

# **Proposed Selection Processes for Selected Standing University Councils/Committees With a Significant Faculty Component**

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## Preamble

The 2019-2020 Faculty Senate Executive Committee has charged the 2019-2020 Committee on University Committees to propose documented selection processes for the standing university councils and/or committees listed below, for which there appear to be only *ad hoc* selection processes that have been ‘handed down’ over time but that seem to have no formal written policy.

- **University Council**
- **Graduate Council**
- **Undergraduate Council**
- **TCU Core Curriculum HMMV Committee**
- **Research Committees**
  - **Institutional Animal Care and Use (IACUC)**
  - **Institutional Biosafety Committee (IBC)**
  - **Institutional Review Board for Human Subjects Research (IRB)**
  - **Intellectual Property Review Committee (IPRC)**
  - **Laser Safety Committee (LSC)**
- **University Advisory Committee**

## Documentation

The primary documentation for this endeavor is the Faculty Staff Handbook (2019-2020), a document by the HCNHS dated 5.24.19 entitled “Handbook Request for C&C Information”, and a document by Hylida Nugent who reviewed the Handbook documentation about a number of these committees and provided questions related not only to the selection processes but a number of additional operational elements.

## Comments

- We have chosen to use the 5.24.2019 document by Hylida Nugent as a model to provide information about each of these committees (where possible), within which selection processes are recorded/suggested. Those questions are reproduced on the last page of this document. Question 7 in her document relates directly to the selection process and is bold-faced for emphasis. **(CUC committee members - for the purpose of documents creation I have reproduced question 7 in each section to guide consideration of the selection process. You can certainly refer to other questions in the document, but to focus our task on the charge I have only included question 7. This note will be removed from the final document.)**
- This document does not include comment or procedures for College Advisory Committees which are under the purview of their respective Deans.
- The title for each entity also includes the position of the person with the most proximate oversight, if it can be determined from the existing documentation. In some cases the person with immediate oversight may then report to the Provost, who has ultimate oversight.

## **University Council - Provost/Vice Chancellor for Academic Affairs**

“In general, all major academic matters involving policy, development of programs, degree offerings, calendar and some aspects of student life fall within the purview of the University Council. Matters that cannot be resolved by other committees and recommendations of the Graduate Council and Undergraduate Council may be submitted to the Council for review and decision. Responsibilities include, but are not limited to, the following:

- academic calendar including final examination scheduling, class recesses, registration periods, and related issues;
- graduation requirements for all degrees including grading policies and computation of GPA, residency requirements, semester-hour credit requirements, transfer credit, and thesis/dissertation requirements;
- academic policies governing all students such as Final Examination Policy, Academic Conduct Policy, Student-Initiated Withdrawal Policy, Academic Probation & Suspension Policy, and use of the Q symbol;
- policies governing retention and progression of students in academic programs;
- curriculum requirements including proposed changes in the TCU Core Curriculum Requirements and related school/college requirements, proposed addition or deletion of degree programs, and proposed (significant) programmatic changes;
- annual review of all international consortia relationships and education contractual agreements;
- such matters as brought to the Council by the Provost/Vice Chancellor for Academic Affairs.

Faculty membership on University Council is normally restricted to full-time faculty, excluding lecturers.

“

### **PROPOSED SELECTION PROCESS**

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three year terms. The list of candidates for each college shall consist of all eligible (i.e. full time) faculty.

The Faculty Senate appoints two At-Large Members from the list of active Senators to three year terms or may appoint senators to fill the remainder of unfinished terms for those who rotate off the Senate. The FSEC will elect two senators and the Senate will vote to approve the elected senators. Approval will be by simple majority.<sup>1</sup>

Ex-Officio Members automatically include the Deans, the Registrar, the head Librarian, the Director for Institutional Effectiveness. Student members automatically include the elected President and VP of the SGA and a Graduate Student Member.

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<sup>1</sup> Suggested Faculty Senate process taken from Greg Friedman’s Assistant Secretary Manual - 2016.

## **Graduate Council - Assoc. Provost for Research & Dean of Graduate Studies**

“In general, the Graduate Council reviews and recommends policies and practices pertain to graduate academic affairs; reviews and acts on all graduate curricula changes (courses and programs) emanating from the school/colleges or the Office of Graduate Studies and Research; periodically reviews graduate programs for consistency within the University's mission and individual program integrity. Recommendations of the Graduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- unit course offerings (including additions/deletions) applicable to degree and certificate programs: note that 5000-level courses are considered both graduate and undergraduate;
- addition or deletion of majors;
- addition or deletion of degree programs;
- requirements for masters and doctoral degrees;
- policies governing program admission and continued matriculation;
- graduate grading policies and practices;
- criteria for graduate financial aid;
- criteria and procedures for appointment to the Graduate faculty;
- such matters as brought to the Council by the Provost/ Vice Chancellor for Academic Affairs.

Faculty membership on Graduate Council is normally restricted to full-time faculty, excluding lecturers. In order to serve on the Graduate Council, an individual must be a member of the Graduate Faculty. “

### **PROPOSED SELECTION PROCESS**

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three year terms. The list of candidates for each college shall consist of all eligible (i.e. full time and a member of the Graduate Faculty) faculty.

Appointed members are appointed by the Deans of each Academic College. The *ex officio* members of the graduate council are the associate deans from each college charged with oversight of graduate programs + the Registrar + a graduate student selected by the graduate student senate.

## **Undergraduate Council - Provost/Vice Chancellor for Academic Affairs**

“In general, the Undergraduate Council reviews and recommends policies and practices pertaining to undergraduate academic affairs; reviews and acts on all undergraduate curricula changes (courses and programs) emanating from the schools/colleges; periodically reviews undergraduate programs for consistency within the University’s mission and individual program integrity. Recommendations of the Undergraduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- unit course offerings (including additions/deletions) applicable to degree and certificate programs; note that 5000-level courses are considered both undergraduate and graduate;
- addition or deletion of majors and minors;
- addition or deletion of degree and certificate programs;
- requirements for bachelor's degrees;
- policies governing program admission and continued matriculation;
- undergraduate grading policies and practices;
- policies involving credit by examination, experiential learning and other nontraditional course credit experiences;
- such matters as brought to the Council by the Provost/Vice Chancellor of Academic Affairs.

Eligibility for membership on Undergraduate Council is normally restricted to full-time faculty, excluding lecturers. “

### **PROPOSED SELECTION PROCESS AND COMMENTS**

#### Comments

Operationally the At-Large members are selected by the Provost on the recommendation of the Deans of the colleges mentioned below. There are no documents that describe the criteria used to select the four At-Large faculty members. Discussion within the CuC surmises that the four appointees are from the three colleges with the largest numbers of faculty (and consequently with the largest enrollments - AddRan Humanities and Social Sciences, Business, and Science and Engineering). Those who set up the UC may have been attempting to lower the load on the elected college faculty members since it is more likely that those serving for the larger colleges may potentially have a larger load.

#### Proposed Selection Process

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three year terms. The list of candidates for each college shall consist of all eligible (i.e. full time) faculty.

Each year the number of faculty in each college (or in each branch in AddRan) be evaluated and At-Large members be appointed from the four largest faculty bodies.

## TCU Core Curriculum HMOVV Committee - FSEC

“The Heritage, Mission, Vision and Values Committee is a Faculty Senate Committee that vets courses for the Heritage, Mission, Vision and Values (HMOVV) Curriculum and that works with other constituencies to develop assessment procedures for the HMOVV Curriculum. Committee membership is a combination of Faculty Senators and the faculty at large. For further information about the Committee, including its Charter, please consult the Committee’s Web page at the following address: [www.hmovv.tcu.edu](http://www.hmovv.tcu.edu) .  
“

### **Proposed Selection Process**

The Senate elects two members (who must be Senators) for three year terms at the recommendation of the FSEC as a normal Senate election. An additional five members are selected by the Director of the TCU Core Curriculum in consultation with the FSEC. The Director of the TCU Core Curriculum is automatically an *Ex-Officio* member.

## **Research “Compliance” Committees - Assoc. Prov. Res. & Dean of Grad. Stud.**

Although these committees are referred to in the Faculty/Staff manual as “Research Committees” the current Assoc. Prov. Res. & Dean of Graduate Studies (Dr. Floyd Wormley) refers to them as “Research Compliance Committees”. From what we gather the largest portion of these committees charges do deal with matters of compliance, including policy review. It might be more efficacious if, in the FS Handbook, we refer to these as the “Research Compliance Committees”.

These committees were set up in the last 10 years or so as their existence was required due to either governmental regulations involved with their subjects or by perceived criteria derived by committee members. Most seem to have been established while Bonny Melhart was in this position, by consultation with constituencies dealing with these matters. Deans and faculty were polled for the names of individuals concerned with the topics and the “Research Office” appointed the members. The composition of the committees was either set by existing governmental compliance requirements or, it seems, by mutual consent of those recruited to serve on the committees.

### **Proposed Selection Process**

Due to the highly technical nature of each RCC, the selection process, which is partially dictated by varying federal regulations, should reside in the “Research Office” since it has the personnel to monitor and administer committee membership. Faculty are selected by the Associate Provost for Research in consultation with Chairs and those with compliance oversight.

## **Research Committee - IACUC - Assoc. Prov. Res. & Dean of Graduate Studies**

“The IACUC oversees TCU’s animal care and use program, which includes the review and approval of animal use activities and inspections of animal facilities. “

## **Research Committee - IBC - Assoc. Prov. Res. & Dean of Graduate Studies**

“The IBC oversees TCU’s Biosafety in Research program, which includes helping to ensure compliance for all research and teaching activities that involve the use of recombinant or synthetically derived nucleic acid molecules or other biohazardous materials.“

## **Research Committee - IRB - Assoc. Prov. Res. & Dean of Graduate Studies**

“The IRB develops standards and reviews proposed projects to help ensure compliance with University policy related to provisions for health, welfare, privacy, dignity and human concerns in research involving human subjects.“

## **Research Committee - IPRC - Assoc. Prov. Res. & Dean of Graduate Studies**

“The IPRC reviews disclosures related to intellectual property and recommends to the Provost regarding actions to be taken including, but not limited to, copyright, patent, trademarks and related legal protections. The committee is responsible for maintaining a published process for review and contact with creators/inventors.“

## **Research Committee - LSC - Assoc. Prov. Res. & Dean of Graduate Studies**

“The LSC serves as a resource for development and review of laser safety policies and procedures, and, in conjunction with the Laser Safety Officer (“LSO”), addresses laser safety problems, and reviews and recommends use of lasers based upon the American National Standards Institute standard, where applicable.“



## University Advisory Committee - Prov./Vice Chancellor for Academic Affairs

“The University Advisory Committee advises the Provost/Vice Chancellor for Academic Affairs on his/her actions concerning promotion and tenure in accordance with the policy and procedures of the Faculty Advisory Committee Structure.”

### Proposed Selection Process

<sup>2</sup>Faculty members of the UAC are either elected by the Senate or appointed by the Provost as described below.

(UAC) elections, should be done at least 6 weeks before the end of the semester according to the Faculty Handbook. For the University Advisory Committee, the Senate elects four of the eight members on a rotating basis. Senators from the relevant college nominate and have a secret-ballot Senate election at the April Senate meeting (or the election could be done by Survey Monkey). The result should be available at least six weeks before the end of the semester. Members must have tenure, must not be a department chair, and must be three years removed from any previous full term on the committee. Below are the rotations from 2017 to 2030. Future rotations should be based on this scheme.

	Senate Election A	Senate Election B		Provost Appointment A	Provost Appointment B
2017	AddRan-Humanities			Fine Arts	
2018	Science and Engineering			Business	Communication
2019	AddRan-Social Sciences	Nursing & Health Sciences		Education	
2020	Fine Arts			AddRan-Humanities	
2021	Business	Communication		Science and Engineering	
2022	Education			AddRan-Social Sciences	Nursing & Health Sciences
2023	AddRan-Humanities			Fine Arts	
2024	Science and Engineering			Business	Communication

<sup>2</sup> Suggested Faculty Senate process taken from Greg Friedman’s Assistant Secretary Manual - 2016..

2025	AddRan-Social Sciences	Nursing & Health Sciences		Education	
2026	Fine Arts			AddRan-Humanities	
2027	Business	Communication		Science and Engineering	
2028	Education			AddRan-Social Sciences	Nursing & Health Sciences
2029	AddRan-Humanities			Fine Arts	
2030	Science and Engineering			Business	Communication

Note about AddRan:

Humanities departments: English, Modern Languages, Philosophy, Religion, Spanish

Social Sciences departments: Criminal Justice, Economics, Geography, History, Political Science, Sociology and Anthropology