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| **Note final punctuation and grammar checks will be done by AA staff**  **University Committees Definitions**  A standing committee may be either *permanent* **or** *temporary* (ad hoc). An ad hoc standing committee is formed on an as-needed basis by the Faculty Senate Executive Committee, by the Faculty Senate, or by the university President. If the university President forms a standing committee, the Faculty Senate shall be notified of its title, purpose, membership makeup, names of members, and status as either ad hoc or permanent. The Staff Senate, the Student Government Association, or any administrator may request the Faculty Senate to form a standing committee. If the proposed committee impacts primarily the staff or the students or both, the administrator shall first go to those shared governance bodies with the proposal before going to the Faculty Senate.  A **permanent standing committee** addresses a long-standing need. These standing committees meet at least once by the end of September, unless the committee is “called as needed”. The make-up of these committees consists of Teaching Faculty, Research Faculty, Administrators, Staff, and Students, as appropriate to the purpose of the body.  **Rules for all committees.**   1. Newly appointed representatives for the next academic year must be elected by end of March. Retiring prior representatives do not finish their responsibilities until the name of the new current representative is reported to the chair of the committee and to the Vice-President of the Faculty Senate. Elections will take place consistent with department, college, or university guidelines. 2. Elections for standing committees will be early held in the spring term, and service will start immediately or in the fall term, as appropriate. 3. Smaller colleges for committees that allow two representatives from each college, can supply only one representative if they desire. 4. Chairs for the following academic year must be selected by the end of April and the prior chairs must report their names to the Vice-President of the Faculty Senate once they are elected. 5. Prior chairs must place their minute of meetings and/or end of year report on a committee web page that is linked to the Faculty Senate web page. 6. All changes to committees’ names, responsibilities and member composition should be reported to the Vice-President of the Faculty Senate. 7. All elected representative positions are renewable. 8. Representatives are to organize proxies to represent them if they cannot make a meeting. 9. The chair of a standing committee sets the dates and times of the standing committee meetings.   An **ad hoc working committee** has an end-date and studies and/or addresses a temporary issue, need, or project. The term “task force” may also be used to refer to an ad hoc committee, particularly when the committee contains external members selected from outside the campus community.  Note: section on UC, FSEC, FC, SC unchanged  **Committee Operations**  All standing committees (permanent and ad hoc) report annually to the Faculty Senate or to a designee of the university President, as appropriate.   1. Every standing committee chair shall present a list of its members to the Faculty Senate Vice President/President-elect at the end of the spring term no later than the 1st May. 2. Every standing committee chair shall present the information on the Standing Committee Annual Report Form to the Faculty Senate Vice President/President-elect by the 1st May. This form is available on the Faculty Senate website. 3. Every standing committee chair shall populate its website with the minutes of meetings and other relevant information. 4. Every standing committee chair shall provide the Faculty Senate Vice President/President-elect the name of a liaison from the standing committee to the Faculty Senate and/or the Staff Council, as appropriate. 5. Every standing committee shall meet not less than once each academic year.  3.1.2 - University Standing Committees |
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| **University Standing Committees -** standing committees are assigned to a governance body and the committees also provide feedback to administrative units on campus. **Academic Standing Committee, ASC (permanent) - assigned to the Faculty Senate and advisory to the Registrar** *Purpose:* This committee will evaluate petitions for exemptions to academic regulations in the area of admissions, withdrawals, retention, dismissals, grade changes, graduation requirements and other matters of academic standing. The results of this work will be sent to the Provost/SVPAA and Registrar.  *Membership:*  1. Voting: One elected representative from each degree granting college serving renewable 2-year terms.  2. The following colleges shall elect a committee member in the spring of each even-numbered year to begin service in May of that year as a voting member: College of the Arts, College of Computing and Software Engineering, College of Education, College of Health and Human Services, College of Mathematics and Sciences.  3. The following colleges shall elect a committee member in the spring of each odd-numbered year to begin service in May of that year as a voting member: College of Architecture and Construction Management, College of Business, College of Engineering and Engineering Technology, College of Humanities and Social Sciences, University College.  4. Elected: The Chairs and Directors Assembly shall elect a committee member in the spring of each even-numbered year to serve a renewable 2-year term, beginning service in May of that year as a voting member.  5. Appointed: Senior Associate Registrar, Associate Registrar, Financial Aid Representative, Student Affairs Representative, Office of the Provost Representative. Appointed administrative members shall be non-voting with the exception that the Senior Associate Registrar (or proxy) shall vote in the case of a tie.  *Meetings*  1. Committee Chair: The Senior Associate Registrar or designee shall serve as the chair of the committee. The Chair of the committee will set dates and times of committee meetings.  2. In order to provide timely and relevant answers to the students who petition the committee, the committee shall meet as needed. ~~in the middle of each term (including summer) and on the first day of final registration for each term (including summer).~~  3. Quorum is determined to be at least four voting members. Members who will be absent are to provide for a proxy.  4. Members must notify the Chair of a proxy in the case of absence, at least one week before the committee meeting. **Administrative Review Process Committee, ARPRC (interment) – assigned to the Faculty Senate and advisory to the Provost/SVPAA** *Purpose:* This committee will review the administrative review process every three years or as needed. The results of this work will be sent to the Provost/SVPAA and Faculty Senate.  *Membership:*   * 1. Provost,   2. Representative from the Faculty Senate Executive Committee (FSEC),   3. Representative from the Staff Senate,   4. Representative from the Administrators Council,   5. Representative from the Dean’s Council,   6. Representative from the Chairs’ & Directors’ Assembly,   7. A member selected by the Faculty Senate (but not necessarily a Senator), who is well informed about the evaluation process and can provide “institutional memory” regarding the evolution of the review process,   8. FSE-PRC chair   *Term:* 3 years **Adult Learning Committee - assigned to the Faculty Senate and advisory to the Provost /SVPAA** *Purpose:* The Adult Learning Committee serves as an advocate for and facilitator of adult learning programs and prior learning assessment on the KSU campus.  *Membership:*  *Voting*   1. One representative each from all degree granting colleges. 2. Representative from GPCC. 3. Representative from Graduate College. 4. Two representatives from Faculty Senate.   *Non-Voting*   1. Representative from Student Affairs. 2. Representative from Enrolment Services. 3. Representative from Registrar. 4. University Prior Learning Assessment Coordinator 5. Representative from Chairs and Directors Assembly.   *Term:* 2 years (renewable)  *Meetings:* Committee meetings will be held during the Fall and Spring semesters of each Academic Year and organized monthly as needed. The committee is chaired by KSU's representative to the Regents Academic Committee on Adult Learning and co-chaired by the remaining members of KSU's Adult Learning Consortium's executive committee. **Athletics Admissions Advisory Committee, AAAC (permanent) - assigned to the Faculty Senate and advisory to the Provost** *Purposes and Procedures*  The Athletics Admissions Advisory Committee (AAC) will advise the Admissions Office’s Undergraduate Admissions Appeals Committee (UAAC) regarding the applications for admission of prospective student-athletes who;  1. do not meet all applicable NCAA initial eligibility standards, and/or fall short of KSU admission standards in one or more areas; and/or,  2. have a past that contains an incident or incidents that may, if aired, provide negative publicity for the University.  *Membership*   1. Faculty (3 voting members)   1) Faculty Athletics Representative (FAR) to the NCAA will chair the committee.  2) Two PAOC teaching faculty representatives – elected by the teaching faculty representatives of the colleges on the PAOC from among their number. (In case of absence, they may name a substitute from among the teaching faculty representatives of the colleges on the PAOC. The substitute will hold a proxy vote but will not chair the meeting.)   1. Administration (2 voting members)   3) Representative of Undergraduate Admissions: Will chair the meeting if none of the regular faculty representatives are present. In the event the Undergraduate Admissions representative does not agree with the majority vote of the Admissions Advisory Committee on a particular applicant, the representative may submit a minority report to accompany the Committee’s advisory recommendation to the UAAC.  4) Representative of the Office of the Registrar.  C. Ex Officio Members (2 non-voting members).  5) representative of the Graduate Admissions Office.  6) Student-Athlete Support Services Director. **Campus Services Advisory Committee, CSAC (permanent) - assigned to the University Council and the Chief Administrativ~~e~~ Officer (CAO)** *Purpose:* This committee will serve to advise the CAO, make recommendations for improvements and fee increases, and reflect campus opinion regarding campus services at KSU and other concerns, as directed by the CAO. The results of this committee's work will be reported to the CAO, the University Council, and the President.  *Membership:*   1. 2 faculty at large elected by Faculty Senate. 2. 2 elected by Administrators' Council. 3. 2 elected by Staff Senate. 4. 2 appointed by SGA. The SGA representatives will serve a one-year term. 5. Ex-officio members as needed.   *Term:* Other members who are not ex-officio will be elected to serve two-year, staggered terms, beginning Fall Semester, and may be elected to one additional two-year term.  *Meetings:* The committee will meet at least twice during each fall and spring semester. Additional meetings will be held at the discretion of the chair. **Committee on Committees, (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate, the Staff Senate, the Student Government Association, and the University President** *Purpose:* This body is a non-policy making entity that serves to ensure an efficient committee structure to assist the shared governance process and ensure need advisory input is given to the senior administration.  *Membership:* one representative from each of the following:   * 1. Faculty Senate.   2. Staff Senate.   3. SGA.   *Meetings:* Once each semester.  *Term:* 2 years. **Community Engagement Committee, CEC (permanent) - assigned to the Faculty Senate and advisory to the Executive Director for Community Engagement** *Purpose:* The purpose of this committee is:   1. To identify ways in which Kennesaw State University (KSU) may work collaboratively to build strong university-community partnerships that strengthen the educational experience and help build community capacity. 2. To serve as a think-tank for the Executive Director for Community Engagement and provide recommendations on policies and practices that impact the connection between KSU and the larger community. 3. To support and provide guidance for others at KSU seeking to develop and/or manage relationships with the larger community that support the learning experience.   *Membership:* One teaching faculty from each degree-granting college.  *Meetings:* At least once a semester.  *Term:* 2 years **Distance Learning Advisory Committee, DLAC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate, the Provost/SVPAA, and the Executive Director of CETL** *Purpose:* This committee will evaluate proposals and existing processes to improve distance and technology enhanced learning. The results of this work will be sent to the Provost/SVPAA and the Executive Director of CETL.  *Membership:*   * 1. One representative each from all degree granting colleges.   2. Representative from CETL Distance Learning Innovations (non-voting).   *Meetings:* Meets at least once per semester.  *Term:* 2 years. **Education Abroad Advisory Committee, EAAC (permanent) - assigned to the Faculty Senate and Advisory to the Education Abroad Office** *Purpose:* The Education Abroad Faculty Standing Committee (EAFSC) is a decision-making committee to review education abroad program proposals and to make policy recommendations for education abroad programs campus-wide. The EAFSC works collaboratively with the university’s academic colleges and departments, various campus partners and education abroad stakeholders, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated guidelines, policies, and procedures.  *Procedures:*  1. Senior Education Abroad Office leadership (Director or Executive Director) leads and chairs this committee in an ex- officio capacity.  2.The committee reviews the faculty-led program proposal criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on the EAO’s website and will be updated as needed. All meeting minutes will be posted to the EAO’s website.  3.The committee will discuss and vote on policies and procedures on a rolling basis as needed based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program areas of opportunity.  4.Committee Members should attend every meeting and in cases where there is a conflict, is responsible for sending an active substitute to represent their college. This substitute should be prepared to vote on behalf of the college and be trained in committee activity expectations.  5.Committee Members must complete all faculty trainings required for education abroad program directors.  6.Committee members will receive their own orientation from the Division of Global Affairs and relevant campus partners to introduce them to and train them on their responsibilities.  7.Committee members will take part in a documented process to formally review and acknowledge assigned program proposals on behalf of their college.  8.Committee members may be asked to serve on relevant tasks force groups related to education abroad programs.  9.The committee will meet formally on a quarterly basis and on an as-needed basis to review education abroad program proposals, guidelines and policies governing education abroad, as well as new initiatives involving education abroad programs on the following schedule: October – General Meeting December – General Meeting February – General Meeting April – General Meeting. Additional meetings may be called as necessary but are not anticipated.  *Program Proposal Review:*  1.It is required that Department Chairs and Academic Deans in each academic college evaluate decide on education abroad program proposals before they are routed to the EAFSC. This process should be based on their academic/disciplinary requirements (academic rigor, quality, course content and delivery, format, institutional expectations, and contact hours), and ensuring the proposal meets any other criteria established by the respective college. In some cases, colleges will also have international committees to contribute to this process.  2.Following proposal submissions, international committees within academic colleges (or their designees) will be asked to prioritize proposals in the manner that best suits the academic colleges’ needs and submit the prioritizations to the Education Abroad Office in advance of the formal committee meeting.  3.The Education Abroad Office will provide an annual timeline to ensure submitting faculty have an opportunity to obtain appropriate approvals are considered prior to the program’s submission deadline as well as to ensure academic colleges have a reasonable amount of time to review proposals in advance of the committee meeting.  4.It is the EAFSC’s responsibility to coach and support their respective colleges through the review process based on the proposal review criteria. The Education Abroad Office serves as a support and resource to partner with faculty and committee members to achieve quality proposal submissions.  5.Program proposals approved by the colleges are submitted to the EAFSC by the committee’s deadline and evaluated primarily on the following: Aptitude, Completeness of Proposal, Detailed Itinerary, and Budget, Innovative Program Concept Design, Diversity, Safety/Risk Management, Knowledge and Experience, Previous Success, Curricular Significance.  6.The EAFSC will also review syllabi and documented contact hours to assure compliance with approved policies and procedures of the university.  7.The academic colleges will provide final course and contact hour approval according to approved policies and procedures of the university.  8.Elected faculty representatives will serve as the primary reviewers and decision-makers on education abroad guidelines leading discussion of proposals from their College. Faculty members who submit a proposal will not review their own programs.  9.Following review, the committee’s recommendations, based upon the above criteria, will be reported to submitting faculty, on behalf of the committee. The proposal notification categories are as follows: Approved, Approved with Revisions, Revise and Resubmit (for the following academic year).  10. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment.  *Membership*:  Voting Members (12): Twelve tenured, tenure track or full-time permanent faculty, one elected from each Academic College. Faculty elected to serve on this committee should have experience directing an education abroad program and have experience with budgeting and international risk management best practices. Membership is based on the following guidelines: Faculty will serve two-year terms and due to the training and engagement expectations, academic colleges are encouraged to support multiple consecutive terms.  Ex Officio Members (4):   1. Education Abroad Leadership. 2. An Administrator from the Division of Student Affairs 3. An Administrator from Enrollment Services 4. An Administrator from Academic Affairs in the Budget Office.   These roles are all non-voting and are either selected by the Committee Chair based on their involvement in education abroad programs, or they are appointed by their respective departments. **Faculty Development Committee, FDC (permanent) - assigned to the Faculty Senate and advisory to the Provost/SVPAA and CETL** *Purpose:* This committee functions as the think-tank for and oversight body for all faculty development programs.  *Membership:*   1. One elected faculty from each degree-granting college 2. CETL Executive Director ex-officio. 3. Additional CETL staff as needed (non-voting).   *Meetings:* Will meet at least once each semester.  *Term:* 2 years. **Foundation Award Committees - Assigned to the Executive Director for Faculty Development, Recognition, and CETL, and Advisory to the University Foundation** *Committee for Awards on Teaching* (responsible for the Outstanding Teaching, Outstanding Online Teaching, and Outstanding Part-Time Teaching awards):  Membership:   1. One elected representative from each degree granting college 2. Executive Director for Faculty Development, Recognition, and CETL (Convener)   *Outstanding Research and Creative Activity Award:*  Membership:   1. One elected representative from each degree granting college 2. One representative from the Office of Research 3. Executive Director for Faculty Development, Recognition, and CETL (Convener)   *Diversity and Inclusion Award*  Membership:   1. One elected representative from each degree granting college 2. One representative from the Office of Diversity and Inclusion 3. Executive Director for Faculty Development, Recognition, and CETL (Convener)   *Madhuri and Jagdish N. Sheth Faculty Award for Distinguished International Achievement:*  Membership:   1. One elected representative from each degree granting college 2. One representative from the Division of Global Affairs 3. Executive Director for Faculty Development, Recognition, and CETL (Convener)   *Other awards* (Responsible for University Distinguished Professor, Outstanding Early Career Faculty, and Outstanding Professional Service and Community Engagement Award  Membership:   1. One elected representative from each degree granting college. 2. Executive Director for Faculty Development, Recognition, and CETL (Convener).   *Term:* 2 years **Faculty Handbook Committee, FHC (permanent) - assigned to Faculty Senate and advisory to the Provost/SVPAA** *Purpose:* Maintain the most recent/up-to-date and approved version of the Faculty Handbook and incorporate any future approved changes to the handbook that went through the shared governance process.  *Membership:*   * 1. One member of the Faculty Senate Executive Committee.   2. The Senior Associate Vice President for Faculty.   *Meetings:* As needed to ensure an up-to-date and correct Faculty Handbook; this body will meet at least once every academic year.  *Term:* 2 years **General Education Council, GEC (permanent) - assigned to the Faculty Senate and advisory to the Associate Vice President for Curriculum**  *Purpose:* The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.  *Membership:* General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.   * 1. One general education coordinator from each discipline represented in the core: anthropology; art and design; molecular and cellular biology; ecology, evolution, and organismal biology; chemistry; communication; composition; criminal justice; dance; economics; foreign languages; geography; history; interdisciplinary studies; leadership and integrative studies; literature; mathematics; music; philosophy; physics; political science; psychology; sociology; statistics; and theatre and performance studies.   2. The coordinator of WELL 1000.   3. One representative for each college without a departmental representative above.   4. A director from the Department of First-Year Programs (either the  Director of the First-Year Seminar and for Learning Communities)   5. One representative from the Bagwell College of Education.   6. One representative from the Southern Polytechnic College of Engineering and Engineering Technology.   7. One representative from the College of Architecture and Construction Management.   8. One representative from the College of Computing and Software Engineering.   9. One representative from the Honors College.   *Meetings:* The Faculty Director of General Education chairs the council.  *Term:* 2 years **Graduate Policies and Curriculum Committee, GPCC (permanent) - assigned to the Faculty Senate and advisory to the AVP for Curriculum and Dean of the Graduate College.** *Purpose:* The GPCC receives graduate course and program proposals from colleges and departments and ensures their compliance with University policies and goals for graduate education. This committee also approves changes in post-baccalaureate curriculum, including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends or reviews changes in graduate policies and procedures, and monitors assessment of graduate programs. Its recommendations will be directed to the AVP for Curriculum and the Dean of The Graduate College, the Provost/SVPAA, and the President for their action. The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate.  *Membership:*  *Voting:*  Two members of the Graduate Faculty (Full or Provisional status) within each college housing a graduate program. No more than one member from the Graduate Faculty within a college may be a graduate program director or coordinator.  *Ex-officio (non-voting):*   * + 1. All graduate program directors or coordinators;     2. The Associate and Assistant Deans of The Graduate College;     3. The Office of Graduate Admissions;     4. A representative from the Office of Curriculum Support     5. A representative from the Office of Institutional Effectiveness;     6. Director of Digital Learning Innovation;     7. The Dean of the Library Services or approved designee.     8. Dean of Graduate College;     9. The Registrar or his/her appointed designee;     10. One graduate student elected by the Graduate Student Association;     11. Two faculty from any academic college without a graduate program.   *Term:* 3 years. **Grievance Oversight Committee (ad hoc, called as needed) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose*: The committee, in collaboration with the Provost/SVPAA and the Ombuds, has the responsibility of evaluating the effectiveness of the Conflict Resolution Policy and recommending changes in the policy to the Faculty Senate and other shared governance bodies.  *Membership:*   * + - 1. Three faculty senate representatives, elected by the Faculty Senate.       2. One chair elected by the Chairs and Directors Assembly.       3. One dean or assistant/associate dean, elected by the Deans Council.       4. One representative from Legal Affairs.       5. One representative from EEO.   Note: the chair and dean should not be from the plaintiff’s college.  *Term:* as needed.  ***Institutional Animal Care and Use Committee (IACUC) for Research Using Animals assigned to and reporting to the VP of Research***  *Purpose:* Ensure all regulations pertaining to research on animals are met  *Membership:* The Federal Animal Care and Use Assurance must include the names, position titles, and credentials of the IACUC chairperson and the members. The committee will consist of no fewer than five members, to include at least:   1. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution (see IV.A.1.c.); 2. One practicing scientist experienced in research involving animals; 3. One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, and member of the clergy); 4. One individual who is not affiliated with the institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution. 5. An individual who meets the requirements of more than one of the categories detailed in IV.A.3.b.(1)-(4) of this policy may fulfill more than one requirement. However, no committee may consist of fewer than five members.   Term: 3 years renewable  ***Institutional Biosafety Committee (IBC) assigned to and reporting to the VP of Research***  *Purpose:* The ensure the biosafety of the university.  *Membership:* The IBC size and composition shall be large enough to represent the range of personnel who perform activities listed in Section IIB across Kennesaw State University (KSU) and will include scientists and administrators from KSU and community representatives. Based on NIH Guidelines (section IV-B-2-a-(1)), the minimum number of IBC members is five. An effort is made to represent all major units served, to have a mix of technical expertise characteristic of the research protocols being reviewed, and to epitomize the diversity of the University community. Committee configuration will be kept in accordance with NIH Guidelines (section IV-B-2-a).  *Full Members:* The committee shall consist of no fewer than five full members, of whom:   1. At least one member with appropriate infectious disease and recombinant DNA expertise. 2. At least two faculty members with experience in rDNA technology and/or biological safety and containment. 3. At least two community members (not affiliated with the university) who represent the interests of the surrounding community with respect to health and protection of the environment. 4. Biological Safety Officer, Environmental Health & Safety Office. 5. A Research Compliance Officer (NIH/OBA contact person), University Office of Research; and 6. A Research administrator, University Office of Research. 7. At least one scientist with expertise in plant containment principles when experiments utilizing Appendix P, Physical and Biological Containment for Recombinant DNA Research Involving Plants, require IBC approval. 8. At least one scientist with expertise in animal containment principles when experiments utilizing Appendix Q, Physical and Biological Containment for Recombinant DNA Research Involving Animals, require IBC approval. 9. Ex Officio Voting -Vice President of Research, as the institutional authorized signing official.   *Subject Matter Expertise*  If a protocol registration is outside the area of expertise of IBC members, the IBC Chair is to seek counsel from an individual knowledgeable in the subject matter to allow for appropriate review and approval or disapproval.  *Appointment to the IBC*  The Vice President of Research appoints members for a renewable term of three years. Terms of appointment are staggered in a manner such that one-third of the committee is appointed or renewed each year.  *The IBC Chair*  The Vice President of Research appoints the Chair from within the membership of the IBC for a term of three years. The Chair has the responsibility for prescreening submitted registrations as necessary; approving registrations or recommending review by the full committee; review and approve amendments and updates as necessary; ensure member training (this task may be designated to another qualified individual); set meeting agendas and establish meeting dates; and conducting/managing meetings.  *Term:* 3 years renewable  ***Institutional Review Board (IRB) for Research with Human Participants (permanent) –*** ***assigned to and reporting to the VP of Research***  *Purpose:* This committee is charged with the prior review and approval of all research.  *Membership:*   1. The Vice President for Research. 2. Director of Grants and Contracts in the Office of Research. 3. 10 faculty appointed by the VPR in consultation with college deans, for staggered three-year terms. Faculty will have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty will have the professional competence necessary to review the specific assigned research activities. At least one faculty member appointed will have scientific research experience. 4. Community: the President, Provost/SVPAA, Vice President for Research, Dean of the Graduate College, or college deans, will recommend volunteer appointments for staggered three-year terms. Neither this person nor the members of his/her immediate family should be affiliated with Kennesaw State University. 5. WellStar Medical Staff to the KSU IRB.   To allow for added expertise in review of biomedical studies, Vice President for Research through consultation with the WellStar SVP & COO WMG Officer or designee and the Sr. Vice President Chief Nurse Executive will appoint four members of the WellStar medical staff the KSU IRB. KSU will appoint one physician as a regular voting member, one as an alternate, and one nurse will serve as a regular voting member, while one will be an alternate. Regular members have full membership responsibilities with the KSU IRB. Alternate members are encouraged to attend board meetings, provide expertise on protocols under review, and assist the IRB Chair in conducting expedited reviews of protocols, but alternates are not to vote at meetings unless the regular member is absent.  ***Information Technology Advisory Committee, ITAC (permanent) – assigned to the Faculty Senate and advisory to the Chief Information Officer.***  *Purpose:* The purpose of the ITAC Committee is to: 1) facilitate dialogue between the Office of the CIO, the Faculty Senate, the colleges and the operational units of the University, 2) provide a forum for students, faculty and staff to make recommendations concerning access and use of information technology, and 3) provide feedback about new applications, operating system upgrades, instructional technologies and respective deployments. ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.  *Membership of the Executive Committee:*   * 1. Membership shall include      1. Chair      2. Vice-Chair      3. Secretary   2. *Meetings*: The executive committee of ITAC will meet monthly from August through May (with the exception of December).   3. *Term:* 1 year, renewable up to 3 consecutive terms   *Membership of the Full Committee:*  Membership shall include   1. One representative from each degree-granting college, 2. One representative from the Library 3. One representative from the College of Professional Education, with IT background/interest; 4. One administrator or staff member with IT background/interest will be appointed for each operational unit, including Academic Affairs, Student Enrollment/Registrar, University Development, Center for Excellence in Teaching and Learning, Student Affairs, Office of the Chief Business Officer, and Office of the Chief Administrative Officer; 5. Four undergraduate students selected by the Student Government Association; 6. Two graduate students selected by the Graduate Student Association. 7. Ex officio (nonvoting):    * 1. CIO;      2. any other members of University Information Technology Services.   *Meetings:* The full committee of ITAC will meet at least twice per semester during the academic year (August through May).  *Term:* 2 years for faculty and staff, 1 year for students. **Library Advisory Committee, LAC (permanent) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose:* This committee will serve as an advisory group to the Dean of the Library Services and liaison with each college and group represented regarding library needs and issues. It will make recommendations and advise the Dean in the development and refinement of library policies. The results of this committee's work will be reported to the Dean of the Library Services, Provost/SVPAA, and President.  *Membership:*   1. One faculty representative elected from each degree-granting college; 2. Librarian appointed by the Dean of Library Services; 3. One library staff representative elected by the library staff members. 4. One undergraduate student appointed by the President of Student Government Association; 5. One graduate student appointed by the President of Student Government Association.   *Term:* 2 years **Policy Process Council (PPC) - advisory to the Director of Policy**  1. *Purpose:* The Policy Process Council is a non-voting, collaborative, and representative body. The PPC reviews new and revised University-level policies and suggests revisions to policy drafts, when appropriate. PPC members notify their constituents about policy drafts and approved policies.  The council monitors the work of the Director of Policy, who chairs the PPC; assists responsible offices with policy development and revision; coordinates policy draft presentations to shared-governance and administrative bodies, the President's Cabinet, and the KSU President; oversees maintenance of the Policy Portal (<https://policy.kennesaw.edu/>); and communicates information about the policy process and policy approval to the KSU community. 2. *Membership:*  One representative from each senate and council and for each division/office/department listed.    * Staff Senate    * Faculty Senate    * Student Government Association    * Academic Deans Council    * Chairs' and Directors' Assembly    * Administrators Council    * Division of Legal Affairs    * Division of Student Affairs    * Office of the Vice President for Administration    * Office of the Vice President for External Affairs    * Office of the Vice President of Finance    * Office of the Provost and Senior Vice President for Academic Affairs    * Office of the Vice President of Administration.    * Office of University Development    * University Information Technology Services    * Department of Athletics    * Internal Audit Department    * Human Resources    * Office of Cybersecurity    * Office of Institutional Effectiveness    * Office of Institutional Research    * Office of Research    * Records and Information Management Office   *Term:* 1 year (renewable) **Presidential Commission on Gender and Work Life Issues (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Gender and Work Life Issues is to address issues and challenges that pertain to gender and work life issues by recommending programs, strategies, initiatives, and resources to ensure appropriate gender and work life services/functions are being implemented throughout the campus community. The commission is tasked with:   * 1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns on gender and work life;   2. Fashioning a proactive set of conversations, programs and training initiatives to guide the University's strategic emphases surrounding gender and work life issues;   3. Providing advice on approaches that can contribute to KSU' s goals of becoming a national leader in the higher education community with regard to how it engages in issues and concerns related to gender and work life issues;   4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary  *Meetings:* Once a month during fall and spring semesters  *Term:* 1 year, unlimited renewals **Presidential Commission on GLBTIQ Initiatives (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on GLBTIQ Initiatives is to serve as an advisory body to the President and other University officials for matters of concern to gay, lesbian, bisexual, transgender, intersex, and questioning persons across the University. The GLBTIQ initiative will provide welcoming, visible, and tangible support to ensure that the University's programs and services are inclusive. The Commission will assist the University in developing a vision and perform its charge by recommending, developing, and/or initiating plans, programs, strategies, and resources pertaining to the GLBTIQ community. More specifically, the commission is tasked with:   1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns of GLBTIQ persons on campus; 2. Fashioning a proactive set of conversations, programs, and initiatives to guide the university's strategic emphases; 3. Providing advice on approaches that will contribute to KSU's goals of becoming a national leader in the higher education community with regard to how the University deals with issues and concerns related to GLBTIQ persons and other underrepresented groups; 4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  Term: 1 year, unlimited renewals. **Presidential Commission on Racial and Ethnic Dialogue (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Racial and Ethnic Dialogue is to shape appropriate plans, mechanisms, forums, and/or events for a continuing dialogue on issues of race and ethnicity on the KSU campus. With KSU's changing demography, and our increasing focus on diversity, internationalism, and multiculturalism, the commission is tasked with:   * 1. Addressing sensitive racial, religious, and linguistic concerns that exist on campus;   2. Fashioning a proactive set of conversations and initiatives to guide the university's strategic emphases;   3. Advising the President and the Chief Diversity Officer on approaches that can contribute to KSU' s goals of becoming a national leader in the higher education community with regard to how it tackles dialogue and issues; and   4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1-year, unlimited renewals. **Presidential Commission on Sustainability (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Sustainability is to serve as an advisory body on matters of environmental sustainability at KSU. The commission is tasked with:   1. Assisting University faculty, staff, and students in developing and delivering sustainability education through its curricular, co-curricular, and extra-curricular activities; 2. Promoting the principles of environmental sustainability and preservation in our community by fostering social equity in access to, and the fiscally responsible use of, natural resources; 3. Assisting the administration, faculty, and staff in monitoring the University's greenhouse gas emissions, as a signatory institution of the American College and University Presidents' Climate Commitment, and in determining and meeting the goals of the University's Climate Action Plan.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters  Term: 1-year, unlimited renewals **Presidential Commission on Veterans Affairs (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The primary mission of KSU's Presidential Commission on Veterans Affairs is ensuring that KSU provides an inclusive and active campus environment for all members of the veteran community (Students, Faculty, Staff, and Alumni) as well as community members who identify as veterans, service members, spouses, dependents, or survivors. The university will accomplish this mission by:   1. Providing advice and consultation on how to maintain and enhance KSU as a "veteran and military friendly" institution; 2. Raising awareness on veteran specific topics; 3. Providing guidance on how to incorporate the local community to participate and support Kennesaw State veteran events and community veteran events; 4. Establishing community partners in efforts to reach out to the local and state-wide military organizations. This focus will provide enriched opportunities for active involvement in the university and the surrounding community, culminating in a creative and supportive campus atmosphere affirming that veterans have a successful academic and professional experience at KSU.   *Membership:* Open/voluntary.  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1-year, unlimited renewals.  ***Promotion and Tenure Process Review Committee assigned to the faculty senate and advisory to the Provost/SVPAA.***  *Purpose:* Examine proposed revisions to the Promotion and Tenure process. The revisions can be about;  a) promotion and tenure processes and procedures, including structure and content (e.g., conflict of interest or conflicting guidelines),  (b) violations of process (e.g., late letters, committees not elected according to guidelines, etc.),  c) potential ethical indiscretions /violations (such as tampering with a candidate’s portfolio documentation) during the promotion and tenure process, etc. (Note that potential ethical indiscretions during the promotion and tenure process should be directed to the Provost, or her/his designee).  *Membership:* Committee membership consists of all the chairs of College Promotion and Tenure Committees from the previous year.  *Meetings:* called by the chair as needed. **Presidential Commission on Disability Strategies and Resources (permanent) - Assigned to the Office of Diversity and Inclusion and advisory to the President of the University** *Purpose:* The purpose of the Presidential Commission on Disability Strategies and Resources is to address issues and challenges faced by persons with disabilities. The group's charge is to recommend programs, strategies, initiatives, and resources to ensure that persons with disabilities are not confronted with barriers to full participation in all aspects related to University life and to ensure that the University's programs and services are inclusive to constituents with disabilities. The commission is tasked with:   1. Assisting University officials in developing a vision and proactive strategies for addressing issues and concerns of persons with disabilities on campus; 2. Fashioning a proactive set of conversations, programs and training initiatives to guide the University's strategic emphases surrounding disability strategies and resources; 3. Providing advice on approaches that can contribute to KSU's goals of becoming a national leader in the higher education community with regard to how it embarks on issues and concerns related to persons with disabilities and other underrepresented groups; 4. Identifying and suggesting other activities, actions, and policies that will lead to an increased understanding and acceptance of diverse viewpoints and perspectives between and among different members and groups of KSU's diverse community.   *Membership*: Open/voluntary  *Meetings:* Once a month during fall and spring semesters.  *Term:* 1 year, unlimited renewals **Provost's Athletics Oversight Council, PAOC (permanent) - assigned to the Faculty Senate and advisory to the Provost** *Purpose:* The Provost’s Athletics Oversight Council (PAOC) is charged with strategic oversight of all academic matters related to intercollegiate athletics and all policies that impact student-athlete academic success and welfare. It is advisory to the Provost.  More specifically, the PAOC serves in conjunction with the university provost to assure that the institutional control expected by the NCAA and the Board of Regents is in place. The Council is tasked with providing advice and counsel to the provost and the athletic director to ensure academic integrity of KSU's intercollegiate athletics programs and its student-athletes, NCAA and conference rule compliance, and student-athlete welfare, particularly concerning academic success and career preparation. The PAOC will also aide in reviewing strategic and budget planning and implementation as it relates to student-athlete welfare and success. The PAOC ensures that KSU policies related, but not limited to, special admissions, game scheduling, and academic support are consistent with the academic mission of the University.  *Membership*:  A. Teaching Faculty (6 voting members)  1) Faculty Athletics Representative (FAR) to the NCAA, Council Chair; appointed by KSU President.  2) Five faculty representatives, each elected by the KSU Faculty Senate following a call for nominations from the at-large teaching faculty. Faculty terms are staggered three-year renewable terms. If a faculty member leaves midterm, a new member will be elected by the KSU Faculty Senate for the remainder of the term. No more than one elected faculty representative selected per college. At least one faculty representative from each campus.  B. Administrators (5 voting members)  3) Athletic Director.  4) VP for Student Affairs or designee.  5) Athletic Department Senior Woman Administrator.  6) Associate Athletics Director of Compliance.  7) Assistant Athletics Director of Student-Athlete Success Services.  C. KSU Students (3 voting members; renewable)  8) Two student athletes, appointed by the Student Athlete Advisory Committee, one from a men’s sport, one from a women’s sport, (one-semester term).  9) Student, elected by Student Government Association (one-year term).  D Community Members  10) one voting member, (one-year renewable term).  11) Alumni or other community member appointed by the Provost (optional).  E Ex Officio (2 non-voting members)  12) Provost or designee.  13) Chief Business Officer or designee.  *Meetings*: This board must meet at least once each Fall and Spring academic semester.  *Term:* 3 years except where noted. **Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/SVPAA** *Purpose:* This committee evaluates proposed changes to the undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.  *Membership:*   * 1. Two elected from each degree granting college.   2. One from Honors College,   3. One elected from the General Education Council;   4. AVP of curriculum   5. Office of Curriculum Support,   6. Director of Policy   7. A librarian,   8. Registrar,   9. Director of Distance Learning Innovation;   10. Two undergraduate students appointed by the President of Student Government in consultation with the Vice President for Student Affairs.   *Term:* 3 years **University Faculty Committee on Global Engagement, UFCGE (permanent) - assigned to the Faculty Senate and advisory to the Vice Provost for Global Affairs and Chief International Officer** *Purpose:* This committee will serve as an advisory group to the Vice Provost for Global Affairs & Chief International Officer and will represent their respective college/ unit concerning global interests and issues. It will make recommendations and advise the Vice Provost in the area of global engagement and strategic planning, among other duties as designated. The committee will review, measure and evaluate strategic initiatives for global engagement programing, including the Global Engagement Certification.  They will also serve as the awards committee for the Madhuri and Jagdish N. Sheth Distinguished Faculty Award for Global Achievement. The results of this committee's work will be reported to the Provost/SVPAA and President.  *Membership:* Each member shall possess a genuine interest and passion for global engagement. The representative must be ready, willing and able to represent the entire faculty of the college or unit that he/she is representing and assist in coordinating international activities within their college on behalf of the committee:  *Voting Members*  One faculty elected or appointed from each of KSU's degree granting colleges to serve as that college's representative and global affairs coordinator. It is recommended that each college have a global affairs committee and the chair or an active member, who has conducted a study abroad trip, of that committee serve as that college's representative and coordinator on the University unit that he/she is representing and assist in coordinating international activities within their college on behalf of the committee.  *Ex Officio Members*   1. Vice Provost for Global Affairs & Chief International Officer. 2. A representative from the Division of Global Affairs 3. A representative from the Office of Diversity & Inclusion 4. Other ex officio members as recommended by the Vice Provost for Global Affairs & Chief International Officer.   *Term:* 3 years, consecutive renewal possible. |
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