

# **RADFORD UNIVERSITY**

## **INTERNAL GOVERNANCE SYSTEM AND UNIVERSITY COMMITTEES AND COUNCILS**

**2003-2004**

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# **RADFORD UNIVERSITY Internal Governance System and University Committees and Councils**

## **I. Introduction**

This document describes the structure and procedures used to develop policies which are within the authority of the University.

Radford University has a strong commitment to collaborative governance among the constituencies of the University community because the results are longer lasting and of higher quality than what one person can accomplish alone. There must be many leaders on a university campus, leaders who are visible, speak often to articulate both issues and values, stand publicly for what is important, and commit themselves to the overall welfare of the University community.

Through a collaborative governance process, individuals and the University can harmonize their goals and set a course for mutual achievement. The willingness to listen to all ideas, to respect competing concerns, to evaluate the merits of many alternatives, and to communicate helps build consensus. The councils/committees which constitute the governance system serve in an advisory capacity and exist for the purposes of advising the University's president and/or his/her designee in the administrative decision-making process.

A successful collaborative governance process enables the programs and services of the University to improve in an atmosphere of trust, respect, and open decision making among colleagues. It allows the University to address complex issues, to remain open to discovery, to adapt to changing needs.

## **II. Overview of Structure**

The Internal Governance Structure provides a broad framework for governance, with the inclusion of the President, the President's Cabinet, the Student Government Association, the Faculty Senate, the Administrative Senate, and the Staff Senate, as well as necessary committees and/or councils. The chart located on page 6 illustrates the organizational structure of the Internal Governance System:

- A. **Board of Visitors** -As public trustees the members of the Board have the overall responsibility and authority, subject to constitutional and statutory limitations, for the continuing operation and development of the institution as a comprehensive state university and for the evolving policies within which it must function. The By-Laws of the Board of Visitors delegate the authority to implement the internal governance system to the president of the university.
- B. **The President** -For the continuing operation and development of the institution much of the authority of the Board of Visitors is delegated to the President, who serves as agent of the Board and chief executive officer of the University. This includes the authority to approve the development and revision of the Internal Governance System.
- C. **President's Cabinet** -The President, Vice Presidents, and Executive Assistant to the President comprise the President's Cabinet. The function of the Cabinet is to discuss, review, and reach university decisions with respect to all major actions in the operation and

development of the University that require action at this level. The President may delegate decision-making authority to the President's Cabinet or to individual members of the President's Cabinet when appropriate. Members of the President's Cabinet may delegate decision-making authority when appropriate. This delegation of authority is in keeping with the philosophy that decision-making authority should be delegated to the lowest appropriate level.

- D. **Senates** -The following bodies serve as the representative organization for the respective constituent groups at the University:
1. **Student Government Association** -The purpose of the SGA is to facilitate the representation of graduate and undergraduate student opinion. Every student becomes a member of the association upon matriculation with the University. The SGA Senate serves as the primary legislative body of the SGA and acts as an organ for student expression and participation in campus policy decisions.
  2. **Faculty Senate** -The purpose of the Faculty Senate is to enable the faculty to fulfill its function with respect to academic and educational policies and other affairs of Radford University. The Faculty Senate assures representation of faculty interests and of the faculty view of the common good of the University community, in accordance with recognized principles of university shared governance.
  3. **Administrative Senate** -The purpose of the Administrative Senate is to study, formulate, and recommend to the President's Cabinet policies and procedures affecting the employment and working conditions of administrative and professional faculty and to serve as the representative body for Administrative and Professional Faculty.
  4. **Staff Senate** -The purpose of the Staff Senate is to serve as the representative body for the classified and (1500 hour) wage employees and to accept and share responsibility with the administration, faculty, and students in all efforts to attain the stated goals of the University.
- E. **University Committees and Councils:** Standing and ad hoc committees and councils may be established as necessary for the purpose of advising the President, the President's Cabinet, and other administrators; considering and making recommendations regarding a variety of university policies and procedures; and/or carrying out those policies and procedures.

### III. Procedures and Guidelines for University Committees and Councils

- A. **Membership** -When selecting members to university committees and councils, unless otherwise specified, student appointments are made by the SGA; faculty appointments are made by the Faculty Senate Executive Council; administrative and professional faculty and support staff appointments are made by the Administrative Senate and the Staff Senate, respectively, except for staff identified from a specified division and in that case appointments are made by the appropriate vice president. All appointments to university committees and councils are submitted to the President's office by July 15. Persons who serve by virtue of position may appoint a designee. Designated representatives may serve as voting members. All university committees and councils should convene by October 1 with exception of noted committees that are convened only when business needs to be addressed.
- B. **Term of Appointment** -The term of appointment to university committees and councils is two years staggered (unless otherwise indicated) for all non-student members to ensure continuity. The term of appointment for students is one year. Members may be reappointed. If a substitute is appointed to complete the term of any committee member, the substitute's term shall expire at the end of the original term.
- C. **Designated Administrators** -The President, a member of the President's Cabinet or his/her designee serves as the designated administrator for each university committee and council. Designated administrators are responsible for facilitating the business of the committees and councils, convening or designating a convener for the first meeting of the committee, serving as a resource for the committee or council, and facilitating the approval of proposals. The designated administrator may choose to attend any of the committee/council meetings for which the administrator is responsible (except when appeals or grievances are being considered that may later be considered by the designated administrator). In most cases the designated administrator is a non-voting member unless otherwise noted in the committee composition description. (See Appendix A, *Guidelines for "Designated Administrators or their designees for University Committees and Councils* for a detailed list of duties of designated administrators)
- D. **Officers** – Unless otherwise indicated, the chairs of university committees and councils are elected annually by the members of the committee or council by the second meeting of the committee/council. The chair identifies a vice chair and a recording secretary and notifies the Executive Assistant to the President of their selection as chair.
- E. **Committees/Councils Internal Policies** -University Councils and Committees that have or develop internal policies for carrying out the responsibilities of the council/committee will submit those documents and any subsequent revisions to the appropriate designated administrators for review and approval. A copy of these documents is to be filed with the designated administrator or designee
- F. **Path of Proposals** -The sponsor of the proposal is responsible for submitting the proposal to the appropriate University committee/council or senate for discussion and action. If the proposal is approved, the chair of that committee/ council/senate will determine if the

approval of another committee/council/designated administrator is required or desirable and, if so, will submit the proposal to that authority along with any comments received from senates. The submitter of the proposal will be notified of referral to another committee or council and the final decision. Although authority for the approval of proposals is delegated to the lowest appropriate level, certain proposals may require approval at several levels up to and including the Board of Visitors.

As proposals are being considered, each of the senates and University committees/councils is expected to insure that ample opportunity is provided for the appropriate senate(s) to review and take action if needed on any proposals that are of significance to those members of the University community who are represented by one or more of the four senates or as required in this document. Generally, this obligation can be accomplished as follows:

**Committee/council members who are appointed by the respective senates should accept responsibility for identifying those issues that are of potential interest to their constituents and for facilitating communication between their senate and the University committee/council.**

All recommendations/proposals that require the approval of another committee, council, senate, designated administrator[s], President's Cabinet, President, Board of Visitors shall be made in memo form to the appropriate designated administrator and bodies.

**Note:** These steps must occur in a timely fashion. If no decision has been rendered from the appropriate approval authority within 20 class days, the proposal may be submitted to the next level of authority by the sponsor of the proposal.

***Pertinent Form-*** This form is distributed by the Executive Assistant to the President.

***Internal Governance Annual Report and Recommendation/Proposal Form***

This form, distributed by February 15 each year, is to be used on an annual basis by every University committee and council. The annual report and any recommendations/proposals for changes to the Internal Governance document are to be included on this form and submitted to the designated administrator by March 15. Following their review, the designated administrator will submit these forms to the Executive Assistant to the President by April 15.

- G. **Parliamentary Authority** -*Robert's Rules of Order Newly Revised* governs all proceedings of the internal governance committees and councils.
  
- H. **Attendance** –All members are expected to attend meetings of their respective committee/council. The appointing senate/official will be asked to appoint someone who can and will attend regularly.

- I. **Meetings** - Except when personnel matters are being considered, all meetings of the councils or committees, subject only to space limitations, are open to faculty, students, and staff of the University. Observers may request permission of a council or committee to testify or participate in debate. A quorum shall be based on a majority of the voting membership of the committee/council, excluding any membership positions that are vacant after October 1st.
- J. **Minutes** - Each University committee/council will distribute the minutes to the members of the committee/council and the appropriate administrators. Hard copies of the minutes and supporting documents will be filed in the official committee file (maintained by the designated administrator or designee). These documents will be maintained for the current and previous academic year at a minimum.
- K. **Internal Governance Structure Revisions** - Proposed changes to the established internal governance structure and university committees /councils including the establishment of new committees are to be submitted to the University Executive Council through the designated administrator. A proposal to change the function or membership of a committee must come from the committee or be submitted to the committee for comment. In case of varying recommendations see the University Executive Council function on page 13. When developing proposed changes, the originator(s) should consult the appropriate Cabinet Officer. All proposed changes to committees /councils should to be submitted by the designated administrator to the University Executive Council by April 15 along with that committee's or council's Annual Report.

The University Executive Council is responsible for the review and approval of proposed changes in the membership composition and function and the coordination of all University committees and councils, except those reporting to the senates. The actions of the University Executive Council are subject to the approval of the President's Cabinet.
- L. **Confidential Discussions and Documents** – University councils and committees will not withhold any documents or records of discussions (except those protected by federal and state law) from any constituency group. Virginia Code 2.1 – 342.01 section A paragraph 6 allows the working papers and correspondences of the chief executive officer of any public institution to be kept confidential for deliberative and personal uses. In accordance with the principles of the internal governance system, when working papers and correspondences are submitted to university councils and committees they will be treated as public documents.

#### IV. Standing Internal Governance University Committees and Councils

##### A. Committees and Councils Reporting to the Office of the President or Designated Administrators

###### 1. Convocation and Commencement Committee

**Function:** Schedules and plans university convocations (held during the opening of the fall semester, on Founder's Day and others that may be scheduled), commencements, and related activities. The committee will submit recommendations concerning the selection of speakers for convocations and commencement programs to the President. Substantive proposed actions by this committee require the opportunity for comments from the SGA and Faculty Senate prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Executive Assistant to the President (non voting); one Undergraduate College Dean; one Academic College Graduation Coordinator; Assistant Vice President for Communications; Registrar; Alumni Director; Graduate College Dean; 1 alumnus appointed by President of Alumni Association; Senior Class Advisor; two teaching faculty; and two students (Graduate Student Senator and Senior Class Senator/President). Additional persons may be included as non-voting members as needed to conduct the committee's business. These persons may include the Director of University Bands, Choral Music Director, Director of the Dedmon Center, Heth Student Center Assistant Director for Programming, Assistant Vice President for Facilities or a designated representative. Because of the size of this committee, the committee may organize its membership in such a manner as to be efficient in carrying out its responsibilities.

**Designated Administrator:** Executive Assistant to the President

###### 2. Diversity and Equity Action Committee

**Function:** Recommends and reviews policy and procedures concerning equity issues. Serves as advisory group to the President's Cabinet and the University's Equal Opportunity Official on diversity and equity issues. Develops and recommends strategies for recruitment and retention of under represented groups (students, faculty, and staff). Develops and recommends strategies and reviews issues related to students, faculty and staff with disabilities. Proposed actions from this committee require the opportunity for comment from all the senates prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Two teaching faculty; Executive Director of Human Resources; Admissions Representative, Social Equity Officer (non voting), Director of Multicultural and International Student Services, Coordinator of Disability Resource Office, one college Dean; one Staff Senate representative; and three students. All attributes of the University's statement of non-discrimination will be

addressed in the formation of this committee. Additional persons may be appointed as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Social Equity Officer

3. **Enrollment Management Committee**

**Function:** The Enrollment Management Committee conducts studies and analyzes data on demographic trends; sets enrollment targets for new freshmen, transfers, graduate students, summer and off-campus enrollments; and reviews the recruitment and marketing plans for appropriateness to the specified goals. This committee has the authority to recommend the management strategies for the reports to SCHEV.

**Membership Composition:** Vice President for Academic Affairs, Vice President for Business and Governmental Affairs, Vice President for Student Affairs, Vice President for Planning and Research, Vice President for University Advancement, Associate Vice President for Academic Programs, Director of Admissions, Dean of the College of Graduate and Extended Education, one teaching faculty (non-voting), and one student (non-voting). Additional persons may be included as non-voting members as needed to conduct the committee's business. These members will report regularly to the President.

**Designated Administrator:** President

4. **Intercollegiate Athletics Committee**

**Function:** Recommends and reviews policies concerning intercollegiate athletics; recommends the addition and elimination of intercollegiate athletic sports. Proposed actions from this committee require the opportunity for comment from the SGA and Faculty Senate.

**Membership Composition:** Director of Intercollegiate Athletics (non voting); Assistant Athletic Director for Compliance; three teaching faculty (to include the NCAA faculty representative); two students (one female and one male); Business Affairs representative, University Advancement representative; Social Equity Officer; and Staff Senate representative. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** President

5. **Planning and Budget Advisory Committee**

**Function:** Solicits input and feedback from the University senates and other constituencies regarding the university's strategic plan, action plans and budgets. Reviews the past year's accomplishments, challenges, opportunities (prepared by the President's Cabinet), and current trends (prepared by the Director of Institutional Research). Reviews annual strategic action plans (prepared by the President's

Cabinet). Evaluates resource needs and makes allocation recommendations. Distributes information to the University community regarding the outcome of the planning and budgeting process. Assesses the effectiveness of university planning and budgeting.

**Membership Composition:** Executive Director of Institutional Research, Planning & Assessment; two students; three division representatives (one each, appointed by the Vice President for Academic Affairs, Student Affairs, and University Advancement); the Director of Admissions; six teaching faculty (preferably one from each undergraduate college); University Space Committee Chair; the Assistant Vice President for Finance; Faculty Senate Resource Allocation Committee Chair (RAC); and the Associate Vice President for Facilities. Additional persons may be included as non-voting members as needed to conduct the committees business.

**Designated Administrator:** President

6. **University Executive Council**

**Function:** Reviews, for effectiveness, the existing internal governance structure and proposals to change that structure. Approves changes to the internal governance system and university committees/councils that are designed to strengthen the effectiveness of the system and grants recognition to newly formed special interest groups and organizations, excluding student clubs and organizations and groups that report to senates subject to the approval of the President's Cabinet. Advises the President of the University and members of the President's Cabinet on any matters brought before it, especially issues on which varying recommendations may be sent forward by one or more of the senates and by one or more of the University committees. Reviews and makes recommendations concerning the university calendar.

Note: The University will convene an *ad hoc* committee as needed to make recommendations about the long-range university calendar and any other calendar issues when the work of an *ad hoc* committee is needed. The University's Long Range Calendar should be maintained so that the approved calendar includes no fewer than five years and no more than ten years. When only five years remain in the approved long-range calendar, an ad hoc committee will be convened to propose a five-year extension to the university calendar. The composition of the ad hoc committee will include: Registrar One member of the Teaching Faculty One student One Staff Senate representative One Student Affairs representative (non-voting resource) One Academic Affairs representative (non-voting resource)

**Membership Composition:** The presidents from each of the senates; Executive Assistant to the President (non-voting); and one representative from each of the following divisions Student Affairs, Academic Affairs, Business Affairs; and University Advancement. Additional persons may be appointed as non-voting members as needed.

**Designated Administrator:** Executive Assistant to the President

7. **Administrative/Professional Faculty Grievance Committee**

**Function:** Hearing grievances regarding an employment matter directly and adversely affecting the professional well being of a member or members of the administrative/professional faculty. Non-grievable issues are specifically outlined in the Administrative and Professional Faculty Handbook. Specific grievance timelines, procedures, appeal routes, and reporting guidelines are also found in the handbook.

**Membership Composition:** The President of the University shall, on or before the beginning of each fiscal year, select 12 persons from among the administrative and professional faculty to serve as members of a grievance panel board. The members of the board will serve a two-year term. A list of current members will be maintained by the Human Resources Office.

**NOTE:** The Administrative Senate will recommend three representatives from each of the following divisions: Academic Affairs, Student Affairs, Business Affairs, and University Advancement for appointment by the President.

**Designated Administrator:** President

8. **Faculty Appeals Committee**

**Function:** Hears appeals of recommendations or decisions related to evaluations, non-reappointment (including those resulting from post-tenure review), tenure, promotion, and termination for cause. The Committee shall report its findings and make its recommendations to the Vice President for Academic Affairs. If the appeal is of the Vice President of Academic Affairs' recommendation, the Committee shall report its findings and make its recommendations to the President of the University. If the appeal is of the President's action, the Committee shall report its findings and make its recommendations to the Board of Visitors.

**Membership Composition:** Ten elected tenured faculty members (four from Arts and Sciences, one from Business and Economics, one from Education and Human Development, one from Health and Human Services, one from Visual and Performing Arts, one from Information Science and Technology, and one elected at-large by the University faculty). One alternate from each college selected as the faculty member who is from a department other than that of the principal representative(s) and who received the next highest number of votes in the election of representatives. Members and alternates serve three-year terms.

**Designated Administrator:** President

9. **Faculty Grievance Committee**

**Function:** Hears grievances regarding an employment matter directly and adversely affecting the professional well being of a member or members of the teaching and research faculty, which is not related to evaluation, reappointment, tenure or promotion, and which is not covered by other University policies, procedures, or regulations. The Committee shall report its findings and make its recommendations to the Vice President for Academic Affairs. If the grievance is of the Vice President for Academic Affairs' actions, the Committee shall report its findings and make its recommendations to the President of the University. If a grievance is of the President's action, the Committee shall report its findings and make its recommendations to the Board of Visitors.

**Membership Composition:** Ten elected tenured faculty members (four from Arts and Sciences, one from Business and Economics, one from Education and Human Development, one from Health and Human Services, one from Visual and Performing Arts, one from Information Science and Technology, and one elected at-large by the University Faculty). One alternate from each college selected as the faculty member who is from a department other than that of the principal representative(s) and who received the next highest number of votes in the election of representatives. Members and alternates serve **three-year terms**.

**Designated Administrator:** President

**NOTE:** The Faculty Handbook indicates that the President of the Faculty Senate will appoint the convener for the Faculty Appeals and Faculty Grievance Committees.

**B. Committees and Councils Reporting to the Vice President for Academic Affairs or Designated Administrators**

**1. Academic Policies and Procedures Committee**

**Function:** Reviews and recommends policies concerning class attendance, examination, class withdrawal, grading, registration, scheduling, academic advising and other academic policies and procedures. Opportunity for comment on proposed actions from this committee should be extended to the Student Government Association, Faculty Senate and Administrative Senate prior to submission to the Vice President for Academic Affairs.

**Membership Composition:** Associate VP for Academic Enrichment Vice Provost for Academic Affairs (non voting); one dean or designee from each college; six teaching faculty (preferably one from each undergraduate college, one of whom is a member of the Faculty Senate Executive Council), two students; Registrar and one

support staff from the Registrar's Office (both non-voting). Additional persons may be appointed as non-voting members as needed.

**Designated Administrator:** Vice President for Academic Affairs

## 2. Academic Program Review Committee

**Function:** The Academic Program Review Committee is a review body with an obligation to complete a rigorous assessment of each academic program's Program Quality Assessment report and make continuance recommendations based on the established criteria in the Academic Program Review Guidelines. The Committee makes program development recommendations focused on the quality of the program, student engagement, and student learning. The Committee provides a copy of its recommendations, along with any suggestions for program improvement/development to the department chairperson and/or program coordinator. The Program Quality

Assessment report for those programs scheduled, along with the Committee's assessment and recommendations, shall be submitted to the Vice President for Academic Affairs according to established deadlines.

**Membership Composition:** Executive Director of Institutional Research, Planning and Assessment; the President of the Faculty Senate; all the academic deans; one faculty member elected from each undergraduate college by the faculty in that college, (with the expectation that two hold graduate faculty status); one undergraduate student who will be available during summer school. Chairs, faculty, students, and other appropriate parties may be asked to attend meetings to provide additional information.

**Designated Administrator:** Vice President for Academic Affairs

**NOTE:** Faculty and student appointments are for one-year terms.<sup>1</sup>

## 3. Committee on Intellectual Property

**Function:** To assist the administration in developing standards and procedures for implementing policy regarding intellectual Property as stated in Section 3.4 of the Radford University Teaching and Research Faculty Handbook. And, to recommend amendments to the policy as needed.

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<sup>1</sup> Changes in membership composition and the "note" come from minutes of UXEC provided by Dr. Steve Owen April 13, 2010. These minutes are stored on the WHALE drive in the Internal Governance Document folder.

**Membership Composition:** One administrator appointed by the Vice President for Business Affairs and the Vice President for Academic Affairs and six faculty.

**Designated Administrators:** The Vice President for Business Affairs and the Vice President for Academic Affairs

#### **4. Graduate Affairs Council**

**Function:** Recommends policies and procedures regarding concerning the following specific areas as they relate to graduate programs: admissions, recruitment and retention, academic standards (including advising, transfer credit; class attendance, student expectations, experiential learning experiences, etc.) student financial aid; program and curriculum development and revision; graduate faculty membership; student research and creative activity.

**Membership Composition:** One faculty member from each graduate program selected by the program faculty, Dean of College of Graduate and Extended Education; Registrar; University Librarian; and one graduate student.

**Designated Administrator:** Vice President for Academic Affairs

#### **5. Library Committee**

**Function:** Helps in the development of the Radford University library as a strong resource and research center, which will aid students and the University academic community through the review, recommendation, and implementation of policies concerning the library's operation. Proposed actions from this committee require the opportunity for comments from the SGA and the Faculty Senate prior to submission of a final report to the President's Cabinet through the Vice President for Academic Affairs.

**Membership Composition** -University Librarian; one Library professional staff, one Library support staff; six teaching faculty (preferably one from each undergraduate college, one of whom should hold graduate faculty status); one undergraduate student and one graduate student nominated by the Library staff. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Vice President for Academic Affairs

#### **6. Professional Education Committee**

**Function:** Provides input into, assesses and monitors long-range planning for professional education programs; reviews all curricular changes from all Colleges that impact professional education programs; reviews and monitors student admission and retention policies; monitors student assessment programs (Praxis I and Praxis II); promotes collaboration between the University, PK-12 schools and external organizations to enhance professional education programs.

**Membership Composition:** Dean of CEHD, who serves as chair; Associate Dean of CEHD; Field Experience Programs; Coordinator of Advising & Licensure (non-voting); Teaching faculty selected by their respective College, including eight teaching faculty with at least one from each department in the College; three teaching faculty from CAAS (including one each from Humanities, Natural Sciences and Social Sciences; three other teaching faculty (including one each from COBE, CHHS, CVPA; five field-based professionals (selected by the Dean of the CEHD after consultation with appropriate chairs in the CEHD); and one undergraduate student. (Note: The dean or committee can invite a graduate student to serve as a resource.)

**Note:** Since the Dean of CEHD serves as the “Head of the Unit” for NCATE purposes, he or she must have responsibility for review of all proposals related to professional education programs. Selection of the field-based members involves identifying interested and knowledgeable professionals who are willing to serve and whose administration approves of such service.

**Designated Administrator:** Vice President for Academic Affairs

## 7. Academic Advising Committee

**Function:** Plans, monitors, and evaluates all functions related to academic advising to include the advising of students, registration processes, QUEST, graduation check-out, degree-audit, and academic policies affecting student progress and retention. The committee makes recommendations to improve academic advising as well as policies and practices affecting students' success and progress toward graduation. Ensures that all undergraduate students receive adequate and equitable advising that is appropriately evaluated. Recommendations from the Academic Advising Committee are forwarded to the Vice President for Academic Affairs through the Academic Policies and Procedures Committee where appropriate.

**Membership Composition:** The Associate Vice President for Academic Programs; the Advising Coordinators from each undergraduate college; the Advising Coordinator of the Pre-Major Advising Center; Registrar; Assistant Registrar; Director of New Student Programs; the Assistant Director of New Student Programs responsible for Quest; a representative from the Admissions Office; one student, two teaching faculty, each from a different undergraduate college; the Director of Career Services Center (or designee), and a representative from the Adult Degree Program.

**Designated Administrator:** Vice President for Academic Affairs

**8. College Curriculum Committees**

**Function:** Reviews and approves course and curriculum proposals and revisions in the major and minor academic programs in the college. All proposals and revisions approved shall be forwarded to the Undergraduate Curriculum and Catalog Review Committee and, if affecting general education, to the General Education Curricular Advisory Committee and the Curriculum Committee of the Faculty Senate; and/or if affecting graduate curriculum, to the Graduate Curriculum and Catalog Review Committee.

**Membership Composition:** College Dean (non-voting), Associate Dean and/or Assistant Dean(s) where applicable, one or two students with majors in the college, and one faculty member elected by each department in the college (and each school without departments, if applicable).

**Designated Administrator:** College Dean

**9. Departmental Curriculum Committees**

**Function:** Reviews and makes recommendations to the department on course and curriculum proposals and revisions in the major and minor academic programs in the department. All proposals and revisions approved shall be forwarded to the College Curriculum Committee.

**Membership Composition:** At least three faculty, all elected by the department, one upper-class student, and where appropriate, one graduate student in that department.

**Designated Administrator:** Department Chairperson

**10. Departmental Personnel Committees**

**Function:** Recruiting and recommending the hiring of all full-time faculty for the department; recommending the granting or denial of tenure; recommending reappointment or non-reappointment of non-tenured faculty; administering student evaluations of all faculty teaching for the department; evaluating the chairperson both as a faculty member and as a chairperson; and provide for the hearing and review of student grade appeals (in accordance with the Teaching and Research Faculty Handbook).

**Membership Composition:** All tenured faculty of the department excluding the Department Chair and the Dean. If fewer than three people are tenured in the

department (excluding the department chairperson), the membership shall be augmented by one or more full-time, tenure-track faculty members in the department, sufficient to bring the committee membership to three, and elected to one-year terms in a department meeting. Failing this, the committee shall consist of all tenured and tenure-track faculty in the department, excepting the Department Chair.

In the consideration of tenure decisions, if the Personnel Committee consists of fewer than three tenured faculty within the department, then a separate tenure committee shall be formed consisting of all tenured full-time Teaching and Research Faculty in the department, excluding the Department Chair, and additional committee members sufficient to form a three-person committee; additional full-time tenured faculty from other departments in the University shall be selected by the Department 's full-time tenured faculty, excluding the Department Chair, but subject to the written agreement of the candidate for tenure.

Additional information regarding this committee can be found in the Teaching and Research Faculty Handbook.

**Designated Administrator:** Department Chairperson

#### **11. Faculty Awards Committee**

**Function:** Develops the criteria, publishes the criteria and nomination process, and solicits nominations from faculty, staff, and students for the Donald N. Dedmon Professorial Award, and the RU Foundation Awards for Creative Scholarship and University Service. After review of the nominees' materials, the committee will recommend to the President the recipient of each award. Also solicit nominations and nominates outstanding faculty for the State Council of Higher Education Outstanding Faculty Awards Program in accord with the criteria and procedures annually established by the State Council. Submits its slate of nominees to the Vice President for Academic Affairs. Completed nominations will be submitted to the State Council of Higher Education through the offices of the Vice President for Academic Affairs and the President.

**Procedures:** Responsible for notifying the nominees and requesting that they provide any information appropriate to support their nomination. The Vice President for Academic Affairs will notify the faculty who have been nominated and request that they prepare supporting materials to be submitted to the State Council of Higher Education Outstanding Faculty Awards Selection Committee. The committee will offer advice to the nominees as they prepare supporting materials and will review the materials to ensure that they are complete.

**Membership Composition:** One faculty member from each of the undergraduate colleges who is the most recent recipient of any one of the three Radford University faculty awards (or one faculty selected by any college in which there are no award

recipients); one student; one of the faculty who is the most recent recipient of the State Council of Higher Education Outstanding Faculty Award; one Radford University Foundation Board member appointed by the President of the University Foundation; and one administrator appointed by the President.

**Designated Administrator:** Vice President for Academic Affairs

## **12. Faculty Professional Development Leave and Research Support Committee**

**Function:** Provides recommendations regarding policies and activities related to research and scholarly activities, research support, sponsored programs, and the Faculty Professional Development Leave program. Reviews applications and makes recommendations regarding Faculty Professional Development Leave.

**Membership Composition:** Dean of the College of Graduate and Extended Education; two academic deans; one tenured faculty member from each undergraduate college; a member of the Faculty Senate Executive Council; Director of Sponsored Programs and Grant Management (non-voting).

**Designated Administrator:** Vice President for Academic Affairs

## **13. General Education Curricular Advisory Committee**

**Function:** Considers assessment reports on the effectiveness of the general education program or elements thereof, recommends curricular programmatic modifications in general education that are based on assessment results, and reviews and comments on such recommendations made by the President or Vice President for Academic Affairs. Faculty Senate should comment and approve any changes. Comments are required of the SGA.

**Membership Composition:** Nine teaching faculty members including, three from the College of Humanities and Behavioral Sciences (to include one from Social and Behavioral Sciences, one from Humanities, and one at-large), two from the College of Science and Technology (to include one from computational and information sciences and one from the natural and physical sciences) and one each from the CEHD, COBE, CHHS, and CVPA; one student; and three non-voting members: the Core Curriculum

Coordinator, a faculty representative from University Core A, and the Director/Associate Director of Academic assessment.<sup>2</sup>

**Designated Administrator:** Vice President for Academic Affairs

#### 14. Undergraduate Curriculum and Catalog Review Committee

**Function:** Receives proposals for changes in academic requirements and course proposals from College Curriculum Committees, reviews for duplication of existing courses; monitors changes to the academic sections of the University undergraduate catalog, including the accurate inclusion of policy developed by appropriate university bodies. Monitors catalog for compliance with accreditation requirements.

**Membership Composition:** Registrar; two undergraduate students; University Librarian (non-voting resource); one faculty member from each college curriculum committee selected by the faculty of that committee; one member of the Faculty Senate sub-committee on curriculum (non-voting).

**Designated Administrator:** Registrar

#### C. Committees and Councils Reporting to the Vice President for Student Affairs or Designated Administrators

##### 1. Co-Curricular Activity and Facilities Committee

**Function:** To review and recommend resolutions to co-curricular activity and co-curricular activities facilities issues (i.e. student union, other co curricular facilities, campus recreation, intramural program, RU Outdoors, sports clubs, programming, etc.) that are brought to the committee. Policy proposals will be referred to the Student Affairs Executive Committee.

**Membership Composition:** Co-Curricular Activities Representative, Business Affairs Representative, Student Affairs Representative, one teaching faculty, six students (including a representative from BAP/CAB, Greek System, multi-cultural/minority students, SGA representative, and Student Media).

**Designated Administrator:** Vice President for Student Affairs

##### 2. Committee on Clubs and Organizations

**Function:** Recommends, reviews, and administers policy regulating student clubs and organizations. The committee grants recognition to student clubs and organizations in

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<sup>2</sup> Change based on memo from Dr. Steve Owen Chair, University Executive Council dated April 13, 2010. I presume Cabinet approval was granted (Bill Kennan). Memo stored on WHALE drive in IG document folder.

accordance with the authority delegated to the committee by the Vice President for Student Affairs. Decisions regarding policy matters are referred to the Student Affairs Executive Council.

**Note:** Proposals concerning the revision of the Constitution and By-laws of the SGA, Campus Activities Board, Black Awareness Programming Board and other campus-wide student organizations are submitted directly to the VPSA for approval. The Campus Judicial Board serves as a hearing body for the review of judicial matters related to student clubs and organizations.

**Membership Composition:** Coordinator for Student Leader Resources; one teaching faculty; and two undergraduate students; Graduate Assistant to Coordinator for Student Leader Resources. Additional persons may be included as non-voting members as needed to conduct the committee's business.

**Designated Administrator:** Director of Co-Curricular Activities

3. **Student Affairs Executive Council**

**Function:** Reviews and recommends policies and procedures concerning student life and campus experiences, including co-curricular activities, policies and procedures for the allocation and expenditure of student activity fees, student leader compensation, the Standards of Student Conduct, the campus judicial system, space utilization of Heth and the new student union, and all policies that may have an effect on campus life and/or environment for students. Members of this council should consult with their constituencies before final decisions are made by this council and recommended to the Vice President for Student Affairs. As necessary, this council will continue to act in an advisory capacity to the Vice President for Student Affairs. This council also reviews and recommends revisions to the Internal Governance Structure concerning Student Affairs and serves as the appellate body for appeals of actions taken by other committees that report to the Vice President for Student Affairs.

**Membership Composition:** Associate Vice President for Student Affairs; Assistant Vice President for Student Affairs; Dean of Students; SGA President; four other students nominated by the SGA President and approved by the SGA Senate; and one teaching faculty members. Additional persons may be included as non-voting members as needed to conduct the council's business.

**Designated Administrator:** Vice President for Student Affairs

4. **Student Evaluation of Faculty Committee**

**Function:** Reviews and recommends policies and procedures concerning student evaluation of faculty. Proposed actions from this committee require the opportunity for comments from the SGA and the Faculty Senate prior to joint submission. Proposals from this committee are to be submitted jointly to the Vice President for Student Affairs and Vice President for Academic Affairs.

This committee is convened only when business needs to be addressed.

**Membership Composition:** Three teaching faculty; one student; one representative from academic affairs; one representative from student affairs.

**Co-Designated Administrators:** Vice President for Student Affairs and Vice President for Academic Affairs

5. **Student Media Steering Committee**

**Function:** Recommends, reviews, and administers policy concerning the student media. The committee appoints and removes student media editors and business managers and approves student media budgets. Works to solve problems and resolve conflicts among the student media, between the student media and other constituencies.

**Membership Composition:** Assistant Director for Student Media (non voting); four representatives from the Student Media Committee (at least three of whom must be students); one faculty member; one student; and a practicing media professional from the community (not a RU faculty, staff or student) appointed by the Vice President for Student Affairs.

**Designated Administrator:** Dean of Students

6. **Financial Aid Advisory Committee**

**Function:** Serves in an advisory capacity to the Office of Financial Aid and seeks to provide assistance in identifying areas of concern while promoting and increasing public awareness to the student body. Significant proposals require comment from the SGA prior to submission to the Director of Financial Aid.

**Membership Composition:** Director of Financial Aid; three students who are financial aid recipients (selected from the following categories: a new freshman, one upper-class student, and a graduate student); one teaching faculty; and one support staff or administrative/professional faculty member who supervises student workers. Additional persons may be included as non voting members as needed to conduct the committees business.

**Designated Administrator:** Vice President for Student Affairs

7. **Outstanding Student Worker Selection Committee**

**Function:** Responsible for reviewing and recommending nominations for this annual award funded by the Radford University Foundation based upon specific criteria. One award shall be granted to a graduate student and two awards shall be granted to undergraduate students.

**Membership Composition:** Director of Financial Aid (non-voting); one representative each from Academic Affairs, Business Affairs, and Student Affairs; the Dean of Graduate and Extended Education; the Executive Director of the University Foundation.

**Designated Administrator:** Director of Financial Aid

8. **Student Athlete Appeals Committee**

**Function:** Hears appeal cases from student-athletes who have had athletic grant-in-aid (student aid) reduced or canceled and transfer eligibility issues. Written procedures shall be followed that provide for consistent and fair treatment for all student athletes. There is no further appeal of this committee's decision. This committee is convened only when business needs to be addressed.

**Membership Composition:** Compliance Coordinator (non-voting); two Student Affairs representatives; Faculty Athletic Representative (non voting); one teaching faculty; and two non-athlete students.

**Designated Administrator:** Vice President for Student Affairs

9. **Student Awards Committee**

**Function:** Reviews, recommends, and administers policy and the selection process concerning the Who's Who Program, the Outstanding Student Awards, and other campus-wide student award activities. Decisions regarding policy matters will be referred to the Student Affairs Executive Council.

**Membership Composition:** Coordinator of Student Leader Resources; two teaching faculty; two undergraduate students; and Graduate Assistant to Coordinator of Student Leader Resources.

**Designated Administrator:** Director of Co-Curricular Activities

10. **Student Health Advisory Committee**

**Function:** Serves in an advisory capacity to the Director of the Student Health Center on non-medical policy related to the operation of the Center. Hours of operation, program suggestions and feedback on the administration of the Center are all areas of discussion to the committee. Proposed actions require comment from the SGA prior to submission to the Director of the Student Health Center.

**Membership Composition:** Associate Vice President for Student Affairs (non-voting); one teaching faculty from CHHS, Director of Student Health Center (non-voting); and three students appointed by SGA

**Designated Administrator:** Associate Vice President for Student Affairs

11. **University Performance Series Committee**

**Function:** Arranges and promotes the University Performance Series.

**Membership Composition:** Associate Director for Student Activities; one administrative staff member appointed by the Vice President for Student Affairs; Dean of the College of Visual and Performing Arts; one faculty member from each of the Departments of Dance, Music, and Theatre; one faculty member at-large; four students (including one major from each of the Departments of Dance, Music, Art and Theatre).

**Designated Administrator:** Dean, College of Visual and Performing Arts

D. **Committees and Councils Reporting to the Vice President for Business and Governmental Affairs or Designated Administrators**

1. **Building and Grounds Committee**

**Function:** Recommends guiding principles for planning related to campus buildings and grounds, including a determination of the types and scope of projects that are to be brought before the committee for review. Reviews priorities for capital projects. Recommends buildings and grounds to support priorities from the planning process. Recommends, according to established university guidelines, the relocation of offices, departments, and teaching spaces in order to make a more efficient and effective use of the campus. Major actions (i.e. capital project priorities, master plan) proposed by this committee require the opportunity for comment by each of the senates.

**Membership Composition:** One representative from Academic Affairs; one representative from Student Affairs; one representative from University Advancement; Associate Vice President for Facilities; Facility Coordinator; one faculty member; one student; Registrar (non-voting).

**Designated Administrator:** Vice President for Business and Governmental Affairs

2. **Information Technology Resource Committee**

**Function:** Plans for and promotes the improvement of information technology resources, including program assessment towards goals and integration of recommendations with strategic planning and budget process. Proposed actions from this committee require the opportunity for comments from all senates prior to submission of a final report to the President's Cabinet.

**Membership Composition:** Executive Director of Information Technology Resource; Director of Television, **Radio and Communication Services**; Network Services representative; one representative each from the Department of Computer Sciences, College of Graduate and Extended Education, **Academic Enrichment**, Library, Student Affairs, Business Affairs, and University Advancement; one teaching faculty from each undergraduate college, selected by the college faculty); one undergraduate student; **Associate VP for Academic Administration**; Assistant Vice President for Finance; System Administration & Computer Operations representative; Information Systems & Computing Services representative; Technology Assistance Center representative; Director of Teaching Resource Center; Director of Academic Computing.

**Designated Administrator:** Vice President for Business and Governmental Affairs

3. **Parking and Traffic Committee**

**Function:** Recommends and reviews policy governing vehicle registration; recommends and reviews policy governing student, faculty, and staff parking regulation; establishes an Appeals Committee, oversees, implements and enforces a procedure for appeals of campus parking and traffic citations; reviews and edits the publication of *Parking and Traffic Regulations*. Proposed actions from this committee require the opportunity for comment from all the senates prior to submission of a final report to the President's Cabinet through the Vice President for Business Affairs.

**Membership Composition:** Director of University Services; one teaching faculty; two students (one boarding student, one commuting students); one support staff; one administrative and professional faculty; Director of University Police (non-voting); Manager of RU Express/Parking Services (non-voting), Conferences Services representative (non-voting); Student Affairs representative (non-voting). Additional persons may be included as non-voting members as needed to conduct the committees business.

**Designated Administrator:** Vice President for Business and Governmental Affairs

4. **Bookstore Advisory Committee**

**Function:** Seeks to help provide the best possible service to students, faculty and staff and provide a forum for open communication between the Bookstore and all campus constituencies. Proposed actions require the opportunity for comment by the SGA and Faculty Senate prior to submission to the Director of University Services.

**Membership Composition:** Director of University Services (non-voting); two RU Bookstore employees (usually Manager and Assistant Manager); one administrative and professional faculty; one support staff; two students; two teaching faculty.

**Designated Administrator:** Director of University Services

**5. Dining Services Advisory Committee**

**Function:** Seeks to help provide the best possible service to students, faculty and staff and provide a forum for open communication between the Dining Services and all campus constituencies. Proposed actions require comment by the SGA prior to submission to the Director of University Services.

**Membership Composition:** Director of University Services (non-voting); two Dining Services employees (usually Director and Nutritionist); one teaching faculty; one support staff; one administrative and professional faculty; and four students.

**Designated Administrator:** Director of University Services

**E. Committees and Councils Reporting to the Vice President for University Advancement or Designated Administrators**

**1. Alumni Association**

**Function:** Strives to acquaint alumni, students, faculty and others with the University's ideals and objectives. Maintains a mutually beneficial relationship between alumni and the University.

**Membership Composition:** Elected officers and an appointed executive council.

**Designated Administrator:** Vice President for University Advancement

**2. University Foundation**

**Function:** Strengthens the role of private assistance to Radford University.

**Membership Composition:** A Board of Directors composed of 24 individuals representing alumni, friends, businesses, faculty, staff and the community.

**Designated Administrator:** Vice President for University Advancement

F. **Committees and Councils reporting to the Vice President for Planning and Research or Designated Administrators**

1. **Animal Care and Use Committee**

**Function:** Recommends policy and reviews the institution's program for humane care and use of animals for teaching or research, and inspects the institution's animal facilities, including animal study areas, at least once every six months; prepares reports of the evaluations and submits those to the Institutional Official. The ACUC insures that deficiencies are corrected. The committee reviews, and if necessary, investigates concerns involving the care and use of animals at the institution resulting from public or in-house complaints. The committee reviews, and either approves, requires modifications in (to secure approval), or withholds approval of those components of proposed activities related to the care and use of animals, and of any proposed significant changes regarding the care and use of animals in ongoing activities.

**Membership Composition:** A Doctor of Veterinary Medicine (appointed by the VP for Planning and Research); two faculty, (one from Biology and one from Psychology, at least one should be a practicing scientist experienced in research involving animals and/or having statistical expertise) recommended by the chairs of these departments; one person not affiliated with the university (appointed by the VP for Planning and Research); a representative of the Office of Sponsored Programs and Grants Management; Chairperson of Biology Department; Chairperson of the Psychology Department; one student.

**Designated Administrator:** Vice President for Planning and Research

2. **Institutional Review Board for the Review of Research on Human Subjects**

**Function:** Recommends and reviews policy regarding the protection of human subjects participating in research; reviews and approves or disapproves all proposals involving research on human subjects and reports all action taken to the Director of Sponsored Programs and Grant Management; monitors all research on human subjects approved by the committee; submits required reports to state and federal agencies; reports alleged violations to the appropriate College Dean and recommends sanctions for the individuals who fail to comply with established policies and procedures to the appropriate College Dean.

**Membership Composition:** One undergraduate student (excluded from membership during summer sessions if not enrolled); one graduate student (excluded from membership during summer sessions if not enrolled); seven teaching faculty (including one from each college); (Members must include both sexes, with varying backgrounds to be sufficiently qualified through the experience of its members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its counsel and advice in

safeguarding the rights and welfare of human subjects. Include at least one individual from a primarily scientific field and at least one from a primarily non-scientific field. Federal regulations require this diversity.); two individuals not otherwise affiliated with the University nor part of the immediate family of someone who is (federal regulations require at least one); Executive Director, Sponsored Programs and Grant Management; one faculty/staff member familiar with student psychological adjustment issues related to the University community (appointed by the Associate Vice President for Student Affairs).

**Designated Administrator:** Vice President for Planning and Research

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Administrative Senate – [www.radford.edu/~adm\\_sen/](http://www.radford.edu/~adm_sen/)  
Faculty Senate – [www.radford.edu/~senate/](http://www.radford.edu/~senate/)  
Staff Senate – [www.radford.edu/~st\\_sen/](http://www.radford.edu/~st_sen/)  
Student Senate – <http://www.radford.edu/~sga/links.htm>

## Appendix A

### Guidelines for “Designated Administrators” or Their Designee for University Committees and Councils (unless otherwise stated)

\*Designated Administrators will be thoroughly familiar with the IG Document as it applies to their designated areas of responsibility.

1. Convene the first meeting of the committee/council by October 1 after consulting the schedules of the members. If possible, the meeting should be scheduled at a time that is mutually convenient for **all** members of the committee/council.
  - a. By the second meeting, facilitate the election of the chair by members of the committee and the appointment of a vice chair and recording secretary.
  - b. Arrange for new committee/council members to be informed about the function and procedures of the committee/council.
  - c. Notify the Executive Assistant to the President of the name, university address, phone number, FAX number, and e-mail address of the chairperson by October 15 on a form to be provided by the President’s Office.
2. Serve as a resource for the chairperson and the committee/council (i.e. Communication with all appropriate university groups, preparation of proposals using the appropriate forms and format, routing of proposals, other guidelines and procedures, etc.)
3. Attendance at meetings of the committee/council by the designated administrator is optional. The designated administrator will not attend committee meetings in which appeals or grievances are being considered (i.e. committees in which appeals are being considered that may later be considered by the designated administrator). The designated administrator may participate fully in meetings of the committee/council as a non-voting member (unless otherwise stated).
4. Proposals from the committee/council are to be submitted to the designated administrator along with any comments from the Senates. **If the appropriate Senate(s) has not been afforded the opportunity to review and comment on the proposal, the proposal should be returned to the committee/council until those consultations have occurred.**
5. (Applicable only to designated administrators who are members of the President’s Cabinet) After reviewing the proposal and any comments, the appropriate member(s) of the President’s Cabinet or the President’s Cabinet may take one of the following actions on the proposal:
  - a. Recommend approval of the proposal to other authorities, when appropriate. For example, proposed revisions to the Internal Governance Document are to be forwarded to the University Executive Committee for review and recommendations
  - b. Approve the proposal (final).
  - c. Disapprove the proposal with explanation provided to the sponsor of the proposal.
  - d. Seek further input from the committee/council or return the proposal to the committee/council with the request that it be reconsidered and revisited.
  - e. (Applicable only for proposals which are submitted to the President or President’s Cabinet) Before making a decision on the proposal, consult with the University Executive Council about proposals on which there has been disagreement or on which the President or President’s Cabinet desires the advice of the Council.
  - f. (Applicable only for proposals which are submitted by Student Affairs Committees to the Vice President for Student Affairs) At the request of the VPSA, the recommending

committee, or the SGA, recommendations that are submitted to the VPSA may be referred to the VPSA, to the Student Affairs Executive Council, and/or to the SGA for their review and recommendation. This council also serves as the appeal body for appeals of decisions of Student Affairs committees. This council reviews and recommends revisions to the Internal Governance Structure concerning Student Affairs.

6. After the proposal receives final approval or disapproval:
  - a. File an official copy of the proposal with the responsible Vice President, who will, when appropriate, forward the proposal to the Executive Assistant to the President and the Council for the Review of University Policies.
7. Designated Administrator will facilitate the submission of Annual Reports to the Executive Vice President to the President through the appropriate Vice President.

## Appendix B – Senate Constitutions

Note: To access all Senate constitutions please refer to the RU Homepage

Administrative Senate – [www.radford.edu/~adm\\_sen/](http://www.radford.edu/~adm_sen/)

Faculty Senate – [www.radford.edu/~senate/](http://www.radford.edu/~senate/)

Staff Senate – [www.radford.edu/~st\\_sen/](http://www.radford.edu/~st_sen/)

Student Senate – [www.radford.edu/~sga/index.html](http://www.radford.edu/~sga/index.html)

## Appendix C – Scholarly Lectures Committee

This committee remains in the Internal Governance Document but does not appear in the IG Committee Document. Below are sections from individuals whose institutional memory bears on this topic.

A few years ago, Scholarly Lectures was eliminated as an IG committee, largely, as I remember, because the funds supporting it were coming out of Student Activities fees, but the committee was controlled by Academic Affairs.

I don't know how it works now, but during the years before I left, the Club Programming Committee, which accepts requests for and then allocates Student Activities funds, has set aside a large proportion of the funds it has available for scholarly speakers, performers, etc. To have access to these funds, the requester(s) must represent student organizations--thus, students are receiving funds supported by their fees, and using them for academic purposes. I sat on CPC for the five years or so before I retired, along with two teaching faculty, and the process seemed to work well.

I recall that the change was approved by the UEC, but I don't remember the Faculty Senate's involvement.

Dr. Steve Lerch (Retired)

Past Vice Provost

I was trying to recollect and then I saw Steve's response. I think he is pretty accurate. I would guess that the elimination of that committee might have taken place at least 5 years ago...maybe closer to 10.

Dr. Joseph P. Scartelli

Past Interim Provost