middle States preparations and writing, special task forces, the Judiciary Review Board, campus advisory councils/boards, evaluation and recommendation of additional library holdings, institutional research, academically-focused retention activities, developing departmental internships, department/program alumni development and/or recruitment, web page development and maintenance, and distance learning activities.

A Member of the Faculty who has served as Chair of a standing committee or as Moderator of the Faculty Senate for two (2) consecutive years may be temporarily excused from an expectation of institutional service for a period of one year. (Faculty may, however, choose to continue to serve, if they so desire.)

## **The Faculty Development Coordinator**

Duties of the Faculty Development Coordinator include assisting faculty anticipating tenure review with identifying a tenured faculty mentor for the writing of their Faith and Learning Paper/Project (this should be conducted in a consultative, rather than directive, role), assisting faculty needing or desiring help in pedagogical skills, and helping to plan Faculty Workshops. The Faculty Development Coordinator may act as a mentor to some, but certainly not to all, faculty, and will routinely follow-up to insure that faculty are making progress. The Faculty Development Coordinator will report to the Academic Deans and be responsible to them for evaluation, but s/he will maintain strict confidentiality about individual faculty.

<b>Standing Committees of the Faculty</b>	<b>§3.8</b>
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### **Section A: Names and Responsibilities**

There shall be eight standing committees of the faculty. The committees shall have the following responsibilities, and may form subcommittees in order to fulfill these responsibilities, with each subcommittee being accountable to the full committee.

#### **1. The Faculty Personnel Committee**

The Faculty Personnel Committee shall recommend to the Board of Trustees, via the faculty, the appropriate academic Deans, the Provost, and the President, policies governing faculty personnel matters, including, but not limited to salaries and benefits; recommend policies and procedures to the faculty governing the evaluation of faculty for appointment, re-appointment, promotion, tenure, and tenure reaffirmation; evaluate faculty, at the times specified in Chapter 4, and recommend faculty to the Board of Trustees, via the appropriate Dean, the Provost, and the President, for promotion, tenure and tenure re-affirmation. The Committee organizes its work around three subcommittees: (1) the Faith and Learning subcommittee; (2) the Policy subcommittee; and (3) the Promotion and Tenure subcommittee. The Faith and Learning subcommittee is responsible for evaluating the Faith and Learning Papers/Projects. The Policy subcommittee focuses its efforts on matters relating to academic policy and faculty concerns. The Promotion and Tenure subcommittee (consisting of only tenured faculty members) is responsible for evaluating faculty portfolios for promotion and tenure and making recommendations to the respective Dean, the Provost, and the President, and through them to the Board of Trustees.

#### **2. The Faculty Development Committee**

The Faculty Development Committee shall: review the development needs of the faculty in the four areas of evaluation; teaching, scholarship, spiritual modeling and nurturing, and service; have as its central purpose formative evaluation (while the Personnel Committee purpose is summative evaluation); devise rule confidentiality to provide a safe place where faculty can address weaknesses; recommend development policy to the faculty as regards sabbaticals, the allocation of faculty development funds, and other matters, with the designated administrator\* administering these in accordance with policy; design and construct workshops and other activities to meet identified faculty development needs; devise mentoring programs for faculty, and accept referrals for remediation and growth from the Faculty Personnel Committee and others; request money from the designated administrator for identified purposes of faculty development, including (but not limited to) workshops, training events, and other special professional assistance; evaluate applications for competitive grants and determine the winners of these each year; review marginal or unusual requests for sabbaticals or faculty development funds, i.e., those cases for which policy does not indicate a course of action; receive appeals

regarding denied faculty development funds and decide upon these according to policy; receive appeals regarding denied sabbaticals and evaluate and make recommendations to the chief academic officer according to policy. The Faculty Development Committee shall consist of:

\*In all cases, the “designated administrator” refers to the person who administers the faculty development budget for the year.

### **3. and 4. The CAS and CCGPS Student Development Committees**

The CAS Student Development Committee shall provide faculty and students opportunity to review and make recommendations regarding the various aspects of the student development program at Eastern University. They will make recommendations concerning such things as residence life, international student advising, student health, career development, leadership programs, intercollegiate athletics, intramural athletics, Christian life programs, behavioral standards and student discipline, counseling and academic support programs, and student activities. The committees shall provide advice and counsel to the Vice President for Student Development pertaining to the policies affecting student development and student life. The committees shall also function as appeals committees for decisions regarding students with disabilities in their respective colleges.

### **5. and 6. The CAS/THC and CCGPS Educational Policy and Curriculum Committees**

With regard to their respective academic programs, the CAS/THC and CCGPS Educational Policy and Curriculum Committees shall:

1. approve policies and standards in the areas of student recruitment, admission, retention, scholastic standing, the granting of degrees, and academic honors
2. approve program modifications proposed by departments through the appropriate divisions, including: the addition or deletion of courses, changes in the level at which courses are offered, and changes in requirements for degrees, majors, minors, concentrations, certificates, etc.
3. approve the establishment, termination, or suspension of minors, concentrations, certificates, etc. as proposed by departments through the appropriate divisions or recommended by program reviewers or academic administrators in consultation with relevant academic units, where appropriate.
4. review proposals from departments, program reviewers, or academic administrators for the establishment, termination, or suspension of academic programs (including majors and degrees) and recommend action to the full faculty. It shall be the duty of the Senate Moderator to inform the Provost of faculty actions and the Provost shall notify the Chair of the Academic Affairs Committee of the Board of Trustees of those decisions which may require review and action at the board level.
5. recommend policies and procedures to the faculty with regard to the structure and content of the curriculum and instructional delivery
6. establish policy regarding academic calendars and ratify calendars yearly
7. approve student petitions for academic study off campus and abroad
8. define grading standards and policies concerning academic dishonesty
9. evaluate proposals for changing general education requirements, and if approved, recommend them to the faculty for adoption

10. present for approval to the faculty any extraordinary curricular or academic policy issues

The faculty authorizes deans of academic units to make exceptions to admissions, scholastic standing, and academic dishonesty policies in consultation with the department chair or program director in which the affected student is majoring or matriculating. As exceptions are made the chair(s) of the relevant faculty committee will be informed in writing and will announce them at the next scheduled meeting to be recorded in the minutes.

The Educational Policy and Curriculum Committees will have oversight responsibility for their respective academic units, verifying that over time the intentions of policy continue as exceptions are made. If a committee believes that patterns of exception are not in keeping with the intention of policy, it is the committee's responsibility to initiate changes in policy, confer with the relevant dean, or (if necessary) refer concerns to the Provost for action.

The CCGPS and THC/CAS Educational Policy and Curriculum Committees will collaborate in drafting and approving policies that affect the entire university. Either committee may take the initiative to draft policies but both committees must approve the final wording before a policy is implemented. In the case that the committees agree on the principles of a policy but not its precise wording, the chairs and the Registrar will meet to draft compromise language. In extraordinary cases the chairs may ask the Faculty Senate to arbitrate.

#### *CAS/THC EPCC Subcommittees*

The duties of the Admissions Subcommittee of the CAS/THC Educational Policy and Curriculum Committee are to:

1. review the current status of admissions
2. vote on exceptions to policy
3. develop policies to be brought before the CAS/THC Educational Policy and Curriculum Committee for approval
4. verify that the intentions of admissions policy are being followed
5. report on its activity to the full CAS/THC EPCC at least twice per year

The duties of the CAS Core Oversight Subcommittee of the CAS/THC Educational Policy and Curriculum Committee are to:

1. refine category descriptions and criteria of the CAS core curriculum
2. receive and evaluate course proposals to determine appropriateness for inclusion in specific core categories
3. work with the Registrar, program directors, and department chairs to ensure that an adequate number of core courses are offered and staffed each semester
4. solicit feedback from faculty and students to evaluate the effectiveness of the core curriculum
5. report on sub-committee activity at the end of each semester to the full CAS/THC EPCC

The duties of the THC Faculty Advisory Subcommittee of the CAS/THC Educational Policy and Curriculum Committee are to:

1. advise the THC Dean on all facets of the THC program

2. propose program modifications, including the addition or deletion of courses, and changes in the level at which courses are offered
3. propose policies and standards in the areas of student recruitment, admission, retention, and scholastic standing within the THC
4. recommend changes to the THC core curriculum, as needed, to the full CAS/THC EPCC
5. report on activity to the full CAS/THC EPCC at least twice per year

## **7. The Institutional Review Board**

The Institutional Review Board shall: review federal guidelines and create policies and procedures for approving research proposals that involve human or animal subjects.

## **Section B: Membership**

### **1. Composition and Voting**

The membership of each standing committee shall include the following personnel:

At least five (5) Members of the Faculty (as defined by the “Constitution,” article II, section I), with voice and vote, including the chairperson of the committee. Special circumstances may require modification of the number of Members of the Faculty who serve on a particular committee.

*Ex officio* Members and *ex officio* Associates of the Faculty (as defined in the “Constitution, article II, sections 2 and 4) or designees (to be determined annually), with voice and vote, as follows:

The Provost and the academic Deans shall be *ex officio* Members of the Faculty Personnel Committee.

The Vice President for Student Development and the Dean of Students shall be *ex officio* members of the Student Development Committee.

The Vice President for Student Development and the CCGPS Director of Admissions and Student Services shall be *ex officio* members of the CCGPS Student Development Committee.

The CCGPS, Dean of Academic Affairs and the CCGPS Director of Admissions, and the Registrar shall be *ex officio* members of the CCGPS Educational Policy and Curriculum Committee.

The Dean of CAS, the Registrar, and the Director of the First Year program shall be *ex officio* members of the CAS/THC Educational Policy and Curriculum Committee.

The CAS/THC Educational Policy and Curriculum Committee and the Core Oversight and Admissions Subcommittees shall each include at least one representative from each division of the CAS.

The THC Faculty Advisory Committee of the CAS/THC Educational Policy and Curriculum Committee shall consist of the Dean of THC (*ex officio*) and four faculty members, three of whom will have taught courses for THC in the previous three years.

Currently enrolled students, with voice and vote, as follows:

Two (2) students in good standing shall be members of each of the CAS/THC and CCGPS Educational Policy and Curriculum Committees and the CAS/THC Core Oversight Subcommittee.

Three (3) students in good standing shall be members of the CAS Student Development Committee.

Two (2) students in good standing shall be members of the CCGPS Student Development Committee.

Voting members of committees are expected to attend all meetings. A quorum shall consist of 60% of the voting members of the committee.

Each committee may invite additional faculty, administrators, staff, and/or students to attend committee meetings as consultants, with voice but not vote.

## **2. Term of Office**

The term of office of all committee members shall be two years, with the members being appointed during the spring semester of even numbered years, and taking office at the beginning of the following fall semester.

## **3. Appointment of Members, Convening of Committees and Election of Chairpersons**

The Senate shall recommend appointment of Members of the Faculty (as defined by the "Constitution," article II, section 1) to committees, based on a survey of interests, giving consideration to department, division, and program affiliation, as well as to gender and racial diversity. The Senate shall submit its list of appointments to the faculty for ratification. The faculty may amend the list prior to ratification. All Members of the Faculty shall normally be appointed to membership on at least one standing committee, with committee members on sabbatical leave being inactive during that period.

Full-time students shall be appointed to membership on standing committees by the appropriate student association.

The Senate shall ask a member of each committee who is a Member of the Faculty to convene the initial committee meeting for the purpose of electing a chairperson from among committee members who are Members of the Faculty.

### **Section C: Accountability**

Each standing committee shall keep minutes of its proceedings and distribute the minutes to its members, and make them available to the constituencies represented in the membership of the committee. Copies of minutes of all committees will be sent to the Provost and the Senate Moderator, who will see that, when appropriate, they are posted on the faculty web site. Minutes of the CAS and CCGPS Educational Policy and Curriculum Committees shall be circulated to the University Educational Policy and Curriculum Committee.

Each standing committee shall report in writing and orally to the full faculty when appropriate.

