

GENERAL GUIDELINES
UNIVERSITY STANDING COMMITTEES
(Revised: November, 2007)

1. Establishment of Committees

Only the President of the University shall have the authority to establish University committees, standing, ad hoc or special purpose. Recommendations for establishing, continuing, or abolishing University committees should be received from Vice Presidents, the Faculty Senate, or the Student Government Association.

2. System of Appointment

The President of the University should make all committee appointments. Primary consideration should be given to the nominations received from the Faculty Senate and the Student Government Association. The President should receive faculty nominations before the beginning of the fall semester. The President should receive student nominations soon after the beginning of the fall semester.

Efforts should be made to insure that women and minorities are represented on committees. In a memorandum to the President of the Faculty Senate dated November 19, 1990, the President gave approval for exceptions to these guidelines to be made as needed in order to provide for minority representation.

3. Representation and Tenure

Each academic college should have faculty representatives on every university standing committee, but the exact number of members on a particular committee should be determined by the nature of that committee's responsibilities.

For committee purposes, the Library and Academic Enrichment should be considered as part of the College of Mass Communication (Faculty Senate Resolution of January 14, 1991; approved by the President on February 4, 1991). The Faculty Senate passed a resolution on September 4, 1985, that on committees where there should be more than one representative from a college that these representatives should not be from the same department.

There should be at least two students on all University committees with the exception of those committees designed to deal specifically and exclusively with faculty matters. Such committees should be composed entirely of faculty members. Undergraduate student representatives should be full-time students (enrolled for 12 or more hours) and should have a grade point average of 2.0 or above at the time of appointment. Graduate student representatives may be full-time or part-time students (SGA Resolution of March 23, 1994) and should have a grade point average of 3.0 or above at the time of appointment.

Faculty appointments to committees are typically two-year appointments. Two-year appointments, over time, will insure that all faculty members will have an opportunity to serve on committees. Faculty members should not be eligible for reappointment to the same committee for two years. Student members should be appointed for a one-year term and should be eligible for reappointment for an additional year. When possible, membership on committees should be staggered so that one half of the faculty members can be replaced each year. The definition of eligible faculty is found in the Faculty Senate By-Laws.

All faculty committee appointments should become effective at the beginning of the Fall term (interpreted to be the date of the August Faculty Meeting) and should end at the closing of the Summer term. All student committee appointments should become effective at the date of their notification. (The SGA should make their nominations as soon after the Fall semester begins as possible.)

No faculty member or student should serve on more than two standing committees at the same time. If members should fail to complete their appointed terms of service, replacements should be appointed for the unexpired term.

4. Ad Hoc University Committees

If, in the opinion of the President, a situation arises which justifies the establishment of an ad hoc committee, it is recommended that the procedure used to appoint members of standing committees be utilized unless special conditions exist which indicate a departure therefrom. Ad hoc committees should follow the same procedure as standing committees in keeping records and making reports. All ad hoc committees should report to the President or to someone designated by the President. In general, ad hoc committees should be expected to fulfill their charge within a period of two years. When an ad hoc committee has completed its charge, the President should officially dissolve the committee and its members be so notified in writing.

5. Special Purpose Committees

If, in the opinion of the President, special purpose committees are needed to conduct university business on a continuing basis and the membership needs to be by position, these committees will not necessarily follow the appointment procedures of standing committees. Special purpose committees should follow the same procedures as standing committees in keeping records and making reports. All special purpose committees should report to the President or to someone designated by the President.

6. Committee Officers

Each standing committee should elect a chairperson and a secretary at its last meeting for the year. These officers should assume their responsibilities for a period of twelve months. The elected chairperson shall be appointed an additional one-year term if elected in the last year of their appointment. The chairperson of standing committees

should be a member of the teaching faculty unless otherwise specified. The chairperson should be responsible for calling meetings, setting agendas, and submitting committee reports. The President may appoint the chairperson of an ad hoc committee, which should, in turn, select its own secretary. Unless unusual circumstances require a co-chairperson, committees should not have them.

7. Ex-officio Members and Consultants

The President of the University should be an ex-officio member of all university committees. Some committees by virtue of their nature and function may need the services of additional ex-officio members and/or consultants. Such ex-officio members and/or consultants should not have voting privileges. When deemed necessary, ex-officio members and/or consultants may send representatives in their stead.

8. Committee Guidelines and Charges

All standing committees should have formal written guidelines and procedures. The President or his designate should provide the initial charge, which outlines the responsibilities of the committee. The committee members should then establish procedures through which its objectives can be accomplished.

9. Committee Meetings and Records

Standing committees should meet at least once each year. Chairpersons of all committees should maintain a file of minutes. Committee meetings should be conducted and minutes kept in accordance with the latest edition of Robert's Rules of Order. A copy of the minutes should be provided to the Faculty Senate President, the SGA President, and the appropriate Vice President.

Ad hoc and special purpose committees should meet as often as necessary to accomplish their specific objectives and should follow the same general procedures as other committees.

10. Committee Reports and Reporting Procedure

All standing committees should report to a Vice President or a designee. At the end of each academic year (summer term), committees should submit to the appropriate administrator and to the Faculty Senate President and the SGA President a report of their activities during the year.

Final reports of ad hoc committees, and interim reports, if appropriate, should be forwarded to the appropriate administrator and to the Faculty Senate President.

11. Response to Committee Reports

Each administrator who has decision-making responsibilities for committee

recommendations or reports should respond in writing to the appropriate committee chairperson regarding such recommendations or reports within two weeks of receiving them.

12. Recognition for Committee Service

To encourage faculty participation on university committees, it is recommended that such service be recognized as something beyond a “part of one’s job” and that the personnel record maintained for each faculty member indicate that member’s service. In accordance with “Faculty Workload Guidelines,” committee service should be considered in evaluating faculty members for retention, tenure, promotion, and salary increases.

Committees Reporting to the Executive Vice President and Provost

1. The Athletic Committee

The Athletic Committee should be composed of one faculty member from each academic college and two at-large faculty members to serve three-year terms; two students, and an additional member appointed by the President to serve as the University’s permanent representative to the Sun Belt Conference. The Athletic Director, the outgoing chair, and the senior women’s administrator should serve as ex-officio members. Also, the President of the Blue Raider Athletic Association should serve as an ex-officio member. The chair-elect should be selected at the first fall meeting of the committee with a term of office as chair beginning with the following summer term. The chair-elect should preside in the absence of the chair. As with all standing committees, special efforts should be made to insure a diverse committee membership. The guidelines under which the committee operates should be consistent with Sun Belt and NCAA regulations. The committee will meet, when necessary, in the summer to carry out its responsibilities.

Charge: The general purpose of the committee is to review matters brought before it relating to varsity athletics at MTSU and to make recommendations to the President. The Athletic Committee should monitor adherence to NCAA and Sun Belt Conference rules and insure operation of the athletic program at a high level of integrity. The committee should act to encourage school spirit and sportsmanship in athletics and to use the athletic program as a medium to promote public relations at the University. Further, the committee should seek to improve opportunities for women and minorities where there is evidence these groups are underrepresented. The Athletic Committee, at its discretion, should also advise the Athletic Director and the President on any matter pertaining to athletics and MTSU.

Duties of the Committee – Oversight – The committee shall be responsible for monitoring and/or evaluating the following at least once a year. 1. The academic performance of student athletes, including graduation rates and grade point averages. 2. The Athletic Director shall show the committee broad categories of the budget, i.e., what

generally is spent for each sport. Recommendations—The committee shall be responsible for participating in recommendations relating to the following: 1. The addition or deletion of a sport. 2. The price and sale of football, basketball and baseball tickets. 3. Changes in the policy regarding priority seating for football, basketball and baseball. 4. Changes in conference affiliation. In the hiring of athletic directors and head coaches or any other change in their status, the Athletic Committee shall be represented by at least one (1) member of the committee, selected by the Chair, on any official committee, task force or body of the University set up to review or act upon matters relating to varsity athletics. If the special committee has more than ten (10) members, then the Athletic Committee shall be represented by two (2) members.

Decision-Making - The Athletic Committee shall have the power of hearing appeals relating to the following: 1. The granting of letters in varsity sports. 2. The granting of awards in varsity sports.

2. The Athletic Compliance Committee (Special Purpose)

The Athletic Compliance Committee will report to the Executive Vice President and Provost and will oversee all athletic compliance areas including financial aid, academics, and all athletic rules and regulations given by the University, the Sun Belt Conference and the National Collegiate Athletic Association. The actions of the committee will assure that all athletics programs, the institution, and friends of the University are in compliance with these standards. The committee will meet, when necessary, in the summer to carry out its responsibilities.

Committee members will include the Athletic Certification Officer, Faculty Athletics Representative, Athletic Academic Advisor, Director of Student-Athlete Academic Enhancement Center/Athletic Academic Advisor, Financial Aid Officer, the Director of Compliance and three at-large faculty members (no more than one from any college).

3. The Academic Appeals Committee

The Academic Appeals Committee should have six subcommittees, one for each of the academic colleges and another for undeclared majors. The five college subcommittees should be composed of five faculty members from the college and a student with a major in the college. The subcommittee on undeclared majors should be composed of four faculty, each from a different college, one advisor from the Academic Support Center, one advisor from Continuing Education/Distance Learning, the Director of Adult Services, the Director of the Academic Support Center (ex-officio) and one student (any major or undeclared.) The college academic advisors should serve as permanent, voting members on their respective subcommittees. The committee will meet, when necessary, in the summer to carry out its responsibilities.

Charge: The Academic Appeals Committee should make final determinations concerning undergraduate students' appeals for admission and/or readmission to the University. The committee chair shall be permitted to request the deans of the colleges to

appoint substitute faculty to serve in situations where faculty committee members cannot attend meetings when appeals are being heard.

4. Animal Care and Use Committee (Special Purpose)

The Animal Care and Use Committee should be composed of no less than five members and must include an attending Veterinarian, one practicing scientist experienced in research involving animals, one member whose primary concerns are in a non-scientific area, and one individual who is not affiliated with the institution or the immediate member of a family affiliated with the institution. One graduate student may also serve on the committee, but it is not a requirement. All committee appointments, except students, will be three year terms. The Research Compliance Officer should serve as ex-officio. The committee should be empowered to request outside consultants as the need arises. If a fee is involved in a consultant's appearance before the committee, the Vice Provost for Research and Dean of Graduate Studies should approve the payment of such fee. The committee reports to the Vice Provost for Research.

Charge: The Animal Care and Use Committee must be able to ascertain the acceptability of proposed research in terms of institutional commitment, regulations, applicable law and standard professional conduct and practice. The IACUC shall review any research proposal in which animal subjects are involved to determine the conformity with guidelines imposed upon the University by Federal and state regulations. The committee, or its designee, should inspect all animal facilities including animal study areas/satellite facilities and field study sites once every six months using USDA Regulations/Guides as the basis for inspections.

5. The Campus Non-Violence Committee (Special Purpose)

The Campus Non-Violence Committee should be composed of the following: the Director of Human Resources, the Director of Public Safety, a representative of Counseling Services, the Dean of Student Life, the Campus Safety Officer, the President of the Faculty Senate, the President of Student Government Association, the Director of the June Anderson Women's Center, and one faculty member at-large (to serve a two-year term). The Legal Assistant to the President should serve as an ex-officio member. The President may appoint additional members as appropriate. The committee may be asked to meet at non-scheduled times during an emergency.

Charge: The Campus Non-Violence Committee should function as a monitoring body to oversee the implementation of the Violence on Campus policy. In carrying out this function, the committee should strive to insure the education of the campus community about violent behavior, its relationship to the University and the community at-large. Furthermore, the committee should be proactive in identifying and determining solutions to potential problems surrounding these behavioral issues. The committee should review the effectiveness of the policies and procedures that were implemented to address violent situations. After the review has been completed, the committee should make the recommendations necessary to insure a safer campus.

6. Career Achievement Award Committee

The Career Achievement Award Committee should be composed of two tenured faculty members from each of the five academic colleges. The faculty members must hold the rank of professor or associate professor. Members will serve two-year staggered terms. In addition, one representative chosen by the Executive Vice President and Provost from among the academic college deans (including the deans of the Honors College and the College of Graduate Studies) will serve on an annual basis.

Charge: The Career Achievement Award Committee, working with an MTSU Foundation selection committee, will select a faculty member to receive the University's Career Achievement Award. The committee, in conjunction with the Office of Executive Vice President and Provost, will solicit nominations of faculty and, based on data submitted by the nominees, select the names of three finalists to forward to the MTSU Foundation selection committee. Three members of the Career Achievement Award Committee will be elected by the members of that committee to meet with the Foundation president and vice president. These five people will compose the Foundation Selection Committee that will make the final choice of the award recipient from among the three recommended candidates.

The Career Achievement Award Committee will implement the selection procedures and apply the award criteria approved by the President that are contained in the "Report of the Lifetime Achievement Award Committee of April 26, 2000." Any changes in the criteria for the award will require the approval of the Executive Vice President and Provost and the President.

7. Classroom Laboratory Utilization and Effectiveness Committee (CLUE)

Committee dissolved. Approved by the President 8/8/05.

8. Council on Teacher Education (Special Purpose)

The Council on Teacher Education should be composed of the Dean of the College of Education and Behavioral Science to serve as chair; chairs of the departments of professional education (Elementary and Special Education; Educational Leadership; and Human Sciences); two faculty in professional education within the College of Education and Behavioral Science; three faculty assigned to professional education roles in departments outside the College of Education and Behavioral Science; two students (one graduate when possible and one undergraduate); two licensed practitioners from the public school system; and the Director of Clinical and Laboratory Experiences as ex-officio.

Charge: The Council on Teacher Education recommends policy and program development decisions to the Dean of the College of Education and Behavioral Science. In addressing policy, it specifies broad purposes and aims, assumptions, and other

substantive and practical matters that represent official positions within the professional education unit. Such policies directly address components such as levels of acceptable student achievement, admission to teacher education, course credits, graduate requirements, state approval and certification. Program development decisions address, in general, the substance of curriculum, and more specifically, how curricula are to be implemented and/or how students are to proceed through given programs.

The Council concerns itself with policy and curriculum of teacher education in accordance with the “Procedure for Approval of Programs of Teacher Preparation,” adopted by the State Board of Education, May 8, 1953. Furthermore, the Council will be responsible for recommending specific courses and/or semester hour credit in certain subjects which would meet the requirements for Teacher’s Probationary License in the following areas: (a) General Education Core; (b) Professional Education, and (c) Specified Subject Matter for Endorsements listed in the State Board of Education’s “Regulations for Certification of Teachers” and revised in 1972, 1975, 1981, 1983, 1984, 1987.

The Council establishes policies governing the following areas of teacher education:

1. The formulation of goals for the teacher education program and the development of strategies for achieving these goals;
2. Periodic, systematic review and evaluation of all teacher education programs;
3. Review and approval of all teacher education programs, including:
 - a. the approval of new courses for acceptance in currently approved or new teacher education programs,
 - b. the approval of new programs for teacher education,
 - c. approval for changes in existing courses or programs,
 - d. approval of all policies relating to teacher education.
4. Admittance and retention criteria for teacher education programs;
5. Communication within the University on matters relating to the education of teachers, including:
 - a. identification of resources,
 - b. opportunities for staff development.

The Council shall also serve as a liaison not only between departments but also between the University and local school systems and professional organizations of teachers.

6. The Council shall stimulate change in the teacher education curricula, while insuring that the total hours in general education, academic concentration and professional education fulfill minimums established by the State Board of Education.

In meeting its mission, the Council must assume the tasks of:

- a. identifying constraints and influences on policy making,

- b. determining curriculum policies that should be changed and/or introduced,
- c. reviewing with appropriate units/groups new curriculum policies,
- d. authorizing redevelopment of curriculum plans and/or practices,
- e. monitoring and evaluating policies and plans in action.

9. The Curriculum Committee

The Curriculum Committee should be composed of two faculty members from each academic college and two students, preferably upper-class representatives. The Director of Records should serve as an ex-officio member (approved July, 1991). All academic deans should be kept well informed of the deliberations of the committee and should be extended an open invitation to attend all meetings as ex-officio members. The committee may be called to meet during the summer months.

Charge: The Curriculum Committee should consider course and curriculum changes proposed by departments, colleges, and administrators and report recommendations to the Executive Vice President and Provost and should study the University curriculum and recommend actions to prevent needless duplication of offerings.

10. The Faculty Appeals Committee

MTSU Policy II:01:05C, Tenure and Promotion Appeals Process, sets forth the structure of the committee as follows: "The committee shall be composed of two tenured professors from each academic college. For the purpose of committee composition, the James E. Walker Library and Academic Enrichment should be considered part of the College of Mass Communication. There should be race and gender diversity on the committee secured by temporarily expanding the committee, if necessary. Tenured minority race faculty of lower academic rank should be appointed to achieve a diverse committee if there are an insufficient number of minority race full professors. Conflicts of interest should be avoided." In addition, three "qualified alternates shall be appointed."

Charge: The committee shall carry out its responsibilities as described in University Policy II:01:05C, Tenure and Promotion Appeals Process.

11. The Faculty Development Committee

The Faculty Development Committee should be composed of one faculty member from each academic college and two at-large faculty members. The Assistant Vice Provost should serve as an ex-officio member. Administrators should be requested to attend as consultants at the committee's discretion.

Charge: The Faculty Development Committee should support the development of faculty expertise by the awarding of grants. The committee should determine the

frequency and manner of solicitation of proposals; should develop evaluation criteria; and should evaluate proposals. (Refer to TBR Policy 5:02:01:05, Policy on Faculty Development.)

12. The Faculty Research and Creative Activity Committee

The Faculty Research and Creative Activity Committee should be composed of two faculty members from each college (except the College of Graduate Studies and the Honors College) and four at-large faculty members. The Vice Provost for Research and the Director of Sponsored Programs should serve as ex-officio members. The Director of Institutional Effectiveness, a representative of the Information Technology Division, and a representative of the Division of Development and University Relations should serve as consultants to the committee. Authority to approve or disapprove grants recommended by the committee should rest with the College of Graduate Studies.

Charge: The charge of the Faculty Research and Creative Activity Committee is to make recommendations for awarding grants in a manner that will: (1) stimulate and encourage research, creative activities, and other scholarly activities; (2) provide limited funding to assist in the dissemination of information on scholarly projects; (3) provide funding to initiate sponsored projects; (4) encourage new faculty members to be active in research and creative activity; and (5) encourage professional growth and development. The FRCAC also makes recommendations for recipients of the Outstanding Research Awards and the Outstanding Creative Activity Award.

13. The Grade Appeals Committee

A Grade Appeals Committee should be established in each college except the College of Graduate Studies. Each committee should be composed of four faculty members and one student. Also, two faculty members and one student should be appointed as alternates to each committee. Faculty serving as members or alternates on a college committee should be drawn from departments within the college. The Vice Provost for Academic Affairs should serve as an ex-officio member of the committees. The committee chairs may be required to meet in the summer.

Charge: The Grade Appeals Committees should make investigations and determinations in matters arising from the assignment of a grade by a faculty member. Refer to MTSU Policy III:00:09, which describes the process for student grade appeals. The Grade Appeals Committees make final determinations concerning student appeals of assigned grades.

14. The Graduate Council

The Graduate Council should be composed of three graduate faculty members from each academic college to serve three-year terms. In addition, two graduate students who meet all graduate academic standards should be appointed to the committee. The Dean of Graduate Studies and all other academic deans should serve as ex-officio members of the

committee. Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.

Charge: The Graduate Council recommends policies pertaining to all aspects of the graduate program. These include admission requirements, graduate requirements, student assistantships and fellowships, degree programs, graduate faculty membership, etc. The Graduate Council also serves as the curriculum committee for all graduate courses. A subcommittee of the Graduate Council serves as the Academic Appeals Committee for all graduate students (April, 1997).

15. The Honors Council

The Honors Council should be composed of two Honors faculty members from each academic college appointed for three-year terms. Two students who participate in the Honors College should be appointed to the committee. The Dean of the Honors College should serve as ex-officio member. Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.

Charge: The Honors Council should consider all issues and advise the Dean on policies and procedures concerning the Honors College, Honors Day activities, and all other activities concerning the Honors College and students; should approve all departmental courses offered for Honors credit; should screen all new University Honors courses (courses are submitted to the Undergraduate Council for final consideration); should assist in counseling Honors students when necessary; should approve all Honors faculty nominations; should approve all Honors thesis proposals and Honors theses; and should establish evaluation procedures and see that they are carried out.

16. Institutional Biosafety Committee (Special Purpose)

The Institutional Biosafety Committee should be composed of no fewer than five (5) members so selected that they collectively have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution; at least one individual must have expertise in plant, plant pathogen or plant pest containment principles and one scientist with expertise in animal containment principles. All committee appointments, except student appointments, will be three (3) year terms. The Research Compliance Officer should serve as ex-officio. The committee should be empowered to request outside consultants as the need arises. If a fee is involved in a consultant's appearance before the committee, the Vice Provost for Research and Dean of Graduate Studies should approve the payment of such fee. The committee reports to the Vice Provost for Research.

Charge: The Institutional Biosafety Committee establishes policy and provides surveillance and oversight to all uses of biological materials, including but not limited to recombinant DNA, hazardous etiological agents and the Select Agents Program as defined by the Centers for Disease Control. The committee is responsible, under Federal

and State regulations and guidelines and University Policy, for establishing and implementing a biosafety program that provides for:

- a. oversight of recombinant DNA research;
- b. the safe use, acquisition and transportation of human, animal or plant pathogens; and
- c. the safe acquisition and use of biological toxins (botulinum toxin, aflatoxin, cholera toxin, etc) which are known to produce deleterious manifestations in humans.

It is also responsible for the review of research and teaching activities involving potential exposure to human, animal or plant pathogens and biological toxins.

17. University Institutional Effectiveness Committee (Special Purpose)

The University Institutional Effectiveness Committee should be composed of one department chair representing each academic college, one Vice President and the Faculty Senate President for one-year terms; a Library representative for a two-year term; and the Provost (or designee), Executive Director of Institutional Effectiveness, Planning and Research, Dean of Continuing Education and Distance Learning (or designee), Director of General Education, Associate Dean of Graduate Studies and Director of Institutional Effectiveness shall serve as permanent members.

Charge: The University Institutional Effectiveness Committee is a special purpose committee reporting to the Executive Vice President and Provost that provides oversight of assessment processes and program improvement initiatives across the campus. The purpose of this oversight is two-fold: (1) review and monitor all institutional effectiveness (IE) plans for outcomes that lead to appropriate changes implemented by university departments that will improve student learning and student services, and (2) assure that MTSU meets SACS expectations regarding institutional effectiveness. The committee will assure that academic IE plans provide evidence that student learning has occurred. Reports from this committee will be forwarded to the University Planning Committee.

18. Institutional Review Board (Special Purpose)

The Institutional Review Board shall consist of at least 13 members. The IRB membership shall be sufficiently qualified through experience and expertise and diverse in members including race, gender and cultural backgrounds and sensitivity to such issues as community attitudes to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The membership shall include at least one faculty member from each academic department where human subjects research takes place; at least one member whose primary interest is in a scientific area; one member whose primary interest is in a non-scientific area; at least one member who is not affiliated with MTSU; and at least one member who is a member of the graduate faculty. Additionally, in order for investigators to participate in research regarding minors or the prisoner population, the IRB must have at least one child representative and at least one

prisoner representative. These individuals' primary research interests include research regarding those specific populations. One undergraduate and one graduate student may also serve on the committee, but it is not a requirement. All committee appointments, except student appointments, will be three year terms. The Research Compliance Officer should serve as ex-officio and shall make recommendations for committee membership to the Vice Provost for Research who will send nominations to the President for appointment. The committee should be empowered to request outside consultants as the need arises. If a fee is involved in a consultant's appearance before the committee, the Vice Provost for Research and Dean of Graduate Studies should approve the payment of such fee. The committee will provide an annual report to the Vice Provost for Research at the end of each academic year.

Charge: The Institutional Review Board must be able to ascertain the acceptability of proposed research in terms of institutional commitments, regulations, applicable law and standard professional conduct and practice. The IRB shall review and/or approve, require modifications to secure approval, or disapprove all research activities covered by MTSU Policy I:01:24. Please refer to Policy I:01:24, Section IV., Functions and Responsibilities of the Institutional Review Board, for additional information.

19. The Instructional Evaluation and Development Committee

The Instructional Evaluation and Development Committee should be composed of two faculty members from each academic college and two students. A staff member of the Instructional Technology Support Center and the Director of General Education should serve as ex-officio members.

Charge: The Instructional Evaluation and Development Committee should aid faculty in the development and evaluation of instruction by awarding grants. The committee should establish grant criterion and select grant recipients.

20. Intellectual Property Advisory Committee (Special Purpose)

The Intellectual Property Advisory Committee shall be composed of faculty, staff and other persons experienced in intellectual property matters. Committee members will be nominated by the Vice Provost for Research and will be individuals who are able to represent marketing, copyright and patenting perspectives. Committee appointments are for three-year terms. The committee will report to the Vice Provost for Research who will also serve as ex-officio.

Charge: The IPAC is charged with evaluating inventor or author disclosure forms to determine the ownership, patentability and/or commercial potential of the invention or work. The IPAC will then provide the President or his designee with its recommendations. The IPAC will also review and consider recommending changes in the MTSU Intellectual Property policy annually.

21. International Education and Exchange Committee (Special Purpose)

The International Education and Exchange Committee should be composed of eleven (11) voting faculty members who will serve three-year terms: one representative from each of the five (5) academic colleges and the Honors College, one member representing KIIS, one member representing CCSA, one member representing faculty-led international programs, one member representing the exchange programs and the Director of the Global Studies Program; six (6) ex-officio members: Director of MT Abroad Office, Special Assistant to the Provost on International Education, Associate Dean of Graduate Studies, a representative of the Athletic Department, a representative from the Faculty Senate and a representative from Campus Recreation; and two students. The annual activities report as well as committee recommendations are made to the Executive Vice President and Provost.

Charge: The International Education and Exchange Committee shall be the advisory committee to the MT Abroad Office in regard to administrative procedures and is responsible for promotion of overseas study; the evaluation and recommendation of all new study abroad and exchange programs and MTSU faculty and staff-led programs involving student travel; the establishment, application and maintenance of guidelines for safety and liability concerning student travel under the auspices of MTSU; review of study abroad evaluations for safety and liability as well as academic integrity; oversight of current study abroad consortium agreements and recommendation of new consortium agreements; and the facilitation of faculty teaching, research and consultation overseas.

22. The Library Committee

The Library Committee should be composed of one faculty member from each academic college, two faculty members selected from the Graduate faculty, and two students, one undergraduate and one graduate when possible. The Dean of the Library and Dean of the College of Graduate Studies should serve as ex-officio members.

Charge: The Library Committee should advise with the library staff in determining the rules and regulations governing the administration of the library; should help formulate policies concerning the expenditure of available funds for the purchase of books, periodicals, and other materials; should interpret the needs and desires of the faculty for library service in connection with the total University program, and should conduct a Library Liaison Council Meeting at least once per semester in order to inform departmental representatives of library developments and to hear their concerns.

23. The MTSU Planning Committee

The MTSU Planning Committee should be composed of one faculty member from each academic college, one faculty member from the College of Graduate Studies, the President of the Faculty Senate, one Dean, a representative from each Division, the President of the Student Government Association, a graduate student at-large and the President of the MTSU Alumni Association or alumnus designee. Due to the mission of

the committee, the Provost should serve as chair. The following serve as ex-officio members: Vice Presidents, Academic Deans, Assistant Vice Provost for Enrollment Management, the Executive Director of Institutional Effectiveness, Planning and Research, and Director of Institutional Research. Faculty representatives must have completed three consecutive years of service at MTSU and are appointed for three-year terms. One of the faculty representatives should also hold the position of academic department chair.

Charge: The primary purpose of the MTSU Planning Committee should be to advise and assist the President in developing effective plans that will help the University carry out its mission. The committee should be concerned with setting University objectives and priorities that: assure the identification and assessment of educational outcomes and outcomes for administrative and educational support services; assure continuous improvements in outcomes; identify relevant challenges, opportunities and problems; develop immediate and long-range plans for allocation and effective use of human, financial, and physical resources; consider and recommend action on all issues affecting the organization of academic units, partnerships, centers, departments, schools, and colleges; monitor the University's performance in achieving its goals.

24. Non-Instructional Assignment Committee

The Non-Instructional Assignment Committee should be composed of two faculty members from each academic college. The Assistant Vice Provost should serve as an ex-officio member.

Charge: The Non-Instructional Assignment Committee should evaluate and recommend for approval applications for a non-instructional assignment. The purposes of non-instructional assignments are: (1) to contribute to the professional growth of the faculty; (2) to improve the teaching and curriculum across the University; and (3) to enhance scholarship and academic excellence of the University in ways that cannot be accomplished under the constraints of regular workload assignments.

25. The Public Service Committee

The Public Service Committee should be composed of two faculty members from each academic college and two undergraduate students. The Dean of Continuing Education and Distance Learning should serve as an ex-officio member.

Charge: The Public Service Committee should make recommendations on Public Service grant awards following review of applications for same; should select the recipient of the Outstanding Public Service Award; and should study and make recommendations on public service issues as directed by the Executive Vice President and Provost.

26. University Committee on General Education

All faculty members are eligible to serve on the General Education Committee. Individuals with an interest in General Education are especially encouraged to apply for membership. The General Education Committee shall be comprised of the following membership:

- College of Basic and Applied Sciences (three (3) members)
- College of Business (three (3) members)
- College of Education (three (3) members)
- College of Liberal Arts (three (3) members)
- College of Mass Communication (three (3) members)

Each academic department in the University may have no more than one (1) member serving on the committee at any time.

Student Government Association (two (2) members for one-year term—may be reappointed to a second, one-year term)

The Director of General Education will be an ex-officio member of the committee. A representative of the Executive Vice President and Provost Office will be an ex-officio member of the committee. The University's Institutional Effectiveness Officer will be an ex-officio member of the committee. A dean, recommended by the Deans' Council, will be an ex-officio member of the committee. A department chair, recommended by the Chairs' Council, will be an ex-officio member of the committee.

The committee will annually select a Vice Chairperson and a Secretary. The Vice Chairperson will automatically become Chairperson for the next year. All committee appointments will be for a 3-year term except for the student representatives whose term will be for one year. Individuals (other than the student representatives) may not be reappointed to the committee until they have been off the committee for at least one (1) year after their last term expired. All ex-officio members will be appointed to one (1) year renewable terms. There will be no limit on the number of times an ex-officio member may be renewed.

Charge: The General Education Committee will meet regularly throughout the academic year and, when necessary, in the summer to carry out its responsibilities. Working with the Director of General Education, the committee shall review the University's General Education mission statement and its goals, all General Education courses, syllabi, learning outcomes, and data related to the achievement of the outcomes; the faculty evaluation process for faculty assigned to teach General Education courses; and the relationships among all of these program components. This review process will allow the committee and the Director of General Education to provide University-wide leadership for the ongoing evaluation and improvement of the General Education Program.

As a part of the evaluation and improvement effort, the committee, at the request of the Director of General Education, may initiate as necessary the process for changes in the General Education program. Proposals for change may come from the committee, the Director, special task forces and commissions and other groups or members of the University community. Any proposal for change must first be carefully examined and then be approved by a simple majority vote of the entire voting membership of the committee. If approved by a majority vote, a proposal for change must then be submitted for discussion to all interested University constituencies. All interested groups and individuals shall be given sufficient time to discuss fully each proposal and to provide comments to the General Education Committee. Approval from each of these groups, however, is not required. *Once all interested groups have been given the opportunity to comment on a proposal for change, the proposal will again be placed before the General Education Committee. If the proposal is then approved by a two-thirds majority of the entire voting membership, the General Education Committee will present it as a recommendation to the Director of General Education. If approved by the Director, the recommendation will be sent to the Executive Vice President and Provost or his/her designate for final approval. Changes approved by the Executive Vice President and Provost, particularly those which will impact faculty staffing, shall be implemented at a time he or she so designates.

*New General Education courses and other changes in the General Education Program do not require approval of the Undergraduate Curriculum Committee. Among other duties, the General Education Committee functions as the General Education Curriculum Committee. Any course removed from the General Education program that did not have prior approval by the University Curriculum Committee must be submitted to and approved by the University Curriculum Committee to remain in the University's curriculum.

Committees Reporting to the Senior Vice President

1. Environmental Health and Safety Committee

The Environmental Health and Safety Committee should be composed of one member from each division of the University recommended by the Vice President of that division; a faculty member recommended by the Faculty Senate; and a student recommended by the President of SGA. The following should serve as ex officio members: Environmental Health and Safety officers and coordinators from each division; Director of News and Public Affairs; Director of Public Safety; and University Counsel. The chair of the committee will be appointed by the Senior Vice President and will be a one-year appointment eligible for re-appointment if desired.

Charge: The Environmental Health and Safety Committee was established in accordance with University Policy IV:00:01, Environmental Health and Safety. The responsibilities of the committee are but not limited to the following:

(a) evaluate and recommend changes to the University Safety Manual, Emergency Plan, Waste Reduction Plan and any environmental health and safety plans developed by any division of the University; and

(b) regularly review and evaluate campus security programs based on analysis of trends and statistics and guidance on public safety and crime awareness training to prevent/reduce crime on campus and in the University community.

Recommendations from the committee are submitted to the Senior Vice President.

2. The Traffic Committee

The Traffic Committee should be composed of five faculty members, one from each academic college, two at-large faculty members, one administrative employee, one classified employee, and two students. The Parking Services Manager should serve as a consultant. There shall be no member serving that has outstanding parking citations. A member receiving citations that are in arrears of one month shall be removed from the committee.

Charge: The Traffic Committee should review and effect disposition (at least once a month) on appeals of traffic citations issued to faculty and staff. The committee should review concerns and suggestions by members of the University community in regard to traffic and/or parking matters. Further, the committee should make recommendations, when appropriate, to the Senior Vice President concerning proposals and problems brought to its attention. The committee should review annually the traffic and parking regulations and recommend changes if appropriate. The committee may initiate review of traffic/parking concerns including, but not limited to, matters relating to effective space utilization; changes in color code assignments; changes in enforcement of regulations; and changes in marking (posting of signs, etc.). When immediate decisions are necessary, the Committee Chair shall make recommendations. The committee should review and make recommendations concerning any proposal/concern taking the form of legislation by the SGA Senate, or resolutions by the Faculty Senate.

Committees Reporting to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services

1. The Committee on Other-Race Undergraduate Student Recruitment and Retention

Committee dissolved. Approved by the President 10/02/07.

2. The Loan and Scholarship Committee

The Loan and Scholarship Committee should be composed of two faculty members from each academic college and two students, one undergraduate and one graduate when possible. The Director of Records, the Director of Financial Aid and the Director of

Counseling Services should be ex-officio members. The Director of Development and the Senior Vice President should serve as consultants.

Charge: The Loan and Scholarship Committee should be responsible for the administration of selected aspects of financial aid programs. The committee should also advise the Financial Aid Office in matters of financial assistance. The committee should participate in the selection of recipients of certain financial aid that has been designated the responsibility of the committee. The committee should be responsible for hearing student appeals regarding financial aid. The committee should be responsible for the administration of faculty participation in granting and renewing financial aid of student athletes, as required by the NCAA and Sun Belt Conference.

3. MTSU Committee on Disability Issues

The MTSU Committee on Disability Issues should be composed of one faculty member from each academic college, four students, three undergraduates and one graduate when possible, the Director of Disabled Student Services, Director of Campus Planning, University Counsel, ADA/504 Coordinator, Director of Housing and Residential Life, Manager of Instructional Media Relations and the Vice President for Information Technology.

Charge: The MTSU Committee on Disability Issues should identify the needs of students and staff with disabilities and provide for their general welfare including the following: academic instruction; extracurricular activities; and student and staff services. The committee shall review MTSU's programs, facilities and policies to insure compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The committee shall review other related matters as requested by the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.

4. The Student Appeals Committee

The Student Appeals Committee should be composed of one faculty member from each academic college and four students, three undergraduates and one graduate when possible. The Dean of Student Life, a representative from the Admissions Office, a representative from Graduate Admissions, and a representative from International Programs and Services should serve as ex-officio members.

Charge: The Student Appeals Committee shall hear: (1) appeals of student disciplinary decisions rendered by the University Discipline Committee; (2) appeals of student disciplinary decisions rendered by the Student Judicial Board; (3) appeals of decisions regarding the denial of registration or withdrawal of registration for student organizations; and (4) appeals of decisions regarding classification of students for purposes of fee payment. (Information on disciplinary procedures, denial of registration, withdrawal of registration, and residency classification for purposes of fee payment may be found in the current edition of the MTSU Student Rights and Responsibilities.)

5. The University Awards Committee

The University Awards Committee should be composed of one faculty member from each academic college, three undergraduate students, and two Student Affairs representatives. The Director of Leadership Development should serve as an ex-officio representative.

Charge: The University Awards Committee is charged with selecting the recipients of the following University-wide awards each spring semester: The President's Award, the Provost's Award, the Robert C. LaLance, Jr. Achievement Award and the Community Service Award. The committee should review the applications, essays and letters of support for each of these awards and make a final judgment as to the most qualified recipient. In the case of the Provost's Award, the committee should select from the finalists submitted by each of the respective colleges.

6. The University Discipline Committee

The University Discipline Committee should be composed of one faculty member from each academic college, four at-large faculty members, and six students, four undergraduates and two graduates when possible. The Dean of Student Life should serve as an ex-officio member. Faculty representation on this committee should reflect as closely as is practical the ethnic and gender make up of the University community.

Charge: The University Discipline Committee should provide hearings, when assigned by the Assistant Dean for Judicial Affairs, to students for the purpose of determining whether or not the student is to be held responsible for violation(s) of University disciplinary rules, and if so, to recommend appropriate disciplinary sanctions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.

7. The University Rules Committee

The University Rules Committee should be composed of one faculty member from each academic college, two at-large faculty members and four students, one graduate when possible and three upper-division students. Two (2) administrators from Student Life should serve as ex-officio members.

Charge: The University Rules Committee should annually review student codes of conduct, student life policies, housing regulations and policies, and student organization regulations and recommend modifications as appropriate. These regulations and policies are published annually in the MTSU Student Rights and Responsibilities.

8. The Admissions and Standards Committee

The Admissions and Standards Committee should be composed of two faculty members from each academic college and two students, preferably upperclass representatives. The Associate Vice Provost for Enrollment Services, the Dean of the College of Graduate Studies, the Director of General Education, and the Director of International Programs and Services should serve as ex-officio members.

Charge: The Admissions and Standards Committee should evaluate the University's admissions policies and graduation requirements; review policies and practices pertaining to retention standards, course grading, and other academic performance requirements.

9. Committee on International Programs and Services

The Committee on International Programs and Services should be composed of two faculty members from each college (one should serve as contact person as appointed by the dean); three community leaders (should be recommended by the chair of the CIPS); and the President or designee of the International Students Association. The Director of the International Programs and Services Office should serve as an ex-officio member.

Charge: The Committee on International Programs and Services should be the principal policy formulating body for MTSU in the international programs and services area. Services are to be provided to students with status of permanent resident, political asylee or refugee in addition to non-immigrant students on F1 and J1 visas. As such, the committee should work with the Student Affairs Division and other appropriate MTSU offices to provide leadership in establishing organizations for international students and outreach programs to assist in the transition to MTSU and the wider community.

Committee Reporting to the Vice President for Development and University Relations

1. The University Relations Committee

The University Relations Committee should be composed of two (2) faculty members from each academic college, two (2) students, the Director of Marketing and Communications, the Director of News and Public Affairs, the Director of Athletic Media Relations, the news Director for WMOT and the production manager of Television Services. The Vice President for Development and University Relations should serve as an ex-officio member of the committee.

Charge: The University Relations Committee should advise and assist the Vice President for Development and University Relations in developing programs to enhance the image of the University. The committee should also stand ready to review and make recommendations, within its scope of responsibility, that would assist departments in their public relations efforts.

Committees Reporting to the Vice President for Information Technology and Chief Information Officer

1. Computer Executive Committee (Special Purpose)

The Computer Executive Committee should be composed of the Executive Vice President and Provost, who should serve as chair, along with the Vice President for Information Technology and Chief Information Officer, who shall serve as Vice Chair, the Senior Vice President, the Faculty Senate President, the Student Government President, an Academic Dean, an Academic Department Chair, and an Administrative Department Head. (The Executive Vice President and Provost will recommend the Academic Dean and an Academic Department Chair. The Senior Vice President will recommend an Administrative Department Head.) Additional members should include the Chair of the Administrative Computing Committee, and the Chair of the Instructional Technology Committee

Charge: The Computer Executive Committee should: (1) assume responsibility for the long-range Computer Information System Plan; (2) develop and administer a comprehensive plan for integrating the use of technology throughout the University; and (3) provide information and direction to the Administrative Computing Committee and the Instructional Technology Committee; (4) assume responsibility for campus information technology policy recommendations.

2. The Instructional Technologies Development Committee

The Instructional Technologies Development Committee is composed of seven voting faculty members and two ex-officio representatives. Faculty members of the committee include one representative from each academic college and two at-large representatives. The ex-officio representatives come from the Vice Provost for Research and Dean of the College of Graduate Studies and the Information Technology Division. The Information Technology Division serves this committee on an administrative level by providing grant funds, mailing out grant and award application forms, serving as an information source, handling applicant paperwork, scheduling meetings, and consulting with grant recipients on their projects.

Charge: The charge of the Instructional Technologies Development Committee is: (1) to recommend the recipients of semester long Instructional Technologies Development grants to the Vice President for Information Technology and Chief Information Officer for approval; (2) to update and revise the Instructional Technologies Development Grant Guidelines as needed; (3) to select the three recipients of the annual faculty Outstanding Achievement in Instructional Technology Awards; and (4) to update and revise the Outstanding Achievement in Instructional Technology Award nomination procedures and recipient selection criteria/process as needed.

3. The Instructional Technology Committee

The Instructional Technology Committee should be composed of one faculty member from each of the academic colleges, one academic chair, one academic dean, one administrator from the Division of Business and Finance, one administrator from the Information Technology Division, two administrators from Student Affairs, one faculty/administrator from the University Library, one computer lab director/faculty advisor, two Faculty Senate representatives (past and present presidents), the current President of SGA and one undergraduate student. Ex-officio member is the Director of Academic Technology in Academic Affairs (this results in 17 voting members, 1 non-voting member).

Charge: The role of the Instructional Technology Committee should be: (1) to develop University priorities for instructional technology and to recommend the allocation of student technology access fees based on these priorities; (2) to develop classroom uses for campus technology; (3) to provide advice on technology needs for research; and (4) to provide advice to academic users who have computer hardware, software, and service needs. The Computer Executive Committee may give a specific charge to this committee each year.

4. Administrative Computing Committee (Special Purpose)

The Administrative Computing Committee should be composed of one administrator from each vice presidential area to be recommended by the respective vice president and a representative appointed by the President. The Executive Vice President and Provost and the Senior Vice President should each recommend for appointment one at-large administrator. One student should be appointed. Ex-officio members should include the Director of Administrative Information System Services and the Director of the Network Services.

Charge: The role of the Administrative Computing Committee should be: (1) to develop ideas for administrative uses for campus technology; (2) to provide advice to administrative users on technology needs; and (3) to provide advice to administrative users who have hardware, software, and service needs. The Computer Executive Committee may give a specific charge to this committee each year.