

Standing Committees of the Faculty Senate¹

A. Faculty Senate Agenda Committee

This Committee consists of the Vice Chair of the Senate who will act as chair of the Committee; the Secretary of the Senate who will be its secretary; and four additional Senators elected annually by the Senate from among the elected members of the Senate. The election of the Agenda Committee shall take place in the spring semester preceding the academic year of its incumbency. After the annual Senate elections have been completed, the existing Agenda Committee shall call the Senators-designate to an organizational meeting for the sole purpose of electing the Agenda Committee for the forthcoming academic year. The officers of the existing Senate shall conduct the organizational meeting. The new Agenda Committee and the new Senate shall succeed to their responsibilities on July 1 or earlier with the agreement of the prior year's Agenda Committee.

- 1) This Committee arranges the agenda for all Senate meetings, submits all assignments to standing committees, and establishes ad hoc committees for special studies whenever necessary. An item of business may, however, be brought before the Senate for discussion without approval of the Agenda Committee if (i) a motion to do so is made and seconded, in writing, directly to the presiding officer of the Senate, and (ii) a majority of the Senate agrees to the discussion. The item shall then become an item of business at the next succeeding meeting.
- 2) The Financial Affairs Committee and the Administrator Evaluation Oversight Committee shall be staffed and charged each year. The remaining committees shall be staffed and charged in most years, as needed. The Agenda Committee may also establish ad hoc committees at its discretion. Detailed descriptions of all Standing Committees are maintained in a separate document.
- 3) All Senate committees are responsible to the Agenda Committee and must submit their reports to it for review before presentation to the Senate. The Agenda Committee will have the right to return reports to committees if it feels it necessary.
- 4) The Agenda Committee also provides a regular channel for consultation and communication between the faculty and administration in matters of new programs, planning, and University policy by meeting regularly with the President and the Provost of the University.
- 5) The Agenda Committee shall be represented by one or more of its members on University-level committees that affect the academic endeavors of the University, including those dealing with issues such as financial planning and technology policy, and shall encourage the participation of other faculty members on these bodies.
- 6) The Agenda Committee meets at least once each year with the Academic Affairs Committee of the Board of Trustees to report on Senate actions and issues coming before the Senate, and to discuss matters of mutual concern. By mutual agreement, the committees may hold more frequent meetings.
- 7) At each Senate meeting the Agenda Committee shall present an oral or written report briefing the Senate on its activities.

B. Committee on Academic Policy

This Committee consists of the Provost or their designee and five full-time faculty members appointed annually by the Agenda Committee. At least one of its members shall be a member of the Faculty Senate.

- 1) This Committee is concerned with questions of basic academic and research policy on an institutional level, including teaching loads, research procedures, academic requirements, classroom instruction, and all matters that pertain to classroom and

laboratory activities.

- 2) This Committee shall also consider any academic matter or proposed program brought before the Senate that deals with relationships between the Colleges or involves more than one College.

C. Committee on Enrollment and Admissions Policy

This Committee consists of five full-time faculty members appointed annually by the Agenda Committee, and an administrator appointed by agreement between the Provost and the Agenda Committee. At least one of the faculty members shall be a member of the Faculty Senate.

The Committee will maintain regular communication with University-wide planning committees.

- 1) This Committee deals with questions concerning enrollment management policy, admission goals and standards, and policy regarding recruitment and retention of students.
- 2) This Committee will prepare annual recommendations concerning improvements in admission standards, recruitment practices, enrollment management practices, and related areas.

D. Committee on Faculty Development

This Committee consists of five full-time faculty members appointed annually by the Agenda Committee. At least one of its members shall be a member of the Faculty Senate.

This Committee is concerned with the rights and status of faculty personnel, including standards of tenure, promotion, and advancement for University faculty; and questions of professional development, academic freedom, and economic welfare.

E. Committee on Financial Affairs

This Committee consists of five full-time faculty members appointed annually by the Agenda Committee. At least one of its members shall be a member of the Faculty Senate.

- 1) This Committee is concerned with all questions related to financial affairs of the University, including institutional surveys, reviews and recommendations on budgeting, and financial policies of the University.
- 2) This Committee shall prepare annual recommendations for the improvement of faculty salaries and fringe benefits.

F. Committee on Athletics

The President appoints a Faculty Representative to the NCAA with the advice and consent of the Agenda Committee.

- 1) This Committee is concerned with all matters of University policy regarding intercollegiate athletics as they relate to the University's academic mission and the academic progress of student athletes.
- 2) This Committee will work with the Vice Provost for Undergraduate Education, Athletic Director, Compliance Officer, and Registrar to assure that proper academic standards are being met, that proper academic advising and support services are

being provided, and to recommend policies for academic standards that meet or exceed those set by the NCAA.

G. Administrator Evaluation Oversight Committee

This committee consists of three full-time faculty members and two administrators appointed annually by the Agenda Committee in consultation with the provost. The full administrator evaluation process is described in the Faculty Handbook module "Procedural Guidelines in the Appointment and Evaluation of University Administrators."

The AEOC will:

- 1) Develop evaluation instruments in consultation with the Agenda Committee;
- 2) Appoint the faculty for each evaluation team;
- 3) Schedule the sequencing of evaluations for individuals in units and provide each team with a reporting deadline;
- 4) Review all reports from the administrator review teams, analyze the results for institutional patterns, and provide a report and recommendations to the Agenda Committee, to the provost or appropriate vice president, and to the president;
- 5) Suggest changes in the procedures and/or evaluation instruments, as deemed necessary.

H. Library and Information Collaboration Committee

This Committee consists of five full-time faculty members from across the University who collectively utilize the range of Library/Information Collaboration resources and services and who are appointed annually by the Agenda Committee. In addition, the Dean of the University Libraries/Vice Provost for Information Collaboration shall serve as a member. To facilitate continuity of policies and responsiveness to faculty needs with respect to information resources, delivery, and utilization across the University, the Committee shall establish continuing liaison with the Senate's Standing Academic Policy, Information Technology Policy, and Research Policy Oversight Committees.

The Committee shall be concerned with policy issues involving strategic planning and infrastructure/resource adequacy to ensure broad, deep, and maximally available sources of scholarly information for the entire Northeastern community, and to guide services around the creation of new knowledge by that community. The Committee shall assess information resources within and beyond the library system and shall review and recommend services that aid in the full lifecycle of student and faculty learning, research, and publication. The committee shall also consider and recommend new platforms and mechanisms that forge new collaborations and discoveries, especially across the colleges, schools, and campuses of the university.

I. Information Technology Policy Committee

This committee consists of five full-time faculty members appointed by the Agenda Committee plus the Vice President for Information Systems.

This Committee shall be concerned with all questions relating to the development, maintenance, security, and availability of information systems and infrastructures.

The Committee periodically reviews information systems priorities, policies, resources, and operations and, based on these reviews, makes recommendations concerning

activities that may improve operations or enhance the seamless flow of data and information to the communities that depend on it.

The Committee also makes recommendations to the Agenda Committee, the administrative head of Information Systems, or to others in the administration (as appropriate) on matters concerning operations, resources, or policies.

J. Research Policy Oversight Committee

This Committee is composed of five research-active full-time faculty members appointed annually by the Agenda Committee. In addition, the Vice Provost for Research and the Director of Academic Space Planning shall serve as members on the Committee.

The Committee will review and assess the direction and implementation of the University's research mission, advocate for its needs, review periodically and make recommendations on its research resources, infrastructures, and policies, serve as a research "ombuds-body" to address structural impediments and faculty complaints, and work with the Provost, the Senior Vice President for Administration & Finance, the Senior Vice President for Institutional Advancement, and the President to insure the best possible environment for research and scholarship.

K. Full-time Non-Tenure-Track Faculty Committee

This Committee is appointed annually by the Agenda Committee and is composed of full-time, non-tenure-track faculty members from all colleges, including the College of Professional Studies. This Committee will address the issues, needs, and concerns of full-time non-tenure-track faculty members.

L. Ad hoc Committees

These Committees are established by the Agenda Committee as the need arises. Members of the University administration may serve on these Committees, but the Chair must be elected by each ad hoc Committee from among its faculty members.

¹ A resolution to remove the Standing Committees section of the Faculty Handbook and make it a Senate document was passed by the Faculty Senate on 26 February 2014 by a vote of 31-0-3 and ratified by the Teaching Faculty by a vote of 154-16-1. Approved by the Board of Trustees, June 13, 2014.