

Academic Planning Committee

(See Faculty By-Laws Article V, Section 2.B.1)

The Academic Planning Committee consists of seven faculty members and one student representative, with the Provost as a non-voting *ex-officio* member.

The committee reviews and considers the long-range effect of proposals for new and modified courses and programs. The committee evaluates proposals based on the possible affect on current programs, budgetary considerations, and whether the new programs meet the goals of the College. Consequently the committee meets with the Budget and Curriculum Committees, individuals in Academic Affairs, as well as the program proposers.

Depending on the number of proposals, the committee meets every two to four weeks for an hour and a half to discuss proposals. Prior to meetings, members review the proposals electronically in order to be well acquainted with the material and to keep meetings productive. The committee's reports are due before each Senate agenda deadline.

The workload is considered moderate to heavy. Past members have noted that the number of proposals coming before the committee varies. Consequently members should be prepared for lulls and peaks in workload.

Past members of the committee have noted that the opportunity of working with faculty from different academic disciplines can be rewarding as well as frustrating at times. Members should keep in mind that in evaluating courses, other disciplines have different perspectives and values.

Budget Committee

(See Faculty By-Laws Article V, Section 2.B.2)

The Budget Committee consists of seven faculty members, with the Provost and the College Budget Director as non-voting *ex-officio* members.

The committee reviews the financial impact of additions and changes to curricular programs. In addition to this duty, the committee also reviews each annual College budget. The committee meets with the Academic Planning Committee, the Budget Committee of the Board of Trustees, and representatives of departments seeking changes in curriculum.

The committee meets monthly for one to two hours. Because the committee must review curriculum changes before the proposals can move onto the Senate, deadlines for the committee are tied to Senate agenda deadlines.

The workload for the committee is moderate, though the workload does depend on the number of proposals coming before the committee.

Past members of the committee have noted that it is an interesting committee without a large workload.

Committee on the By-Laws and the Faculty/Administration Manual
(See Faculty By-Laws Article V, Section 2.B.3)

The Committee on the By-Laws and the Faculty/Administration Manual (FAM) consists of three faculty members, with the Speaker of the Faculty, the Faculty Secretary, the Provost (or the Provost's designee), and the Vice President for Legal Affairs as *ex-officio* members.

The committee continually reviews the Faculty By-Laws and the FAM in order to propose changes for improvement, which are recommended to the administration and Faculty Senate. The committee meets with members of the Provost's Office, Legal Affairs, and faculty committees that propose changes.

The committee typically meets every two to four weeks for an hour and a half to discuss proposals. Outside of meetings, committee members review incoming proposals in advance. Members also review the two documents individually, outside of meetings in order to find areas of improvement. Deadlines for this committee are Senate agenda deadlines.

The workload for this committee is generally moderate. Because members review the proposals before hand, they are more prepared and organized for the meetings.

Past members of the committee have suggested that committee members familiarize themselves with the By-Laws and the FAM and think of ways to improve faculty governance rather than wait for proposals to come to the committee. Members should be detail oriented individuals.

Committee on Nominations and Elections
(See Faculty By-Laws Article V, Section 3.B.1)

The Committee on Nominations and Elections consists of seven faculty members, who have completed at least three years of service at the College.

The committee facilitates nominations and elections for committees and Senate positions by providing slates of candidates for committees to the Senate and faculty and conducting elections. The committee also fills committee vacancies either by nomination or appointment. The committee meets with individuals in the Provost's Office and committee chairs.

The bulk of work of the committee takes place in the spring, but the committee may also meet in the fall if faculty members withdraw from committees at the start of the term. The committee has several deadlines throughout the spring to present lists of candidates for faculty governance offices and committees. By February 1, the committee must present a slate of candidates for the offices of Speaker of the Faculty, Faculty Secretary, and At-Large Senators. By March 15, the committee must present a slate of candidates for standing College committees, and at least 15 days prior to the April Senate meeting, the committee must present a slate of candidates for standing Senate committees.

The workload for this committee is moderate.

Members of this committee play a vital role in the faculty governance structure as their decisions effect the productivity of the faculty governance system.

Committee on Graduate Education, Continuing Education and Special Programs
(See Faculty By-Laws Article V, Section 3.B.2)

The Committee on Graduate Education, Continuing Education and Special Programs consists of five faculty members, at least one of whom is also a member of the Graduate faculty. In addition the Dean of the Graduate School is a non-voting *ex-officio* member, and the Registrar is an *ex-officio* member.

The committee reviews proposed additions and changes to existing graduate programs, continuing education, and special programs. The committee also considers proposals for permission to cross-list graduate and undergraduate courses. The committee interacts with the dean and staff of the graduate school, the Graduate Council, the Curriculum Committee, the Registrar's Office, and faculty or program directors with proposals.

The committee meets once a month for two hours. As the committee often has to review multiple proposals per meeting, it is necessary that members thoroughly review proposals in advance. The committee must meet deadlines for the Faculty Senate agenda in order to present proposals. The committee must also follow the deadlines for making changes to the College Catalogue.

The workload for this committee is generally light to moderate; however, the workload for the committee chair is significantly more. The committee chair is responsible for setting the committee meetings as well as meeting with multiple other groups, which greatly expands the number of meetings the chair is required to attend.

Past members of the committee have noted that the committee work is very rewarding and interesting as members have a role in graduate education at the college. New members should familiarize themselves with the graduate school website, the forms used (see <http://gradschool.cofc.edu/facultystaff/curriculumforms/index.php>), and the Graduate Program Governance Guidelines.

Faculty Welfare Committee

(See Faculty By-Laws Article V, Section 3.B.3)

The Faculty Welfare Committee consists of eight faculty members.

The committee reviews faculty concerns and complaints about College policies related to faculty welfare, ensures College decisions are made with consideration of faculty welfare, and proposes policies and procedures that effect faculty and staff. In addition to these guidelines the committee can also be tasked with specific areas to investigate. The 2010-2011 committee was tasked with evaluating the ratio of faculty to administration. Consequently the committee meets with the members of the Provost's office and President's office as well as individual faculty and staff who have concerns.

The committee meets monthly and in cases when immediate attention is required. There are no deadlines for this committee, except when time sensitive issues arise.

The workload for this committee is relatively light. However, the workload can vary depending on the number of proposals brought before the committee and the initiative of the committee members themselves.

Past members of the committee have advised that members set a strong agenda early in the year. Also members should review and familiarize themselves with the tenure and promotion guidelines.

Committee on the Library

(See Faculty By-Laws Article V, Section 3.B.4)

The Committee on the Library consists of seven faculty members with the Dean of Libraries as a non-voting *ex-officio* member.

The committee receives and forwards input from faculty and schools on recommendations and suggestions related to the library. The committee meets with library personnel to discuss possible improvements to the services and capabilities of the library.

The committee meets once per semester and whenever special concerns arise. The only deadline for the committee is its annual review of the library's budget.

The workload is light as the committee meets twice a year.

Past members have noted the benefits of serving on the committee as members learn about the many services and technologies provided by the library.

Committee on Student Affairs and Athletics
(See Faculty By-Laws Article V, Section 3.B.5)

The Committee on Student Affairs and Athletics consists of five faculty members, one non-resident student, one male resident student, and one female resident student, with the Senior Vice President for Student Affairs, the Executive Athletic Director, and the faculty athletic representative as non-voting *ex-officio* members.

The committee reviews applicants for “Who’s Who,” the Alexander Chambliss Connelley Award (ACC), and the College service award. The committee also reviews student petitions and the committee reviews policies relating to athletics and academics. The committee meets with the Student Affairs Committee of the Student Government Association and members of the Athletics department.

The committee meets when called by the chair. Committee members typically handle most of the business through email. Deadlines for the committee include the deadline for the “Who’s Who” deadline in November and the ACC Award in April.

The workload for this committee is light. Most of the work is handled through email, outside of formal meetings.

Past members of the committee have noted the benefits of being on the committee. It allows members to learn about students, and it is rewarding because the committee helps students by deciding honors for them.

Committee on Academic Standards, Admissions and Financial Aid
(See Faculty By-Laws Article V, Section 3.B.6)

The Committee on Academic Standards, Admissions and Financial Aid consists of seven faculty members and one student.

The committee reviews student petitions for late withdrawal from courses. In addition to this the committee also reviews and recommends changes to academic policy and procedures. Due to the nature of the committee it meets with the Curriculum Committee as well as others in Academic Affairs and Undergraduate Studies.

Most of the committee's work is conducted electronically, meeting at least twice a semester to handle more difficult cases and policy requests. Before each meeting the members are notified about the agenda so that members are able to discuss and vote in an informed way. There are few deadlines; however, the committee strives to respond to student petitions in a timely manner.

Depending on the number of petitions coming before the committee, the workload is moderate. Most of the work is conducted outside of meetings as members carefully review the petitions.

Past members of the committee have recommended that new members familiarize themselves with the rules and regulations for late withdrawal. In addition to these, members should be aware of precedents set by past committees in order to maintain consistency in committee decisions.

Advisory Committee on Tenure, Promotion and Third-Year Review
(See Faculty By-Laws Article V, Section 3.B.7)

The Advisory Committee on Tenure, Promotion and Third-Year Review consists of five tenured faculty members, with the Provost as a non-voting *ex-officio* member.

The committee reviews candidates for tenure, promotion and third-year review from across the college. Upon reviewing the submission packets, the committee informs the President of its recommendation in writing. The committee meets regularly with the Provost or Associate Provost.

Once or twice during the fall semester the committee meets to review the tenure and promotion process, making recommendations to the Faculty Senate for improvement in the process or criteria. In addition to these meetings, the committee begins reviewing packets in December, meeting twice a week in January and February for discussion. The committee's recommendations are submitted to the President by the end of February.

Preparation for the meetings is important as members need to have reviewed the packets in advance. Past members have recommended spending between two to three hours on each packet, depending on the quality of the packets. Consequently the workload is very heavy; however, members have noted that it is rewarding in personal growth as well as being constructive for colleagues and the College.

Past members of the committee have recommended that members be serious and unbiased when reviewing the packets as they should be aware and open to the different standards among departments. Members have also noted that though the committee is time demanding, it is time well spent.

Curriculum Committee

(See Faculty By-Laws Article V, Section 3.B.8)

The Curriculum Committee consists of nine faculty members and one student representative, with the Provost as a non-voting *ex-officio* member and the Registrar as an *ex-officio* member.

The committee reviews and considers additions, modifications, and removals of undergraduate programs, majors, minors, and individual courses. The committee meets with members of departments requesting changes. The committee's decisions, which are also reviewed by the Academic Planning and Budget committees, move forward to the Faculty Senate. The committee also advises Academic Affairs, the Provost, and the Registrar on questions of interpretation.

Committee members review proposals electronically before meeting once a month to question departmental representatives about the changes and then vote on the proposal. Usually the meetings are two hours long. Because successful proposals continue to the Senate, the deadlines for approval are two weeks before Senate agenda deadlines.

Naturally, the workload depends on the number of proposals; however, past members consider it to be moderate to heavy. Because the members review the proposals electronically before hand, they are more prepared and organized for the monthly meetings. In addition to the regular member duties, the chair of the committee coordinates the proposal process and presents the committee's decision to the Senate.

Past members have mentioned the need to develop procedural manuals in order to streamline the proposal submission and review process. One manual would be for those submitting proposals, while another would be for the members to follow in reviewing proposals.

Faculty Advisory Committee to the President
(See Faculty By-Laws Article V, Section 3.B.9)

The Faculty Advisory Committee to the President consists of eleven faculty members, at least three of whom are tenured.

The committee communicates ideas and concerns of the faculty and schools to the President, while also receiving feedback. The committee meets once a month as a committee to generate agenda ideas. As agenda items develop, committee members discuss them through email correspondence and schedule meetings with the President. The chair of the committee meets with the President a week in advance to prepare the President for the topics of discussion and arrange for relevant guests to address particular points.

The meeting schedule with the President is decided early in the semester in coordination with the President's Office. Past members have noted the difficulty in scheduling around so many individuals; so it is understood that not all members may be able to attend every meeting. Deadlines for the committee are before each monthly committee meeting.

The workload for the committee is light to moderate. However, the chair of the committee has significantly more work as the chair is responsible for meeting with the President in order to brief him on agenda items in addition to the regularly scheduled meetings.

Past members of the committee have noted that the most important thing is for members to be vocal with their concerns and opinions. The opportunity to voice concerns to the President is both rewarding and productive. For the committee chair, an important function is to ensure that all members have an opportunity to speak.

Faculty Grievance Committee

(See Faculty By-Laws Article V, Section 3.B.10)

The Faculty Grievance Committee consists of five faculty members, three of whom are tenured and all having served at the College for at least three years.

The committee reviews, mediates, and - if unresolved - refers faculty grievances to the appropriate department. The committee meets with faculty members who have informed the chair of the committee in writing of the nature of the grievance.

The committee has no set meeting schedule, meeting only when grievances are brought before it.

Depending on the number of cases, the workload is relatively light. However, when cases arise, members should thoroughly prepare and review before meetings.

Participation in the committee can be rewarding as it creates the opportunity for faculty to both assist and mediate faculty grievances before a third party is brought in.

Faculty Hearing Committee

(See Faculty By-Laws Article V, Section 3.B.11)

The Faculty Hearing Committee consists of five tenured faculty members, at least two of whom hold the rank of Professor.

The committee hears cases brought by faculty, about whom the College has formally made allegations that could lead to dismissal or contract termination. In addition to this the committee hears cases involving alleged discrimination, alleged violation of academic freedom, and alleged violation of due process, as well as elections appeals.

The committee meets when cases are brought before it; however, these usually occur in the spring semester, after tenure and promotion deliberations have ended.

The workload for this committee varies; however, it is important to note that when cases are brought before the committee the workload increases greatly for a short period of time. The nature of the cases brought before the committee requires that cases be heard and reviewed within a tight timeframe.

Past members of the committee have noted the important role of this committee in the faculty governance structure, as it is an opportunity for faculty to have serious grievances heard by a panel of peers.

Faculty Research and Development Committee
(See Faculty By-Laws Article V, Section 3.B.12)

The Faculty Research and Development Committee consists of nine faculty members, with the Provost (or the Provost's designee) as a non-voting *ex-officio* member.

The committee supports and encourages faculty research by reviewing faculty proposals and awarding grants to support faculty research and development at the College. The committee advises the Provost on issues relating to faculty research and development, including: policies and procedures, faculty research awards, and proposals for College support in faculty research. The committee meets with representatives from the Graduate School and others in the Provost's Office.

The committee meets four times a year to discuss proposals. Most of the work is handled individually outside of meetings. Deadlines for the committee include the deadlines for each of the three rounds of grant proposals and for the Faculty Research Award at the end of the year.

The workload is moderate, though it does vary depending on the number of proposals.

Members of this committee benefit from the opportunity to learn more about other disciplines and areas of research. Through the diversity of proposals, members gain expertise in evaluating proposals and learn how to prepare stronger proposals themselves.

Honors College Committee

(See Faculty By-Laws Article V, Section 3.B.13)

The Honors College Committee consists of five faculty members, three of whom teach in the Honors College, and one student representative, with the Dean of the Honors College (or the Dean's designee) as a non-voting *ex-officio* member.

The committee reviews and decides on student applications for the Honors College. The committee also recruits students for the William Aiken Fellows and reviews proposals for courses in the Honors College curriculum. The committee handles most of its business itself, meeting rarely with other groups.

Depending on the number of proposals and applications, the committee meets every three to four weeks. Most of the work is done outside of the meetings as members review applications electronically. The committee strives to notify students of the decision in a timely manner and to meet deadlines for reviewing course proposals.

The workload for the committee is moderate to heavy as members review large numbers of student applications from November to March.

Past members of the committee recommend that members should not have a heavy teaching load in the Spring semester if they are serving on this committee.

Committee on Assessment of Institutional Effectiveness

(See Faculty By-Laws Article V, Section 3.B.14)

The Committee on Assessment of Institutional Effectiveness consists of nine faculty members, with the Provost (or the Provost's designee) and the Senior Vice President for Institutional Research and Planning as non-voting *ex-officio* members.

The committee reviews policies related to institutional effectiveness on an ad hoc basis. For example, last year the committee reviewed the effectiveness of online course evaluations while this year the committee has been surveying academic departments to see what is being done regarding assessment. The committee meets with the Associate Provost and with the Director of Assessment (though at this time none has been hired).

The committee meets once a month. The nature of the committee's work means deadlines are typically self-imposed and related to the current issue under review.

The workload for this committee is light, though it varies depending on the committee's assignment.

Past members of the committee have noted the difficulty in scheduling meeting times at which all the members can attend. However, members have also noted the important role this committee has in providing leadership to the campus in regards to institutional effectiveness.

Committee on Post Tenure Review

(See Faculty By-laws Article V, Section 3.B.15)

The Committee on Post Tenure Review consists of five tenured faculty members.

The committee serves as an advisory board to the Provost by reviewing post-tenure review packets submitted for a superior rating. In rare cases the committee also reviews cases in which a faculty member has been given a rating of unsatisfactory by their department chair or dean. The committee meets to discuss and deliberate the evidence, and ultimately notifies the Provost in writing of the committee's results. In addition to reviewing individual cases, the committee also makes recommendations for clarification or revision of existing policy. The committee interacts with the Associate Provost and others in Academic Affairs.

Packets under review are turned in during the Fall Semester so the committee meets when needed during the fall. However, once packets have been turned in, the committee meets on a weekly basis from January to February for one to two hours. Deadlines for the reports due to the Provost's office vary by year; however, the deadline is usually by the end of February.

Depending on the number of cases the workload varies from moderate to heavy. For example, the 2009-2010 school year had 2 cases while the 2010-2011 school year had 11 cases. Also, the deadline requires that the work be done in two months.

Past members of the committee recommend that new members anticipate a heavy workload for the first two months of the Spring Semester. However, members have also mentioned the benefits of serving on the committee as it affords the opportunity to learn about teaching, research, and service in other disciplines.

Educational Technology Committee

(See Faculty By-Laws Article V, Section 3.B.16)

The Educational Technology Committee consists of seven faculty members and one student, with the Provost (or the Provost's designee), the Chief Information Officer (or the CIO's designee), and the Director of Teaching, Learning and Technology as non-voting *ex-officio* members.

The committee receives input from faculty on educational technology at the College posted on the faculty listerv, which it then considers and plans. For example the 2010-2011 committee discussed the new College Banner System and the departmental web pages. The committee meets with members from Information Technology as well as Marketing and Communications.

The committee meets once a month for one to two hours to discuss new and current areas of development. The committee has no set deadlines.

The workload is relatively light.

Past members of the committee have noted the usefulness of educational technology in enhancing education. By serving on this committee, faculty members learn more about the technology available and the ways it can improve courses.

Faculty Compensation Committee

(See Faculty By-Laws Article V, Section 3.B.17)

The Faculty Compensation Committee consists of seven faculty members, with the Provost (or the Provost's designee) as a non-voting *ex-officio* member.

The committee reviews and recommends changes to College policies concerning faculty compensation. In the past this committee has reviewed the process by which faculty are given salary adjustments, issues of fairness in salary, and compensation methods at other institutions. The committee meets with individuals in the Provost's Office.

The committee meets once a month, meeting more often in the spring than in the fall. The deadline for this committee is to report to the Provost's Office by the end of the term.

The workload is considered light to moderate.

Advisory Committee on First-Year Experience
(See Faculty By-Laws Article V, Section 3.B.18)

The Advisory Committee on First-Year Experience consists of seven faculty members, at least three of whom teach in the First-Year Experience program, and one student representative, with the Associate Vice President for the Academic Experience (or other administrator designated by the Provost), the Assistant Vice President for New Student Programs (or other administrator designated by the Provost), the Dean of Students, and the Director of the First-Year Experience program as non-voting *ex-officio* members.

The committee advises the Director of the First-Year Experience Program by approving courses proposals for the program and reviewing and developing policies to enhance the program. The committee meets with individuals in the Provost's Office, Registrar's Office, Admissions, and New Student Programs.

The committee meets twice a month in the Fall semester when reviewing course and program proposals. After proposals have been reviewed the committee meets once a month or every other month. The deadline for the committee is to submit the committee's decisions on course proposals, which is typically in mid-October.

The workload for this committee is moderate. The workload is heavier in the fall as the deadline for course proposals is mid-October.

Past committee members have noted that the committee is rewarding for faculty interested in shaping the experience of first-year students.

Committee on General Education

(See Faculty By-laws Article V, Section 3.B.19)

The Committee on General Education consists of seven faculty members and one student representative, with the Associate Vice President for the Academic Experience (or other administrator designated by the Provost) and the Director of Assessment (or other administrator designated by the Provost) as non-voting *ex-officio* members.

The committee reviews and evaluates general education course submissions. These courses include new courses and existing courses seeking general education status. The committee also reviews current general education requirements. Currently the committee reviews requests based on general education competencies and the course distribution list. In addition to this, the committee also communicates the importance of general education to both faculty and students. Along with these duties, the committee meets with the Registrar's Office, the Faculty Senate, the Curriculum Committee, department chairs, and course proposers to discuss proposals and general education guidelines.

Meeting every other week for an hour and a half, the committee reviews and discusses proposals that have been sent in advance. The major deadlines for this committee are Senate meetings at which the vetted course proposals are presented. In addition to this the committee also has to meet deadlines for the Undergraduate Catalogue and advising.

Though the workload is not considered difficult, it is steady, ranging from moderate to heavy. Past members prefer dividing into subgroups in order to distribute the workload.

Past members of the committee recommend that new members review the minutes from previous Senate meetings related to general education, especially the general education reform debates in 2008. Past members have also stressed that members need to be available for regular meetings.