

September 1, 2008 [To be approved by the Senate 9/4/2008]

**Academic Senate  
Standing Committee  
Draft Charges AY 08-09**

**Academic Affairs Committee**

*The Academic Affairs Committee shall be the academic policy committee of the Senate and shall formulate and review all matters related to academic and educational policies and procedures. The Committee shall also serve as liaison with appropriate administrators and administrative bodies of the university.*

*The Academic Affairs Committee shall consist of eight collegial representatives, each to be elected by his or her college, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Provost or his or her delegate (ex officio, voting).*

1. Investigate need for a consolidation of information regarding grade exclusions. Determine if there is need for availability of information and if necessary propose a solution.

Issue: There was concern expressed that everyone involved in working with students did not understand the practice of grade exclusion. It was suggested that there be a consolidation of information; send the information to department chairs, advisors, and other faculty/staff/students who may be seeking the information and to make a link on the registrar's site.

2. Review blocks and priority scheduling on courses and propose changes if needed

Issue: NTID has blocks on course registration that extend into the drop/add period. There is a growing list of special groups with special privileges that leave other students at a disadvantage.

3. Review the academic calendar: Should the quarter system be structured so that winter quarter is not segmented? Furthermore, should the period between Thanksgiving and January be dedicated to innovative curriculum projects and new study abroad opportunities?
4. Identify the number of courses that are required for programs that are only offered one time per year that may cause a student on co-op to extend their time to degree because they were out on co-op when the course was offered. Determine how often this has been a problem.
5. Determine if there is a need for a statement or policy regarding duplication of courses or courses developed by a department or college that are in the purview of another department or college. Propose a statement or policy if determined necessary.
6. Identify any existing academic "centers" that will need to change their name as a result of the new definition of "center."

### **Academic Support Committee**

*The Academic Support Committee shall monitor and review the academic services, computer services, cultural programs, and museum and library services of the university. Members from the Committee shall also serve as liaison for the Senate with appropriate administrative officers, committees, and councils of the university, and shall act in conjunction with the Academic Affairs Committee in the formulation of policies and proposals to be submitted to the Academic Senate.*

*The Academic Support Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Vice President for Academic Affairs or his or her delegate (ex officio, voting).*

1. Review exam scheduling and propose any needed refinements.
2. Assess and report on progress of degree audit system and report on the projected time line of completion.
3. Work with Assistant Lynn Wild to assess needs of the faculty for their success.

### **Campus Environment Committee**

*The Campus Environment Committee shall monitor the physical state of the university as it influences the academic mission and report to the Senate on deficiencies and proposed initiatives.*

*The Campus Environment Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Vice President of Finance and Administration or his or her delegate (ex officio, voting).*

1. Develop a job description for a Campus Environmental Coordinator as per Dr. Destler's request.
2. Develop draft guidelines that support the "green" commitment in the Policy and Procedure Manual.
3. Meet with FMS and other campus organizations to review and comment on possible environmental impact, including:
  - Building planning and construction with a special focus on building density.
  - Parking and transportation
  - Green space management
4. Monitor and report on wildlife activities on campus, as well as evaluate the possibilities for restorative plantings on the undeveloped parts of the RIT's

## **[CEC charge con't]**

campus to increase their environmental and conservation value. This committee will make specific recommendations to fulfill this charge.

5. Enhance the promotion and coordination of environmental events and competitions within RIT, among universities, and within the region. Sample activities could include: promotion of events such as the Solar Decathlon and the Envirothon.
6. Review the environmental organizations on campus to support a collaborative relationship among these groups, as well as supporting presentations by these groups at the annual Imagine RIT Festival.
7. Coordinate with RIT's Sustainability Committee to promote a comprehensive and cooperative approach to environmental activities and planning in the RIT community.

## **Faculty Affairs Committee**

*The Faculty Affairs Committee shall be responsible for policy recommendations concerning faculty tenure, rank, welfare, leave, and professional conduct; and shall review all policies and procedures concerning the extended part-time and adjunct faculty of the university.*

*The Faculty Affairs Committee shall consist of eight members, each to be elected by his or her collegial faculty, one member of the educational development faculty elected by that group, one Dean elected by the Deans Council, three members at large elected by the Academic Senate, and the Provost or his or her delegate (ex officio, voting).*

1. Propose wording for changes in E.5 Policies on Tenure
  - a. Include the statement of Expectations and Tenure to fit in the policy and determine its location throughout the Policy and Procedure Manual.
  - b. Compare RIT policy with AAUP and determine any inconsistencies
  - c. Include wording that allows for the tenure clock to stop in cases of family emergency, birth of child, or adoption
  - d. This is to come to the Senate by mid-October.
2. Propose a policy revision to include either an external review of a portfolio for tenure or promotion to full professor portfolio, or external letters of support for tenure and promotion to full professor.
  - a. Investigate a consistent campus-wide policy regarding a required number of external letters for both the comprehensive review and tenure processes.
  - b. In the policy revision, define the term "external"
  - c. This is to come to Senate by the end of fall quarter.

### **[Faculty Affairs Committee charge con't]**

3. Determine if there should be a university wide committee at the Provost level that reviews tenure packages and makes recommendations to the Provost.
4. Propose revision to the service requirement for promotion and tenure to provide clarity to this requirement
5. Propose policy or procedure for joint appointments for faculty
6. Review E.6 and E.7 regarding the subject of mid-term comprehensive tenure reviews and propose any necessary policy revisions to ensure that written documentation for non-tenured tenure track faculty reviews are included
7. Investigate and report on procedures used for faculty buy-out time and propose policy
  - a. This is to come to Senate by February.
8. Propose criteria for professor emeritus and determine its location in the policy and procedure manual
9. Revise the Faculty Professional Leave Policy to provide for faculty with 12 month appointments to have 2 quarters leave at full pay.

Rationale: Faculty with 9 ½ month appointments can take one quarter with full pay and have that quarter adjoin the summer quarter, thereby allowing them to have two quarters with pay to complete their work. A faculty member with a 12 month appointment does not have the same opportunity.

### **Graduate Council**

*The Graduate Council shall study graduate curricular proposals from an institute-wide perspective, maintain appropriate inter-college relationships with regards to curriculum, define the essential character of graduate study at the institute, continuously review and coordinate existing graduate programs, and establish policies and procedures for the administration of graduate study at the institute. It shall make proposals to the Academic Senate for graduate curriculum approval or discontinuance.*

*The Graduate Council shall consist of eight members, each to be elected by his or her collegial faculty, three members at large elected by the Academic Senate, one academic dean selected by the Deans Council, and the Vice President for Academic Affairs or his or her delegate (ex officio, voting). Whenever a particular curriculum proposal is being considered in the Senate, the Dean(s) of the respective college(s) making the proposal shall be invited to be present and to speak. The Chair of the Graduate Council shall be the Vice President for Academic Affairs or his or her delegate.*

1. Bring new or revised graduate program proposals to the Senate for review and approval. Proposals must be received by the Senate Executive Committee by March 15, 2009 in order to be assured of consideration by the end of the academic year.

### **Institute Curriculum Committee (ICC)**

*The Inter-College Curriculum Committee shall study undergraduate curricular proposals from an institute-wide perspective, maintain appropriate inter-college relationships with regards to curriculum, assure that existing undergraduate curricula are periodically reviewed, and make proposals to the Academic Senate for undergraduate curriculum approval or discontinuance.*

*The Inter-College Curriculum Committee shall consist of eight members, each to be elected by his or her collegial faculty, one representative elected at large by the Academic Senate, one representative from the academic deans, one representative from Student Government, and the Vice President for Academic Affairs or his or her delegate (ex officio, voting). Whenever a particular curriculum proposal is being considered in the Senate, the Dean(s) of the respective college(s) making the proposal shall be invited to be present and to speak.*

1. Bring new or revised undergraduate program proposals to the Senate for review and approval. Proposals must be received by the Senate Executive Committee by March 15, 2009 in order to be assured of consideration by the end of the academic year.
2. Review the double majors policy and propose any necessary revisions. Present the results of the review and any proposals at an AS meeting during the fall quarter.
3. Develop a procedure for changes in an Institute-wide course/program
4. Review and consider for approval recommendations from the general education task force.

### **Long Range Planning Committee**

*The Long Range Planning Committee shall prepare and review strategic planning initiatives of the university and review progress in achieving those goals.*

*The Long Range Planning Committee shall consist of eight collegial representatives, each to be elected by his or her college, one member of the educational development faculty elected by that group, and three members at large elected by the Academic Senate.*

1. Solicit, collect and summarize comments from faculty regarding the revised strategic plan.
  - a. The plan will be discussed at either the 2<sup>nd</sup> or 3<sup>rd</sup> September Academic Senate Meeting. A report from the committee should be completed by November 6<sup>th</sup> prior to the fall BOT meeting.
2. Suggest ways to breakthrough the silo structure of the organization. Advise Provost on barriers to collaborative work.

### **[Long Range Planning Committee charge con't]**

3. Review strategic plan and identify areas of which faculty should be keenly aware and report on the status of those areas.
  - a. This should be reported by the end of winter quarter
4. Work with the Provost's office to shape an academic plan for the Institute.
5. Work with the VP Special Projects to define a process for space allocation.
  - a. protocol needed on how space assignment decisions are made and who participated in those decisions
  - b. protocol needed on how people are told to vacate space – how they are informed and the time frame for their moves
  - c. The above is especially true when space is supporting funded research, where the sponsor expects that RIT is providing the space needed to conduct that research. Before grant proposals are submitted should space be guaranteed if grant is awarded?
6. Investigate the cost and possibility of the implementation of a buy-out process for senior faculty of retirement age and eligibility, given the demographics of the RIT faculty with respect to retirement age and eligibility.

### **Resource and Allocation Committee**

*The Resource Allocation and Budget Committee shall be the faculty committee in all matters pertaining to university budget and finances. It shall also submit to the Academic Senate for review and approval academic priorities related to external academic funding. The Committee shall be responsible for presenting an analysis of the budget and other financial matters to the Senate for its review, and the Executive Committee shall forward that review in writing, as adopted by the Senate, to the President and to the Institute Council. The Committee shall serve as liaison for the Senate with the Vice President of Finance and Administration and with other appropriate administrators and administrative policy bodies of the university.*

*The Committee shall consist of eight tenured faculty members, each elected by his or her collegial faculty, one member of the educational development faculty elected by that group, three members at large elected by the Academic Senate, and the Vice President of Finance and Administration or his or her delegate (ex officio, voting).*

1. Identify the methods used for calculation of faculty compensation and raises.
2. Identify or propose process to address the issue of salary compression.
3. Explore the possibility of using a different financial (cost) model for programs and colleges and propose new model if necessary.
  - a. Meet with Careen Shumway for current cost model.
  - b. Explore cost models used at other colleges.

## **[RABC charge con't]**

4. Explain the budgeting process and establishment of priorities.

### **Student Affairs Committee**

*The Student Affairs Committee shall be responsible for policy recommendations relating to academic aspects of student life and shall review other questions and policies related to the quality of student life. It shall also serve as liaison for the Senate in these matters with the appropriate administrative offices and policy committees, and where appropriate, shall submit proposals and recommendations to the Academic Senate.*

*The Committee shall consist of eight faculty members, each to be elected by his or her collegial faculty; one member of the educational development faculty elected by that group; four student representatives, including the President of student government or his or her delegate (ex-officio, voting); and the Vice President for Student Affairs or his or her delegate (ex-officio, voting).*

1. Determine if a stand procedure should be followed for students taking a Leave of Absence. If it is determined that a standard procedure should be followed, but a procedure does not exist, develop a notification procedure.
2. Investigate priority scheduling of sports facilities and propose scheduling revision if necessary.

Issue: athletes commented that they have trouble registering for classes because they cannot use athletic facilities at reasonable times because they do not have priority in the scheduling of the facility

3. Investigate the academic need for Institute vans and develop a proposal if needed

Issue: athletic teams have priority on van use and vans are often not available for academic needs

4. Investigate the benefit of having a Transition Office rather than a separate FYE and Senior Transition offices.

Issue: should there be one quarter of FYE and one quarter of LYE (last year experience); this may address comments raised by first year students that they do not like the FYE course, but many like the “coach” and it may also address comments raised by seniors of having a course available for seniors to address finances, resumes and other transition issues