

Section I

University Vision, Mission, Organization, and Governance

I.a. University Mission, Core Values, Vision, and Institutional Priorities

I.a.1. *Mission:*

Arkansas State University-Jonesboro *educates* leaders, *enhances* intellectual growth, and *enriches* lives. (ASU = e^3)

I.a.2. *Core Values:*

Arkansas State University-Jonesboro values the following as central to our success:

- **Student-Centered:** We are committed to education, inquiry, and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.
- **Learning-Centered:** We nurture intellectual flexibility, knowledge, and skills by integrating teaching, research/scholarship, assessment, and learning to promote continuous improvement of our scholarly community.
- **Excellence:** We pursue excellence within the campus community through opportunities for achievement in teaching, research, scholarship, creative activity, and service.
- **Diversity:** We embrace diversity in all its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.
- **Service:** We support and recognize service at all levels of the University. We strive to contribute to the benefit of the University, the state, the nation and the world.
- **Integrity:** We hold high standards of character and integrity as the foundations upon which the University is built.

I.a.3. *Vision:*

Arkansas State University-Jonesboro aspires to be an academic leader recognized for innovation and quality in teaching and learning, international standing in strategic research areas, and commitment to outreach and service.

I.a.4. Institutional Priorities:

Priority: Enhance the University’s reputation, visibility, and influence.

- Coordinate, develop, and support Arkansas State University-Jonesboro’s academic leadership position.
- Coordinate and expand internal and external communications.
- Develop and implement an Arkansas State University-Jonesboro Centennial Celebration with active involvement of all constituencies.
- Develop a plan to make Arkansas State University-Jonesboro competitive in attracting and retaining faculty and staff.

Priority: Enhance learning by focusing on the institution’s priorities—teaching, research, and service.

- Establish Arkansas State University-Jonesboro as a premier learning centered university.
- Design, develop, and implement a “Delta Educational Corridor.”
- Increase opportunities for faculty and staff development.
- Define and implement a revised faculty workload model, congruent with State of Arkansas funding mechanisms, which capitalizes on individual strengths in teaching, research, and service.
- Assure access to relevant, current information resources and learning technologies.
- Provide sufficient resources to the Arkansas State University-Jonesboro library to support student and faculty teaching and research/scholarship.
- Enhance infrastructure for research.
- Build upon alliances and opportunities presented by the Arkansas Biosciences Institute.

Priority: Develop a cohesive campus community based on strong shared governance, excellent communication, and mutual respect.

- Develop and approve a revised Faculty Handbook.
- Develop and implement a revised university governance policy.
- Enhance the effectiveness of university governance committees.
- Facilitate open communication and information sharing among all constituencies.

- Develop and implement plans designed to enhance faculty, staff, and student morale.
- Develop training and mentoring programs to enhance the success of administrators, faculty, staff, and students.

Priority: Develop a culture of assessment to enhance institutional outcomes.

- Implement a flexible and comprehensive institutional assessment strategy with emphasis on general education and academic programs to improve student learning.
- Develop consistent data at the institutional level to support assessment and improvement.

Priority: Increase enrollment, retention rate, and graduation rate of both undergraduate and graduate students.

- Design and implement a comprehensive enrollment management plan.
- Develop programs and services that address the needs and increase the enrollment of non-traditional-aged students.
- Develop and implement a strategy to enhance student persistence and academic success.
- Assure student accessibility to university courses that will allow students to graduate in a timely manner.
- Develop and implement courses and programs to meet industry and community needs and interests.

Priority: Enhance the diversity and inclusiveness of students, faculty, staff, and curriculum.

- Design and implement a comprehensive diversity plan.
- Recruit, enroll, retain, and graduate greater numbers of students from underrepresented groups.
- Attract, employ, retain, and advance greater numbers of university faculty and staff from underrepresented groups.
- Integrate diversity and global perspectives into the academic curriculum and into programs and services for university students, faculty, and staff.
- Implement a system of responsibility, accountability, and recognition for advancing a multi-culturally diverse campus community.

Priority: Increase resources to the university.

- Develop and implement a plan to generate revenues to supplement funds supplied by the state.
- Enhance opportunities for colleges and administrative departments to become entrepreneurial.
- Provide opportunities to increase intellectual property-driven activities.

Priority: Strategically manage resources among divisions and colleges based on institutional priorities.

- Define and implement an institutional allocation and reallocation process.
- Allocate sufficient funds to the Arkansas State University-Jonesboro library.

I. b. Goals, Rights and Responsibilities at Arkansas State University-Jonesboro

I.b.1. Goals:

Arkansas State University-Jonesboro is a public multi-purpose institution of higher education founded in 1909 to provide the citizens of Arkansas with accessible and affordable quality post-secondary education. This historic mission has progressively expanded to include offering associate, undergraduate, masters, specialists, and doctoral programs. Although quality teaching has continued to be a primary emphasis, the University's mission has broadened to encompass pure and applied research, public and professional service, and the offering of selected doctoral programs.

The University actively promotes, supports, and rewards the efforts of those who engage in pure and applied research, scholarship, and creative activity. It also encourages and actively supports students and faculty in discovering, testing, disseminating, and applying new knowledge. Faculty members participate in those outreach programs that extend knowledge beyond the campus and relate scholarly discoveries directly to the needs of Arkansas and beyond.

In fulfilling its service mission, the University seeks to advance economic development and quality of life for the people of Arkansas through direct and support services, consultation, applied research, continuing education, and creative and cultural activities. While recognizing the unique and historical commitment to serving the State, with special attention to northern and eastern Arkansas, the University accepts the responsibility to adopt an increasingly national and international perspective. Mindful of the fact that education is a way for individuals to gain upward mobility, to improve social status, and to enhance

personal growth, the University constantly strives to provide appropriate educational opportunities for all students. To meet the needs of students, the University recruits, retains, and assists them in the accomplishment of their

educational goals. Through teaching, research, and service, the University contributes to social progress.

The Constitution of the State of Arkansas vests in the Board of Trustees of Arkansas State University the authority to manage and control the University. Policy decisions regarding the operations of the University are set by the Board. As a public university, Arkansas State University-Jonesboro is expected, within the guidance set by the legislative and executive branches of the State Government, to set its own measures of excellence and to determine its own educational objectives. By carefully exercising the freedom to select specific areas for University effort, it can preserve its ability to be innovative and creative in response to the changing needs of society. In order to maintain this relative independence and flexibility, Arkansas State University-Jonesboro depends in large measure upon the support of the State which it serves. It also depends upon students and their families, alumni, foundations, corporations, the federal government, and friends for funding. It is important that the goals, policies, and procedures of Arkansas State University-Jonesboro be clearly stated and well understood by all of its constituents, both on and off campus.

I.b.2. Academic and Individual Freedom:

Arkansas State University-Jonesboro accepts and supports the principles of academic freedom which include a firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual, and receptiveness to constructive change.

The commitment to academic and individual freedom carries with it major responsibilities for each member of the university. In exercising his or her own freedoms, each person must respect the rights of others. In seeking innovation, he or she must recognize that constructive change can be effected at a university only through orderly and rational processes. Intentional acts threatening personal safety, causing destruction of property, or creating disruption of university functions have no place in an academic community and will not be tolerated. All members of the academic community should maintain an atmosphere which protects the rights for all persons.

I.b.3. Shared Governance Definition:

The University operates on the basis of a shared governance system in which administrators, faculty, staff, and students participate in the governance of the institution. Shared governance consists of a defined role for administration, faculty, staff, and students in proposing or influencing important policy and other decisions that affect the institution. Because all constituent groups depend on each other to advance the goals of the University, this participation must be real and based on the principle that each group has the largest influence in matters that concern it most. For example, faculty should be involved in areas of strategic and budget planning, faculty and staff welfare, creation and elimination of academic

programs, selection of academic and administrative officers, campus planning and development, and organizational accountability. These functions are exercised primarily through Shared Governance Committees.

The following shared governance guidelines in this *Faculty Handbook* are intended to elaborate details in the way that faculty, staff, students, and administration address certain issues and make recommendations to the Chancellor, the System President, and the ASU Board of Trustees concerning University policies and practices. The spirit and intent of shared governance principles shall govern all persons participating in the process.

Deleted: Committees of the Board of Trustees are not part of the shared governance system. ¶

I.b.4. Board of Trustees:

The Board of Trustees is charged by the Constitution of the State of Arkansas to manage and control the University and has ultimate responsibility for the institution. The Board of Trustees sets university policy. Nothing in this *Faculty Handbook* nor in any other policy document of the University, is intended, nor shall it be construed, to waive or change any of the Board of Trustees' governing board authority. The provisions of this handbook shall not be interpreted to change the rights of the Board of Trustees as an employer under Arkansas employment law. Ordinarily, the trustees do not involve themselves in the day-to-day operations of the University. Rather, operating responsibilities and the authority to act are delegated to the President of the Arkansas State University System, who is selected by the Board. It is primarily through the President that the trustees monitor the University activities. The President in turn delegates the chief executive officer duties to the Chancellor. The Board of Trustees retains the right to make any decisions regarding any activities on any campus of the Arkansas State University System or to delegate decision-making authority to others who are responsible to the Board of Trustees. The Board of Trustees does not delegate its fiduciary responsibility for the academic integrity and the financial health of the Arkansas State University System. Committees of the Board of Trustees are not part of the shared governance system.

I.b.5. Faculty:

The faculty of the University includes all persons holding the rank of instructor or above and all professional librarians. The faculty is the intellectual core of the University. They deliver instruction, carry out research, perform service for their respective professions and community, and participate in the management of the University through shared governance. In the areas of intellectual development, research, and instruction, the interest of the faculty is primary. Each member of the faculty has the duty to deliver instruction and maintain a learning environment consistent with the highest standards of the profession.

The faculty has a responsibility to set degree requirements, assess when they are met, and establish and maintain curricula that meet professional standards and fulfill the educational goals of the University.

An important responsibility of each faculty member is to engage in teaching, research, scholarship or creative activity, and service and to further professional development that are in the best interest of the students and community at large. Continuing professional development is highly regarded and is supported by the University.

The faculty also has important roles in the interactions with communities that it serves. When they engage in non-university activities, faculty members are expected to make clear that they act as individuals and not as representing the University.

Faculty employment contracts consist solely of their original signed letters or memoranda of employment along with any specific amendments thereto, including letters or notices of contract renewal and do not include this Faculty Handbook.

I.b.6. *Students:*

Students are encouraged to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, and budget decisions. The Student Government Association (SGA) serves as the collective voice of the student body. Students participate in the deliberations of official decision-making bodies at the University. University committees that recommend institutional decisions should include student members. The opinions of students are sought, heard, and considered in major decisions affecting every facet of the University.

I.b.7. *Staff:*

The primary duty of the staff is to provide effective support structures for the University, to provide student and faculty support services, and to complement educational programs. Staff represent their areas of responsibility in shared governance through serving on University committees and Staff Senate. Staff involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, research, advancement, physical resources and facilities, and staff/service employment and welfare.

I.b.8 *Administration:*

The administrative officers are formally responsible for supervising the programs and enforcing the policies of the University, for assessing the effects of policy,

and for recommending improvements or changes where appropriate. The primary responsibility of administrators is to serve the other components of the University by articulating a vision for the University while providing strategic leadership and managing its resources, finances, external affairs, and operations. Administrative officers have the authority to make decisions for the day-to-day operation of the University, as delegated by the Chancellor, President of the ASU System, and the Board of Trustees.

I.b.9 Organization of the Arkansas State University-Jonesboro Campus:

Chancellor

The Chancellor is the chief executive officer of the Arkansas State University-Jonesboro campus and is responsible to the President of the Arkansas State University System. The Chancellor is charged with overseeing the day-to-day operations of the campus, including the provisions, policies, and procedures outlined in this *Faculty Handbook*. The Chancellor is responsible for the organization and activities of the administrative staff for the campus. The Chancellor also oversees the activities of the faculty, staff, and students of the campus, and represents the University to the external constituencies of the campus. The Chancellor meets with local, state, and national agencies and organizations which relate to the University; participates in discussions among the President and other chancellors in the Arkansas State University System; interacts with internal and external constituent groups and individuals related to the campus; and meets with other campus leaders in Arkansas and the nation.

Vice Chancellor for Academic Affairs and Research

The Vice Chancellor for Academic Affairs and Research, working under the general direction of the Chancellor, represents the academic interests of the faculty and is responsible for the development and administration of the teaching, research, scholarship and creative activity, and service programs of the University. This Vice Chancellor assists in clarifying the basic aims and objectives of the University, provides educational leadership for the faculty, and recommends faculty members to the Chancellor for employment, retention, promotion, tenure, non-renewal, and dismissal. This Vice Chancellor coordinates development of methods for improving instruction, promotes faculty development programs, and has ultimate responsibility for the publication of the University catalogues and class schedules. The Vice Chancellor for Academic Affairs and Research also is the chief oversight officer for the research activities of the university. All colleges and academic units report to the Vice Chancellor. The Vice Chancellor is expected to serve as appointed to various state committees for the study and recommendation of changes affecting higher education and is expected to attend various state functions such as meetings of the Arkansas Higher Education Coordinating Board.

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Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration, working under the general direction of the Chancellor, is responsible for the financial and administrative operations of the University. Specific duties include the overall fiscal management of the University's resources, development and management of the University's budgeting process, assuring compliance with governing board policies, accounting to the Arkansas Division of Legislative Audit for compliance with all state fiscal rules and regulations, and monitoring university income and expenditures. The Vice Chancellor works closely with the Arkansas Department of Higher Education and the Arkansas Department of Finance and Administration regarding reporting requirements for state institutions. The Vice Chancellor is expected to serve on various state committees for the study and recommendation of changes affecting higher education, and is also expected to attend various state functions, such as meetings of the Arkansas Higher Education Coordinating Board. The Vice Chancellor for Finance and Administration holds a joint appointment as Vice President for Finance and Administration of the Arkansas State University System.

Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs, working under the general direction of the Chancellor, is responsible for the development, supervision, and coordination of student service programs. Service areas assigned by the Chancellor include Admissions, Career Services, Counseling, Dining, Disability Services, Financial Aid and Scholarships, Student Life, Student Health Center, Student Union, Residence Life, Testing, Parking, and University Police.

Vice Chancellor for University Advancement

The Vice Chancellor for University Advancement, working under the general direction of the Chancellor, provides coordination and support to enhance the University's relationships with its key internal and external publics. Service areas of the Office of University Advancement as assigned by the Chancellor include Alumni Relations, Development, News and Information Services, and Publications and Creative Services. In addition to supervising the above areas, the Vice Chancellor organizes University-wide special events. The Vice Chancellor for University Advancement also serves as President of the Arkansas State University Foundation, and holds a joint appointment as Vice President for University Advancement with the Arkansas State University System.

Deans of the Colleges

Deans of the various colleges are responsible to the Vice Chancellor for Academic Affairs and Research for representing their college, departments, and faculty to the administration. Deans organize administrative activities, scholarly and instructional programs, and the service activities of their respective colleges

and departments, including administration of all instructional and clerical personnel. They provide leadership for and support of faculty within their colleges, give academic direction to their respective colleges, and oversee development of college curricula. They administer the course offerings, prepare and administer budgets, and maintain equipment and supplies for their colleges. They evaluate and recommend employment decisions pertaining to faculty members and department chairs to the Vice Chancellor for Academic Affairs and Research, and they supervise department chairs and other personnel within their colleges.

Department Chairs

Department Chairs are responsible to their respective deans for the general management and operation of their academic areas. They represent their departments to the deans and university administrators, support faculty in their professional development, and work with faculty to improve instructional programs and to develop programs that are responsive to changing needs of students. They are responsible for evaluating and recommending faculty members to the dean of their college for employment, retention, promotion, tenure, non-renewal, and dismissal; for the preparation and administration of budgets for the departments; for the recommendation of course offerings to the dean; for the supervision of the academic advisement of students majoring in the department; and for the acquisition, use and care of departmental equipment. Department Chairs play a particularly important role in encouraging and sustaining scholarship, research, and participation in professional activities by members of their faculty. They also supervise other personnel in the department.

Executive Council

The Executive Council of the University consists of the Chancellor, as chair, the Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, the Vice Chancellor for Student Affairs, the Vice Chancellor for University Advancement, the Assistant to the Chancellor for Diversity Initiatives, and the Director of the Intercollegiate Athletics. This council meets weekly or otherwise upon the call of the Chancellor to make and report upon administrative decisions affecting the University as that group is delegated these responsibilities by the Chancellor.

Academic Affairs and Research Council

The Academic Affairs and Research Council consists of the Associate Vice Chancellors for Academic Affairs and Research, the Deans of Colleges, Dean of the Graduate School, Dean of the Honors College, Dean of the Library and Information Resources, representative of the Chairs Council, the Professor of Military Science, the Registrar, the Executive Assistant to the Vice Chancellor for Academic Affairs and Research, the Director of Delta Heritage Initiatives, the

Director of Institutional Research, the Director of the Museum, the Assessment Coordinator, the Advising Coordinator, the President of the Faculty Senate, the President of the Graduate Student Council, and the President of the Student Government Association.

The Council has advisory responsibility for supervising and coordinating all academic programs and activities of the University. It also develops and reviews academic policies and procedures. The Vice Chancellor for Academic Affairs and Research chairs the Council.

Academic Deans Council

The Academic Deans Council consists of the deans and associate deans of the academic colleges, Graduate School Dean, Dean of the Library and Information Resources, Dean of Regional Programs, and Dean of the Honors College. The council meets regularly with the Vice Chancellor for Academic Affairs and Research to address academic issues and makes recommendations regarding those issues. The Academic Deans Council selects its chair annually.

Chairs Council

The purpose of the Chairs Council is to provide leadership development experiences and activities for Department Chairs, to provide opportunities for dialogue with the Vice Chancellor for Academic Affairs and Research, including discussion and feedback, and to promote the sharing of ideas, information, and skills among the chairs of various academic departments. Membership of the Chairs Council will consist of the chairs of academic departments, program directors where that responsibility is acknowledged in the contract, and the Director of the Center for Educational Excellence. Members are eligible for ad hoc committees at the discretion of the Council and the Council officers.

Officers of the Chairs Council will consist of a three-member committee comprised of a committee chair/facilitator and two members, all to be elected annually by the membership at the final meeting during the spring semester. The committee chair/facilitator and committee members shall be responsible for carrying out the tasks necessary to achieve the purposes of the Chairs Council.

Faculty Association

The Faculty Association of the University includes all persons holding the rank of instructor or above and all professional librarians. Under the Constitution of the Faculty Association (see Appendix A of this *Handbook*) a Faculty Senate is elected, with the membership apportioned among the colleges on the basis of the number of faculty members within those units, to carry out the functions and responsibilities assigned to it by the Faculty Association.

I.c. Shared Governance

Shared governance committees provide the opportunity for constituent participation in university governance. The spirit and intent of shared governance principles will guide all committees. Shared Governance Committees perform their assigned duties and also provide a vehicle for submission of proposed changes to policy. Shared Governance Committee responsibilities relating to the proposal review process are set forth in Section I.C.7. The shared governance process is the method for the university campus community to propose substantive changes or additions to existing policies or procedures.

All shared governance committees shall operate by majority vote. Routine functions of shared governance committees include regular and timely posting of committee minutes on the shared governance website and reporting to the appropriate Vice Chancellor.

Any issue with regard to the appropriate committee jurisdiction shall be resolved by a majority vote of the Shared Governance Oversight Committee.

I.c.1. Shared Governance Principles:**Communication and Accountability:**

- Successful shared governance relies upon consistent, accurate, and timely communication that is multidirectional.
- All participants in the shared governance process (faculty, staff, students, administrators, committees, constituent groups, and administrative groups) are accountable for the proper execution of their roles.

Representation:

- **Proportional Representation:** Committee representation should reflect the particular expertise needed by the committees, the vested interests of constituency groups in the work of the committees, and the degree of primary responsibility over the functioning areas of responsibility of committees that should be attributed to particular constituency groups.

- **Selection of Representatives:** The various constituencies should select their representatives to governance committees.
- **Diverse Representation:** Committee representation should reflect racial, ethnic, and gender diversity.

Procedural Integrity:

- **Openness:** The spirit of shared governance requires both the campus administration and the appropriate governance committee to seek mutually acceptable recommendations for governance. When compromise and concurrence cannot be achieved, it is the responsibility of the administrative officer to make the governance decision. Rationale for the administrative decision will, as legally permissible, be provided from the administrative officers to the involved committee in written form whenever possible. Similarly, a committee response to an administrative request/decision should also be supported with rationale in written form.
- **Notification:** Committees should provide constituencies with opportunities for discussion of policy and procedural issues prior to making final recommendations.
- **Timeliness:** Recommendations and decisions on proposals need to be made in a manner that is timely and appropriate to the issue, yet do not overlook the governance process for the sake of expediency. It may, on occasion, be necessary to use vehicles of collaboration that can be effectively carried out in accelerated periods of time.
- **Oversight:** Assessment and review of shared governance is essential to ensure that shared governance is working as intended.

1.c.2 Shared Governance Oversight Committee

The Shared Governance Oversight Committee (SGOC) manages the shared governance process. It serves as the entry point and the exit point for all shared governance proposals and also serves as the shared governance liaison to the Chancellor. The committee reviews shared governance procedures, insures shared governance committee performance, and responds to possible violations of the shared governance process.

Any committee or constituent that experiences a possible violation of shared governance principles or procedures (but not specific actions, decisions, or recommendations by individual committees in the discharge of their duties) may ask the SGOC to review the issue. The SGOC has 21 calendar days after a direct request is received to make a recommendation in writing to the Chancellor.

The Chancellor shall render a final decision on the recommendation and communicate that decision in writing to the chair of the SGOC with explanation of support, modification, or non-support within 21 calendar days after receipt of the SGOC's recommendation.

The committee also functions as a committee on committees. Retention of existing committees, discontinuation of existing committees, and recommendations for new shared governance committees or changes in membership or representation are reviewed by the committee. This committee is responsible for the annual review of the shared governance process and for a survey, to be conducted every three years, to assess campus community satisfaction with the shared governance process and present recommendations to the Chancellor.

The SGOC oversees shared governance proposals by establishing the type of review (expedited, full, or extended), assigning tracking numbers, and forwarding the proposal to the appropriate shared governance committee. The determination of expedited, full, and extended review will be made by considering the complexity of the issue, the urgency, and the availability of constituency groups during the summer months or periods when the university is closed for business.

Membership consists of the President of Faculty Senate;
President of the Staff Senate; one member of the executive

council who possess tenure in an academic department or college, who is selected by the Chancellor, and who will serve in an ex officio non-voting capacity; the Chair of the Academic Deans Council; a Co-Chair of the Chairs Council; four faculty members appointed by the Faculty Senate serving three year staggered terms, at least three of which shall be tenured and one of which shall be the Chair of the Faculty Handbook Committee; four staff members appointed by the Staff Senate serving three year staggered terms, at least one of which shall be a professional non-faculty person; the President of the Student Government Association; and the President of the Graduate Student Council. Members of the committee may not serve more than six consecutive years without rotating off the committee for at least one year.

Deleted: elected/appointed member of the Executive Council

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The SGOC elects a chair, a vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and the vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least one year. It is required that at least one faculty member and at least one staff member shall be elected officers of the SGOC each year.

In accordance with the guiding principle of shared governance on a university campus that those with the most direct interest in an issue affecting their constituency group should have the most input regarding that issue, the SGOC will defer to the majority view of the members of that group when reviewing or acting on issues primarily affecting that group in the unlikely event there is disagreement among the committee members on how to handle a particular issue.

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I.c.3. *Academic Shared Governance:*

Definition: Academic shared governance committees are the vehicle by which the faculty influences decisions and courses of action in areas of faculty responsibility by being informed of, expressing views on, and making recommendations about academic issues affecting the institution. Academic shared governance committees address those areas of activity central to the interests of the faculty and academic programs of the University. Academic shared governance committees must meet at least two times during the fall and spring semesters and be available during the summer to meet as needed.

Academic Shared Governance Committees:

The Academic Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three year term. Student members will serve one year terms. Academic Shared Governance Committees are as follows:

- Academic Budget Committee
- Academic Calendar Committee
- Academic Hearing Committee
- Education and Technology Committee
- Faculty Achievement Awards Committee
- Faculty Handbook Committee
- Faculty Research Awards Committee
- General Education Committee
- Graduate Council
- Honors Council
- Library Committee
- Sponsored Programs Committee
- University Admissions, Graduation, and Credit Appeals
- Undergraduate Curriculum Committee

Deleted: with a two term limit

Deleted: Members of Academic Shared Governance Committees may not serve more than six consecutive years without rotating off the committee for at least one year.

- Undergraduate Enrollment and Academic Policy Committee
- University Promotion, Retention, and Tenure Committee

I.c.4. *Institutional Shared Governance:*

Definition: Institutional shared governance committees are the vehicle by which the university campus community has the opportunity to participate in shared governance by being informed of, expressing views on, and making recommendations about a wide variety of issues affecting the institution. Institutional shared governance committees address those areas of activity which are of broad interest to the faculty, staff, and students of the University. Institutional shared governance committees must meet at least two times during the fall and spring semesters and be available during the summer to meet as needed.

Institutional Governance Committees:

The Institutional Shared Governance Committees elect a chair, vice-chair, and a secretary at the beginning of each academic year. In the event that any officer is unable to serve in that position, a new election for that position will be held. The chair and vice-chair of the committee may not serve more than two consecutive years in their respective positions without rotating out of the position for at least a year. Unless otherwise noted, all members will serve a staggered three year term with a two term limit. Student members will serve one year terms. Members of Institutional Shared Governance Committees may not serve more than six consecutive years without rotating off the committee for at least one year. Institutional Governance Committees are as follows:

- Buildings, Grounds, and Facilities Committee
- Computers and Technology Committee
- Development, Communication, and Alumni Committee
- Disability Services Committee
- Employee Benefits Committee

- Financial Aid and Scholarship Committee
- Intercollegiate Athletics Committee
- International Students Committee
- Parking and Motor Vehicle Committee
- University Diversity and Affirmative Action Committee

*I.c.5 Academic Governance Committee Purposes and Membership*Academic Budget Committee

The Academic Budget Committee (ABC) provides assistance to the Vice Chancellor for Academic Affairs and Research (VCAAR) on budget development as it relates to the goals and overall planning of the unit. Fiscal strategies are discussed which support the growth and development of units which report to the VCAAR office. Assessment strategies also may be employed to evaluate current operations as they relate to budgetary efficiency and effectiveness.

The ABC will consist of two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; two faculty members appointed by the Faculty Senate; and two students, one undergraduate appointed by the SGA and one graduate student appointed by the GSC. The Vice Chancellor for Academic Affairs and Research and the budget officer in the VCAAR office will serve as ex-officio, nonvoting members. The committee reports to the Vice Chancellor for Academic Affairs and Research.

Academic Calendar Committee

The Academic Calendar Committee is responsible for studying and making recommendations regarding the university academic calendar. The committee provides information on calendars of other universities such as length of semester, start/end of classes.

Membership consists of three undergraduate students appointed annually by the SGA; one graduate student appointed annually by the GSC; four faculty members from different colleges appointed by the Faculty Senate; two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Dean of Regional Programs; one representative from ASU-Beebe appointed by that Chancellor; one representative from ASU-Mountain Home appointed by that Chancellor; one representative from ASU-Newport appointed by that Chancellor, and one representative from each of the following offices: Information and Technology Services, Admissions, Registrar, Vice Chancellor for Academic Affairs and Research, and Vice Chancellor for Student Affairs.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

Academic Hearing Committee

The Academic Hearing Committee hears faculty grievances related to terms or conditions of employment such as promotion, retention, termination, salary, and job assignment. The committee reports to the Chancellor.

Membership is composed of a pool of 21 full-time tenured faculty members selected by the Executive Committee of the Faculty Senate. All colleges will be represented and membership will be diverse with regard to academic discipline, gender, race, and ethnicity. In an effort to maintain objectivity, a faculty member may only serve on one grievance committee at a time. Thus, a faculty member cannot serve simultaneously on the Academic Hearing Committee, a college grievance committee, or a departmental grievance committee.

The chair of the committee must be a tenured faculty member who has recently served on the committee. When a grievance reaches the level of the committee, the chair of the Academic Hearing Committee will notify the Chancellor. The Chancellor will select a subcommittee of seven from the committee to hear each grievance after consultation with the chair of the committee. The Chancellor also will select a Dean, from among the pool of Academic Deans, and a Department Chair, from the pool of all Department Chairs, to serve for each subcommittee after consultation with the chair of the committee. The committee chair will serve as the nonvoting chair for all subcommittees. Each subcommittee will elect one member to serve as secretary to prepare reports of the proceeding for the grievance being heard. The Chancellor will select a replacement from the committee for any member of a subcommittee who recuses or will not be available for the duration of the hearing.

In alleged discrimination cases, three additional tenured professors, serving on the University Diversity and Affirmative Action Committee, will join the University Hearing Committee. The two parties in the grievance shall each choose one member from the University Diversity and Affirmative Action Committee; the two selected members from the University Diversity and Affirmative Action Committee will select a third person from the University Diversity and Affirmative Action Committee. The Office of Human Resource Services will assemble any necessary materials, arrange facilities, and maintain the official written record of the hearing.

The Associate Vice Chancellor for Administration or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on university procedural and policy matters. The Associate Vice Chancellor for Administration will be present for the initial presentation of the grievance to the committee and during any formal hearing. The Associate Vice Chancellor for Administration will not be present during committee

discussions and deliberations unless asked to attend; however, he/she will review the committee's report of findings and its recommendations for technical and/or legal issues prior to submission to the Chair of the Academic Hearing Committee. In discrimination cases, the Affirmative Action Coordinator acts as an advisor in addition to the Associate Vice Chancellor for Administration.

Education and Technology Committee

The purpose of this committee is to address issues concerning technology assisted education including the implementation of courses and/or degrees at distant sites. Membership consists of the Director of the Center for Learning Technology (CLT); four tenured/tenure track faculty members appointed by the Faculty Senate and one department chair selected by the Chairs Council, all having web and/or technology assisted teaching experience to a degree center; two undergraduate students appointed annually by the SGA and one graduate student appointed annually by the GSC who have experience with distance education. The Dean of Regional Programs will serve as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Academic Affairs and Research concerning relevant issues pertaining to distance education.

Faculty Achievement Awards Committee

The Faculty Achievement Awards Committee is responsible for proposing guidelines and procedures and selecting recipients of the faculty awards for teaching, research, and service.

Membership consists of a faculty member from each college, one department chair, one dean, and one community representative. These appointments are made on an annual basis by the Vice Chancellor for Academic Affairs and Research in consultation with colleges. The Student Government Association will appoint one undergraduate student and the Graduate Student Council will appoint one graduate student to serve on this committee each year.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

Faculty Handbook Committee

The Faculty Handbook Committee reviews *Faculty Handbook* issues and recommends proposed changes. The Faculty Handbook can recommend editorial changes without constituent involvement. Editorial changes are changes in punctuation, wording, or grammar that do not affect the content or meaning of the text. Such editorial changes shall be recommended through the Faculty Handbook Committee directly to the VCAAR who shall promptly forward the proposed change with recommendation to the Chancellor who shall submit it to the President and Board for decision and implementation if appropriate. The Faculty Handbook Committee is comprised of nine members appointed by the Faculty Senate. The members will include seven tenured faculty members, a dean and a chair appointed by the Senate in consultation with the respective Councils. Each college will be represented. The committee reports to the Vice Chancellor for Academic Affairs and Research.

Faculty Research Awards Committee

The Faculty Research Awards Committee proposes criteria and procedures for awarding university sponsored research grants, reviews and recommends the awarding of university sponsored research grants, and reviews compensated leave requests and makes recommendations as to which should be awarded. Additionally, the committee reviews applications and selects recipients of the Nathan Deutsch and Eleanor Lane Grants.

Membership consists of one faculty member from each college appointed by the Faculty Senate (appointments should be faculty members knowledgeable about research issues and concerns), and one representative appointed by the Chairs Council. The Associate Vice Chancellor for Research and Technology Transfer will serve as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

General Education Committee

The purpose of the General Education Committee (GEC) is to provide guidance and direction to the VCAAR to improve the quality and relevance of the University's general education curriculum. The GEC considers proposals for modification of the general education curriculum and reviews each course in the general education program once every three-years to determine its acceptability as

a general education course. The GEC will review assessment data on the general education program provided by the Assessment Office and make recommendations to the VCAAR.

Membership on the GEC consists of one faculty representative from each of these Colleges: Agriculture, Business, Communications, Education, Engineering, Fine Arts, Honors, Nursing and Health Professions, and University College. The College of Humanities and Social Sciences will be represented by three faculty representatives (from different departments) and the College of Sciences and Mathematics will be represented by two faculty representatives (from different departments). The Independent Department of Military Science will have one nonvoting, ex-officio faculty representative. The Associate Vice Chancellor for Academic Affairs and Director of Assessment Services will serve as ex-officio, nonvoting members.

The chair, who must be tenured, will serve a three-year term and may not be reappointed to a consecutive three-year term. Members of the committee will be tenured faculty with a minimum of three-years of continuous service prior to serving on the committee. Each college will be responsible for determining the selection of its representative(s).

In those cases where there is an issue affecting a broad area of the general education core that is not represented by the composition of the current committee, a representative from the area not represented must be invited to attend the meeting and be afforded the opportunity to participate in the discussions before action is taken.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

Graduate Council

The Graduate Council provides guidance and direction for the university's graduate programs. The Council considers and recommends graduate curriculum changes and new programs; policies on graduate admission, academic standards, and graduation requirements; policies on graduate faculty status; policies regarding graduate assistants; and policies on graduate stipends and assistantships and their distribution to programs.

Membership on the Graduate Council consists of one tenured graduate faculty member from each college with graduate programs. Colleges with doctoral programs will have an additional faculty representative from the doctoral program(s). Two graduate students appointed by the Graduate Student Council will serve on the committee. The Graduate Dean and the Director of Assessment Services will serve on the Council as ex-officio, nonvoting members.

This council reports to the VCAAR through the Dean of the Graduate School.

Honors Council

The Honors Council develops ideas, evaluates proposals for honors classes submitted by faculty to the respective College Honors Committees, and works closely with the Dean of the Honors College on all major aspects of the program.

Membership consists of the chairs of the College Honors Committees or their elected representative, the Dean of the Honors College or the Dean's designee, and two students recommended by students in the Honors College and appointed by the SGA will serve on the committee.

This council reports to VCAAR through the Dean of the Honors College.

Library Committee

The Library Committee advises the library staff on needs of library users and provides a forum for expression for library users' views in areas of acquisitions and operating policy.

Membership consists of three undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate (one must be a library faculty member); two staff members appointed by the Staff Senate; one representative from Information and Technology Services; one representative from the Arkansas Bioscience Institute; and one representative from the Chairs Council. The Dean of the Library and Information Resources will serve as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

Sponsored Programs Committee

The Sponsored Programs Committee reviews and recommends policy with regard to externally funded grants and contracts.

Membership consists of four faculty members appointed by the Faculty Senate (faculty should be currently active or have a history of externally sponsored research activity); Associate Vice Chancellor of Research and Technology Transfer; Director of the Arkansas Biosciences Institute; Director of Sponsored Programs; and one representative from each of the following offices: Vice Chancellor for Academic Affairs and Research, Vice Chancellor for Finance and Administration, and Vice Chancellor for University Advancement.

The committee reports to the Vice Chancellor for Academic Affairs and Research through the Associate Vice Chancellor of Research and Technology Transfer.

Undergraduate Admission, Graduation, and Academic Credit Appeals Committee

The Undergraduate Admission, Graduation, and Academic Credit Appeals Committee serves as an appeals committee for students contesting decisions of college admissions and credits committees on university requirements such as admission standards, graduation requirements, and academic credit.

Membership consists of the chair of each college admissions and credits committee and three students appointed by the SGA. The Registrar, Assistant to the Chancellor for Diversity Initiatives, Director of Admissions, and a representative from the Office of Student Affairs will serve as ex-officio, nonvoting members.

Recommendations for individual student appeals concerning university requirements for graduation or academic requirements will be forwarded to the office of the Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor for Student Affairs.

Recommendations concerning university requirements for admission will be forwarded to the office of the Vice Chancellor for Student Affairs with a copy to the Vice Chancellor for Academic Affairs and Research.

Undergraduate Curriculum Committee

The primary role of the Undergraduate Curriculum Committee (UCC) is to advise the Vice Chancellor for Academic Affairs and Research about all undergraduate curriculum development within the University. The committee considers individual course proposals, undergraduate bulletin changes, and institutional termination or modification of academic programs.

Membership on the UCC consists of the academic college curriculum committee chair (elected by the college) from the Colleges of Agriculture, Business, Communications, Education, Engineering, Fine Arts, Nursing and Health Professions, Humanities and Social Sciences, and Sciences and Mathematics and one representative appointed annually by the Student Government Association. Nonvoting members will include the Registrar and one representative from Honors College, University College, Regional Programs, Assessment Services, and the Library. Nonvoting members, with the exception of the Registrar, will be expected to participate on subcommittees. The Associate Vice Chancellor of Academic Services will serve as ex-officio, nonvoting chair.

The committee reports to the Vice Chancellor for Academic Affairs and Research.

Undergraduate Enrollment and Academic Policy Committee

The Undergraduate Enrollment and Academic Policy Committee is responsible for studying and recommending undergraduate admission and retention policies and standards to the VCAAR and recommending undergraduate recruitment policies and standards to the VCSA.

Membership consists of three undergraduate students appointed by the Student Government Association; one faculty member from each college; two deans appointed by the Academic Deans Council; two chairs appointed by the Chairs Council; and one representative from each of the following offices: Admissions, Financial Aid and Scholarships, Advising Services, International Programs and Scholar Services, Registrar, Diversity Office, Academic Affairs and Research, and one data resource person from Institutional Research. The Dean of Enrollment Services and Associate Vice Chancellor for Academic Services will serve as ex-officio, nonvoting members.

The committee reports to the Vice Chancellor for Academic Affairs and Research or the Vice Chancellor for Student Affairs as appropriate.

University Promotion, Retention and Tenure Committee

The UPRTC reviews and recommends changes in university policy and procedures on promotion, retention and tenure. This committee reviews all college and department PRT guidelines for consistency and compliance with university policy and approves these documents annually.

The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). The UPRTC reviews all applications for promotion and tenure.

The committee forwards its recommendations to the Vice Chancellor for Academic Affairs and Research.

I.c.6. Institutional Governance Committees:

Buildings, Grounds, and Facilities Committee

The Buildings, Grounds, and Facilities Committee reviews space utilization, facility planning, campus improvements, facility maintenance, and campus appearance. The committee will review any concerns about the aforementioned made by faculty, staff, or students.

Membership consists of the Executive Staff; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed by the Faculty Senate; the chair of the Disability Services Committee; two staff members

appointed by the Staff Senate; one undergraduate student appointed by the SGA; and one graduate student appointed by the GSC.

The committee reports to the Vice Chancellor for Finance and Administration.

Computers/Technology Committee

The Computers/Technology Committee coordinates computer and technology implementation.

Membership consists of two undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate (faculty chosen with computing and instructional technology expertise); the Director of the Center for Learning Technology (CLT); two staff members appointed by the Staff Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; the Chief Information Officer or designee; the Director of the Instructional Video Network; and one representative appointed from each of the following offices: Research and Technology Transfer, Arkansas Biosciences Institute, Academic Affairs and Research, Finance and Administration, and the Library.

The committee reports to the Vice Chancellor for Finance and Administration and the Vice Chancellor for Academic Affairs and Research.

Development, Communications, and Alumni Committee

The Development, Communications, and Alumni Committee advises and makes recommendations on issues concerning fund raising, communications, and alumni relations.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; one faculty member from each college appointed by the Faculty Senate; two staff members appointed by the Staff Senate; two deans appointed by the Academic Deans Council; one chair appointed by the Chairs Council; Assistant to the Chancellor for Diversity Initiatives; Director of Alumni Relations; Director of Development; Director of University Communications; Director of Publications and Creative Services; Director of the Museum; and the Director of the Arkansas Biosciences Institute.

The committee reports to the Vice Chancellor for University Advancement with copies to the Vice Chancellor for Student Affairs and the Vice Chancellor for Academic Affairs and Research.

Disability Services Committee

The Disability Services Committee reviews compliance with legal requirements regarding disabilities; ensures needs are met for students, faculty, and staff with disabilities; and recommends specific solutions for disability-related problems to university programs and offices.

Membership consists of three undergraduate students appointed by the Student Government Association; two graduate students appointed by the Graduate Student Council; four faculty appointed by the Faculty Senate; four staff members appointed by the Staff Senate; Director of Parking; Associate Vice Chancellor for Facilities Management; and Assistant to the Chancellor for Diversity Initiatives. One external representative appointed by the Vice Chancellor for Student Affairs and the Director of Disability Services shall serve as ex-officio, nonvoting members.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Finance and Administration and the Vice Chancellor for Academic Affairs and Research.

Employee Benefits Committee

The Employee Benefits Committee reviews policies for employee benefits and requests for leave funding from the Catastrophic Leave Bank.

Membership consists of four faculty members and two retired faculty members appointed by the Faculty Senate; four staff members (two classified and two non-classified) plus two retired staff members (one classified and one non-classified) appointed by the Staff Senate; a representative from Human Resources; and a representative from the Finance and Administration office.

The committee reports to the Vice Chancellor for Finance and Administration.

Financial Aid and Scholarships Committee

The Financial Aid and Scholarships Committee is responsible for recommending minimum standards for receiving and maintaining financial aid through federal, state, and university financed programs. The committee serves as the selection committee in awarding privately funded scholarships that do not have specified selection committees and hears scholarship and financial aid appeals.

Membership consists of three students appointed by the Student Government Association, (one of whom is a student athlete); one graduate student appointed by the Graduate Student Council; four faculty members appointed by the Faculty Senate; one dean appointed by the Academic Deans Council; one chair appointed by the Chairs Council; two representatives from Financial Aid appointed by the VCSA, (one in the scholarship area); the Assistant to the Chancellor for Diversity Initiatives; and one representative from each of the following offices: Admissions, Research and Academic Affairs, Finance and

Administration, and University Advancement. The Dean of Enrollment Services shall serve as an ex officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs with copies to the Vice Chancellor for Academic Affairs and Research, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for University Advancement.

Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program's compliance with the university, conference, and NCAA regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs; and reviews the athletics budget.

Membership consists of four students appointed by the Student Government Association (one should be a student-athlete); four faculty members appointed by the Faculty Senate; one Faculty Athletic Representative appointed by the Chancellor; one executive staff member appointed by the Chancellor; the Dean of University College; two staff members appointed by the Staff Senate; Student Government Association and Student Activities Board Presidents; and representatives from the following external organizations: Alumni Association, Indian Club, Letterman's Club, and the Jonesboro Regional Chamber of Commerce ASU Committee. The Director of Intercollegiate Athletics and the Senior Women's Athletic Administrator serve as ex-officio, nonvoting members. The Chancellor appoints a chair at the beginning of each academic year.

The committee reports to the Chancellor.

International Students and Scholars Committee

The International Students and Scholars Committee addresses concerns that arise for international students, scholars, and visiting faculty.

Committee members should have some experience with or specific interest in non-U.S. cultures/students. Membership consists of the Vice Chancellor for Academic Affairs and Research, four international students two of whom shall be undergraduate students appointed by the Student Government Association and two of whom shall be graduate students appointed on an annual basis by the Graduate Student Council in consultation with the International Student Association and the Office of International Programs; five faculty members appointed by the Faculty Senate; two staff members appointed by the Staff Senate (one classified and one non-classified); Director of Admissions; Director of Student Health; Registrar; the Dean of the Graduate School; and the Director of the Office of International Programs. The Associate Dean for Enrollment

Management, the Director of International Programs, and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The Vice Chancellor for Academic Affairs and Research or the Chancellor's designee shall serve as chair of the committee.

This committee reports to the Chancellor.

Parking and Motor Vehicle Committee

The Parking and Motor Vehicle Committee reports on parking and regulations for operating a motor vehicle on campus and serves as an appeal body for anyone wishing to appeal a citation.

Membership consists of three students appointed by the Student Government Association; three faculty members appointed by the Faculty Senate; three staff members appointed by the Staff Senate; and a representative from Disability Services. The Director of Parking Services serves as an ex-officio, nonvoting member.

The committee reports to the Vice Chancellor for Student Affairs.

University Diversity and Affirmative Action Committee

The University Diversity and Affirmative Action Committee reviews university affirmative action programs and serves as a source of committee members for hearings involving alleged discrimination.

Membership consists of four students appointed by the Student Government Association; one graduate student appointed by the Graduate Student Council; five faculty members appointed by the Faculty Senate; and five staff members appointed by the Staff Senate. The Assistant to the Chancellor for Diversity Initiatives and the Affirmative Action Officer serve as ex officio, nonvoting members.

The committee reports to the Chancellor.

1.c.7. Shared Governance Proposal Review Process

Shared Governance Oversight Committee Proposal Routing

Shared Governance Process	Date Received	Date Forwarded	Type of Review (extended, full or expedited)	Action
SGOC Chairperson/SGOC			5,3,or 2 days	Establish type of review and forward to SGC
SGC Chairperson/SGC			5,3,or 2 days	Forward to Constituency Groups
Constituency Chair/Constituency Groups			21, 14, or 7 days	Forward comments to SGC
SGC			21, 14, or 7 days	Prepare final draft for voting and forward to SGOC or recommend to SGOC the proposal be withdrawn
SGOC			5,3,or 2 days	Return to Constituency Groups for Up/Down vote
Constituency Groups			21 days	Vote and notify SGOC of vote
SGOC			5,3,or 2	Tally vote

			days	results from Constituency Groups and make final <u>report to</u> Chancellor
Chancellor			10 days	Inform Campus Community of support and forward to President as appropriate or if unsupported, inform Campus Community of rationale for decision

Deleted: recommendation

I.d. Other Faculty Committees:

I.d.1. Federal Regulatory Committees under the Office of Academic Affairs and Research

Institutional Review Board for the Protection of Human Subjects in Research

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) is responsible for reviewing research projects involving human subjects for compliance with federal guidelines, reviewing and approving grant proposals involving human subjects, and providing faculty information on human research policies and guidelines. The IRB is delegated final authority regarding what research is subject to review and whether that research is in compliance with federal guidelines. Policy decisions are forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of one community representative, a representative from the Office of Research and Technology Transfer, and nine faculty representatives

appointed to staggered three-year terms by the Vice Chancellor for Academic Affairs and Research. *Note: Guidelines require some faculty familiar with human subject research, some faculty members familiar with the social/psychological dimensions of research, and at least one faculty member from a non-scientific area. The Vice Chancellor for Academic Affairs and Research must make appointments consistent with guidelines.* The committee elects a chair at the beginning of each year.

Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight of all non-agricultural animals used in research and teaching; ensures compliance with the rules of appropriate regulatory agencies on the care and use of laboratory animals; reviews animal care portions of projects to determine if the appropriate animal model and number of animals have been chosen, and if personnel are properly trained and knowledgeable in the proper use of anesthesia, analgesia, and euthanasia; conducts semi-annual inspections of the animal housing facilities and reviews animal care and use to ensure humane care, use, and treatment of animals; prepares reports noting all deficiencies found during inspection and submits reports to the Associate Vice Chancellor for Research and Technology Transfer; and reviews and investigates complaints involving the use and care of animals.

Membership consists of five faculty members appointed for staggered three-year terms, four of whom are familiar with laboratory animal research; one faculty member from outside the sciences; a veterinarian (practicing professional), and at least one community representative who is not affiliated with Arkansas State University. Appointments are made by the Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

Agricultural Animal Care and Use Committee

The Agricultural Animal Care and Use Committee is responsible for maintaining oversight of the humane care and treatment of agricultural animals used in research, ensuring the university's compliance with any public health service policy on humane care and use of agricultural animals, and following guidelines laid out in *A Guide for Care and Use of Agricultural Animals in Agricultural Research and Training* and by the National Institutes of Health. Policy recommendations should be forwarded to the Associate Vice Chancellor for Research and Technology Transfer.

Membership consists of three faculty members appointed to staggered three-year terms, two of whom should have animal science experience in research; one faculty member from outside the College of Agriculture; one livestock producer (not employed by the University); and a veterinarian (practicing professional). Appointments are made by the Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year.

Institutional Biosafety Committee

The purpose of the IBC is to ensure adequate containment of potentially hazardous biological agents, to review and monitor potentially hazardous experiments, to inform the public about experimental plans that have a potential to be hazardous and to provide a means of communication among researchers and healthcare providers about potentially hazardous protocols.

Membership consists of no fewer than five members who have experience and expertise in recombinant DNA technology, the capability to assess the safety of recombinant DNA research, and to identify any potential risk to public health or the environment. At least two members who represent the interest of the surrounding community with respect to health and protection of the environment that are not affiliated with the institution will be on the committee. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles and one scientist with expertise in animal containment principles and one member of the University technical staff familiar with potentially hazardous biological agents. The Director of Environmental Health shall serve as an ex officio, nonvoting member of the committee. Members are appointed to staggered three-year terms by the Vice Chancellor for Academic Affairs and Research. The committee elects a chair at the beginning of each year. The IBC reports to the Associate Vice Chancellor for Research and Technology Transfer.

1.d.2. Committees Under the Chancellor

Honorary Doctorate Committee

The purpose of the Honorary Doctorate Committee is to review prospective candidates for the degree and to make recommendations to the Chancellor regarding award of the degree.

Membership consists of the Dean of the Graduate School, the Dean of the Honors College, one administrative representative appointed by the Chancellor and four full professors serving one year terms with no restrictions regarding reappointments; two will be appointed by the Chancellor; one by the VCAAR, and one by the Faculty Senate. The committee elects a chair at the beginning of each academic year and makes recommendations to the Chancellor. The Chancellor may forward this recommendation to the President and Board of Trustees. Honorary Doctorates are awarded only with approval of the Board of Trustees.

University Planning Committee

The purposes of the University Planning Committee are to hear and consider information from the President, Chancellor, and budget officers regarding

university fiscal issues; to offer to the Chancellor discussion and responses to this information reflecting the views of various university constituencies; to hear reports from budget managers regarding operation of budget units and to consider expenditure reports, as requested by the Chancellor; and to advise the Chancellor and budget officers on matters pertaining to the Chancellor's responsibility to present the university budget to the President and the Board of Trustees.

Membership consists of the Chancellor, VCAAR, Associate VCAAR, VCFA, VCUA , VCSA, President of the Faculty Senate, President of the Staff Senate, Director of Institutional Research, Associate Vice Chancellor for Finance and Administration, Associate Vice Chancellor for Facilities Management, Director of Intercollegiate Athletics, Budget Director as ex-officio member, President of the SGA, President of GSC, Chair of the Academic Deans Council, Chair of the Chairs Council.

I.d.3. Committees Under The Office of University Advancement

Honors Awards Committee

The Honors Awards Committee selects the recipient of the Wilson Award, the University's highest student honor. The committee also selects the recipients of the Distinguished Service Awards which are granted each year to graduating seniors who have demonstrated outstanding qualities of leadership and citizenship. The Honors Awards Committee reports to the Vice Chancellor for University Advancement. Committee meetings are scheduled by the Coordinator of Special Events.

The committee is composed of 12 members, one of whom serves as a nonvoting chair. Members will serve staggered two year terms. Three faculty members will be appointed by the Faculty Senate; three staff members will be appointed by the Staff Senate only two of whom will be from Student Affairs. Other members are the SGA President Pro Tem; Black Student Association President; and the Interfraternity Council President or National Pan-Hellenic Council President, depending on their graduation date. In the event one of the above student representatives is unable to serve, the Arkansas State Pan-Hellenic Council President or GSC representative may be asked to serve; three Wilson Fellows selected by the leadership of the Wilson Fellows and former Wilson Award winners.

Lecture-Concert Committee

The Lecture-Concert Committee selects speakers and performers to appear in Lecture-Concert events during the academic year. The committee will notify the Office for University Advancement of their selections so that the necessary arrangements can be made and contracts issued. Recommendations should be forwarded to the Vice Chancellor for University Advancement and the Vice Chancellor for Academic Affairs and Research.

Membership consists of two undergraduate students appointed annually by the Student Government Association; one graduate student appointed annually by the Graduate Student Council; the President of the Student Activities Board; four faculty members appointed by the Faculty Senate to staggered two-year terms; two staff members appointed to staggered two-year terms by the Staff Senate (one classified and one non-classified); the Dean of the Honors College; Director of Student Involvement from Student Affairs; the Assistant to the Chancellor for Diversity Initiatives; and one representative from University Advancement. The committee elects a chair at the beginning of each academic year.

I.d.4. Committees Under the Office of Student Affairs

Student Disciplinary Committee

The Student Disciplinary Committee hears cases of alleged violations of regulations, which are referred to the committee by the Office of Student Affairs, and makes judgments as to the validity of the charges, rendering sanctions as appropriate. Judgments and recommendations will be forwarded to the Vice Chancellor for Student Affairs.

Membership consists of four students appointed annually by the Student Government Association; four faculty members appointed to staggered two-year terms by the Faculty Senate; four staff members appointed to staggered two-year terms by the Staff Senate (two classified and two non-classified); and a representative from Student Affairs who serves as secretary. The Assistant Dean of Students and the Assistant to the Chancellor for Diversity Initiatives will serve as ex-officio, nonvoting members. The committee elects a chair at the beginning of each academic year.