

## **STATUTES OF THE UNIVERSITY ACADEMIC SENATE**

Approved by Scott R. Pilarz, S.J., President on August 27, 2013

Approved by University Academic Senate on August 26, 2013

### **PREAMBLE**

The Marquette University Board of Trustees, President, Provost and administration endorse shared governance as a process in which the faculty has an essential role as participants in deliberations regarding academic and administrative areas that affect the academic mission of the University. Overall, shared governance improves communication, collegiality, and decision-making about the academic mission and about the effective and efficient use of University resources in keeping with strategic initiatives. Shared governance operates through the UAS, its standing committees and task forces as well as advisory boards and other representative groups.

Faculty members and their administrative colleagues have distinctive responsibilities and outlooks in pursuing academic excellence. Faculty members participate in shared governance at the department, college, school and university levels through boards and committees that are responsible for academic issues. In shared governance, administrators consult with such faculty bodies in a timely manner and give serious consideration to their recommendations before decisions and actions are taken. When a decision varies from faculty recommendation, administrators will promptly discuss this with the relevant academic group prior to the decision being implemented. In rare instances when time will not allow a discussion, administrators will provide notification with rationale to the relevant academic group prior to implementation of the decision. Faculty members acknowledge that the ultimate responsibility for the operation of the University resides with the Board of Trustees and the President.

The University Academic Senate (UAS) is the primary vehicle for university-wide shared governance and commits itself to fostering a culture of collaboration and participation. As a deliberative body, the shared governance responsibilities of UAS include:

- academic planning
- review and evaluation of programs, Centers and Institutes
- overseeing and evaluating the work of UAS boards and committees
- acting on recommendations proposed by UAS boards and committees
- appraising initiatives and policies relevant to the faculty and the academic mission of the university
- responding to faculty, administrative and student concerns

### **ARTICLE 1 – RIGHTS AND RESPONSIBILITIES**

The University Academic Senate (UAS) fulfills its role of leadership and governance on behalf of the faculty through participation in decisions on the academic life of the University and obtaining the information needed to fulfill its responsibilities.

#### **Section 1.0 Definition of Rights and Responsibilities**

- 1.01** The UAS approves the following for recommendation to the Provost:

- a) Major curricular changes, including initiation or termination of degrees, programs, majors, and revision of the University core curriculum.
  - b) Organizational changes, including establishing or eliminating Schools, Colleges, Centers and Institutes, Marquette-sponsored study abroad programs and on-line programs;
  - c) Changes to the UAS Statutes, policies and/or procedures, including changes in the structure and descriptions of the committees and boards which report to the UAS
  - d) Changes in the University norms for faculty appointment, promotion and tenure, and faculty evaluation policies
  - e) Changes in the University's student evaluation of teaching forms.
- 1.02** In collaboration with the Provost, the UAS
- a) Discusses and evaluates decisions with major impact such as the strategic plan, academic planning, enrollment, tuition, and the University budget.
  - b) Provides input on the work of academic programs, Centers and Institutes; and the work of other boards/committees that report to UAS,
  - c) Provides input on campus and facilities planning, resource allocation, information technology, campus security, institutional research, academic calendar, academic programming, compensation, and employee benefits.
- 1.03** In a situation in which the UAS believes it has been insufficiently consulted, the UAS:
- a) Will document the issue in the public record.
  - b) Will request a special meeting between the UAS Executive Committee and the Provost.
  - c) May request a special meeting between the UAS Executive Committee and the President.
  - d) May take a vote of no confidence.

**Section 2.0 The Executive Committee** (amended by UAS on January 23, 2017)

The Executive Committee is comprised of the Presiding Chair of the UAS, the Provost who serves as Co-Chair, the UAS Vice-Chair, the UAS Secretary, the Chair of Faculty Council, one Dean elected by and from the Dean members of the UAS, and two faculty Senators elected annually by the UAS members. At least three different schools/colleges must be represented on the Executive Committee.

- 2.01** The Executive Committee sets the agenda for UAS meetings
- 2.02** In accordance with shared governance, the UAS Executive Committee will be invited to discuss and evaluate new permanent appointments to major academic administrative positions with the Provost and/or President prior to offer being extended.
- 2.03** In time sensitive situations, the Executive Committee may act on behalf of the UAS
- 2.04** At least once each semester the Executive Committee shall meet with the President of the University.

**Section 3.0 Revision of Rights and Responsibilities**

- 3.01** Every fourth year the University Academic Senate shall review the statutes and bylaws, supervised by the Executive Committee with advice from the Provost.
- 3.02** Any change in the statutes of the UAS requires a two-thirds vote, concurrence of the Provost and approval of the President within three months of the UAS vote. Any proposal for revision of the statutes must be given at the regular meeting preceding the meeting in which a vote may be called.

## ARTICLE 2 – MEMBERSHIP

- Section 1.0** **Definition of Members** (amended by UAS on September 21, 2015, April 18, 2016 and May 2 2016)  
Membership on the University Academic Senate shall consist of the following:  
Twenty-eight elected faculty members; the Dean of the Klingler College of Arts and Sciences; two out of the ten Deans from the other nine schools and colleges and the Raynor Library; three elected students; the Vice Provost for Academic Affairs; the Vice Provost for Graduate and Professional Studies and Dean of the Graduate School; and the Provost; for a total of 37 Senators
- 1.01** University Academic Senate Faculty Members
- a) The twenty-eight faculty representatives shall be elected to the Senate for terms of three years.
  - b) Senators may be re-elected without limit.
  - c) All full-time regular faculty, and 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.
  - d) Twenty-one faculty members shall be elected by and from the faculty of the schools and colleges they represent as follows:
    1. Two Senators from each School or College except the Klingler College of Arts and Sciences. (16 Senators)
    2. Four Senators by and from the faculty of the Klingler College of Arts and Sciences (4 Senators)
    3. One Senator from the full-time participating faculty librarians (1 Senator)
  - e) The Committee on Committees and Elections (COCE) shall organize the election of seven Senators as follows:
    1. Four Senators at-large from regular faculty
    2. Two Senators at-large from participating faculty
    3. One Senator at-large from the part-time faculty who has taught at least one undergraduate course each semester at Marquette University continuously for the previous two-and-one-half years.
- 1.02** University Academic Senate Dean Members
- a) Two Senators shall be elected by the Dean’s Council (with the exception of the Dean of the Klingler College of Arts and Sciences) for one year terms and may be re-elected without limit.
  - b) The Dean of the Klingler College of Arts and Sciences is automatically a Senator.
- 1.03** University Academic Senate Student Members
- a) Two Senators shall be from the full-time undergraduate student body. Each shall serve a one-year term. The Marquette University Student Government shall organize and supervise the appointment process for the undergraduate members.
  - b) One Senator shall be from the professional or graduate student body. The Senator shall be selected by a committee of representatives from student associations or other appropriate student-led organizations with the assistance of the Graduate School.
- Section 2.0** **Terms of Service and Voting Privileges**
- 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 were otherwise specified.
- 2.02** Each member may cast one vote on each issue.

**Section 3.0 Resignation, Absence or Sabbatical**

- 3.01** A Senator will cease to be a member of UAS if he or she submits a resignation in writing to the UAS Presiding Chair.
- 3.02** A Senator who has three or more absences within a year will meet with the UAS Executive Committee regarding fulfilling his/her term on the UAS.
- 3.03** A Senator on sabbatical will be replaced for a semester if the sabbatical is for one semester or a year if the sabbatical is for a year.

**Section 4.0 Replacing Terminated or Resigned Members**

In the event that a Senator is unable to complete the term, the Senator shall resign as close to the beginning of the period of unavailability as is practicable. Senators representing a College or School shall be replaced by that body. For Senator-at-Large positions, the vacancy shall be filled by the COCE. The person succeeding the vacated position shall serve the balance of the term.

**ARTICLE 3 – OFFICERS**

**Section 1.0 The Presiding Chair of University Academic Senate**

The Presiding Chair of the UAS shall be a full-time, tenured faculty member elected annually at the final meeting of the UAS in the year preceding his/her term. The Presiding Chair receives a one course buyout per year. The term of office shall not exceed three consecutive years.

The Presiding Chair shall:

- 1. Formulate the draft agenda for full UAS meetings
- 2. Convene and lead the meetings of the Executive Committee and the full UAS
- 3. In extreme circumstances, the Chair is empowered to act on behalf of the UAS until such time as the Chair can convene the Executive Committee
- 4. Serve as a member of University Leadership Council (ULC)
- 5. Attend a Dean's Council meeting along with the UAS Vice-Chair at least once a semester
- 6. Meets with the Board of Trustees Committee on Academic Excellence once a year

**Section 2.0 The Vice-Chair of University Academic Senate**

The Vice Chair of the UAS shall be a full-time, tenured faculty member elected annually at the final meeting of the UAS in the year preceding his/her term. The Vice-Chair receives a one course buyout per year. The term of office shall not exceed three consecutive years.

The Vice Chair shall:

- 1. Serve as ex-officio member of the Faculty Council and on the Faculty Council Executive Committee.
- 2. Preside over the UAS in the absence of the Presiding Chair.
- 3. Serve as a member of University Leadership Council (ULC)
- 4. Attend a Dean's Council meeting along with the UAS Chair at least once a semester
- 5. Meets with the Board of Trustees Committee on Academic Excellence once a year

**Section 3.0 The Secretary of University Academic Senate**

The Secretary of the UAS shall be a full-time faculty member elected annually at the final meeting of the UAS in the year preceding his/her term and may be re-elected. The Secretary receives a one course buyout per year.

The Secretary shall:

1. Oversee the accuracy of and corrections to the UAS meeting minutes, which will be recorded by the Executive Administrative Assistant to the Provost.
2. 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.
3. In cooperation with the Provost's office, provide the UAS an annual summary of conclusions/recommendations made by the UAS, and any decisions or actions made on those conclusions/recommendations.
4. Provide any necessary information and coordination for the COCE in holding elections for the UAS.
5. 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 is the Co-Chair of the UAS ex-officio.

The Provost shall:

1. Provide important University information including his/her own perspective and that of the President and the Board of Trustees on matters pertinent to the UAS
2. Represent the deliberations of the UAS to the President and the Board of Trustees.
3. Provide necessary business items to the UAS,
4. Assist in setting the UAS 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.

**ARTICLE 4 – STANDING COMMITTEES**

**Section 1.0 Standing Committees that Report to the UAS**

**1.01 The Faculty Council** (amended by UAS on January 26, 2015)

The Faculty Council (FC) performs three different roles in the university's shared governance structure:

1. It monitors academic governance issues, 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. Establishes and monitors formal procedures for faculty involvement in academic and administrative decisions affecting the faculty and fulfilling the University mission.
- b. Provides a forum for discussion on matters of immediate concern to any faculty member
- c. Gathers input and advice from faculty on matters that might require in-depth discussion and interviews with various constituencies, especially in response to UAS requests.
- d. Refers matters for continued discussion or long-range planning to the appropriate UAS committee(s).

- e. Collaborates with the UAS and the Provost to identify matters of vital and timely importance and organizes, publicizes and hosts forums as needed during the year open to the entire University community for discussing and communicating these matters.
  - f. Organizes, publicizes and hosts at least one forum with the President of the University each calendar year open to the entire faculty
  - g. Monitors the state of shared governance and the effectiveness of communication and collaboration between the faculty and various levels of the administration.
  - h. Annually reports to the UAS the state of shared governance with strategies for enhancement.
2. It 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 UAS, the Provost, other UAS 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. Reviews and analyzes University academic policies and practices such as academic standards, grading policies and guidelines for initiating and terminating academic programs.
  - d. Contributes to long-range strategic planning by evaluating 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 as requested by the UAS or by either Board.
3. It provides consultation to the Senate and a forum for discussion of long range planning regarding overall faculty welfare that may be initiated by the UAS, the Provost, other UAS 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 UAS on policies and issues regarding faculty welfare.
- c. Serves as liaison to the Joint Committee on Employee Welfare by designating one member to serve.

*Membership:* Thirteen voting members: eleven elected to three-year terms and two ex-officio members. Arts and Sciences faculty will elect 2 members, while each of the other colleges and the librarians will each elect 1 member. Ex-officio members will be the vice-chair of the UAS and the chair of the Subcommittee on Part-Time Faculty. Each year FC members will elect a vice chair. The vice chair will automatically become the chair the following year. Elected members will be selected according to the rules of each unit.

*Faculty Council Executive Committee:* The Faculty Council Chair, Vice Chair and UAS Vice Chair will constitute the Faculty Council Executive Committee to schedule meetings and set agendas. The Faculty Council Chair will attend UAS meetings and along with the UAS Vice Chair serve as a liaison to the UAS.

**1.01.1 Faculty Hearing Committee** (amended by UAS January 26, 2015)

The Faculty Hearing Committee (FHC), an independent subcommittee of the Faculty Council, hears grievances of two types:

1. 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.
2. 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:* Seven tenured, full-time faculty members, elected through the COCE to three-year terms. Five members shall constitute a quorum.

\*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.

**1.01.2 Subcommittee on Part-time Faculty** (amended by UAS on January 26, 2015)

The Subcommittee on Part-time Faculty (SPTF), a subcommittee of the Faculty Council (FC), 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 UAS, the Provost, other UAS 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 FC on policies and issues regarding part-time faculty.
3. Provides an annual report to FC to be incorporated in the FC annual report to the UAS.

*Membership:* Six faculty members, at least two-thirds 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.

**1.02 Committee on Diversity and Equity** (amended by UAS on January 26, 2015)

The Committee on Diversity and Equity is responsible for ensuring, promoting, facilitating, and monitoring diversity and equity opportunities at Marquette University. Its business may be initiated by the UAS, the Provost, other UAS bodies, individual faculty, academic staff, or undergraduate, graduate, or professional students.

The Committee on Diversity and Equity defines the terms diversity and equity in the following manner: Diversity refers to the experience of each member of the University community; with the understanding that each individual possesses unique social identities and that some of these social identities can intersect. Our commitment to diversity also includes

cultivation of a climate that respects and values individual differences. Thus, the principles of diversity and inclusion refer to characteristics of each social identity\* (including the intersection of multiple identities) as well as systemic factors that lead to an inclusive community and environment.

Equity is the full embrace of equality and fairness. The term equality is defined to mean that an individual should receive fair and similar treatment within a given community. Fairness means just treatment of all persons within the University community with an acknowledgment that persons with certain social identities have historically been oppressed within society. Therefore, it is important to recognize that personal, cultural, institutional, and organizational discrimination and stigmatization along social identities creates and sustains privileges for some while creating and sustaining oppression for others. Further, the Marquette University community embraces the ethic of *cura personalis*, and shares a commitment to moving beyond tolerance to embracing diversity.

\*Note: In keeping with Marquette University's Catholic Jesuit mission and with respect for all individuals, social identity is meant to be inclusive. Examples include but are not limited to race, ethnicity, national origin, immigrant status, gender, sex, sexual orientation, gender identity, age, physical ability, cognitive ability, mental illness, religious beliefs, physical appearance, income or economic background, military status, geographic location, marital status, education, parental status.

**Responsibilities:**

1. Promotes diversity and equity opportunities at Marquette University. The term promote includes but is not limited to the following activities: building alliances across social identities; instilling values and providing tools that enable members of the University community to work together to eradicate all forms of individual and institutional discrimination and oppression; practicing mutual respect for social identities; and exploring differences and similarities in a safe and nurturing environment.
2. Ensures that diversity and equity opportunities are available at Marquette University. The term ensure includes but is not limited to the following activities: supporting and planning ongoing activities related to diversity and equity; facilitating analysis of gaps, needs and opportunities.
3. Monitors diversity and equity opportunities at Marquette University. The term monitor includes but is not limited to the following activities: synthesis and critical analysis of reports related to faculty hiring, retention, promotion, and salary.
4. Provides an annual report to the University Academic Senate.
5. The Committee may: Undertake campus-wide assessment of diversity or equity, as directed by the President of the University, or other university official. The term assessment includes but is not limited to the following activities: collaboration with administration to obtain the data necessary to analyze and report comparisons with prior data and internal and external benchmarks.

*Membership:* Includes six faculty members representing a broad range of disciplines and two participating faculty members, one from the library and one adjunct. All members are appointed by the Provost with recommendations offered by the committee. The Marquette University Student Government will select one undergraduate student and the Graduate Student Association will select one graduate student and one professional student to serve on the Committee. The Associate Provost for Diversity and Inclusion, the Director of the Gender and Sexuality Resource Center and the Ombudsman will be ex-officio members of the Committee. Voting members are appointed for three-year terms. The chair is a faculty member elected by the members of the Committee. Student member responsibilities only include those responsibilities outlined in UAS statutes Section 1.02, "1" and "2".



**1.05 *Committee on Committees and Elections***

The Committee on Committees and Elections (COCE) reports to the UAS.

Responsibilities:

1. Selects 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. Plans and supervises such elections as assigned to it by the UAS or the Provost.
3. Provides an annual written report to the UAS.

*Membership:* 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.

**1.06 *Operational Policies of Standing Committees and their Subcommittees that Report to the UAS*** (amended by UAS on January 26, 2015)

- 1.06.1** At their discretion, committees and subcommittees may create ad hoc task forces or appoint temporary members for such periods and for such duties as they deem warranted, such as to address specific tasks and projects.
- 1.06.2** 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. (amended March 10, 2008 by UAS)
- 1.06.3** 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, 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 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 for the time of the vacancy (e.g. sabbatical) or the remainder of the term of the representative replaced. The person requiring replacement for their term will notify the chair of the committee and the chair of COCE of their intent to return or vacate for the remainder of their term. Committee chairs will inform the office of the Provost who will work with COCE on identifying a replacement.
- 1.06.4** A simple majority of each committee or subcommittee shall constitute a quorum except as otherwise specified herein.
- 1.06.5** 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.
- 1.06.6** 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.
- 1.06.7** Each standing committee shall report directly and regularly to UAS. UAS meeting time shall be allocated for such reporting.

## **Section 2.0 Standing Committees/Boards that Report to the UAS and Provost**

### **2.01 *University Committee on Faculty Promotions and Tenure*** (amended by UAS on October 19, 2015 and December 10, 2018)

The University Committee on Faculty Promotions and Tenure reports to the UAS on policy matters and to the Provost regarding recommendations on promotion and tenure.

Responsibilities:

1. Reviews and evaluates dossiers for promotion and/or tenure of regular faculty, including the recommendations of the local units' (department, area, college or school) promotion and tenure committees, based on the published standards of the University and local units.
2. Votes on whether to recommend promotion and tenure of candidates, with a chair's summary of the confidential discussion provided to the Provost.
3. Conducts regular review and revision of the Statutes on Faculty Appointment, Promotion and Tenure for approval by the University Academic Senate.
4. Reviews new or revised departmental or college specific norms for congruence with University criteria.
5. Reviews and updates promotion and/or tenure information and dossier instructions for regular faculty and full-time participating faculty.
6. Provides regular training associated with the information and instructions of promotion and tenure.

*Membership:* Membership includes the chairpersons of the local units' (department, area, college or school) promotion and tenure committees, who must hold the rank of professor. The Vice Provost for Faculty Affairs, or a substitute as designated by the Provost, shall serve as Chair and non-voting member.

*Attendance and Participation by Non-Members:* A note taker (designated by the Committee chair), with no other role on the committee will attend the meetings. No candidate for promotion and/or tenure shall be entitled to appear before or participate in the deliberations of the Committee. Invited deans, department chairs or a dean's designee from the dean's office or local unit, may attend the non-voting portion of the meeting at which the Committee votes on promotion and/or tenure candidates.

### **2.02 *University Board of Undergraduate Studies*** (amended by UAS October 21, 2013 and September 21, 2015)

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. Recommendations on new degrees or majors, minors, and the discontinuance of degrees, majors, or minors.
2. Regular review of established policies and recommendations which include the formulation of new policies or the revision of existing policies.
3. Reviews regularly reports on institutional undergraduate learning assessment results, including reports from the Core Curriculum Review Committee and others as appropriate.
4. Participation in long-range academic planning at the undergraduate level.
5. 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.
6. 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 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 Academic Affairs serves as an ex-officio non-voting member. \*The Core Curriculum Review Committee Director will be an ex-officio non-voting member. The Chair of the board will be a faculty member elected by the voting members.

**2.02.1 Marquette Core Curriculum Committee and Core Advisory Group** (approved by UAS May 7, 2018)

The Marquette Core Curriculum (MCC) Committee, working with the MCC Director, will maintain the integrity of the Core Curriculum as established and approved by the campus community and shall be responsible for the development, maintenance, management, assessment, and evaluation of the Marquette Core Curriculum.

The MCC Director will serve as the chair of the MCC Committee and report directly to the Vice Provost for Academic Affairs and, as appropriate to the University Board of Undergraduate Studies.

**Responsibilities of the Marquette Core Curriculum Committee:**

The MCC Committee will hold monthly meetings, called by the MCC Director.

Responsibilities:

1. Solicits, reviews, and approves Core courses
2. Reviews, revises, and manages Discovery Tier Themes (including coordination of offerings)
3. Develops and manages assessment of the MCC.
4. Develops and maintains an ongoing program of faculty development for Core instructors
5. Coordinates with undergraduate advisors and provides training as needed
6. Coordinates Core issues with colleges, departments, and other academic units (i.e. Honors, Office of International Education, Student Affairs)
7. Promotes the MCC and shares news and updates with the university community
8. Conducts ongoing review of the MCC curriculum and its courses to ensure the curriculum continues to meet its goals and learning outcomes. This includes maintaining an archive of the syllabi of core courses.
9. Establishes policies as needed for maintenance and improvement of the Marquette Core Curriculum.
10. Meets regularly with the Marquette Core Curriculum Advisory Council.
11. Reports 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:** The Director of the MCC will serve as chairperson of the Committee. Members will be appointed by Provost. The Director of the MCC will solicit nominations from the faculty and make recommendations to the Provost for appointment. In addition to the Chair, there will be eight voting members, drawn from faculty who are teaching or have taught in the Core. Committee members will serve three-year terms, with a two-term limit. At all times, the characteristics of the committee membership must be such that there is representation from:

1. Each of the five foundational courses (THEO, PHIL, RHET, ESSV, MOI)
2. Each of the three threads in the Discovery Tier (Humanities, Social Science, and Mathematics and Natural Science)
3. The Honors Core
4. At least three colleges

Note a single faculty member may fulfill more than one of the above characteristics.

The Director of the MCC will be a non-voting member and will vote only in cases of a tie.

### **Marquette Core Curriculum Advisory Council**

The MCC Advisory Council will represent the campus community in providing input into MCC processes and curricular content, proposing new ideas for MCC programming, and providing feedback for improvement of the MCC. In addition, it shall be the role of the MCC Advisory Council to communicate updates and information about the MCC to their respective campus units.

The MCC Advisory Council will be appointed to meet once per semester with the MCC Director and members of the MCC Committee. These meetings will be open to all members of the Marquette community.

#### Membership:

The MCC Advisory Council will be comprised of the following members:

1. Each undergraduate college dean should appoint two members:
  - i. One associate dean or director of advising
  - ii. One faculty member who has taught in the Core and/or acts as Department Director of Undergraduate Studies
2. One representative from each of the following units, appointed by Director or Head:
  - i. Office of the Registrar
  - ii. Office of Student Affairs
  - iii. Educational Opportunity Program
  - iv. Ott Writing Center
  - v. Office of International Education
  - vi. Center for Teaching and Learning
3. Three undergraduate students appointed by President of MU Student Government
4. Six additional faculty members appointed by the Faculty Council of the Academic Senate.

#### Responsibilities:

1. Provide feedback about upcoming or proposed changes to the Core
2. Ask questions of MCC Committee and provide feedback on behalf of their colleges, departments, and units
3. Report back formally to their colleges, departments, and units

**2.03** *University Board of Graduate Studies* (amended by UAS on May 2, 2016)

The University Board of Graduate Studies (UBGS) formulates plans and policies for all graduate and professional education and serves as a forum to discuss continuous improvement of the graduate and professional programs.

Responsibilities:

1. Formulates policy on admission requirements, academic standards and procedures, theses and dissertations, probation and dismissal of students for academic reasons, and degree requirements.
2. Reviews reports on institutional graduate and professional learning assessment results.
3. Appraises the quality of the graduate and professional programs.
4. Makes recommendations for changes in existing graduate programs, expansion of programs, introduction of new programs, and termination of programs; and for approval of individual students' Interdisciplinary Doctoral Programs.
5. Forwards decisions to create a new graduate degree, major, or certificate or to discontinue an existing graduate degree or major to the University Academic Senate for approval and recommendation to the Provost.
6. Submits recommendations on University and College wide changes in graduate and professional programs, student policies and regulations and other matters to the Provost.
7. Serves as needed as a hearing body for graduate student appeals.
8. Provides 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, are 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. \*Vice Provost for Graduate and Professional Studies shall be a non-voting member. The Chair of the Board will be a faculty member elected by the voting members.

#### **2.04** *Committee on Research* (amended by UAS May 4, 2015)

The Committee on Research (COR) reports to the Provost and UAS. The Committee affords faculty participation in decisions concerning research.

Responsibilities:

1. Formulates policy concerning the conduct of research and makes recommendation to the UAS for approval.
2. Decides the Summer Faculty Fellowships and Regular Research Grants.
3. Selects and recommends to the Provost the Way Klingler Young Scholar Awards and Haggerty Research Award.
4. Reviews and evaluates the University's research effort and to makes recommendations for its improvement and expansion.
5. Serves as a hearing body, at the discretion of the Vice President for Research and Innovation, for cases of misconduct in scholarship.
6. Provides an annual written report to the UAS.

*Membership:* The voting members, selected according to the rules of each unit and appointed by the Provost, shall 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 President for Research and Innovation 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

**2.05 *Committee on Teaching*** (amended by UAS on September 21, 2015)

The Committee on Teaching (COT) 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. Promotes quality teaching and learning through the development of recommendations to the UAS regarding policies and practices related to teaching.
2. Identifies and implements methods to recognize and promote the scholarship of teaching.
3. Manages the selection process for faculty teaching awards and grants including the Faculty Awards for Teaching Excellence and the Way Klinger Interdisciplinary Teaching Award.
4. Collaborates with the Center for Teaching and Learning to provide seminars and resources for faculty development.
5. Reviews and recommends policies to provide a supportive academic teaching and learning environment including educational technology.
6. Provides an annual report to the UAS.

*Membership:* 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 Organization 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 Academic Affairs 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.

**2.06 *Committee on Academic Technology*** (amended by UAS on September 21, 2015 and September 19, 2016)

The Committee on Academic Technology 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. Provides input to promote optimal integration of technologies in teaching and research.
  - a) Recommends technology-related policies for the use of computing and digital resources by faculty and students.
  - b) Provides input to IT Services concerning various academic technologies implementation and uses to promote optimal integration of technologies on campus.
  - c) Advises on selection of academic technology at the University.
2. Collaborates 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. Contributes to strategic planning for academic technology at the university.
4. Prioritizes IT-related technology projects that fit the University's academic technology plan.
5. Collaborates with the Center for Teaching and Learning to provide faculty training in e-learning and use of academic technologies.

6. Presents recommendations, as appropriate, to the Academic Senate for additional faculty review.
7. Provides a written annual report to the Academic Senate.

**Membership:** 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 Academic Affairs (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 3.0 Standing Committees/Boards that Report to the Provost:**

#### **3.01 *University Library Board*** (amended by UAS on October 19, 2015)

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

**Responsibilities:**

1. Works with the Dean of Libraries to help educate faculty and students on trends in libraries and advises the Dean on policies dealing with Raynor Memorial Libraries services, collections, and facilities on behalf of faculty and students.
2. Provides an annual written report to the UAS.

**Membership:** 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 Dean of Libraries, Associate Dean for Scholarly Resources and Collections, and Associate Dean for Administration, and the Director of the Law Library or member of the Law Library faculty. The Provost will solicit recommendations from the Committee on Committees and Elections and deans for eight faculty members whose term will be three years. The Marquette University Student Government will select one undergraduate student and the Graduate Student Organization will select one graduate student to serve on the Board as voting members for one academic year. The Board elects its own chairperson from among the appointed faculty members.

#### **3.02 *Sabbatical Review Committee***

**Responsibilities:**

1. Reviews sabbatical plans and reports to the Provost its approval of those plans that reasonably promise to contribute to university and faculty development.
2. Recommends applications for competitive sabbatical fellowships.
3. Reviews reports of sabbatical work done, requiring additional documentation as appropriate, and communicates to the Provost its evaluation of the work and acceptance of the report.
4. Considers the nature and purpose of the sabbatical program and makes recommendations to the Provost for its enhancement.

*Membership:* 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.

3.03 ***University Board for Student Media*** (amended by UAS May 7, 2018)

The Board for Student Media is the committee of the University Academic Senate that oversees Marquette University's student media. Student media operate under the banner of The Marquette Wire, which is comprised of a website (marquettewire.org), newspaper (Marquette Tribune), television station (MUTV), radio station (WMUR) and magazine (Marquette Journal). All staff positions are held by students. The director of student media – a faculty/staff person hired by the Dean of the Diederich College of Communication – oversees all facets of student media operations and serves as its principal adviser but has no role in editorial decision-making. Board responsibilities:

1. Establishes and oversees policies regarding student media operations.
2. Establishes and oversees the student media budget.
3. Establishes and maintains advertising, editorial and operational policies.
4. Hears complaints and appeals about student media and makes recommendations as appropriate to the Dean or Provost.
5. Selects the leaders of each of the student media platforms.
6. Reports annually on student media to the UAS.

The Chair of the Board and the Director of Student Media shall report to the Dean of the College of Communication at least once per semester to provide an update on the budget and related matters.

*Membership:* nine voting members and seven ex-officio, non-voting members. The voting members include: two Diederich College of Communication faculty, one representing Digital Media and Performing Arts, and one representing Journalism and Media Studies, both selected by the Dean of the Diederich College of Communication; two Marquette alumni with professional experience in mass media selected by the Dean of the Diederich College of Communication; an at-large faculty member not from either Digital Media and Performing Arts or Journalism and Media Studies, nominated by the Committee on Committees and Elections; a representative of the Marquette Jesuit faculty; a representative of Marquette administration appointed by the Provost; an undergraduate student with a communication background selected by Marquette University Student Government; and a graduate student with a communication background selected by the Graduate Student Organization. Student representatives may not hold positions in student government during their service on the Board. Ex-officio (non-voting) members include the Director of Student Media, the Manager of Technical Services in the Diederich College of Communication, the Executive Director of the Wire, the Managing Editor of the Marquette Tribune, the Managing Editor of the Marquette Journal, the General Manager of MUTV, and the General Manager of Marquette Radio. The Chair will be elected by the 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.



**3.04 *University Assessment Committee*** (amended by UAS on October 19, 2015, December 14, 2015, September 18, 2017 and December 10, 2018)

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

**Committee Responsibilities:**

1. Develop, implement and maintain a framework for program- and institutional-level university assessment practices across the university.
2. Support and promote systematic, timely, high-quality assessment practices in the academic programs, Core Curriculum and co-curricular units.
3. Review and approve new or substantially-revised assessment plans.
4. Provide written feedback and advice to programs undergoing Academic Program Review on their assessment processes.
5. Establish policies and procedures to support program- and institutional-level student learning assessment, innovation, improvement, and excellence.
6. Advise the Office of Assessment on the implementation and maintenance of program- and institutional-level assessment policies.
7. Review and approve the Institutional Assessment Report, an annual document on the status of program- and institutional-level assessment at the university.
8. Provide a written annual report to the UAS.

**Member Responsibilities:**

Members of the University Assessment Committee will function as conduits between their colleges or units and the committee in matters related to program- and institutional-level student learning outcomes assessment, including:

1. Providing guidance and feedback to program assessment leaders and faculty on assessment activities.
2. Monitoring the currency and submission of assessment plans and reports.
3. Proposing, coordinating and participating in professional development activities to promote effective program- and institutional-level assessment practices.
4. Communicating information and action items from the committee to each member's college or unit.

**Membership:** The committee will consist of three faculty members from the College of Arts & Sciences (one each from the humanities, social sciences, and natural sciences) and one faculty member from each of the other colleges and schools; one representative each from the Raynor Memorial Libraries, Division of Student Affairs and Office of Institutional Research and Analysis; the Director of the Core Curriculum; one undergraduate student; and one graduate student. The members will be selected according to the rules of each unit and appointed by the Provost. Members should be knowledgeable and enthusiastic about the program- and institutional-level assessment of student learning, and willing to promote its advancement within their colleges and units. All members serve with full voting privileges. Representatives from the colleges and units serve three-year staggered terms and students serve for one year. Terms are renewable. The Committee will be chaired by the University Assessment Director, who will serve as an ex-officio, non-voting member.

**3.05** The Senate shall create other standing committees and *ad hoc* committees as needed.

Note: The Office of the Provost will maintain accurate records of membership and chairpersonship of the designated committees.