

Appendix A

Book of Committees¹

NOTES ABOUT COMMITTEES

UNIVERSITY COMMITTEES

ATHLETIC COMMITTEE

BUDGET COMMITTEE

COMMITTEE MANAGEMENT COMMITTEE

ENROLLMENT MANAGEMENT COMMITTEE

INSTITUTIONAL REVIEW BOARD (IRB)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

PROGRAM REVIEW COMMITTEE

STRATEGIC PLAN REVIEW COMMITTEE

TECHNOLOGY ADVISORY COMMITTEE

UNDERGRADUATE ADMISSIONS STANDARDS COMMITTEE

UNDERGRADUATE ADMISSIONS APPEALS COMMITTEE

UNIVERSITY EXECUTIVE COUNCIL

UNIVERSITY SAFETY COMMITTEE

UNIVERSITY WELLNESS COMMITTEE

ACADEMIC AFFAIRS COMMITTEES

ACADEMIC AFFAIRS PROGRAMS AND INITIATIVES (AAPI)

FACULTY HANDBOOK COMMITTEE

FACULTY HONORS AND GRANTS COMMITTEE

FACULTY SALARY COMMITTEE

GRADUATE CURRICULUM COMMITTEE

JAX MIX GENERAL EDUCATION COMMITTEE

STUDENT ACHIEVEMENT COMMITTEE

STUDENT SYMPOSIUM COMMITTEE

TENURE AND PROMOTION APPEALS COMMITTEE

UNDERGRADUATE CURRICULUM COMMITTEE

WRITING ACROSS THE CURRICULUM COMMITTEE

OTHER COMMITTEES WITH FACULTY MEMBERSHIP

BEHAVIORAL CONCERNS TEAM

JOINT COUNCIL

TITLE IX TEAM

FACULTY SENATE COMMITTEES

EXECUTIVE COMMITTEE

FACULTY ADVOCACY COMMITTEE

STUDENT RETENTION COMMITTEE

¹ This Appendix may be updated to match the current charges and membership of committees by approval of the Provost and Faculty Senate President, without going through the Handbook Committee Review process.

POLICIES AND CAMPUS PLANNING COMMITTEE
ELECTIONS COMMITTEE

NOTES ABOUT COMMITTEES

Membership on some committees (e.g., Budget Committee, Title IX) may require a commitment on the part of the appointee to first attend educational sessions designed to prepare the appointee for service on that committee. Additionally, some committees require a commitment of the appointee to be available during the summer months (e.g., Undergraduate Admissions Appeal Committee).

The creation and dissolution of university standing committees and task forces are at the discretion of the President. These committees shall be updated on the President's webpage and, at minimum, the list shall contain the name, charge, committee composition, and current members of each committee. The Committee on Committees will ensure that each committee keeps minutes of each meeting, maintains those minutes, and completes any required reports.

Academic Affairs committees and task forces are formed at the discretion of the Provost/EVPAA and may be dissolved via vote of the Extended Deans' Council, Department Head Council, and Faculty Senate, following the shared governance procedures outlined above. These committees shall be updated on the Provost/EVPAA's webpage and, at minimum, the list shall contain the name, charge, committee composition, and current members of each committee.

Faculty Senate standing committees are formed and dissolved at the discretion of the Faculty Senate. These committees shall be updated on Faculty Senate's webpage and, at minimum, the list shall contain the name, charge, committee composition, and current members of each committee.

UNIVERSITY COMMITTEES

ATHLETIC COMMITTEE

Charge: The committee will regularly review issues associated with the welfare of student athletes participating in intercollegiate athletics in affiliated conference and NCAA sports to ensure that the University and the Athletics Department maintain the proper balance between participation in athletics and academic achievement. The committee will do a periodic review of the Athletics Department's policies and procedures, Student-Athletes Handbook, compliance with NCAA and affiliated conference rules and regulations, academic services, admissions profiles, financial affairs, gender equity and equal opportunity policies and practices, and general reputation and performance of its academic and athletic goals.

The Athletic Committee shall consist of the following voting members:

- University Counsel
- Faculty Athletic Representative
- Vice President for Athletics
- Provost and Executive Vice President for Academic Affairs

- Associate Vice President for Health and Public Safety/Chief of Police
- Deputy Athletic Director
- Assistant Athletic Director (Senior Woman Administrator)
- Associate Athletic Director/Compliance and Student Athlete Services
- Director of Financial Aid
- Director for Athletics Philanthropy and the Gamecock Athletic Foundation
- Director of Undergraduate Admissions
- Assistant Registrar
- Dean of Students
- Women's Softball Coach
- Dean, College of Social and Behavioral Sciences

Faculty and staff of this committee shall serve for three-year terms. The role of the administrative liaison is to guide and support the chair regarding overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The administrative liaison shall also oversee elections for a chair, when necessary. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

BUDGET COMMITTEE

Charge: The Budget Committee (BC) is an advisory committee under the co-leadership of the Senior Vice President of Finance & Administration and an appointed faculty member/department head. Committee composition includes those who participate due to the nature of their role and those who appointed by the President. The committee makeup includes representatives from Faculty Senate, Staff Council, the faculty at-large, the student government association, and the administration. The committee develops tuition recommendations and participates in the integrated budgeting development process.

The Budget Committee shall consist of the following voting members:

- Senior Vice President of Finance & Administration/CFO (Co-Chair)
- Controller
- Associate Vice President Auxiliary and Business Services
- Director, Housing Operations
- Associate Vice President for Enrollment Management
- Director, Procurement and Fixed Assets
- Director, Advancement Services
- Deputy Athletic Director
- Dean of Students
- Director, Enterprise Info Systems
- Assistant Registrar, Administration & Operations
- Director, Financial Aid
- Associate Controller, Student Accounts
- Assistant Director of Graduate Studies

- Two Department Head Council Representatives (appointed)
- Two Dean Representatives (appointed)
- Faculty Senate President
- Faculty Senate Vice President
- Two Faculty Representatives (appointed)
- Staff Council Representatives (appointed)
- SGA President

Non-Voting Members:

- Assistant Registrar, Administration & Operations
- Associate Controller, Student Accounts

The composition of this committee includes members who are part of the committee due to their positions (i.e., controller). Other members of this committee are representatives who are appointed and shall serve for three-year terms (except the Faculty Senate Representatives who shall serve a two-year term). The committee shall elect a faculty member/department head to serve as co-chair alongside the SVPFA/CFO for one year, but the faculty member may be re-elected. The role of the administrative co-chair on the committee is to organize the agenda and meeting materials, communicate with the faculty co-chair before the meeting to plan, and to mentor the faculty co-chair in running the meeting, meeting the charge of the committee, and handling any committee concerns.

COMMITTEE MANAGEMENT COMMITTEE

Charge: The Committee Management Committee will ensure that all standing committees are fulfilling the duties they are charged with and reporting accurate minutes and annual reports. The Committee Management Committee, through collaboration with the Faculty Senate and Staff Council, will ensure nominations for standing committee members are provided to the President at the end of each academic year to ensure the success of shared governance at JSU.

The Committee Management Committee shall consist of the following voting members:

- The chairs of all standing university committees serve on this committee, plus the Faculty Senate President and Staff Council President.

ENROLLMENT MANAGEMENT COMMITTEE

Charge: The charge of the enrollment management committee is to: (1) examine student recruitment practices at the undergraduate and graduate levels; (2) evaluate scholarship opportunities to ensure we are meeting the needs of our students; (3) analyze marketing efforts to ensure resources are being utilized effectively and efficiently; (4) maximize student retention efforts; and (5) identify any infrastructure needs or deficiencies creating student barriers and provide recommendations on addressing them. The associate vice president of enrollment management serves as the chair of this committee.

The Enrollment Management Committee shall consist of the following voting members:

- Associate Vice President, Enrollment Management (Chair)

- Associate Vice Provost for Advising
- Director, Financial Aid (Chair of Financial Aid and Scholarships Subcommittee)
- Associate Director of Scholarships, Financial Aid
- Director, Undergraduate Admissions and Recruitment (Chair of Undergraduate Recruitment Subcommittee)
- Director, International House & Programs
- Chief Marketing Officer
- Assistant Director, Graduate Studies (Chair of Graduate Recruitment)
- Systems Analyst, Information Technology
- Executive Director of Housing
- Vice Provost, Student Success (Chair of Student Success Subcommittee)
- Director, Enrollment Initiatives (Chair of Post-Traditional Recruitment Subcommittee)
- Director, Military & Post-Traditional Student Services
- Coordinator, First and Second Year Initiatives
- Associate Athletic Director/Compliance and Student Athlete Services
- Assistant Vice Provost, Institutional Research and Effectiveness
- Associate Vice Provost of Curriculum and Academic Partnerships
- Registrar
- Assistant Controller, Student Accounts
- Senior Lead Advisor from any College
- SGA President
- One representative from Extended Deans' Council
- Two representatives from Department Head Council
- Two faculty representatives

Non-voting member:

- Vice President, Student Affairs & Enrollment Management (ex-officio)

INSTITUTIONAL REVIEW BOARD (IRB)

Charge: The primary purpose of the Institutional Review Board (IRB) is to protect the rights and welfare of human subjects involved in research activities being conducted under the authority of Jacksonville State University (JSU). In doing so, the IRB shall adhere to the JSU Policy on Research Using Human Subjects (Policy II:08:01).

The Institutional Review Board shall consist of the following voting members:

- Five faculty members
- One external committee member

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Charge: The Jacksonville State University (JSU) Institutional Animal Care and Use Committee (IACUC) is charged with developing, implementing, and monitoring procedures which assure that the use of animal subjects in research, teaching, or testing at JSU is ethical and in compliance with the United States Public Health Service policy on humane care and use of

laboratory animals (Office of Laboratory Animal Welfare) and the Animal Welfare Act (United States Department of Agriculture).

The Institutional Animal Care and Use Committee shall consist of the following voting members:

- Five faculty members (at least one practicing scientist with experience in animal research and at least one member from a non-scientific background)
 - Members within JSU will be selected from different departments whenever possible to ensure diversity in member expertise and reduce the likelihood of overlapping conflicts of interest.
- A Doctor of Veterinary Medicine with training and experience in laboratory animal science or experience with subjects used at JSU
- One member from the public who is not affiliated with JSU

PROGRAM REVIEW COMMITTEE

Charge: The Program Review Committee, under the guidance of the Office of Institutional Research & Effectiveness, is charged with overseeing the Evaluation Process as specified in Principle 7.1 of the *SACSCOC Resource Manual*, communicating Program Review process to academic and non-academic units, managing and tracking Program Review report cycles, evaluating and recommending improvements (if necessary) to the Program Review process, assisting in the development and delivery of Program Review training to stakeholders, and guiding Program Review stakeholders through the writing process.

The Program Review Committee shall consist of the following voting members:

- One dean, two department heads, two faculty members, and one staff member
- One representative from the Office of Institutional Research and Effectiveness

STRATEGIC PLAN REVIEW COMMITTEE

Charge: The Strategic Plan Review Committee will review progress made on the strategic plan. The committee will meet once an academic year to review the details of the plan, improve reporting, and make recommendations for minor modifications to the plan, if necessary, and present them to Cabinet.

The Strategic Plan Review Committee shall consist of the following voting members:

- President
- Assistant Vice Provost, Institutional Research and Effectiveness
- Coordinator, Institutional Effectiveness
- Director, Undergraduate Admissions and Recruitment
- Assistant Dean of Students
- Controller
- Assistant Director, Athletics - Compliance
- Associate Vice President for Learning Support Research
- Philanthropy Office Representative
- Director, Technology Support

- Faculty Representative
- Department Head Council Representative
- Extended Deans' Council Representative
- SGA Representative

TECHNOLOGY ADVISORY COMMITTEE

Charge: The committee will discuss technology issues, gaps, and needs while assisting in the prioritization, resource allocation, and roadmap development for medium to long-term IT projects. The committee will be composed of stakeholders from the academic and administrative units.

The Technology Advisory Committee shall consist of the following voting members:

- Vice President for Information Technology
- Associate Vice President for Information Technology
- Director, Student Success Technology
- Learning System App Administrator, Online@JSU
- Director, Faculty Commons
- Director, Financial Aid
- Operations Coordinator, Business Services
- Digital Content Manager, Web Services
- Four Faculty Representatives

The composition of this committee includes members who are part of the committee due to their positions. Other members of this committee are representatives who are appointed and shall serve for three-year terms.

UNDERGRADUATE ADMISSIONS STANDARDS COMMITTEE

Charge: The Undergraduate Admissions Standards Committee is responsible for collecting data on how admissions criteria are related to enrollment, retention, graduation rates, enrollment-related revenue, and enrollment-related expenditures. Based on these data, they will make recommendations to the Board of Trustees, via the Provost and Executive Vice President for Academic Affairs (after discussion with the President and Cabinet), for new or revised criteria for undergraduate admissions.

The Undergraduate Admissions Standards Committee shall consist of the following voting members:

- One faculty member from each of the following: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, and College of Social and Behavioral Sciences (recommended by Faculty Senate)
- One faculty Member, Arts and Humanities (from College of Arts, Humanities and Sciences; recommended by Faculty Senate)

- One Faculty Member, Math/Sciences (from College of Arts, Humanities and Sciences; recommended by Faculty Senate)
- Department Head, English
- Department Head, Mathematical, Computing, and Information Sciences (MCIS)
- Associate Vice President for Enrollment Management
- Vice Provost for Student Success
- Associate Vice Provost for Advising
- Director, Undergraduate Admissions and Recruitment
- Director, Financial Aid
- Associate Director of Scholarships
- Executive Director of Housing
- Coordinator, Dual Enrollment Admissions & Recruitment
- Director International House and Programs
- SGA President

Non-voting members:

- Senior Vice President for Finance & Administration (or designee)
- Two undergraduate students (appointed by SGA)
- Member of the Faculty Senate Student Retention Committee
- Assistant Vice Provost, Office of Institutional Research and Effectiveness (or designee)
- Assistant Vice Provost, Learning Support Resources

The composition of this committee includes members who are part of the committee due to their positions. Other members of this committee are representatives who are appointed and shall serve for three-year terms.

UNDERGRADUATE ADMISSIONS APPEALS COMMITTEE

Charge: The Undergraduate Admissions Appeals Committee is an annual committee comprised of an odd number of faculty, staff, and the SGA president who offer a variety of backgrounds and expertise. The committee will determine the admissions decisions of undergraduate students who do not meet JSU's admissions requirements.

The Undergraduate Admissions Appeals Committee shall consist of the following voting members:

- One faculty representative from each of the following colleges: College of Business and Industry, College of Social and Behavioral Sciences, and College of Health Professions and Wellness
- Two faculty members from the College of Arts, Humanities, and Sciences
- Four representatives from the Student Success Center
- One representative from the Office of the Registrar
- SGA President

The composition of this committee includes members who are part of the committee due to their positions (i.e., vice provost of student success). Other members of this committee are

representatives who are appointed and shall serve for three-year terms (except the Faculty Senate Representatives who shall serve a one-year term). The initial chair appointment is by the president.

UNIVERSITY EXECUTIVE COUNCIL

Charge: The University Executive Council represents all divisions of the university and serves as the main administrative unit that recommends university policy to the President. The Provost and Senior Vice President for Academic Affairs serves as chair of the University Executive Council and establishes additional standing and ad hoc committees as deemed necessary. Policy work is conducted via an electronic system with meetings occurring as needed. College deans shall serve two-year terms.

The University Executive Council shall consist of the following voting members:

- Provost and Executive Vice President for Academic Affairs
- Senior Vice President for Finance and Administration and CFO
- Vice President for Student Affairs and Enrollment Management
- Vice President for Information Technology
- Vice President for Philanthropy
- Vice President for Athletics
- Chief External Affairs Officer
- Three College and Academic Deans (appointed by the Provost/SVPAA)
- Vice Provost for Student Success
- Vice Provost
- Associate Vice President of Enrollment Management
- Dean of Students
- Director of Human Resources
- Controller
- Associate Vice President for Auxiliary and Business Services
- SGA President
- Faculty Senate President
- Staff Council President

Non-voting members:

- Chief Internal Auditor
- University Counsel
- Executive Assistant to the Provost, Academic Affairs

UNIVERSITY SAFETY COMMITTEE

Charge: The University Safety Committee (USC) shall assist the President of Jacksonville State University (JSU) in carrying out the responsibility for ensuring the safety of students, faculty, staff, and visitors of JSU and ensuring the university is in compliance with all state and federal regulations regarding safety, health and environmental protection.

The University Safety Committee shall consist of the following voting members:

- Associate Vice President for Health and Public Safety/Chief of Police
- Assistant Director, Emergency Management, University Police Department
- Coordinator, Campus Relations, University Police Department
- Sergeant, Campus Resource Unit, University Police Department
- Director, Capital Planning & Facilities
- Building Inspection, O&M Maintenance
- Director, Human Resources
- Enrollment Management Representative
- Director II, University Housing
- Assistant Director, Residence Life Housing
- Drama Technical Director
- Manufacturing Engineer
- CEPS Complex Representative
- CHPW South Complex Representative
- CHPW Kennamer/Stephenson Representative
- Coordinator, Chemistry Lab & Lab Safety
- Coordinator, Biology Lab & Lab Safety
- College of Social and Behavioral Sciences Representative
- University Library Representative
- Disability Resources Representative
- Information Technology Representative
- University Advancement Representative
- Athletics Representative
- Director, Strategic Partnerships & Special Projects
- McClellan Representative
- Associate Vice President, Business & Auxiliary Services
- VP of Organizational Affairs (SGA)

Non-voting

- Safety Officer/Building Project Manager
- Chief Internal Auditor
- University Counsel

Faculty and staff of this committee shall serve for three-year terms, unless position warrants permanent membership. The role of the administrative co-chair is to guide and support the faculty/staff co-chair regarding overall planning for meetings, communicating with campus and/or other administrators, and in finalizing the goals for the year to meet the charge.

UNIVERSITY WELLNESS COMMITTEE

Charge: The purpose of the University Wellness Committee is to intentionally embed well-being into the culture of Jacksonville State University. By working together, students, faculty, staff, and other stakeholders can have a collective impact on the well-being of our campus and the region we serve.

The committee shall operate with the following sub-committees: Multicultural Subcommittee; Occupational/Financial Subcommittee; Social/Emotional Subcommittee; Spiritual/Intellectual Subcommittee; and Environmental/Physical Subcommittee.

The University Wellness Committee shall consist of a minimum of 3 voting members from the following areas:

- Academic Affairs
- Student Affairs and Enrollment Management
- Philanthropy
- Finance and Administration
- Information Technology
- Intercollegiate Athletics

ACADEMIC AFFAIRS COMMITTEES

ACADEMIC AFFAIRS PROGRAMS AND INITIATIVES (AAPI)

Charge: The AAPI Committee is charged by the Provost and Senior Vice President for Academic Affairs to oversee the formal process for the implementation of all new programs, program changes and initiatives. This includes providing information and continued support to department heads throughout the various phases of notifications, approvals and the subsequent student advisement and marketing of the programs after implementation. The committee does not approve new programs, program changes or new initiatives. The Provost and Senior Vice President for Academic Affairs serves as the liaison between the committee and the President's Cabinet and the JSU Board of Trustees for program and initiative notification and approval. See also [Academic Affairs Programs and Initiatives](#) and on [Substantive Change](#) webpages for more information.

The AAPI Committee consists of members representing the following areas:

- Chair of the Undergraduate Curriculum Committee (Administrative co-chair)
- Chair of the Graduate Curriculum Committee (Administrative co-chair)
- SACSCOC Liaison/ACHE Liaison
- Academic Resources Liaison
- Financial Aid
- Courseleaf/Banner/Undergraduate Catalog
- Institutional Effectiveness
- Alabama State Department of Education
- Academic Advising
- Admissions

FACULTY HANDBOOK COMMITTEE

Charge: To assess the faculty handbook policies and procedures, there shall be a standing committee called the Faculty Handbook Committee which is charged with reviewing, modifying,

and approving changes to the JSU Faculty Handbook, in consultation with subject matter experts. This committee will work with Faculty Senate, Extended Deans's Council, and Department Head Council to ensure that the Faculty Handbook is consistent, accurate, equitable, and reflects current JSU policies, procedures, mission, and values. The Faculty Handbook Committee will meet either 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 Faculty Handbook Committee shall consist of the following members:

- Faculty Senate Executive Committee member (at time of appointment), *chair*
- Provost/EVPAA (or designee), *administrative liaison*
- Vice Provost
- One dean (appointed by the Provost)
- Two department heads (appointed by the Provost)
- Two Faculty Senate Advocacy Committee members (at the time of appointment; appointed by the Faculty Senate)
- Three at-large faculty members (appointed by the Faculty Senate)

Faculty members of this committee shall serve for three-year terms. The Provost/EVPAA shall appoint the department head and dean representatives and the Faculty Senate shall appoint the faculty representatives. The Faculty Senate Executive Committee member shall serve as chair of this committee. The role of the administrative liaison is to guide and support the chair in regard to overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

FACULTY HONORS AND GRANTS COMMITTEE

Charge: The Faculty Honors and Grants Committee is charged with maintaining and developing faculty awards and honors, including annual institutional-level awards and Emeriti awards, and institutional faculty research grants. Committee members will receive the nominations and applications, review materials, and determine selections based on established criteria. Additionally, the committee will routinely evaluate and amend awards criteria to maintain clear expectations that effectively recognize faculty achievement. See [Faculty Honors and Grants](#) webpage for more information.

The Faculty Honors and Grants Committee shall consist of the following members:

- One faculty member from each of the following five colleges: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, College of Social and Behavioral Sciences, and the Library
- Three faculty members from the College of Arts, Humanities, and Sciences (one from the arts, one from the humanities, one from the sciences/mathematics)

Non-voting members:

- Vice Provost, *administrative liaison*

- Director of Faculty Commons
- Director, Academic Resources & Business Operations
- One member of the Faculty Senate Executive Committee

Members will serve a three-year term, except for the Faculty Senate Executive Committee member who shall serve a one-year term. The Faculty Senate Executive Committee member shall be non-voting, except in the case of a tie, in which they shall cast the deciding vote. The committee shall elect the faculty chair, who shall serve for one year but may be re-elected (the Faculty Senate Executive Committee member may not serve as chair). The role of the administrative liaison is to guide and support the chair regarding overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The administrative liaison shall also oversee elections for a chair. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed. Faculty representatives to this committee are appointed by Faculty Senate, not the Provost/EVPAA.

If a member of the committee has been nominated for a faculty award chosen by this committee, has a conflict of interest with a nominee (e.g., wrote a letter of support for the nominee or the nominee is a significant other), or has applied for a faculty research grant, they shall recuse themselves from the selection of that award or grant. In these cases, the alternate will step in for the review of that particular faculty award or grant so the committee retains its representative composition, with respect to each college, in the award/grant selection.

FACULTY SALARY COMMITTEE

Charge: The Faculty Salary Committee is a standing committee charged with ensuring that JSU faculty salaries and benefits remain competitive and provide equitable compensation. They are responsible for recommending JSU benchmarks for faculty base salaries based on discipline and rank and evaluating where current JSU faculty salaries are in relation to adopted benchmarks. They also recommend compensation amounts for rank increases, adjunct/overload pay, and summer pay. This committee makes recommendations to the Provost/EVPAA, Chief Financial Officer (CFO), and President.

The Faculty Salary Committee shall consist of the following members:

- Faculty Senate President, Past-President, or Vice-President (at time of appointment)
- One faculty member from each of the following: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, College of Social and Behavioral Sciences, and the Library
- Two faculty members from the College of Arts, Humanities, and Sciences
- A chair of the Department Head Council (at time of appointment) or designee

Non-voting members:

- Provost/EVPAA or Vice Provost, *administrative liaison*
- Chief Financial Officer
- Director of Human Resources
- Director of Academic Resources & Business Operations

Faculty members of this committee shall serve for three-year terms. The committee shall elect the faculty chair, who shall serve for one year but may be re-elected. The role of the administrative liaison is to guide and support the chair regarding overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The administrative liaison shall also oversee elections for a chair. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

GRADUATE CURRICULUM COMMITTEE

Charge: The primary role of the Graduate Curriculum Committee is to review and approve all proposals for the following: new graduate courses; existing graduate courses in which substantial changes have been made; program-specific admissions criteria; new programs, concentrations, microcredentials, and degrees that have been approved by the various departmental/college curriculum committees; and discontinuation of courses and programs.

The Graduate Curriculum Committee shall consist of the following members:

- One graduate faculty member from each college with graduate programs and two graduate faculty from the College of Arts, Humanities, and Sciences (one arts/humanities, one science/math), preference for these to be graduate program coordinators (nominated by Faculty Senate Elections Committee)
- A dean or associate dean in charge of graduate curriculum (nominated by college deans)
- One department head from a department with one or more graduate programs (nominated by Department Head Council)

Non-voting members:

- Dean of the Graduate school (co-chair)
- Graduate Certification Officer
- Registrar (or representative)
- Library representative (nominated by Library Dean)
- Faculty Senate representative (nominated by Faculty Senate Executive Committee)
- Two Graduate Student Representatives (nominated by the Graduate School)

Members of this committee shall serve for three-year terms (except the Faculty Senate Representative who shall serve a one-year term). The committee shall elect a faculty member to serve as co-chair with the Associate Vice Provost for one year but may be re-elected. The role of the administrative co-chair on the committee is to organize the agenda and meeting materials, communicate with the faculty co-chair before the meeting to plan, and to mentor the faculty co-chair in running the meeting, meeting the charge of the committee, and handling any committee concerns.

JAX MIX GENERAL EDUCATION COMMITTEE

Charge: The charge of this committee is to oversee the design, implementation, assessment, and reporting of all aspects of General Education (GE) as specified in Principle 9.3 of the

SACSCOC Resource Manual; to conduct a periodic review of the relevance, effectiveness, and currency of the GE program; and periodically revise or redesign the GE program as needed.

The Jax MIX General Education Committee shall consist of the following members:

- College of Arts, Humanities, and Sciences, Arts representative
- College of Arts, Humanities, and Sciences, English representative
- College of Arts, Humanities, and Sciences, History representative
- College of Arts, Humanities, and Sciences, Math representative
- College of Arts, Humanities, and Sciences, Science representative
- College of Social and Behavioral Sciences representative
- College of Business and Industry representative
- College of Education and Professional Studies representative
- Library representative
- Registrar's Office representative
- Advising representative
- Jax MIX Director, *chair*
- QEP Director, *administrative liaison*
- Jax MIX graduate assistant
- Jax MIX ambassador
- Faculty Senate Representative

Faculty members of this committee shall serve for three-year terms (with the exception of the Faculty Senate Representative, who shall serve a one-year term). The Jax MIX director shall serve as chair. The role of the administrative liaison is to guide and support the chair in regard to overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

STUDENT ACHIEVEMENT COMMITTEE

Charge: With support from the Office of Institutional Research & Effectiveness, this committee shall oversee reporting of Student Achievement outcomes as specified in Principle 8.1 of the SACSCOC Resource Manual; annually review and report on identified Student Achievement outcomes; and make recommendations for improvements to assessment of Student Achievement.

The Student Achievement Committee shall consist of the following members:

- Vice Provost for Student Success, *administrative liaison*
- Associate Vice Provost for Advising
- One faculty member from each of the following colleges: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, College of Social and Behavioral Sciences, and College of Arts, Humanities, and Sciences
- Department Head from English or Mathematical, Computing, and Information Sciences (MCIS)

- Two Student Success Center representatives

Non-voting:

- Office of Institutional Research and Effectiveness representative
- Faculty Senate representative

Faculty members of this committee shall serve for three-year terms (with the exception of the Faculty Senate Representative, who shall serve a one-year term). The committee shall elect the chair, who shall serve for one year but may be re-elected. The role of the administrative liaison is to guide and support the chair in regard to overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The administrative liaison shall also oversee elections for a chair. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

STUDENT SYMPOSIUM COMMITTEE

Charge: This committee is in charge of putting together the annual JSU Student Symposium. This includes the submission process, schedule, judging, publicity, program design, video archive, awards, and proceedings.

The Student Symposium Committee shall consist of the following members:

- At least seven faculty representatives from across the university
 - At least one faculty member from must be from Art and Design
- At least one department head

Non-voting:

- Vice Provost, *administrative liaison*
- Webmaster (or representative)
- Staff member from the Dean's office in the College of Arts, Humanities, and Sciences

TENURE AND PROMOTION APPEALS COMMITTEE

Charge: The charge of the Tenure and Promotions appeals committee is to review the portfolios of any faculty member who applied for tenure and/or promotion to the associate professor or professor rank, was denied, and has formally requested an appeal following the Tenure and Promotion Appeals process outlined in Chapter 5 of the Faculty Handbook. Recommendations are made from this committee to the Provost/EVPAA.

The Tenure and Promotions Appeals Committee shall consist of the following members:

- One tenured full professor from each of the following five colleges: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, College of Social and Behavioral Sciences, and the Library
- Two tenured full professors from the College of Arts, Humanities, and Sciences (one from arts/humanities and one from math/science)

Non-voting:

- Faculty Senate President

Members of this committee shall serve for three-year terms (except for the Faculty Senate Representative, who shall serve a one-year term). The committee shall elect the faculty chair, who shall serve for one year but may be re-elected (the Faculty Senate Executive Committee member may not serve as co-chair). The Provost/EVPAA serves as the administrative liaison to this committee but is not a member of the committee itself. The role of the administrative liaison is to guide and support the chair in regard to overall planning for meetings, communication with campus and/or other administrators, and in finalizing the plan to meet the charge. The administrative liaison shall also oversee elections for a chair. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed. Faculty representatives to this committee are appointed by Faculty Senate.

UNDERGRADUATE CURRICULUM COMMITTEE

Charge: The primary role of the Undergraduate Curriculum Committee is to review and approve all proposals for the following: new undergraduate courses; existing undergraduate courses in which substantial changes have been made; new majors, minors, programs, concentrations, microcredentials, and degrees that have been approved by the various departmental/college curriculum committees; and discontinuation of courses and programs.

The Undergraduate Curriculum Committee shall consist of the following members:

- One faculty member from each of the following colleges: College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, and College of Social and Behavioral Sciences
- Two faculty members from the College of Arts, Humanities, and Sciences
- Library representative

Non-voting members

- Associate Vice Provost, *administrative co-chair*
- Assistant Vice Provost for Advising
- Registrar's office representative
- Executive Director, Institutional Accreditation/SACSCOC Liaison
- Faculty Senate representative
- JaxMIX Director

Members of this committee shall serve for three-year terms (except the Faculty Senate Representative who shall serve a one-year term). The committee shall elect a faculty member to serve as co-chair with the Associate Vice Provost for one year but may be re-elected. The role of the administrative co-chair on the committee is to organize the agenda and meeting materials, communicate with the faculty co-chair before the meeting to plan, and to mentor the faculty co-chair in running the meeting, meeting the charge of the committee, and handling any committee concerns.

WRITING ACROSS THE CURRICULUM COMMITTEE

Charge: The charge of the Writing Across the Curriculum (WAC) Committee is to oversee the WAC program, evaluate WAC submissions, create/revise rubrics for WAC assessment, ensure

that there is a periodic review process for the WAC program, and determine appropriate communication to all faculty regarding the importance of WAC.

The Writing Across the Curriculum Committee shall consist of the following members:

- Writing Across the Curriculum Coordinator, *chair*
- One faculty member from each of the following colleges: College of Arts, Humanities, and Sciences, College of Business and Industry, College of Health Professions and Wellness, College of Education and Professional Studies, College of Social and Behavioral Sciences, and the Library

Non-voting members:

- Director of the Writing Center
- Coordinator of First Year Writing
- Undergraduate Curriculum Committee representative
- Faculty Senate Representative

Members of this committee shall serve for three-year terms (except the Faculty Senate Representative, who shall serve a one-year term). The committee shall elect a faculty member to serve as chair, who shall serve for one year but may be re-elected. The role of the administrative liaison is to guide and support the chair in regard to overall planning for meetings, communication with campus and/or other administrators, and in finalizing the goals for the year to meet the charge. The administrative liaison shall also oversee elections for a chair. The chair of the committee will run the meetings, and the administrative liaison will provide support when needed.

OTHER COMMITTEES WITH FACULTY MEMBERSHIP

BEHAVIORAL CONCERNS TEAM

Charge: The Behavioral Concerns Team (BCT) exists to assess and respond to students, faculty or staff who are exhibiting distress, threatening or erratic behavior. It is the goal of the BCT to protect the needs of the individual while balancing the safety needs of the JSU community. Referral to the BCT allows for early identification and individualized intervention of individuals in distress or those presenting behavioral or safety concerns.

JOINT COUNCIL

Charge: Joint Council serves as an information-sharing body of faculty and staff. This group meets quarterly following each Board of Trustees meeting. The membership of Joint Council is made up of representatives from Student Affairs & Enrollment Management, Academic Affairs, Faculty Senate, Athletics, Student Accounts, Human Resources, Marketing, and Information Technology.

TITLE IX TEAM

Charge: Title IX Team is an interdepartmental team consisting of individuals at Jacksonville State University, who have completed the necessary training to assist in the Title IX process as investigators, hearing panel members, advisors, and appeal panel members.

FACULTY SENATE STANDING COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the officers of the Faculty Senate and chairs of the standing committees. The President of the Faculty Senate shall be the chair of the Executive Committee. The Executive Committee shall appoint the members of all committees, standing and ad hoc, of the Faculty Senate. It may serve as an ad hoc committee on issues that cannot be directed to a standing committee. It may appoint ad hoc committees with the approval of a Senate majority. It shall recommend, when requested, faculty members to serve on committees and commissions appointed by the President of the University.

FACULTY ADVOCACY COMMITTEE

The Faculty Advocacy Committee shall review and provide recommendations for additions and revisions to the JSU Faculty Handbook and other related policies and procedures which affect faculty welfare and morale. The chair will be a member of the committee and will be elected by a simple majority of the committee members. The Faculty Senate President will appoint members of the Advocacy Committee to the Faculty Handbook Committee, as needed.

STUDENT RETENTION COMMITTEE

The Student Retention Committee shall review and provide recommendations for additions and revisions to policies and procedures pertaining to students as they progress through their academic career. Such policies and procedures include, but are not limited to, admission and retention of students, academic standing requirements, graduation requirements, class attendance and absence regulations, student advising, faculty mentoring of students, student mental and physical health services, and student safety. This committee shall serve as a liaison to Student Success and Academic and Career Advising. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

POLICIES AND CAMPUS PLANNING COMMITTEE

The Policies and Campus Planning Committee shall review and provide recommendations for additions and revisions to the JSU Policies and Procedures Manual. Additionally, they will consider proposals and provide recommendations regarding the 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. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

ELECTIONS COMMITTEE

The Elections Committee shall consist of a Senator from each college and the library.

- a. This committee shall conduct a full investigation of all contested elections herein stated, including the election of Senators. It shall make written recommendations to resolve such elections to the Faculty Senate.
- b. The Elections Committee shall notify departments in September of expiration of Senators' terms and that departments should hold elections for new Senators by the regular meeting of the Faculty Senate in November. Although it is the responsibility of the Faculty Senate President to follow up with the heads of departments who fail to respond in a timely fashion to a call for the election of new Senators for their departments, this committee shall provide written notification to the Executive Committee before the regular meeting of the Faculty Senate in January of all new Senators and their alternates elected and of all Senate seats still needing new Senators elected to them. This notification shall include the names and departments represented of each Senator and alternate.
- c. If requested by the Faculty Senate President, this committee shall solicit the faculty to find members who are willing to serve on university-level committees or commissions appointed by the President of the University, the Provost and Senior Vice President for Academic Affairs, or other university officials, and shall forward the names to the Executive Committee for consideration.
- d. Beginning in the fall semester, this committee shall solicit Senators who are willing to serve as Faculty Senate officers during the following academic year if elected, and will make every effort to have at least one candidate in place for each office by the time officers are to be elected at the first regular meeting of the Faculty Senate in Spring Semester.
- e. Every three years, this committee shall carry out, during September, the enumeration of the faculty of the university required in Article 1, Section 2(3) of the JSU Faculty Senate Constitution for determining the apportionment of Senators among the departments of Jacksonville State University. The chair will be a member of the committee and will be elected by a simple majority of the committee members.