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2017-2018 Faculty Standing Committees

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STANDING COMMITTEES WITH FACULTY REPRESENTATION

The present standing committees of the faculty are listed below, with brief statements of their functions. Members of these committees are appointed by the Provost with the consent of the President, unless otherwise noted. See the following section for the composition of faculty committees. Each committee is required to meet at least annually and more often as needed.

The Faculty Senate is invited to make nominations for all committee vacancies not nominated by departments or other groups. Changes in committee assignment, changes in committee chairs, and non-reappointments are not a reflection on the services rendered by individuals but are efforts to give wider committee experience to all members of the faculty and to provide each member greater opportunity to contribute to more aspects of the total university program.

Academic Appeals Committee -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. The committee also reviews student requests to change a grade to a withdrawal (W) or grade change requests in the event that the instructor of record is no longer employed by the university.

The committee is composed of thirteen members. Ten members are SWOSU faculty who serve staggered two-year terms and three members are students selected annually. The Faculty Senate nominates five faculty members each year and the Student Government Association nominates ten student members each year for the pool from which the final committee is selected by the SWOSU President or the President's designee. The chair of the committee is a faculty member selected by the President. The Registrar shall serve as a non-voting advisor to the committee.

Academic Suspension Appeals Council -- Develops policies governing student advisement within the framework of Regents' retention regulations, and serves as an appellate committee on student academic status. The council meets before classes start each semester (fall, spring, and summer) and other meetings are scheduled as needed.

The council is composed of 15 members. There are nine faculty members who serve three-year terms. Additionally the chair is appointed by the Provost and the President and serves a three-year term. The Faculty Senate nominates at least three faculty members each year. There are two student members selected by the Dean of Students to serve one-year terms. (*Five students are submitted to the Dean of Students for final selection.*) The Dean of Students, Coordinator of Retention Management, and the Vice President for Student Affairs serve as *ex officio* members.

The Sayre Council is composed of four members. Two faculty members chosen by the Dean serve three-year terms. The Counselor serves as the third member. The Sayre Campus Dean serves as an *ex officio* member.

Academic Technology Committee -- The Academic Technology Committee exists to support the SWOSU academic community concerning present and future technology-related needs. The committee also recommends formulation of the technological strategic plan including short and long range acquisition, implementation and coordination of technology, and classroom-related technological needs on a university-wide basis. The committee is composed of seven members serving three year terms, including one faculty member from each of the four colleges, one from the library, and the Director of CETL. The Provost and the Director of ITS serve as *ex officio* members.

Administrative Council -- Acts as an advisory council to the President on matters of general university policy and provides opportunities for communication among members of SWOSU community. (*See page 21.*) The Faculty Senate President represents the Faculty Senate (Weatherford and Sayre Campuses).

Administrative Technology Committee -- The Administrative Technology Committee exists to evaluate technology standards to increase our competitiveness and to serve our students and stakeholders. The committee also recommends formulation of the technological strategic plan including short and long range acquisition, implementation and coordination of technology, and administration-related technological needs on a university-wide basis.

The committee is composed of eight members serving two year terms, including: one staff member each from the Business Office, the office of the Registrar, and Human Resources; the Bursar and the Registrar; the Directors of Assessment, Financial Aid, and Auxiliary Services. The Executive VP and the Director of ITS serve as *ex officio* members.

Admissions Committee (undergraduate) -- Recommends admission policy and procedure for SWOSU and acts on applications for admission to SWOSU within the framework of the Regents' admission regulations.

The committee shall include the chairperson who is the Registrar, Vice President for Student Affairs, Dean of Students, Director of Public Safety and one student representative.

Admission and Retention Committee in Teacher Education -- Establishes admission policies for the teacher education program and screens applicants to the program.

The committee includes seven members who serve three year terms nominated by the Associate Dean of the School of Behavioral Sciences and Education who serves as chair. Members include the Department of Education chair, the Coordinator of Field Experiences, three faculty, the President of the Student Education Association, and the President of Kappa Delta Pi. Members are appointed by the Provost and the President.

Animal Care and Use Committee -- Recommends and oversees policies and procedures for live and dead animal care for course use and acts as an advisory council to the faculty.

The committee is made up of four faculty who serve three years terms appointed by the Provost and the President. One community member is a veterinarian who serves annually. The Director of Sponsored Programs is the *ex officio* member of the committee.

Appellate Committee on Dismissal of Tenured Faculty and Grievance Committee -- Hears appeals of dismissed tenured faculty members when hearings are requested, and hears grievances when filed.

The committee is composed of nine tenured faculty members whose primary duties are non-administrative, serving three-year terms. Each year, the Faculty Senate will select tenured faculty members and one alternate to fill the open seats. Members are then appointed by the Provost and the President. No member may serve more than two consecutive terms.

Assessment Committee -- Recommends policies and procedures for testing and assessment of student academic achievement and student satisfaction.

Committee members include the Chair of the General Education Committee, the Chair of the Department of Language and Literature, the Chair of the Department of Mathematics, the Dean of Students, the Director of Assessment, the Director of Counseling and Assessment at the Sayre campus, the President of the Student Government Association and, with three-year term limits, one additional representative from the College of Arts and Sciences, three representatives from the College of Professional and Graduate Studies, one representative from the College of Pharmacy, and one representative from the College of Associate and Applied Programs. One additional student shall be included in the committee serving a one-year term. The Chair of the committee is appointed by the Provost from the membership. The Associate Provost serves as an *ex officio* member.

Athletic Council -- Recommends athletic policies and procedures to the President and acts as an advisory council to the President and the Director of Athletics.

The committee is composed of six faculty members (one of whom serves as chair) and two students appointed by the President. *Ex officio* members include the President, Provost, Vice President for Student Affairs, Athletic Director, Assistant Athletic Director, chair of the HP&E Department, and head coaches in baseball, basketball, football, softball, soccer, golf, and rodeo. Members serve a two-year term and can be reappointed.

Benefits Committee -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University and makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

The committee is composed of eight members --- four faculty (one representative selected by the Faculty Senate from each of CAS, CPGS, COP, and one member from the Sayre

Campus or SWOSU Libraries), and four staff (three selected by the Southwestern Staff Council, and one professional staff member at large appointed by the President). The Executive Vice President, Director of Human Resources, and the Benefits Coordinator serve as *ex officio* members. Members serve two year terms.

Bernhardt Award Selection Committee -- Selects an outstanding faculty member to recognize.

The committee is composed of one faculty member from each of the three colleges and the immediate past Bernhardt recipient (who replaces the faculty member from the same college), one alumni representative, and one student representative each selected annually. The chair is selected by the committee. Faculty representatives are selected by the Faculty Senate, the student representative is selected by the Student Government Association, and the alumni representative is selected by the Director of Institutional Advancement. *Ex officio* members include the Provost and the Director of Institutional Advancement.

Biosafety Committee -- Reviews all funded and unfunded research, for compliance with federal guidelines, conducted at SWOSU involving the use of potentially infectious organisms and/or recombinant DNA to ensure proper safeguards are instituted in order to protect the health of the employee and the environment.

The committee is composed of five members including three faculty who serve three year terms and two community members appointed by the Provost.

Campus Environmental Committee -- Promotes environmental awareness, resource conservation, and recycling of certain materials.

The committee is composed of two faculty nominated by the Faculty Senate, two students nominated by the Student Government Association, two at-large members appointed by the President, two members chosen by the Southwestern Staff Council, and one member appointed by the Dean of the Sayre Campus. Members serve a two year term except for the SGA representatives who serve annually. Students have voting privileges. The committee elects the chair who serves a one year term. The committee makes recommendations to the Executive Vice President.

Compliance Committee for NCAA – Responsible for monitoring compliance with NCAA regulations. Members include the Assistant Athletic Director for Compliance (Chair), the Director of Financial Aid, Athletic Eligibility Clerk from the Office of the Registrar, Chair of the Athletic Council, the Faculty Senate President-Elect, a coach, and an administrator.

Curriculum Committees – Each college maintains a curriculum committee, which reviews and makes recommendations to the Provost for requests for additions, deletions, or modifications of courses or programs. The recommendations are based on impact on other departments, alignment with the University mission, philosophy, and policies; strategic goals; and fiscal requirements of the request.

Each committee is composed of two faculty representatives and two chairs from the college (or four faculty members, in the case of the College of Associate and Applied Programs). The representatives from each college are selected by a vote of the members of the college. Each committee reports to the Dean of that college.

Distinguished Alumni Committee -- Reviews applications and makes recommendation to the President on selection of the distinguished alumni. The Distinguished Alumni is the guest speaker at commencement.

The committee is composed of the President, Provost, Vice President for Student Affairs, Director of Institutional Advancement, Director of Public Relations & Marketing, two emeriti, President of Alumni Association, a community representative, Faculty Senate President, and the deans or their designee.

English Proficiency Program Committee -- Makes recommendations related to the English Proficiency Exam.

The committee is composed of one faculty member from each college who serve three year terms appointed by the Provost and the President, the Chair of the Language Arts Department, the past Director of the Freshman English Program, and two students appointed by the Student Government Association who serve annually.

Excellence in Teaching and Learning Committee - Supports the CETL mission in their commitment to student learning and quality education by engaging faculty in reflective practices promoting innovations in teaching and learning in traditional and online formats. ETLC collaborates with faculty to foster a dialogue about teaching strategies, methods, and policy recommendations which promote student learning and academic quality. ETLC will meet regularly either in person, virtually, or both.

The committee is composed of the Director of the Center for Excellence in Teaching and Learning (*ex officio*), the Associate Provost (*ex officio*), seven faculty chosen by the Faculty Senate (two representatives from the College of Arts and Sciences, two representatives from the College of Professional and Graduate Studies, one representative from the College of Pharmacy, one representative from the College of Associate and Applied Programs, and one representative from the Library), and up to four additional members from faculty, staff, and students across campus as deemed appropriate by the Director of the Center for Excellence in Teaching and Learning. Committee members serve two year terms.

Faculty Development Committee -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

The committee is composed of seven members serving staggered two-year terms -- two representatives from the College of Arts and Sciences, two representatives from the College

of Professional and Graduate Studies, one representative from the College of Pharmacy, one representative from the College of Associate and Applied Programs, and one representative from SWOSU Libraries. Members are nominated by the Faculty Senate to fill the open seats each year, and are appointed by the Provost and the President. The committee chair will be elected by committee members from faculty who are serving their last year on the committee of a two year term. The Director of the Center for Excellence in Teaching and Learning serves as an *ex officio* member.

Faculty Senate -- Serves as a recommending committee of faculty selected by their peers according to the Faculty Senate Constitution.

The committee is composed of faculty who serve three year terms. The body elects their President, President-Elect, and Secretary-Treasurer. The SGA President is a member.

Faculty University Promotion/Tenure Review Committee – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.

The committee shall be composed of three faculty members from the College of Arts and Sciences, three faculty members from the College of Professional and Graduate Studies, one faculty member from the College of Pharmacy, and one from the College of Associate & Applied Programs OR the SWOSU Libraries. The seat for the College of Associate and Applied Programs or SWOSU Libraries will alternate as two-year terms expire.

Terms for all seats will be staggered so that only four of the total eight seats are open each year. Members of the committee shall serve two year terms and shall not be able to serve consecutive terms. Department chairs, associate deans, deans and applicants shall not be eligible for committee membership. The committee elects a chair.

Financial Assistance Advisory and Appeals Committee -- Acts as an advisory committee to the student financial assistance officer, hears appeals, and recommends disposition of student grievances related to financial assistance awards.

The Weatherford committee is composed of five members including: one representative from the Business Office; one representative from the Registrar's Office; the Dean of Students who serves as chair; one representative from the Faculty Senate, who serves a one-year term; and one representative for the Student Government Association who serves a one year term. The Faculty Senate nominates at least one faculty member each year. Committee members are appointed by the Vice President for Administration and the President.

The Sayre committee is composed of four members including one representative from the Business Office; one representative from the Registrar's Office; one administrative representative from the Dean's Office; and the Student Financial Services Officer.

Committee members are appointed by the Dean of the Sayre Campus. The Vice President for Student Affairs is an *ex officio* member.

General Education Committee -- Evaluates current offerings, makes recommendations, and reports to the Provost.

The committee is composed of eight faculty members: three Professional and Graduate Studies; three Arts and Sciences; one Pharmacy; and one Sayre Campus. Committee members serve three year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. Up to two student members are appointed by the Student Government Association who serve annually. The Chair is elected by the committee. The Provost and Associate Provost are *ex officio* members.

Graduate Council -- Recommends policies regarding the Graduate Program and monitors approved policies.

The committee is composed of six members of the faculty (who serve three year terms and two graduate students. The Master of Education degree program will have three representatives (one member representing each college.) The Master of Business Administration, the Master of Music and the Master of Psychology programs will have one representative each. Graduate Council members and alternates are nominated by academic deans and appointed by the Provost and the President upon recommendation by the Graduate Dean. The council is chaired by the Dean of the College of Professional and Graduate Studies. The Associate Provost is an *ex officio* member.

Intellectual Property Committee -- Disseminates information to the faculty regarding laws and policies regarding copyrights and the use of intellectual property. The Committee monitors general University compliance.

The Committee is composed of five faculty members nominated by the Faculty Senate who serve a two year term; one student nominated by the Student Government Association; one dean and one department chair appointed by the Provost and the President; and three *ex officio* members: Director of Sponsored Programs, Director of Libraries or designee, and Director of Fine Arts and Conference Center. The chair is appointed by the Provost.

Library Committee -- Acts as an advisory committee to the Director of Libraries. Members are representatives of the various departments, divisions, and colleges. Members also report library policies to their units and report faculty and student needs to the Director of Libraries. The chair is the Director of Libraries.

One faculty member from each academic department is recommended to the Library Director and serves a three year term. The committee also includes one undergraduate student nominated by the Student Government Association and one graduate student nominated by the Graduate Council. Members are appointed by the Provost and the President.

Panorama Committee -- Plans special entertainment, cultural events, and lecture programs for SWOSU community.

The committee is composed of at least twelve members appointed by the President. Members serve a two-year term. Membership includes the Director of Public Relations & Marketing who serves as chair, eight faculty, and at least three student representatives. The Vice President for Student Affairs, Bursar and Director of the Fine Arts Center serve as *ex officio* members. If the committee is not chaired by the Director of Public Relations & Marketing, that person would also serve as an *ex officio* member.

Protection of Human Subjects Committee -- Approves research involving the protection of the rights, welfare and person privacy of human subjects, including, but not limited to, research intended to produce any type of publication or presentation which involves human subjects. Such studies must be approved by this committee prior to onset of research.

The committee is composed of seven faculty and one non-university member each serving a three year term. Members are recommended by the chair and appointed by the Provost and the President. The Director of Sponsored Programs is an *ex officio* member.

Radiation Safety Committee -- Develops policy recommendations for use, handling, storage, control, and monitoring of nuclear materials.

The committee is composed of four faculty each serving a four year term. Members are recommended by the committee chair and appointed by the Provost and the President. Two student members are nominated by the Student Government Association. The Provost is an *ex officio* member.

Retention Council -- Serves to recommend effective means of implementing retention initiatives in the SWOSU Strategic Plan in order to improve retention and graduation rates.

The committee is composed of the Provost, Associate Provost, Vice President for Student Affairs, a current or former President of Faculty Senate, New Student Orientation Coordinator, Deans from the colleges awarding undergraduate degrees, a chair from a department offering GE courses, an Associate Dean, and a Coordinator of Teaching and Learning from CETL. Members of this committee are appointed by the Provost and serve three year terms. The chair of the committee is the Associate Provost.

Safety Committee -- Serves as a recommending body to the administration concerning safety and environmental issues. The primary goal of the committee is to make SWOSU a safer place to work and study.

The committee is composed of fifteen members including the following: four members of the faculty, Executive Vice President (chair of the committee), Provost or designee, Dean of Students or designee, Director of Department of Public Safety, SWOSU Safety Specialist, two representatives from the Support Council, Director of Physical Plant, Director of the

Student Center and two students nominated by the Student Government Association. Members serve indefinite terms after being appointed by the Vice President for Administration & Finance and the President.

Scholarship Committee -- Establishes guidelines for SWOSU scholarship program and awards institutional scholarships.

The committee is composed of seven members including the following (or their designees): Executive Vice President, Provost, Vice President for Student Affairs, Director of Student Financial Services, Director of Enrollment Management and Career Services, and Director of Institutional Advancement. The President appoints the chair of the committee and may appoint others as appropriate. The members serve indefinitely.

Teacher Education Council -- Develops and recommends general policy for the Teacher Education Program.

The Council is chaired by the Department of Education Chairperson and is composed of all Department of Education full-time faculty fifteen members of the faculty, the Chair of the Department of Education, one representative from each secondary, K-12, and graduate teacher certification area, and the Presidents of Kappa Delta Pi and the Student Education Association. Faculty appointees serve a three year term. Members are nominated by the Associate Dean of the School of Behavioral Sciences and Education who chairs the committee. Members are appointed by the Provost and the President.

University Promotion/Tenure Appeals Committee – Hears appeals related to promotion and tenure decisions.

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each of the College of Arts and Sciences, the College of Professional and Graduate Studies, the College of Pharmacy, and the College of Associate and Applied Programs or the SWOSU Libraries. The College of Associate & Applied Programs will fill this committee seat in odd-numbered years (e. g. , 2015, 2017, etc.) and the SWOSU Libraries in the even-numbered years (e. g. , 2016, 2018, etc.). Selections by the Faculty Senators of that college or library are forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year. This individual will be selected by the Faculty Senate. Two (2) additional members of this committee, consisting of a departmental chair/associate dean and a dean from one of the colleges will be appointed by the Chief Academic Officer. Members of the Promotion/Tenure Appeals Committee shall not have been involved in the promotion/tenure process as candidates or as members of Faculty University Promotion/Tenure Review Committee during the academic year.

University Research and Scholarly Activity Committee -- Serves as an advisory council

to the Provost concerning matters related to research and scholarly activity and sponsors the annual Research and Scholarly Activity Fair at SWOSU.

The committee is composed of nine faculty, each serving staggered three year terms. Three faculty members are selected from each of the College of Arts and Sciences and the College of Professional and Graduate Studies, and one from each of the College of Associate and Applied Programs, the College of Pharmacy, and from the SWOSU Libraries. Two students are nominated each year by the Student Government Association. Faculty members are nominated by the Deans and appointed by the Provost and the President. The Chair is selected by the Provost. The Director of Sponsored Programs serves as a permanent member.