

Complete Catalog of Committees

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Advisory Committee for Academic Assessment (ACAA)

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CLASSIFICATION: University Committee

REPORTS TO: Jointly to Provost and Assistant Provost for Accreditation, Assessment and Learning

CHARGE: The purpose of the Advisory Committee for Academic Assessment is to serve the University as the primary advisory body to the Office of Academic Assessment. Members serve as liaison for assessment ideas and issues to their constituencies while fulfilling their committee responsibilities as citizens. Members may also provide leadership to university academic units as they help foster the implementation of a comprehensive academic assessment plan for the University.

COMPOSITION: Ten (10) faculty representatives from the colleges and schools, including Regional Campuses and University Libraries. Three faculty members at-large appointed by Faculty Senate. One representative each from Enrollment Management and Student Affairs, Information Technology, Honors College, Graduate Studies, Undergraduate Studies, Graduate Student Senate and Undergraduate Student Senate.

QUALIFICATIONS OF FACULTY MEMBERS: In recommending and appointing members to this committee, attention shall be given to representation that includes faculty, students, and administrators from the following units, with recognition of the primacy of faculty, who are among those most directly and extensively involved in the undergraduate and graduate academic achievement of students. At least half of the committee members shall be faculty members.

TERM: Members are appointed for three (3) years and consecutive appointments are permitted. In the initial years of the committee, appointments should be staggered to provide for continuity. A random process shall be used to determine one, two, and three-year terms.

MEANS OF APPOINTMENT: The Assistant Provost for Accreditation, Assessment and Learning will prepare a slate of nominees for appointment by the Provost upon the recommendation of the head administrator in consultation with the relevant faculty advisory body of the following units: College of Architecture and Environmental Design; College of Arts and Sciences; College of Business and Entrepreneurship; College of Communication and Information; College of Education, Health, and Human Services; College of the Arts; College of Nursing; Regional Campuses; College of Aeronautics and Engineering; College of Public Health, College of Podiatric Medicine, University Libraries. Also serving will be one (1) representative from Continuing Studies, Enrollment Management and Student Affairs, University Information Technology, Honors College, Graduate Studies, and Undergraduate Studies. Each will be appointed by the chief administrator in each unit. The one (1) representative from University Information Technology will be appointed upon the recommendation of the Vice President for Information Technology.

A minimum of three (3) faculty members representing the faculty at large are appointed by the Chair of Faculty Senate upon the recommendation of the Committee on Committees. Additional faculty members may be appointed to assure the desired faculty representation.

One (1) graduate student representative will be appointed by the Dean of Graduate Studies from recommendations submitted by the Graduate Student Senate.

The undergraduate student representative will be appointed by the Dean of Undergraduate Studies from nominations submitted by the Undergraduate Student Senate.

ALTERNATES: In the event that a member of the committee is unable to attend a meeting of the committee, he or she may designate an alternate from the same constituency by notifying one of the co-chairs prior to the meeting. The alternate shall have all the rights and privileges of the regular members for the designated meeting.

Advisory Committee for Academic Assessment (ACAA)
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CALL: The chair and co-chair are responsible for scheduling meetings, preparing agendas, minutes of all meetings, and other responsibilities requested by the committee. Agendas will be sent to members in advance of a meeting and minutes will be published in a timely fashion. Agendas and minutes will be published on a website, so they are available to the campus community as well as the members of the committee. They may also be communicated by electronic mail.

The committee will meet at least once each semester, but often enough to fulfill the responsibilities of the committee. Meetings can be scheduled at the call of the chair and co-chair, or at the request of four faculty members.

CHAIR: The Assistant Provost for Accreditation, Assessment and Learning will chair the committee. A co-chair, elected from the members, will serve a one-year term that is renewable.

All-University Hearing Board (AUHB)

CLASSIFICATION: University Board

REPORTS TO: Vice President for Student Affairs

CHARGE: This Board has shared jurisdiction for hearing disciplinary cases in which the Code of Student Conduct is used and those cases which involve any student violation of published University policies, rules, or regulations.

COMPOSITION: This Board consists of three (3) faculty members, two (2) undergraduate students, and one (1) graduate student.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members should be open-minded and possess a willingness to commit the necessary time for meetings and commitment to fair and impartial hearings.

TERM: The faculty members shall serve for two (2) years and may be reappointed. The undergraduate and graduate students shall serve for one (1) year. The terms shall begin on September 15 of each year.

MEANS OF APPOINTMENT: Faculty members shall be appointed by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. The undergraduate students shall be appointed by the Undergraduate Student Senate. The graduate student shall be appointed by the Graduate Student Senate.

ALTERNATES: Up to six (6) alternates shall be appointed by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. These alternates should expect to be called upon when needed for hearings.

CALL: The Board convenes as needed at the call of the Judicial Affairs Officer.

CHAIR: The Chair of the Board shall be appointed by the Judicial Affairs Officer from among the student members. Annually, a copy of the report of the Office of Judicial Affairs shall be provided to the Faculty Senate Office.

Center for Teaching and Learning Council (CTLC)

(Page 1 of 2)

CLASSIFICATION: University Council

REPORTS TO: Director, Center for Teaching and Learning

CHARGE: The council will support the mission of the Center for Teaching and Learning and its Director by 1) studying and recommending policies for the operation of the Center, programming for faculty development, and articulation with other faculty development initiatives at the university, and 2) providing leadership for various working groups associated with the Center.

COMPOSITION: The council will consist of ten voting members and three non-voting members broadly representative of various constituencies as follows:

- Six (6) faculty members at-large:
 - Four (4) appointed by Faculty Senate, no two from the same college/school
 - Two (2) appointed by the Provost. (One from Kent Campus and one from the Regional Campuses.)
- One faculty representative from the University Research Council
- One faculty representative from the University Teaching Council
- One administrative representative from the Chairs and Directors Council
- One administrative representative from Academic Affairs Administrative Council
- Non-voting:
 - Vice President for Research & Sponsored Programs
 - Dean, Graduate Studies
 - Dean, Undergraduate Studies
 - Assistant/Associate Dean from the Regional Campuses
 - Representative from the Office of Continuing and Distance Education

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members appointed to the council will be experienced teachers/scholars with commitment to faculty professional development.

TERM: For the six at-large faculty appointees, the term of membership will be three (3) years, beginning on August 25 of the year of appointment. None of these members may be appointed for more than two full terms in succession. Two of these at-large faculty representatives will be appointed each year. In the initial year of the council's existence, some faculty will be appointed for shorter terms to establish an appropriate rotation.

Terms of the faculty representatives of the University Research Council and the University Teaching council will be for one year with reappointment possible up to three years (or six upon reappointment to the URC or UTC for a second term). The terms of the administrative members will be one year, with optional reappointment.

MEANS OF APPOINTMENT:

- Four (4) at-large faculty members will be appointed by Faculty Senate, initially by the Executive Committee and thereafter by the Chair of Faculty Senate upon the recommendation of the Committee on Committees
- Two at-large faculty members will be appointed by the Provost
- One faculty member will be elected from and by the membership of the University Research Council
- One faculty member will be elected from and by the membership of the University Teaching Council
- One chair or director will be appointed by the Provost from the Chairs and Directors Council
- One member of the Academic Affairs Administrative Council will be appointed by the Provost
- The Vice President for Research & Sponsored Programs, The Dean of Graduate Studies and the Dean of Undergraduate Studies will serve ex officio
- One member will be elected from the membership of the Regional Campus Assistant/Associate Dean's Council.
- One member will be appointed by the Associate Vice-President of the Office of Continuing and Distance Education.

Center for Teaching and Learning Council (CTLC)
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ALTERNATES: Five faculty alternates will be appointed each year for one-year terms as follows:

- Two selected by Faculty Senate
- One selected by the Provost
- One selected by the University Research Council
- One selected by University Teaching Council

When a member withdraws from Council or is absent on leave, an alternate from the same appointing source will be appointed by the Center for Teaching and Learning Director to fill the remainder of the term or the period of absence. Alternates will be encouraged to attend meetings whenever they wish.

CALL: The council will convene at the call of the Director of the Center for Teaching and Learning and will meet at least once each semester.

CHAIR: The Chair will be the Director of the Center for Teaching and Learning. The Director will submit annually a written summary report of the council's work to the Faculty Senate and the Provost by May 25.

Citation and Recognition Committee (CRC)

CLASSIFICATION: University Committee

REPORTS TO: President of Kent State University

CHARGE: This Committee shall consider and recommend nominees for honorary degrees and for other special recognition such as the President's Medallion. In addition, the Committee proposes governing criteria for the above honors.

COMPOSITION: Ten (10) faculty members shall comprise the Committee.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty appointed to this Committee shall be full-time tenure-track faculty members.

TERM: The term is three (3) years, and members shall be appointed on a rotation basis. The terms of new members shall commence on August 15.

MEANS OF APPOINTMENT: The President of the University appoints the Chair and members. Nominations for membership are made to the President by the Chair of Faculty Senate upon recommendations of the Committee on Committees.

ALTERNATES: One alternate for a one-year term.

CALL: The Chair shall convene the Committee. The first meeting of the Committee shall be scheduled as early as possible in the fall semester.

CHAIR: The Chair of the Committee is appointed annually by the President of the University from the Committee membership. The Chair shall submit annually a written summary report of the Committee work to the President and to the Faculty Senate office by May 25.

Committee on Administrative Officers (CAO)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: This Committee shall represent the Faculty Senate and the faculty in procedures implemented to select or replace the President, the Vice President for Academic and Student Affairs, and other academic administrative officers of the University. The Committee shall also oversee the implementation of the review procedures for academic administrative officers. It shall be available for consultation by the President on other matters involving administrative officers.

COMPOSITION: Membership on the Committee shall include: Chair of the Faculty Senate who shall be the Chair of the Committee, Vice Chair of the Faculty Senate, three (3) members of the Faculty Senate, three (3) faculty who are not members of the Faculty Senate, two (2) deans, and two (2) students, one of whom shall be an undergraduate and the other a graduate student. At least one of the six faculty members shall be a Regional Campus faculty member.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty nominated for election to the Committee should have experience working with various levels of University administration.

TERM: The terms for the Chair and Vice Chair of the Faculty Senate on the Committee are each one (1) year. The undergraduate and graduate student's terms are also each for one (1) year. The terms of the Senators, non-Senators, and deans on the Committee are each for three (3) years and shall be elected on a rotating basis. The terms of the new members shall commence on August 15.

MEANS OF APPOINTMENT: The Chair and Vice Chair of the Faculty Senate are elected at the Senate meeting held during the eleventh week of the Spring Semester each year and are automatically members of the Committee. The three Senate members and the three non-Senate members of the Committee are elected by the Faculty Senate with one Senator and one non-Senator being elected each year. The two deans are elected by the Academic Leadership Group (ALG), chaired by the Provost. The undergraduate student is appointed by the Undergraduate Student Senate and the graduate student is appointed by the Graduate Student Senate.

ALTERNATES: At least one Faculty Senate member and one non-Senate faculty member will be alternates for a year as determined by that year's election.

CALL: The Committee shall be convened by the Chair of the Faculty Senate.

CHAIR: The Chair of the Committee is the Chair of the Faculty Senate.

COMMENTS: After election for the new Faculty Senate officers, the outgoing Executive Committee of the Faculty Senate shall make nominations for both a Senate member and a non-Senate member of the Committee. There shall be a minimum of two nominations for each position. The election may either be conducted by mail or in a regularly scheduled Senate meeting. The electorate is the Senate-elect. Normally, the election is conducted before June 1 but must be held no later than August 1.

Committee on Committees (COC)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: This Committee makes nominations of faculty members for appointment to positions to be filled on Senate and University boards, councils, committees, and commissions. The Committee shall also maintain a catalog of essential information on these bodies. Any proposed changes in these bodies shall be submitted to the Committee on Committees for appropriate action.

COMPOSITION: This Committee shall consist of eight (8) faculty members. Three members of the Faculty Senate, one of whom shall be the Vice Chair of Senate, shall be included in this number. A designee of the President shall be an ex officio member of the Committee, with vote.

QUALIFICATIONS OF FACULTY MEMBERS: Members should have a wide familiarity with individual faculty competencies, interests and service records in the various academic and regional units of the University.

TERM: Faculty members are appointed to this Committee for one (1) year, with reappointment possible. Terms shall begin on June 1.

MEANS OF APPOINTMENT: The Faculty Senate Executive Committee shall appoint the members of this Committee.

ALTERNATES: None.

CALL: The Committee shall be convened by its Chair.

CHAIR: The Vice Chair of the Faculty Senate shall be the Chair of this Committee. The Chair shall submit annually a written summary report of the Committee's work to the Faculty Senate office by May 25.

COMMENTS: The major task of making nominations for committee appointments is usually accomplished at one meeting during the spring semester, following distribution of a questionnaire to all eligible faculty members.

Educational Policies Council (EPC)

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CLASSIFICATION: Faculty Senate Council

REPORTS TO: Chair of Faculty Senate and Provost

CHARGE: The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

An executive body of the council shall prepare the agenda for council meetings and shall transact routine business for the council between meetings. All commissions appointed to consider academic planning for the university shall report to the council.

While the faculty senate may elect to review any or all council actions, it will normally review and take action only on those action items that require further review by the Kent State University Board of Trustees and/or the Ohio Department of Higher Education.

Unless further review is requested by the faculty senate, the educational policies council shall have final approval of the following curricular actions:

1. Lesser revision of a major
2. Establishment, revision or inactivation of a certificate or minor
3. Establishment, revision or inactivation of a major concentration
4. Establishment, revision or inactivation of other academic programs within a college, department or school not specified above
5. Establishment, revision or inactivation of a course
6. Establishment, revision or inactivation of program-specific admission, progression or graduation requirements
7. Establishment, revision or inactivation of an academic policy in a college, department or school

All recommendations of the educational policies council related to the following actions shall be submitted to the faculty senate for approval:

1. Establishment of a new degree, reactivation of a previous degree, revision of an existing degree title or inactivation of an existing degree
2. Establishment of a new major, reactivation of a previous major, substantial revision of an existing major, revision of an existing major title or inactivation of an existing major
3. Establishment, revision or inactivation of a university-level academic program
4. Revision to university-level admission, progression or graduation requirements
5. Establishment, revision or inactivation of an academic university policy, administrative policy, operational policy or procedure
6. Revision to the academic administrative organization of the university (as specified in the faculty senate charter)
7. Long-range planning and/or university strategic planning

Proposals for the inactivation or significant revision of an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

The responsibility, authority and structure of the council shall be reviewed once every five years or at any time review may be considered appropriate by majority vote of the whole membership of the council.

Educational Policies Council (EPC)

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COMPOSITION: Membership on the council shall consist of two (2) members of faculty senate; two (2) faculty members from each degree-granting college, preferably one with graduate faculty status and one who teaches undergraduate courses; one (1) faculty member from the university libraries; two (2) college deans; one (1) senior administrator from the office of the provost; and two (2) students, of whom one is an undergraduate student and one is a graduate student. If a degree-granting college does not have the capacity to have two (2) faculty members on the council in a given year, the college is permitted to have one (1) faculty member on the council.

Membership on the executive council shall consist of the following members from the council: two (2) members of faculty senate; two (2) faculty members from degree-granting colleges, preferably one with graduate faculty status and one who teaches undergraduate courses; and one (1) senior administrator from the office of the provost.

The secretary of both the council and executive council shall be from the office of curriculum services without voting privileges.

A quorum shall be a simple majority of the council members. The presence of a quorum is required for the council to take binding action and to vote on substantive matters. There shall be no voting by proxy.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members of this council shall be full-time faculty with an interest in university curricular planning and development.

TERM: Members appointed by the faculty senate chair-elect shall serve for two years, with new members beginning their term as of July 1. Members elected from each degree-granting college shall serve for one year. Members appointed by the provost or by the academic leadership group shall serve for two years. Members appointed by the university libraries dean or by the student government bodies shall serve for one year.

MEANS OF APPOINTMENT: The faculty senators shall be appointed by the faculty senate chair-elect from the elected representatives on the faculty senate to serve on both the executive council and the council. The chair-elect shall make every effort to provide continuity on the council by replacing approximately one-half of the appointed faculty members each year.

The faculty members from each degree-granting college shall be elected by their respective college curriculum body and/or college graduate coordinating body.

The library faculty member shall be appointed by the dean of university libraries upon consultation with the university libraries advisory committee.

The senior administrator from the office of the provost shall be appointed by the provost.

The deans shall be elected by the academic leadership group, chaired by the provost.

The undergraduate student shall be appointed by the undergraduate student government, and the graduate student shall be appointed by the graduate student senate.

ALTERNATES: Members of the council shall not have alternates. If members are unable to fulfill their duties for an extended period of time, their appointing/electing body must appoint/elect another member to serve on the council. When a member has been absent from three consecutive council meetings, the secretary of the council shall notify the executive council of this fact. After reviewing the circumstances and discussing them with the affected member, the executive council may recommend that the member be removed and request that the member's appointing/electing body appoint/elect another member to serve on the council.

Educational Policies Council (EPC)
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CALL: The council shall convene on a regularly scheduled basis as called by its chair, at minimum three times during each semester of the academic year. Council meetings may be attended by any member of the faculty, administration or student body, and/or by other guests upon invitation of the council. Agendas and attachments for council meetings shall be posted on the university website and sent in advance to council members, faculty senate, college deans, department chairs and school directors to afford them the opportunity to review and comment before the meeting. Minutes of each meeting shall be posted online in a timely manner.

CHAIR: The chair of both the executive council and the council shall be an elected member of the faculty senate who has been appointed by the faculty senate executive committee. The chair shall have a vote only when to break a tie vote on an item before the council.

Faculty Ethics Committee (FEC)

(Page 1 of 2)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: The Faculty Ethics Committee serves as a screening and hearing body for any faculty member who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. 'Unethical professional practice' is defined as a violation of the Faculty Code of Professional Ethics (3342-6-17 of the University Policy Register). The Committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.

COMPOSITION: The Committee shall consist of thirteen (13) faculty members. Four members shall represent the non-tenure eligible faculty. Two tenured members shall represent faculty at-large. One tenured faculty member shall represent each of the following units: 1) Colleges of Architecture and Environmental Design and the Arts; 2) College of Arts and Sciences; 3) College of Business and Entrepreneurship; 4) College of Communication and Information; 5) College of Education, Health, and Human Services; 6) Regional Campuses (college and departmental affiliations shall be ignored); and 7) College of Aeronautics and Engineering, College of Nursing, College of Public Health, University Libraries.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty nominated for election to this Committee must be full-time, holding senior rank (associate or senior lecturer, or associate professor or professor). Tenure-track faculty representatives must have achieved tenure in order to serve.

In all cases, tenured faculty members shall constitute a majority of the members of the Faculty Ethics Committee. Non-tenure eligible faculty members who are appointed to the Faculty Ethics Committee shall not participate in any case in which a tenure-track faculty member is named as a respondent.

TERM: Committee members will serve for two (2) years, with half the Committee elected in any year. Newly elected members shall begin their duties on the Committee on September 15.

MEANS OF APPOINTMENT: At least two candidates shall be nominated for each vacancy for an elected position. At-large tenured members shall be nominated and elected from and by the Faculty Senate. The tenured representative members shall be nominated by the advisory councils of their respective units prior to March 15. Should units fail to nominate candidates prior to the deadline, the Faculty Senate Executive Committee shall nominate representative candidates. Representative members shall be elected by the full-time faculty of the unit or units they represent. In the case of Units 1, 6 and 7, each of its advisory councils shall nominate one candidate prior to March 15. The Faculty Senate Executive Committee shall ensure that nominees are from distinct Colleges/Regional Campuses. The faculty of each unit shall vote to select the unit's representative to the Committee.

Non-tenure eligible faculty representatives will be nominated by the Committee on Committees, in consultation with the Non-Tenure Track Provost's Advisory Council, and appointed by the Chair of Faculty Senate.

ALTERNATES: Alternates for unit and tenured at-large representatives shall be listed in descending order based on votes received. The term for alternates shall be for the remainder of the elected term.

CALL: The Committee shall be convened at the call of the Faculty Senate Chair shortly after the terms of the new members begin on September 15.

Faculty Ethics Committee (FEC)
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CHAIR: The Chair of the Committee shall be elected annually by the Committee at its first meeting from its membership. Only tenured members of the committee are eligible to serve as Chair of the Committee. By September 1 of each year, the Chair shall report to the Chair and Executive Committee of the Faculty Senate the number and type of cases presented during the previous year and its recommendation for each case.

COMMENTS: The election of members for this Committee shall be conducted in the spring semester, according to established Faculty Senate procedures.

Faculty Marshals Committee (FMC)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: The Faculty Marshals shall act as observers and liaisons between administration and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to Faculty Senate and the faculty as a whole. They will be trained in coordination with the staff observers, but report to the Chair of Faculty Senate.

COMPOSITION: This Committee shall consist of current and emeriti faculty members who volunteer and complete the training.

QUALIFICATIONS OF FACULTY MEMBERS: Members will complete a training session successfully.

TERM: Marshals serve for a term of three years, with no limit on the number of terms that can be served. However, Marshals will complete the training required every three years.

MEANS OF APPOINTMENT: The Faculty Senate Executive Committee will select from the pool of volunteers, based on need.

ALTERNATES: None.

CALL: The Marshals roster shall be in place at the start of each semester.

CHAIR: Marshals shall select one of their members to serve in the role of Chair. The chair's term is 3 years. The primary responsibility of the Chair will be to maintain communication with the Faculty Senate Executive Committee and produce an annual report of the committee's activities.

COMMENTS: Training will be organized through the KSU Police Department and the Division of Student Affairs.

Faculty Senate Budget Advisory Committee (FSBAC)

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CLASSIFICATION: Faculty Senate Committee

REPORTS TO: President of Kent State University

CHARGE: The Faculty Senate Budget Advisory Committee shall advise the president on budgetary issues at the university and division levels, which shall include, but not be limited to:

1. Periodically reviewing the impact of RCM's
 - a. Effect on academic quality
 - b. Effect on unit performance
 - c. Allocation procedures
2. Recommending funding priorities consistent with the University Strategic Plan
3. Reviewing requests submitted by all division for subvention or investment funds
4. Reviewing requests submitted by all divisions to increase overhead
5. Annually reviewing the University's performance according to established measures
6. Reviewing enrollment projections used for budget modeling
7. Reviewing the final draft of the University operating budget
8. Reviewing the performance of non-academic service and support units
9. Appointing sub-committees as necessary to improve aspects of the RCM model and its functioning, e.g., training

COMPOSITION:

Co-Chairs (2):

- Chair of the Faculty Senate or their designee (1) Normally the faculty co-chair shall have at least one-year prior experience as a FSBAC member
- Senior Vice President for Finance and Administration (1)

Faculty (At least 17):

- Faculty representatives from each of the colleges and the University Libraries (11)
- At least four faculty senators (4)
- At least two regional campus faculty (2)
- Chair of Faculty Senate (if not serving as co-chair) (1)

Ex officio members (non-voting) (18):

- Senior Vice President and Provost or their designee (1)
- Vice President of Enrollment Management or their designee (1)
- Vice President for Regional Campuses or their designee (1)
- All RCM College Deans or their business officer designees (9)
- Three Regional Campus Deans (3)
- Chairs/Directors (3)

Students (non-voting) (2):

- Undergraduate Student Senate Representative (1)
- Graduate Student Senate Representative (1)

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members shall be full-time faculty with an interest in budget, finance, and planning issues. An effort should be made to identify faculty members from a broad range of academic units including the regional campuses and to appoint members who shall serve as representatives of the entire university community and not merely as a representative of their specific academic unit. Members will be required to complete FSBAC training.

TERM: Faculty members of FSBAC shall serve a three-year term. Terms will be staggered so that approximately one-third of the membership is replaced annually. It shall be the responsibility of each appointing body to designate the length of the initial terms and to monitor on-going appointments so that appropriate continuity is assured.

Faculty Senate Budget Advisory Committee (FSBAC)
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MEANS OF APPOINTMENT: Faculty members shall be nominated by College Advisory Committees (CACs), the Regional Campus Faculty Advisory Council (RCFAC), and the Faculty Senate. Faculty members shall be appointed by the Chair of Faculty Senate in consultation with the Faculty Senate Executive Committee. Regional Campus Deans serving as ex officio members shall be selected by the Vice President for Regional Campuses. Chairs and directors serving as ex officio members shall be selected by the Chairs and Directors Council.

ALTERNATES: Two (2) faculty alternates will be selected by the Chair of Faculty Senate based on recommendations of the Committee on Committees. Alternates are invited to attend meetings regularly so they are familiar with current issues.

CALL: The committee shall be convened at the start of fall semester by one or both of the co-chairs. The committee will meet, at a minimum, four times a year: October, December, February, and April.

CHAIR: The Chair of the Faculty Senate (or their designee) and the Senior Vice President for Finance and Administration shall serve as co-chairs of the committee. One or both of the co-chairs shall provide a written or oral report to the Faculty Senate no later than the last Senate meeting of the year. This report should summarize the issues addressed by the committee and any recommendations forthcoming over the course of the past year.

Approved by Faculty Senate, December 10, 2007; Revised by the Faculty Senate Executive Committee, April 29, 2009 and November 18, 2009; Approved by the Committee on Committees, May 11, 2010; Approved by the Committee on Committees, October 23, 2015; October 11, 2018; Approved by Faculty Senate, November 8, 2021; Approved by Faculty Senate, **December 13, 2021**

Intercollegiate Athletics Committee (IAC)

CLASSIFICATION: University Committee

REPORTS TO: President of Kent State University

CHARGE: This Committee advises and makes recommendations to the President and assists the Director of Intercollegiate Athletics in the planning and execution of the Intercollegiate Athletics Program. Matters within the purview of the Committee may include, but are not necessarily limited to, the following:

1. Philosophy and scope of the intercollegiate athletics program
2. Personnel actions
3. Physical facilities (use and planning)
4. Scheduling
5. Ticket policies, including prices
6. Honors and recognition of student-athletes and alumni
7. Exchange of information with the institution's Faculty Athletic Representative to the Mid-American Conference and NCAA
8. Academic performance of athletes
9. Grievances involving athletes, as specified by the Department's Due Process document
10. Review of academic support services for student athletes; the Academic Review Subcommittee conducts this review and reports back to the Intercollegiate Athletics Committee as a whole
11. Review of the budget and fiscal practices of the Department of Intercollegiate Athletics; the Budget Review Subcommittee conducts this review and reports back to the Intercollegiate Athletics Committee as a whole

COMPOSITION: This Committee consists of six (6) faculty members, one (1) alumni representative, one (1) undergraduate student, one (1) graduate student, one (1) female athlete, one (1) male athlete, the Athletic Director (ex officio, non-voting), the Senior Women's Administrator (ex officio, non-voting), the Faculty Athletic Representative to the Mid-American Conference and NCAA (ex officio, non-voting), and a representative of the President (non-voting).

TERM: Faculty members are appointed to the Committee for three (3) years. Two faculty members shall be appointed each year on a rotating basis. Terms shall begin on the first day of fall semester each year. No faculty member may serve more than two terms in succession.

MEANS OF APPOINTMENT: Faculty members shall be appointed by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. The alumni representative shall be appointed by the KSU Alumni Association Board of Directors. The undergraduate student shall be appointed by the Undergraduate Student Senate. The graduate student shall be appointed by the Graduate Student Senate. The female and male athletes shall be appointed by the representative body, or if none exists, by the Athletic Director after consultation with the coaches.

ALTERNATES: Faculty Senate shall appoint three alternates to the Committee, who each serve one year. Each of the other constituencies shall appoint one alternate. Alternates are invited to attend all meetings.

CALL: The Committee convenes at the call of the President no later than November 1. Regular meetings of the Committee are scheduled throughout the academic year.

CHAIR: The Committee shall elect a Chair from among the faulty members of the Committee. The Chair shall be responsible for scheduling and conducting Committee meetings and ensuring that accurate minutes are kept. Copies of the minutes shall be kept on file in the Office of the President. The Chair shall submit a written summary report of the Committee's work to the Faculty Senate Office by May 25 of each academic year. The Chair may be invited by the Faculty Senate to present the summary at a meeting of the Faculty Senate.

April 11, 1984; Approved by Committee on Committees, April 8, 1998; Revised and approved by the Intercollegiate Athletics Committee, April 21, 2004; Approved by Committee on Committees, **June 1, 2004**

Joint Appeals Board (JAB)

CLASSIFICATION: University Board

REPORTS TO: Jointly to President of Kent State University and AAUP-KSU

CHARGE: The Joint Appeals Board (JAB) is the joint faculty-administrative body created by the collective bargaining agreement between the University and the Kent State Chapter of the American Association of University Professors (AAUP) to hear and make final recommendation to the President with regard to appeals by full-time tenured or tenure-track faculty of decisions in specified areas arising under or subject to the provisions of the appeals section of the Grievance and Appeals Article of the Collective Bargaining Agreement. Specifically, the Board is limited to hearing disputes of decisions "involving substantive academic judgments affecting a [tenured/tenure-track] Faculty member's employment status in the areas of granting or denial of tenure, appointment/non-reappointment, promotion, academic freedom, professional ethics, or sanctions for cause." (see Article VII, Section 2, of the Collective Bargaining Agreement.) A panel, constituted by the Board as provided for in the Collective Bargaining Agreement, shall render a written decision of each appeal submitted to it and forward this decision to the President of the University as the final recommendation of the academic sector on the appealed decision, as stipulated in the Collective Bargaining Agreement.

COMPOSITION: Twelve (12) members, with an equal number of faculty and administrators, shall serve on this board. The six faculty members shall consist of one elected member from each of the following units: 1) the College of Arts and Sciences; 2) the College of Business and Entrepreneurship; 3) the College of Education, Health, and Human Services; 4) the College of Architecture and Environmental Design, the College of Communication and Information, and the College of the Arts; 5) the Regional Campuses; and 6) the College of Aeronautics and Engineering, the College of Nursing, the College of Public Health, and University Libraries. Administrative members are appointed by the Office of the Provost.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty nominated for election to this Board must be full-time tenured faculty.

TERM: Terms for elected faculty members shall be for three (3) years. Newly elected members shall begin their duties on the Board as of January 1.

MEANS OF APPOINTMENT: At least two faculty members are elected each year by the faculty (in October/November) from a slate of candidates prepared by the Faculty Senate Executive Committee. Administrators are appointed annually by the Office of the Provost.

CALL: The Board shall be convened at the beginning of the spring semester by the Chair of the Faculty Senate.

CHAIR: The Chair shall be elected annually from and by the Board at its first meeting. The Chair shall submit annually a written summary report of the Board's work to the Faculty Senate office by January 1.

COMMENTS: The election of members of this Board shall be held before the end of the fall semester.

April 11, 1984; Approved by Committee on Committees, April 29, 1998; Updated and approved by Committee on Committees, April 2, 2004; Updated and Approved by Committee on Committees, May 11, 2010; Updated and Approved by Committee on Committees, November 30, 2012; Updated and Approved by the Committee on Committees, **October 31, 2018**

Multidisciplinary Advisory Committee (MAC)

(Page 1 of 2)

CLASSIFICATION: University Committee

REPORTS TO: Provost

CHARGE: The MAC serves the university as the primary body for planning in the area of interdisciplinary and Multidisciplinary curricula and scholarship. The primary focus of the MAC is to recommend 1) areas in which to make investments, 2) related academic and operational policies, and 3) means for supporting interdisciplinary and Multidisciplinary curricula and scholarship.

COMPOSITION: Appointments will be made so that balance is preserved both in faculty and administrative appointments and among academic units.

The MAC consists of the following members:

- Associate Provost for Planning and Academic Resource Management (ex officio)
- Director, The Center for Teaching and Learning (ex officio)
- Dean of Graduate Studies or designee (ex officio)
- Dean of Undergraduate Studies or designee (ex officio)
- Chief Academic Officer for Regional Campuses or designee (ex officio)
- Dean, Honors College or designee (ex officio)
- Graduate Student representative
- Undergraduate Student representative
- One faculty member from each of the following units:
 - College of Aeronautics and Engineering
 - College of Architecture and Environmental Design
 - College of Arts and Sciences
 - College of the Arts
 - College of Business and Entrepreneurship
 - College of Communication and Information
 - College of Education, Health, and Human Services
 - College of Nursing
 - College of Podiatric Medicine
 - College of Public Health
 - Regional Campuses
 - University Libraries

Individuals with expertise who are not committee members may attend and serve as a resource at invitation of the committee or chair. All appointed members have full voting rights.

QUALIFICATIONS OF FACULTY MEMBERS: Members shall have knowledge of or experience or interest in inter- and Multidisciplinary curricula and scholarship.

TERM: All appointments are regularly for two years. The length of the appointments may vary as needed so that terms may be staggered. Representatives may be reappointed.

MEANS OF APPOINTMENT: Faculty members are appointed by the Provost upon the recommendation of the Committee on Committees.

The executive chair of the Graduate Student Senate will recommend one graduate student representative and the executive director of the Undergraduate Student Senate will recommend one undergraduate student representative to the Provost.

Multidisciplinary Advisory Committee (MAC)
(Page 2 of 2)

ALTERNATES: Alternates shall be appointed as needed when faculty members are on leave or resign.

CALL: Meetings are held at least two times per semester during the academic year. Special meetings may be called at any time by the chair of the committee. No regularly scheduled meetings will be held during the summer term. Items of committee business and agendas will be in all members' hands in advance of meetings. New business of an urgent nature may be brought in front of the committee at any meeting if a majority of the members present agree. Items of business shall be passed if a majority of the members present vote favorably. Motions approved by the MAC shall then be forwarded to the EPC for consideration. Minutes of all meetings will be kept and distributed by the chair to committee members and to the EPC.

CHAIR: The Associate Provost for Planning and Academic Resource Management will serve as committee chair.

Professional Standards Committee (PSC)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: This Committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privileges, tenure, and dismissal. It shall also be concerned with policies and procedures relevant to the evaluation of academic units. Also, it shall be concerned with the quality of instruction.

COMPOSITION: This Committee shall consist of eight (8) faculty, four of whom are members of the Faculty Senate and four who are not members of the Faculty Senate. At least one member of the Committee shall be a Regional Campus faculty member. The Committee membership shall be representative of the colleges and schools of the University.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members appointed to this Committee shall be full-time faculty with no more than 3 non-tenure eligible faculty members in any year.

TERM: The term of membership shall be for two (2) years beginning on August 15 of the year of appointment. Half the membership, two Senators and two non-Senators, shall be appointed on a rotating basis each year. No member may be appointed for more than two terms in succession.

MEANS OF APPOINTMENT: The Committee on Committees shall recommend appointments annually to the Faculty Senate Chair.

ALTERNATES: Four alternates will be appointed each year; one tenured or tenure-track and one non-tenure eligible Senator and one tenured or tenure-track and one non-tenure eligible non-Senator.

CALL: The Chair of the Faculty Senate shall convene the Committee each fall semester.

CHAIR: The Chair of the Committee shall be elected by the Committee. Normally the Chair will be a tenured or tenure-track faculty member of the Faculty Senate. The Chair of the Committee shall submit annually a written summary report of the Committee's work to the Faculty Senate office by May 25.

Public Safety Advisory Committee (PSAC)

CLASSIFICATION: University Committee

REPORTS TO: Senior Vice President for Finance and Administration

CHARGE: This is a recommendatory body whose purpose is to study and make recommendations to the Senior Vice President for Finance and Administration concerning public safety services, policies, staffing, operations, community policing strategies, and other public safety matters relative to campus safety and security.

COMPOSITION: Three (3) faculty members, three (3) unclassified administrative/staff members, four (4) undergraduate student members, one (1) graduate student member, one (1) academic administrator, one (1) residence hall director, and one (1) classified staff member. The Director of Public Safety shall be an ex officio member of the Committee. The Committee may call upon others for consultation but such person would not have voting rights.

TERM: The term for faculty and non-faculty employee members shall be three (3) years on a rotating basis. Reappointment to the Committee is possible. The term for student members of the Committee shall be for one (1) year with reappointment possible. The terms shall begin on September 15.

MEANS OF APPOINTMENT: Faculty members shall be appointed by the Faculty Senate Chair upon recommendations by the Committee on Committees. Non-faculty employee members shall be appointed by the Senior Vice President for Finance and Administration. The four (4) undergraduate students shall be appointed by the Undergraduate Student Senate. The one (1) graduate student shall be appointed by the Graduate Student Senate. The one (1) Academic Administrator shall be appointed by the Provost. The one (1) residence hall director shall be appointed by the Director of Residence Services.

ALTERNATES: Each represented group may have designated alternates to the committee. The alternates shall have voting privileges when the regular member cannot attend.

CALL: The Committee shall be convened by the Director of Public Safety. There will be a minimum of one meeting per semester. The Director of Public Safety will convene the Committee in response to a request by a member of the Committee within one month of receiving the request.

CHAIR: The Committee shall elect its Chair from among the three (3) faculty members. The Chair shall submit annually a written summary report of the Committee's work to the Senior Vice President for Finance and Administration by May 25. A copy of the report shall also be submitted to the Faculty Senate office.

Space Planning Advisory Committee (SPAC)

Please see link below:

<https://www.kent.edu/policyreg/administrative-policy-regarding-space-and-space-programming>

(Item (E)(1) thru (E)(5) also shown below)

5 - 12-1

Administrative policy regarding space and space programming

(E) Space planning advisory committee (SPAC).

- (1) The SPAC shall be responsible for reviewing space planning, allocation, and/or assignment issues affecting existing space on university property.
- (2) The committee shall be jointly chaired by the associate vice president facilities, planning and operations and the senior associate provost. Members of the SPAC shall be appointed by mutual agreement of the chairs.
- (3) The committee shall be comprised of thirteen (13) additional members appointed as follows: one member each from student affairs, information services, human resources, research and sponsored programs and institutional advancement, two campus deans, two academic departmental chairs or directors, the vice president for Kent State system integration, two faculty representatives (one member to be selected from nominations submitted by the faculty senate and one at-large member), and one student representative to be selected from nominations submitted by both the undergraduate and graduate student governmental bodies.
- (4) The university registrar will serve as an ex-officio, nonvoting member. The chairs may also appoint such other ex-officio members as deemed necessary.
- (5) The committee will meet at regular intervals to review facility requests and to make recommendations to the senior vice president for finance and administration regarding the six-year capital plan, renovation priorities, space-utilizations standards and practices, and space-assignment issues.

Policy Effective Date: Apr. 01, 2016

Policy Prior Effective Dates: 11/4/1977, 10/4/1979, 11/5/1990, 2/8/1993, 6/6/2000, 10/20/2002, 10/3/2005, 6/1/2007, 5/27/2008, 3/1/2015

Student Media Board (SMB)

CLASSIFICATION: University Board

REPORTS TO: Vice President for Student Affairs

CHARGE: This Committee serves as the institutional publisher or de facto licensee and acts in all matters pertaining to those media which are written or broadcast primarily by students and financed primarily by university-sanctioned student fees, with the exception of "The Daily Kent Stater," "The Summer Stater," and "The Burr." It has no jurisdiction over official university, administrative, or departmental publications or broadcasts no matter how authored.

COMPOSITION: The Committee consists of two (2) faculty members appointed by the Faculty Senate; the Director of the School of Journalism and Mass Communication, the Director of the Office of Campus Life; three (3) undergraduate students appointed by Undergraduate Student Senate and two (2) graduate students appointed by Graduate Student Senate. The student media business manager serves as a non-voting member.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members appointed to this Committee shall have an awareness of student media at Kent State University.

TERM: The term for faculty members is two (2) years. Members shall be appointed on a rotating basis. The term for new members shall commence on September 15.

MEANS OF APPOINTMENT: The faculty members shall be appointed by the Faculty Senate Chair from nominations submitted by the Committee on Committees.

ALTERNATES: One (1) alternate shall be appointed by the Faculty Senate Chair from recommendations of the Committee on Committees. The alternate member shall be expected to attend all committee meetings but will vote only when serving for a regular appointee.

CALL: The Committee shall be convened by the Director of the Center for Student Involvement or designee.

CHAIR: The Chair of the Committee shall be elected by the Committee at the first meeting of the academic year. The Chair shall submit annually a written summary report of the Committee's work to the Faculty Senate, Undergraduate Student Senate, Graduate Student Senate, and the Vice President for Student Affairs by May 25.

Student Rights and Standards Committee (SRSC)

CLASSIFICATION: University Committee

REPORTS TO: Vice President for Student Affairs

CHARGE: The Committee reviews University policies related to student behavior as set forth in, but not limited to, the Code of Student Conduct. In addition, the Committee recommends amendments to the Code of Student Conduct.

COMPOSITION: The Committee consists of two (2) faculty members, one (1) administrator, one (1) Judicial Affairs staff member, four (4) undergraduate students and one (1) graduate student.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members selected shall have been on the faculty for at least two years.

TERM: The term for faculty members is two (2) years, with appointments on a rotating basis. (It is suggested that alternate members be appointed as future regular members.) The term for students is also two years, on a rotating basis. The term for new members shall commence on August 15.

MEANS OF APPOINTMENT: Faculty members are appointed by the Chair of Faculty Senate upon the recommendation of the Committee on Committees. The administrator is appointed by the Vice President for Enrollment Management & Vice President for Student Affairs. The Judicial Affairs staff member serves as an ex officio member. The undergraduate students are appointed by the Undergraduate Student Senate. The graduate student is appointed by the Graduate Student Senate.

ALTERNATES: The Faculty Senate shall appoint one alternate, who shall attend meetings and have voting status in the absence of the regular faculty member.

CALL: The Committee shall be convened by the director appointed by the Vice President for Student Affairs.

CHAIR: The Chair of the Committee is the appointed administrator. The Chair shall submit annually a written summary report of the Committee's work to the Faculty Senate, Undergraduate Student Senate, Graduate Student Senate and the Vice President for Enrollment Management & Vice President for Student Affairs by May 25.

Survey of Student Instruction Review Committee (SSIRC)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Chair of the Faculty Senate

CHARGE: This Committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification of, removal or addition to the list questions used in the SSI. This Committee will also be responsible for preparing an annual summary of SSI participation rates at the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The Committee may create subcommittees to address issues specific to the SSIs as needed. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.

COMPOSITION: Membership on the Committee shall include: the SSI administrator and five (5) faculty members. One (1) of the five (5) faculty members shall be designated an alternate.

QUALIFICATIONS OF FACULTY MEMBERS: In making appointments, the Committee on Committees will especially seek members who are expert in language and/or assessment in order to fulfill the list curating responsibilities of the committee. Faculty nominated must be full-time faculty.

TERM: The terms for each position is 3 years. Initial appointments to the committee will be staggered with 1 (one faculty member), 2 (one faculty member) and 3 (two faculty members) year terms. All reappointments will be for 3 years.

ALTERNATES: If a faculty member is no longer available to serve during the academic year, the alternate will complete the year and a new appointee will be designated by the Faculty Senate Executive Committee, based on the recommendation of the Committee on Committees, at the end of the spring term. Newly appointed members begin their duties on August 15.

MEANS OF APPOINTMENT: The Committee on Committees shall recommend appointments as needed to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee shall make final appointments.

CALL: The Committee shall be convened at the call of the Faculty Senate Chair shortly after the terms of the new members begin on August 15.

CHAIR: The Committee shall be co-chaired by the SSI administrator and a faculty member elected from and by the faculty members on the committee.

Transportation Advisory Committee (TAC)

CLASSIFICATION: University Committee

REPORTS TO: Senior Vice President for Finance and Administration

CHARGE: This is a recommending body whose purpose is to study and make recommendations to the Senior Vice President for Finance and Administration concerning campus traffic, parking, and transit services' policies, services, and related issues.

COMPOSITION: Four (4) faculty members; three (3) non-academic members; one (1) academic administrator; one (1) undergraduate student member; one (1) graduate student member; two (2) COSO members; two (2) KIC members; and one (1) SAS member. The Director of Public Safety, a PARTA representative, a KSU Police representative, and the Manager of Parking Services shall be ex officio members of the Committee. The Committee may call upon others for consultation, but such person would not have voting rights.

TERM: The term for full-time university employees will be three years on a rotating basis. Reappointment to the Committee is possible. The term for student members of the Committee shall be for one (1) year with reappointment possible.

MEANS OF APPOINTMENT: The faculty members shall be appointed by the Chair of the Faculty Senate upon recommendations by the Committee on Committees. For the three non-academic members, one (1) shall be appointed by AFSCME and two (2) university employees shall be appointed by the Senior Vice President for Finance and Administration. The academic administrator shall be appointed by the Provost. The undergraduate student shall be appointed by the Undergraduate Student Senate. The graduate student shall be appointed by the Graduate Student Senate. The COSO members shall be appointed by the Commuter and Off-Campus Student Organization (COSO). The KIC members shall be appointed by the Kent Interhall Council (KIC). The SAS member shall be appointed by the Student Accessibility Services (SAS).

ALTERNATES: Each represented group may designate an alternate to the Committee. The alternate shall have voting privileges when the regular member cannot attend.

CALL: The Committee shall be convened by the Director of Public Safety. There will be a minimum of one meeting per semester. The Director of Public Safety will convene the Committee in response to a request by a member of the Committee within one month of receiving the request.

CHAIR: The Committee shall elect its chairperson from among the faculty members represented on the committee. The chairperson shall submit annually a written summary report of the Committee's work to the Senior Vice President for Finance and Administration by May 25. A copy of the report shall also be submitted to the Faculty Senate office.

University Commencement Committee (UCC)

CLASSIFICATION: University Committee

REPORTS TO: President of Kent State University

CHARGE: This Committee shall help plan and implement all University Commencement ceremonies. When needed, the committee shall assist with other University ceremonies, such as Convocation.

COMPOSITION: This Committee consists of thirty-six (36) faculty members, one (1) representative of the Honors College, and one student (either undergraduate or graduate) from each of the colleges, including the Honors College.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty appointed to this Committee should plan to be available to help with the ceremonies. Historically, there have been at least six commencement ceremonies each academic year; two in December, three in May, and one in August. As this number may increase in the future, committee members should plan to work at least two-thirds (2/3) of all scheduled ceremonies in a given year.

The Coordinator of University Ceremonies in the Office of the President oversees the setup and scheduling of the Commencement ceremonies and provides support during the ceremonies.

TERM: Faculty members are appointed to the Committee for three (3) years, with one-third of the members rotating each year. Students are appointed for one (1) year. Terms shall begin on the first day of fall semester each year and conclude following the August commencement each year.

MEANS OF APPOINTMENT: Faculty members are nominated by the Faculty Senate Chair upon recommendations by the Committee on Committees and appointed by the Provost. The Dean of the Honors College appoints the representative of the Honors College. The Deans appoint one student member from each college.

ALTERNATES: None.

CALL: The Chair shall convene the Committee each fall semester to review Committee responsibilities. Other meetings may be scheduled as needed.

CHAIR: The Provost will appoint the Chair of the committee.

University Council on Teacher Education (UCTE)

CLASSIFICATION: University Council

REPORTS TO: Provost

CHARGE: The UCTE serves as an advisory body to the Educational Policies Council (EPC) and other interested groups on matters related to teacher education curriculum.

The UCTE's charge is two-fold:

- i) To consider curricular proposals relating to teacher education and licensure, including academic content area proposals that might impact teacher education.
- ii) To liaise with outside agencies concerning strategies to support the quality of teacher education at KSU.

COMPOSITION:

Voting members: Three faculty members at-large appointed by Faculty Senate. Other voting members include: each of the undergraduate Teacher Education Coordinators in the College of Education, Health, and Human Services (currently, 10); a graduate Teacher Education Coordinator in the College of Education, Health, and Human Services; Teacher Education Coordinators in the College of the Arts (currently, 3); Teacher Education Coordinator in the College of Aeronautics and Engineering (currently, 1), and Teacher Education Coordinator in the College of Communication and Information (currently 1); Five (5) faculty representatives from the College of Arts and Sciences, ideally faculty who are involved in teacher education.

Non-voting members: Ex officio members will be the Associate Deans from the College of Arts and Sciences, College of the Arts, College of Education Health, and Human Services and the Associate Provost for Faculty Affairs and Curriculum.

QUALIFICATIONS OF FACULTY MEMBERS: Members of the UCTE will be faculty members with a demonstrated interest in teacher education and licensure. The UCTE will have faculty membership drawn from program coordinators and designated representatives with primary interest in teacher education programming.

TERM: Members are appointed for three (3) years and consecutive appointments are permitted. Program coordinators serve for the duration of their time in that role.

MEANS OF APPOINTMENT: Program coordinators will serve for the duration of their appointment as coordinator. College representatives will be appointed by their respective Associate Dean in consultation with the College Curriculum Committee. Three (3) members representing the faculty at large are appointed by the Chair of Faculty Senate upon the recommendation of the Committee on Committees.

ALTERNATES: At least one (1) alternate representing the faculty at large will be appointed each year for a one-year term by the Chair of Faculty Senate upon the recommendation of the Committee on Committees.

CALL: The council will convene at least once each semester.

CHAIR: The UCTE will be led by two faculty co-chairs, one selected from the College of Education, Health, and Human Services and one selected from the College of Arts and Sciences, elected for staggered two-year terms by the membership.

Approved by the Committee on Committees, February 25, 2002; Updated April 26, 2004; Approved by the Faculty Senate, **May 14, 2007**

University Council on Technology (UCT)

CLASSIFICATION: University Council

REPORTS TO: Jointly to Provost and Vice President for Information Technology

CHARGE: The Council serves as the University's advisory body for information technology and shall work in collaboration with the University community to lead the advancement of scholarship through the appropriate integration of technology. Along with its standing committees on academic technology services and administrative computing, the Council will (1) take an inventory of present technology resources; (2) develop a coherent technology vision for the University; and (3) propose policy to promote overall University technology development. The Council will make their recommendations to the Provost and to the Vice President for Information Technology.

COMPOSITION: The Council shall consist of twenty-five (25) members plus four (4) ex officio. Ex officio members shall be the Provost, Vice President for Information Technology, the Associate Vice President for Academic Technology Services and the Associate Vice President for Information Technology Services. Collegiate representatives, one each for the Colleges of Aeronautics and Engineering; Architecture and Environmental Design; Arts and Sciences; the Arts; Communication and Information; Business and Entrepreneurship; Education, Health, and Human Services; Nursing; Podiatric Medicine; Public Health; Regional Campuses; Graduate Studies; Undergraduate Studies; University Libraries and Continuing Studies. Five (5) faculty members representing the faculty at large, two (2) members representing Enrollment Management and Student Affairs, two (2) members representing Administration; one (1) member each representing University Relations and Development, Human Resources, Graduate Student Senate and Undergraduate Student Senate.

QUALIFICATIONS OF FACULTY MEMBERS: Representative of their constituency.

TERM: Terms for at-large and Provost appointments shall be for three (3) years with reappointment possible.

MEANS OF APPOINTMENT: The Chair of Faculty Senate, upon the recommendation of the Committee on Committees, shall appoint five (5) faculty members to the Council. Collegiate and Divisional representatives shall be appointed by the Provost upon recommendation of the respective dean. These representatives may be faculty or staff.

ALTERNATES: Three (3) alternates, appointed by the Chair of Faculty Senate.

CALL: The Chair shall call the first meeting of the year.

CHAIR: Annually the Chair shall be elected at the last meeting of the spring term. The chair shall serve for the following academic year.

University Libraries Advisory Committee (ULAC)

(Page 1 of 2)

CLASSIFICATION: Faculty Senate Committee

REPORTS TO: Jointly to Provost and Chair of Faculty Senate

CHARGE: This Committee advises and makes recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the Committee may include, but are not necessarily limited to, the following:

1. Collection development and budgetary issues
2. Service initiatives, evaluating existing services, creating new initiatives
3. Physical facilities (use and planning)
4. Assessment activities

COMPOSITION: This Committee consists of nine (9) voting members and three (3) ex officio, non-voting members.

The nine (9) voting members are:

- Six (6) faculty members appointed by Faculty Senate.
At least one must be from the Regional Campuses.
- One (1) undergraduate student appointed by Undergraduate Student Senate
- One (1) graduate student appointed by Graduate Student Senate
- One (1) member of the University Libraries Faculty
elected by the School Advisory Committee of University Libraries.

The three (3) ex officio, non-voting members are:

- The Dean of University Libraries
- The Associate Dean of University Libraries
- A representative of the Provost

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members shall be full-time faculty. They should have an interest in the challenges and issues facing research libraries.

QUORUM: Quorum shall be six voting members of the Committee. No action can be taken without a quorum of voting members, but discussions on general items can be held.

TERM: Faculty members are appointed to the Committee for three (3) years. Two faculty members shall be appointed each year on a rotating basis. Terms shall begin on the first day of fall semester each year. Terms shall end on the last day of the summer semester (last day of Summer III) each year or as determined by the Committee. No faculty member may serve more than two terms in succession.

MEANS OF APPOINTMENT: Faculty members, with the exception of the University Libraries Faculty member, shall be appointed by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. The Faculty member from University Libraries shall be appointed by the School Advisory Committee of University Libraries. The undergraduate student shall be appointed by the Undergraduate Student Senate. The graduate student shall be appointed by the Graduate Student Senate.

ALTERNATES: Faculty Senate shall appoint three alternates to the Committee, who each serve one year. The Undergraduate and Graduate Student Senates shall each appoint one alternate. Alternates are invited to attend all meetings.

CALL: The first meeting of the academic year convenes at the call of the Dean of University Libraries, following consultation with the Provost; this meeting should be convened no later than October 1. Regular meetings of the Committee are scheduled throughout the academic year and will be convened by the Chair in consultation with the Dean of University Libraries.

University Libraries Advisory Committee (ULAC)
(Page 2 of 2)

CHAIR: The Committee shall elect, at the first scheduled meeting of each academic year, a Chair from among the faculty members of the Committee. The Chair shall be responsible for scheduling and setting the agenda of meetings in consultation with the Dean of University Libraries, conducting Committee meetings and ensuring that accurate minutes are kept. Copies of the minutes shall be kept on file in the Office of the Dean of University Libraries and the Office of the Provost. The Chair is to submit to Faculty Senate, the Provost and the Dean of University Libraries a written summary report of the Committee's work by May 25th of each academic year. The Chair, along with the Dean of University Libraries, may be invited by the Faculty Senate to present the summary at a meeting of the Faculty Senate.

Following the election of the Chair, the Committee will elect a Vice-Chair. The Vice-Chair will help set the agenda for meetings and, in the absence of the Chair, conduct meetings of the Committee.

University Press Editorial Board (UPEB)

CLASSIFICATION: University Board

REPORTS TO: Provost or designee

CHARGE: This Board serves as the policy-making body for the Kent State University Press in editorial matters.

COMPOSITION: This Board shall consist of nine (9) faculty members, one of whom shall be a member of the Faculty Senate, and the Director of the Kent State University Press.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty appointed to this Board shall be research oriented with experience in research publication. Members shall represent a variety of major disciplinary clusters, with no more than two members from any one department or school.

TERM: The term of membership shall be three (3) years, beginning on August 15 of the year of appointment. Three members shall be appointed on a rotating basis each year. No member may be appointed for more than two full terms in succession.

MEANS OF APPOINTMENT: Appointments are made by the Chair of Faculty Senate based upon recommendations by the Committee on Committees.

ALTERNATES: Three alternates shall be appointed each year. An alternate shall be appointed to fill the remainder of the term for a member resigning from the Board.

CALL: The Board shall convene as called by the Director of the Kent State University Press in September of each academic year, and thereafter as needed.

CHAIR: The Chair of the Board shall be elected by the Board at its first meeting of the academic year. The Chair shall submit a written summary report of the Board's work the previous year to the Faculty Senate office by September 15.

CONFLICT OF INTEREST POLICY

Section 1: The Board assumes that each and every member shall at all times act in a manner consistent with their responsibility for the well-being and reputation of the Kent State University Press and will exercise particular care to avoid conflicts between their interests and those of the Press. Any Board member who feels that they may have a conflict of interest is expected to explain the potential conflict, and shall, when appropriate, refrain from participating in the discussion of the project and/or from voting on it.

Section 2: The following individuals are prohibited from participating in the discussion of and voting on relevant projects:

- a. prospective authors;
- b. prospective authors of a chapter in an edited volume;
- c. family members of prospective authors;
- d. any member of the University Advisory Committee or the University Review and Appeals Board with respect to a work involving an author who is or might be a candidate for tenure or promotion at Kent State University; and
- e. any member of a prospective author's Kent State University department with respect to a work involving an author who is or might be a candidate for tenure or promotion at Kent State University;

Section 3: The Kent State University Press encourages submissions from Kent State University faculty. However, the Board and the Press operate separately and independently from the University bodies granting tenure and promotion.

Approved by Committee on Committees, February 25, 2002; Revised by the Committee on Committee,
April 3, 2012

University Requirements Curriculum Committee (URCC)

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CLASSIFICATION: University Committee

REPORTS TO: Jointly to Educational Policies Council and Provost

CHARGE: This subcommittee of the Educational Policies Council (EPC) will oversee all courses that every student must take (i.e. university-wide curricular requirements), it will 1) periodically review and recommend changes in existing curricular requirements (Kent Core, LER, Diversity, Experiential Learning and Writing Intensive), 2) review new courses and program proposals and make recommendations on them, 3) initiate and monitor faculty development programs for instruction of these courses, and 4) assess student learning outcomes from university-wide required courses and programs. The URCC shall report to the Undergraduate Council of EPC.

COMPOSITION: The URCC will be composed of TWENTY-THREE (23) members representing faculty and administrators from the various colleges, independent schools and the University library. All but the administrative co-chair will be voting members.

Ten (10) members will be faculty chosen by curriculum committees representing the nine (9) colleges and independent schools, including Architecture and Environmental Design; Arts and Sciences; Business and Entrepreneurship; Communication and Information; Education, Health, and Human Services; the Arts; Nursing; Public Health, Aeronautics and Engineering; and University Libraries. A separate representative will be chosen from the Regional Campuses, appointed by the Regional Campuses Faculty Advisory Committee.

One (1) additional member from Arts and Sciences will be chosen by the Faculty Senate Chair upon recommendations of the Committee on Committees. One (1) At-large member will be chosen by the Faculty Senate Chair upon recommendations of the Committee on Committees.

Nine (9) members will be assistant or associate deans from the eight (8) colleges and independent schools, plus the Regional Campuses.

One (1) member will be an undergraduate student, the Academic Affairs Chair (or designee) of the Undergraduate Student Senate.

One (1) member will be the Dean of the Honors College who will serve as co-chair of the committee along with a faculty member from the committee.

QUALIFICATIONS OF FACULTY MEMBERS: Administrative representatives will have responsibility for curriculum, and faculty should have undergraduate teaching responsibilities and a lively interest in or experience with curricular matters. The student should have a lively interest in or governance responsibility for curriculum.

TERM: The terms of the administrative co-chair, college dean representatives and representatives of the Vice Provost for Regional Campuses will be indefinite. The terms of the faculty members will be three (3) years, on a rotating basis. No faculty member will be appointed for more than two terms in succession. The student representative will be appointed annually but may serve a second term.

MEANS OF APPOINTMENT: Administrative representatives will be assigned by the deans and the Vice Provost for Regional Campuses. The administrative co-chair will be appointed by the Provost. Faculty appointments will be made by the college/school curriculum committee, Regional Campuses Faculty Advisory Committee, and the Committee on Committees, as outlined above. The student representative will be, or be appointed by, the Academic Affairs Chair of the Undergraduate Student Senate.

University Requirements Curriculum Committee (URCC)
(Page 2 of 2)

ALTERNATES: Three alternates will be selected by the Chair of Faculty Senate based upon recommendations of the Committee on Committees. If a member withdraws from the committee, the chairs will ask an alternate to complete the term. The co-chairs will invite the alternates to attend any or all meetings. Alternates may vote in place of absent voting members.

CALL: The URCC will convene at the call of the co-chairs starting in September of each academic year.

CHAIR: The co-chairs of the committee will be the Dean of the Honors College and a faculty member selected by and from the faculty membership. These chairs will call and preside at meetings, distribute agendas and minutes, report results to the Provost, and, with the help of the committee, will write and disseminate periodic review reports.

University Research Council (URC)

CLASSIFICATION: University Council

REPORTS TO: Vice President for Research & Sponsored Programs

CHARGE: The Council shall foster and stimulate the research mission of the University by studying and recommending policies respecting research; recommending priorities for support of research; recommending faculty research appointments; collecting information on research; and publicizing research efforts of the University.

COMPOSITION: This Council shall consist of twelve (12) faculty members, preferably no more than one member from any one department and/or school, representing the various scholarly areas of the University (e.g., physical and natural sciences, social and behavioral sciences, humanities, arts, and the professional schools); the Associate Dean for Research; and the Vice President for Research & Sponsored Programs.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members appointed to this Council shall be experienced researchers/scholars. Members shall have knowledge of or experience with organized research, funded research, University-government relations, University-business/industry relations, etc.

TERM: The term of membership shall be three (3) years, beginning on August 15 of the year of appointment. Four members shall be appointed on a rotating basis each year. No member may be appointed for more than two full terms in succession.

MEANS OF APPOINTMENT: Appointments are made by the Vice President for Research & Sponsored Programs from a list of candidates and alternates nominated by the Chair of Faculty Senate based upon recommendations by the Committee on Committees.

ALTERNATES: Four faculty alternates shall be appointed each year. An alternate shall be appointed to fill the remainder of the term for a member withdrawing from the Council.

CALL: The Council shall convene at the call of the Vice President for Research & Sponsored Programs in September of each academic year.

CHAIR: The Chair shall be elected by the Council from its faculty members at the first meeting of the academic year and shall succeed to the Chair the following year. The Chair shall submit annually a written summary report of the Council's work to the Faculty Senate office by September 15. The Chair shall submit a report of research appointments to the Faculty Senate office within two weeks of their determination.

University Scholarship Advisory Council (USAC)

CLASSIFICATION: University Council

REPORTS TO: Vice President for Enrollment Management

CHARGE: The University Scholarship Advisory Council serves as an advisory council to the Vice President for Student Affairs for recommending policies, new scholarship programs, and/or changes to existing University scholarship programs. The membership on the Council will provide the broad view necessary for an effective University scholarship program which complements the University Recruitment and Retention Plan. The charge to the Council is threefold: 1) to initiate and/or review recommendations for new and/or existing scholarship programs as well as for the enhancement and continuous improvement of scholarship funding, programming, and services provided to Kent State University students; 2) to review current University scholarship awarding procedures and to suggest enhancement recommendations or endorsements to these procedures; and 3) to review annual implementation plans for the major Kent State University scholarship programs and to suggest recommendations or enhancement to these plans.

COMPOSITION: Three (3) associate vice presidents; two (2) academic deans; seven (7) assistant or associate deans; two (2) students; one associate provost; one academic department chair; one associate director for intercollegiate athletics; one director of cultural diversity; five (5) Kent State University Foundation staff; one director of student financial aid; one director of admissions; three (3) administrative staff from student financial aid, bursar, or admissions; and two (2) faculty members.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members should be interested in positive enrollment management efforts designed to move the University to a more competitive level.

TERM: The term is a three-year appointment.

MEANS OF APPOINTMENT: Appointments are made by the Vice President for Enrollment Management & Vice President for Student Affairs in collaboration with the Associate Vice President for Enrollment Services. One of the two faculty members shall be recommended by the Chair of Faculty Senate in consultation with the Committee on Committees.

ALTERNATES: None.

CALL: The Associate Vice President for Enrollment Services convenes the council once per semester.

CHAIR: The Associate Vice President for Enrollment Services will be the chair.

University Teaching Council (UTC)

CLASSIFICATION: University Council

REPORTS TO: Provost

CHARGE: The Council shall support and facilitate the teaching mission of the University by studying and recommending policies to enrich and enhance teaching and curriculum development, recommending priorities for support of teaching and curriculum development, recommending faculty teaching development awards, collecting information on teaching and curriculum development, and publicizing teaching and curriculum development of the University.

COMPOSITION: Because of the many and varied aspects of teaching at Kent State University, it is important to assure broad representation on the UTC. The Council shall consist of sixteen (16) faculty members representing various scholarly areas of the University (e.g. physical and natural sciences, social and behavioral sciences, humanities, arts, and the professional schools.) and one emerita/us faculty member representing retired faculty. Of these sixteen faculty, twelve (12) shall be full-time tenured or tenure-track faculty members and four (4) shall be full-time faculty who are not tenure-track faculty. At least one Regional campus faculty shall be included in the Council membership. The Provost or designee and the Director of the Center for Teaching and Learning shall be ex officio, non-voting members. The UTC shall also include one undergraduate and one graduate student representative as ex officio non-voting members. Other non-voting members may include the conference chair and liaisons from University Libraries, the Center for Teaching and Learning, and/or other relevant units.

QUALIFICATIONS OF FACULTY MEMBERS: Faculty members appointed to this Council shall be experienced teachers/scholars with commitment to teaching and curriculum development.

TERM: The term of membership shall be three (3) years, beginning on August 15 of the year of appointment. No member may be appointed for more than two full terms in succession. Part-time and student members shall be appointed annually.

MEANS OF APPOINTMENT: Appointments are made by the Provost from a list of candidates nominated by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. Student members will be selected by the Undergraduate Student Senate and the Graduate Student Senate.

ALTERNATES: Four (4) faculty alternates shall be appointed each year. An alternate shall be appointed by the Chair to fill the remainder of the term for a member withdrawing from the Council.

CALL: The Council shall convene at the call of the Provost or designee in September of each academic year.

CHAIR: The Chair shall be elected from the faculty members by the Council at the second meeting of the academic year and shall assume the duties of the chairperson the following year, after the fall Teaching Conference. The outgoing Chairperson shall submit annually a written summary report of the Council's work to the Faculty Senate by mid-November.