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RELATION OF THE FACULTY MEMBER TO ACADEMIC GOVERNANCE

Faculty committees facilitate the orderly functioning of the institution by employing the many talents of the faculty, students, and administration working together. There are two general types--the elected standing committees which deal with areas which require recurrent study or action and appointed standing committees which are appointed through administrative channels for specific institutional tasks or research or to develop special projects.

Membership on elected committees is achieved through election by the entire faculty, and representation of each of the schools is assured. The normal tenure is one academic year except in the Faculty Senate, Curriculum Committee, Faculty Salary, Benefits and Awards Committee, Faculty Welfare Committee, and Graduate Council where longer, staggered positions are provided.

Many of the major committees have student representation, a procedure which the University considers valuable not only because of the formal opportunity to obtain student views, but also because of the values that these assignments may have for the type of students selected for these responsibilities.

Each elected standing committee shall meet at least once per semester. The President of the Faculty Senate will assure that the committees meet and that a chairperson and secretary are elected from the faculty serving on the committee.

Chairpersons and secretaries of all standing committees are responsible for keeping minutes of each meeting. After each meeting, copies of the minutes *from elected standing committees are to be sent to *the President of the Faculty Senate who will in turn distribute copies to the appropriate administrative officers and others as directed by the Faculty Senate. Appointed standing committees will distribute copies of their minutes to the appropriate administrative officer and to the President of the Faculty Senate.

In the fall of 1989 the Faculty Senate adopted Roberts' Rules of Order as a method of disciplinary action against a committee member, subject to review by the Senate. Additionally, the Senate approved the following statements as an addendum to Roberts' Rules of Order for dismissal of a committee member and to serve as guidelines for the review process:

Removal of a committee member is an extreme measure. The process denies a school or, in the case of appointed members, an administrator, representation on the committee taking such action. If a committee votes to remove a member, the decision will be considered a recommendation for action. Under such circumstances the Faculty Senate, as the committee on committees, will review pertinent data and consider if two conditions have been met: due process was followed and the action had merit. If the Senate concurs via a two-thirds (2/3) majority of the full Senate, a special election for that specific committee member's position will be called. In the case of an appointed member, the appropriate administrator will be asked to appoint a new member.

ELECTED STANDING COMMITTEES

Faculty Senate (Committee on Committees)

**Membership:* Seventeen faculty members—five elected by the School of Liberal and Fine Arts, one elected by the School of Business, two elected by the School of Education, three by the School of Physical and Life Sciences, three by the School of Systems Science, one elected by the School of Community Education, and one appointed by the President of the University and one by the Vice President for Academic Affairs. For a full description of membership and terms of office, please refer to “The Constitution of the Faculty Senate” section of this document.

Function: Serve as a committee on committees and shall act for the faculty in all curricular matters other than those involving changes in general academic policies, and for the faculty or the administration on matters referred to it for action; serve as an advisory body to the faculty on matters involving academic policies and to the administration or the faculty, as appropriate, on any other matter of general concern to the University.

Admissions, Academic Standards, and Student Honors Committee

Membership: Six elected faculty members (at least one from each school), Registrar, Director of Admissions, and two students selected by the Student Government Association.

Function: Recommend policy concerning the admission and retention of students, including standards for probation, suspension, and re-admission of students whose academic performance falls below the required level; recommend policy concerning advanced placement and award of academic honors; study and propose methods for improvement of instruction.

Athletics Committee

Membership: Three faculty members elected at large, two faculty members and the Gulf South Conference representative appointed by the President, and two students selected by the Student Government Association.

Function: Promote and foster the athletics interests of Arkansas Tech University in a manner that is consistent with the educational standards of the institution, help provide additional oversight of the institution’s intercollegiate athletics program, and serve as an advisory body for the faculty on matters concerning the intercollegiate athletics program.

****Convocations and Programs Committee (Inactive as of 7/1/06)**

Membership: One faculty member elected from each school, faculty advisor of Student Government Association, president of Student Government Association, and four students selected by the Student Government Association.

Function: Make recommendations concerning all University commencements, convocations, and programs supported by the student activity fund and other sources, and promote a University forum involving members of the resident faculty and/or visiting speakers. Committee is not responsible for the operational aspects of any program.

*Updated 8/1/06
**Updated 7/1/06

Curriculum Committee

Membership: Eleven tenured faculty members elected by faculty with each school being represented by at least two members, two students selected by Student Government Association, with registrar serving as ex officio member. Nominations will be made annually for one two-year term per school plus a one-year position from faculty at large.

Function: Monitor the total undergraduate curriculum and all proposed course changes, and evaluate program change proposals and forward recommendations to Faculty Senate for consideration prior to transmittal to the Vice President for Academic Affairs.

Faculty Salary, Benefits, and Awards Committee

Membership: Five tenured faculty members (one from each school to serve two years) and one untenured faculty member elected from faculty at large. Members from Schools of Business, Physical and Life Sciences, and Systems Science to be elected in even-numbered years and members from School of Liberal and Fine Arts and from School of Education to be elected in odd-numbered years; untenured member to be elected for one year.

Function: Recommend faculty fellowships, institutional research grants, and academic leave; establish criteria for and recommend award of emeritus rank; work with such officials of the administration as appropriate to its function.

Faculty Welfare Committee

Membership: One tenured and two untenured elected from faculty at large to serve a one-year term. One tenured faculty member elected each year from each of the five schools to serve a two-year term as committee member followed by a one-year term as an alternate. Alternates will serve in case adjudication proceedings involve a conflict of interest or a challenge to a regular committee member. Only faculty members teaching at least six hours and whose duties are primarily in teaching and research are eligible. In the event that all members of the Faculty Welfare Committee from a given school are excluded from consideration of an issue, the chairperson of the Faculty Welfare Committee shall notify the Faculty Senate. Upon this notice, the Faculty Senate will supervise the election of an ad hoc member from that School in an election conducted by that School. This person will represent the School for only the specific issue.

Function: Provide a forum in which matters involving all concerns of faculty members can be considered. Primary function is to maintain and foster a high level of faculty morale by providing an agency for receipt and evaluation of suggestions and for recommendation of implementation of those deemed meritorious. In cases involving disagreements and considerations set forth above, including dismissal, this committee will appoint from its body an ad hoc grievance committee of at least three members to attempt informal reconciliation of differences and to report its conclusions and recommendations to the Faculty Welfare Committee. No member of the ad hoc grievance committee can sit in adjudication proceedings involving matters in which the grievance group has initial interest. The Faculty Welfare Committee will serve as an adjudication body in cases involving academic controversy, including, but not limited to, such matters as salary, rehiring, promotion, tenure, teaching assignments, professional ethics, performance, and alleged violations of academic freedom. Committee will urge resolution of differences between contending parties prior to implementation of grievance procedure; committee action can be requested by faculty or administration. Faculty Welfare Committee functions as an appellate agency under the relevant provisions of Arkansas Tech University's

"Regulations on Academic Freedom and Tenure." Its conclusions and recommendations will be forwarded in writing to the President of Arkansas Tech University, following procedures described in the "Regulations on Academic Freedom and Tenure."

Library, Instructional Materials, and Equipment Committee

Membership: Six faculty members with at least one elected from each school and not more than one from a single department, Director of Library, Director of Instructional Technology, and two students selected by the Student Government Association.

Function: Recommend policy with regard to the library and instructional service and equipment.

Student Affairs Committee

Membership: One faculty member elected from each school, two faculty members elected at large, and three students appointed by the Student Government Association president.

Function: Study and recommend regarding the operation of the Student Services Office.

APPOINTED STANDING COMMITTEES

Academic Appeals Committee

Membership: Fifteen members -- five faculty members appointed by the dean of each school, five faculty members appointed by the Faculty Senate representing each school, and five students appointed by the Student Government Association. The faculty on the committee will elect a chair.

Function: Formed each year as a pool of qualified faculty and students to hear student academic honesty and misconduct appeals.

Assessment Committee

**Membership:* A minimum of seven faculty members, (each school dean, including Graduate School, will recommend one faculty member) one of whom will serve as committee chair, the Associate Vice President for Academic Affairs or his/her designated representative, the Graduate Dean, one Undergraduate Academic Dean, the Vice President for Student Services (VPSS) or his/her designated representative, the Vice President for Administration and Finance or his/her designated representative, the Director of Institutional Research and Assessment, the Director of the University Honors Program, the Chancellor of Arkansas Tech University-Ozark or his/her designated representative, one member appointed by the Faculty Senate, and one student member recommended by the Vice President for Student Services. Other members may be added by the Associate Vice President for Academic Affairs as their expertise and/or assistance is needed to meet the charge of the committee.

Function: To develop, implement, oversee, and maintain assessment procedures in line with criteria set forth by the state, the North Central Association of Colleges and Schools, and various specialized accrediting agencies.

*Updated 8/1/06

Budget Advisory Committee

Membership: President of the University who serves as chairperson, vice presidents, deans, Executive Assistant to the President, Athletic Director, Director of Library, and Chairperson of Faculty Senate or his/her designated representative.

Function: Recommend policies relating to the development and administration of budget, the submission of appropriation requests, and the determination of fee structure.

Campus Planning Committee

Membership: President of the University who serves as chairperson and his appointed representatives from Administration and Finance, Student Services, Student Government Association, Physical Plant, and Academic Schools.

Function: Recommend policies and practices for comprehensive campus planning, parking, campus beautification, and landscaping.

Commencement Committee

Membership: Representative of Student Services, registrar, head of music department, plant maintenance superintendent, two faculty members appointed by the President (one of whom serves as marshal of the University), president of the senior class or senior class senator, and manager of the coliseum.

Function: Plan and coordinate commencement activities.

Graduate Council

Membership: Fifteen members--three elected from each of the Schools of Education and Liberal and Fine Arts; two elected from each of the Schools of Physical and Life Sciences and Systems Science; and one elected from each of the Schools of Business and Community Education and Professional Development; one graduate student appointed by Dean of Graduate School; the Registrar, who serves as secretary; and the Dean of Graduate School, who serves as chairperson. Faculty membership is limited to full members of the graduate faculty; student membership is limited to graduate students who have been admitted to candidacy.

Function: Responsible for determining policy and establishing standards, criteria, regulations, and procedures for graduate study in accordance with policies of the Board of Trustees.

Guidance and Counseling Committee

Membership: Five faculty members and two staff counselors appointed by the Vice President for Student Services; three students appointed by the Student Government Association.

Function: Study and make recommendations concerning the total counseling program of the University.

Honors Council

Membership: A director appointed by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Director of Recruitment, faculty representing each of the schools, and two student representatives.

Function: Responsible for development and revision of procedures and policies pertaining to the Honors Program.

Human Relations Committee

Membership: The affirmative action officer, three faculty, one counselor, Vice President for Student Services, Director of Admissions--all appointed by the President, and two students appointed by the Student Government Association and two students appointed from the Association of Black Students.

Function: Monitor compliance with Title VI, Title VII, and Title IX; produce state and federal desegregation reports annually.

Human Subjects Committee

Membership: Eight members - one representative from each school appointed by the school deans, Dean of Graduate School (chair), faculty member appointed by the Vice President for Academic Affairs.

Function: Review requests on research involving human subjects. Conduct periodic reviews of human subject policies and procedures.

Pre-Medical Committee

Membership: *Six faculty members selected from biological and physical sciences.

Function: Assist students who wish to enter health science professional schools.

****Professional Development Committee**

Membership: Six faculty members, three appointed by the Vice President for Academic Affairs and three appointed by the Chair of the Faculty Senate, for three-year terms.

Function: To review and recommend Professional Development Grants for funding.

Publications Committee (Student Publications)

Membership: Faculty/staff advisor to Arka Tech who will serve as chairperson, faculty/staff advisor to Agricola, Alumni Director, faculty member, the Purchasing Director, Vice President for Student Services, student editors of the newspaper and yearbook, and Student Government Association President or representative.

Function: Monitor the operation of the two institution-wide student publications and screen candidates for the student editorship.

Strategic Planning Committee

Membership: President of the University who serves as chairperson and his/her appointed representatives from designated constituencies throughout the university community.

Function: Provides a blue print that encompasses all campus planning.

*Updated 8/1/04

**Added 8/1/06

Student Aid Committee

Membership: Director of Student Financial Aid and six faculty or staff representatives selected by the Vice President for Student Services, who also serves as an ex officio member.

Function: Select scholarship recipients according to established criteria and recommend student aid policy and procedures.

Student Personnel Committee

Membership: Five faculty selected by the Vice President for Student Services and four students selected by the Student Government Association.

Function: Serve as the appellate body for student grievances and discipline.

Teacher Education Council

Membership: Seventeen (17) members – Thirteen (13) appointed annually by the Vice President for Academic Affairs in consultation with the Dean of Education, who serves as chairperson, the head of the Department of Curriculum and Instruction, who serves as vice chairperson; and the Director of Teacher Education Student Services who serves as secretary. The thirteen (13) members appointed annually shall be comprised of seven (7) faculty representatives [three (3) from the School of Education and one (1) from each of the Schools of Systems Science, Physical and Life Sciences, Business, and Liberal and Fine Arts]; a public school administrator; three (3) K-12 teachers; one (1) undergraduate student; and one (1) graduate student. The Dean of Graduate School serves as an ex-officio member.

Function: Serve as an advisory body to the Dean of Education; review and recommend changes in the teacher education programs; approve course additions and deletions; study and recommend changes related to policies and admission standards.

Technology Committee

Membership: The Associate Vice President for Academic Affairs (AVPAA), who serves as chair, the Dean of Graduate School, the Assistant Director of Computer Services for Networked Systems, the head of the Computer Science Department, the Director of the Library, representatives from each school, and the Director of the Technology Center.

Function: (1) To advise the Associate Vice President for Academic Affairs (AVPAA) by recommending enhancements to the technology infrastructure from funds generated by the technology fee and to assist in the development and maintenance of a technology plan for the university. (2) At such time as a portion of the technology fee can be reasonably set aside for the competitive awarding of funds for special university, departmental, individual, or programmatic needs associated with technology, the committee will develop a mechanism for making requests and oversee the review and awarding of those funds.

ACADEMIC ADVISING

The head of the department of a student's major field of study will normally assign the student to a faculty member who will act as the student's academic advisor. Students have the privilege of requesting a change of advisor, if they so desire. Faculty members also have the privilege to request a change whenever they feel that another faculty member could better advise a student. The student will report for academic advising and subsequent enrollment in courses at the time and place designated for registration.

Any student not wishing to declare a major normally enrolls as an "undeclared" major and is advised in the Academic Advising Center. (A major must be declared, however, during the semester in which the student earns 45 credit hours.)

It is considered that students should be responsible for selecting suitable and required courses as outlined by the University catalog; however, each academic advisor has a responsibility to assist students in defining goals. The academic advisor may be expected to advise the student on alternative programs, sequence of courses, choice of electives, and class load; to assist with problems; and to interpret university regulations or requirements.

**The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students. This system contains information about the transferability of courses within Arkansas public colleges and universities. The Arkansas Transfer System can be accessed at <http://acts.adhe.edu/>.

It is the responsibility of the University, through the Deans of the Schools, Department Heads, and the Academic Advising Center, to provide academic advisors actively interested in the guidance of students and adequately informed in University requirements and advising procedures.

ACADEMIC ADVISING CENTER

The Academic Advising Center is administered by a Director, who is directly responsible to the Assistant Vice President for Enrollment Management. Policies governing the program are developed in coordination with the Office of Academic Affairs.

Arkansas Tech University views academic advising as a necessary and critical mediation in the education of our students. The Academic Advising Center assists students in determining goals and reaching their academic and professional objectives. The Center holds an interest in all students, focusing on incoming freshmen, transfer students, and undeclared majors. The Center will support and facilitate programs to enhance academic advising campus-wide.

DISABILITY SERVICES FOR STUDENTS

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disabilities Coordinator serves as the coordinator for these federal programs. *The Disabilities Coordinator is located in the University Testing Center in Bryan Hall, Suite 103, and may be contacted by calling (479) 968-0302, (479) 968-0308 (TDD), (479) 968-0375 (FAX), or by e-mail at disabilities@atu.edu.

*Updated 7/1/04

**Added 8/1/07

STUDENT SCHEDULING

***Registration**

Arkansas Tech utilizes an on-line student registration system. Registration in classes during August and January as well as for summer sessions is conducted on a rotating alphabetical schedule. Pre-registration for fall and spring semesters is conducted by hours earned with upperclassman first. Generally, students must be cleared through the offices of Admissions, the Registrar, Student Services, and Student Accounts prior to official enrollment in classes.

Procedure for Changing Class Schedule

Students may drop, add, or change sections of courses only by following the official procedure, which involves these steps: (1) obtaining from the Registrar's office the official course change form on which the student lists the reason for the change and itemizes all changes in classes or sections; (2) obtaining the advisor's approval for the change; and (3) returning the required form to the Registrar's office. A fee is charged unless the change is for University convenience, such as section adjustments or course cancellations. Changes in class schedules made prior to the eleventh-day-of-classes are reflected on the class rosters distributed through the Registrar's office. Thereafter, changes are distributed by the Registrar's office through the official campus mail to the instructor concerned.

The deadline for adding or changing sections of courses is approximately one week after registration. Thereafter, students may drop courses according to the procedure outlined in the "Regulations and Procedures" section of the University catalogs.

ASSEMBLY PROGRAMS/SPECIAL DAYS

Assembly Programs

Each semester a few day-time assembly programs are held. Some are planned by the Convocations and Programs Committee; others are held in response to various contingencies that arise. Except for programs of unusual significance, there will be no campus-wide dismissal of classes for assembly programs. However, faculty members have the option of dismissing a class to attend a program which promises to be of special interest or value to them or their students.

Special Days

Family Day and Homecoming are special days for Arkansas Tech University. Members of the faculty cooperate in making each of these days a successful occasion by assisting in the planning of programs and by attending assemblies and other events incident to these days.

*Amended 8/1/07