MIDDLE TENNESSEE STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL  

POLICY NO: I:01:02  
DATE: ______, 2016  

SUPERSEDES POLICY NO: I:01:02  
DATED: July 27, 2015  

SUBJECT: University Committees  

APPROVED: Sidney A. McPhee, President  

I. PURPOSE  

Middle Tennessee State University (“MTSU”) has long utilized various committees to advise administrators on numerous critical aspects of MTSU’s mission. These committees are staffed by members of the MTSU community who offer their time and expertise to the service of MTSU. These committees are vital to the function of MTSU.  

This policy sets forth the composition and general charge of each of these committees. All university committees shall perform the functions and be composed in the manner set forth in this policy. Additional detail about the procedures before any specific university committee may be provided under a separate policy or procedure, where appropriate.  

II. ESTABLISHMENT OF COMMITTEES  

Only the President of the University shall have the authority to establish, continue, or abolish University committees, standing, ad hoc or special purpose. Recommendations for establishing, continuing, or abolishing University committees should be received from Vice Presidents, the Faculty Senate, or the Student Government Association.  

The President of the University should make all committee appointments. Except as noted in this policy, the Faculty Senate will make nominations for faculty representatives. The Faculty Senate will coordinate, as appropriate, with other offices that this policy specifies are to make nominations to the University President. Primary consideration should be given to the nominations received from the Faculty Senate, the Student Government Association, and other offices specifically designated in this policy. The President should receive faculty nominations before the beginning of the fall semester. The President should receive student nominations soon after the beginning of the fall semester.  

Efforts should be made to ensure that women and minorities are represented on committees. Exceptions to these guidelines may be made as needed to provide for minority representation.  

III. GENERAL PROVISIONS  

A. Standing Committees -- Representation and Tenure
Each academic college should have faculty representatives on every University standing committee, but the exact number of members on a particular committee should be determined by the nature of that committee’s responsibilities.

For standing committee purposes, the Library and University College should be considered as part of the College of Media and Entertainment, except where noted (Faculty Senate Resolution of January 14, 1991; approved by the President on February 4, 1991). On standing committees where there should be more than one representative from a college, these representatives should not be from the same department, if possible (Faculty Senate Resolution of September 4, 1985).

There should be at least two students on all University standing committees with the exception of those committees designed to deal specifically and exclusively with faculty matters. Such committees should be composed entirely of faculty members. Undergraduate student representatives should be full-time students (enrolled for 12 or more hours) and should have a grade point average of 2.0 or above at the time of appointment. Graduate student representatives may be full-time or part-time students (SGA Resolution of March 23, 1994) and should have a grade point average of 3.0 or above at the time of appointment.

Faculty appointments to university committees covered by this policy are typically two-year terms, except where noted. Two-year terms, over time, will ensure that all faculty members will have an opportunity to serve on these committees. Unless otherwise specified, faculty members eligible to serve on committees covered by this policy in a faculty representation role must be tenured or tenure-track and have served at least one year as a tenured or tenure-track faculty member at Middle Tennessee State University. In instances in which clinical-track and research-track faculty members have special expertise, training, or skills relevant to a particular committee, the Faculty Senate Steering Committee will evaluate the qualifications and render a recommendation to the University President. Also, no officer of the administration, including department heads, deans, and associate deans, shall be eligible to serve in a faculty representation role on a university standing committee. Eligible faculty members’ duties cannot be more than 50 percent administrative, as determined by their faculty workload form. All questions regarding eligibility should be made to the Faculty Senate Steering Committee, which will make the final determination regarding eligibility. Student members should be appointed for a one-year term and should be eligible for reappointment for an additional year. When possible, membership on committees should be staggered so that one half of the faculty members can be replaced each year. The definition of eligible faculty is found in the Faculty Senate By-Laws.

All faculty committee appointments should become effective at the beginning of the Fall term (interpreted to be the date of the August Faculty Meeting) and should end at the closing of the Summer term. All student committee appointments should become effective at the date of their notification. (The SGA should make their nominations as soon after the Fall semester begins as possible.)

No faculty member or student should serve on more than two standing committees at the same time. If members should fail to complete their appointed terms of service, replacements should be appointed for the unexpired term.
B. Ad Hoc University Committees

If, in the opinion of the President, a situation arises which justifies the establishment of an ad hoc committee, it is recommended that the procedure used to appoint members of standing committees be utilized unless special conditions exist which indicate a departure therefrom. Ad hoc committees should follow the same procedure as standing committees in keeping records and making reports. All ad hoc committees should report to the President or to someone designated by the President. In general, ad hoc committees should be expected to fulfill their charge within a period of two years. When an ad hoc committee has completed its charge, the President should officially dissolve the committee, and its members be so notified in writing.

C. Special Purpose Committees

If, in the opinion of the President, special purpose committees are needed to conduct University business on a continuing basis and the membership needs to be by position, these committees will not necessarily follow the appointment procedures of standing committees. Special purpose committees should follow the same procedures as standing committees in keeping records and making reports. All special purpose committees should report to the President or to someone designated by the President.

D. Committee Officers

Each standing committee should elect a chairperson and a secretary at its last meeting for the year, unless otherwise specified. These officers should assume their responsibilities for a period of twelve months. The elected chairperson shall be appointed an additional one-year term if elected in the last year of his/her appointment. The chairperson of standing committees should be a member of the teaching faculty unless otherwise specified. The chairperson should be responsible for calling meetings, setting agendas, and submitting committee reports. The President may appoint the chairperson of an ad hoc committee, which should, in turn, select its own secretary. Unless unusual circumstances require co-chairpersons, committees should not have them.

E. Ex-officio Members and Consultants

The President of the University should be an ex-officio member of all university committees. Some committees by virtue of their nature and function may need the services of additional ex-officio members and/or consultants. Such ex-officio members and/or consultants should not have voting privileges. When deemed necessary, ex-officio members and/or consultants may send representatives in their stead.

F. Committee Guidelines and Charges

All standing committees should have formal written guidelines and procedures.

The President or his/her designate should provide the initial charge, which outlines the responsibilities of the committee. The committee members should then establish procedures through which its objectives can be accomplished.
G. Committee Meetings and Records

Standing committees should meet at least once each year. Chairpersons of all committees should maintain a file of minutes. Except as stated otherwise herein, committee meetings should be conducted and minutes kept in accordance with the latest edition of Robert’s Rules of Order. A copy of the minutes should be provided to the Faculty Senate President, the SGA President, and the appropriate Vice President.

Ad hoc and special purpose committees should meet as often as necessary to accomplish their specific objectives and should follow the same general procedures as other committees.

H. Committee Reports and Reporting Procedure

All standing committees should report to a Vice President or a designee. At the end of each academic year, committees should submit to the appropriate administrator and to the Faculty Senate President and the SGA President a report of their activities during the year.

Final reports of ad hoc committees, and interim reports, if appropriate, should be forwarded to the appropriate administrator and to the Faculty Senate President.

I. Response to Committee Reports

Each administrator who has decision-making responsibilities for committee recommendations or reports should respond in writing to the appropriate committee chairperson regarding such recommendations or reports within two weeks of receiving them.

J. Recognition for Committee Service

To encourage faculty participation on University committees, it is recommended that such service be recognized as something beyond a “part of one’s job” and that the personnel record maintained for each faculty member indicate that member’s service. In accordance with “Faculty Workload Guidelines,” committee service should be considered in evaluating faculty members for retention, tenure, promotion, and salary increases.

IV. COMMITTEES

The composition and charge of all recognized University committees is set forth below. Unless specifically designated as an ad hoc or special purpose committee, all committees listed below are standing committees.

A. Committees Reporting to the University Provost

1. Academic Appeals Committee
   a. Composition

   The Academic Appeals Committee should have seven subcommittees, one for each of the academic colleges and another for undeclared majors. The six college
subcommittees should be composed of five faculty members from the college and a student with a major in the college. The subcommittee on undeclared majors should be composed of four faculty, each from a different college, one advisor from University College, the Director of June Anderson Center for Women and Nontraditional Students, and one student (any major or undeclared.) The college academic advisors should serve as permanent, voting members on their respective subcommittees.

b. Charge

The Academic Appeals Committee should make final determinations concerning undergraduate student appeals for admission and/or readmission to the University. The committee will meet, when necessary, in the summer to carry out its responsibilities. The subcommittee chair shall be permitted to request the deans of the colleges to appoint substitute faculty to serve in situations where faculty committee members cannot attend meetings when appeals are being heard.

2. **Academic Misconduct Committee**

a. Composition

A pool of committee members shall be composed of three faculty members from each academic college except the College of Graduate Studies to serve two-year staggered terms, and ten students who will serve one year terms. The President, upon recommendation of the Faculty Senate and the Student Government Association, shall appoint all committee members. In order to convene a hearing, at least five (5) committee members must be present. Of those five, two (2) must be students. The Vice Provost for Academic Affairs shall select members from the committee pool to hear matters that come before it.

b. Charge

The Committee shall consider matters concerning academic misconduct and shall follow the procedures set forth in [MTSU Policy III:00:08 Academic Misconduct](#). The Committee will determine whether the student’s conduct constitutes academic misconduct. If so, it will determine whether disciplinary sanctions should be imposed. If not, it will determine whether any grade assigned by the faculty member based on academic misconduct was appropriate.

3. **Academic Scheduling Committee (Special Purpose)**

a. Composition

The Academic Scheduling Committee is a special purpose committee that is composed of one faculty member from each academic college, a representative from the Chair’s Council, and a representative from the academic deans who each serve on rotating two year terms as long as they are employed in these positions. The Faculty Senate President and Student Government President are included and serve for their term in office. Specific administrative offices are also represented on the committee through
the inclusion of the Academic Space and Technology Planning Director, Financial Aid Director, Bursar, Registrar, Enrollment Technical Services Director, Controller, Scheduling Specialist, University College Associate Dean, and Housing Associate Director and are members of the committee as long as they hold the specified position.

The Academic Space and Technology Planning Director serves as the coordinator for the committee and is an ex officio member. All other members are voting members. The committee chair may be selected from any voting member.

b. Charge

The general purpose of the committee is to coordinate and review scheduling issues, to research and discuss solutions, and to recommend strategies, including new academic course schedules, to the University. The issues that the committee would consider include, but are not limited to, recommendations to the TBR common calendar, MTSU standard meeting times and days, and summer and accelerated terms. The committee may be called to meet as necessary to recommend to the University.

4. Institutional Animal Care and Use Committee (Special Purpose)

a. Composition

Members of the IACUC are recommended by the Vice Provost for Research and Dean of Graduate Studies (VPR/Dean). The Institutional Animal Care and Use Committee (“IACUC”) should be composed of no less than five members and must include an attending Veterinarian, one practicing scientist experienced in research involving animals, one member whose primary concerns are in a non-scientific area, and one individual who is not affiliated with the institution or the immediate member of a family affiliated with the institution. One graduate student may also serve on the committee, but it is not a requirement. All committee appointments, except students, will be three year terms. The Research Compliance Officer should serve as ex-officio. The committee should be empowered to request outside consultants as the need arises. If a fee is involved in a consultant’s appearance before the committee, the Vice Provost for Research and Dean of Graduate Studies should approve the payment of such fee. The committee reports to the Vice Provost for Research.

b. Charge

The IACUC must be able to ascertain the acceptability of proposed research in terms of institutional commitment, regulations, applicable law and standard professional conduct and practice. The IACUC shall review any research proposal in which animal subjects are involved to determine the conformity with guidelines imposed upon the University by Federal and state regulations. The committee, or its designee, should inspect all animal facilities including animal study areas/satellite facilities and field study sites once every six months using USDA Regulations/Guides as the basis for inspections.

5. Athletic Committee
a. Composition

The Athletic Committee should be composed of one faculty member from each academic college and two at-large faculty members to serve three-year terms; two students, and an additional member appointed by the President to serve as the University’s permanent representative to Conference USA. The Vice President for Marketing and Communications, Athletic Director, the outgoing chair, and the Senior Women’s Administrator should serve as ex-officio members. Also, the President of the Blue Raider Athletic Association should serve as an ex-officio member. The chair-elect should be selected at the first fall meeting of the committee with a term of office as chair beginning with the following summer term. The chair-elect should preside in the absence of the chair. The guidelines under which the committee operates should be consistent with Conference USA and NCAA regulations. The committee will meet, when necessary, in the summer to carry out its responsibilities.

b. Charge

The general purpose of the committee is to review matters brought before it relating to varsity athletics at MTSU and to make recommendations to the President. The Athletic Committee should monitor adherence to NCAA and Conference USA rules and ensure operation of the athletic program at a high level of integrity. The committee should act to encourage school spirit and sportsmanship in athletics and to use the athletic program as a medium to promote public relations at the University. Further, the committee should seek to improve opportunities for women and minorities where there is evidence these groups are underrepresented. The Athletic Committee, at its discretion, should also advise the Athletic Director and the President on any matter pertaining to athletics and MTSU.

c. Duties

(1) Oversight -- The committee shall be responsible for monitoring and/or evaluating the following at least once a year:

(a) The academic performance of student athletes, including graduation rates and grade point averages; and,

(b) The Athletic Director shall show the committee broad categories of the budget, i.e., what generally is spent for each sport.

(2) Recommendations -- The committee shall be responsible for participating in recommendations relating to the following:

(a) The addition or deletion of a sport;

(b) The price and sale of football, basketball and baseball tickets;
(c) Changes in the policy regarding priority seating for football, basketball and baseball;

(d) Changes in conference affiliation; and

(e) Hiring of Coaches and Athletic Directors. In the hiring of athletic directors and head coaches or any other change in their status, the Athletic Committee shall be represented by at least one (1) member of the committee, selected by the Chair, on any official committee, task force or body of the University set up to review or act upon matters relating to varsity athletics. If the special committee has more than ten (10) members, then the Athletic Committee shall be represented by two (2) members.

(3) Decision-Making -- The Athletic Committee shall have the power of hearing appeals relating to the following:

(a) The granting of letters in varsity sports; and

(b) The granting of awards in varsity sports.

6. **Athletic Compliance Committee (Special Purpose)**

   a. Composition

   Committee members will include the Athletic Certification Officer, Faculty Athletics Representative, Athletic Academic Advisor, Director of Student-Athlete Enhancement Center/Athletic Academic Advisor, Director of Financial Aid & Scholarship Office, Assistant Director of Financial Aid & Scholarship Office, Asst. Athletic Director for Compliance, Director of Housing and Residential Life, Associate Director for Operations for Housing and Residential Life, a representative of the International Affairs Department, Associate Vice Provost for Admissions and Enrollment Services, Registrar, and three at-large faculty members (no more than one from any college).

   b. Charge

   The Athletic Compliance Committee will report to the University Provost and will oversee all athletic compliance areas including financial aid, academics, and all athletic rules and regulations given by the University, Conference USA and the National Collegiate Athletic Association. The actions of the committee will assure that all athletics programs, the institution, and friends of the University are in compliance with these standards. The committee will meet, when necessary, in the summer to carry out its responsibilities.

7. **Career Achievement Award Committee**

   a. Composition
The Career Achievement Award Committee should be composed of two tenured faculty members from each of the six academic colleges. The faculty members must hold the rank of professor or associate professor. Members will serve two-year staggered terms. In addition, one representative chosen by the University Provost from among the academic college deans (including the deans of the Honors College, University College and the College of Graduate Studies) will serve on an annual basis.

b. Charge

The Career Achievement Award Committee, working with an MTSU Foundation Selection Committee, will select a faculty member to receive the University’s Career Achievement Award. The committee, in conjunction with the Office of the University Provost, will solicit nominations of faculty and, based on data submitted by the nominees, and select the names of three finalists to forward to the MTSU Foundation.

c. Foundation Selection Committee

Three members of the Career Achievement Award Committee will be elected by the members of that committee to meet with the Foundation president and vice president. These five people will compose the Foundation Selection Committee that will make the final choice of the award recipient from among the three recommended candidates.

The Career Achievement Award Committee will implement the selection procedures and apply the award criteria approved by the President that are contained in the “Report of the Lifetime Achievement Award Committee of April 26, 2000.”

8. Council on Teacher Education (Special Purpose)

a. Composition

The Council on Teacher Education should be composed of the Dean of the College of Education to serve as chair; chairs of the departments of professional education (Elementary and Special Education and Educational Leadership); two faculty in professional education within the College of Education; three faculty assigned to professional education roles in departments outside the College of Education; two students (one graduate when possible and one undergraduate); two licensed practitioners from the public school system; and the Director of Clinical and Laboratory Experiences and the Associate Dean for Teacher Education as ex-officio members.

b. Charge

The Council on Teacher Education recommends policy and program development decisions to the Dean of the College of Education. In addressing policy, it specifies broad purposes and aims, assumptions, and other substantive and practical matters that represent official positions within the professional education unit. Such policies directly address components such as levels of acceptable student achievement, admission to teacher education, course credits, graduate requirements, state approval and certification. Program development decisions address, in general, the substance of
curriculum, and more specifically, how curricula are to be implemented and/or how students are to proceed through given programs.

The Council concerns itself with policy and curriculum of teacher education in accordance with the “Procedure for Approval of Programs of Teacher Preparation,” adopted by the State Board of Education, May 8, 1953. Furthermore, the Council will be responsible for recommending specific courses and/or semester hour credit in certain subjects which would meet the requirements for Teacher’s Probationary License in the following areas: (a) General Education Core; (b) Professional Education, and (c) Specified Subject Matter for Endorsements listed in the State Board of Education’s “Regulations for Certification of Teachers” and revised in 1972, 1975, 1981, 1983, 1984, and 1987.

The Council establishes policies governing the following areas of teacher education:

1. The formulation of goals for the teacher education program and the development of strategies for achieving these goals;

2. Periodic, systematic review and evaluation of all teacher education programs;

3. Review and approval of all teacher education programs, including:
   a. the approval of new courses for acceptance in currently approved or new teacher education programs;
   b. the approval of new programs for teacher education;
   c. approval for changes in existing courses or programs; and
   d. approval of all policies relating to teacher education.

4. Admittance and retention criteria for teacher education programs; and

5. Communication within the University on matters relating to the education of teachers, including:
   a. identification of resources; and
   b. opportunities for staff development.

The Council shall also serve as a liaison not only between departments but also between the University and local school systems and professional organizations of teachers.

The Council shall stimulate change in the teacher education curricula, while insuring that the total hours in general education, academic concentration and professional education fulfill minimums established by the State Board of Education.
In meeting its mission, the Council must assume the tasks of:

(1) Identifying constraints and influences on policy making;

(2) Determining curriculum policies that should be changed and/or introduced;

(3) Reviewing with appropriate units/groups new curriculum policies;

(4) Authorizing redevelopment of curriculum plans and/or practices; and

(5) Monitoring and evaluating policies and plans in action.

9. Curriculum Committee

a. Composition

The Curriculum Committee should be composed of two faculty members from each academic college and two students, preferably upper-class representatives. The Director of Enrollment Technical Services, the Registrar, the Curriculum Specialist, and the Director of General Education should serve as ex-officio members. The committee will annually select a Vice Chairperson and a Secretary. The Vice Chairperson will automatically become Chairperson for the next year. All academic deans should be kept well informed of the deliberations of the committee and should be extended an open invitation to attend all meetings as ex-officio members.

b. Charge

The committee may be called to meet during the summer months. The Curriculum Committee should consider course and curriculum changes proposed by departments, colleges, and administrators and report recommendations to the University Provost. The Committee should study the University curriculum and recommend actions to prevent needless duplication of offerings.

10. Faculty Appeals Committee

a. Composition

The committee shall be composed of two tenured, full professors from each academic college. For the purpose of committee composition, the James E. Walker Library and University College should be considered part of the College of Media and Entertainment. There should be race and gender diversity on the committee secured by temporarily expanding the committee, if necessary. Tenured minority race faculty of lower academic rank should be appointed to achieve a diverse committee if there are an insufficient number of minority race full professors. Conflicts of interest should be avoided. In addition, three qualified alternates shall be appointed.

Members of the committee and three qualified alternates shall be appointed by the president upon recommendation of the faculty senate. An alternate may be asked to sit
in place of an appointed committee member in those cases in which that committee member is unable to serve or cannot be present for one or more scheduled committee meetings.

b. Charge

The Faculty Appeals Committee shall serve as an advisory body to the President on matters arising from an appeal filed by a faculty member under MTSU Policy II:01:05C Tenure and Promotion Appeals Process. At its discretion, the committee shall be permitted to utilize the services of any administrator needed as consultant.

Inasmuch as this committee is an advisory body only, its deliberations shall not be open to the public.

11. Faculty Development Grant Committee

a. Composition

The Faculty Development Committee should be composed of one faculty member from each academic college and two at-large faculty members. The Vice Provost for Academic Affairs and the Director of Faculty Development should serve as ex-officio members. Administrators should be requested to attend as consultants at the committee’s discretion.

b. Charge

The Faculty Development Committee should support the development of faculty expertise by the awarding of grants. The committee should determine the frequency and manner of solicitation of proposals; should develop evaluation criteria; and should evaluate proposals. (Refer to TBR Policy 5:02:01:05 Policy on Faculty Development.)

12. Faculty Research and Creative Activity Committee

a. Composition

The Faculty Research and Creative Activity Committee (“FRCAC”) should be composed of two faculty members from each college (except the College of Graduate Studies, University College, and the Honors College) and four at-large faculty members. The Vice Provost for Research and the Director of Sponsored Programs should serve as ex-officio members. The Assistant Vice Provost, Institutional Effectiveness, Planning, and Research, a representative of the Information Technology Division, and a representative of the Division of University Advancement should serve as consultants to the committee. Authority to approve or disapprove grants recommended by the committee should rest with the College of Graduate Studies.

b. Charge
The charge of the FRCAC is to make recommendations for awarding grants in a manner that will: (1) stimulate and encourage research, creative activities, and other scholarly activities; (2) provide limited funding to assist in the dissemination of information on scholarly projects; (3) provide funding to initiate sponsored projects; (4) encourage new faculty members to be active in research and creative activity; and (5) encourage professional growth and development. The FRCAC also makes recommendations for recipients of the Outstanding Research Awards and the Outstanding Creative Activity Award.

13. General Education Committee

a. Composition

The General Education Committee shall be comprised of the following membership:

Three (3) faculty members from each academic college.

Each academic department in the University may have no more than one (1) member serving on the committee at any time, if possible.

Student Government Association (two (2) members for one-year term—may be reappointed to a second, one-year term).

The Director of General Education will be an ex-officio member of the committee. A representative of the Office of the University Provost will be an ex-officio member of the committee. The University’s Institutional Effectiveness Officer will be an ex-officio member of the committee. A dean, recommended by the Deans’ Council, will be an ex-officio member of the committee. A department chair, recommended by the Chairs’ Council, will be an ex-officio member of the committee.

The committee will annually select a Vice Chairperson and a Secretary. The Vice Chairperson will automatically become Chairperson for the next year. All committee appointments will be for a 3-year term except for the student representatives whose term will be for one year. Individuals (other than the student representatives) may not be reappointed to the committee until they have been off the committee for at least one (1) year after their last term expired. All ex-officio members will be appointed to one (1) year renewable terms. There will be no limit on the number of times an ex-officio member may be renewed.

b. Charge

The General Education Committee will meet regularly throughout the academic year and, when necessary, in the summer to carry out its responsibilities. Working with the Director of General Education, the committee shall review the University’s General Education mission statement and its goals, all General Education courses, syllabi, learning outcomes, and data related to the achievement of the outcomes; the faculty evaluation process for faculty assigned to teach General Education courses; and the relationships among all of these program components. This review process will allow
the committee and the Director of General Education to provide University-wide leadership for the ongoing evaluation and improvement of the General Education Program.

As a part of the evaluation and improvement effort, the committee, at the request of the Director of General Education, may initiate as necessary the process for changes in the General Education program. Proposals for change may come from the committee, the Director, special task forces and commissions and other groups or members of the University community. Any proposal for change must first be carefully examined and then be approved by a simple majority vote of the entire voting membership of the committee. If approved by a majority vote, a proposal for change must then be submitted for discussion to all interested University constituencies. All interested groups and individuals shall be given sufficient time to discuss fully each proposal and to provide comments to the General Education Committee. Approval from each of these groups, however, is not required. *Once all interested groups have been given the opportunity to comment on a proposal for change, the proposal will again be placed before the General Education Committee. If the proposal is then approved by a two-thirds majority of the entire voting membership, the General Education Committee will present it as a recommendation to the Director of General Education. If approved by the Director, the recommendation will be sent to the University Provost or his/her designate for final approval. Changes approved by the University Provost, particularly those which will impact faculty staffing, shall be implemented at a time he or she so designates.

*New General Education courses and other changes in the General Education Program do not require approval of the Undergraduate Curriculum Committee. Among other duties, the General Education Committee functions as the General Education Curriculum Committee. Any course removed from the General Education program that did not have prior approval by the University Curriculum Committee must be submitted to and approved by the University Curriculum Committee to remain in the University’s curriculum.

14. Grade Appeals Committee

a. Composition

A Grade Appeals Committee should be established in each college except the College of Graduate Studies and University College. The President, upon recommendation of the Faculty Senate and the Student Government Association, shall appoint all committee members and alternates. Each committee should be composed of four faculty members and one student. Also, two faculty members and one student should be appointed as alternates to each committee. Alternates will serve as members in cases where regular members of committees are unable to serve or be present for one or more meetings. Faculty serving as members or alternates on a college committee should be drawn from departments within the college. Faculty in the Department of University Studies and Walker Library will serve, when appointed, on the committee for the College of Media and Entertainment. The Vice Provost for Academic Affairs should
serve as an ex-officio member of each committee. Secretarial and administrative support from the offices of the deans of the colleges will provide continuity to the committees’ work.

b. Charge

The Grade Appeals Committees should make investigations and determinations in matters arising from the assignment of a final course grade by a faculty member. The Committee will follow the procedures set forth in MTSU Policy III:00:09, Student Grade Appeals Process. The Grade Appeals Committees make final determinations concerning student appeals of assigned grades.

15. Graduate Council

a. Composition

The Graduate Council should be composed of three graduate faculty members from each academic college to serve three-year terms. In addition, two graduate students who meet all graduate academic standards should be appointed to the committee. The Dean of Graduate Studies and all other academic deans should serve as ex-officio members of the committee. Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.

b. Charge

The Graduate Council recommends policies pertaining to all aspects of the graduate program. These include admission requirements, graduate requirements, student assistantships and fellowships, degree programs, graduate faculty membership, etc. The Graduate Council also serves as the curriculum committee for all graduate courses. A subcommittee of the Graduate Council serves as the Academic Appeals Committee for all graduate students (April, 1997).

16. Honors Council

a. Composition

The Honors Council should be composed of two Honors faculty members from each academic college appointed for three-year terms. Two students who participate in the Honors College should be appointed to the committee. The Dean of the Honors College should serve as ex-officio member. Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.

b. Charge

The Honors Council should consider all issues and advise the Dean on policies and procedures concerning the Honors College, Honors Day activities, and all other activities concerning the Honors College and students; should approve all departmental courses offered for Honors credit; should screen all new University Honors courses
courses are submitted to the Undergraduate Council for final consideration); should assist in counseling Honors students when necessary; should approve all Honors faculty nominations; should approve all Honors thesis proposals and Honors theses; and should establish evaluation procedures and see that they are carried out.

17. Institutional Biosafety Committee (Special Purpose)

a. Composition

The Institutional Biosafety Committee (“IBC”) shall be composed of at least five members and not more than seven members: at least one faculty member specializing in molecular biology, at least one faculty member specializing in microbiology, at least one faculty member from other life science disciplines, a designee of the Vice Provost for Research, and a designee of Environmental Health and Safety. Faculty members will serve three-year terms. The Committee will be administered by the Office of Research.

b. Charge

The IBC is the institutional body responsible for oversight of activities involving biohazardous materials as required by the National Institutes of Health “Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules,” the Centers for Disease Control and Prevention “Biosafety in Microbiological and Biomedical Laboratories,” and the U.S. Department of Health and Human Services “United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern.”

18. Institutional Review Board (Special Purpose)

a. Composition

The Institutional Review Board (“IRB”) shall consist of at least 13 members. The IRB membership shall be sufficiently qualified through experience and expertise and diverse in members including race, gender and cultural backgrounds and sensitivity to such issues as community attitudes to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The membership shall include at least:

(1) One faculty member from each academic department where a high percentage of human subjects research takes place; a
(2) At least one member whose primary interest is in a scientific area;
(3) One member whose primary interest is in a non-scientific area;
(4) At least one member who is not affiliated with MTSU;
(5) At least one member who is a member of the graduate faculty; and
(6) The Research Compliance Officer.
Additionally, in order for investigators to participate in research regarding minors or the prisoner population, the IRB must have at least one individual whose primary research interests include children; and, at least one individual whose primary research interests include prisoners. One undergraduate and one graduate student may also serve on the committee, but it is not a requirement. All committee appointments, except student appointments, will be three year terms. The Research Compliance Officer shall make recommendations for committee membership to the Vice Provost for Research who will appoint members to the committee as designated by the President. The committee should be empowered to request outside consultants as the need arises. If a fee is involved in a consultant’s appearance before the committee, the Vice Provost for Research and Dean of Graduate Studies should approve the payment of such fee. The committee will provide an annual report to the Vice Provost for Research at the end of each academic year.

b. Charge

The IRB was established in accordance with MTSU Policy I:01:24, Protection of Human Subjects in Research and all proceedings and activities of the IRB shall be conducted in accordance with that policy. The IRB and the Office of Compliance shall be responsible for assuring that all University personnel and student researchers comply with applicable federal regulations and guidelines. The IRB shall review and approve, require modifications of, or disapprove all University research involving human participants in accordance with the administrative procedures established hereunder. In addition, the IRB shall monitor and conduct review of research at intervals at least once per year. It is the responsibility of each principal investigator to carry out the decisions of the IRB.

The IRB has the authority to inspect research facilities, obtain records, and other relevant information relating to the use of human subjects in research, and take actions that are in its judgment necessary to ensure compliance with the federal guidelines and regulations, other applicable federal and state law, and the procedures to be established hereunder, including action to suspend or terminate approval of research that is not being conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to participants.

The IRB shall report to the MTSU Office of Compliance and appropriate federal government officials:

(1) Any unanticipated problems involving risks to participants or serious or continuing noncompliance with IRB requirements; and,

(2) Any suspension or termination of IRB approval of research.

The IRB, with responsible oversight by the VPR/Dean, shall establish appropriate administrative procedures to implement this policy.

19. Instructional Evaluation and Development Grant Committee
a. **Composition**

The Instructional Evaluation and Development Committee should be composed of two faculty members from each academic college and two students. A staff member from the Center for Educational Media, the Vice Provost for Academic Affairs and the Director of Faculty Development should serve as ex-officio members.

b. **Charge**

The Instructional Evaluation and Development Committee should aid faculty in the development and evaluation of instruction by awarding grants. The committee should establish grant criterion and recommend grant recipients.

### 20. Intellectual Property Advisory Committee (Special Purpose)

a. **Composition**

The Intellectual Property Advisory Committee (“IPAC”) shall be composed of faculty, staff and other persons experienced in intellectual property matters. Committee members will be nominated by the Vice Provost for Research and will be individuals who are able to represent marketing, copyright and patenting perspectives. Committee appointments are for three-year terms. The committee will report to the Vice Provost for Research who will also serve as ex-officio.

b. **Charge**

The IPAC is charged with evaluating inventor or author disclosure forms to determine the ownership, patentability and/or commercial potential of the invention or work. The IPAC will then provide the President or his/her designee with its recommendations. The IPAC will also review and consider recommending changes in the MTSU Intellectual Property policy annually.

### 21. International Education and Exchange Committee

a. **Composition**

The International Education and Exchange Committee should be composed of fourteen (14) voting members as follows: two faculty representatives from each of the six academic colleges, which shall include a representative of the faculty-led study abroad programs, exchange programs and existing study abroad consortia (one member from each consortium); and two student representatives (one a current international exchange student and one a study abroad returnee.) Non-voting (ex officio) members include the Vice Provost for International Affairs (or designee), Director of Global Studies, Director of Education Abroad. Faculty members will serve three-year terms; student members will serve one-year terms with the option to be re-appointed. Preference will be given to faculty members with experience in international education programs.
b. Charge

The International Education and Exchange Committee shall be the advisory committee to the Office of Education Abroad in regard to administrative procedures and is responsible for promotion of education abroad opportunities; the evaluation and recommendation of all new study abroad and MTSU faculty and staff-led programs involving student travel; the establishment, application and maintenance of guidelines for safety and liability concerning student travel under the auspices of MTSU; review of study abroad evaluations for safety and liability as well as academic integrity; oversight of current exchange programs, study abroad consortium agreements and recommendations of new consortium agreements; and the facilitation of faculty teaching overseas. The annual activities report as well as committee recommendations are made to the Vice Provost for International Affairs.

22. Library Committee

a. Composition

The Library Committee should be composed of one faculty member from each academic college, two faculty members selected from the Graduate faculty, and two students, one undergraduate and one graduate when possible. The Dean of the Library and Dean of the College of Graduate Studies should serve as ex-officio members.

b. Charge

The Library Committee should advise with the library staff in determining the rules and regulations governing the administration of the library; should help formulate policies concerning the expenditure of available funds for the purchase of books, periodicals, and other materials; should interpret the needs and desires of the faculty for library service in connection with the total University program, and should conduct a Library Liaison Council Meeting at least once per semester in order to inform departmental representatives of library developments and to hear their concerns.

23. Non-Instructional Assignment Committee

a. Composition

The Non-Instructional Assignment Committee should be composed of two faculty members from each academic college. The Vice Provost for Academic Affairs should serve as an ex-officio member.

b. Charge

The Non-Instructional Assignment Committee should evaluate and recommend for approval applications for a non-instructional assignment. The purposes of non-instructional assignments are: (1) to contribute to the professional growth of the faculty; (2) to improve the teaching and curriculum across the University; and (3) to enhance
scholarship and academic excellence of the University in ways that cannot be accomplished under the constraints of regular workload assignments.

24. Planning Committee

a. Composition

The Planning Committee should be composed of one faculty member from each academic college, one faculty member from the College of Graduate Studies, the President of the Faculty Senate, one Dean, a representative from each Division, the President of the Student Government Association, a graduate student at-large and the President of the MTSU Alumni Association or alumnus designee. Due to the mission of the committee, the Provost should serve as chair. The following serve as ex-officio members: Vice Presidents, Vice Provosts, Deans, Associate Vice Provost for Admissions and Enrollment Services, and the Assistant Vice Provost, Institutional Effectiveness, Planning, and Research. Faculty representatives must have completed three consecutive years of service at MTSU and are appointed for three-year terms. One of the faculty representatives should also hold the position of academic department chair.

b. Charge

The primary purpose of the MTSU Planning Committee should be to advise and assist the President in developing effective plans that will help the University carry out its mission. The committee should be concerned with setting University objectives and priorities that: assure the identification and assessment of educational outcomes and outcomes for administrative and educational support services; assure continuous improvements in outcomes; identify relevant challenges, opportunities and problems; develop immediate and long-range plans for allocation and effective use of human, financial, and physical resources; consider and recommend action on all issues affecting the organization of academic units, partnerships, centers, departments, schools, and colleges; monitor the University’s performance in achieving its goals.

25. Public Service Committee

a. Composition

The Public Service Committee should be composed of two faculty members from each academic college and two undergraduate students. The Dean of the University College should serve as an ex-officio member.

b. Charge

The Public Service Committee should make recommendations on Public Service grant awards following review of applications for same; should select the recipient of the Outstanding Public Service Award; and should study and make recommendations on public service issues as directed by the University Provost.
26. Special Committee on Advising (Special Purpose)

a. Composition

The Special Committee on Advising should be composed of one faculty member from each academic college; one academic advisor from each academic college; the Registrar; a representative from Admissions, Enrollment Services, Financial Aid, Non-Traditional Students, Student Athlete Enhancement Center, Career Development Center, New Student and Family Programs, University Honors College and University College; the Chair of University Studies and the SGA President. The Associate Vice Provost for Admissions and Enrollment Services and the Assistant Vice Provost, Institutional Effectiveness, Planning and Research will serve as ex-officio members; the Vice Provost for Student Success will serve as Chair. Faculty representatives will serve two (2) year terms.

b. Charge

Through advising, this committee will promote the University’s goal for a student-centered learning culture which values the whole individual. The committee will emphasize the joint responsibility needed to cultivate the community of scholars on our campus and promote the academic major and life-career planning goal of the University stated in the Academic Master Plan. The committee will serve to focus on the campus mission, goals, and outcomes for academic advising. The establishment of this committee was recommended in 2005 by the NACADA Consultant Bureau report. The committee will also provide a process to work on other issues established in the NACADA report.

B. Committees Reporting to the Vice President for Business and Finance

1. Building Naming Advisory Committee (Special Purpose)

a. Composition

The Building Naming Advisory Committee shall be composed of one faculty member from each college who will serve two-year terms; one academic dean who serves a two-year term; Faculty Senate President; Foundation President; Alumni Association President; Student Government Association President; Vice President for Advancement; and the Vice President for Business and Finance, who will serve as chair.

b. Charge

The Building Naming Advisory Committee shall fulfill its functions as set forth in TBR Policy 4:02:05:01 and MTSU Policy IV:06:04 to consider and make recommendations for the naming of MTSU buildings, facilities, grounds, and identifiable sub-units or components thereof. The Committee shall consider all suggested namings which satisfy the criteria cited in TBR Policy 4:02:05:01 and MTSU Policy IV:06:04. The Committee
shall submit a report to the President that includes a recommendation for the naming, documentation of all suggestions considered, and justification for its recommendation.

2. Environmental Health and Safety Committee (Special Purpose)

a. Composition

The Environmental Health and Safety Committee should be composed of one member from each division of the University recommended by the Vice President of that division; a member from Athletics recommended by the Director of Athletics; one classified employee from Business and Finance as recommended by the Vice President for Business and Finance; a faculty member recommended by the Faculty Senate; the Sexual Assault Intervention Liaison; and a student recommended by the President of SGA. The following should serve as ex officio members: one Coordinator from each division; the Environmental Health and Safety Officer; the Director of News and Media Relations; the Director of Public Safety; the University Counsel; the Director of Human Resources; the Industrial Hygienist; the Environmental Engineer. The Committee shall invite special expertise, as needed, to attend depending on the issues being addressed. The chair of the committee will be appointed by the Vice President for Business and Finance and will be a one-year appointment eligible for re-appointment if desired.

b. Charge

The Environmental Health and Safety Committee was established in accordance with MTSU Policy IV:00:01, Environmental Health and Safety. The responsibilities of the committee include, but are not limited to, the following:

1. Evaluate and recommend changes to the University Environmental Health and Safety Manual, Emergency Plan, Waste Reduction Plan and any other environmental health and safety plans developed by any division of the University; and

2. Regularly review and evaluate campus security programs based on analysis of trends, statistics and guidance on public safety and crime awareness training to prevent/reduce crime on campus and in the University community.

3. Review and evaluate campus departmental safety programs and performance annually. The review and evaluation will consist of analysis of current trends and comparison of University statistics to state and national statistics. The committee will provide guidance and make recommendations on campus and departmental safety issues.

4. Function as the Environmental and Compliance Oversight Committee and provide guidance for environmental concerns and regulations. The committee will also function as the Stormwater Advisory Committee.

Recommendations from the committee are submitted to the Vice President for Business and Finance.
3. Traffic Committee

a. Composition

The Traffic Committee should be composed of six faculty members, one from each academic college, one administrative representative, and two students. The Assistant Vice President for Events and Transportation and the Manager of Parking Services should serve as consultants. There shall be no member serving that has outstanding parking citations. A member receiving citations that are in arrears of one month shall be removed from the committee.

b. Charge

The Traffic Committee should review and effect disposition (at least once a month) on appeals of traffic citations issued to faculty and staff. The committee should review concerns and suggestions by members of the University community in regard to traffic and/or parking matters. Further, the committee should make recommendations, when appropriate, to the Vice President for Business and Finance concerning proposals and problems brought to its attention. The committee should review annually the traffic and parking regulations and recommend changes if appropriate. The committee may initiate review of traffic/parking concerns including, but not limited to, matters relating to effective space utilization; changes in color code assignments; changes in enforcement of regulations; and changes in marking (posting of signs, etc.). When immediate decisions are necessary, the Committee Chair shall make recommendations. The committee should review and make recommendations concerning any proposal/concern taking the form of legislation by the SGA Senate, or resolutions by the Faculty Senate.

C. Committees Reporting to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services

1. Admissions and Standards Committee

a. Composition

The Admissions and Standards Committee should be composed of two faculty members from each academic college and two students, preferably upper-class representatives. The Associate Vice Provost for Admissions and Enrollment, the Dean of the College of Graduate Studies and the Director of General Education should serve as ex-officio members.

b. Charge

The Admissions and Standards Committee should evaluate the University’s admissions policies and graduation requirements; review policies and practices pertaining to retention standards, course grading, and other academic performance requirements.

2. Campus Non-Violence Committee
a. Composition

The Campus Non-Violence Committee should be composed of the following: A representative of Human Resource Services, the Director of Public Safety, a representative of Counseling Services, two representatives from the division of Student Affairs and Enrollment Services, a representative of Academic Affairs, the Campus Safety Officer, the Sexual Assault Intervention Liaison, the Assistant to the President for Institutional Equity and Compliance, a representative of Student Government Association, one additional student appointed by the Student Government Association, the Director of the June Anderson Women's Center, a representative from Intercultural and Diversity Affairs, a representative from Athletics, and one faculty member from each college (to serve a two-year term). The Legal Assistant to the President should serve as an ex-officio member. The President may appoint additional members as appropriate. The committee may be asked to meet at nonscheduled times during an emergency.

b. Charge

The Campus Non-Violence Committee should function as a monitoring body to oversee the implementation of campus policies related to non-violence and civility. In carrying out this function, the committee should strive to ensure the education of the campus community about the MTSU Statement of Community Standards and Expectations and the implications of that statement for students, faculty and the entire campus community. Furthermore, the committee should be proactive in identifying and determining solutions to potential problems surrounding related behavioral issues. The committee should review the effectiveness of the policies, procedures, and program initiatives that have been or should be implemented to address violations of the Community Standards and Expectations. The committee should make recommendations and/or implement new initiatives to enhance campus awareness and improve the campus climate with respect to the areas contained in the Community Standards—honesty and integrity, respect for diversity, engagement in the community, and non-violence and peaceful conflict resolution.

3. Disability Issues Committee

a. Composition

The Disability Issues Committee should be composed of one faculty representative from each academic college, four students (three undergraduate and one graduate), Assistant Vice President for Campus Planning, University Counsel, ADA/504 Coordinator, Director, Housing and Residential Life, Director, Disability and Access Center, Vice President for Information Technology, Associate Vice President, Human Resources, Assistant Vice President, Events and Transportation, Assistant to the President for Institutional Equity and Compliance and Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services. All members, with the exception of faculty and students, are permanent members. All committee members, with the exception of the University Counsel, are voting members.
b. Charge

The Disability Issues Committee should identify the needs of visitors, students, faculty and staff with disabilities and provide for their general welfare, including but not limited to access, purchase of equipment, academic instruction, extracurricular activities and services; recommend strategies to the University in complying with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973; and assist in other related matters as requested by the University administration.

4. Faculty Financial Aid Appeals Committee

a. Composition

The Faculty Financial Aid Appeals Committee should be composed of three faculty members from each academic college; one member from the University College; and two students, one undergraduate and one graduate when possible. The Registrar, the Director of Financial Aid and the Director of Counseling Services should be ex-officio members. The Director of Development and the Vice President for Business and Finance should serve as consultants.

b. Charge

The Faculty Financial Aid Appeals Committee is responsible for reviewing student appeals regarding financial aid. The committee is responsible for granting and renewing financial aid of student athletes as required by the NCAA and Conference USA. Specifically, the committee is responsible for providing a hearing opportunity to student athletes whose athletic awards have been reduced or canceled during the period of the award or whose athletic awards have been reduced or not renewed for the following academic year, as required by the NCAA and Conference USA.

5. Student Appeals Committee

a. Composition

The Student Appeals Committee should be composed of one faculty member from each academic college and four students, three undergraduates and one graduate when possible. The Assistant Vice President to Student Affairs, a representative from the Admissions Office, a representative from Graduate Admissions, and a representative from Undergraduate International Admissions should serve as ex-officio members.

b. Charge

The Student Appeals Committee shall hear: (1) appeals of student disciplinary decisions rendered by the University Discipline Committee; (2) appeals of student disciplinary decisions rendered by the Student Judicial Board; (3) appeals of decisions regarding the denial of registration or withdrawal of registration for student organizations; (4) appeals of decisions regarding classification of students for purposes of fee payment; and (5) appeals by a student challenging the content of his/her
education records. (Information on disciplinary procedures, denial of registration, withdrawal of registration, and residency classification for purposes of fee payment may be found in the current edition of the MTSU Student Rights and Responsibilities.)

6. University Awards Committee
   a. Composition

   The University Awards Committee should be composed of one faculty member from each academic college, three undergraduate students, and two Student Affairs representatives. The Assistant Vice President to Student Affairs should serve as an ex-officio representative.

   b. Charge

   The University Awards Committee is charged with selecting the recipients of the following University-wide awards each spring semester: The President’s Award, the Provost’s Award, the Robert C. LaLance, Jr. Achievement Award and the Community Service Award. The committee should review the applications, essays and letters of support for each of these awards and make a final judgment as to the most qualified recipient. In the case of the Provost’s Award, the committee should select from the finalists submitted by each of the respective colleges.

7. University Discipline Committee
   a. Composition

   The University Discipline Committee should be composed of one faculty member from each academic college, four at-large faculty members, and six students, four undergraduates and two graduates when possible. The Dean of Students should serve as an ex-officio member. Faculty representation on this committee should reflect as closely as is practical the ethnic and gender make-up of the University community.

   b. Charge

   The University Discipline Committee should provide hearings, when assigned by the Assistant Dean for Judicial Affairs, to students for the purpose of determining whether or not the student is to be held responsible for violation(s) of University disciplinary rules, and if so, to recommend appropriate disciplinary sanctions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.

8. University Rules Committee
   a. Composition

   The University Rules Committee should be composed of one faculty member from each academic college and four students, one graduate when possible and three upper-
division students. Two (2) administrators from Student Affairs should serve as ex-
officio members.

b. Charge

The University Rules Committee should annually review student codes of conduct, 
student affairs policies, housing regulations and policies, and student organization 
regulations and recommend modifications as appropriate. These regulations and 
policies are published annually in the MTSU Student Rights and Responsibilities.

9. Veterans and Military Affairs Committee

a. Composition

The Veterans and Military Affairs Committee should be composed of one faculty 
member from each academic college; Admissions (Military Credit Analyst), Business 
Office, Counseling Services, Registrar, and Veterans Affairs; Veterans and Military 
Support representation from the University College, ROTC PMS, Student Veteran 
Organization (BRAVO)-Student President and Faculty Advisor; two Veterans 
Memorial Committee representatives, and one additional student appointed by the 
Student Government Association. The Vocational Rehabilitation Counselor (“VRC”) 
shall serve as an ex-officio member. Faculty representatives will serve two (2) year 
terms.

b. Charge

The Veterans and Military Affairs Committee is necessary to formally and proactively 
address the needs of this diverse population in order to attract them to MTSU and 
ensure their persistence to degree completion. This committee will serve to identify 
issues affecting the military/veterans student population and work within the Faculty 
Senate to develop and implement prompt solutions that benefit the students, faculty and 
ultimately MTSU. Understanding the characteristics and specific needs of these 
students will enhance faculty-student communication, and enable this mature and 
experienced population to set a leadership role in the classroom performance.

D. Committee Reporting to the Vice President for Marketing and Communications

1. University Relations Committee

a. Composition

The University Relations Committee should be composed of two (2) faculty members 
from each academic college, two (2) students, the Director of Academic Marketing, the 
Director of Creative and Visual Services, the Director of News and Media Relations, 
the Director of Athletic Media Relations, the General Manager of WMOT, the 
production manager of Television Services, the Senior Editor for University Publications, and the Director of Alumni Relations. The Vice President for Marketing 
& Communications, the Vice President for University Advancement, and the Assistant
to the President, Office for Community Engagement and Support should serve as ex-officio members.

b. Charge

The University Relations Committee should advise and assist the Vice President for Marketing and Communications in developing programs to enhance the image of the University. The committee should also stand ready to review and make recommendations, within its scope of responsibility, which would assist departments in their public relations efforts.

E. Committees Reporting to the Vice President for Information Technology and Chief Information Officer

1. Administrative Computing Committee (Special Purpose)
   a. Composition

   The Administrative Computing Committee should be composed of one administrator from each vice presidential area to be recommended by the respective vice president and a representative appointed by the President. The University Provost and the Vice President for Business and Finance should each recommend for appointment one at-large administrator. One student should be appointed. Ex-officio members should include the Director of Administrative Information System Services and the Director of the Network Services.

   b. Charge

   The role of the Administrative Computing Committee should be: (1) to develop ideas for administrative uses for campus technology; (2) to provide advice to administrative users on technology needs; and (3) to provide advice to administrative users who have hardware, software, and service needs. The Computer Executive Committee may give a specific charge to this committee each year.

2. Computer Executive Committee (Special Purpose)
   a. Composition

   The Computer Executive Committee should be composed of the University Provost, who should serve as chair, along with the Vice President for Information Technology and Chief Information Officer, who shall serve as Vice Chair, the Vice President for Business and Finance, the Faculty Senate President, the Student Government President, an Academic Dean, an Academic Department Chair, and an Administrative Department Head. (The University Provost will recommend the Academic Dean and an Academic Department Chair. The Vice President for Business and Finance will recommend an Administrative Department Head.) Additional members should include the Chair of the Administrative Computing Committee, and the Chair of the Instructional Technology Committee.
b. Charge

The Computer Executive Committee should: (1) assume responsibility for the long-range Computer Information System Plan; (2) develop and administer a comprehensive plan for integrating the use of technology throughout the University; (3) provide information and direction to the Administrative Computing Committee and the Instructional Technology Committee; and (4) assume responsibility for campus information technology policy recommendations.

3. Instructional Technology Committee (Special Purpose)

a. Composition

The Instructional Technology Committee should be composed of one faculty member from each of the academic colleges, one academic chair, one academic dean, one administrator from the Division of Business and Finance, one administrator from the Information Technology Division, two administrators from Student Affairs, one faculty/administrator from the University Library, one computer lab director/faculty advisor, two Faculty Senate representatives, the current President of SGA and one undergraduate student. Ex-officio member is the Director of Academic Technology in Academic Affairs (this results in 19 voting members and one non-voting member). For the purpose of this committee, the College of Media and Entertainment, the University Library and the University College should be considered as separate units; the committee will include one representative from each unit. The Vice President of Information Technology and CIO shall recommend a committee chair to the President.

b. Charge

The role of the Instructional Technology Committee should be: (1) to develop University priorities for instructional technology and to recommend to the Vice President of Information Technology and CIO the allocation of student technology access fees based on these priorities; (2) to develop classroom uses for campus technology; (3) to provide advice of technology needs for research; and (4) to provide advice to academic users who have computer hardware, software and service needs. The Computer Executive Committee may give a specific charge to this committee each year.

4. Instructional Technologies Development Committee

a. Composition

The Instructional Technologies Development Committee is composed of eight voting faculty members and two ex-officio representatives. Faculty members of the committee include one representative from each academic college and two at-large representatives. The ex-officio representatives come from the Vice Provost for Research and Dean of the College of Graduate Studies and the Information Technology Division. The Information Technology Division serves this committee on an administrative level by providing grant funds, mailing out grant and award application
forms, serving as an information source, handling applicant paperwork, scheduling meetings, and consulting with grant recipients on their projects.

b. Charge

The charge of the Instructional Technologies Development Committee is: (1) to recommend the recipients of semester long Instructional Technologies Development grants to the Vice President for Information Technology and Chief Information Officer for approval; (2) to update and revise the Instructional Technologies Development Grant Guidelines as needed; (3) to select the three recipients of the annual faculty Outstanding Achievement in Instructional Technology Awards; and (4) to update and revise the Outstanding Achievement in Instructional Technology Award nomination procedures and recipient selection criteria/process as needed.


Cross-references: MTSU Policies: II:01:05C Tenure and Promotion Appeals Process; III:00:09 Student Appeal of Grade Procedures; I:01:24 Protection of Human Subjects in Research; IV:06:04 Naming Buildings and Facilities, Building Plaques; IV:00:01 Environmental Health and Safety; TBR Policies: 5:02:01:05 Faculty Development, 4:02:01:01 Naming Buildings and Facilities & Building Plaques; Faculty Senate By-Laws; Conference USA and NCAA Regulations; MTSU Student Rights and Responsibilities.