

**3344-13-03 Standing committees.**

(A) Committee names.

The following committees shall be standing committees of the faculty senate.

- (1) Academic steering committee
- (2) University curriculum committee
- (3) Admissions and standards

appointed or elected member shall serve more than two consecutive terms on any committee other than on those committees in which the chairperson serves on the academic steering committee. In those cases, members may serve three consecutive terms so long as there would be no more than 50% of the members in their third term. Provision shall be made for staggering the membership so that continuity is provided. In staggering the membership, the one-year appointments or elections shall count as one term of the two-term or three-term consecutive limit (paragraph (D)(1) of this rule).

(3) For the purposes of representation on committees, freestanding schools are treated as colleges.

(4) <sup>tt5(i)-6 (23 (s)-1 t)intmbers</sup> Student members of standing committees shall be appointed by the student appointments board for terms of one year each and may be reappointed for a second term.  
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standing or ad hoc committee of which the faculty member is chair. This limited membership does not include any other rights, such as the right to vote or to be included in quorum computations.

- (1) The committee shall consist of the senate president, serving as chairperson, the senate vice president, the senate secretary, one elected member of the faculty senate from each of the colleges except the honors college and the college of graduate studies; for each five elected members to faculty senate beyond five, each college shall have an additional elected member of faculty senate on the committee. The elected member(s) to serve on the committee from each college shall be chosen promptly by those elected representatives from the college on the faculty senate who are entitled to membership on the faculty senate for the upcoming year. Elected members serve on the academic steering committee for a term of one year from September first to August thirty-first. Five other faculty members serve ex officio as voting members on the academic steering committee by virtue of their positions as chair of the budget and finance committee, the admissions and standards committee, the university curriculum committee, the university faculty affairs committee, and the undergraduate student success committee. These five members serve only during their terms as chairs of their respective standing committees. The elected faculty representative to the board of trustees shall serve as an ex officio non-voting corresponding member.
- (2) The president of the university and the provost of the university shall be ex officio, non-voting, corresponding members of the committee. The senate secretary shall serve as secretary of the committee.
- (3) The functions of the committee are:
  - (a) To appoint such faculty members of all other standing committees of the faculty senate as are designated appointed members in these bylaws; to appoint ad hoc committees of the faculty senate; and to designate the chairpersons of all committees to whom it appoints members. Such

designated committee chairpersons shall have, as a result of their designation, ex officio limited membership on faculty senate in accordance with paragraph (B) of this rule above. Eligibility to be appointed members of each committee is described in the section relating to that committee. The names of the members of each standing committee shall be reported to the senate secretary.

- (b) To prepare the agenda for faculty senate for distribution by the senate secretary.
- (c) To take such action regarding affairs of faculty senate as may be necessary between meetings.
- (d) To advise the president and the faculty senate on the committee structure of the faculty organization.
- (e) To serve as the informal hearing committee specified in the procedural standards in faculty dismissal proceedings with the responsibilities there specified (see rule 3344-11-15 of the Administrative Code.)
- (f) To serve as the committee of the faculty senate that consults with the administration regarding matters of strategic planning.

(E) University curriculum committee.

- (1) The committee shall consist of the chief academic officer and the director of university libraries or their representatives and the university registrar as ex officio corresponding members; one appointed member from each of the colleges other than the honors college, the college of liffi

in each of two areas: humanities and social sciences; one appointed member from the graduate council; and two student members.

(2) The functions of the committee are:

- (a) To make recommendations to the faculty senate concerning the establishment, inclusion by merger, alteration, and abolition of: all curricula offered by the university; all degrees and certifications conferred under authority of the university; all colleges, departments, schools, and bureaus.
- (b) To make recommendations to the faculty senate on certain proposals from the various colleges respecting courses and curricula. These certain proposals are those affecting a course or curriculum outside the college making the proposal and those proposals setting up a new curriculum.
- (c) To make recommendations to the faculty senate upon proposals from the various colleges respecting academic detng academic detrieaua90 Tc 0 1w 0 -1

university subject-matter requirements for  
graduation.

- (e) To review changes in the entrance requirements proposed by any of the colleges and make its recommendations concerning them to the faculty senate (see paragraph (G)(1) of rule 3344-13-01 of the Administrative Code.)
- (f) To act as an advisory council to chief university officer for enrollment management and services upon all problems arising in connection with their duties.
- (g) To work with the administration in all matters concerning the academic calendar and the scheduling of classes.
- (h) To review the annual report of the university petitions committee, and make recommendations to the faculty senate concerning observed trouble points.
- (i) The annual reports of this committee shall include a report on the administration of academic standards during the previous year; a report on admissions data pertaining to the fall entering class of each college; and a report on the performance of the class admitted a year earlier.





specified for the faculty affairs committee, with due regard for the qualifications set forth in rule 3344-11-15 of the Administrative Code. No person previously involved with the faculty grievance shall be eligible for election to the ad hoc committee.

- (e) To study and evaluate all other personnel policies relating to the faculty and make recommendations to the faculty senate or the AAUP as appropriate. Illustrative areas are promotion, salary, leaves, outside work for pay, military service, academic freedom, insurance and other fringe benefits, parking, teacher rating scales, and retirement.
- (f) To serve as a body for the ongoing evaluation of the faculty personnel policies and make recommendations, when appropriate, to the faculty senate. This committee shall receive by reference all proposed amendments to the bylaws. It shall publish the bylaws, keep them up to date and republish them at such intervals as may be desirable. Recommendations concerning the bylaws shall be sent to each member in advance of

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- (b) To advise senate on the state of relations among diverse groups on campus.
- (K) Library committee.
  - (1) This committee shall include the director of the university libraries and the director of the law library as ex officio

and social sciences, science and health professions, and urban affairs and one from the school of nursing.

- (2) The functions of the committee are:
  - (a) To recommend three faculty members, one of them being chairperson of this committee, and one student to serve on the university honorary degree committee and encourage all faculty to nominate worthy candidates for consideration of honorary degrees.
  - (b) To make recommendations to the faculty senate on a policy for university graduation and convocation ceremonies, including such items as scheduling, location, and format.
  - (c) To make recommendations to the faculty senate on policies and procedures for all university lectures and other all-university programs. All policies shall be filed with the senate secretary.
  - (d) To recommend annually to the university president an appropriation to cover the expenses of such all- university lectures and programs.
- (3) The committee's jurisdiction is limited to university-wide events and therefore does not include involvement in programming sponsored by individual colleges or units of the university.

(M) Committee on academic space.

- (1) The committee shall consist of a representative from the office of facilities services, plus one faculty member from each college, and two student members.
- (2) The functions of the committee are:

- (a) To monitor the fitness of existing classrooms for educational use and to assist physical plant in rectifying problems in specific areas.
- (b) To evaluate the suitability of proposed classroom space for academic use.
- (c) To oversee policies on classroom allocation and evaluate their effectiveness.

(N) Academic technology committee.

- (1) The committee shall consist of one appointed faculty member from each of the colleges (except the honors college and the college of graduate studies); three nonvoting ex officio members, including the administrative head (or designee) for information services and technology department, a director of the center for instructional technology and distance learning (or designee) and the director of the office of instructional excellence.
- (2) The functions of the committee are:
  - (a) To assess the information services and technology and instructional media services provided for academic use and to determine the academic needs in this area - to include the use of software, services, computers, and their peripherals, and all computational and instructional media equipment in faculty research and classroom teaching. In performing this function the committee shall have access to any pertinent material including all usage data and shall define the criteria used to assess the adequacy of information services and technology.
  - (b) To report its findings and make recommendations to the chief academic officer through the faculty senate.





comments and supplementary materials from the candidate, the peer review committees, the chair, university personnel committee and the dean. In no case does the university personnel committee have the authority to hold hearings concerning dossiers. It shall forward its recommendations on all candidates for promotion and/or tenure, with supporting reasons, to both the candidate and the provost as well as the dean, college peer review committee, chair, and departmental peer review committee (where applicable) by January twenty-fifth.

- (3) The provost shall consider all documents and recommendations, giving particular attention to the university personnel committee recommendations and forward their recommendations to the president by February fifteenth. In no instance shall the provost recommend persons lacking the support of at least one of the faculty committees which have considered the case. If the provost declines to support a candidate having uniformly favorable recommendations, the provost must discuss the case with the university personnel committee. Copies of the provost's recommendation shall be sent to the candidate, university personnel committee (where applicable), dean, college peer review committee, chair, and departmental peer review committee (where applicable) by February fifteenth.

(P) University petitions committee.

- (1) The committee shall consist of one appointed full-time faculty member from each of the following colleges: business, education, engineering, liberal arts and social sciences, sciences and health professions, and urban affairs. The registrar shall be a corresponding member and serve as the secretary to the committee.
- (2) The committee shall receive and act on petitions for waivers of university requirements, unless the

admissions and standards committee has approved referral of classes of petitions (e.g., late withdrawals) to the colleges.

- (3) Examples of petitions are: group requirement waivers; freshman English waivers; physical education waivers; late change of grade status; waivers involving transient status. The decisions of the university petitions committee shall ordinarily be final. In extreme and rare cases, appeal shall be to the chief academic officer.
  - (4) The committee shall report annually to faculty senate on petitions received and actions taken.
- (Q) Budget and finance committee.
- (1) The committee shall consist of five faculty members willing to make a significant commitment of time and

- (a) To participate fully and proactively in creating the budget that is proposed to the president for final action by the board of trustees.

- (3) Proposals and recommendations from the electronic learning committee pertaining to new curriculum, new academic standards, or new faculty policies shall be referred to the appropriate faculty senate standing committee for consideration and approval (e.g. university curriculum committee, admissions and standards committee, or university faculty affairs committee).
- (S) Undergraduate student success committee.
- (1) The committee shall consist of one faculty member appointed by senate from each of the colleges, excluding the college of graduate studies and the Cleveland-Marshall college of law, two undergraduate students (one from a science, technology, engineering or mathematics major, one from a non-science, technology, engineering or mathematics major), a representative of the university teaching council selected by the council and the following non-voting ex officio members, or their designees: the vice provost of academic programs and the vice president of enrollment management and student success. The committee will elect their own chair from among those voting members of the committee who are faculty.
  - (2) The functions of the committee are:
    - (a) To monitor, gather, and report to faculty senate data relative to student success.
    - (b) To encourage, promote, and facilitate faculty's role in and contribution to student success.
    - (c) To identify and facilitate solutions to systematic barriers to student success.
    - (d) To serve as the interface between the faculty and the many student success functions and efforts across the university.

- (e) To consult with the university administration regarding matters of student success.

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