



UNIVERSITY OF RICHMOND
UNIVERSITY FACULTY SENATE

Policy Description: University Faculty Committees and Appointment of Faculty to University Administrative Committees	Effective Date: 15 June 2016
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EXECUTIVE SUMMARY: The executive summary of this Faculty Senate Policy document is offered as a guide to interpretation only. It does not contain any binding rules or policies but, instead, offers information that may assist the reader in better understanding the policies contained herein. To the extent any statement in this executive summary contradicts these policies, the Senate Charter (the “Charter”), or any other authoritative document, the summary should be ignored. All elements of the policy document that follow this executive summary are binding policies.

This document pertains to University Faculty Committees. The document declares which University Faculty Committees shall exist, the membership and responsibility of those committees, and other matters related to their operation. These declarations appear under the heading “Policy.”

What is a University Faculty Committee? A University Faculty Committee is a committee formed for the purpose of accomplishing university faculty business. For example, University Faculty Committees participate in the admissions process (though the Undergraduate Admissions Committee), curricular choices (though the General Education Committee), and the needs of student athletes (though the Faculty Athletic Committee).

Who creates University Faculty Committees? The University Faculty Senate (the “Senate”) has the power to create or dissolve a University Faculty Committee (Charter, Art. IV.B.).

What authority do University Faculty Committees have? A University Faculty Committee has only that authority which has been delegated to it by the Senate (Charter, Art. IV.B). Importantly, the Senate’s power to delegate authority to University Faculty Committees is not

unlimited; the Senate may only delegate authority to address matters that (1) “relate to two or more schools” and (2) “for which the Board of Trustees has delegated primary responsibility to the university faculty” (Charter, Art. IV.B). Delegations of authority that do not comply with these two requirements are ineffectual. Further, any committee decision or action without valid authority is also ineffectual.

Are there different types of University Faculty Committees? Yes. The Senate Charter lays out two types of University Faculty Committees: (1) Faculty Executive Committees and (2) Faculty Advisory Committees. The difference between the two types of committees lies in the effectiveness of their decisions. The decisions of Executive Committees are effective at the moment the decisions are made. That is, Executive Committees may make recommendations on behalf of the faculty apart from Senate action. In contrast, the decisions of Advisory Committees are not effective until approved by the Senate.

What is the difference between University Faculty Committees and other committees on campus? University Faculty Committees, as noted above, may address matters that (1) “relate to two or more schools” and (2) “for which the Board of Trustees has delegated primary responsibility to the university faculty.” Other types of committees exist, however. These include:

University Administrative Committees. These committees include formal committees, as well as working groups, task forces, and other similar bodies (Charter, Art. IV.C). They are formed by the University administration and, because the administration has plenary authority over University business, can address virtually any matter the administration assigns to them. Nonetheless, University Administrative Committees will not typically address matters “for which the Board of Trustees has delegated primary responsibility to the university faculty.” However, they may make recommendations for the Faculty Senate or faculty committees, under the direction of the Faculty Senate, to consider. These matters are typically addressed by the Senate itself or by University Faculty Committees created by the Senate.

Intra-School Committees. Each school may create its own committees to address matters pertaining to operation of the school. The authority of these committees is defined by each school. The decisions of intra-school committees are only valid to the extent they comport with the decisions of any higher authority, such as the Board of Trustees.

Other “Intra” Committees. As a general matter, all groups and organizations on campus are free to form a committee (whether denominated as such or not) for their own purposes. For example, the Senate may form committees within itself to address a particular matter. Similarly, the Board of Trustees may (and, in practice, typically does) form committees within itself to address particular matters that do not require the full Board’s attention. As with all other committees on campus, the decisions of “intra” committees are only valid to the extent they comport with their jurisdiction and the decisions of all higher authority.

UNIVERSITY FACULTY SENATE POLICY DOCUMENT

University Faculty Committees

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PURPOSE: The University Faculty Senate provides a collective voice for the faculty of the University of Richmond and exercises those responsibilities assigned to it by the Board of Trustees and the university faculty as enumerated in the Faculty Senate Charter (the “Charter”, Charter Preamble). As specified in the Charter, the University Faculty Senate (the “Senate”) has the authority to delegate to or reclaim from standing University Faculty Committees certain powers and responsibilities of the Senate (Art. I.D). This policy describes the membership, role, and responsibilities of University Committees, as defined in the University Faculty Senate Charter. This policy also specifies the process for nominating faculty members for appointment to committees of the University Board of Trustees, appointing faculty members to University Administrative Committees, as defined in the Charter, and for maintaining a current list of Faculty and Administrative Committees on the University Faculty Senate website.

SCOPE: This policy recognizes five types of University Committees: Faculty Executive Committees; Faculty Advisory Committees; Committees of the Board of Trustees; University Administrative Committees; and occasionally ad hoc committees. This policy applies to all University Faculty Committees and to the nomination or appointment of faculty members to committees of University Board of Trustees, University Administrative Committees, and ad hoc committees. This policy is intended to govern the creation, elimination, composition, roles, or responsibilities of University Faculty Committees but not committees of the University Board of Trustees or University Administrative Committees, except where specified otherwise in the Charter.

POLICY:

I. Committee Policies and Procedures

A. General Policies

- 1) Each University Faculty Committee may exercise the authority delegated to such committee by the University of Richmond Faculty Senate.
- 2) In addition to the duties specified below, each committee shall also perform such duties as specified in charges that may come from the Senate (in the case of faculty committees) or from the University President or Cabinet members (in the case of administrative committees).
- 3) Typically, requests for faculty work should fall within the charge of one of the standing committees.
 - a) If a request for faculty to serve on a committee does not seem to fall within a standing University Faculty committee, then the Senate may create an *ad hoc* Faculty Committee and nominate membership in accordance with the Charter’s guidelines (Art. IV.B.1).
 - i) The Senate President, after consulting with the Senate, shall issue charges on behalf of the Senate to *ad hoc* Faculty Committees.
 - b) If a request for faculty to serve on a committee does not seem to fall within a standing University Administrative Committee, then an *ad hoc* Administrative Committee may be created. The committee charge and term (which must be specified and limited) will be communicated to the Chair of Committee on

Committees who shall share it with the Senate before the committee begins its term (Art. IV.C). The Committee on Committees shall nominate faculty membership in accordance with the Charter's guidelines (Art IV.C).

B. Membership

- 1) Generally, University Faculty Committees will have representation from each of the five schools: School of Arts and Sciences (A&S); Jepson School of Leadership Studies (JLS); Richmond School of Law (Law); Robins School of Business (RSB); and the School of Professional and Continuing Studies (SPCS), except where noted. In those cases where more than one faculty member represents a school, members shall represent diverse disciplines in the school. For A&S, specifically, if there are four A&S seats, each will represent one quadripartite division; where there are three, each will represent one tripartite division.
- 2) Unless otherwise stated below, faculty appointments to committees are made by the schools, in adherence to school policies and procedures.
- 3) Typically, faculty committee members serve a three-year term.
- 4) Faculty membership on each committee will rotate, so that experienced faculty committee members are serving each year. Generally, a similar number of faculty committee members will be serving the first, second, and third year of their terms.
- 5) Because it is the faculty's expectation that faculty will commit to serving on committees on a regular basis, faculty committee members may serve a maximum of two terms consecutively on a single committee.
- 6) Immediately following committee elections/appointments in the spring of each year and prior to the end of that academic year, a faculty representative from each committee shall be elected by the University Faculty Committee members to serve as chair for the subsequent year, unless otherwise stated below.
- 7) Expiring terms of Committee members shall end and new terms begin on June 15.
- 8) Representatives from the Senate are recommended by the Committee on Committees and appointed by the Senate President.
- 9) If a committee contains student representatives, student members will be recommended by procedures established by each student government. The slate of recommended students will be reviewed by the Dean of Westhampton or Richmond College (for committees needing undergraduate A&S, JLS, or RSB students), the Dean of RSB (for committees needing graduate RSB students), the Dean of Law (for committees needing Law students), or the Dean of SPCS (for committees needing SPCS students). Responsibility for final appointment of student members resides with the Chair of the Committee on Committees.
- 10) Only those faculty whose employment status make them eligible to serve and vote on the University Faculty Senate may serve and vote as faculty representatives on a University Committee (see Art. II.A.1-2).
- 11) Additionally, members of the Committee on Committees for RSB, JLS, Law, and SPCS shall have the right to request their school's exemption from service for the upcoming academic year on any University Faculty Advisory committees, which may be granted by the Committee on Committees during the Spring of the current academic year.

C. Committee Chair Selection and Responsibilities.

- 1) University Faculty Committee Chairs may be elected from among the Committee members without administrative status (Art. II.A.2) who are tenured, tenure-track, on continuing annually renewable appointments, or who have been granted faculty status.
- 2) The chair shall serve a one-year term, with re-election for a second year permissible.
- 3) Chairs shall call regular meetings of the committee, as needed or required.
- 4) If there is a vacancy on a committee (e.g., sabbatical), the Committee Chair shall notify the Chair of Committee on Committees no later than September 15. The Chair of Committee on Committees will consult with the Committee on Committees to fill the vacancy.
- 5) Chairs shall submit an agenda and relevant articles for review to committee members five days in advance of meeting.
- 6) Chairs shall ensure that minutes are taken, share minutes with the committee for editing and approval in a timely fashion, and then send approved minutes to the Chair of the Committee on Committees within two weeks of the meeting (Art. IV.B).
- 7) Chairs shall prepare a report on the committee's discussions, recommendations, and implementations, share the report with the committee for editing and approval in a timely fashion, and then send the approved report to the Chair of the Committee on Committees for reporting to the University Faculty and Faculty Senate and for governance archive purposes. Reports should be submitted within 10 days of the end of the semester (Art. IV.B).
- 8) Chairs shall convene the newly elected/appointed Committee before the Spring University Faculty Meeting in order to elect a new Committee chair.

D. Reporting

- 1) Pursuant to the Senate Charter, committee meeting minutes shall be kept; minutes will be reviewed by committee members and guests who contributed to the conversation, and forwarded to the chair of the Committee on Committees within two weeks of the meeting (Art. IV.B), who will forward them to the Senate's administrative assistant.
- 2) All minutes shall be maintained by the Senate's administrative assistant for governance archival purposes on a secure, electronic University-provided location. The previous two years of minutes shall also be posted to a secure, password-protected website that is accessible by members of the University of Richmond community.
- 3) All sensitive and confidential information discussed in committee meetings—for example, references to individual students, faculty, or staff—should be treated as such by committee members, as per the University of Richmond Data Security Policy.

II. Amendment of the Policy. Amendments to this policy may be suggested by any University Faculty Senator, University committee, faculty member, or administrator. Such amendments shall be submitted to the Chair of Committee on Committees in writing and shall include both the proposed wording changes and the rationale for such amendments. The Committee on Committees shall make a recommendation on the proposed amendments to the Senate. The Senate shall consider the proposed amendments at its next meeting. If the amendments involve a

change in committee membership or responsibilities, the committee shall be consulted. The Senate vote shall be governed by Senate voting rules as provided by the Charter (III.D.6).

III. University Faculty Committees: University Faculty Committees are of two types: Faculty Executive Committees and Faculty Advisory Committees.

A. Faculty Executive Committees. Faculty Executive Committees are standing University Faculty Committees to which the Senate has delegated the authority to make decisions on behalf of the Senate and the University Faculty, subject to the Charter. The Senate has established the following Executive Committee(s):

1. Committee on Committees. The Committee on Committees exercises power delegated to the faculty in Art. IV.B and IV.C of the Senate Charter.

Charge:

- To coordinate the election/selection of members to University Faculty Committees, which includes encouraging the schools to develop candidate slates that gauge the expertise, interest, and willingness to serve on each given committee and that represent University faculty broadly;
- To receive requests for faculty membership to serve on *ad hoc* committees or cross-school search committees and to prepare and submit candidate slates that gauge the expertise, interest, and willingness to serve on the given committee and that represent University faculty broadly;
- In those cases where Administrative committee members are selected by their schools, the Committee on Committees coordinates the election/selection of faculty members to University Administrative Committees, which includes encouraging the schools to develop candidate slates that gauge the expertise, interest, and willingness to serve on the given committee and that represent University faculty broadly and should represent diversity in all its forms;
- In those cases where committee members are appointed, the Committee on Committees provides a slate of nominees to the person responsible for appointing, which attends to the expertise, interest, and willingness to serve on the given committee and that represents diversity in all its forms;
- To submit the nominated Senators and University Faculty Committee members (where appropriate, and not otherwise elected by the individual schools) to the Senate for election;
- To fill mid-term vacancies on University Faculty Committees;
- To review annually the University Faculty Committee structure, charges, and membership, and to recommend any changes to the University Faculty Senate;
- Members of the Committee on Committees shall regularly monitor committee activities, including reading minutes, tracking reports, and keeping in contact with Chairs of University Faculty Committees;
- The chair of Committee on Committees shall receive, in accordance with applicable document retention policies and pursuant to the Charter, the minutes of all University Faculty Committee meetings and end of semester reports and forward them to the Senate's administrative assistant.

Selection of Membership: Committee members are selected by the Senators who represent each school (e.g., the A&S Senators select the Senator who will represent A&S).

Voting Membership: The membership of the Committee on Committees consists of one Senator to represent each of the five schools.

2. Faculty Grievance Committee. The Faculty Grievance Committee exercises power delegated to the faculty in the Preamble and Art I.C.3 of the Senate Charter and Art. III.H of the Faculty Handbook.

- To review the Grievance process and recommend changes to the policy, when necessary, to the Faculty Senate;
- To receive and review petitions concerning faculty who are not recommended for reappointment, tenure, or promotion (or other grievances) at any stage in the process (per Faculty Handbook). The committee's deliberations shall be shared and its recommendations shall be made to the Provost.

Selection of Membership: Committee members must be full-time, tenured members of the faculty of A&S; JSLS; Law; and RSB. SPCS members must be full-time members of the faculty (Handbook, III.H).

Voting Membership: The voting membership of the Faculty Grievance Committee consists of one faculty member each from A&S, JSLS, Law, RSB, and SPCS.

3. Faculty Status and Faculty Credentials Committee. The Faculty Status and Faculty Credentials Committee exercises power delegated to the faculty in the Preamble and Art I.C.2 of the Senate Charter. School-specific credentialing and faculty status decisions are the responsibility of the individual schools.

Charge:

- To consider, on the recommendation of the Provost, faculty status for persons appointed to staff positions;
- To review, when necessary, continuing staff positions with faculty status to ensure that faculty status is attached only to persons who are in positions that are directly involved in academic programs;
- When requested by the Provost for a cross-school course or cross-school program, to review faculty credentials for teaching particular courses or programs and provide justification for such academic qualifications in teaching (or recommend to the Provost that the faculty member cannot teach said course); and
- To review faculty credentials and teaching assignments for cross-school courses and programs, when necessary.

Membership: The membership of the Faculty Status and Faculty Credentials Committee consists of four faculty members from A&S; two faculty members from Law; one faculty member each from RSB and SPCS (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); a representative from each School's Dean's office (appointed by each Dean; ex officio); and the Provost (or his/her designee; ex officio).

Voting Membership: The voting membership of the Faculty Status and Faculty Credentials Committee consists of four faculty members from A&S; two faculty members from Law; one faculty member each from RSB, JSLS, and SPCS.

4. Richmond Scholars Steering Committee. The Richmond Scholars Steering Committee exercises power delegated to the faculty in the Preamble, Art. I.B.1, and I.B.3 of the Senate Charter.

Charge:

- To work with the director of the Richmond Scholars Program—a merit-based scholarship program that acts as an umbrella program for all academically-focused merit scholarships that carry one third tuition (Presidential Scholars), full-tuition, or more;
- To work with the Office of Admission, Office of Financial Aid, the Vice-President for Enrollment Management, and the Provost to oversee and coordinate the Richmond Scholars Program;
- To make strategic and policy recommendations to the Dean of Admission, the Vice President of Enrollment Management, and the Provost that will result in the recruitment of top undergraduate students to campus;
- To participate with the director in the selection and interview processes, and to recruit members of the undergraduate faculty as well as professional staff to assist in scholars selection process; the Office of Admission selects the semi-finalists for the Richmond Scholars Program, following which the Richmond Scholars Program oversees the selection/recruitment process from that point forward, with support from the Office of Admission. The Office of Admission is solely responsible for the selection of the Presidential Scholars;
- To review regularly (via director reports) mentoring and retention of the Richmond Scholars Program, such as programming across the designations, the Sharp Speaker Series, etc; and
- To review petitions from Richmond or Presidential Scholars whose cumulative GPA is below 3.0 for more than three semesters.

Membership: The membership of the Richmond Scholars Steering Committee consists of four faculty members from A&S; one faculty member from RSB (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); the Dean of Admission (ex officio); the Director of Financial Aid (ex officio); the Director for Fellowships and Scholars (ex officio); the Director of the Oliver Hill Program (ex officio); and the Mentor to Oldham Scholars (ex officio). Typically, the committee will invite the Vice President for Enrollment Management and the Provost (or their designees) to one meeting each year.

Voting Membership: The voting membership of the Richmond Scholars Steering Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS.

5. Undergraduate (Traditional) Admissions Committee. The Undergraduate (traditional) Admissions Committee exercises power delegated to the faculty in the Preamble, Art. I.B.3, and I.C.5 of the Senate Charter.

Charge:

- To recommend to the Dean of Admission and the Vice President of Enrollment Management changes in the admission policies for traditional undergraduates to the University of Richmond;
- To hear and make recommendations concerning all cases in which the minimum admission requirements are not met;
- To advise the Admission staff on matters brought to the committee by Enrollment Management staff or University faculty;
- To regularly review admission data and admission policies to ensure policy effectiveness.

Membership: The membership of the Undergraduate (traditional) Admissions Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Deans of Richmond College and Westhampton Colleges or their designees (both ex officio); the Dean of Admission (ex officio); Director of Admission (ex officio); Vice President of Enrollment Management (ex officio); and four students (two from A&S and one each from JSLS and RSB).

Voting Membership: The voting membership of the Undergraduate (traditional) Admissions Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS.

6. University Libraries Faculty Committee. The University Libraries Faculty Committee exercises power delegated to the faculty in the Preamble and Art. I.C.8 of the Senate Charter.

Charge:

- To recommend to the Provost and University Librarian policies, plans, programs and strategic priorities related to the acquisition, dissemination, and long-term management of scholarly information in all formats, created by or needed to support the University of Richmond's teaching, scholarly, and creative programs;
- To recommend to the Provost and the University Librarian ways the University libraries, in partnership with the faculty, students, and staff of the University, may best advance the creation, dissemination, and preservation of knowledge;
- To make recommendations to the Provost and University Librarian (as appropriate) and to keep the faculty informed of library matters on an on-going basis. This includes, but is not limited to:
 - The role of library collections and resources in the intellectual life of the university;
 - The role and design of library spaces to include collection spaces, quiet and collaborative study spaces, instruction spaces, consulting spaces, research and learning spaces, community gathering spaces, and exhibit spaces.

Membership: The membership of the University Libraries Faculty Committee consists of three faculty members from A&S; two faculty members each from Law; one faculty member each from RSB and SPCS (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); the University Librarian (ex officio); the Associate Dean for Library & Information Services, School of Law (ex officio); the Provost (or his/her designee ex officio).

Voting Membership: The voting membership of the University Libraries Faculty Committee consists of three faculty members from A&S; two faculty members from Law; one faculty member each from RSB, JSLS, and SPCS.

B. Faculty Advisory Committees. Faculty Advisory Committees are subcommittees of the Senate that bring recommendations to the Senate for action. Resolutions passed by Faculty Advisory Committees must be approved by the Senate in order to take effect. The Senate has established the following Advisory Committees:

1. Academic Committee for International Engagement. The Academic Committee for International Engagement exercises power delegated to the faculty in Art.1.B.1 and I.C.1 of the Senate Charter.

Charge:

- To discuss priorities and goals for international activity with the Dean of International Education;
- To review and recommend to the Dean of International Education and the Senate potential new international programs and their proposed curriculum and courses for academic quality and robustness (recommendations for academic or curricular changes require University Faculty Senate approval);
- To oversee periodic (typically biennial) assessment of the international programs and learning goals and outcomes by receiving and requesting data on ongoing international programs and curricula and reviewing for academic quality and appropriateness of goals and outcomes; and
- To develop and review academic policies for international education, including educational opportunities on campus and study abroad programs.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Academic Committee for International Engagement consists of four faculty members from A&S; one faculty member each from RSB, JSLS, Law, SPCS; the Dean of International Education (or his/her designee, ex officio); the Associate Dean for International Business (ex officio); the Associate Dean for Strategic Planning and Summer Programs (SPCS); a representative from the International Education Student Advisory Committee (ex officio; selected by the Dean of International Education); the Director of Financial Aid (or his/her designee; ex officio); the University Registrar (or his/her designee; ex officio); the Dean of Admission (or his/her designee; ex officio); and the Deans of Westhampton and Richmond Colleges (or their designees; ex officio); Coordinator of International Studies Program (ex officio).

Voting Membership: The voting membership of the Academic Committee for International Engagement consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

2. Academic Disabilities Accommodation Committee. The Academic Disabilities Accommodation Committee exercises power delegated to the faculty in Art. I.B.1 of the Senate Charter.

Charge: The Academic Disabilities Accommodation Committee recommends to the University Faculty Senate policies or procedures with regard to academic issues associated with students with disabilities. This work may include policies or procedures concerning requests for accommodations or substitutions of certain academic requirements for students with demonstrated disabilities. When the policy includes a modification of requirements in general education or cross-school programs, the committee shall provide a recommendation regarding the proposed modification to the General Education Committee.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Academic Disabilities Accommodation Committee consists of four faculty members from A&S (including one from the Department of Math & Computer Science and one from either the Department of Latin American, Latino, & Iberian Studies or the Department of Languages, Literatures, & Cultures); two faculty members from RSB; one faculty member each from JSLS, Law, SPCS; the Deans of A&S, JSLS, Law, RSB, and SPCS (or their designees; ex officio); the Provost (or his/her designee; ex officio); the Deans of Richmond and Westhampton Colleges (or their designees; ex officio); the University Registrar (or his/her designee; ex officio); the Professional Evaluator from CAPS (or his/her designee; ex officio); the Dean of Admission (or his/her designee; ex officio); the Assistant Medical Director (or his/her designee; ex officio); and the Disability Coordinator (or his/her designee; ex officio).

Voting Membership: The voting membership of the Academic Disabilities Accommodation Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

3. Faculty Athletic Committee. The Faculty Athletic Committee exercises power delegated to the faculty in Art. I.B.4 and I.C.6 of the Senate Charter.

Charge: In consultation with the Athletics Department and Student-Athlete Academic Support Services, the Faculty Athletic Committee will:

- Recommend to the University Faculty Senate policies that will enhance the educational and academic experiences of University of Richmond student-athletes;
- Follow the academic monitoring procedure to track student-athlete progress in academic programs, assess the integrity of student-athlete achievement in academic programs, and report their findings—with recommendations, when

necessary—in accordance with the academic monitoring procedure and to the University Faculty Senate;

- Represent the University Faculty on the Athletic Council.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Faculty Athletic Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS; the President (ex officio); the Provost (ex officio); the Faculty Athletic Representative (ex officio); the Assistant Director of Athletics/Academics (ex officio).

Voting Membership: The voting membership of the Faculty Athletic committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

4. Faculty Development Committee. The Faculty Development Committee exercises power delegated to the faculty in the Preamble, Art. I.C.2, I.C.4, and I.C.7 of the Senate Charter.

Charge:

- To advise faculty development activities organized through the Office of the Provost including, for instance:
 - Evaluating and recommending funding for a variety of teaching enrichment grants through the Program for Enhancement of Teaching Effectiveness (PETE) or other similar teaching enhancement grants. Such grants may be used for faculty members to attend seminars on teaching effectiveness, for research designed to improve an individual faculty member's teaching effectiveness, for minor equipment and supplies designed to improve teaching effectiveness, and for course transformation;
 - Recommending university-wide seminars, workshops, discussions, and other events that promote teaching, scholarship, and creative work;
 - Recommending ways of supporting for faculty career planning from pre-tenure to full professor;
 - Advising regarding university policies affecting faculty workload;
- To receive and review data, when necessary, on faculty recruitment, retention, tenure, promotion and data on University-wide policies relating to the workload and work life of faculty in all tracks, and to make recommendations, when necessary, about changing such policies;
- To make recommendations for changes, when necessary, to University-wide policies concerning faculty recruitment, retention, tenure, promotion, and assessment.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Faculty Development Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS; and the Provost (or his/her designee; ex officio)

Voting Membership: The voting membership of the Faculty Development Committee consist of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

5. First-Year Seminar Committee. The First-Year Seminar Committee exercises power delegated to the faculty in Art. I.B.1, I.B.2, and I.C.1 of the Senate Charter.

Charge:

- To review course proposals for First-Year Seminars (FYS) for compliance with FYS guidelines adopted by the faculty, and either return to submitter with comments, or recommend to the Senate for approval;
- To oversee and propose to the University Faculty Senate changes to the FYS program;
- For each FYS course recommended for approval, if a question is raised about the faculty credentials, the committee shall forward the file to the Provost and the Faculty Status and Faculty Credentials committee;
- To provide guidance on FYS faculty training and course development workshops; and
- To conduct when necessary assessment of the FYS learning goals and reviews of the FYS program and student learning outcomes to ensure quality and continued participation by faculty from all five schools; and
- To conduct full reviews of the FYS program every five years, report the findings of the program review to the FYS faculty and the Senate, and recommend changes to the full faculty for program improvements.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the First-Year Seminar Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS; and the FYS Director (ex officio).

Voting Membership: The voting membership of the First-Year Seminar Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

6. General Education Committee. The General Education Committee exercises power delegated to the faculty in Art. I.B.2 and I.C.1 of the Senate Charter.

Charge:

- To review course proposals for General Education attribution and either return to submitter with comments or recommend to the Senate for approval;
- To oversee the General Education requirements for traditional undergraduate students at the University of Richmond, making recommendations to the Senate and/or to the Provost, as appropriate;
- To conduct, when necessary, assessment of General Education learning goals, to review data for effectiveness of General Education programs, and to make recommendations to the Senate for modifications to General Education programs, based on review of student outcome data; and

- To initiate or to receive requests for review or modification of the General Education requirements, to deliberate on such requests and report back to the Senate the outcomes of those deliberations (either with recommendations or reasons for no recommendation);
- Together with the Registrar, to hear and decide all petitions from students seeking waivers, or substitution from general education requirements.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the General Education Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Deans of A&S, JSLS, and RSB (or their designees; ex officio); the University Registrar (ex officio); and four students (two from A&S and one each from RSB and JSLS—student representatives to include among these four the chairs of Westhampton and Richmond Academic Affairs Student Government Committees, ex officio).

Voting Membership: The voting membership of the General Education Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS.

7. Honorary Degrees and Awards Committee. The Honorary Degrees and Awards Committee exercises power delegated to the faculty in the Preamble of the Senate Charter.

Charge:

- To solicit suggestions from the University community regarding possible recipients of honorary degrees;
- To serve as a screening and review panel for those suggestions;
- To provide the President and, through the President, the Trustees, timely consultation and advice representing faculty perspectives with regard to proposed recipients of honorary degrees; and
- To oversee the process of gathering a slate of potential commencement speakers and make recommendations from said slate regarding commencement speakers to the President.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Honorary Degrees and Awards Committee consists of one faculty member from each of the five schools; the Provost (or his/her designee; ex officio); and the Vice President of Advancement (or his/her designee, ex officio).

Voting Membership: The voting membership of the Honorary Degrees and Awards Committee consists of one faculty member from each of the five schools.

8. Student Co-curricular Academic Initiatives Committee. Student Co-curricular Academic Initiatives Committee exercises power delegated to the faculty in Art. I.B.1, I.C.1, and I.C.4 of the Senate Charter.

Charge:

- To advise and recommend to the Senate the academic programs associated with living-learning communities (LLC), Sophomore Scholars in Residence (SSIR), Roadmap and other similar cross-school student-focused academic experiential programs as deemed necessary by the committee. This includes, but is not limited to: course application process, course proposal review, assessment of learning outcomes, compensation review, and satisfaction of students, faculty, and staff. To provide guidance and recommendations to the program director on the selection and rotation of faculty participants in the programs;
- To participate in academic co-curricular program reviews, when needed; and
- To consult with the Student Development Committee on matters associated with student life that surface outside of the scope of these programs.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Student Co-curricular Academic Initiatives Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS; the Deans of Richmond and Westhampton Colleges (or their designees; ex officio); the Director of Living Learning and Roadmap (ex officio); the Provost (or his/her designee; ex officio); the Wellness Coordinator (ex officio); and four students (two from A&S and one each from RSB and JSLS—with representation from Richmond and Westhampton Academic Affairs Committees among these students).

Voting Membership: The voting membership of the Student Co-curricular Academic Initiatives Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS.

9. Undergraduate (Traditional) Student Academic Integrity Committee. The Student Academic Integrity Committee exercises power delegated to the faculty in the Preamble and Art. I.B.1 of the Senate Charter.

Charge:

- To provide feedback and recommendations to the University Faculty Senate, the Provost, and the Vice President for Student Development regarding policies and procedures to support student academic integrity;
- To consult with the Vice President for Student Development and the Deans of Westhampton and Richmond College regarding student academic integrity.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Student Academic Integrity Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Westhampton and Richmond College Deans (ex officio); the Provost (and his/her designee, ex officio); and the VP for Student Development (or his/her designee; ex officio).

Voting Membership: The voting membership of the Student Academic Integrity Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS.

10. University Academic Program Committee. The University Academic Program Committee exercises powers delegated to the faculty in the Preamble, Art.I.B.1, I.B.2, and V.C.2 of the Senate Charter.

Charge:

- To facilitate partnerships among the various constituencies responsible for appointing appropriately balanced search committees in the case of joint appointments between cross-school programs and departments or schools;
- To ensure that each school has a policy for appointing initial level tenure and promotion review committees involving joint appointments between cross-school programs and departments or schools.
- To review proposals and to make recommendations to the University Faculty Senate concerning new cross-school programs and the elimination or suspension of existing cross-school programs;
- To consider and recommend to the University Faculty Senate all changes in degree programs, including new degrees;
- To consider academic matters affecting two or more schools of the University and makes recommendations to the University Faculty Senate.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the University Academic Program Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS; the Deans of the five schools (or their designees; ex officio); the Provost (or his/her designee; ex officio); the University Registrar (ex officio); the Director of Institutional Effectiveness (ex officio).

Voting Membership: The voting membership of the University Academic Program Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS.

IV. Committees of the Board of Trustees.

Standing Committees of the Board of Trustees. The Bylaws of the University of Richmond specify the standing committees of the Board of Trustees and authorize the Board to create additional committees. The Bylaws authorize the rector of the University to appoint the members of the Board committees, after consultation with the president of the University. The Bylaws provide that the rector, upon the recommendation of the president of the University, may appoint faculty members to serve on the Academic and Enrollment Management Committee, the Student Development Committee, the Advancement Committee, and the Business Management Committee of the Board.

Nomination of Faculty Members to Serve on Board Committees. The President of the University or, on his or her behalf, the Secretary to the Board of Trustees shall notify the Provost, the Senate President and the Chair of the Committee on Committees of any faculty vacancy on Board Committees listed above or of any request for faculty members to serve on an *ad hoc* committee of the Board of Trustees. The Committee on Committees will provide a slate of at least three candidates for each vacancy. In assembling slates, the committee shall

consider diversity of discipline, rank in all areas. Upon final appointment, the Provost, Senate President, and Chair of the Committee on Committees shall be notified by the Secretary to the Board of Trustees.

V. University Administrative Committees. University Administrative Committees are standing committees, *ad hoc* committees or working groups, task forces, and other similar bodies established by the University administration to address University matters. The University administration, consistent with the University Bylaws, the Charter, and other applicable policies and procedures, has the authority to establish University Administrative Committees, to determine the roles and responsibilities of such committees, and to determine the membership of such committees.

General Policies and Procedures:

- The University's Provost shall maintain a current list of all standing University Administrative Committees and shall furnish such list to the Senate on a regular (typically annually, by September 15) basis. The Senate will make this list available to the university community (typically through the Senate website). Appendix 1 to this policy (attached) is a list and description of the standing University Administrative Committees in place as of the effective date of this policy. This list and the descriptions of the Committees may change from time to time. Such changes shall be reported to the Provost and to the Senate President.
- Many University Administrative Committees include faculty as members. These members shall be elected/appointed by the schools in accordance with school policy (see above I.B.2). Chairs of University Administrative Committees shall notify the Provost, the Senate President, and the Chair of the Committee on Committees of any faculty vacancy on such committee or of any request for additional faculty members to serve on such committee. The Committee on Committees shall fill such requests in accordance with each school's policy.

Appendix 1
Standing University Administrative Committees
As of _____, 2015

Note: The list of standing University Administrative Committees may be modified from time to time. See the University Faculty Senate website for the most current list and description.

1. Athletics Council. The Athletics Council reports to the University President.

Charge:

- To advise the President of the University in matters relating to the proper development, oversight, and control of the University of Richmond intercollegiate athletics program;
- To advise on the strategic direction of the program and monitor implementation of any strategic plan;
- To receive information relating to the welfare of student-athletes, the academic performance of student-athletes (including retention and graduation rates), the competitive status of programs, compliance and controls, resources and budget, facilities, and conference affiliations;
- To be informed of any significant policy changes enacted by the NCAA or conferences that affect the University's program;
- The Council's performance of its duties shall conform with applicable regulations of the NCAA.

Membership: Administrators and or faculty shall constitute at least a majority of Council members. An administrator is defined by the NCAA as “an individual employed by the institution as a full-time administrative staff member who holds an academic appointment, is directly responsible to the institution's President or Chancellor or serves as a chief administrative official (e.g., admission director, finance officer . . . or athletics department head).” All members of the Council, including ex officio members, shall be full voting members. Terms shall coincide with the University's fiscal year (July 1 to June 30). The following shall serve ex officio: the Faculty Athletics Representative; the faculty members elected by the University Faculty as members of the Faculty Athletics Committee; the Provost (or his/her designee); the Vice President for Student Development; the Vice President for Enrollment Management (or his/her designee); the President's Chief of Staff; and the Athletic Director.

Selection of Membership: As specified by the NCAA, an administrator or faculty member shall serve as Chair of the Council. The Chair shall be appointed by the University President and shall ordinarily be the University's Faculty Athletics Representative. The Council also shall have at least one member who is a current member of the Board of Trustees and at least one member who is a Trustee Emeritus or Emerita; at least one member who is an alumnus or alumna of the University; and three student members. The President may from time to time appoint other members to the Council as needed.

2. Compliance Oversight Committee. The Compliance Oversight Committee has been delegated authority by the Board of Trustees to provide administrative oversight for the University's compliance program. The role and responsibility of the Compliance Oversight Committee is set forth in a formal charter approved by the Board of Trustees. The Compliance Oversight Committee reports to University General Counsel.

Charge:

- To oversee the University's compliance activities and programs to ensure they are reasonably designed, implemented, enforced, and generally effective in preventing and detecting violations of the law and regulations, as well as violations of ethical principles of conduct;
- To take or recommend such actions as are necessary to promote an organizational culture that encourages a commitment to compliance and ethical conduct;
- To be knowledgeable about the content and operation of the University's compliance and ethics program;
- To exercise reasonable oversight of the implementation and effectiveness of the program, including:
 - *Compliance Roles and Responsibilities.* Establishing clear compliance roles and responsibilities across the University and exercising due care in delegating substantial authority, including reviewing and periodically updating the University Compliance Matrix.
 - *Standards of Conduct/Policies and Procedures.* Assuring that the University implements standards of conduct (including the University of Richmond's Code of Conduct), policies, procedures, and internal control systems reasonably capable of reducing misconduct.
 - *Compliance Oversight.* Exercising reasonable oversight over compliance activities by:
 - Periodically requesting and receiving information on the implementation and effectiveness of the compliance and ethics program from individuals with day-to-day operational responsibility;
 - Requiring individuals with day-to-day operational responsibility to meet with the Committee as-needed;
 - Ascertaining whether individuals responsible for the compliance and ethics program have adequate resources, authority, and competencies to carry out their responsibilities and recommending to the University's senior leadership appropriate steps needed to remedy any deficiencies in these areas;
 - Assuring that reasonable steps have been taken to achieve compliance with laws, policies, and procedures throughout the University through the use of reasonably designed auditing and monitoring systems as well as periodic evaluation of the compliance program's effectiveness; and
 - Regularly reviewing risk assessments and recommending that appropriate steps be taken to design, implement, or modify compliance activities to reduce compliance risks identified by such assessments.
 - *Culture of Integrity and Compliance.* Promoting and evaluating the University's culture of integrity and compliance, including:

- Conducting periodic surveys designed to assess the culture of compliance; and
 - Assuring that compliance standards, procedures, and expectations, including the Code of Conduct, are effectively communicated through education and training programs, publications, and other appropriate means.
- *Reporting and Investigative Mechanisms.* Assuring that the University maintains an effective mechanism for employees and agents to report or seek guidance regarding potential or actual wrongdoing, including:
 - Mechanisms to allow for anonymous reporting and appropriate safeguards to protect against potential retaliation; and
 - Mechanisms to ensure that the University investigates and takes appropriate follow-up action regarding potential incidents of non-compliance, including reporting to governmental agencies, where appropriate.
- *Correction and Prevention.* Assuring that the University’s senior leadership promote and enforce compliance through appropriate incentives and disciplinary measures, including:
 - Disciplining employees responsible for violations and, if warranted, disciplining employees for failing to reasonably detect offenses; and
 - Taking appropriate actions to prevent similar future offenses, including recommending any necessary modifications of the compliance program to the Compliance Oversight Committee.
- *Reporting Lines.* Reporting, or directing the reporting, on the implementation and effectiveness of the compliance program to the President’s Cabinet and to the Audit and Compliance Committee of the University of Richmond’s Board of Trustees.
- *Other Actions.* Taking such other actions, or making such other recommendations, as are necessary to promote an ethical organizational culture.

Membership: The membership of the Compliance Oversight Committee consists of senior leadership of the University and other persons as deemed appropriate, including: the General Counsel (chair); Title IX Coordinator and Director of Compliance; Vice President for Student Development; Assistant Athletic Director, Compliance; University Registrar; Director, Financial Aid; Director, Total Compensation and HR Administration; Director of Talent & Organizational Effectiveness; Associate Dean, Student Services and Administration, School of Law; Director, Research Compliance; Associate Vice President and Controller; Provost (or his/her designee); Assistant Vice President, Foundation, Corporate and Government Relations; and one faculty member selected by his/her school, which will rotate among the five schools.

3. Cultural Affairs Committee. The Cultural Affairs Committee reports to the Provost (or his/her designee) who calls the meetings.

Charge:

- To receive and review applications for cultural events, to evaluate the impact of the proposals, and to allocate funds to those selected;
- To plan and assist in administering a program of University cultural events (chiefly lectures, concerts, exhibitions, and theatrical performances);
- To receive and review reports from funded events;
- To assess periodically the value of the various cultural programs.

Membership: The membership of the Cultural Affairs Committee consists of eight faculty members (four A&S; one each from JSLS, RSB, Law, and SPCS); the Dean of Arts and Sciences (or his/her designee; ex officio); and a representative from the Modlin Center for the Arts (ex officio).

4. Fringe Benefits Committee. The Fringe Benefits Committee reports to the Vice President for Business and Finance.

Charge:

- To receive reports from and advise the Vice President for Business and Finance and the Associate Vice President of Human Resources on the University's approach to employee and retiree benefits. The Committee's work will be based on the following foundational principles that are preliminarily set forth below:
 - To attempt to protect employees against catastrophic expenses or income interruptions as a result of a medical condition;
 - Providing a total benefits package that is strongly competitive with those of peer institutions;
 - Managing the benefits package to get the highest total value for premium dollars;
 - Equal weighting of various employee groups;
 - Comply fully with all relevant Federal and State laws;
 - Manage the benefits program so as to ensure appropriate University expenditure control.

Membership: The membership of the Fringe Benefits Committee consists of five faculty members, one from each school; a representative of the University Faculty Senate; four staff members selected in consultation with the University Staff Advisory Council (USAC); one retired faculty/staff person (appointed by the Associate Vice President for Human Resources); the Vice President for Business and Finance (or her/her designee, ex officio); the Associate Vice President for Human Resources (or his/her designee, ex officio); and the Director of Compensation and Benefits (ex officio).

5. Institutional Review Board. The Institutional Review Board is required by federal (HHS) regulation. Its membership and responsibilities may change at any time, based on those federal regulations. For more information, see: <http://irb.richmond.edu/>. The Institutional Review Board reports to the Director of Office of Research Compliance and Integrity.

Charge:

- To review research proposals to ensure that human subjects of research are exposed to minimal risk and that their rights as research subjects are protected.

Membership: The voting members are appointed by the University President to comply with federal regulations. Members are chosen to provide the areas of expertise needed for proposal review and to represent various University of Richmond constituencies.

6. Planning and Priorities Committee. The Planning and Priorities Committee reports to the University President.

Charge:

- To review University priorities and the University's financial position on a regular basis;
- To assist in establishing the direction of resource allocation that is consistent with institutional priorities;
- To make recommendations to the President regarding the budget annually; and
- To review strategic plan implementation and to advise the President on strategic resource allocation in the context of the institution's strategic plan.

Membership: The membership of the Planning and Priorities Committee consists of: University President (chair, ex officio); the Provost (ex officio); the Vice President of Business and Finance (ex officio); nine faculty members (four from A&S; two from RSB; and one each from JSLS, Law, and SPCS); two staff members selected by the University Staff Advisory Council; the University Senate President (ex officio, non-voting). Two students who also serve on the Business Management Committee of the Board of Trustees also serve on this committee. The committee is chaired by the President.

7. Research Support Committee. The Research Support Committee exercises power delegated to the faculty in the Preamble and Art. I.C.7 of the Senate Charter. The Research Support Committee reports to the Vice President of Business and Finance.

Charge:

- To review University-wide practices that relate to faculty research and scholarly and creative work to ensure compliance with regulations governing federal and privately funded grants;
- To review practices regarding external funding at the University of Richmond; and
- To work with the Provost and to the Vice President of Business and Finance regarding improvements and enhancements to University infrastructure and University-wide practices and policies.

Membership: The membership of the Research Support Committee consists of four faculty members from A&S; two faculty members RSB; and one faculty member each from JSLS, Law, and SPCS; the Associate Vice President of Foundation, Corporate, and Governmental Relations (or his/her designee; ex officio); the Associate Vice President Controller (or his/her designee; ex officio); the Vice President of Business and Finance (or his/her designee; ex officio); the Provost (or his/her designee; ex officio); and the Deans of the five schools (or their designees; ex officio).

8. Student Development Committee. The Student Development Committee reports to the Vice President of Student Development.

Charge:

- To receive requests for new student organization recognition and forward those recommended for approval to the Faculty Senate for further action;
- To be informed of student health and wellness issues and student conduct issues and to consider ways in which the academic program might be impacting these areas;
- To participate in program and services reviews commissioned by the Vice President of Student Development;
- To provide feedback to the Vice President of Student Development and the Deans of Westhampton and Richmond Colleges concerning items, policies, and policy changes that impact the quality of life of traditional undergraduate students both inside and outside the classroom;
- To provide feedback for improving student life to the appropriate administrators, committees, and faculty;
- To be informed of the goals and objectives of the Student Development Division and to be advocates and supporters of a strong partnership between academics and student life outside of the classroom; and
- To consult with the Co-curricular Academic Initiatives Committee on matters associated with student life regarding the academic programs within that committee's scope.

Membership: The membership of the Student Development Committee consists of: the Vice President of Student Development (or his/her designee); the Deans of Richmond and Westhampton Colleges (or their designees, ex officio); six faculty members (three from A&S; two from RSB; one from JSLs); the Director of Student Involvement (or his/her designee; ex officio); the Director of CAPS (ex officio); and six traditional undergraduate students (three from Richmond College and three from Westhampton College, selected by the Deans for their leadership and involvement in student activities and their success in academics).

9. Sustainability and Environmental Awareness Committee. The Sustainability and Environmental Awareness Committee is charged with identifying strategic opportunities to integrate sustainability into the core functions of the University, including educational, operational, and co-curricular activities. The Sustainability and Environmental Awareness Committee reports to Director of Sustainability.

Charge:

- To increase the University community's knowledge and understanding of environmental issues and objectives;
- To monitor the campus environment and recommend to the Director of Sustainability, the Vice President for Business and Finance, the Provost, and/or the University Faculty, as appropriate, steps that the University should take to protect and improve the natural environment;
- To support the education component of the Climate Action Plan by fulfilling the American College and University Presidents' Climate Commitment charge of

incorporating climate neutrality and sustainability into the curriculum and other education experiences for all students; and

- To monitor progress toward meeting the environmental goals in the 2011 Campus Master Plan.

Membership: The membership of the Sustainability and Environmental Awareness Committee consists of two faculty members from A&S; one faculty member each from JSLS, Law, RSB, and SPCS; the Director of Sustainability (ex officio); the Provost (or his/her designee, ex officio); the Vice President for Business and Finance (or his/her designee, ex officio); two student representatives; the Associate Vice President of Facilities (or his/her designee); Associate Vice President for Campus Services (or his/her designee); Manager of Environmental Services (or his/her designee); the University Engineer (ex officio); and two at-large staff members (appointed by the Provost and the Vice President for Business and Finance).

10. Undergraduate Research and Internships Committee. The University Research and Internships Committee reports to the Vice President for Planning and Policy.

Charge:

- To develop and review the policies that oversee the overall UR Summer Fellowship Program;
- To develop and review the policies that oversee the Spider Research Fellowship and the Spider Internship Fund Programs;
- To review annually the outcomes of UR Summer Fellowship Programs including information regarding applicants for the various programs; attributes of funded students; and other relevant indirect effects of UR Summer Fellowship Program (e.g., association of URSF funding with retention, graduation, post-graduation outcomes).

Membership: The membership of the Undergraduate Research and Internships Committee consists of: three faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; and the manager of each program within the UR Summer Fellowships Program (ex officio). The Vice President responsible for the Spider Research and Spider Internship Programs will Chair the committee.