

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **COMMITTEES-ON-COMMITTEES**

Policy #: **1.4**

Chancellor's Committee on University Development: The Chancellor's Committee on University Development is to serve as an advisory body to the Chancellor. Its function is to study general needs of the University and assist in reviewing, updating and interpreting the aims and purposes of the campus. The committee is composed of the following:

- a. One representative from each academic school, with the exclusion of school deans
- b. One school dean who will serve for a one-year term
- c. President and Vice President of the Senate
- d. Vice Chancellors and Chief of Staff
- e. Registrar, Library Director, and Associate Dean of Students
- f. Director of Public Relations or a Staff member from the Office of Communications
- g. Student Government will select, by their own method, two members; terms for student members are for one year
- h. Director of Computer Services
- i. Director of Development
- j. Director of Planning and Management

Committee on Academic Affairs and Educational Policies: The Committee will identify and recommend policies for the improvement and maintenance of high levels of academic scholarship; investigate and recommend policies on admission, educational standards, registration, and curricula; evaluate and recommend policy relating to the general education program; and evaluate scholarship applications to recommend an order of merit list. The Committee is composed of the following:

- a. Vice Chancellor for Academic Affairs or designee, who will chair the committee
- b. Academic Deans
- c. Department chairpersons
- d. Director of Admissions
- e. Director of Academic Records/Registrar
- f. Deans or Associate Deans of Students
- g. Director of Military Science
- h. Director of Career Services
- i. One Library staff representative
- j. Four students to be selected annually by the Student Government Association
- k. Two senators to be selected annually by the Faculty/Staff Senate

Agenda Committee: The Agenda Committee will prepare and distribute the agenda for Senate meetings in accordance with the provisions of Section II. The committee will be composed of the following:

- a. President of the Senate who will chair the committee

- b. Vice President of the Senate
- c. Secretary of the Senate

Teacher Education Committee: The Teacher Education committee will recommend policy, evaluate and review programs in terms of accreditation requirements, examine national trends in the field of education and recommend curricula for all teacher education areas. The committee will be composed of the following:

- a. Vice Chancellor for Academic Affairs or designee who will chair the committee
- b. Dean of the School of Education
- c. University Librarian
- d. One teacher educator, excluding department chairperson, from each of the following areas as appropriate:
 - 1) Agriculture
 - 2) Human Sciences
 - 3) Industrial Technology
- e. A teacher educator, excluding department chairperson, from each of the following areas:
 - 1) Early Childhood
 - 2) Secondary Education (two representatives)
 - 3) Middle School
 - 4) Health, Physical Education & Recreation
- f. One academic advisor for teacher education majors from each of the following departments:
 - g. Department of Art
 - h. Department of Biology
 - i. Department of Business & Economics
 - j. Department of Chemistry
 - k. Department of English, Speech & Drama
 - l. Department of Social and Behavioral Sciences
 - m. Department of Mathematics
 - n. Department of Music
- o. One student majoring in education from each of the following areas as appropriate:
 - 1) School of Agriculture, Fisheries & Human Sciences
 - 2) School of Business & Management
 - 3) School of Arts & Sciences
 - 4) Division of Military Science
 - 5) School of Education

Student Academic Appeals Committee: The Student Appeals Committee will hear individual student grievances relating to academic probation, suspension, and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. The committee will be chaired by a senior faculty member and will be composed of the following:

- a. Five faculty members, one representative from each school
- b. Three students; one representative from the aggrieved student's major department as requested by the committee chair

Faculty Appeals Committee: The Faculty Appeals Committee is the court of last resort for faculty

members who have been unsuccessful in pursuing restitution for perceived wrongs through normal channels. The committee will hear the individual faculty member's grievance and will work toward arbitration and resolution of conflicts. Committee findings and recommendations will be submitted to the UAPB Senate and the Chancellor as specified in Section II. Committee membership will be as follows:

- a. Two representatives from each school
- b. One representative named by the individual submitting the grievance

Athletic Committee: The Athletic Committee will formulate and recommend institutional athletic policy. The committee will concern itself with the academic status of athletes, matters of intercollegiate concern, and athletic programs. It is within the committee's mandate to aid in the selection of new coaches when appropriate. The chairperson of the committee will be elected by the committee. The committee will be composed of the following:

- a. Athletic Director
- b. Six faculty members who have interest in and knowledge about sports (at least two female representatives)
- c. Public Relations Director
- d. Three students selected by the Student Government Association
- e. Two staff members who have interest in and knowledge of sports
- f. One female

Alumni Affairs Committee: Alumni Affairs Committee is responsible for the coordination of AM&N-UAPB Alumni Association programs, including Homecoming and Founders' Day activities. The committee will be composed of the following:

- a. Executive Director of the UAPB-AM&N Alumni Association, who will chair the committee
- b. Seven faculty members
- c. President of the Student Government Association
- d. Three students selected by the Student Government Association

Commencement Committee: The Commencement Committee is responsible for recommending speakers and general procedures for Commencement exercises and for assisting the Vice Chancellor for Academic Affairs in making arrangements. The committee will be composed of a representative from the following:

- a. Admissions and Academic Records
- b. Chief of Staff or Special Assistant to the Chancellor
- c. Director of Public Relations
- d. Music Department representative(s)
- e. Security Office representative(s)
- f. Military Science Department representative(s)
- g. Director of Facilities Management and Grounds
- h. Senior class president
- i. Eight faculty members
- j. Two students

Founders Day/Honors and Awards Committee: The Founders' Day Committee is responsible for coordinating Founders' Week activities, including Founders' Day. The committee generally selects

a theme, plans activities during the week, selects speakers for the activities and identifies ways of soliciting the involvement of alumni and friends in all activities during the week. Additionally, this committee selects and recommend persons adjudged as most deserving of honors and awards established by UAPB. The committee will be composed of the following:

- a. Music Department representative(s)
- b. Director of Public Relations
- c. One Public Safety representative
- d. Sixteen faculty members
- e. Student Union representative
- f. Director of Facilities Management
- g. Four students

Student Affairs Committee: The Student Affairs Committee serves as an advisory body to the Vice Chancellor for Student Affairs. Its function is to review policies, procedures and regulations that affect students and make recommendations for approval, modification, or the creation of new polices as specified in the section that deals with the senate. The committee will be composed of the following:

- a. Two representatives from Student Affairs
- b. One representative from Health Services
- c. Four faculty members
- d. Three students
- e. One representative from Finance and Administration

Lyceum Committee: The Lyceum Committee develops a cultural and entertaining program to meet the varying needs and interests of students. While designed primarily for the university students, the program is open to the Pine Bluff community. The committee works with the Southeast Arkansas Fine Arts Council to coordinate its programs with those of the council. The committee will be composed of the following:

- a. Five faculty members
- b. One representative from Office of Communications
- c. Three staff members
- d. Three students

Faculty Benevolence Committee: The Faculty Benevolence Committee carries out its function in cases of illness and/or death within the University family. Cards are sent to “shut-ins,” plants to hospitalized and/or long-illness co-workers, and floral sprays in cases of death in the immediate family of co-workers. The committee will be composed of the following university employees:

- a. Three faculty members
- b. Two staff members

Research Committee: The Research Committee facilitates research activities among the faculty. The committee will be composed of the following:

- a. Six faculty members
- b. Two students
- c. Staffmember-at-large

Faculty/Staff Budget Committee: The Faculty/Staff Budget Committee participates in the various developmental stages of the University programs, proposals, and the submission of faculty/staff recommendations to the UAPB Executive Budget Committee. The committee will be composed of the following:

- a. Vice President of the Faculty/Staff Senate, who will chair the committee
- b. One representative from Finance and Administration
- c. One representative from Student Affairs
- d. One representative from each school
- e. Four representatives from non-academic departments

Traffic Violations and Appeals Committee: This committee investigates and makes recommendations regarding the resolution of appeals to the Department of Public Safety. The committee will also advise the Vice Chancellor for Finance and Administration and the Director of Public Safety regarding policies, procedures, and regulations. The committee will be composed of the following:

- a. One public safety officer
- b. Two Faculty members
- c. Two staff members
- d. Two students
- e. One representative from the Senate
- f. One representative from Student Affairs

Homecoming Committee: The Homecoming Committee plans, coordinates, and executes all activities pertaining to the annual homecoming celebration. The committee will be composed of the following:

- a. Two representatives from the Facilities Management area
- b. Two representatives from the Department of Public Safety
- c. Two representatives from the Music Department
- d. Two representatives from the Industrial Technology Department
- e. One representative from Athletics
- f. One representative from the Department of Office of Communications
- g. Two representatives from the Student Union
- h. Two representatives from Student Government Association
- i. Ten faculty members
- j. Five staff members
- k. One representative from Finance and Administration
- l. Four students

Library Committee: The Library Committee advises the librarian on services and polices for the University and the Pine Bluff Community. The committee interprets library service concepts to potential users; supports local, state, and national library services; reviews assessment reports on library development; and facilities long-range planning to assure excellence in library services.

The committee will be composed of the following:

- a. One teaching faculty representative from each academic school
- b. Two students
- c. One library staff member
- d. One community representative (usually a public librarian)
- e. One librarian
- f. One Associate Library Director (ex-officio)
- g. One representative from the Office of Student Affairs
- h. One Finance and Administration representative

Promotion and Tenure Committee: The Faculty/Staff Promotion and Tenure Committee is responsible for reviewing and updating general procedures and policies concerning promotion and tenure at UAPB. The committee will be composed of the following:

- a. One Personnel Office representative
- b. One senator from each of the schools
- c. Two senators from the Staff-at-Large positions
- d. One representative from Academic Affairs

Retirement Committee: The Retirement Committee is responsible for ascertaining the individuals scheduled for retirement, making arrangements for recognizing their contribution to the University, and coordinating the recognition ceremony. This committee will be appointed by the Committee on Committees. The committee will be composed of the following:

- a. Two representatives from each school
- b. Two representatives from the staff
- c. One representative from personnel

Catastrophic Leave Committee: The Catastrophic Leave Committee shall be comprised of not fewer than three members. Committee members, including a Chairperson/Secretary, shall be appointed by the Chancellor and shall serve a length of time designated by the Chancellor. Committee members shall represent a cross-section of administration, faculty, and staff of the University. Recommendation shall be based on the majority vote of the committee.

Ad Hoc Committees: Ad Hoc Committees may be appointed by the Chancellor to address specific subjects, or standing committees may be charged for special studies. These committees will report directly to the Chancellor.

Technology Committee: Purpose of the University Technology Committee:

- a. To review current status of information technology at UAPB;
- b. To assess short-term and long-term information technology needs;
- c. To provide evaluation, advice and direction regarding information technology applications;
- d. To develop and implement a University Technology plan
- e. The composition of the committee:
 - 1) The Director of Administrative Computer Center
 - 2) The Director of Academic Computer Center
 - 3) The Dean of Continuing Education
 - 4) The Chair of Computer & Mathematical Sciences
 - 5) One representative from the Learning Resources Center

- 6) One faculty member from each academic division
- 7) One representative from Graduate Council
- 8) One representative from English, Theatre & Mass Communications
- 9) One representative from Finance & Administration
- 10) One student representative

Chancellor's Committee on ADA (American Disabilities Act)-Facilities: The function of this committee is to study and review the total campus plans for modification and construction of facilities to meet ADA (American Disabilities Act) laws. The committee should be composed of following members:

- a. The Controller
- b. Director of Facilities Management
- c. Two Disabled Students
- d. Two Faculty Members (Disabled)
- e. The Coordinator of Disabled Students
- f. The Campus Planning and Management Director

Grievance Committee for Disabled Students: The function of this committee is to investigate and recommend policies on Section 504 and ADA (American Disabilities Act) as well as make available the requirements of Section 504 and ADA (American Disabilities Act). The committee will also hear grievances and make recommendations to accommodate the student. The committee should be composed of the following members:

- a. Two faculty members (one disabled)
- b. Two special needs or physically challenged students
- c. Director of Health Services
- d. Two Student Government Association student
- e. Dean of students

Senate Budget Committee: The Senate Budget Committee will serve as the oversight committee of the overall university budget, participate in budget matters relative to budget planning, implementation, revisions and other matter impacting on the university budget.

- a. President of the Faculty Senate (Convener)
- b. Vice President of the Faculty Senate
- c. Four Senators (Academics)
- d. Two Senators (At Large Senators from the staff)
- e. One SGA representative (SGA President)

Admissions Appeals Committee: The Admissions Appeals Committee will serve as an avenue for all new and transfer students who have been denied admission. The chairperson will be selected by the committee. The committee should be composed of the following:

- a. Director of Recruitment (Convener)
- b. Director of Counseling and Testing
- c. One representative from personnel
- d. One representative Military Science
- e. Director of Financial Aid
- f. One representative from each school, Continuing Education, Honors College and University College

- g. One representative from Cooperative Education
- h. Two students

University College Council Committee: The University College Council Committee will work to benefit freshman and sophomores as they move through the University College program by helping to identify problems that currently exist and which may arise; by developing and supporting policies and recommending actions needed for improvement and problem resolution. The committee should consist of the following:

- a. Vice Chancellor of Enrollment Management
- b. Dean of University College
- c. Director of the Library
- d. Director of the Computer Center
- e. Director of Admissions
- f. Dean of the School of Agriculture and Home Economics
- g. Dean of Honors College
- h. Dean of Continuing Education
- i. Two staff persons from University College
- j. Two SGA representatives
- k. Director of Testing
- l. Director of Academic Records
- m. Director of Cooperative Education
- n. Three Senators
- o. Director Of Financial Aid

Resource(s): Board Policy 1510.1

Approved by: Board of Trustees

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Custodian: Human Resources