

MEMORANDUM

TO: Faculty Senate

FROM: Amy Nielsen, Faculty Senate

Re: Amend the Faculty Senate Committees

**COMMITTEE DISCUSSION**

The Steering Committee has reviewed the Faculty Senate committees with the following questions in mind:

1. How do we promote better geographic representation on committees?
2. How do we incorporate faculty governance units that review that review curriculum, budgets, libraries, etc. on their individual campuses?
3. Can we soften requirements on the number senators or the number of years at WSU in order to be a member of certain committees?
4. Can we improve the workload and representation on the Catalogue Subcommittee by increasing its membership?
5. Should we grant the request by the vice provost for faculty development and recognition to have a more cooperative agreement for the Distinguished Faculty Address?
6. How do we give better representation to the professional health sciences?
7. When should faculty sitting on committees have non-voting status?

**Suggested changes on the websites:**

The Faculty Senate standing committees and their subcommittees have been assigned functions by the Senate to enable the Senate to carry out its purposes. All Senate standing committees are responsible to the Senate; their subcommittees are responsible to the parent committees. Both the standing committees and their subcommittees may in some cases also report committee views to an administrative officer(s) of the institution. The official year for the Faculty Senate extends from August 16 to August 15 of the following year.

Members of the standing committees and their subcommittees of the Senate, except where the contrary is indicated, are elected by the Senate on the basis of nominations from the Committee on Committees and from the Senate floor. **Campus faculty governance units can request that the Committee on Committees reserve a seat on the specified committee to be appointed by the campus faculty governance unit.** Any individual may be elected by the Senate to its committees, and subcommittees may include members who are not members of the parent committee. With the exception of the Budget Committee, the Faculty Affairs Committee, the Committee on Committees, and the Steering Committee, there must be student representation equivalent in number to at least twenty-five percent of the voting faculty members. Except for the Admissions Subcommittee, all committees should have representation from at least three geographical regions. Unless otherwise indicated, the terms of members and chairs (other than assigned or ex officio members) are staggered three-year terms that expire on August 15 of the year indicated. Normally, a committee member can serve up to two consecutive terms before taking a one-year minimum break prior to serving again. Vacancies on Senate committees and subcommittees of less than one academic year will be filled by action of the Senate Steering Committee based upon nominations submitted by the Committee on Committees. Such action will be reported to the Senate. Vacancies of one academic year or longer will be filled through nomination by the Committee on Committees and Senate election.

Whenever possible, all Faculty Senate committee meetings should be scheduled in facilities which are accessible to handicapped individuals.

This list will be updated after each Faculty Senate Meeting as necessary

## **COMMITTEE ON COMMITTEES**

### **Functions:**

1. Submits nominations to the Senate for membership on all Senate standing committees and subcommittees, except for ex officio members and those special seats on subcommittees reserved for members of parent committees, and to the president, and provost for faculty membership on their respective committees.
2. Accepts Associated Students of Washington State University and Graduate and Professional Student Association appointments of student membership to Senate committees and refers them to the appropriate committees.
3. Accepts requests from campus faculty governance units for seats on specified committees to be appointed by the campus faculty governance unit.
4. Conducts a continuing evaluation of the Senate committee system and makes recommendations for improvements to the Steering Committee.

### **Composition and Tenure:**

1. Nine faculty, six<sup>1</sup> of whom are faculty who are actively involved in teaching courses granting University credit, with at least three geographical regions represented. Faculty are appointed with three-year terms. Normally, at least one committee member shall be a member of the Senate. (F)
2. Chair of the Council of Faculty Representatives, Vancouver Campus. (X)
3. Chair of the Resident Faculty Organization, Tri-Cities. (X)
4. Chair-elect of the Faculty Senate, who serves as chair of the committee. (X)

Responsible to: Faculty Senate

Reports to: Faculty Senate, the president

## **ACADEMIC AFFAIRS COMMITTEE**

### **Functions:**

1. On a continuous basis, reviews and appraises educational policies and programs of Washington State University, except those applying exclusively to graduate education or the professional health sciences.
2. Makes recommendations to the Faculty Senate concerning academic policies and procedures for undergraduate admission requirements, undergraduate courses and curricula, new bachelor degree programs, minimum University requirements for graduation, scholastic standards, calendar, catalog, examinations, summer session, and educational innovation. Also considers similar policies and procedures for all non-health-related professional degree programs.
3. Receives, reviews, and acts upon policy recommendations of its permanent subcommittees.

### **Composition and Tenure:**

1. Eleven faculty, at least six of whom are actively involved in teaching courses, selected with representation from the various areas of the University in mind, and with at least three geographical regions represented. Normally, eligibility for membership shall be limited to those who have been members of the WSU faculty for at least four years. (F)
2. One graduate and two undergraduate students, with one-year terms (**renewable**). (G-U)
3. Faculty representatives from the Advising Consultant Group and First Year Programs. (X)
4. One dean, elected by the Council of Deans; registrar, serving as secretary; director, Admissions; Director, Academic Success and Career Center, or designee; vice provost for undergraduate education, or designee; **all chancellors or their designees**. (#)(X)

The vice-chair is elected by the committee and becomes the chair. The chair may serve two consecutive terms.

Permanent Subcommittees: University Academic Advising Council, Admissions, and Catalog.

Whenever possible, at least one non-ex officio member of the Academic Affairs Committee shall serve on each of the permanent subcommittees.

Has representation on the Budget and Steering Committees.

Responsible to: Faculty Senate

Reports to: Faculty Senate, the president, through the provost and executive vice president

### **PROFESSIONAL HEALTH SCIENCES COMMITTEE (replaces HSCC)**

#### **Functions:**

1. On a continuous basis reviews and appraises educational policies and programs of Washington State University relating to the professional health sciences.
2. Makes recommendations to the Faculty Senate concerning academic policies and procedures for health sciences professional degree programs.

#### **Composition and Tenure:**

1. Six faculty, one from each of the of the colleges focused on medicine, nursing, pharmacy, and veterinary medicine, and two faculty involved in teaching not residing in the four colleges already represented. (F)
2. Two students from professional health science programs, with one-year terms (**renewable**).  
(G)

3. One dean from a health sciences college, elected by the Council of Deans; registrar, serving as secretary; director, Admissions; provost and executive vice president or designee; **all chancellors or their designees.** (#)(X)

The chair is elected by the Committee.

Whenever possible, at least one non-ex officio member of the Professional Health Sciences Committee shall serve on the Catalog Subcommittee.

Permanent Subcommittee: Catalog Subcommittee.

Has representation on the Steering Committee.

Responsible to: Faculty Senate.

Reports to: Faculty Senate, the president, through the provost and executive vice president

## **GRADUATE STUDIES COMMITTEE**

### **Functions:**

1. On a continuous basis, reviews and appraises graduate educational policies, programs, and procedures.
2. Recommends establishment, continuation, modification, and termination of graduate courses and degree programs.
3. Advises the Dean of the Graduate School.
4. Makes policy recommendations regarding the granting of graduate scholarships, assistantships, and fellowships.

5. Consults with the Academic Affairs Committee and the Health Sciences Professional Committee on those policies and procedures that jointly affect graduate and undergraduate education or health professional programs.

**Composition and Tenure:**

1. One member from each college that offers graduate training. Normally, at least one shall be a member of the Senate. (F)
2. Three graduate students, with one-year terms (**renewable**), with at least two geographic regions represented. (G)
3. President, Graduate and Professional Student Association; dean of the Graduate School, serving as secretary; provost and executive vice president or designee; **all chancellors or their designees**. (X)(#)

Chair or co-chairs are elected by the Committee.

Permanent Subcommittee: Catalog Subcommittee

Whenever possible, at least one non-ex officio member of the Professional Health Sciences Committee shall serve on the Catalog Subcommittee.

Has representation on the Steering Committee.

Responsible to: Faculty Senate

Reports to: Faculty Senate, the president, dean of the Graduate School, the provost, and the executive vice president

## **FACULTY AFFAIRS COMMITTEE**

### **Functions:**

1. Makes recommendations concerning policy on appointments, promotion, tenure, and leave of absence.
2. Makes recommendations relating to standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, and faculty compensation.
3. Receives, reviews, and acts upon other policy matters concerning faculty affairs.
4. Maintains liaison with Faculty Status Committee regarding functions 1 and 2.

### **Composition and Tenure:**

1. Eleven faculty, selected with representation from the various areas of the University in mind, with at least three geographical regions represented. Normally, at least one of the members shall be a member of the Senate. To be eligible as a member, usually a person must have served as a faculty member at WSU for at least three years
2. Vice provost for faculty development and recognition (X)(#).

Chair elected by the Committee.

Has representation on Budget Committee and Steering Committee.

Responsible to: Faculty Senate

Reports to: Faculty Senate, the president

### **Procedure for Proposal Submission:**

1. Email the executive secretary or staff in the Faculty Senate office the following:
  1. A brief statement regarding the *rationale, goal(s), and expected benefit(s)* (no more than 1-2 sentences for each) of the proposed changes/additions to WSU policy. This will help the FAC (and ultimately the Steering committee / Senate members) understand things quickly and prevent any misinterpretation of your needs.



2. A **'red-line' version** of your proposed changes to WSU policy, with the proposed deletions crossed out with a red line and the proposed additions in some format to indicate those changes (e.g., bold-faced, underlined, etc.).

## **RESEARCH AND ARTS COMMITTEE**

### **Functions:**

1. Advises the president, the provost, the executive vice president, and the vice president for research on research and creative activity directions, policies, and programs.
2. Considers policy matters pertaining to the growth and direction of research and creative activities.
3. Evaluates applications for University funds to support faculty and graduate student research and creative activity through the establishment of subcommittees for different disciplinary areas. Recommends allocations of funds to the vice president for research.
4. Recommends policies and practices for obtaining research funds and grants from outside agencies.
5. Reviews and recommends policies on administration of appropriated research funds and special grants.
6. Reviews and recommends policies on administration of designated research facilities.
7. Receives appropriate reports from the Human Subjects Institutional Review Board, the Institutional Bio-safety Committee and the Institutional Animal Care and Use Committee.

### **Composition and Tenure:**

1. Twelve faculty, at least one of whom shall be a senator (normally), with one from each of the degree granting colleges, and three from the College of Arts and Sciences representing life and physical sciences, social sciences, and humanities and arts: (F)
2. Three graduate students, with one-year terms (**renewable**). (G)
3. Vice president of research and director of ORSO. (#)(X)

Chair or co-chairs elected by the Committee.

Has representation on the Steering Committee.

Responsible to: Faculty Senate, the president

Reports to: Faculty Senate, the president, through the vice president of research

## **BUDGET**

### **Functions:**

1. Studies and recommends long-range policies for the allocation of financial resources.
2. Examines budgets and advises the administration on the preparation of the budgets and the allocation of funds within budget categories.
3. Maintains close contact with the Faculty Affairs and Academic Affairs Committees so that the work of these committees is reflected in budget policies.

### **Composition and Tenure:**

1. Seven faculty, with at least three geographical regions represented. (F)
2. One graduate student and one undergraduate student, with one-year terms (**renewable**). (G-U)
3. One faculty member of the Academic Affairs Committee; one faculty member of the Faculty Affairs Committee; as chosen by those committees. (A)
4. Vice president for business affairs; provost and executive vice president or designee; and the director, Budget. (#) (X)

Chair elected by the Committee.

Has representation on the Steering Committee.

Responsible to: Faculty Senate

Reports to: Faculty Senate, the president

## **LIBRARY**

### **Functions:**

1. Consults with the dean of libraries and makes recommendations regarding issues and solutions identified by the dean.

2. Consults with the dean of libraries and makes recommendations regarding issues identified by the Senate or the University community.
3. Reviews proposed degree programs for adequacy of library holdings and services.

**Composition and Tenure:**

1. Eight faculty, with representation from the various areas of the University in mind, including at least one non-administrative faculty member, with at least three geographical regions represented. (F)
2. Two students, one undergraduate and one graduate, with one-year terms (**renewable**). (G-U)
3. Dean of Libraries or their designee. (#) (X)

Chair elected by the Committee.

Responsible to: Faculty Senate

Reports to: Faculty Senate; provost, and executive vice president

**ADMISSIONS**

**Functions:**

1. Makes recommendations to the Academic Affairs Committee concerning admission policies, regulations, and rules.
2. Serves in an advisory capacity to the Admissions staff by interpreting admission rules, regulations, and policies established by the Board of Regents or the Senate.
3. Serves as an appeals board for all challenges to the administration or application of admission rules and credit transfer regulations.

**Composition and Tenure:**

1. Six faculty. (F)
2. One graduate student, with one-year terms (**renewable**). (G)
3. Director, Admissions; director, Advising; director, Center for Academic and Career Development, or designee; director, Multicultural Student Services; director, Disability Resource Center. (X)(#)

4. One student or faculty member of the Academic Affairs Committee chosen by that committee. (A)

Chair elected by the Subcommittee.

Responsible to: Academic Affairs Committee

Reports to: Academic Affairs Committee, the president, through the provost and executive vice president

### **CATALOG SUBCOMMITTEE OF AAC, GSC, AND PHSC**

#### **Functions:**

1. Studies and evaluates catalog material referred to it by the Editor of the Catalog (Registrar) for conformity to the educational standards, policies, and regulations of the institution.
2. Checks for, and makes recommendations to eliminate, unnecessary duplication and overlapping in course and curricular offerings.
3. Makes recommendations to the Academic Affairs Committee, the Professional Health Sciences Committee, and the Graduate Studies Committee concerning all major changes in catalog material.
4. Makes recommendations to the Academic Affairs Committee regarding policies affecting the publication of the catalog.
5. Advises the Editor on editorial policies pertaining to the catalog.
6. Presents time schedules for the revision of the catalog to the Academic Affairs Committee for its recommendation to the Faculty Senate.
7. Reviews and recommends approval of temporary course petitions.
8. Makes recommendations to the Academic Affairs Committee concerning the academic calendar.
9. Reports to the Academic Affairs Committee, the Professional Health Sciences Committee, or Graduate Studies Committee on each matter referred to it.

**Composition:**

1. Nine faculty who are actively involved in teaching courses and chosen to represent different academic areas, with at least three geographical regions represented. No fewer than two of these faculty should be members of the Graduate Faculty. (F)
2. One member of the Academic Affairs Committee chosen by that committee; one member of the Graduate Studies Committee chosen by that committee. (A)
3. One member of the UCORE Committee chosen by the committee; one member of the All-University Writing Committee chosen by that committee. (A)
4. Editor of the Catalog (registrar), serving as secretary; provost and executive vice president or designee; **all chancellors or their designees.** (#) (X)

Chair elected by the Subcommittee.

Responsible to: Academic Affairs Committee, Graduate Studies Committee, Professional Health Sciences Committee

Reports to: Academic Affairs Committee, Graduate Studies Committee, Professional Health Sciences Committee

**DISTINGUISHED FACUTLY ADDRESSES COMMITTEE (becoming a joint committee with the Office of the Provost)**

**Functions:**

1. To select members of the faculty distinguished by excellence in scholarship, teaching, and research for the signal honor of being invited to deliver a Distinguished Faculty Address to the University community, and to make all necessary arrangements for the presentation of such addresses.
2. To appoint working subcommittees, which may include members not on the parent committee, as necessary to accomplish its function. The membership of these subcommittees shall be chosen so as to assure broad representation from constituencies of the Faculty Senate.

**Composition and Tenure:**

1. Six faculty. Three chosen by the Office of the Provost and three chosen by the Faculty Senate. (F)
2. One graduate student, with a one-year term (**renewable**). (G)
3. A member of the University Relations Staff. (#)(X)

Chair elected by the Committee.

Responsible to: Faculty Senate, provost, and executive vice president.

Reports to: Faculty Senate, provost, and executive vice president.

**STEERING COMMITTEE****Functions:**

1. Deals with matters relating to agenda, referral, voting, and elections.
2. Acts as emergency advisory council to the President.
3. May serve as Summer Executive Committee to carry out functions delegated to it by the Senate.

**Composition:**

1. The chair, chair-elect, past chair and executive secretary of the Faculty Senate shall, ipso facto, be members and officers of the Steering Committee. (X)
2. One senator from each of the campuses specifically allotted one or more senators and the chairs of the following committees: Academic Affairs, Budget, Faculty Affairs, Graduate Studies, Health Science Professional, and Research and Arts. Note that when there are multiple senators representing a campus, or co-chairs of a committee, they are all welcome to attend the Steering Committee meetings, but each campus or committee shall only have one vote. (X)
3. The Faculty Senate Legislative Representative. (X)

Responsible to: Faculty Senate

Reports to: Faculty Senate



