

Faculty Committee Handbook

Ouachita Baptist University



This handbook details the organization and responsibilities of faculty committees as outlined in “Faculty Constitution and Bylaws,” Article V, of the *Faculty/Staff Manual*.

The principal responsibilities of faculty committees shall be to recommend policies to the faculty and to monitor the implementation of faculty policies. The standing committees shall report to the faculty on matters appropriate as determined by their assignment and make recommendations for action to the faculty. In addition to specific duties of each committee, the faculty may, from time to time, delegate specific responsibilities to a committee.

Standing Committees

Standing committees operate continually. Each spring the Vice President for Academic Affairs convenes a nominating committee comprised of school representatives to compose a slate of faculty committee nominees. The slate of committee nominees is elected by majority vote of the faculty at a faculty meeting prior to the end of the spring semester. This covers the following standing committees as well as the Interdisciplinary Studies Committee.

Curriculum and Academic Standards Committee

Faculty Development Committee

Graduate Council

Honors Committee

Learning and Technology Resources Committee

Student Life Committee

University Committee

Ouachita also has an Institutional Review Board that ensures protection of human subjects in research as required by federal, state, and local laws.

Ad Hoc Committees

Ad hoc committees operate until a task has been completed. Ad hoc committees shall be appointed by the University Committee as the need arises.

Membership

All full-time faculty members with the rank of instructor or above are eligible for membership on academic committees. Membership on academic committees is normally limited to one appointment. Only in rare circumstances would a faculty member serve concurrently on two standing academic committees. The term of service on standing committees is three consecutive academic years.

Vacancies

A committee vacancy shall be declared when

- a member's term expires;
- a member resigns from the university prior to the expiration of his/her term on the committee;
- a member is removed from the committee by three-fifths majority vote of the university faculty members;
- a member is incapacitated and cannot serve on the committee; or
- a member dies.

Prior to the first meeting of the Nominating Committee during the spring semester, the Office of Academic Affairs prepares and sends to Deans and the Nominating Committee a list of all anticipated vacancies due to expiring terms and individuals leaving the university. In addition, a list of all faculty eligible to serve is also prepared for the Deans and the committee. The Nominating Committee shall compose a slate of committee nominees for the faculty to review. During the end-of-semester spring faculty meeting, the VPAA shall present the approved slate to the faculty. By a majority vote, the faculty shall elect the committee slate.

When a vacancy occurs due to an unexpired term, University Committee shall appoint a replacement to serve the remainder of the three-year term.

Responsibilities

Meetings

Standing committees shall meet a minimum of three times per year:

- Organizational Meeting – After the end-of-semester spring faculty meeting and before the summer break, outgoing committee chairs shall hold an organizational meeting at which the committee shall elect a chair and a secretary, whose offices are effective immediately. Committees shall also establish a meeting time and location.
- Fall Regular Business Meeting – Committees shall hold at least one regular business meeting during the fall semester.
- Spring Regular Business Meeting – Committees shall hold at least one regular business meeting during the spring semester.

A quorum (majority of committee members) must be present at each meeting.

Minutes and Other Documentation

Committees shall keep minutes of each meeting. Minutes shall include (1) the date, time, and location of the meeting; (2) a list of attendees and absentees; and (3) a synopsis of each item discussed.

Committees shall post approved minutes and, if applicable, other documentation (i.e., proposals, reports, lists, etc.) to the “Committee Archive” folder on the M: network drive.

Chair

Committee chair responsibilities include

- preparing and distributing meeting agendas;
- sending meeting reminders to committee members;
- leading focused discussion;
- encouraging committee member participation;
- following parliamentary procedure when putting decisions to a vote;
- reporting, as necessary, on committee work and recommendations at regular faculty meetings;
- sending reminders to faculty, if committee work requires documentation or other information from faculty;
- orienting student members to the work of the committee, if the committee includes student members; and
- filing a brief report on the committee’s activities for the year with the Academic Affairs Office, with a copy for the new chair by May 15.

Secretary and Recorder

For all committees except the Curriculum and Academic Standards Committee, committee secretary responsibilities include

- taking meeting minutes;
- composing committee documents, if applicable; and
- posting approved minutes and documents in the “Committee Archive” folder on the M: network drive.

To manage its large volume of committee correspondence, clerical duties for the Curriculum and Academic Standards Committee shall be divided between a secretary and a recorder.

The Curriculum and Academic Standards Committee secretary’s responsibilities include

- summarizing curriculum proposal documents;
- submitting a summary document of curriculum proposals to the Faculty Committees web site administrator for posting on the CAS site; and
- posting approved proposal documents (originals and summaries) in the “Committee Archive” folder on the M: network drive.

The Curriculum and Academic Standards Committee recorder’s responsibilities include

- taking meeting minutes; and
- posting approved minutes in the “Committee Archive” folder on the M: network drive.

Ex-Officio Members

Ex-officio committee members are persons who serve by virtue of some office or position they hold.

The rights and responsibilities of an ex-officio (non-voting) member include:

- may be present at all meetings;
- may propose resolutions;
- may make motions or second motions in committee;
- may give information to the committee; and
- may serve as a resource to the committee.

Student Members

The Student Senate will designate student members for each of the following standing committees: University Committee, Curriculum and Academic Standards Committee, Learning and Technology Resources Committee, Student Life Committee, Honors Committee. Student liaisons are members and shall serve for one academic year.

The rights and responsibilities of a student member include:

- may make motions or second motions in committee;
- may propose resolutions;
- may serve on subcommittees at the pleasure of the Chair;
- may not attend or participate in committee sessions that address personnel issues;
- may give information to the committee; and
- must maintain the University's minimum standards of scholarship.

Staff Liaisons

Staff liaisons are familiar with their assigned committee's tasks, the committee's purpose, and prior work products.

The rights and responsibilities of a staff liaison (non-voting) member include:

- may be present at meetings by the invitation of the Chair;
- may propose resolutions;
- may not make motions or second motions in committee;
- may give information to the committee; and
- may serve as a resource to the committee.