



Faculty Handbook

the FRIENDLIEST CAMPUS ^{*in*} *the* SOUTH

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1.1 UNIVERSITY OVERVIEW

1.1.1 INTRODUCTION¹

The Jacksonville State University (JSU) Faculty Handbook, as approved by the Board of Trustees, is the result of a collaborative effort among members of the Faculty Senate, the faculty at large, and the Academic Affairs leadership team. Reflecting broad-based participation in the governance of the University, the Faculty Handbook is a compilation of selected faculty-related policies, regulations, procedures, and guidelines currently in operation. Housed on the Academic Affairs webpage,² this handbook will be periodically updated by the Faculty Handbook Committee, through the handbook review process outlined in the Faculty Handbook (Section 1.4.9).

Per Title 16, Chapter 52, of the Alabama Code of 1975 and the By-Laws of the Board of Trustees (BOT) of JSU, the Board of Trustees and President of JSU may establish University-wide policy outside the guidance of the policies and procedures described in this handbook. When official University-wide policies are changed by the Board of Trustees or other duly constituted authorities, such changes become effective on the date designated at the time of their adoption and supersede any contrary provisions of the Faculty Handbook. State and Federal law also supersede any policies or procedures outlined in this handbook. Policies that apply to all employees are found in the Policies and Procedures Manual housed under the Finance and Administration webpage.³

By accepting full-time faculty employment at Jacksonville State University, Faculty agree, as does the Administration, to follow the policies and procedures outlined in this handbook and the University Policies and Procedures Manual. All faculty rights delineated in this handbook supersede any conflicting verbal or written agreements with the Administration. Except for the rights specified in this handbook and the Policies and Procedures Manual, no additional rights are granted to faculty by the University, beyond those protected under applicable state and federal laws.

Referencing the Faculty Handbook

The preferred method of referencing the Faculty Handbook sections in policies and procedures is “the Faculty Handbook (Section x.x.x).” For example, “as found in the Faculty Handbook (Section 2.2.13).”

The policies in this handbook were written for faculty with a faculty member → department head → dean supervisory model. However, JSU recognizes that there are many variations on this model within the University (e.g., schools rather than departments, associate deans or deans as direct supervisors, etc.). Faculty should substitute their department/school or personal supervisory structure in place, where applicable.

¹ Revised 06/2023; 05/2025; 12/2025

² [Faculty Handbook - Academic Affairs \(jsu.edu\)](#)

³ [Policies and Procedures Manual - Finance and Administration \(jsu.edu\)](#)

History of Jacksonville State University

From modest beginnings, Jacksonville State University has evolved into the educational center of Northeast Alabama. The Alabama Legislature, in the 1882-83 session, created a state normal school when Governor Edward O'Neal signed into law a bill creating the school on February 22, 1883.

Jacksonville State Normal School acquired the facilities and equipment of Calhoun College, consisting of twelve acres of land and a two-story brick building. The Board of Directors elected James G. Ryals, Jr., as the first President. The school opened with three instructors: W. J. Borden, mathematics; Eliza A. Bowen, English; and Ida J. Woodward, primary department. As stipulated in the establishing act, the Normal School administered a preparatory school for children of the town and surrounding areas. At the end of the first year, on August 15, 1884, William Mark Hames, President of the Board of Directors, reported that funds totaling \$4,751.25 had been received, including \$2,500 from the state; that twenty-five students were enrolled in the normal school; and that two hundred twenty-two were in the preparatory school.

The normal school remained in operation until 1930, when it became Jacksonville State Teachers College. Five years later, the college earned regional accreditation from the Southern Association of Colleges and Schools. The name again changed to Jacksonville State College in 1957 when the first graduate program—the master's degree in elementary education—was created. On August 2, 1966, the legislature authorized the State Board of Education to elevate the college to university status. On August 17, 1967, the legislature established an independent Board of Trustees for the University and divested jurisdiction from the State Board of Education. Jacksonville State University began offering doctoral programs in August 2011, when the Doctor of Science in Emergency Management launched.

Jacksonville State University has been served by thirteen presidents: James G. Ryals, Jr. (1883-85), J. Harris Chappell (1885-86), Carleton Bartlett Gibson (1886-92), J. B. Jarrett (1892-93), Jacob Forney IV (1893-99), Clarence William Daugette (1899-1942), Houston Cole (1942-71), Ernest Stone (1971-81), Theron E. Montgomery (1981-86), Harold J. McGee (1986-99), William A. Meehan (1999-2015), John M. Beehler (2015-2019) and Don C. Killingsworth, Jr. (2020-present).

1.1.2 MISSION STATEMENT⁴

Jacksonville State University, a learning-centered community, provides distinctive educational, cultural, and societal experiences to prepare students to be competent, ethical professionals and engaged, responsible, global citizens.

Definition of Learning-Centered Community⁵

⁴ Revised 06/2023

⁵ Revised 01/2024

At Jacksonville State University, a public, regional comprehensive institution, we believe that students, faculty, and staff comprise a community of learners. We believe it is important for learners to take responsibility for their learning, which means presenting a willingness to learn, being proactive in the acquisition of knowledge, and behaving with integrity and honesty in the learning environment. We believe that learning takes place when learners are engaged, assumptions are challenged, expectations are shared, and relationships are built around the purpose of learning.

Jacksonville State University promotes a learning environment with relevant programs of study supported by current technologies, opportunities for experiential learning and other high impact practices, and flexibility in the learning process. Faculty will use various methods of teaching to meet different learning preferences and will set learning outcomes that emphasize the application of knowledge, ensuring that graduates are prepared with skills necessary for careers in a global marketplace.

1.1.3 STRATEGIC PLAN⁶

The 2023 strategic plan is centered around the commitments to reach, engage, and discover.⁷

- REACH: As a thriving learning community, we depend on a strong financial foundation based on diverse student enrollment, a spirit of generosity, and a culture of accountability.
- ENGAGE: As a university, we ensure the vibrancy of our campus, community, and region through the benefit of belonging, mutual relationships, and power of place.
- DISCOVER: As educators, we do not provide the answers. We provide the experiences, environments, and expectations that allow learners to discover the answers.

1.1.4 UNIVERSITY ACCREDITATION⁸

Jacksonville State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, educational specialist, and doctorate degrees. Jacksonville State University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Jacksonville State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Accreditation means that JSU has (1) a mission appropriate to higher education, (2) resources, programs, and services sufficient to accomplish and sustain its mission, (3) clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that it is (4) successful in assessing its achievement of these objectives and

⁶ Revised 01/2024

⁷ [JSU STRATEGIC PLAN | HOME](#)

⁸ Revised 05/2025

demonstrating improvements.⁹ JSU follows a continuous compliance process, with full review occurring every ten years.

In addition to JSU's regional accreditation by the Southern Association of Colleges and Schools to award bachelor's, master's, education specialist, and doctoral degrees, the University offers many programs that have received specialized accreditation from state, regional, and/or national professional associations and boards, which are listed on the JSU Accreditation webpage.¹⁰

1.1.5 JSU ORGANIZATIONAL CHART¹¹

This chart outlines the current organizational structure of JSU.¹² The organizational structure is provided to assist faculty with understanding the different divisions within JSU and who the administrative head is for each of these divisions.

1.2 ACADEMIC AFFAIRS ADMINISTRATIVE GOVERNANCE STRUCTURE

1.2.1 BOARD OF TRUSTEES¹³

As described in the Code of Alabama, the "Board of Trustees is the governing body for Jacksonville State University. The Board has the statutory authority to organize the university; to appoint the faculty and other employees; to fix salaries and compensation and increase or reduce the same at its discretion; to regulate, alter, or modify the government of the university; to prescribe courses of instruction and rates of tuition and fees; to confer degrees; and to do whatever else it may deem best for promoting the interests of the university."¹⁴

"The Board of Trustees shall consist of two members from the congressional district in which the institution is located, one from each of the other congressional districts in the state, two at-large members from this state, two at-large members from members who reside either within or outside of this state, and the Governor, who shall be ex officio president of the board. The trustees shall be appointed by the Governor, by and with the advice and consent of the [Alabama State] Senate and shall be appointed to hold office for a term of six years and until their successors shall be appointed and qualified. No trustee shall be appointed to serve more than a total of three full terms. No trustee shall receive any pay or emolument other than his or her actual expenses incurred in the discharge of his or her duties as such. A trustee who has attained the age of 75 years during a term of office may continue to serve until the expiration of that term. A trustee who has departed the board and who has attained the age of 70 years or older may be designated by the board as a Trustee Emeritus and may receive such honorary

⁹ [FAQs - SACSCOC](#)

¹⁰ [Accreditations and Licensing Information](#)

¹¹ Revised 01/2024

¹² [Organizational Chart - Office of the President \(jsu.edu\)](#)

¹³ Revised 06/2023; 07/2024

¹⁴ [AL Code § 16-52-6 \(2023\)](#)

privileges as conferred by the board. No employee of Jacksonville State University shall be eligible to serve on its Board of Trustees.”¹⁵

“The Board of Trustees holds its annual meeting at the university on the third Monday in October. Quarterly meetings are scheduled at this session unless the board determines to hold its meetings at other times. Special meetings of the board may be called by the Governor or upon the written application of any three members of the board.”¹⁶

“The Board appoints the President and other officers of the University. The President serves as the Secretary to the Board.”¹⁷

1.2.2 PRESIDENT¹⁸

The President serves as the chief executive officer and is responsible for implementing the policies set by the Board of Trustees and overseeing the administration of the entire institution, which includes the authority to appoint, promote, set salaries of, suspend, or dismiss employees of the University. The President also works closely with faculty and the Academic Affairs leadership team to ensure that JSU’s academic programs and policies align with the institution’s mission, goals, strategic plan, and accreditation standards. This also includes the right to confer degrees, upon recommendation by the faculty. The President also acts as a bridge between the Board of Trustees, faculty, staff, and students, ensuring effective communication and collaboration among all stakeholders. The President represents the institution to external stakeholders, including government bodies, donors, and the broader community. The President plays a key role in strategic planning, helping to set long-term goals and priorities for the institution and has ultimate authority over JSU’s fundraising activities. Finally, the President has ultimate responsibility for the JSU’s intercollegiate athletics program.¹⁹

1.2.3 PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS²⁰

The Provost and Executive Vice President for Academic Affairs (Provost/EVPA) has administrative jurisdiction over all Academic Affairs personnel and programs. The Provost/EVPA creates long-range plans for Academic Affairs’ development and formulates policies to implement approved plans; coordinates and furnishes direction and guidance to the vice provosts and deans in the development and operation of their Academic Affairs programs; is the administrative liaison to and an ex officio member of the Faculty Senate; and serves as chair of the University Executive Council and the Extended Deans’ Council. All faculty members report through their appropriate department heads and deans/directors to the Provost/EVPA who, in turn, reports to the President.

¹⁵ [AL Code § 16-52-3 \(2024\)](#)

¹⁶ [AL Code § 16-52-5 \(2023\)](#)

¹⁷ [AL Code § 16-52-5 \(2023\)](#)

¹⁸ Revised 06/2023; 05/2025

¹⁹ JSU Board of Trustee Bylaws

²⁰ Revised 06/2023; 05/2025

1.2.4 VICE PROVOST²¹

The Vice Provost reports to the Provost/EVPA. The Vice Provost is responsible for divisional activities such as, but not limited to, the Rebecca O. Turner Faculty Commons, Institutional Research and Effectiveness, International House and Programs, Sponsored Programs, and Online@JSU. The Vice Provost is a member of the University Executive Council, Extended Deans' Council, and other standing committees as deemed appropriate by the Provost/EVPA and President.

1.2.5 VICE PROVOST FOR STUDENT SUCCESS²²

The Vice Provost for Student Success is responsible for divisional activities such as, but not limited to, Academic and Career Advising, Disability Resources, First and Second Year Experience, and the Student Success Center. The Vice Provost for Student Success is a member of the University Executive Council, Extended Deans' Council, and other standing committees as deemed appropriate by the Provost/EVPA and President.

1.2.6 ASSOCIATE VICE PROVOSTS AND ASSISTANT VICE PROVOSTS²³

The Associate and Assistant Vice Provosts are responsible for different units within Academic Affairs and report to their respective Vice Provosts.

1.2.7 COLLEGE DEANS²⁴

College deans, often in conjunction with associate or assistant deans, are administrative faculty who are responsible for coordinating and managing the operations within their respective colleges and the library. The dean receives recommendations for faculty appointments, faculty evaluation, promotion, tenure, salary adjustments, program development, and departmental operating budgets and requests from the department head. These recommendations are reviewed, approved, disapproved, or revised before submission to the Provost/EVPA. Each dean is responsible for planning and developing strategies for the general vitality of the college. This activity includes identifying unmet programmatic needs, coordinating joint programs and projects, creating an atmosphere conducive to instruction and scholarly/creative activities, and encouraging the maintenance of standards in the instructional process. They supervise and provide guidance to assistant deans, associate deans, and department heads. Further, the college dean is a resource with whom faculty can discuss grievances or personnel issues if they feel they have not received a satisfactory response from their department head. All college deans are voting members of the Extended Deans' Council.

1.2.8 DEPARTMENT HEADS²⁵

Department heads (or the equivalent school administrators), occasionally in conjunction with associate or assistant department heads, are faculty members who are responsible for administering and leading their academic departments. They serve as the primary liaison

²¹ Revised 01/2024; 05/2025

²² Revised 05/2025

²³ Revised 05/2025

²⁴ Revised 06/2023; 01/2024; 05/2025

²⁵ Revised 06/2023; 05/2024; 05/2025

between the faculty and the administration. The department head communicates university, college, and departmental policies and decisions to faculty and communicates departmental needs, aspirations, and concerns to their college dean and other administrators, such as the Provost/EVPAA. They address grievances within the department and between faculty and their students. They are responsible for the departmental budget and supervision of departmental faculty and staff. All department heads are members of the Department Head Council.

1.2.9 ACADEMIC PROGRAM COORDINATORS²⁶

An academic program coordinator reports to the department head and works with program faculty, the department head, and dean to ensure that program curricula are current, align with the institutional mission and accepted standards of practice and/or scholarship, are responsive to student needs, align with accreditation standards, and are approved through the established curriculum approval process. Program coordinator responsibilities vary and often include assessment, accreditation, recruitment, and other duties as assigned. The role of a program coordinator is subject to the needs of the department. Duties and compensation will be negotiated with the department head and dean.

1.2.10 FACULTY²⁷

For the purposes of this handbook, the Faculty consists of all regular full-time faculty, special appointment faculty, and administrative faculty (department heads, assistant deans, deans, Provost, and other professional personnel with academic rank who administer major academic support divisions or other units within the University). A ranked faculty member is an employee of the University who has been appointed to one of the regular full-time academic ranks: instructor, assistant professor, associate professor, or professor. Librarians have the same rank structure as the rest of the faculty. Some faculty have achieved distinguished instructor or distinguished professor.

1.3 GENERAL INSTITUTIONAL GOVERNANCE

1.3.1 UNIVERSITY EXECUTIVE COUNCIL²⁸

The University Executive Council (UEC) represents all divisions of the University and serves as the main administrative unit that recommends policy to the President. The Provost/EVPAA serves as chair of the University Executive Council and establishes additional standing and ad hoc committees as deemed necessary. The policy development and approval procedure of the UEC, along with the membership, is outlined in the Policies and Procedures Manual (policy I:01:01).²⁹

1.3.2 EXTENDED DEANS' COUNCIL³⁰

²⁶ Revised 05/2025

²⁷ Revised 06/2023; 05/2025

²⁸ Revised 06/2023; 05/2025

²⁹ [Policy I:01:01 Establishing and Maintaining University Policy and Procedure](#)

³⁰ Revised 06/2023; 05/2025

The Extended Deans' Council serves as an advisory unit to the Provost/EVPA. This council is composed of college deans as well as administrative deans. Other leadership positions within Academic Affairs also sit on the council to include the Vice Provosts and Associate/Assistant Vice Provosts, the Registrar, the Director of Academic Resources and Business Operations, the Executive Director of Accreditation, Dean of the Honors Program, the Faculty Senate President, and a Department Head Council co-chair. This body is predominantly focused on information sharing and general discussion of academic related items. The voting members of this group are the college deans. The Extended Deans' Council, as a body, serves as the college deans' voice when developing, reviewing, and approving Academic Affairs and University policies and procedures, catalog policies, and Faculty Handbook revisions.

1.3.3 DEPARTMENT HEAD COUNCIL³¹

The Department Head Council consists of the department heads from all colleges. This council serves as an advisory body and as a means of communication between departments, deans, the Provost/EVPA, and the University at large. Two co-chairs, representing different colleges with staggered three-year terms, are appointed by the Provost/EVPA with the council's assent. The co-chairs serve three years, with the option of renewable terms. The Department Head Council serves as the department heads' voice when developing and reviewing Academic Affairs and University policies and procedures, catalog policies, and Faculty Handbook revisions.

1.3.4 STAFF COUNCIL³²

The Staff Council is an advisory body to the governing authorities of the University and to serve as a clearinghouse for issues and concerns of the staff at large and work to promote a better understanding of, cooperation with, and communication among all constituent groups. Further, they facilitate collaboration, mentoring, professional development, and knowledge sharing among the staff. Finally, they exercise communication among staff and between staff, faculty, and administrators to support the vision, mission, and values of the University while striving to embrace a positive and supportive environment for all members of the campus community.

1.3.5 FACULTY SENATE³³

Faculty Senate functions as the permanent legislative body for the faculty through enacting resolutions and recommendations and casting votes on behalf of the faculty in matters of shared governance. Their authority stems from the will of the faculty, as expressed through their elected representatives, who collaborate with the University administration, Academic Affairs administration, and the student body to engage in shared governance and work toward achieving University goals. As a body, the Faculty Senate serves as the faculty voice when developing, reviewing, and approving Academic Affairs and University policies and procedures, catalog policies, and Faculty Handbook revisions.

³¹ Revised 05/2025

³² Revised 05/2025

³³ Revised 06/2023; 05/2025

The President and Provost/EVPAA serve as the primary points of contact and conduits of information between the Faculty Senate and University administration. The Provost/EVPAA serves as the administrative liaison for the Faculty Senate, ensuring consistent and open communication.

The Faculty Senate leadership represents the faculty on many University and Academic Affairs committees and in meetings with the JSU President, Provost/EVPAA, and Board of Trustees. The Faculty Senate President also calls meetings of constituent groups, including the full faculty, to address issues related to those groups and shared governance. The Faculty Senate is governed by its Constitution³⁴ and Bylaws.³⁵

1.3.6 STUDENT GOVERNMENT ASSOCIATION³⁶

The Student Government Association (SGA) is composed of four branches of government: executive, legislative, judicial, and student activities council. The student body elects the officers of the SGA, and all registered students are automatically members of this organization. The Dean of Students oversees the SGA. The SGA President, or their delegate, represents the students on many University committees and in meetings with the JSU President, Provost/EVPAA, and Board of Trustees.

1.4 SHARED GOVERNANCE

1.4.1 SHARED GOVERNANCE AT THE UNIVERSITY LEVEL³⁷

Shared governance at JSU is a collaborative framework where faculty, staff, students, and administration share responsibility in the decision-making processes that shape the institution's policies and mission. It is a system designed to utilize the collective knowledge, experience, and responsibility of all stakeholders, fostering an environment of mutual respect and shared commitment to the institution's success.

Faculty Senators represent the faculty voice in conjunction with Staff Council who represent the staff voice and the Student Government Association (SGA) who represent the student voice on the University Executive Council and through regular meetings with the President. These bodies also make recommendations to the President for their constituent groups via their representatives on University-level committees.

1.4.2 SHARED GOVERNANCE IN ACADEMIC AFFAIRS³⁸

JSU embraces shared governance through a collaborative and inclusive decision-making process within Academic Affairs. This process ensures that changes to academic policies and

³⁴ [JSU Faculty Senate Constitution](#)

³⁵ [JSU Faculty Senate Bylaws](#)

³⁶ Revised 06/2023; 05/2025

³⁷ Revised 05/2025

³⁸ Revised 05/2025

procedures—such as those outlined in the Faculty Handbook, Graduate Catalog, and Undergraduate Catalog—are thoughtfully considered and reflect the diverse perspectives of our academic community.

The process typically begins with a proposal to the Faculty Senate and Extended Deans' Council from a committee, stakeholder group, or member of the Academic Affairs leadership team. Faculty Senate and Extended Deans' Council may choose to vote on these as presented if they do not have any revisions or only minor changes, or they may suggest that this proposal undergo a collaborative review process between the two groups (with deans seeking feedback from department heads as part of their review process). If the proposal is to undergo a collaborative review, the Provost/EVPAA will set a timeline for feedback to be provided to the proposal originator (e.g., 20 business days). Drafts may be shared via the Provost/EVPAA or presented in person to these groups to facilitate open dialogue and gather constructive feedback that informs thoughtful revisions. At the end of the proposal review timeframe or when consensus is reached, if before the end of the review timeframe, the Provost/EVPAA will disseminate a final version of the proposal to both the Faculty Senate and Extended Deans' Council, who will then vote on it. If there is disagreement between the two groups, the Provost/EVPAA will make the final determination. In rare circumstances, the Provost/EVPAA may exercise the authority to make exceptions.

1.4.3 FACULTY SENATE'S ROLE IN SHARED GOVERNANCE³⁹

Faculty Senate is one of the main vehicles by which faculty participate in shared governance at the institutional level and within Academic Affairs.

At the institutional level, Faculty Senate may propose revisions, additions, or deletions to the Policies and Procedures manual via resolution, recommendation, or direct work with key stakeholders on the policy, following the procedures outlined in Policy I:01:01.⁴⁰ Faculty Senate's vote on these proposed University policies is facilitated via their representative on the University Executive Council. Faculty Senate also considers proposals and provides recommendations regarding development and expansion of the University, such as outlined in the campus master plan and strategic plan, to include consideration of space needs and utilization, construction of new buildings, parking, budgetary requirements, and expanded degree offerings.

Many University and Academic Affairs committees also have a Faculty Senate representative as an ex officio member (voting or non-voting). While serving as a Faculty Senate representative on these committees, Senators solicit and present feedback from their constituents on committee issues and represent the interests of the collective faculty, whenever possible. Faculty Senate also recommends appointments of faculty representatives to University-level committees and Academic Affairs committees. Faculty Senate's role in shared governance within Academic Affairs is described in the Faculty Handbook (Section 1.4.2).

³⁹ Revised 05/2025

⁴⁰ [Policy: I:01:01 Establishing and Maintaining University Policy and Procedure](#)

Faculty Senate may pass resolutions or recommendations for changes, rather than passing a full policy or procedure revision. Recommendations and resolutions passed by Senate shall be presented to the Provost/EVPAA for consideration and appropriate action. The Provost/EVPAA shall respond in writing to the resolution or recommendation, following the Faculty Senate's timeline and procedures.

1.4.4 DEPARTMENT HEAD COUNCIL'S AND EXTENDED DEANS' COUNCIL'S ROLE IN SHARED GOVERNANCE⁴¹

At the institutional level, Department Head Council (DHC) or Extended Deans' Council (EDC) may propose revisions, additions, or deletions to the Policies and Procedures manual via resolution, recommendation, or direct work with key stakeholders on the policy, following the procedures outlined in Policy I:01:01.⁴² Their vote on these proposed University policies is facilitated via their representatives on the University Executive Council. DHC and EDC also consider proposals and provide recommendations regarding development and expansion of the University, such as outlined in the campus master plan and strategic plan, to include consideration of space needs and utilization, building of new buildings, parking, budgetary requirements, and expanded degree offerings.

Many University committees also have DHC or EDC representatives as ex officio members (voting or non-voting). While serving as DHC or EDC representatives on these committees, department heads and deans will solicit and present feedback from their constituents on committee issues and represent the interests of their groups. The roles of DHC and EDC in shared governance within Academic Affairs is described in the Faculty Handbook (Section 1.4.2).

1.4.5 SHARED GOVERNANCE IN UNIVERSITY-LEVEL COMMITTEES⁴³

University-level committees and task forces are formed and dissolved at the discretion of the President. The President's Office keeps and maintains a current list of all standing University committees and other University-wide committees and task forces (e.g., Budget Committee). These committees are communicated on the President's webpage and, at minimum, the list contains the name, charge, committee composition, and current members of each committee.⁴⁴ The Committee on Committees will ensure that each committee keeps minutes of each meeting, maintains those minutes, and completes any required reports.

The Faculty Senate Elections Committee keeps a running list of all faculty members who are appointed to University-level and Academic Affairs committees. They solicit committee preferences from all faculty and recommend appointment of faculty to these committees, as there are openings, to the Faculty Senate President, who will then make recommendations to

⁴¹ Revised 05/2025

⁴² [Policy: I:01:01 Establishing and Maintaining University Policy and Procedure](#)

⁴³ Revised 05/2025

⁴⁴ [Standing Committees - Office of the President \(jsu.edu\)](#)

the JSU President, who makes final appointments. In so making recommendations, the Elections Committee will first consider the recommendations of the committee chair regarding possible re-appointment, then solicit feedback from the department head regarding the suitability and availability of a potential faculty candidate, then approach the faculty candidate to see if they are willing and able to serve. They may also request recommendations from deans and department heads. When the committee membership specifies that a representative from a particular college is needed, the Faculty Senate Elections Committee member who is representing that college will make the recommendation for the faculty representative from their college following the procedure outlined above. For any committee requiring “faculty” representation, this refers to “regular full-time faculty,” excluding administrative faculty, unless otherwise specified. For any committees that require meetings in the summer, one alternate for every two faculty members on the committee will be identified following the procedures outlined above (e.g., if there are four faculty members on the committee, then two alternates would be identified, in case any of the four members are unavailable for meetings during a particular summer).

Membership on University-level committees, other than membership by position and student members, is for staggered, three-year terms, with approximately one-third of the members having terms expire each year. Newly appointed faculty are not eligible to serve on University-level committees during their first year of service, unless recommended by the Faculty Senate and supported by the faculty member’s department head. Terms follow an Academic Year calendar, such that new terms begin the first day faculty return in Fall semester. Generally, faculty should not be assigned to more than two University or Academic Affairs standing committees.

The committee structures and membership for all standing University committees are outlined in the *Book of Committees* in Appendix A.⁴⁵

1.4.6 SHARED GOVERNANCE IN ACADEMIC AFFAIRS COMMITTEES⁴⁶

Academic Affairs committees and task forces are formed at the discretion of the Provost/EVPAA and committees may be dissolved via vote of the Extended Deans’ Council and Faculty Senate, following the shared governance procedures outlined above. The Provost/EVPAA’s Office keeps and maintains a current list of all standing Academic Affairs committees and task forces (e.g., Undergraduate Curriculum Committee). These committees are communicated on the Provost/EVPAA’s webpage and, at minimum, the list contains the name, charge, committee composition, and current members of each committee.⁴⁷

The Faculty Senate Elections Committee keeps a running list of all faculty members who are appointed to University-level and Academic Affairs committees. They solicit committee preferences from all faculty and recommend appointment of faculty to these committees, as

⁴⁵ [Appendix A: Book of Committees](#)

⁴⁶ Revised 05/2025

⁴⁷ [Academic Affairs Committees - Academic Affairs \(jsu.edu\)](#)

there are openings, to the Faculty Senate President. In the case of some Academic Affairs committees, the Faculty Senate President will make the final appointment decisions for these committees and for others, they will then make recommendations to the Provost/EVPA, who then makes final appointments (see Appendix A for clarification about which committees follow which process). In so making recommendations, the Elections Committee will first consider the recommendations of the committee chair regarding possible re-appointment, then solicit feedback from the department head regarding the suitability and availability of a potential faculty candidate, then approach the faculty candidate to see if they are willing and able to serve. They may also request recommendations from deans and department heads. When the committee membership specifies that a representative from a particular college is needed, the Faculty Senate Elections Committee member who is representing that college will make the recommendation for the faculty representative from their college following the procedure outlined above. For any committee requiring “faculty” representation, this refers to “regular full-time faculty,” excluding administrative faculty, unless otherwise specified. For any committees that require meetings in the summer, one alternate for every two faculty members on the committee will be identified following the procedures outlined above (e.g., if there are four faculty members on the committee, then two alternates would be identified, in case the any of the four members are unavailable for meetings during a particular summer).

Membership on Academic Affairs committees, other than membership by position and student members, is for staggered, three-year terms, with approximately one-third of the members having terms expire each year. Newly appointed faculty are not eligible to serve on Academic Affairs committees during their first year of service, unless recommended by the Faculty Senate and supported by the faculty member’s department head. Terms follow an Academic Year calendar, such that new terms begin the first day faculty return in Fall semester.

The committee structures and membership for all standing Academic Affairs committees are outlined in the *Book of Committees* in Appendix A.⁴⁸

1.4.7 SHARED GOVERNANCE IN COLLEGE- AND DEPARTMENT-LEVEL COMMITTEES⁴⁹

Shared governance continues at the college and department levels. College deans and department heads create committees to address shared governance issues including, but not limited to, promotion and tenure, curriculum, strategic planning, assessment/program evaluation, and awards. Each college administration determines how appointments are made to their committees and communicates this process to faculty.

1.4.8 STUDENTS’ ROLE IN SHARED GOVERNANCE⁵⁰

The JSU administration uses both formal and informal means in order to maintain an awareness of the needs and views of the students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of JSU.

⁴⁸ [Appendix A: Book of Committees](#)

⁴⁹ Revised 05/2025

⁵⁰ Based on the AAUP 1990 “Statement on Government of Colleges and Universities”; Revised 05/2025

1.4.9 SHARED GOVERNANCE IN THE REVISION OF THE FACULTY HANDBOOK⁵¹

The Faculty Handbook Committee, a standing Academic Affairs committee, is charged with reviewing, modifying, and approving changes to the JSU Faculty Handbook, in consultation with subject matter experts. This committee works with Faculty Senate, Extended Deans' Council, Department Head Council, and other administrators to ensure that the Faculty Handbook is consistent, accurate, and equitable, and that it reflects current JSU policies, procedures, mission, and values.

The Faculty Handbook Committee will meet when (a) a modification to the Faculty Handbook has been recommended or (b) there is a call from the Provost/EVPAA for a full handbook review and revision (which should occur every 5 to 7 years).

The Provost/EVPAA, Faculty Senate, Department Head Council, Extended Deans' Council, Faculty Handbook Committee, or other stakeholder group may make recommendations for revisions to the Faculty Handbook, which will then be considered by the committee. Minor changes to policies and procedures, such as wording clarification, title changes, links to new University policies, etc., may be approved by the committee and Provost/EVPAA for immediate inclusion in the current version of the handbook. Substantive changes to policies and procedures will be approved by the committee and then sent to the Faculty Senate and Extended Deans' Council, where they will follow the Shared Governance in Academic Affairs process outlined in the Faculty Handbook (Section 1.4.2). Revisions to policies will be noted with the month and year of approval in the footnotes. All full handbook revisions are subject to approval by the Board of Trustees.

The composition of the Faculty Handbook Committee is outlined in the *Book of Committees* Appendix A.⁵²

⁵¹ Revised 10/2024; 05/2025

⁵² [Appendix A: Book of Committees](#)