

STATUTES OF THE UNIVERSITY ACADEMIC SENATE

Approved by Robert A. Wild, S.J., President on May 24, 2007

Approved by Academic Senate on May 14, 2007

PREAMBLE

Marquette University acknowledges that shared governance, with wide faculty representation in its governance bodies and in its formulation of policies, is essential for the vitality of the institution. Faculty engagement enhances communication and collegiality, and helps both to improve the quality of decision-making and to ease the way for subsequent implementation. In particular, the University recognizes the primacy of faculty in academic decisions and that faculty involvement in academic or administrative areas in which they have particular experience and expertise is essential to the vitality and efficient operation of the institution as a whole. As such, faculty input into decision making is deemed particularly important in areas such as curricula; admission standards, criteria for promotion and tenure of faculty, and resources supporting the academic mission of the University. The University will include substantive faculty representation on the internal boards and committees responsible for developing university policies and actions on such issues. The University administration will make reasonable efforts to provide time and material necessary for careful consideration of the issues and appointments submitted to them. In such matters, administration officials will consult with faculty, give serious considerations to the recommendations made by their committees and representatives before action is taken, and provide feedback when decisions made by the university are inconsistent with those recommendations. The faculty, in turn, recognizes its fundamental responsibility to serve on committees and in posts at the department, college, school, and university levels, and acknowledges that the ultimate responsibility for the operation of the University rests traditionally and legally with the President and the Board of Trustees.

The University Academic Senate (UAS) is a deliberative body whose responsibilities include academic planning, review and evaluation of academic programs, and formulation and appraisal of initiatives and policies relevant to the faculty and the academic mission of the university. Its conclusions on university policy, academic planning and evaluation will represent the official collective stance of the Academic Division. The Provost, who has ultimate responsibility for all executive decisions and actions within the Academic Division of the university, will report the conclusions of the UAS to the appropriate authorities outside the Academic Division, along with her or his own conclusions. Recommendations of the University Academic Senate shall be subject to the approval of the President and the Trustees.

ARTICLE 1—RIGHTS AND RESPONSIBILITIES

The University Academic Senate has the right to recognition of its leadership role in academic decisions and to the information needed to fulfill its responsibilities. The University Academic Senate has the responsibilities and related authority specified in Section 1.0.

Section 1.0 – Definition of Rights and Responsibilities

1. Reviews and approves major curricular changes, including initiation or termination of degrees, programs and majors and revisions of the University Core Curriculum for recommendation to the President and Board of Trustees by the Academic Division.
2. Reviews and approves major organizational changes, including establishing or eliminating schools or colleges for recommendation to the President and Board of Trustees.
3. Approves changes in the University norms for faculty appointment, promotion and tenure for recommendation to the President.
4. Reviews the Faculty Statutes and approves changes in statute policies and procedures for recommendation to the Provost.
5. Approves the establishment or elimination of centers and institutes, Marquette-sponsored foreign study programs and fully on-line programs and makes recommendations to the President.
6. Approves changes in the structure and descriptions of these committees and boards which report to the University Academic Senate.
7. Evaluates and endorses decisions with academic impact including a new university strategic plan, new appointments to major academic administrative positions, and faculty evaluation policies.
8. Engages in discussion with the Provost and provides input to the Provost on major university issues, including enrollment, tuition and university budget, in advance of finalized actions by the University.
9. Provides input directly, through its standing committees, or through the Provost on university-wide initiatives, campus and facilities planning, resource allocation, compensation, and employee benefits.

Section 2.0 Revision of Rights and Responsibilities

1. The rights and responsibilities of the University Academic Senate, as well as their limitations, shall be reviewed by the membership, as supervised by the Executive Committee and with the advice of the Provost, during the first year that the University Academic Senate is instituted and at minimum, every fourth year thereafter.
2. A change in the statutes of the UAS requires a two-thirds vote of the UAS and the concurrence of the Provost and approval of the President. A proposal to amend the statutes must be given at the regular meeting preceding the meeting at which a vote may be called.

ARTICLE 2—MEMBERSHIP

Section 1.0—Definition of Members

Membership on the University Academic Senate shall consist of the following: Twenty-nine elected faculty members; the Dean of the Klingler College of Arts and Sciences; four out of the ten Deans that includes the Deans of the other nine schools and colleges and the Dean of the Libraries; three elected students; the Vice Provost for Undergraduate Programs and Teaching; the Vice Provost for Graduate Programs/Dean of the Graduate School; and the Provost.

Section 1.01 The twenty-nine faculty representatives shall be elected to the Senate for terms of three years. Twenty-one faculty members shall be elected by and from the faculty of the schools and colleges as their representatives: four full-time faculty by and from the faculty of the Klingler College of Arts and Sciences; two full-time faculty by and from the faculty of each of the eight other colleges and schools having Regular full-time faculty; 1 part-time or full-time faculty member by and from the faculty of the College of Professional Studies; one Librarian selected by and from full-time, participating faculty librarians; six full-time faculty by and from the full-time members of the Regular Faculty and Librarians of the University, elected at large; and one part-time faculty by and from the part-time faculty of the university, elected at-large.

The full-time Regular Faculty of each college and school, shall each organize the election of its representative(s), and shall determine the extent of its electorate, under the oversight of the Committee on Committees and Elections (COCE). The COCE shall organize and supervise the University-at-large elections. All full-time regular Professors, Associate Professors, and Assistant Professors, and those full-time participating faculty (including Instructors and Librarians) who have completed at least two-and-one-half years of continuous service in rank at Marquette University, are eligible for election to the Senate. Only the Presiding Chair and Vice Chair of the UAS are required to hold tenure. From each School's or College's representatives, one senator may be from the participating faculty. Of the full-time faculty elected at-large, one third may be participating faculty. To be eligible for election to the Senate in a part-time faculty position, individuals must have taught at least one undergraduate course each semester at Marquette University continuously for the previous two-and-one-half years. Senators may be re-elected without limit.

Section 1.02 The four academic Dean UAS members shall be chosen from amongst the ten following Deans: Dean of the College of Business Administration, the Dean of the Diederich College of Communication, the Dean of the School of Dentistry, the Dean of the College of Education, the Dean of the College of Engineering, the Dean of the College of Health Sciences, the Dean of the Law School, the Dean of the College of Nursing, the Dean of the College of Professional Studies and Dean of the Libraries. The four representatives shall be elected from this group by the members of this group for one-year terms.

Section 1.03 Two of the student members are to be drawn from the full-time undergraduate student body, and one from the professional or graduate student body; each shall serve one-year terms. Any student meeting the normal University standards of eligibility may be appointed. The Marquette University Student Government shall organize and supervise the appointment process. The graduate or professional student shall be selected by a committee composed of one representative from each of the student associations or other appropriate student-led organization of the professional schools, and the Graduate School, such that the appointed representative will be chosen from amongst the professional programs or from the Graduate school on alternate years. Nominating representatives may be appointed or elected by the respective associations in accordance with their respective bylaws.

Section 2.0—Terms of Service and Voting Privileges

Section 2.01 The terms of service for each member of the UAS shall begin and end at the annual organizational meeting in May, in the year of the term onset and expiration. Terms of service shall be three years except where otherwise specified.

Section 2.02 Each member may cast one vote on each issue.

Section 3.0—Termination or Resignation of Membership

A member of the Senate will cease to be a member if (1) he or she submits a resignation in writing to the UAS Presiding Chair, or (2) he or she is absent unexcused by the chair from three successive meetings of the Senate.

Section 4.0—Replacing Terminated or Resigned Members

In the event that a Senator anticipates that he or she will be unable to substantially complete the term to which the Senator has been elected (*i.e.*, that the Senator will be unable for any reason for one semester or more to attend the meetings of the Senate), the Senator shall resign as close to the beginning of the period of unavailability as is practicable, or, upon failure to do so, the position shall be declared vacant by the Chair. Such vacancies, however created, shall be filled as the body or unit represented determines, except that as to the faculty elected-at-large positions, the candidate receiving the next highest number of votes in the election to the position vacated shall be appointed to the vacancy or, if that candidate should be for any reason unavailable, the vacancy shall be filled as the Committee on Committees and Elections shall determine. By whatever procedure the vacancy in the Senate is filled, the person succeeding to the vacant position shall serve the term of the Senator replaced.

ARTICLE 3—OFFICERS

Section 1.0—The Presiding Chair of University Academic Senate

The Presiding Chair of the University Academic Senate shall be a full-time, tenured faculty member elected annually by the UAS. The full UAS membership shall participate in the election of the Presiding Chair, which shall be conducted by the Committee on Committees and Elections. Not more than five consecutive annual terms shall be served by the same Senator; the Senator may be elected again, under usual circumstances, after a lapse of two

years. The Presiding Chair shall call and preside over the UAS meetings and he/she shall be responsible for the agenda for such meetings in collaboration with the Executive Committee.

Section 2.0—The Vice-Chair of University Academic Senate and Chair of the Faculty Council

The Vice Chair of the University Academic Senate shall be a full-time, tenured faculty member elected annually by the UAS. The UAS vice Chair shall also serve as Chair of the Faculty Council *ex officio*. The full UAS membership shall participate in the election of the Vice Chair, which shall be conducted by the Committee on Committees and Elections. Not more than five consecutive annual terms shall be served by the same Senator; the Senator may be elected again after a lapse of one year. The Vice Chair shall preside over the UAS in the absence of the Presiding Chair.

Section 3.0—The Secretary of University Academic Senate

The Secretary of the University Academic Senate shall be a full-time faculty member elected annually by the UAS. The Secretary shall oversee the accuracy of and corrections to the meeting minutes, which will be recorded by the Executive Administrative Assistant to the Provost. The Secretary shall also work with the Provost's office to ensure proper distribution of meeting materials, meeting arrangements, posting of UAS documents to the website, and supplemental activities; and he/she shall provide any necessary information and coordination for the COCE in holding elections for the UAS. The full UAS membership shall participate in the election of the Secretary, which shall be run by the Committee on Committees and Elections. The Secretary may be re-elected. The Secretary shall preside over the UAS in the absence of the Presiding Chair and Vice Chair.

Section 4.0—The Provost as Co-Chair of University Academic Senate

The Provost shall be designated as co-Chair of the UAS *ex officio* and will facilitate the provision of information, bring necessary business items, and assist setting of the agenda with the Presiding Chair and the Executive Committee. The Provost's office shall provide administrative assistance to the Chair and the UAS Executive Committee for the business and meetings of the UAS. A Vice Provost, designated annually by the Provost, shall serve in place of the Provost in the event of her/his absence.

Section 5.0—The Executive Committee

There shall be an Executive Committee, presided over by the Presiding Chair of the UAS and co-chaired by the Provost. The other members of the Executive Committee shall include the UAS Vice Chair who is also Chair of the Faculty Council, the UAS Secretary, one Dean elected by and from the Dean members of the Senate, and two faculty elected annually by the full Senate from its membership. At least three different schools or colleges must be represented on the Executive Committee. The Committee on Committee and Elections of the UAS will conduct this election. The Executive Committee will be empowered to approve agendas for regular Senate meetings and to act for the Senate in matters on which the full Senate is unable to meet because of time constraints.

ARTICLE 4—STANDING COMMITTEES

Section 1.0—The Faculty Council

The Faculty Council (FC), a standing committee of the University Academic Senate, provides a forum for discussing and vetting matters of immediate academic and professional importance and draws upon the collective experience and knowledge of the faculty as a consultative body for the Senate.

Responsibilities:

- a. Provides a forum for discussion for matters of immediate concern to any faculty member.
- b. Provides a forum for the Senate to gather input and advice from the larger faculty on matters that might require in-depth discussion and interviews with various constituencies.
- c. Refers matters for continued discussion or long-range planning to the Committee on Academic Policies and Issues or the Committee on Faculty Welfare.
- d. Provides an annual review and report to the UAS of the state of shared governance and the effectiveness of communication and collaboration between the faculty and various levels of the administration, with strategies for enhancement and goals for the year.
- e. Collaborates with the Senate and the Provost to identify matters of vital and timely importance and to organize, publicize and host forums as needed during the year open to the entire university community for discussing and communicating these matters. This shall include at least one meeting with the President of the university each calendar year.

Membership: Its membership consists of three faculty senators elected annually, nine at-large full-time faculty members, elected to three-year terms, and one at-large part-time faculty member elected to a three-year term. Any faculty senator and up to 1/3 of the at-large members of the FC may be from the participating faculty. At least four different schools or colleges must be represented on the Faculty Council.

Section 1.01— The Faculty Hearing Committee (FHC), a subcommittee of the Faculty Council, hears grievances of two types:

- a. The FHC is an advisory body in cases of contested appointment, non-renewal, suspension, or termination of faculty for absolute or discretionary cause. In such cases, it will follow the Procedures for Cause, Chapter 307 of the Statutes on Faculty Appointment, Promotion and Tenure, whereby it reports direct to the University President.
- b. The FHC considers written complaints, other than the above, in which a faculty member alleges that an administrative decision affecting the complainant is unfair, unjust, or in violation of established policies, procedures, or statutes of Marquette University. Such grievances include but are not limited to allegations of irregularities regarding teaching evaluations, annual reviews, salary determinations, reprimands, reappointments, dismissals, tenure, and promotion.

However, among grievances concerning denial of promotion and/or tenure or the termination of an untenured faculty member, only those that allege procedural irregularities in the promotion and tenure or termination processes fall under the purview of the FHC. In such cases, it will follow the Faculty Grievance Procedures, Section III.D of the Faculty Handbook, whereby it reports to the Provost.

Membership: the FHC consists of seven tenured, full-time faculty members, elected to three-year terms.

*Confidentiality: Deliberations, records or minutes of the Faculty Hearing Committee regarding grievances presented to it in due course as contemplated by the Faculty Handbook, as well as any information presented to the Committees in conjunction with those issues, will remain confidential with respect to third parties, subject to legal process recognized by the State of Wisconsin. Confidentiality may also be suspended in the event of legal action against the University.

Section 2.0—The Committee on Academic Policies and Issues

The Committee on Academic Policies and Issues (CAPI), a standing committee of the University Academic Senate, pursues long-range planning and vision of the academic mission of the university as it transcends individual programs, schools and colleges. Its business may be initiated by the Senate, the Provost, other Senate bodies, or individual faculty.

Responsibilities:

- a. Provides consultative input and reporting to the Senate.
- b. Provides a forum for discussion and in-depth study of issues not feasible on the Senate floor.
- c. Contributes review and analysis of general university academic policies and practices such as academic standards, grading policies and guidelines for initiating and terminating academic programs.
- d. Contributes long-range strategic planning advice toward providing competitive, high-quality academic programs through evaluation of issues such as instructional delivery models and technical support, balancing of faculty lines, teaching loads and expectations, and student support and opportunity frameworks.
- e. Provides consultation to and for the University Board of Undergraduate Studies and the University Board of Graduate Studies, and Committee on Academic Procedure as requested by the University Academic Senate or by either Board.
- f. Provides an annual report to the UAS.

Membership: Its membership consists of three faculty senators elected annually; six at-large full-time faculty members elected to three-year terms; one Dean, Vice Provost or Associate Provost elected annually by the Dean's Council; one graduate student representative elected annually; and one undergraduate student representative elected annually. Any faculty senator and up to 1/3 of the at-large members of CAPI may be from the participating faculty. At least

four different schools or colleges must be represented on CAPI (excluding student representative affiliations).

Section 3.0—The Committee on Faculty Welfare

The Committee on Faculty Welfare (CFW), a standing committee of the University Academic Senate, provides consultation to the Senate and a forum for discussion of long-range planning regarding overall faculty welfare that may be initiated by the Senate, the Provost, other Senate bodies, or individual faculty. Faculty welfare issues range from faculty development, mentoring, training and evaluation to university and academic support services, compensation and fringe benefits.

Responsibilities:

- a. Provides a regular forum for discussion of issues and planning regarding faculty welfare.
- b. Provides review, analysis and recommendations to the Senate on policies and issues regarding faculty welfare.
- c. Serves as liaison to the Joint Committee on Employee Welfare by designating one member to serve.
- d. Provides an annual report to the UAS.

Membership: Its membership consists of one faculty senator elected annually, 6 at-large full-time faculty members elected to three-year terms, one at-large part-time faculty member elected to a three-year term, and one representative from the Marquette University Retirees Association (MURA) appointed on an annual basis by the membership of MURA. Any faculty senator and up to 1/3 of the at-large members of CFW may be from the participating faculty.

Section 3.01—The Subcommittee on Part-time Faculty (SPTF), a subcommittee of the Committee on Faculty Welfare, provides a forum for discussing and addressing matters of particular concern to the part-time, non-tenure-track faculty. Discussion topics may be initiated by the Senate, the Provost, other Senate bodies, or individual faculty.

Responsibilities:

1. Provides a regular forum for discussion of issues regarding part-time faculty welfare and practices.
2. Provides review, analysis and recommendations to CFW on policies and issues regarding part-time faculty.
3. Provides an annual report to CFW to be incorporated in the CFW annual report to the UAS.

Membership: Its membership consists of 6 faculty members, at least 2/3 of whom are part-time faculty members, appointed to three-year terms. Appointment will be made by the UAS Executive Committee via recommendation of the subcommittee chair. (Revised on March 10, 2008 by University Academic Senate)

Section 3.02—The Subcommittee on Equity (SE), a subcommittee of the Committee on Faculty Welfare, monitors and addresses gender, diversity and equity in the status,

opportunities and evaluation of the faculty. Its business may be initiated by the Senate, the Provost, other Senate bodies, or individual faculty.

Responsibilities:

1. Monitoring progress in implementation of the action items identified in the 2003 Gender Equity Status Update (see 1) and its prior and subsequent reports regarding gender, diversity or equity for faculty.
2. Monitor, analyze and make recommendations to CFW regarding gender, diversity and equity in the status, opportunities and evaluation of faculty.
3. In conjunction with the Provost's office, develop and promote campus-wide activities to promote diversity and equity for all faculty.
4. Supervising a follow-up assessment to the 2003 Gender Equity Status Update (see 2) as it is planned.
5. Provides an annual report to CFW to be incorporated in the CFW annual report to the UAS.

Membership: Its membership consists of between 6 and 9 faculty members appointed to three-year terms. As many as 1/3 of its members may be drawn from the part-time faculty. Appointment will be made by the UAS Executive Committee via recommendation of the subcommittee chair. (Revised on March 10, 2008 by University Academic Senate)

Section 4.0—University Board of Undergraduate Studies

The University Board of Undergraduate Studies is a standing committee of the University Academic Senate. The Board addresses undergraduate educational affairs that affect more than one college, school, or program and serves as a forum for the discussion of the development, coordination, integration, and improvement of all undergraduate education.

Responsibilities:

1. Reviews regularly the reports from the Core Curriculum Review Committee.
2. Review reports on institutional undergraduate learning assessment results.
3. Recommendations on new degrees or majors, minors, and the discontinuance of degrees, majors, or minors.
4. Appraisal of the quality of undergraduate education through participation with the University Board of Graduate Studies in the periodic internal and external academic reviews of each department.
5. Regular review of established policies and recommendations which include the formulation of new policies or the revision of existing policies.
6. Participation in long-range academic planning at the undergraduate level.
7. Provides an annual report to the UAS.

Recommendations of the Board on policy, student assessment evidence, and planning are forwarded to the Provost for approval and reported to the UAS for information. Recommendations of the Board on curricular matters such as credit

1 The 2003 Gender Equity Status Update may be found at <http://www.marquette.edu/provost/equity>.

2 Ibid.

hour and substantive content changes to the Core of Common Studies, on new degrees or majors, and on discontinuance of degrees or majors are forwarded to the UAS for approval.

Membership: The Board is composed of one faculty member who regularly participates in undergraduate teaching (tenure preferred) from each area (Humanities, Natural Sciences and Social Sciences) of the Klingler College of Arts & Sciences and from each college and school that has an undergraduate program selected according to the rules of each unit and appointed by the Provost and two undergraduate students, selected by Marquette University Student Government. The faculty members shall serve three-year terms and the student members a one-year term. In addition, one faculty UAS Senator will be elected by the UAS to an annual term to serve as liaison to the UAS. The Assistant Vice President of Student Development will be an ex-officio non-voting member. The Vice Provost for Undergraduate Programs and Teaching serves as a non-voting member. The Chair of the board will be a faculty member elected by the voting members.

Section 5.0—University Board of Graduate Studies

The University Board of Graduate Studies is a standing committee of the University Academic Senate. The Board shall address formulating plans and policies for all graduate and professional education and shall serve as a forum to discuss continuous improvement of the graduate and professional programs.

Responsibilities:

1. Formulating policy on admission requirements, academic standards and procedures, theses and dissertations, probation and dismissal of students for academic reasons, and degree requirements.
2. Reviewing reports on institutional graduate and professional learning assessment results.
3. Appraising the quality of the graduate and professional programs.
4. Making recommendations for changes in existing programs, expansion of programs, introduction of new programs, and termination of programs; and for approval of individual students' Interdisciplinary Doctoral Programs.
5. Forwarding decisions to create a new degree, major, or certificate or to discontinue an existing degree or major to the University Academic Senate for approval and recommendation to the Provost.
6. Submitting recommendations on University and College wide changes in graduate and professional programs, student policies and regulations and other matters to the Provost.
7. Serving, at the discretion of the Vice Provost for Research and Dean of the Graduate School, as a hearing body for graduate student appeals.
8. Providing an annual report to the University Academic Senate.

Membership: The voting members, selected according to the rules of each unit and appointed by the Provost, should be comprised of one faculty member

(tenured preferred) that teaches in graduate programs from each area (Humanities, Natural Sciences, and Social Sciences) of the Klingler College of Arts & Sciences and from each college and school that offers graduate or professional education. In addition, one graduate student, also a voting member, shall be selected by the Graduate Student Organization. Faculty members shall serve three-year terms and the student member a one-year term. In addition, one faculty UAS Senator will be elected by the UAS to an annual term to serve as liaison to the UAS. The Vice Provost for Research and Dean of the Graduate School shall be a non-voting member. The Chair of the Board will be a faculty member elected by the voting members.

Section 6.0—Operational Policies of Standing Committees and their Subcommittees

Section 6.01—At their discretion, committees and subcommittees may create ad hoc subcommittees or appoint temporary members for such periods and for such duties as they deem warranted, such as to address specific tasks and projects.

Section 6.02— With the exception of the Faculty Council, which shall be chaired by the Vice Presiding Chair of the UAS, each committee and subcommittee shall elect its own Chair and shall function in accordance with the general bylaws adopted by the University Academic Senate. Standing and Subcommittee members shall meet UAS membership criteria (Statutes Article 2, Section 1.01), except as otherwise specified. All committee chairs must be current, full-time faculty employees of Marquette University, with the exception of the Subcommittee on Part-time Faculty, which may be chaired by a current, part-time faculty employee. (Revised March 10, 2008 by University Academic Senate)

Section 6.03—When a vacancy arises for elected positions, other than at the end of a term, the candidate receiving the next highest number of votes in the election to the position vacated shall be appointed to the vacancy and, if that candidate should be for any reason unavailable, the vacancy shall be filled as the Committee on Committees and Elections shall determine. For vacancies arising in appointed positions, a successor shall be appointed and approved by the Chair of the committee. By whatever procedure the committee vacancy is filled, the person succeeding to the vacant position shall serve only the remainder of the term of the representative replaced.

Section 6.04—A simple majority of each committee or subcommittee shall constitute a quorum except as otherwise specified herein.

Section 6.05—Members shall serve terms of three years, except in the case of Senator members to standing committees and subcommittees, whose terms shall be annual. Terms begin and end August 15th of each year.

Section 6.06—Committees and subcommittees that contribute no business to UAS and are not utilized by the UAS for a period of three years shall be reviewed by the Executive Committee for dissolution, with the exception of the Faculty Hearing Committee.

Section 6.07—Each standing committee shall report directly and regularly to UAS. UAS meeting time shall be allocated for such reporting.

Section 7.0—Additional Boards and Committees Reporting to UAS

The following University boards and committees shall relate to the University Academic Senate or its standing committees, via its Chair, as subcommittees of the Senate and advisory to it:

Section 7.01 - The Board for Student Media

The Board for Student Media is the committee of the University Academic Senate that oversees Marquette University's student media. These include the *Marquette Tribune*, *Marquette Journal*, Marquette Radio, MUTV, Student Interactive Media and any future ventures conducted under the direction of Student Media.

Responsibilities:

1. Establishing and overseeing policies regarding student media operations.
2. Making recommendations on matters of student media budgets and salaries to the Dean of the Diederich College of Communication.
3. Establishing and maintaining advertising, news, and editorial policies.
4. Hearing complaints and appeals about student media and making recommendations as appropriate to the Dean or Provost.
5. Reporting annually on the Student Media to the UAS.

Membership:

The Board will have eleven voting members and eight ex-officio, non-voting members. The voting members are: three Diederich College of Communication faculty, one from each of the mass media departments -- Advertising and Public Relations, Broadcast & Electronic Communication, and Journalism and a Marquette alumnus who has professional experience in print and/or broadcast media appointed by the Dean of the Diederich College of Communication; a representative of the Marquette Jesuit faculty; a faculty member from outside of the Diederich College of Communication nominated by the Committee on Committees and Elections; a representative of Marquette administration appointed by the Provost; a representative of Instructional Media appointed by the Provost and the Dean of the Diederich College of Communication; and three students all with a background in communication, two undergraduate students, nominated by the Marquette University Student Government who do not hold an MUSG office or a staff position on student media and the third, a graduate student, nominated by the Graduate Student Organization. Ex-officio (non-voting) members will be the Advertising Adviser, the Student Media Faculty/Staff Advisor(s) and the heads of the student media units. The chair will be elected by voting members of the Board from among the faculty representing the Diederich College of Communication. The Chair is normally a tenured faculty member. Terms of nominated and elected members of the Board and the Chair will be three years. Terms of Board members will be staggered for orderly annual transitions. Student term lengths will be for one year.

Section 7.02 - The Committee on Research (revised November 19, 2007)

The Committee on Research is the committee of the UAS which affords faculty participation in decisions concerning research.

Responsibilities:

1. Formulating policy concerning the conduct of research and make recommendation to the UAS for approval.
2. Deciding the Summer Faculty Fellowships and Regular Research Grants.
3. Selecting and recommending to the Provost the Way Klingler Young Scholar Awards and Haggerty Research Award.
4. Reviewing and evaluating the University's research effort and to make recommendations for its improvement and expansion.
5. Serving as a hearing body, at the discretion of the Vice Provost for Research and Dean of the Graduate School, for cases of misconduct in scholarship.
6. Providing an annual written report to the UAS.

Membership:

The voting members, selected according to the rules of each unit and appointed by the Provost, should be comprised of one tenured faculty member engaged in scholarship from each area (Humanities, Natural Sciences and Social Sciences) of the Klingler College of Arts & Sciences and from each college and school that offers graduate or professional education. Faculty members will serve a three-year term. The Vice Provost for Research and Dean of the Graduate School and the Director of Research and Sponsored Programs are both non-voting members. The chair of the Committee will be a faculty member elected by and from the voting members of the Committee.

Section 7.03 - The Committee on Teaching (revised January 28, 2008)

The Committee on Teaching is a committee of the Academic Division that reports to the UAS and the Provost. The Committee addresses and advances the practice and scholarship of teaching and learning at Marquette University.

Responsibilities:

1. Promoting quality teaching and learning through the development of recommendations for policies and practices related to teaching to the UAS.
2. Identifying and implementing methods to recognize and promote the scholarship of teaching.
3. Managing the selection process for faculty teaching awards and grants including the Faculty Awards for Teaching Excellence and the Way Klingler Interdisciplinary Teaching Award.
4. Collaborating with the Center for Teaching and Learning to provide seminars and resources for faculty development.
5. Reviewing and recommending policies to provide a supportive academic teaching and learning environment including educational technology.
6. Providing an annual report to the UAS.

Membership:

The Committee is composed of one faculty member, preferably tenured with a demonstrated commitment to teaching, from each college or school that desires representation. Each member shall be selected according to the rules of each unit and appointed by the Provost. The Marquette University Student Government will select one undergraduate student and the Graduate Student Association will select one graduate student to serve on the Committee. Faculty members will serve a three-year term and student members a one-year term. The Vice Provost for Undergraduate Programs and Teaching and the Director for the Center for Teaching and Learning shall serve as non-voting members. The Chair of the Committee will be a faculty member elected by and from the voting members of the Committee.

Section 7.04 - The University Committee on Faculty Promotions and Tenure

The University Committee on Faculty Promotions and Tenure is a standing committee of the Academic Division that reports to the UAS on policy matters and to the Provost regarding recommendations on promotion and tenure.

Responsibilities:

1. Reviewing and evaluating the proposal for promotion of regular faculty including recommendations of the faculty rank and tenure local committees (area, college or school).
2. Submitting votes on promotion and tenure decisions, with a chair's summary of discussion to the Provost.
3. Conducting regular review and revision of the Statutes on Faculty Appointment, Promotion and Tenure for approval by the University Academic Senate.
4. Reviewing new or revised departmental or college specific norms for congruence with University criteria.

Membership:

The Committee shall be composed of the chairpersons of the faculty rank and tenure local committees noted above. The Vice Provost for Research and Dean of the Graduate School, or a substitute as designated by the Provost, shall serve as Chair and non-voting member.

Note:

No candidate for promotion shall be entitled to appear before or participate in the deliberations of the Committee.

Section 8.0—The following committees report jointly to the Provost and UAS:**Section 8.01 - The Committee on Committees and Elections**

The Committee on Committees and Elections is a committee of the Academic Division and reports to the Provost.

Responsibilities:

1. Selecting the non-elected faculty members of such University committees as assigned to it by the UAS or the Provost. Nominations shall be sought from faculty, Deans, the Provost, and other sources (including Vice-Presidents) as the COCE deems appropriate.
2. Planning and supervising such elections as assigned to it by the UAS or the Provost.
3. Providing an annual written report to the UAS.

Membership:

The Committee shall be composed of one faculty member with five consecutive years of service from each of the colleges, schools, and Raynor Memorial Libraries that request direct representation, selected according to the rules of each unit and appointed by the Provost. The Klinger College of Arts and Sciences may have a member serving from each of the three areas (Humanities, Natural Sciences, and Social Sciences). Members are appointed for three-year terms and the committee shall elect its own chair.

Note:

The Office of the Provost will maintain accurate records of membership and chairmanship of the designated committees. This responsibility should include contacting the chairs of the designated committees to inquire whether any extraordinary vacancies need to be filled because of resignations or unanticipated leaves.

Section 8.02 - The Core Curriculum Review Committee

The Core Curriculum Review Committee is a committee of the Academic Division. The Committee, working with the Director of the Core Curriculum, shall be responsible for the development, maintenance, assessment, and evaluation of the University Core of Common Studies.

Responsibilities:

1. Approving new courses for the Common Core.
2. Reviewing periodically core courses in the core knowledge areas with recommendations for improvement.
3. Designing assessment processes for the common core.
4. Reviewing annually the evaluation of student learning assessment evidence for core learning outcomes.
5. Recommending improving student learning in the common core.
6. Reporting to the University Board of Undergraduate Studies (UBUS) on a regular basis and forwards any recommended changes in credit hour and knowledge requirements for UBUS approval.

Membership:

Membership of the committee consists of faculty members, preferably tenured with undergraduate core experience, selected according to the rules of each unit and

appointed by the Provost. Seven voting representatives from the Klingler College of Arts and Sciences: one each from English, History, Math, Philosophy, Theology, the Natural Sciences (Biology, Chemistry, Physics), the Social Sciences (Political Science, Psychology, Social and Cultural Sciences). Seven voting representatives from each of the other colleges with undergraduates: Business Administration, Communication, Education, Engineering, Health Sciences, Nursing, and Professional Studies. One voting representative with expertise in teaching courses in Cultural Diversity in any college or unit currently offering courses in diversity, nominated by the college and appointed by the Provost. The committee also includes one undergraduate student representative to be appointed by Marquette University Student Government as a voting member. The Director of the University Common Core serves as the non-voting Chair of the Committee. Faculty members serve a three-year term and the student member serves a one year term.

Section 8.03 Committee on Academic Technology (approved September 21, 2009)

The Committee on Academic Technology is a committee of the Academic Division and is appointed by the Provost. This committee is advisory to the Provost and the Chief Information Officer on all academic technology matters for the teaching and research of faculty and the learning environment of students.

Responsibilities:

1. Providing input to promote optimal integration of technologies in teaching and research.
 - a. Recommend technology-related policies for the use of computing and digital resources by faculty and students.
 - b. Provide input to IT Services concerning various academic technologies implementation and uses to promote optimal integration of technologies on campus.
 - c. Advise on selection of academic technology at the university.
2. Collaborating with the Associate Provost for Educational Technology, Dean of Libraries, and the Chief Information Officer to identify emerging and current digital technologies that could enhance teaching and research.
3. Advising on strategic planning for academic technology at the university.
4. Prioritizing IT-related technology projects that fit the university's academic technology plan.
5. Collaborating with the Center for Teaching and Learning to provide faculty training in e-learning and use of academic technologies.
6. Presenting recommendations, as appropriate, to the Academic Senate for additional faculty review.
7. Providing a written annual report to the Academic Senate.

Membership: The Committee shall consist of one faculty member from each of the colleges that desire direct representation; selected according to the rules of each unit and appointed by the Provost and two students, an undergraduate student appointed by MUSG and a graduate student appointed by GSO. The Klingler College of Arts and

Sciences may have a member serving from each of the three areas (Humanities, Natural Sciences, and Social Sciences). Faculty members are appointed for three-year terms and students, one year terms. In addition the Vice Provost for Undergraduate Programs and Teaching (or designee), the Chief Information Officer, the Associate Vice Provost for Educational Technology, the Director of the Center for Teaching and Learning, and the Dean of Raynor Libraries (or designee) will serve as ex-officio (non-voting) members. The committee shall elect a faculty chair. The Vice Provost will serve as co-chair to support the chair and facilitate the work of the committee.

Section 9.0—The following committees report to the Provost:

Section 9.01 - The Financial Aid Committee

The Financial Aid Committee is a committee of the Academic Division.

Responsibilities:

1. Selecting recipients from the Continuing Student Scholarship Competition.
2. Making decisions on student appeals brought to it by the Office of Student Financial Aid on matters relating to the receipt of scholarships and other aid. Decisions made by the Committee are final and the appeal process is stated in the student's letter.
3. Reporting to the Office of Student Financial Aid.
4. Reporting to the Athletic Director in matters involving athletic scholarships.

Membership:

The membership of the Committee shall consist of six voting faculty members elected by the Committee on Committees and Elections and appointed by the Provost who serve three-year terms and two voting undergraduate students solicited by Marquette University Student Government who serve two-year terms. The Committee membership also includes two non-voting members: the Dean of Undergraduate Admissions and the Director of Student Financial Aid. The chair must be a faculty member of the Committee and is elected by its members

Section 9.02 - The University Library Board

The University Library Board is advisory to the Dean of Libraries on library matters as they affect the teaching and research of faculty and the learning environment of students at the Raynor Memorial Libraries.

Responsibilities:

1. Reviewing and recommending policies dealing with Raynor Memorial Libraries services, collections, and facilities on behalf of faculty and students.
2. Providing an annual written report to the UAS.

Membership:

Membership on the committee is eight faculty members two from each of the following four disciplinary areas: Humanities, Social Sciences, Health Sciences, and Natural Sciences and Engineering, and one undergraduate student and one graduate

student. In addition, serving as non-voting members are the Associate Director of the University Library, the Coordinator of Collection Development, and the Director of the Law Library. The Committee on Committee and Elections appoints the eight faculty members who serve two academic-year terms and The Vice President for Student Affairs (undergraduate student) and the Vice Provost for Research and Dean of the Graduate School (graduate student) recommends student members to the Board who serve for one academic year. The Board elects its own chairperson from among the appointed faculty members.

Section 9.03 - The Sabbatical Review Committee

The Sabbatical Review Committee is a committee of the Academic Division and reports to the Provost.

Responsibilities:

1. Reviewing sabbatical plans and reporting to the Provost its approval of those plans that reasonably promise to contribute to university and faculty development.
2. Providing to the Provost recommendations regarding applications for competitive sabbatical fellowships.
3. Reviewing reports of sabbatical work done, requiring additional documentation as appropriate, and communicating to the Provost its evaluation of the work and acceptance of the report.
4. Considering the nature and purpose of the sabbatical program and making recommendations to the Provost for its enhancement.

Membership:

The Committee is composed of eight tenured members of the regular faculty representing a variety of scholarly disciplines and no more than three from the Klingler College of Arts and Sciences. Its members are selected by the Committee on Committees and Elections and appointed by the Provost. Members are appointed for three-year terms. The chair is elected by the members of the Committee.

Section 9.04 - The University Assessment Committee (revised September 21, 2009)

The University Assessment Committee is a committee of the Academic Division. The committee addresses and advances effective assessment of student learning at Marquette University.

Responsibilities:

1. Assisting and collaborating with the Provost and Vice Provosts to ensure ongoing systems of assessment including the:
 - a. Development, implementation, and maintenance of the framework for university assessment systems.
 - b. Development, implementation, and maintenance of learning assessment processes at the institutional level.
 - c. Review of institutional and program level learning assessment reports.
 - d. Recommendation of changes and modifications in the assessment processes as indicated.

2. Advising faculty, department, and colleges on assessment procedures and methods.
3. Recommending to and collaborating with the Center for Teaching and Learning to provide assessment workshops and seminars to aid faculty in assessment strategies.
4. Forwarding recommendations of the Committee to the UAS for feedback and to the Provost for approval.
5. Providing a written annual report to the UAS.

Membership: Membership on the committee reflects the institutional wide scope of assessment. The Committee shall consist of one faculty member with expertise in assessment from each of the colleges and schools that request direct representation, selected according to the rules of each unit and appointed by the Provost. In addition, the committee shall have division recommended, Provost appointed representatives from the Raynor Memorial Libraries and Division of Student Affairs as well as ex officio, the Director of the Core of Common Studies as committee members with full voting privileges. The Marquette University Student Government will select one undergraduate student and the Graduate Student Association will select one graduate student to serve on the Committee as voting members. Faculty members will serve a three-year term and student members a one-year term. The Vice Provost for Undergraduate Programs and Teaching and the Associate Vice Provost for Institutional Research and Assessment shall serve as an ex-officio, non-voting members. The Committee shall be chaired by the Vice Provost for Undergraduate Programs and Teaching.

Section 10.0—The Senate shall create other standing committees and *ad hoc* committees as needed.

OTHER BOARDS AND COMMITTEES REPORTING TO THE PROVOST

Institutional Review Board

The Institutional Review Board shall be responsible for reviewing research projects involving the use of human subjects. The Institutional Review Board shall insure that such projects conform to requirements that the rights and welfare of human subjects be safeguarded. To this end, the Institutional Review Board shall exercise general surveillance and review of such research projects. Committee members shall be appointed by the Vice Provost for Research and Dean of the Graduate School.

Intellectual Property Review Board

The Intellectual Property Review Board is an advisory body, reporting directly to the Provost. The Board shall include seven members, at least one whom will come from Finance and one from the Office of the General Counsel. The majority of members should be faculty, deans or directors having knowledge or expertise in science or engineering, technology transfer, or Intellectual Property. Board members shall serve at the pleasure of the Provost, who shall appoint the Board Chair, and the normal term of appointment shall be for two years. A majority of the members shall constitute a quorum. In addition the Board shall advise the Provost by (a) interpreting the terms of the Policy; (b) recommending changes or exceptions; and (c) annually reviewing the Technology Transfer Program.

OTHER COMMITTEES

Committee on University Honors

The Committee on University Honors reviews nominations for honorary degrees received from the University community in terms of established criteria and recommends candidates to the President. The chair and members are appointed by the President, and the membership consists of several faculty members and representatives of the civic community.