



---

# SOUTHEASTERN

---

L O U I S I A N A U N I V E R S I T Y

## University Councils & Committees

### University Councils

#### **Academic Affairs Council**

The primary function of the Academic Affairs Council is to address policy development pertaining to curricula and degree requirements, as well as the total instructional program of the University. As an advisory council to the Provost and a forum for communication, the Council recommends standards, policies, and procedures for student admission, retention, and graduation, and for faculty recruitment, evaluation, promotion, tenure, and termination.

#### **Council for Teacher Education**

The Council for Teacher Education affects teacher education curricula that may originate both within and outside of the College of Education. The Council for Teacher Education includes members from all academic areas of the University offering teacher education programs. The Dean of the College of Education appoints the Council for Teacher Education and serves as an ex-officio member.

#### **Graduate Council**

The Graduate Council is a policy-recommending body consisting of the graduate coordinator of each graduate program and two graduate student representatives. The Director of Graduate Studies chairs the Council. This Council reports to the Provost.

#### **University Curriculum Council**

As an advisory council to the Provost, the Council reviews all proposals for undergraduate and graduate course and curriculum revisions and new academic programs. Council membership includes the faculty members chairing each of the college curriculum committees, the Chair of the Graduate Council, a Department Head representative and a student. Non-voting, ex officio members include representatives from Enrollment Services and a staff member who serves as a secretary.

## **University Planning Council**

The University Planning Council is a broadly representative group which serves as the major advisory body to the President on matters relating to planning. The council includes administrators and professional staff (serving by virtue of their positions within the University), faculty, and representatives from the Faculty Senate, the Council of Department Heads, and the Student Government Association. The Faculty Senate representatives are elected by the Faculty Senate and the President appoints all other members. The specific responsibilities of the Council are to review and make recommendations to the President on revisions to Southeastern's mission statement; to participate in the development and review of institutional goals and objectives and in the identification of institutional strengths and weaknesses; to develop procedures and schedules for major planning efforts; to coordinate planning processes by reducing duplication of effort and by providing a forum to discuss cross-impacts and planning problems; to direct the preparation of the University Strategic Plan for review by the President and by the University community; to conduct open hearings on the University Strategic Plan to receive comments from the University community and make appropriate revisions based on these hearings and on suggestions from the President; and to review and submit comments at the President's request on ad hoc issues and plans.

## **Standing Committees of the Faculty**

### **Standing Committees of the Faculty Reporting to the President**

Each spring semester, the Provost polls the faculty to determine on which faculty committee(s) each faculty member would like to serve. Upon receipt of the completed survey, the Provost and the President of the Faculty Senate confer to appoint faculty members to serve on standing committees of the faculty, with the normal length of service being two academic years.

#### **Athletics Committee**

The Committee serves to enhance communication and collaboration among the athletic department, the academic faculty and the administration. The Committee is responsible for advising and making recommendations to the President and the Director of Athletics, primarily on academic athletic matters. The Committee also advises and makes recommendations to the President and Director of Athletics on other matters related to intercollegiate athletics, particularly those that may impact student athletes' recruitment, success and integration into the university community, as well as other matters which may be brought to the Committee by the President or the Director of Athletics.

In keeping with the procedures for appointments to other standing university committees, the Provost will confer with the President of the Faculty Senate regarding identification of faculty who have an interest in serving on the Committee. Nominations for membership are subject to approval by the President. Members generally serve for three academic years.

The Committee membership will be broad based, and may include faculty, administrators, the Athletics Compliance Officer, students, alumni and boosters, with a majority of Committee members being current faculty. The President appoints the Chair of the Committee from the members who hold faculty rank. The Chair is responsible for scheduling and conducting meetings, preparing agendas and maintaining appropriate records of Committee business. The Faculty Athletics Representative serves as an "ex officio" member of the Committee.

### **Role of the Faculty Athletics Representative**

The FAR serves as a liaison between the Athletics Committee and the Athletics Department to the President of the University, particularly in matters related to academic welfare and wellbeing of student athletes. The FAR also represents the University and Athletics Department in meetings with the Southland Conference and NCAA as appropriate.

In addition to other responsibilities as assigned by the President, the FAR serves as a member of the group that ensures eligibility of student athletes, including conformity with the Student Athlete Eligibility Certification Roles and Procedures. The FAR also validates and signs prospect matriculation letters, as well as waivers, violations, and rules interpretation requests. In conjunction with the Athletics Committee, the FAR approves missed class time reports. The FAR also may chair hearings for appeals involving matters for student athletes as necessary based on NCAA rules.

## **Standing Committees of the Faculty Reporting to the Provost and Vice President for Academic Affairs**

### **Commencement Committee**

The Commencement Committee's objectives are to present dignified, orderly, and impressive graduation exercises and to attract as many parents, students, and patrons of the University as possible. It recommends a budget for all expenses incidental to graduation, the program, and stage decorations for the exercises.

### **Honors Committee**

The Honors Committee establishes standards for the Honors Program. The Committee also makes recommendations regarding policies and curricula for the Honors Program.

### **Library Committee**

The Library Committee facilitates a three-way communication among students, faculty, and library staff regarding the library and its operations, use, and needs. It serves as an advisory board to the library director, assists the staff in reviewing the library's general policies and services for needed changes and/or additions, and acts as a support/focus group for the library when needed. Through the Library Director, recommendations are made to the Provost as appropriate.

## **Standing Committees of the Faculty Reporting to the Vice President for Student Affairs**

### **Student Conduct Hearing Board**

The Student Conduct Hearing Board is a committee of students and faculty and/or staff members who hear discipline cases. This hearing board is authorized to determine whether a student and/or student organization has violated the Student Code of Conduct and to recommend the imposition of sanctions. The Board consists of at least two but no more than four members and a chairperson (who votes only in the case of a tie). The Student Conduct Hearing Board reports to the Vice President for Student Affairs.

### **Traffic and Parking Committee**

The Traffic and Parking Committee reports to the Vice President for Student Affairs. It promotes consistency in enforcement for University parking and traffic regulations, insures guidelines for

equitable resolution of conflict exist, reviews the campus map and parking regulations to ensure accuracy and proper distribution, and assesses the adequacy of parking fines and fees.

## **Standing Committees Elected by the Faculty**

### **Faculty Grievance Committee**

The Faculty Grievance Committee hears the grievances filed by faculty in accordance with the [Procedure for Resolving Faculty Complaints](#). The composition of the Committee is described in the [Faculty Senate Constitution and Bylaws](#).

### **University Tenure and Promotion Committee**

The membership and role of the University Tenure and Promotion Committee are delineated in the [University Tenure and Promotion Guidelines](#). The [Faculty Senate Constitution and Bylaws](#) contains the rules by which the Senate conducts the election for the staggered membership.

## **Standing Committees Appointed by the President, Provost, and Vice Presidents**

### **Reporting to the President**

#### **Employee Wellness Committee**

The Employee Wellness Committee serves to promote and facilitate resources to improve the wellness of the university community. Additionally, the Committee makes recommendations to the President on matters related to the overall progress and quality of a comprehensive employee wellness program that addresses all aspects of wellness, including: social, vocational, intellectual, environmental, spiritual, emotional, financial, and physical. The Committee membership will include up to eight faculty members and four staff members who will serve two-year terms.

#### **Technology Advisory Committee**

The Technology Advisory Committee reports to the President. This committee and its four subcommittees (distance education, website policy, administrative systems and security, and computer information technology use) create master plans and recommendations in line with the University strategic plan and the anticipation of resources. These plans and recommendations go to the budget hearing committee if resources are needed. Policy-related recommendations go to the President who then works with the committee to have it reviewed by the appropriate bodies or persons.

## **Reporting to the Provost and Vice President for Academic Affairs**

#### **General Education Assessment (A Subcommittee of Institutional Effectiveness Committee)**

The subcommittee recommends means for assessing General Education competencies and is responsible for documenting and reporting the extent to which students have attained the General Education competencies.

### **Institutional Effectiveness Committee**

The Institutional Effectiveness Committee is a standing committee appointed by the Provost of the University. The Committee is composed of faculty and staff representatives. The charge of the Committee is to develop, review, and recommend policies and procedures for institutional effectiveness.

### **Institutional Review Board (IRB)**

The Institutional Review Board (IRB) assess and evaluates the ethical, safety, and legal ramifications of research projects in accordance with federal and state statutes and University policies.

### **Instructional Animal Care and Use Committee (IACUC)**

The IACUC reviews all vertebrate animal protocols for research, teaching, and housing in University animal facilities; conducts biannual evaluations of the University's animal program(s) and facilities; and provides resources for the training of vertebrate animal users, all in accordance with national and local laws and guidelines for vertebrate animal care and use.

### **Instructional Technology Committee**

This Committee considers and recommends policies involving various aspects of technology for instructional purposes including but not limited to Distance Education.

### **Intellectual Property Committee**

As put forth in Southeastern's [Intellectual Property Policy](#), the Intellectual Property Committee devises, subject to approval by the proper authorities, institutional intellectual property policies, and advises the Provost on the implementation of those policies, and the status and conduct of the University's technology transfer efforts, serves as advocate to the University's personnel for the institution's technology transfer efforts, recommends to the Provost the equitable distribution of income from the development and marketing of those intellectual property rights in which the University has a vested interest, and serves as the University's Intellectual Property Advocate.

### **Policy Publication Committee**

The Policy Publication Committee ensures all approved policies are published in the appropriate location on the University Web pages.

### **University Academic Assessment Subcommittee (A Subcommittee of Institutional Effectiveness Committee)**

The University Academic Affairs Subcommittee evaluates all academic assessment plans and reports. This Subcommittee recommends improvements in the assessment process and informally assists units in planning and conducting assessments by sharing ideas and procedures.

### **University Calendar Committee**

The University Calendar committee proposes the academic calendar, which is placed in the General Catalogue and on the University's Web site. This calendar is developed for University-wide purposes, taking into consideration the University of Louisiana System Academic Programs Board Rule indicating that "for each semester hour of credit, a traditional lecture or laboratory course shall strive to meet a minimum of 750 minutes" as well as factors which impact students, faculty, and staff. The proposed calendar is forwarded for review by the Provost prior to consideration by and approval of the President and his/her academic staff.

### **University Support Services Assessment Subcommittee (A Subcommittee of Institutional Effectiveness Committee)**

The University Support Services Assessment Subcommittee evaluates support services assessment plans and reports of those non-degree granting units that play a substantial role in furthering the mission of the University. This Subcommittee recommends improvements in the assessment process and informally assists units in planning and conducting assessments by sharing ideas and procedures.

## **Reporting to the Vice President for Administration and Finance**

### **Employee Advisory Committee**

The Employee Advisory Committee assists in making studies of and recommending changes in general policies and procedures affecting the Employee Benefits Program.

### **Radiation Safety Committee**

The Radiation Safety Committee reviews proposals dealing with radioisotope research by faculty consistent with Louisiana Department of Environmental Quality and Environmental Protection Agency regulations.

## **Reporting to the Provost and Vice President for Academic Affairs and Vice President for Administration and Finance**

### **Committee on Laboratory Fees and Other Academic Support**

The Committee on Laboratory Fees and Other Academic Support reviews and recommends for approval all new and current lab fees assessed to any academic course.

### **Ad Hoc Committees and Task Forces**

In addition to the standing committees and councils, other committees may be appointed by the President, Provost, or Senate President to perform specific roles for a limited period of time.

### **College and Department Committees**

Faculty are encouraged to serve on and to chair standing and ad hoc committees within their departments and colleges. Active participation in the governance system at all levels is for carrying out the University's mission.