

## VII. COMMITTEES

In addition to the Executive Committee, the Faculty Senate will establish from its own membership the following committees: an Electoral Committee, to oversee elections of the Faculty Senate; an Academic Affairs Committee, to review and make recommendations on matters of curricula and programs; and a Faculty Affairs Committee, to review and make recommendations on faculty issues. The Graduate Council will report to Faculty Senate and make recommendations on graduate curricula, excluding those of the School of Law.

The Executive Committee of the Faculty Senate, in its capacity as Committee on Committees, will be empowered to create, as deemed necessary, ad-hoc committees, and to oversee faculty representation on faculty committees.

### A. Faculty Senate Committees

Committees established by the Faculty Senate from its own membership. Each Committee selects its own chairperson.

#### -----1. Electoral Committee

The Committee will oversee elections of the Faculty Senate. The Electoral Committee will oversee elections of at-large members to the Faculty Senate and will maintain oversight of the electoral units' mechanisms of voting for the Faculty Senate. In addition, the Committee will be responsible for any necessary modifications of designated voting units to reflect changing faculty numbers. Faculty representatives on this Committee must be members of the Faculty Senate.

#### -----2. Academic Affairs Committee

The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (majors, degrees, certificates and emphasis/concentration areas) or major revisions (those that fall into categories 3-5 below) proposed by any Major Academic unit of the University; (2) new undergraduate academic programs or major revisions (those that fall into categories 3-4 below) to such programs that originate from units other than Major Academic Units (e.g., Interdisciplinary, Leadership, Honors program, etc.); (3) policies that redefine standing university criteria (e.g., minimum number of hours to graduate 119 vs. 120 hour degree, 6 hour vs. 12 hour minor, General Education criteria); and (4) academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new university funding). (5) Changes that directly affect other units (e.g., deleting/adding correlated courses) at the undergraduate level will be reviewed by the Academic Affairs Committee as action or informational items. The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this Committee must be members of the Faculty Senate.

The following items should be channeled through the ACADEMIC UNIT's faculty governance process and would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty and the Washburn Board of Regents) unless at least one of the five criteria is also present:

A. Changes to the minor

- B. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- C. Deleting unused course numbers
- D. Changes to certificates
- E. Changing prerequisites
- F. Number of credits in the major (within the University established minimum/maximum levels)
- G. Changing the advising process
- H. List of potential electives within the unit for a major

The Academic Affairs Committee shall consist of two (2) Faculty Senate members from each Major Academic Unit other than the School of Law, and a Senate representative of University Library. Each member will be elected to a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. Decisions of the Academic Affairs Committee require the affirmative vote of six of the nine members; six members shall constitute a quorum to conduct business. The Provost & Vice President of Academic Affairs or his/her designee will serve as an ex-officio, non-voting member. If possible, all faculty members of the Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or University Library has only one senator, the Faculty Senate President may ask the relevant unit(s) to elect a non-senator to the Academic Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee that will be senators is 2/3.

#### -----3. Faculty Affairs Committee

The Faculty Affairs Committee is charged with promoting the general welfare of faculty members. While the scope of the committee is general in nature, the more prominent interests are:

- a. Teaching loads and extracurricular duties
- b. Retirement, tenure, and sabbatical leaves
- c. Faculty grievances
- d. Dismissal criteria
- e. Salary and faculty benefits
- f. The academic sabbatical program

Membership of the committee consists of one Faculty Senate member from each Division within the College of Arts and Sciences, one from the School of Business, one from the School of Law, one from the School of Nursing, one from the School of Applied Studies, and one member from the University libraries, each elected for a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. If possible, all faculty members of the Faculty Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or University Library has only one senator, the Faculty Senate President may request the relevant unit(s) elect a non-senator to the Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Faculty Affairs Committee that will be senators is 2/3.

### B. Faculty Committees

Committee membership consists of faculty elected by the academic units. Students or staff might also be added to these committees at the discretion of the Faculty Senate. At least one faculty representative on each faculty committee must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary. The Faculty Senate has the right to receive, review, remand, approve, or disapprove recommendations from these committees. Changes to the charge or membership structure of these committees will be

made by action of the Faculty Senate. Faculty Committees will report their membership and their action to the Faculty Senate on a regular basis. Each Faculty Committee shall elect a chair from among its own members. Faculty Committees include, but are not limited to:

#### -----1. *Research Committee*

##### a. Purpose and Function

The purpose of this Committee is to allocate funds for the support of scholarly activities of the full-time faculty of Washburn University. In this capacity the Committee will review requests for funds to cover all reasonable expenses associated with scholarly activities.

- 1) Scholarly activity refers to original research that results in the advancement of the arts, humanities, sciences, social sciences, or professions.
- 2) Reasonable expenses may include the following types of items: reassigned time, travel, equipment, materials, supplies, services, and a variety of publication costs including the purchase of reprints.
- 3) The Committee will not review requests for the support of graduate course work or dissertation research, for the development of new courses or course materials, or for expenses augmenting Sweet Sabbatical funds.

An application for funds should be submitted to the chairperson of the Committee. This application should include a short but clear description of the activities and their significance, as well as a detailed account of the financial support requested. In some cases the Committee may request the applicant to be present at the review meeting so that questions may be answered.

##### b. Membership

The Committee will consist of three faculty members actively engaged in research or other scholarly pursuits elected by the College of Arts and Sciences, a faculty member actively engaged in research or other scholarly pursuits elected by the various schools and colleges involved, a member of the University Library faculty, a member of the Treasurer's office and the Provost & Vice President of Academic Affairs.

##### c. Major Research Grants and the Review Committee

(For more details, see Appendix III.) A research fund for more extensive activities has been established to provide support for the research and scholarly activities of the full-time faculty of Washburn University. A Review Committee will be elected by the academic units to review proposals and to recommend to the Research Committee allocations from the research fund. The membership will consist of one representative from each academic unit. The Review Committee will then recommend allocations to the Research Committee.

##### 1) Functions of the Review Committee

- a) The Review Committee will provide application forms to full-time members of the Washburn faculty seeking financial support for their research or scholarly activity. These applications will require a clear description of the purpose, nature, method of evaluation, and significance of the activity to be supported, as well as a detailed account of the expenses to be incurred.
- b) The Review Committee shall act on proposals twice annually: in October and in April. The spring meeting will review projects to commence during the following summer and fall semester, while the fall meeting will be concerned with projects planned for the following spring semester.
- c) The Review Committee will develop and publish criteria for the evaluation of proposals.

- d) The Review Committee will evaluate and rank as to merit all the requests received at each of its meetings.

##### 2) Structure of the Review Committee

- a) The Review Committee shall be composed of five full-time tenured Associate or Full Professors who shall serve staggered two-year terms. The Committee will consist of three faculty members actively engaged in research or other scholarly pursuits, elected by the College of Arts and Sciences, a faculty member actively engaged in research or other scholarly pursuits elected by the various schools and colleges involved.
- b) The Provost & Vice President of Academic Affairs will be an ex-officio member without vote.
- c) The Review Committee will report to the Research Committee.
- d) Members shall be required to recuse themselves from deliberations of any grant they are proposing.

#### -----2. *Interdisciplinary Studies Committee*

The Interdisciplinary Studies Committee serves in the role of an academic department for administering University approved courses in Interdisciplinary studies. The committee is responsible for making recommendations for development and review of interdisciplinary curricula, approving the scheduling of Interdisciplinary Studies courses, formulating academic guidelines for implementation of the Interdisciplinary Studies program, and reporting its actions and recommendations to the Faculty Senate.

Membership consists of the Provost & Vice President of Academic Affairs, one faculty member elected by each Division of the College of Arts and Sciences, and one faculty member each elected by the Schools of Business, Applied Studies, and Nursing, and two students selected by the Washburn Student Government Association.

#### -----3. *Promotion and Tenure Standards Committee* (See Section Three, part I.D. for details)

#### -----4. *Honors Advisory Board*

The purpose of the Honors Advisory Board is to encourage faculty participation in and foster a diversified honors program for Washburn students. Its responsibilities are to advise the Director of Honors in developing policies relating to administration of the honors program, to devise seminars, colloquia and special course sections for honor students, to coordinate efforts of faculty members, department heads and appropriate deans to implement courses, and to approve selection of courses to be offered. The Board reports its recommendations to the Director of University Honors.

Membership includes the Director of University Honors, one University Library faculty member appointed by the Dean of Libraries, one faculty member representing each of the Schools, one faculty member from each division in the College, and three students involved in Honors appointed by the Washburn Student Government Association in consultation with the Honors Advisory Board. Members shall serve a term of two calendar years, beginning in the fall semester, but may be reappointed. Terms shall expire at the beginning of the fall semester of the years indicated below in parentheses and every two years thereafter.

School of Business, CAS - Humanities Division, Social Sciences Division, Mass Media and Kinesiology Division (2025)  
School of Applied Studies, School of Nursing, University Library, CAS - Natural Sciences Division, Creative and Performing Arts Division (2026)

#### -----5. *General Education Committee*

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition

of university student learning outcomes listed in the General Education Statement, to approve courses for general education based on the criteria established by the General Faculty, and to review transfer courses as necessary (e.g., technical course transfers, courses not approved for general education by the transferring institution) to determine whether they meet the spirit and intent of the Washburn University general education criteria.

If a Washburn course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the Provost & Vice President of Academic Affairs and the sponsor. Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the General Education Committee. Any change in the course's targeted university student learning outcome or in its general content or format must be submitted to the General Education Committee for approval.

Decision of the Committee concerning course approval and five-year course review will be reported by the Provost & Vice President of Academic Affairs or his/her designee to the deans. Decisions of the committee concerning course approval and five-year course review may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: the Provost & Vice President of Academic Affairs or his/her designee, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

### **C. Presidential Committees**

Committee members are selected by the President of the University, though the President may choose to consult with the Faculty Senate when selecting faculty members to serve on Presidential Committees. These committees report their actions to the University President.

Presidential Committees do not report to the Faculty Senate. Changes to the charge or membership structure of these committees are made at the discretion of the University President. Presidential Committees include, but are not limited to:

#### **-----1. Athletic Committee**

The Committee serves to advise the President, the Athletic Director and the Faculty on the University's athletic program. Its responsibilities are to assist in the formulation of athletic program policy, to advise the Athletic Director and President on athletic program policy and operation, to recommend athletic program policy, to review the status of the athletic program, and to report to the Faculty Senate on the status of the athletic program.

Membership consists of the Faculty Athletic Representative to the NCAA & MIAA Conferences (Chairperson), the Vice President for Administration and Treasurer, the Director of Alumni Relations, the President of the Alumni Association, two representatives from the Athletic Department, two students selected by the Washburn Student Government Association, and one full-time faculty member appointed by each of the major academic unit heads.

#### **-----2. Honorary Degree Committee**

The Committee shall recommend persons to receive honorary degrees from the University. The Committee will assist in identifying individuals who are worthy of consideration for honorary degrees by virtue of

their community service or professional accomplishments, assemble data in support of nominations, and assist in hosting honorees during commencement weekend activities. The Committee reports its recommendations to the President.

Membership consists of the President, Provost & Vice President of Academic Affairs, one faculty member from each School and the College, and at least one student appointed by the President. The Committee selects its Chairperson.

#### **-----3. Institutional Review Board**

(For more details see Appendix IV) The Institutional Review Board was established by the Board of Regents and is charged with assuring that all research activities conducted under the auspices of Washburn University involving human subjects conform to University policies. The Board reviews all proposals involving human subject research and conducts continuing review appropriate to the degree of risk involved in the research. It reports its findings to the Faculty Research Committee and to the Faculty Senate.

While the IRB is a subcommittee of the Faculty Research Committee, the Board members are appointed by the President. Board members cannot be of the same professional discipline, nor can they all be of the same sex. Membership includes at least one member appointed from each major academic area (the number of members from one academic area may not vary by more than one from any other area), at least one member not associated with the University and at least one member of the student body who is a full-time upper-division or graduate student with a 3.00 grade average or better. The President and Provost & Vice President of Academic Affairs serve as ex officio members. The Board selects its own Chairperson.

#### **-----4. University Facilities Planning Committee**

The University Facilities Planning Committee functions to ensure that the physical development of the entire campus proceeds in accordance with and in response to University goals, educational objectives and policies, and within the financial capabilities of the institution.

The University Facilities Planning Committee is responsible for receiving educational program objectives, translating objectives into a campus facilities plan, reviewing specific building plans received from the individual building committees, evaluating building and other physical facility proposals and alternatives, preparing planning conclusions and recommendations, modifying and revising the campus facilities plan, recommending building and physical facilities proposals to the President and the Board of Regents, and reporting action and recommendations to the President.

The President establishes the committee and appoints its members. The committee is composed of the Executive Director of Planning, Vice President for Administration, Provost & Vice President of Academic Affairs, Director of Physical Plant, and President of the Washburn Alumni Association and Foundation. The Executive Director of Strategic Analysis, Research & Reporting, and Staff Architect serve as support. The Vice President for Administration serves as chairperson.

#### **-----5. Institutional Animal Care and Use Committee**

(For more details see Appendix V) Washburn University has established an Institutional Animal Care and Use Committee which shall evaluate the care, treatment, housing and use of animals and certify compliance of applicable federal laws, regulations and policies.

#### **i. Committee Membership**

The President shall appoint five (5) persons to serve on the Institutional Animal Care and Use Committee (Committee). Four of the members shall be faculty, three of whom have experience working with vertebrate animals and one who is not affiliated in any way with the research involving animals other than as a member of the committee. One member shall be a Doctor of Veterinary Medicine.

ii. Term of Membership

The Term of membership on such committee shall be three (3) years; provided, however, the initial appointment of members to the Committee shall have two members appointed to a three year term, one for a two year term and one for a one year term.

iii. Committee Chair

The Committee shall elect its chair from among the members; provided, however, the Veterinarian is not eligible to serve as Chair.

iv. Committee Duties

The Committee shall:

1. Review, at least once every six months, the research facility's program for the humane care and use of animals using the Guide for the Care and Use of Laboratory Animals (Guide) as a basis for evaluation.
2. Inspect, at least once every six months, all of the University's animal facilities using the Guide as a basis for the evaluation.
3. Prepare reports of the Committee evaluations and submit the reports to the Institutional Official. Such reports must contain a description of the nature and extent of adherence to the Guide and Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy ) and state reasons for each departure. The report must distinguish significant deficiencies from minor deficiencies and must contain a reasonable and specific plan and schedule for correcting each deficiency. The reports must be made available to the Office of Laboratory Animal Welfare on request.
4. Review concerns involving the care and use of animals at the University.
5. Make recommendations to the Institutional Official regarding any aspect of the animal program, facilities or personnel training.
6. Review and approve, require modifications in, or withhold approval of components of proposed activities related to the care and use of animals.
7. Review and approve, require modifications in, or withhold approval of proposed significant changes regarding the use of animals in ongoing activities.
8. Be authorized to suspend an activity involving animals if it determines with the description provided by the investigator and approved by the IACUC or such activity is not in accordance with the applicable provisions of the Guide or the PHS Policy. The Institutional Official, in consultation with the Committee, shall review the reasons for the suspension, take appropriate corrective action and report that action with a full explanation to the appropriate agency.
9. Prepare the annual report to be submitted by the Institutional Official to the Animal and Plant Health Inspection Service (APHIS) required by federal regulations, 9 CFR 2.36 and, for projects funded in whole or in part by the Public Health Service, the Office of Laboratory Animal Welfare (OLAW).

v. Institutional Official

The President is the Institutional Official having the authority to sign the Institution's Assurance and making a commitment on behalf of the University the requirements of the PHS Policy will be met.

vi. Committee Meetings and Protocol

The Committee shall adopt a meeting schedule, procedures and protocols to conduct its duties in compliance with applicable laws, regulations and policies.

**D. Advisory Committees**

Committees will typically include at least one member of the Faculty Senate. Advisory Committees will report their actions by minutes both to the Secretary of the Faculty Senate and to the appropriate administrative official (parenthetically noted).

Changes to the charge or membership structure of these committees would be made by the President of the University in consultation with the Faculty Senate. Advisory Committees include, but are not limited to:

**-----1. Assessment Committee (Office of Academic Affairs/VPSL)**

The Assessment Committee is charged with coordinating all aspects of the University's assessment efforts, including the implementation and evaluation of the University's assessment plan, and development, implementation and evaluation of the assessment of General Education. Primary responsibility for assessment within their respective areas lies with the departments, major academic units, and the General Education Committee.

Members include one faculty member each from the Schools of Business, Nursing, and Law; two faculty members from the School of Applied Studies; one faculty member from each of the five divisions of the College of Arts and Sciences; one representative from Washburn Institute of Technology; the Associate Dean of University Libraries and Student Success or designee; one Student Life staff member; and the president of the Washburn Student Government Association or designee as voting members; and the faculty assessment coordinator; the Provost & Vice President of Academic Affairs; the Director of the Center for Teaching Excellence and Learning; and the Director of Strategic Analysis and Reporting or their designees as non-voting ex-officio members.

Faculty members are elected by their academic units for staggered three-year terms with a limit of two consecutive terms (six years). This term limit can be waived by majority vote of the constituent unit. The Student Success and Student Life staff members are appointed by the Provost & Vice President of Academic Affairs in consultation with the Dean of University Libraries and the Vice President for Student Life respectively. Because this committee is critical to the continued accreditation of the University, strong commitment by committee members is required. Should a member fail to uphold the required responsibilities to the committee, the Provost & Vice President of Academic Affairs may request a new member be elected by the constituency.

The committee will be chaired by the faculty assessment coordinator. Minutes shall be kept of all meetings and submitted to the secretary of the Faculty Senate for circulation to the Faculty Senate and through the Faculty Senate circulation list.

**-----2. The Board of Student Media (Office of Academic Affairs/VPSL)**

The purpose of the Board of Student Media shall be to set general policies for student media (as outlined in the board's Constitution), to enforce the "Policy for Student Media of Washburn University," and to encourage effective student publications at Washburn University.

The board reports to the Faculty Senate. The Faculty Senate member of the Board will represent the board at Faculty Senate.

The board shall be responsible for safeguarding the editorial freedoms of student publications as outlined in the "Policy for Student Media of Washburn University," for selecting the best qualified applicants for

the positions of Review Editor, Yearbook Editor, Business Manager and Ad Manager; for interviewing and hiring a production adviser; and for reviewing and accepting into record an annual budget submitted by the Business Manager of the two publications at the first fall meeting of the board.

Membership of the board shall consist of three members of the faculty of Washburn University, one community representative (preferably with a journalistic background) and three students in good standing at the University. There must not be more than one faculty member from any one academic department, nor shall student members be either elected members of WSGA, be serving as an executive officer of that organization, or be on staff of student publications. The advisers, editors, business manager, and advertising manager of the Yearbook and Review are ex officio members.

a. Faculty. Two faculty members of this board will be appointed by the Provost & Vice President of Academic Affairs in consultation with the chair of the Department of Mass Media. A third member will be appointed by the Faculty Senate. All faculty members shall serve a term of two academic years, beginning in the fall semester, but may be reappointed. Should the Provost & Vice President of Academic Affairs not appoint faculty members by September 15 of each year, members of the Board may appoint faculty to fill those positions.

b. The community member of this board will be appointed by the Provost & Vice President of Academic Affairs in consultation with the chair of the Department of Mass Media.

c. Students. The three students will be appointed by the Provost & Vice President of Academic Affairs, in consultation with the chair of the Department of Mass Media. At the beginning of each fall semester, the WSGA office and the Board of Student Media will advertise the positions and take applications on an all-campus basis. No more than two students will have the same major. All student members shall serve a one-year term, but may be reappointed.

d. The chair of the board is elected by the members of the board.

e. Student editors and student managers will serve as non-voting members.

f. The Director of Student Media will serve as a non-voting member.

#### **-----3. University Financial Aid Committee (VPSEMSS)**

The purpose of the University Financial Aid Committee is to assure that the Institutional Financial Aid funds are awarded in the most effective manner to the greatest number of qualified applicants, to carry out the mission of the University and to further enhance recruitment and retention.

The Committee is charged with the responsibility to act in an advisory capacity to the Financial Aid Department in matters of student financial aid awards, including scholarships, grants, loans and work-study programs, governmental financial assistance programs or other forms of student financial assistance. The Director of Financial Aid is responsible for implementing policies and coordinating and performing all work necessary to make such awards to students. The Director of Financial Aid shall make reports and recommendations to the committee that the Director deems necessary and prepare reports requested by the committee.

Membership of this Committee will consist of individuals who deal directly with the recruitment and retention process. These individuals

should have financial aid knowledge and how it can implement and enhance recruitment and retention. The membership shall consist of the Vice President of Strategic Enrollment Management & Student Success, the Director of Financial Aid, the Director of Admissions, the Provost & Vice President of Academic Affairs (or Designee), the Vice President for Administration and Treasurer (or Designee), one faculty representative from each Major Academic Unit appointed by the respective unit heads, a representative from the Athletic Department, Associate Vice President for Student Life (or Designee), a representative from the Music Department, a student representative appointed by the Washburn Student Government Association.

A subset of this committee consisting of the Vice President for Administration and Treasurer (or Designee), the Director of Admissions, and two faculty representatives serves as the Financial Aid Appeals Committee as required. This sub-committee is charged with the responsibility to meet and discuss any scholarship/financial aid appeals which may be presented and to resolve those appeals.

#### **-----4. International Education Committee (Director of International Programs)**

To promote international education at Washburn, including study abroad and exchange of scholars, the International Education Committee shall promote and facilitate study abroad for Washburn Students, recommend financial aid for study abroad, serve as campus Fulbright committee, recruit international students, ensure University compliance with INS requirements and regulations, promote and organize extracurricular international programming on campus and in the Topeka-Shawnee County area, and maintain an active working relationship with the International Center of Topeka, Inc.

The Committee shall be composed of the Director and the Assistant Director of International Programs, and members representing other areas of the University who shall be recommended by the director and, upon approval, appointed by the Provost & Vice President of Academic Affairs.

#### **-----5. Student Success Committee (Office of Academic Affairs/VPSEL/VPSEMSS)**

The Student Success Committee is charged with examining the curricular and co-curricular programs, services, and resources aimed to foster holistic development and student success, including but not limited to retention and graduation rates. This is accomplished by reviewing past and current initiatives, analyzing data, and recommending future actions. The Committee is composed of one faculty member from each of the divisions of the College; one faculty member each from the Schools of Business, Nursing and Applied Studies; three students selected by the Washburn Student Government Association; the Vice President for Strategic Enrollment Management & Student Success; the Assistant Dean of Student Success and Retention; a representative from each of the following areas: Assessment Committee, International Education, and Washburn Tech; the Director of Admissions; the Director of Financial Aid; the Dean of the University Libraries; the Director of Strategic Analysis and Reporting; the Director of Residential Living; the Director of Student Activities and Greek Life; the Director of Multicultural Affairs; the Director of Learning in the Community (LinC); the Director of diversity and Inclusion; the Vice President for Student Life; and the Provost & Vice President of Academic Affairs. The Provost & Vice President of Academic Affairs will serve as Chairperson.

#### **-----6. Committee on Undergraduate Probation and Reinstatement (Office of Academic Affairs/VPSEL)**

This Committee is charged with the responsibility of reviewing policy and establishing minimum standards of the University regarding undergraduate academic grade requirements and scholastic deficiency. The Committee will act upon individual requests for reinstatement and continued probation. The Committee is composed of one faculty member from each of the divisions of the College, one faculty member each from the Schools of Business, Nursing and Applied Studies, three students selected by the Washburn Student Government Association, the Registrar (or designee), the Associate Provost for Academic Affairs (or designee), the Director of Financial Aid (or designee), the Director of Counseling Services, the Assistant Dean of Student Success and Retention, and the Associate Vice President for Student Life. The Associate Provost for Academic Affairs (or designee) serves as Chairperson.

**-----7. Library Committee (Dean of University Libraries)**

The Committee makes recommendations and gives advice to the Director of the University Library on matters of library management and planning. Committee members provide liaison between the Library and the various departments and schools (excluding the Law School), and advise the Library in its collection development efforts. The Committee reports to the Faculty Senate.

The Committee selects its chairperson and is composed of the Dean of the University Library, one additional Library faculty member selected by the dean, three students selected by the Washburn Student Government Association, and one faculty member elected by each School, excluding the Law School, and one faculty member from each department in the College and in the School of Applied Studies.

**-----8. Technology Steering Committee (Office of Academic Affairs/VPAT)**

**a. Purpose and Function**

The Technology Steering Committee formulates medium and long-range University planning in all aspects of technology, including such areas as on-line education, cable TV, teleconferencing, computers, telephone systems, and other electronic systems. The Committee also considers and establishes policies for technology equipment and uses.

**b. Membership**

Provost & Vice President of Academic Affairs, VPAT, VP Student Life, Executive Director of Enrollment Management, Special Assistant to the President, 4 Faculty Members (two designated by Provost & Vice President of Academic Affairs, one designated by the Faculty IT Advisory Committee, and one designated by the Faculty Senate), Dean of Libraries and Student Success, President Washburn University Foundation, Chief Information Officer.

**c. Functions of the Technology Steering Committee**

- Develop, review, and approve policies affecting technology use on campus,
- Provide oversight and guidance for the function of Information Technology Services,
- Allocate technology capital funding

**-----9. University Program Review Committee (Office of Academic Affairs/VPAT/VPSEL)**

**a. Purpose and Function**

This committee serves in an advisory capacity to the sub-units that are being reviewed, the area Vice Presidents and the President.

**b. Membership**

Provost & Vice President of Academic Affairs, VPSEL, and VPAT (Tri-Chairs–non-voting members); nine (9) tenured faculty: one (1) elected by each school and one (1) elected from each division of the college; three (3) students elected or appointed by the Washburn Student Government Association (at least one must be a non-traditional student); three (3) Washburn employees: one (1) librarian chosen by the Library staff, one (1) from Student Life, one (1) from Business Area.

**c. Functions of the University Program Review Committee**

The Program Review process is intended to improve the quality of the academic, administrative, and student life programs offered at Washburn University. It is also intended to provide an organized opportunity for faculty to reflect on educational practices and review the role of their department/unit in the context of the University. Program Review offers the opportunity to reflect on department/unit and institutional priorities and encourages programs to consider how they support the strategic direction of the University. The primary goals are: 1) To enhance the quality of programs by assessing program strengths and challenges; 2) To align program needs and campus priorities with the planning and budgeting process; 3) To assure that department/unit priorities are consistent with the University's mission and strategic directions.

Program review and assessment information, after review by the appropriate Dean or unit head, is submitted to the Program Review committee via the Provost & Vice President of Academic Affairs' office. Department/program information is made available to the committee members for their review during the semester prior to the scheduled review.

The Program Review committee will meet with the department/program chair/unit head to discuss the executive summary, documentation and other relevant matters. Based on this meeting, the committee will prepare a report to be sent back to the department/program chair and unit head. Another meeting is then scheduled with the department/program chair and the appropriate Vice President to discuss the committee's response and plans for the recommendations or unit actions.

**---10. Faculty Handbook Committee (Office of Academic Affairs)**

The Faculty Handbook Committee shall be a standing advisory committee with the purpose of 1) reviewing the Faculty Handbook in a logical and timely fashion, 2) considering suggestions made for modifications to the handbook, 3) evaluating new policy recommendations prior to implementation, 4) creating new policies/procedures in response to developments in the legal environment, 5) reviewing policies for possible elimination of practices/rules/guidelines if inconsistent with the current higher education environment, and 6) recommending any of the revisions, modifications or amendments to the handbook through the shared governance process to the President.

The committee is charged with reviewing at least one portion of the handbook every semester to identify and determine necessary changes/modifications needed, if any. Additionally, the committee should address any pertinent changes in a timely manner.

The core membership will include 5 faculty members, one from each of the major academic units appointed by their respective Dean; 2 senate representatives (appointed by faculty senate, normally in the senator's first term); one library representative (dean or dean's designee); 5 academic deans/designee; University Counsel (ex-officio and non-voting); and Provost & Vice President of Academic Affairs/designee (ex-officio and voting if tie-breaker is needed). Designated faculty members from the five major academic units will serve three-year terms and are limited to two successive terms. The Provost & Vice President of Academic Affairs

or Office of Academic Affairs designee will serve as chairperson. Other administrators and faculty will be invited to participate in meetings when subsets within sections require additional input.

All policy or substantive changes recommended by the committee will proceed to the Faculty Senate President who will make the determination whether the agenda item should be reviewed and acted upon by the Academic Affairs Committee, the Faculty Affairs Committee, or Graduate Council prior to sending it to the Faculty Senate. Should the Faculty Affairs Committee generate a faculty handbook idea and develop the agenda item, this item will then be submitted to the Faculty Handbook Committee for review and recommendation to the Faculty Senate. Other faculty/administrators can offer ideas/agenda items to the Faculty Handbook committee. This committee will complete the research, and develop an agenda item to be forwarded to Faculty Senate for the governance process as stated above.

This committee will be granted the authority to ensure the Faculty Handbook has consistent titles, formatting, dates, and language throughout. Such editorial changes are not considered substantive and as such will move forward as information items to the Faculty Senate.

**---11. Academic/Sweet Sabbaticals Committee (Office of Academic Affairs)**

The academic and sweet sabbaticals committee shall review and recommend the awarding of both to the Provost & Vice President of Academic Affairs and the President. The committee shall be composed of one member from each major academic unit and from each division within the College of Arts and Sciences, chosen by those units. Appointees must be tenured faculty. The term of service is two years on a staggered basis.

**E. Committees Reporting Directly to the Board of Regents**

**-----1. Faculty Appeals Committee**

The Faculty Appeals Committee shall consist of five (5) faculty appointed by the Faculty Senate. No one shall be appointed who is a member of the academic department of which the appellant is a member. The member of the Committee senior in tenure shall serve as Chairperson. The functions and authority of the Appeals Committee are outlined in the Bylaws of the University, Article V, Section 9