RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Faculty Affairs Committee
(Standing Committee of the Faculty Senate)

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1. Committee Name

Faculty Affairs Committee - FAC

2. Reporting Line

The Faculty Affairs Committee is a standing committee of the Academic Senate and reports directly to the Academic Senate of RIT Kosova (A.U.K.). The Committee may submit recommendations, reports, and policy proposals to the Senate for review and approval, in accordance with institutional governance structures.

3. Purpose and Scope

The purpose of the Faculty Affairs Committee is to advise the Academic Senate on matters related to faculty evaluation, professional development, workload, and academic staff welfare. The Committee exists to support academic quality, fairness, transparency, and compliance with the legal and regulatory framework governing higher education in the Republic of Kosovo.

The scope of the Committee includes all full-time and part-time academic staff of RIT Kosova, including teaching, research, and academic leadership roles, as defined by institutional policies.
In fulfilling its mandate, the Committee:

- Advises the Academic Senate on faculty-related policies and practices;
- Reviews processes and proposals related to faculty affairs;
- Submits recommendations to the Senate for decision-making.

4. Responsibilities and Duties

The Faculty Affairs Committee is responsible for the following:

4.1 Faculty Evaluation and Performance

- Review and recommend criteria and procedures for regular faculty performance evaluation.
- Monitor the consistent application of evaluation standards related to teaching effectiveness, research and scholarly activity, and service.
- Review evaluation outcomes when referred and provide advisory recommendations to the Senate.

4.2 Professional Development

- Advise on faculty professional development initiatives, including mentoring, pedagogical training, research support, and continuous academic development.
- Recommend measures to enhance teaching quality, research engagement, and academic innovation.

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4.3 Faculty Workload and Welfare

- Advise on policies and practices related to faculty workload, academic responsibilities, and working conditions.
- Provide recommendations aimed at ensuring equitable workload distribution and a supportive academic environment.

4.4 Academic Integrity

- Promote adherence to academic integrity and academic freedom, in accordance with institutional policies and applicable laws.
- Review and advise on faculty-related matters when referred by the Academic Senate or institutional leadership.

4.5 Policy Review and Deliverables

- Review existing and proposed faculty-related policies and regulations and recommend revisions as needed.
- Prepare written recommendations and policy proposals for submission to the Academic Senate.
- Submit an annual activity report to the Academic Senate summarizing key actions, recommendations, and outcomes.

5. Authority and Decision-Making

The Faculty Affairs Committee has an advisory role. It may:

- Review proposals and documentation related to faculty affairs;
- Formulate recommendations for consideration by the Academic Senate.

The Committee does not have final decision-making authority on matters reserved for the Academic Senate or other institutional bodies under the Statute of RIT Kosova. All recommendations are subject to Senate review and approval.

6. Membership and Composition

- The Committee shall consists of three faculty members, elected/appointed by Academic Senate. When possible, membership shall primarily include senior faculty members representing different academic units.
- The Chair shall be appointed for a three-year term, renewable. The Chair is responsible for convening meetings, setting agendas, and reporting decisions.
- Members shall serve three-year terms, renewable.

7. Meetings Procedures

- The Committee will meet at least once per academic year and additionally on an as-needed basis.

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- Meetings may be held in person or online.
- A quorum shall consists of simple majority of voting members (51% of members).
- Decisions shall be made by simple majority vote, when consensus encouraged whenever possible. The Chair casts the deciding vote in case of ties.

8. Reporting Requirements

The committee submits an annual report to the Academic Senate summarizing activity, outcomes, trends, and any recommendations for policy or process improvements.

9. Review and Amendment of Terms of Reference

The Terms of Reference shall be reviewed by the Academic Senate every two years or on an as-needed basis. Any amendments to the Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate.

10. Alignment with Institutional Policies

The committee ensures that all procedures and decisions align with RIT Kosovo's mission, academic standards, shared governance principles, and applicable RIT Global policies.