

- E. Old Business
- F. New Business
- G. Announcements
- H. Adjournment

ARTICLE III. PROPOSALS TO BE ACTED UPON BY THE FACULTY SENATE

- A. Any proposal brought before the Faculty Senate must appear on its agenda before action on it can be completed. Appropriate documentation for proposals will be made available with each agenda.
- B. All proposals originating from individual Faculty Senators, individual members of the faculty, or any other source (other than a standing committee) shall ordinarily be referred to the appropriate standing or ad hoc committee by the Executive Committee.
- C. Any undergraduate proposal germane to the academic mission and program of the University or the curriculum of a School or department must be referred to the Academic Affairs Committee. Any graduate proposal must be referred to the Graduate Council.
- D. All proposals originating from standing committees shall be referred to the Faculty Senate, unless otherwise specified in Article IV, Section 3, of these bylaws.
- E. The Executive Committee will determine the agenda of the Faculty Senate meeting.

ARTICLE IV. FUNCTION AND SCOPE OF THE EXECUTIVE COMMITTEE, STANDING COMMITTEES, AND AD HOC COMMITTEES

Section 1. Executive Committee

The Executive Committee shall establish the times, dates, and agenda of regular and special meetings of the Faculty Senate.

Section 2. Guidelines concerning Standing Committees

- A. Unless otherwise specified in Article IV, Section 3, of the *Bylaws of the Faculty Senate*, each standing committee shall elect its own chair and secretary.
- B. Standing committees shall report directly to the Faculty Senate unless otherwise provided in the *Faculty Constitution* or the *Bylaws of the Faculty Senate*.
- C. Faculty are expected to participate fully in the activities of the committees to which they are appointed. In those instances in which the committee chair believes the faculty member has been absent too frequently, the chair should raise the concern with the faculty member. If the matter continues, the committee chair should bring the issue to the

attention of the Faculty Chair, at which point replacement of the individual will be considered.

Section 3. Standing Committees

A. Academic Affairs

1. *Membership.* The committee shall consist of fourteen tenured faculty members and the Registrar, who shall serve without vote. The faculty members shall be elected as follows:
 - a. six elected from and by the faculty of the University
 - b. one from each School or College elected by the faculty of the University
 - c. one from each School or College elected by the faculty of the respective School or College

Each elected member shall be elected for a three-year term and may not serve more than two consecutive complete terms. A quorum shall consist of ten voting members.

2. *Responsibilities.* The committee shall:

- a. advise the Faculty Senate on all undergraduate curriculum matters, including proposed courses, course changes, or new academic programs, being responsible in particular for checking all such proposed courses, changes, or new programs for accuracy, numbering courses, prerequisites, issues of redundancy or overlap with existing courses, and related matters taking in account the impact of curricular proposals on other disciplines and the university as a whole;
- b. review guidelines and make recommendations when appropriate for the general education program requirements for the various degree programs of the University.

B. Academic Freedom and Tenure Grievance

1. *Membership.* The committee shall consist of six tenured members elected from the faculty for three-year terms. Academic administrators including deans, department chairs, and the dean of the Library may not serve. No member of the Academic Freedom and Tenure Grievance Committee shall serve concurrently on the Faculty Grievance Committee, the Mediation Committee, or a School/College-wide or University-wide tenure and promotion committee.

2. *Responsibilities.* The committee shall:

- a. recommend changes in policies and procedures concerning academic freedom and tenure;

- b. hear complaints of faculty members whose tenure has been revoked, who may have been denied tenure due to an abridgement of academic freedom, or who satisfy any of the criteria for filing a grievance that are listed in the *Policies and Procedures concerning Academic Freedom and Tenure*;
- c. advise the administration and the President of the University on ways to correct whatever injustices the committee may discover or resolve conflict between the faculty member and the University.

C. Accreditation

1. *Membership and Chair.* The committee shall consist of four faculty members, one from each school or college, elected by the faculty; the Dean or Dean's representative from each school or college; the chair of Institutional Effectiveness; one member appointed by the President; one member appointed by the Chair of the Faculty. The SACS-COC liaison and the REAL Grant coordinator will serve as *ex-officio*. The President shall appoint the Chair of this committee from its membership.
2. *Responsibilities.* The committee shall:
 - a. make recommendations to the Provost concerning the distribution of REAL grant funds to the Faculty in a way that will provide students and Faculty with experiential learning opportunities, as well as policies governing those awards;
 - b. hear accreditation report updates from programs on campus undergoing department or school accreditation and make appropriate recommendations to those reports in order to assist in coordination of those efforts;
 - c. hear SACS-COC updates and make appropriate recommendations to the SACS-COC team;
 - d. Ensure that the University's Strategic Plan reflects relevant accreditation information and rating.

D. Admissions, Advising, and Retention

1. *Membership and Chair.* The committee shall consist of five faculty members elected from the faculty for three-year terms. In addition, a) the Associate Provost for Enrollment Management, (b) the Director of Admissions, (c) the Coordinator for Orientation and Provisional Programs, and d) the Registrar shall serve as members. A Representative from the Financial Assistance Office shall serve without vote.
2. *Responsibilities.* The committee shall:
 - a. review petitions filed by applicants who have failed to meet the established admissions criteria and grant waivers for good cause;

- b. review petitions for readmission from students who have been dismissed or for any reason are ineligible to continue at Francis Marion University and grant waivers for good cause;
- c. recommend policies to the Academic Affairs Committee concerning (1) admissions, (2) the Advanced Placement program, and (3) recruitment, advising, and retention of students.

E. Budget Review and Planning

1. *Membership and Chair.* The committee shall consist of three faculty members elected at large for three-year terms; the Chair of the Faculty; the President, who chairs; the Provost; The Vice President for Business Affairs; and the Vice President for Administration. Faculty members elected to this committee need to be available for meetings during May and August.
2. *Responsibilities.* The committee shall:
 - a. advise the President on issues related to the University's budget;
 - b. consult with the President and Senior Staff on the critical resource needs for the University.
 - c. ensure that the University's Strategic Plan reflects relevant and current budgeting information;
 - d. advise the President on legislative budget requests annually.
 - e. consult with and advise the President on the implementation of mid-year budgetary reductions as necessary.

F. Distinguished Professor Selection

1. *Membership and Chair.* The committee shall consist of four students, preferably one from each school and college, and all Distinguished Professors under contract with the University. Each year, after consultation with chairs and deans, the Provost shall appoint all student members. The Provost shall chair the committee without vote.
2. *Responsibilities.* The committee shall:
 - a. Select a group of finalists from those faculty nominated for Distinguished Professor. Both students and faculty determine this selection. Candidates shall be permitted to nominate themselves for consideration for the Distinguished Professor award or be nominated by any other faculty member, any Francis

Marion University student who has been enrolled within the last twelve months, or any current staff member.

- b. Select from the finalists, and recommend to the Provost, the individual to be named Distinguished Professor. The faculty members on the committee make this selection.
- c. Recommend to the Faculty Life Committee changes in the criteria and procedures for selection of the Distinguished Professor.

The newly selected Distinguished Professor will represent the University as the nominee for the South Carolina Distinguished Professor Award that year.

G. Faculty Grievance

1. *Membership.* The committee shall consist of five tenured members elected from the faculty for three-year terms. Academic administrators including deans, department chairs, and the dean of the Library may not serve. No member of the Faculty Grievance Committee shall serve concurrently on the Academic Freedom and Tenure Grievance Committee, the Mediation Committee, or a School/College-wide or University-wide tenure and promotion committee.
2. *Responsibilities.* The committee shall:
 - a. hear faculty grievance cases in matters not covered by the *Policy and Procedures concerning Academic Freedom and Tenure*. Such matters include but are not limited to discrimination in compensation, promotion, and work assignment. The granting or the failure to grant tenured status to faculty members or the nonrenewal of employment contracts at the end of the contract term shall not be subjects for consideration.
 - b. recommend changes in the grievance procedure for faculty in matters not covered by the *Policy and Procedures concerning Academic Freedom and Tenure*.

H. Faculty Life

1. *Membership.* The committee shall consist of nine members, one elected by the voting faculty of the University from each of the following categories for three-year terms:
 - a. Humanities
 - b. Science and Mathematics
 - c. Social Sciences and Psychology
 - d. Fine Arts and Mass Communications
 - e. School of Business
 - f. School of Education

- g. School of Health Sciences
- h. Library
- i. At-large

2. *Responsibilities.* The committee shall:

- a. address matters and recommend policies dealing with the well-being and security of Francis Marion University faculty members on subjects not specifically addressed by other committees. Issues of primary concern include salaries, benefits, workload, student evaluations, and faculty role in establishing University policy.
- b. make recommendations concerning tenure and promotion policies and procedures;
- c. develop policies and procedures concerning tenure and promotion;
- d. make recommendations concerning long-term financial planning and the allocation of funds within categories;
- e. make recommendations concerning long-range institutional planning;
- f. name the recipients of the annual research, service, and teaching awards from among the nominees;
- g. choose the faculty member who will serve as the University's nominee for any award, other than the South Carolina Distinguished Professor, to be offered by a group or institution other than Francis Marion University.

I. FMU Honors Program

1. *Membership and Chair.* The committee shall consist of three members elected from the faculty for three-year terms, the Director of the FMU Honors Program, and a representative elected from and by the Academic Affairs Committee for a one-year term. The Director of the FMU Honors Program shall serve as chair.

2. *Responsibilities.* The committee shall:

- a. propose policy changes for the Honors Program to the Academic Affairs Committee;
- b. select, with department or School concurrence, the Honors courses that are offered each semester;
- c. approve proposals for Honors Independent Studies;

- d. propose and/or approve changes in requirements for the admission of students to the Honors courses;
- e. certify those students who fulfill the requirements for a degree with University Honors;
- f. select the student who receives the Honors Award on Awards Day;
- g. maintain contact with Honors students through advising, registration, and informal meetings;
- h. select Honors Ambassador Abroad from applicant pool;
- i. assist and encourage academic achievement at the University.

J. Grade Appeals

1. *Membership.* The committee shall consist of five members elected from the faculty for a three-year period.
2. *Responsibilities.* If a student appeals a final grade in a course and that appeal cannot be resolved at the level of the academic unit, the committee shall determine if (1) the instructor acted in an arbitrary or capricious manner, (2) the instructor's grading policy is in violation of the guidelines established by the University, or (3) the assigned grade is in violation of the grading policy of the instructor as described in his or her syllabus or other written documents. If any of these conditions exist, the committee will follow the procedure described in the *Faculty Handbook*. The committee will hear each case only once.

K. Graduate Council

1. *Membership.* The voting membership of the council shall consist of the following:
 - a. one program director from each school or department that offers graduate degrees.
 - b. one tenured faculty member from each school or department that offers graduate degrees elected by the general faculty; (If a school or department does not have a tenured member to serve in this capacity, a tenure-track faculty member may serve.)
 - c. three at-large tenured members from any other schools or departments without a Graduate Program elected by the general faculty.

All voting members of the council should be eligible for membership in the graduate faculty. Elected members shall serve a three-year term. The Director of Graduate Programs, Chair of the Academic Affairs Committee and the Registrar shall serve as *ex officio* members without vote.

2. Responsibilities. The council shall:

- a. receive a report each semester from the Director of Graduate Studies about applicants for admission to graduate programs, the number of students accepted into various programs, and the number of students enrolled in each graduate program.
- b. notify the faculty of all graduate curricular proposals prior to Council action;
- c. advise the Faculty Senate on all graduate curriculum matters, including proposed graduate courses, graduate course changes, or new graduate programs, being responsible in particular for checking all such proposed courses, changes, or new programs for accuracy, numbering courses, prerequisites, issues of redundancy or overlap with existing courses, and related matters taking in account the impact of curricular proposals on other disciplines and the university as a whole.

L. Information Technology

1. *Membership.* The committee shall consist of seven members elected from the faculty for three-year terms. The Chief Information Officer shall serve *ex officio* and without vote.
2. *Responsibilities.* The committee shall advise the administration and the faculty on (a) the planning, development, policies, and operation of University information technology and equipment, (b) priorities for the acquisition of equipment, and (c) the distribution of technology grants to Faculty members when monies are available, as well as the establishment of policies guiding the selection of those grants, especially that which fosters technological innovation unsupported by the university's basic information technology operations.

M. Institutional Effectiveness

1. *Membership.* The committee shall consist of six faculty members elected from the faculty for three-year terms and the Director of Institutional Effectiveness, who shall serve *ex officio* without vote.
2. *Responsibilities.* The committee shall act in an advisory capacity to assist the Director of Institutional Research and the Office of the Provost in matters related to program assessment. In this capacity, the committee will review the annual Institutional Effectiveness Reports from departments, schools, and programs, and may collaborate with report authors to suggest revisions and provide support and professional development.

N. Mediation

1. *Membership.* The committee shall consist of four tenured faculty members elected from the faculty for three-year terms. Academic administrators including deans, department

chairs, and the dean of the Library may not serve. No member of the Mediation Committee shall serve concurrently on the Academic Freedom and Tenure Grievance Committee, the Faculty Grievance Committee, or a School/College-wide or University-wide promotion and tenure committee.

2. *Responsibilities.* The committee shall:

- a. when asked by the Academic Freedom and Tenure Grievance Committee, inquire into circumstances associated with revocation of tenure or charges of abridgement of academic freedom to determine if a solution can be mediated;
- b. when asked by the Faculty Grievance Committee, inquire into circumstances associated with faculty grievance cases in matters not covered by the *Policy and Procedures concerning Academic Freedom and Tenure* to determine if a solution can be mediated;
- c. make its recommendations to the Academic Freedom and Tenure Grievance Committee or to the Faculty Grievance Committee, as appropriate.

O. **Nominating**

1. *Membership.* The committee shall consist of six members elected from the faculty for three-year terms.

2. *Responsibilities.* The committee shall:

- a. solicit candidates for the Chair of the Faculty and at-large Faculty Senate and committee positions requiring election by the faculty;
- b. prepare a slate of candidates who meet stated requirements and present this slate of candidates to the faculty;
- c. conduct elections for Chair of the Faculty, faculty senators, and committee positions requiring election by the faculty;
- d. periodically review the election process and propose any necessary changes;
- e. maintain information concerning the election process for distribution to future committee members;
- f. conduct elections for Faculty Senate officers.

P. **Professional Development**

1. *Membership.* The committee shall consist of nine members, one elected by the voting faculty of the University from each of the following categories for three-year terms:
 - a. Humanities
 - b. Science and Mathematics
 - c. Social Sciences and Psychology
 - d. Fine Arts and Mass Communication
 - e. School of Business
 - f. School of Education
 - g. School of Health Sciences
 - h. Library
 - i. At-large

2. *Responsibilities.* The committee shall make recommendations to the Provost concerning:
 - a. **The distribution of funds to the faculty in a way that will provide opportunities for professional development such as awarding sabbaticals, reassigned time, travel grants, and research funds;**

 - b. **The establishment of policies guiding the preceding awards.**

Section 4. *Ad Hoc* Committees

The Chair of the Faculty Senate shall have the power to appoint *ad hoc* committees, whose membership shall consist of full-time members of the faculty and others as necessary. The Chair of the Faculty Senate shall appoint the chair of an *ad hoc* committee. *Ad hoc* committees shall make their reports to the Faculty Senate.

ARTICLE V. INSTITUTIONAL FINANCIAL AND CLERICAL SUPPORT

Adequate supplies, equipment, and clerical support shall be provided for the Faculty Senate to carry out its duties. Each year the Executive Committee, through the Chair of the Faculty Senate, shall submit a budget request to the President. A line item for Faculty Senate expenses shall be included in the annual budget of the University.