

## **Dominican University Committee/Governance Structure Effective Spring 2004**

### **General Concepts:**

- Evaluation of this governance structure will be conducted by the Group for the Assessment of University GovernancE (GAUGE, formerly the Transitional Leadership Group) during the first year of operation. An assessment process will be developed during the fall semester of 2003 with final evaluation to be completed by January 2005. To ensure both continuity and inclusiveness, GAUGE will be comprised of the membership of the TLG, with half of the current TLG faculty rotating out, and their positions filled by election of faculty at large, and half of the staff rotating out, and their positions filled by a member of the Staff Executive Committee.
- Not all committees on campus are governance committees. A *governance* committee is responsible for making substantive and procedural policy for the University in accordance with the mission and the strategic plan. This is distinguished from an *operations* committee, which is responsible either for administering the policies of the University or for adjudicating questions arising from operations. This is also distinguished from an *advisory* committee, which is responsible for informing the work of the governance committees.
- This document is relevant only to the following committees which are involved in decision and policy making activities: Provost's Council, Strategic Planning, Faculty Affairs, Curriculum and Educational Policy, Campus Utilization Policies, Budget, Staff Affairs, Student Life, General Assembly, Faculty Forum, and Staff Assembly.
- The Provost Council will serve as a clearing mechanism for assignment of tasks to committees, discussion of tasks initially, and of final committee products, identification of issues to be explored in committee, and redirection of initiatives that need to go to several committees for consideration as informed by the strategic planning process and the mission and vision of the institution.
- Agenda items for the Provost Council can originate from Provost/VPAA, AVPAA, Deans, Executive Associations (Faculty, Staff, Students), PEC, Board of Trustees, Strategic Planning Committee, or Provost Council itself.
- The Provost Council and the various committees may invite experts to meetings to address specific issues.
- Faculty membership on committees will be elected by the Faculty Forum and staff membership by the Staff Assembly.
- All committees will be operated according to Robert's Rules of Order and detailed minutes recorded.

### **Provost's Council (PC)**

Membership: (16-17 members)

Provost/VPAA

AVPAA

VPFT

VPIA

VPSLEM

Academic Deans (2)

Faculty Executive Members (5-6, depending if Chair of Faculty Forum is also an elected member of a committee)  
Staff Executive Members (2)  
Director of Diversity  
ASDU President

The Provost Council (PC) is responsible for:

1. coordinating assignments and flow to committees to evaluate viability and implementation of University initiatives.
2. receiving and evaluating the product/decision of all committees, recommending implementation or non-implementation of initiatives, and forwarding material on to PEC for final decision if appropriate
3. developing PC task forces to address issues that fall outside of responsibilities of committees.
4. setting the agenda for the General Assembly meetings with input from faculty, staff and student leaders of ASDU. The Provost presides at the General Assembly meetings.
5. providing agenda time to committee representatives or community members who request consultation.
6. prioritizing, for future consideration, items brought to the Provost Council which are not aligned with University Strategic Plan.

#### **Strategic Planning Committee (SPC)**

- Process to be developed by the Office of the Provost during the fall semester.
- Possible membership to include Provost Council, President, Trustee Committee Chairs, Parents Council Representative, Alumni Board Representative.
- Provost Council will nominate other individuals to join Strategic Planning when appropriate.

#### **Faculty Affairs Committee (FAC)**

Membership: (8 members)

Provost/VPAA (Ex officio)  
Academic Deans (2)  
Full Time Faculty (4)  
Adjunct Faculty (1)

The Lead Faculty member will Chair this committee.

The Faculty Affairs Committee is responsible for:

1. promoting professional development and recommending allocation of University funds for faculty development programs and sabbatical leave.
2. overseeing faculty welfare issues including faculty workload, equity, compensation and benefits, and making recommendations regarding developing procedures for peer review,
3. developing policies for hearing of faculty grievances, revision and maintenance of the Faculty Handbook, and revision of review criteria for promotion, retention and tenure.

## **Curriculum and Educational Policy Committee (CEPC)**

Membership: (11 members)

AVPAA (Ex officio)

Academic Deans (2) (Ex officio)

Faculty (5): 2 from each school and one at large

Students (2): 1 Graduate and 1 Undergraduate

Library Representative (Ex officio)

Academic Support Service Representative (1) (Ex officio)

Registrar (Ex officio)

The Lead Faculty member will Chair this committee.

The Curriculum and Educational Policy Committee is responsible for:

1. discussing and developing proposals for emerging academic issues relating to curriculum development, approval and evaluation, course requirements, long and short-range plans for curriculum, general education requirements, and evaluation of academic programs.
2. reviewing educational standards and policy.
3. determining educational admissions standards (probation, athletics, etc.).

The committee will establish and maintain the General Education Subcommittee, whose purpose is to work with the Director of General Education to review and approve new courses in the General Education Program.

## **Campus Utilization Policies Committee (CUPC)**

Membership: (8 members)

AVPAA

Dean of Students

Faculty (2)

Staff (1)

Director of Facilities

Students (2): 1 Day Student and 1 Commute/Pathways or Grad Student

The Chair of this committee will be elected by the committee membership.

The Campus Utilization Policies Committee is responsible for:

1. reviewing issues relating to IT policies, parking, facilities issues,
2. prioritizing classroom projects, space usage issues, campus use policies, relationship with vendors and Bon Appetit contract.
3. dealing with issues relating to safety and security, signage, facility maintenance, events management, and contracts with external providers.

## **Budget Committee (BC)**

Membership: (10 members)

Provost (Ex officio)

VPFT

VPSLEM

VPIA

Academic Deans (2)

Comptroller  
Faculty (2)  
Staff (1)

The Chair of this committee will be elected by the committee membership.

The Budget Committee is responsible for:

1. Recommending fiscal resource allocation in accordance with institutional priorities.

**Staff Affairs Committee (SAC)**

Membership: (5 members)

Staff (3)  
HR Director (Ex officio)  
Provost (Ex officio)

The Staff Executive Chair will Chair this committee.

The Staff Affairs Committee is responsible for:

1. dealing with issues related to staff welfare and workload, professional development, training and improvement.
2. reviewing staff evaluation policies, revising and maintaining the Staff Handbook, and reviewing compensation and benefit plans to assure equity in the workplace.

**Student Life Committee (SLC)**

Membership: (11 members)

VPSLEM  
Dean of Students  
Director of Alumni  
Assistant Dean of Student Life  
Campus Ministry Representative  
Staff Members: International Student Advisor and Athletic Director  
Faculty (2)  
Students (2)

The Chair of this committee will be elected by the committee membership.

The Student Life Committee is responsible for:

1. dealing with issues relating to residence and commute student life, safety and security, IT, new policies concerning residence life, residence life handbook, judicial affairs relating to student conduct, athletics, campus ministry, and institutional co-curricular programming.

**General Assembly (GA)**

Membership:

All administrators, faculty, staff and student leadership of ASDU.

Informational notes:

1. Each committee will report to the GA at least once annually.

2. GA is to be used to inform all constituents of the institution what is happening regarding governance issues related to the University.
3. The GA is convened by the Provost and the agenda is set by the Provost Council. All departments are to be represented at the GA and supervisors need to determine rotation of staff to man offices to allow personnel to attend the Assembly.
4. No classes to be held during GA time.
5. General Assembly will meet prior to Faculty, Staff, or Student Forums.
6. It is the responsibility of all members of the community to attend. Deans will work with Chairs to assure that all faculty and as many staff as possible attend the meeting.
7. President will be invited to speak at the General Assembly rather than at separate Presidential Forums.

### **Faculty Forum (FF)**

#### **Purpose:**

1. Provide a forum for debate on University issues of relevant to the life and work to the University's faculty
2. Provide an avenue for presenting the faculty's considered decisions and recommendations to faculty representatives on University governance bodies
3. Protect and promote academic freedom
4. Recognize and promote the professional work and contributions the faculty can make in the development of the University as a community of students and scholars
5. Protect and promote the role and responsibility of faculty in curriculum development by subjecting proposals for new curriculum to a vote of approval.
6. Protect and promote the role and responsibility of faculty in matters concerning faculty contracts, compensation, benefits, and workload by subjecting proposals respecting such matters to a vote of approval.

#### **Membership:**

Generally, all active faculty (as defined below) are members of the Faculty Forum; however, the Forum itself, through its by-laws, makes the ultimate determination of the eligibility for membership.

#### **The active faculty includes:**

1. Full-time teaching faculty;
2. Full-time faculty with major responsibilities other than classroom teaching:
  - a. Professional librarians
  - b. Academic department Chairs with faculty rank and program Directors with faculty rank
3. Part-time faculty who have taught at least twelve units at Dominican University

#### **Those who are not eligible for membership in the Faculty Forum include:**

1. Non-teaching emeritus/emerita faculty
2. Full-time University-wide administrators with academic rank

#### **Officers:**

1. The Faculty Forum officers shall be a Chair, Chair-Elect, and Recording Officer and shall be elected at large by the Faculty Forum.
2. Faculty representatives on each of the University committees shall be elected at large by the Faculty Forum.
3. The Faculty Executive shall be comprised of the Faculty Forum Chair and one lead faculty representative from each of the University Committees. Each lead faculty representative from each committee shall be chosen by his/her peers on each committee.

Terms of Office:

1. The Faculty Forum officers shall each serve for one year, with the Chair-Elect succeeding the Chair after the first year of service.
2. The terms of service for Faculty representatives on each of the University committees shall be two years and shall be staggered so as to ensure both change and continuity of membership from year to year.
3. The Chair of the Faculty Forum shall receive three units of release time per semester of service as Chair.

Duties:

1. The Chair of the Faculty Forum is responsible for convening both the Faculty Forum and the Faculty Executive
2. The Chair-Elect of the Faculty Forum is responsible for assisting the Chair in his/her duties and for acting as a substitute for the Chair as necessary
3. The immediate Past-Chair is responsible for serving as an advisor to the Chair and Chair-Elect
4. The Recording Officer is responsible for recording and distributing summaries of all Faculty Forum proceedings, including announcements, committee reports, deliberations, motions, votes, and attendance. The Recording Officer is also responsible, along with the Chair of Faculty Forum, for counting both votes cast during Forum meetings and votes cast by written ballot
5. The faculty representatives on each University committee are responsible for representing the membership of the Faculty Forum, and are responsible for reporting on their activities to the Faculty Forum at each regular meeting.
6. The Faculty Executive is responsible for coordinating communication and deliberations amongst faculty representatives and for representing faculty interests on the Provost Council

Elections of Officers and Representatives:

1. Election of Faculty Forum Officers and Faculty Representatives on University Committees shall occur annually each spring semester. All members of the Forum shall be eligible for office.
2. Officers shall be nominated from the floor during the penultimate regular meeting of the Forum in the spring semester
3. Elections shall be by written ballot, the results of which shall be announced before the end of the academic year each spring
4. Election of the Faculty Forum Officers and Faculty Representatives on University Committees shall be by simple majority of votes cast. If no one individual receives a majority, a run-off election between the candidates receiving the two highest numbers of votes shall occur

5. As with other written ballots, election ballots shall be distributed to as to allow for a full week (seven days) for voting.

**Meetings:**

1. The Faculty Forum shall hold regular meetings a minimum of four times per semester. Regular meetings are those scheduled by the Chair prior to each semester, held during the time designated by the University for such meetings and listed on the University's calendar of events.
2. Special meetings of the Faculty Forum may be scheduled by the Chair or by petition of twenty percent of the Forum membership. Whenever possible, special meetings shall be announced to the members of the Forum at least one week prior to the time of the special meeting
3. Regular meetings of the Faculty Forum shall be open to all members of the Forum. Other members of the University community may attend any given Forum meeting at the invitation of the Chair of the Forum.
4. The meetings of the Faculty Forum shall be conducted by the Chair of the Forum according to Robert's Rules of Parliamentary Order.
5. A quorum shall be one-third of the full-time faculty membership of the Forum. The Forum may open a meeting or discuss issues in the absence of a quorum, but may not vote or recommend on any issue in regular or special meetings unless the presence of a quorum has been established. The Recording Officer shall verify the presence of a quorum.
6. Motions, discussions, and votes occur at the pleasure of the membership of the Faculty Forum. Ordinary issues shall be decided by voice or hand vote in a Forum meeting, a majority of the members present being sufficient for passage. Significant issues shall be decided by written ballot, a majority of ballots cast being sufficient for passage. Distinctions between ordinary or significant issues shall be recommended by the Chair subject to the will of the Forum.

**Staff Assembly (SA)**

**Membership:**

Staff as determined by Staff Assembly Bylaws

**Informational notes:**

1. SA convened by Chair of Staff Executive Committee elected by staff at large.
2. Committee members are elected by the Staff Assembly at large.