32 University Committees

Approved by President

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Sidney A. McPhee, President

Effective Date: ______, 2017
Responsible Division: President
Responsible Office: Office of the University Counsel
Responsible Officer: University Counsel

Committees:

Academic Mission, Status, and Policy Committees
- Academic Appeals
- Academic Misconduct
- Academic Scheduling
- Curriculum
- Grade Appeals
- General Education
- Library
- Council on Teacher Education
- Graduate Council
- Honors Council
- International Education and Exchange
- Instructional Technology

Faculty Welfare, Status, and Policy Committees
- Faculty Appeals
- Career Achievement Award
- Faculty Development Grant
- Faculty Research and Creative Activity
- Instructional Evaluation and Development Grant
- Non-Instructional Assignment
- Public Service
- Instructional Technologies Development

Institutional Direction Committees
- Planning
Student Welfare, Status, and Policy Committees
   Admissions and Standards
   Special Committee on Advising
   Financial Aid Appeals
   Student Appeals
   University Awards
   University Discipline and Rules
   Veterans and Military Affairs

University Welfare, Status, and Policy Committees
   Administrative Computing
   Institutional Animal Care
   Computer Executive
   Institutional Review Board
   Athletic
   Athletic Compliance
   Intellectual Property Advisory
   Building Name Advisory
   Environmental Health and Responsibility
   Traffic
   Campus Non-Violence
   Disability Issues
   Enterprise Compliance and Risk Management
   University Relations
   Institutional Biosafety

I. Purpose

Middle Tennessee State University (MTSU or University) uses committees to advise administrators, execute appeals processes, fulfill mandates to the University, and adhere to the best practices of shared governance. Committees are composed of faculty, administrators, staff, and students who invest in the well-being of the University through this service. These committees allow the collective expertise of the University community to be available to advise on critical aspects of the mission and function of the University.

This policy governs the work of the various committees. Additional details may be provided under separate policy or procedure; these linkages are noted in the individual committee description. Committee activity shall be bound by the guidelines in this policy. Efforts will be made to follow best practices, including, but not limited to, providing that women and minorities are represented on committees.

II. Establishment of Committee Structure
The following provisions establish the committee structure and appointment to committees.

A. Establishment. Only the President shall have the authority to establish, continue, or abolish University committees of any type. Recommendations for establishing, continuing, or abolishing University committees shall be received from Vice Presidents, the Faculty Senate, or the Student Government Association. All committees shall be reviewed by the Faculty Senate in an advisory capacity to the President on a five (5)-year rotation to consider revision of charge, membership, and reports; this shall include a consideration of the viability and effectiveness of the committee.

B. Appointment. The President shall make all University Committee appointments. The Faculty Senate will coordinate, as appropriate, with other offices that this policy specifies, to make nominations to the President. The President shall receive faculty nominations before the beginning of the fall semester and student nominations soon after the beginning of the fall semester. The President shall respect the nomination process and give nominations due weight and consideration. Diversity shall be considered when reviewing nominations and appointments to committees.

C. Nomination of Faculty Members. All nominations for service on a committee are provided to the President by the Faculty Senate.

1. Depending on the structure and nature of the committee, faculty nominees shall be chosen either by academic college or by academic cohort as designated in the committee’s description. For University committee purposes, the colleges are defined by University structure with the addition that the Library and the University College should be considered as part of the College of Media and Entertainment. For University Committee purposes, the four (4) academic cohorts shall consist of (1) the College of Basic and Applied Sciences; (2) the College of Behavioral and Health Sciences, College of Education, University College, and the Library; (3) the College of Business and the College of Media and Entertainment; and (4) the College of Liberal Arts.

2. Nominations of faculty to Advisory Committees and Called Committees shall be made by the Faculty Senate selected from the pool of interested faculty.

3. Nominations of faculty to Administrative Committees, Special Purpose Committees, and Ad Hoc Committees shall be made by the Faculty Senate selected from the combined pools of interested faculty and individuals identified by relevant administrators (Deans, Chairpersons, or Vice Presidents).

4. On Committees where there should be more than one (1) representative from a college, these representatives should not be from the same department, if possible. (Faculty Senate Resolution, September 4, 1985)

D. Committee Classification. University committees, with the exception of a special class of called committees, shall fall under one (1) of the following five (5) classifications: advisory, administrative, special purpose, ad hoc, and called.

1. Advisory committees are standing committees with the role of fulfilling the purposes of shared governance and allowing the various administrative offices a formal method for accessing faculty, staff, and student guidance.
2. Administrative committees are standing committees which fill the roles of providing systematic appeals processes, facilitating effectiveness of University operation, and complying with recognized accreditation and best practices in the academic community.

3. Special purpose committees are standing committees that can either be advisory or operational in nature. In general, special purpose committees require at least partial membership based upon position held on campus. With regard to faculty membership, these committees will follow the same appointment procedures of all University Committees.

4. Ad hoc committees exist to meet needs which are often persistent but which do not require regular meetings. Ad hoc refers to the meeting regularity, which is most often on-demand.

5. Called committees exist at the establishment of the President to address a short-term issue and should expect to be dissolved within two (2) years. The nomination of members shall follow the same procedure as that for advisory committees. A called committee must fulfill its charge within a period of two (2) years and be dissolved by the President. If the need for the called committee continues, consideration should be given to changing the nature of the committee to one (1) of the standard classifications. Members will be informed of the dissolution or of the change in classification in writing.

E. Student Eligibility and Membership. Committees designed to deal specifically and exclusively with faculty matters will not include student members. All other committees shall have at least two (2) students as members. Undergraduate student representatives shall be full-time students (enrolled for twelve [12] or more hours) and shall have a grade point average of 2.25 or above at the time of the appointment. Graduate student representatives may be full-time or part-time students (SGA Resolution of March 23, 1994) and shall have a grade point average of 3.25 or above at the time of appointment. Student members shall serve one (1)-year terms with eligibility for one (1)-time re-appointment.

F. Faculty Eligibility and Membership. Faculty committee membership shall be selected from tenured or tenure-track faculty at MTSU who have been in that role at MTSU for at least two (2) years. No faculty member shall be eligible to serve in a faculty representation role on a University committee of any type if their work is defined to be more than forty percent (40%) administrative as determined by workload documentation. Except where noted in committee guidelines, faculty appointments shall be for two (2) years with eligibility for two (2) additional re-appointments.

G. Eligibility Questions. All questions regarding eligibility to serve in a faculty representation appointment shall be made to the Faculty Senate Steering Committee for final determination regarding eligibility. In instances in which clinical-track and research-track faculty members have special expertise relevant to a particular committee, a recommendation to the President will be made by the Faculty Senate Steering Committee regarding the advisability of the particular appointment. No Department Heads/Chairs, Deans, Associate Deans, or other persons serving in a
substantive administrative office shall be appointed in a faculty representation role on a University committee. No faculty or student member of a committee shall serve on more than two (2) standing committees for concurrent appointment.

H. Appointment Duration. Faculty appointments become effective on the day of the Fall Faculty Meeting and end at the closing of the appropriate Summer term. All student appointments become effective at the date of their notification and end at the close of that academic year.

I. Membership Replacement. If a member of a committee should fail to complete an appointment term, a replacement shall be appointed as soon as possible to complete the unexpired term. The regular appointment calendar and rotation shall not be changed.

III. General Committee Structure and Responsibilities

All committees, including Called Committees, will follow the standard procedures and practices outlined below.

A. Committee Officers. Each committee shall elect a chairperson and a secretary at its last meeting for the year. These officers will assume their responsibilities for a period of twelve (12) months. If, in the last year of an appointment, an individual is elected as chair then that individual’s appointment to the committee will be extended for a year. Such an exception shall not occur more than once. The chairperson of every committee shall be a member of the teaching faculty unless otherwise specified within this policy. In unusual circumstances, the President may appoint the chairperson of a called committee; the committee will then elect its secretary. Committees shall not have co-chairpersons absent unusual circumstances.

B. Chairperson Responsibilities. The chairperson shall call and schedule meetings, set the agenda, and submit committee reports based upon the charge of the committee.

C. Ex-Officio Members and Consultants. The President shall 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 consultants shall not have voting privileges; they may send representatives in their stead.

D. Committee Guidelines and Charges. Upon the initial creation of a University committee, the President or designee shall provide the initial committee charge. The committee members shall then establish procedures to attain the goals of the charge. The first act of the Committee will be to write formal guidelines and procedures which elaborate and refine the official charge. Committees shall undertake a regular self-review to examine and make recommendations regarding continuing committee existence, membership, and procedures. Charge and review information can be found in this policy in the description for each committee.

E. Committee Meetings. All committees shall meet at least once each academic year. All committees shall meet as often as necessary to accomplish their charge. General
parliamentary rules shall be observed in conducting the business of the committee except as may be modified by policy or procedure adopted by the committee.

F. Committee Reporting. All committees shall report to the President, the Provost, or a designated Vice President. Each administrator who has decision making responsibilities for committee recommendations shall respond to all such recommendations and reports within two (2) weeks of receipt of such recommendations and reports. Each year, a summary report of committee work shall be provided to the Faculty Senate President, the Student Government Association President, and the appropriate Vice President as established in the reporting structure of the committee description.

G. Committee Records. Minutes of each committee meeting shall be taken and shall include copies of any reports or materials provided with regard to such meeting. Chairpersons of each committee shall maintain a file of minutes within an electronic repository; copies of the minutes shall also be maintained in electronic form and available online. Copies of minutes can be obtained from the chair of each committee or from the responsible University official.

H. Recognition of Committee Service. Service on University committees is valuable to the University and the accomplishment of its mission; additionally, University committees play a key role in the function of shared governance. For this reason, Department Chairs shall recognize service on University committees in the annual reports for each of its faculty and in the departmental summary reports for their respective Dean. To facilitate this, the chair of each committee shall send a letter to each committee member at the mid-term point of the Spring semester for inclusion in their annual report. The letter should include information concerning the faculty member’s attendance at, and the level of participation in, the committee meetings. The Faculty Senate President shall inform the Provost and Deans of the committee membership as well. University committee service, as well as committee service at all levels within the University, shall be considered in evaluating faculty members for retention, tenure, and promotion as well as in each annual review.

IV. Charge and Description of Committees

Committees at MTSU, while of various classifications, fall into five (5) categories depending upon their charge and the nature of that charge. The charge, nominating process, and reporting structure for each University committee is provided below by category.

A. Academic Mission, Status, and Policy Committees. In this category, committees advise, provide for appeals, and function in the shared governance structure of the University as it applies to the academic mission of MTSU.

1. Academic Appeals
   a. Committee Classification: Administrative.
   b. Charge: Make final determinations concerning undergraduate student appeals for admission and/or readmission to the University.
c. Report Recipients: Provost, appropriate Dean; standard summary reporting

d. Nomination: Nominations shall be by college.

e. Membership: This committee has seven (7) subcommittees, one (1) for each of the academic colleges and one (1) for undeclared majors. Each college subcommittee shall consist of five (5) faculty members and a student with a major in the college, as well as a college academic advisor. The subcommittee reviewing students with undeclared majors shall be composed of four (4) faculty, each from a different college, one (1) advisor from the University College, the Director of the June Anderson Center for Women and Non-traditional Students, and one (1) student (any major, or undeclared).

f. Special Information:
   (1) Upon occasion, this committee meets in the summer. Subcommittee chairs shall request the Dean of the relevant college to appoint substitute faculty to serve when a regular committee member may not be available.
   (2) College academic advisors serve as permanent voting members on their respective subcommittees.

g. Review and Revise date: 2022 and every five (5) years subsequent.

2. Academic Misconduct

a. Committee Classification: Administrative.

b. Charge: Consider matters concerning academic misconduct and to implement the procedures set forth in Policy 312 Academic Misconduct. The Committee will determine whether the student's conduct constitutes academic misconduct as well as impose and/or review all related sanctions.


d. Nomination: Nominations shall be by academic cohort.

e. Membership: The committee is organized as a pool of twenty-two (22) individuals from which a hearing board of a minimum of five (5) members (at least two [2] students) is convened to hear matters that come before it. The Vice Provost for Faculty Affairs shall select the members for the individual hearing(s).

f. Special Information: Academic misconduct review includes the determination and nature of sanctions. If misconduct is affirmed, the committee will determine whether disciplinary sanctions should be imposed. If misconduct is not affirmed, it will determine whether any grade assigned by the faculty member based on academic misconduct was appropriate.

g. Review and Revise date: 2023 and every five (5) years subsequent.

3. Academic Scheduling

a. Committee Classification: Special Purpose.
b. Charge: Coordinate and review scheduling issues, research and discuss solutions, and recommend strategies, including new academic course schedules, to the University.


d. Nomination: Nominations shall be by academic cohort.

e. Membership: In addition to four (4) faculty, the membership will include a representative from the Chair's Council and a representative from the academic deans who each serve on rotating two (2)-year terms. The Faculty Senate President and Student Government Association President are included and serve for their term in office. Specific administrative offices are represented on the committee: Specialist, Space Planning, Financial Aid Director, Bursar, Registrar, Enrollment Technical Services Director, Controller, Scheduling Specialist, University College Associate Dean, and Housing Associate Director.

f. Special Information:
   (1) Issues the committee would consider include, but are not limited to, recommendations for coordinating with other University calendars, MTSU standard meeting times and days, and summer and accelerated terms.
   (2) The Specialist, Space Planning serves as the coordinator for the committee and is an ex officio member. All other members are voting members.
   (3) The committee chair may be selected from any voting member.

g. Review and Revise date: 2024 and every five (5) years subsequent.

4. **Curriculum**

   a. Committee Classification: Administrative.

   b. Charge: Consider course and curriculum changes proposed by departments, colleges, and administrators; study the University curriculum, and recommend actions to prevent needless duplication of offerings.


   d. Nomination: Nominations shall be by college.

   e. Membership: The committee shall be composed of two (2) faculty members from each academic college, with no more than one (1) member from a department, and two (2) students, preferably upper-class representatives. Faculty will serve renewable two (2)-year terms; students serve one (1)-year terms, which may be renewed for a second (2nd) term. The Vice Provost for Academic Programs, Director of Enrollment Technical Services, Registrar, Curriculum Specialist, and Director of General Education should serve as ex-officio members.

   f. Special Information:
      (1) The committee will annually select a vice chairperson and a secretary. The vice chairperson will automatically become chairperson for the next year. (2) All academic deans have an open invitation to attend all meetings as ex-officio members.
g. Review and Revise date: 2025 and every five (5) years subsequent.

5. **Grade Appeals**

   a. Committee Classification: Administrative.
   b. Charge: Make investigations and determinations in matters arising from the assignment of a final course grade by a faculty member.
   c. Report recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting.
   d. Nominations: Nominations shall be by cohort.
   e. Membership: A Grade Appeals Committee should be established in each college, except for the College of Graduate Studies and the University College. Each committee should be composed of four (4) faculty members and one (1) student.
      (1) When acting on grade appeals, the committee will follow the procedures set forth in Policy 313 Student Grade Appeals Process. The Committee will make final determinations concerning student appeals of assigned grades. College advisors do not serve on subcommittees involving grade appeals.
      (2) Two (2) faculty members and one (1) student shall be appointed as alternates to each committee; an alternate will serve as a member in cases where a regular member of the committee is unable to serve or be present for more than one (1) meeting.
      (3) All faculty members and alternates shall be designated from departments within the college.
      (4) Faculty in the Department of University Studies and Walker Library will serve, when appointed, on the committee for the College of Media and Entertainment.
      (5) The Vice Provost for Faculty Affairs shall serve as an ex-officio member of each committee in grade appeal hearings.
      (6) Secretarial and administrative support from the offices of the Deans of the colleges will assist in the committees’ work and will provide continuity.
   f. Review and Revise date: 2022 and every five (5) years subsequent.

6. **General Education**

   a. Committee Classification: Administrative.
   b. Charge: Review the University’s general education mission; all general education courses, syllabi, learning outcomes; data related to the achievement of the goals; and provide University-wide leadership for the ongoing evaluation and improvement of the general education Program.
   d. Nomination: Nominations shall be by college.
   e. Membership: Three (3) faculty members from each academic college, with no more than one (1) member from a department, and two (2) students. Faculty
will serve non-renewable three (3)-year terms; students serve one (1)-year terms, which may be renewed for a second (2nd) term.

f. Special Information:
(1) The committee will meet in the summer, when necessary.

(2) The committee may review faculty evaluation process for faculty assigned to teach general education courses and the relationships among all program components.

(3) The committee, at the request of the Director of General Education, may initiate a process for changes in the general education program. Additionally, proposals for change may come from the special task forces, commissions, and other groups or members of the University community.

(4) Any proposal for change must be approved by a simple majority vote of the entire voting membership of the committee to go forward. 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 committee. Approval from each of these groups, however, is not required. After comment on a proposal for change is complete, the proposal will again be placed before the committee. If the proposal is then approved by a two-thirds majority of the entire voting membership, the 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 designate for final approval. Changes approved by the University Provost, particularly those which will impact faculty staffing, shall be implemented at a time he/she so designates.

(5) The Director of General Education, the Vice Provost for Academic Programs, and the Assistant Vice Provost for Institutional Effectiveness will be ex-officio members 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. Ex-officio terms are one (1) year terms and are renewable.

(6) 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 three (3) year term except for the student representatives whose term will be for one (1) 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.

(7) The committee functions as the General Education Curriculum Committee. New general education courses and other changes in the general education program do not require approval of the Undergraduate 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.

g. Review and Revise date: 2022 and every five (5) years subsequent.

7. **Library**

   a. Committee Classification: Advisory.
   b. Charge: Advise in the following areas:
      1. determining the rules and regulations governing the administration of the library;
      2. formulating policies concerning the expenditure of available funds for the purchase of books, periodicals, and other materials;
      3. interpreting the resources needed by the faculty for library service in connection with the total University program.
   d. Nomination: Nominations shall be by academic cohort.
   e. Membership: One (1) faculty member from each academic cohort as well as two (2) faculty members from the Graduate Faculty. One (1) undergraduate and one (1) graduate student member.
   f. Special Information:
      1. The Dean of the Library and Dean of the College of Graduate Studies shall serve as ex-officio members.
      2. The committee will conduct a Library Liaison Council Meeting at least once per semester in order to inform departmental representatives of library developments as well as to hear and recommend appropriate responses to University community concerns.
   g. Review and Revise date: 2026 and every five (5) years subsequent.

8. **Council on Teacher Education**

   a. Committee Classification: Special Purpose.
   b. Charge: Recommend policy and program development decisions to the Dean of the College of Education.
   d. Nomination: Nominations shall be by college.
   e. Membership: Two (2) faculty in professional education within the College of Education; three (3) faculty assigned to professional education roles in departments outside the College of Education; two (2) students (one [1] graduate and [1] one undergraduate); chairs of the departments of Elementary and Special Education and Educational Leadership; two (2) licensed practitioners from the public school system. The Dean of the College of Education will serve as chair.
f. Special Information:
(1) The Executive Director of Professional Laboratory Experiences and the Associate Dean shall serve as ex-officio members.
(2) In addressing policy, the committee 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.
(3) 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.
(4) 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.
(5) The council establishes policies governing the following areas of teacher education:
   (a) The formulation of goals for the teacher education program and the development of strategies for achieving these goals.
   (b) Periodic, systematic review and evaluation of all teacher education programs.
   (c) Review and approval of all teacher education programs, including approval of new courses for acceptance in currently approved or new teacher education programs; approval of new programs for teacher education; approval for changes in existing courses or programs; and approval of all policies relating to teacher education.
   (d) Admittance and retention criteria for teacher education programs.
   (e) Communication within the University on matters relating to the education of teachers, including identification of resources and opportunities for staff development.
(6) The council shall serve as a liaison not only between departments but also between the University and local school systems and professional organizations of teachers.
(7) The council shall stimulate change in the teacher education curricula, while ensuring that the total hours in general education, academic concentration, and professional education fulfill minimums established by the State Board of Education.
(8) In meeting its mission, the council must assume the tasks of:
   (a) Identifying constraints and influences on policy making;
   (b) Determining curriculum policies that should be changed and/or introduced;
   (c) Reviewing with appropriate units/groups new curriculum policies;
   (d) Authorizing redevelopment of curriculum plans and/or practices; and
   (e) Monitoring and evaluating policies and plans in action.

9. **Graduate Council**

   a. Committee Classification: Administrative.
   b. Charge: Serve as the curriculum committee for all graduate courses and to recommend policies pertaining to all aspects of the graduate program, including admission requirements, graduate requirements, student assistantships, fellowships, degree programs, and graduate faculty membership.
   c. Report Recipients: Provost, Vice Provost for Research and Dean of the College of Graduate Studies; standard summary reporting.
   d. Nomination: Nominations shall be by college.
   e. Membership: Three (3) graduate faculty members from each academic college, with no more than one (1) member from a department, to serve three (3)-year terms. Two (2) graduate students who meet all graduate academic standards serve one (1)-year terms, which may be renewed for a second (2\textsuperscript{nd}) term.
   f. Special Information:
      (1) A subcommittee of the Graduate Council serves as the Academic Appeals Committee for all graduate students. (April, 1997)
      (2) The Dean of Graduate Studies and all other academic Deans should serve as ex-officio members of the committee.
      (3) Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.
   g. Review and Revise date: 2023 and every five (5) years subsequent.

10. **Honors Council**

   a. Committee Classification: Administrative.
   b. Charge: Act as Honors Curriculum Committee as well as an advisory body to the Dean and a support body to the Honors College.
   c. Report Recipients: Provost, Dean of the University Honors College; standard summary reporting.
   d. Nomination: Nominations shall be by college.
   e. Membership: Two (2) Honors faculty members from each academic college appointed for three (3)-year terms; two (2) students who are participating in the Honors College.
   f. Special Information:
(1) The Dean of the Honors College shall serve as ex-officio member.
(2) Nominations for membership will be solicited from the college deans and submitted to the Faculty Senate President.
(3) The Honors Council will have the additional responsibility for the following activities:
   (a) advise the Dean on policies and procedures concerning the Honors College, Honors Day activities, and other activities concerning the Honors College and Honors students;
   (b) approve all departmental courses offered for Honors credit;
   (c) review and recommend all new University Honors courses before courses are submitted to the Undergraduate Council for final consideration;
   (d) assist in counseling Honors students as needed;
   (e) approve Honors faculty nominations;
   (f) approve Honors thesis proposals and Honors theses;
   (g) establish quality process standards.

11. International Education and Exchange

a. Committee Classification: Administrative.

b. Charge: Facilitate and establish policies and guidelines affecting the International Education Program.


d. Nomination: Nominations shall be by academic cohort.

e. Membership: Two (2) faculty representatives from each of the academic cohorts, which shall include a representative from the faculty led study abroad programs, exchange programs, and existing study abroad consortia (one [1] from each consortium). Faculty serve three (3)-year terms. Two (2) student members (one [1] a current international exchange student and one [1] a study abroad returnee.) Students serve one (1)-year terms with re-appointment allowed.

f. Special Information:
   (1) Non-voting (ex officio) members shall include the Vice Provost for International Affairs or designee, Chair, Global Studies and Human Geography, and Director of Education Abroad.
   (2) Preference will be given to appointment of faculty members with experience in international education programs.
   (3) The committee will assume the role as an advisory committee to the Office of Education Abroad in regard to administrative procedures.
   (4) The committee will undertake the following activities:
      (a) Promote education abroad opportunities;
      (b) Evaluate and recommend new study abroad and MTSU faculty and staff-led programs involving student travel;
(c) Establish and maintain guidelines for safety and liability concerning student travel under the auspices of MTSU;
(d) Review and advise all study abroad evaluations for safety and liability as well as academic integrity;
(e) Oversee current exchange programs, study abroad consortium agreements, and recommendations of new consortium agreements;
(f) Facilitate faculty teaching overseas.

g. Review and Revise date: 2025 and every five (5) years subsequent.

12. Instructional Technology

a. Committee Classification: Special Purpose.
b. Charge: Advise and provide direction for Instructional and research technology needs.
c. Report Recipients: Vice President for Information Technology and Chief Information Officer; standard summary reporting.
d. Nomination: Nominations shall be by college.
e. Membership: One (1) faculty member from each of the academic cohorts, one (1) academic chair, one (1) academic dean, one (1) administrator from the Division of Business and Finance, one (1) administrator from the Information Technology Division, two (2) administrators from Student Affairs, one (1) faculty/administrator from the University Library, one (1) computer lab director/faculty advisor, two (2) Faculty Senate representatives, the current Student Government Association President, and one (1) undergraduate student. Appointments are for a three (3)-year period except for the Faculty Senate representative who will serve a one (1)-year term.
f. Special Information:
   (1) The Specialist, Space Planning is ex-officio on the committee.
   (2) The Vice President of Information Technology and CIO shall recommend a committee chair to the President.
   (3) The role of the Instructional Technology Committee should be to:
      (a) develop University priorities for instructional technology;
      (b) recommend to the Vice President of Information Technology and CIO the allocation of student technology access fees based on these priorities;
      (c) develop classroom uses for campus technology;
      (d) provide advice of technology needs for research; and
      (e) provide advice to academic users who have computer hardware, software, and service needs.
   (4) The Computer Executive Committee may give a specific charge to this committee each year.

g. Review and Revise date: 2026 and every five (5) years subsequent.

B. Faculty Welfare, Status, and Policy Committees
1. **Faculty Appeals**

   a. Committee Classification: Advisory.

   b. Charge: Serve as an advisory body to the President on matters arising from an appeal filed by a faculty member under [Policy 206 Tenure and Promotion Appeals Process](#).


   d. Nomination: Nominations shall be by academic cohort.

   e. Membership: Two (2) tenured, full professors from each academic cohort.

   f. Special Information:
      1. There shall 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.
      2. Conflicts of interest shall be avoided.
      3. Three (3) qualified alternates shall be appointed. 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, perceives a conflict of interest, or cannot be present for one (1) or more scheduled committee meetings.
      4. At its discretion, the committee shall be permitted to utilize the services of any administrator needed as consultant.
      5. Inasmuch as this committee is an advisory body, its deliberations shall not be open to the public.

   g. Review and Revise date: 2023 and every five (5) years subsequent.

2. **Career Achievement Award**

   a. Committee Classification: Administrative.

   b. Charge: Work with an MTSU Foundation Selection Committee to select a faculty member to receive the University's Career Achievement Award.


   d. Nomination: Nominations shall be by college.

   e. Membership: Two (2) tenured faculty members from each of the academic cohorts; faculty members must hold the rank of professor or associate professor. One (1) member 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.

   f. Special Information:
      1. Faculty members will serve two (2)-year staggered terms.
      2. The committee, in conjunction with the Office of the University Provost, will solicit nominations, evaluate data submitted by the nominees, and select the names of three (3) finalists to forward to the MTSU Foundation.
(3) The Foundation Selection Committee will consist of three (3) members of the Career Achievement Award Committee (elected by the CAA Committee), the Foundation President, and the Foundation Vice President. The Foundation Selection Committee will make the final choice of the award recipient from among the three (3) recommended candidates.

(4) 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."

g. Review and Revise date: 2025 and every five (5) years subsequent.

3. Faculty Development Grant

a. Committee Classification: Administrative
b. Charge: Support the development of faculty expertise by the awarding of grants.
c. Report Recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting
d. Nomination: Nominations shall be by academic cohort
e. Membership: One (1) faculty member from each academic cohort; two (2) at-large faculty members
f. Special Information:
   (1) The committee should determine the frequency and manner of solicitation of proposals, develop evaluation criteria, and evaluate proposals. Refer to Policy 203 Faculty Development.
   (2) The Vice Provost for Faculty Affairs and the Director of Faculty Development should serve as ex-officio members.
   (3) Administrators should be requested to attend as consultants at the committee's discretion.
g. Review and Revise date: 2026 and every five (5) years subsequent.

4. Faculty Research and Creative Activity

a. Committee Classification: Administrative.
b. Charge: Make recommendations for awarding grants to support faculty research and creative activity.
d. Nomination: Nominations shall be by academic cohort.
e. Membership: Ten (10) faculty members with representation including two (2) members from each academic cohort.
f. Special Information:
   (1) The Vice Provost for Research and the Director of Research Services should serve as ex-officio members.
(2) 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 shall serve as consultants to the committee.

g. Authority to approve or disapprove grants recommended by the committee should rest with the Vice Provost for Research and Dean of the College of Graduate Studies.

(1) The purposes of the Faculty Research and Creative Activity Grants Program include to:
   (a) stimulate and encourage research, creative activities, and other scholarly activities;
   (b) provide limited funding to assist in the dissemination of information on scholarly projects;
   (c) provide funding to initiate sponsored projects;
   (d) encourage new faculty members to be active in research and creative activity; and
   (e) encourage professional growth and development.

(2) The FRCAC also makes recommendations for recipients of the Outstanding Research Awards and the Outstanding Creative Activity Award.

h. Review and Revise date: 2023 and every five (5) years subsequent.

5. Instructional Evaluation and Development Grant

   a. Committee Classification: Advisory.
   b. Charge: Promote the development and evaluation of instruction by awarding grants to faculty.
   d. Nomination: Nominations shall be by academic cohort.
   e. Membership: Two (2) faculty from each academic cohort; two (2) students.
   f. Special Information:
      (1) A staff member from the Center for Educational Media, the Vice Provost for Faculty Affairs, and the Director of Faculty Development shall serve as ex-officio members.
      (2) The committee should establish grant criterion and recommend grant recipients.
   g. Review and Revise date: 2025 and every five (5) years subsequent.

6. Non-Instructional Assignment

   a. Committee Classification: Administrative.
   b. Charge: Evaluate and recommend for approval applications for a non-instructional assignment.
d. Nomination: Nominations shall be by cohort.
e. Membership: Two (2) faculty members from each academic cohort
f. Special Information:
   (1) The purposes of non-instructional assignments are to contribute to the professional growth of the faculty; improve the teaching and curriculum across the University; and enhance scholarship and academic excellence of the University in ways that cannot be accomplished under the constraints of regular workload assignments.
   (2) The Vice Provost for Faculty Affairs should serve as an ex-officio member.
g. Review and Revise date: 2026 and every five (5) years subsequent.

7. Public Service

   a. Committee Classification: Administrative.
   b. Charge: Make recommendations on public service grant awards.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: Two (2) faculty members from each academic cohort; two (2) undergraduate students.
   f. Special Information:
      (1) The committee reviews applicants for Public Service grants to select the recipient of the Outstanding Public Service Award;
      (2) The committee shall study and make recommendations on public service issues as directed by the UniversityProvost.
      (3) The Dean of the University College should serve as an ex-officio member.
   g. Review and Revise date: 2023 and every five (5) years subsequent.

8. Instructional Technologies Development

   a. Committee Classification: Administrative.
   c. Report Recipients: Vice President for Information Technology and Chief Information Officer; standard summary reporting.
   d. Nomination: Nominations shall be by college.
   e. Membership: Eight (8) faculty members, with at least one (1) from each academic college.
   f. Special Information:
      (1) Representatives from the Vice Provost for Research and Dean of the College of Graduate Studies and the Information Technology Division shall serve ex-officio.
(2) 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.

(3) The committee will undertake the following activities:
   a. recommend the recipients of semester long Instructional Technologies Development grants to the Vice President for Information Technology and Chief Information Officer for approval;
   b. update and revise the Instructional Technologies Development Grant Guidelines as needed;
   c. select the three (3) recipients of the annual faculty Outstanding Achievement in Instructional Technology Awards; and
   d. update and revise the Outstanding Achievement in Instructional Technology Award nomination procedures and recipient selection criteria/process as needed.

   g. Review and Revise date: 2024 and every five (5) years subsequent.

C. Institutional Direction Committees

1. Planning

   a. Committee Classification: Special Purpose.
   b. Charge: Advise and assist the President in developing effective plans that will help the University carry out its mission.
   d. Nomination: Nominations shall be by college.
   e. Membership: One (1) faculty member from each academic college, one (1) faculty member from the College of Graduate Studies, the President of the Faculty Senate, one (1) Dean, a representative from each Division, the Student Government Association President, a graduate student, and the President of the MTSU Alumni Association or alumnus designee. Faculty members must have completed three (3) consecutive years of service at MTSU; membership is a three (3)-year term.
   f. Special Information:
      (1) The committee should be concerned with setting University objectives and priorities that:
         a. assure the identification and assessment of educational outcomes and outcomes, for administrative and educational support services;
         b. assure continuous improvements in outcomes;
         c. identify relevant challenges, opportunities, and problems;
         d. develop immediate and long-range plans for allocation and effective use of human, financial, and physical resources;
(e) consider and recommend action on all issues affecting the organization of academic units, partnerships, centers, departments, schools, and colleges;
(f) monitor the University's performance in achieving its goals.

(2) The following serve as ex-officio members: Vice Presidents, Academic Deans, Associate Vice Provost for Admissions and Enrollment Services, the Assistant Vice Provost for Institutional Effectiveness, Planning, and Research.

(3) The Provost should serve as chair.

g. Review and Revise date: 2022 and every five (5) years subsequent.

D. **Student Welfare, Status, and Policy Committees**

1. **Admissions and Standards**

   a. Committee Classification: Advisory.
   b. Charge: Evaluate the University's admissions policies and graduation requirements; review policies and practices pertaining to retention standards, course grading, and other academic performance requirements.
   c. Report Recipients: Vice President for Student Affairs; Vice Provost for Enrollment and Academic Services; standard summary reporting.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: Two (2) faculty from each cohort; two (2) students (upper-class representatives).
   f. Special Information: 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.
   g. Review and Revise date: 2025 and every five (5) years subsequent.

2. **Special Committee on Advising**

   a. Committee Classification: Special Purpose.
   b. Charge: Promote the University's goal for a student-centered learning culture which values the whole individual.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: One (1) faculty member from each academic cohort; one (1) academic advisor from each academic college; the Registrar; a representative from each of 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 Student Government Association President. Faculty members serve two (2)-year terms.
   f. Special Information:
(1) 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 as stated in the Academic Master Plan. The committee will serve to focus on the campus mission, goals, and outcomes for academic advising.

(2) 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.

g. Review and Revise date: 2023 and every five (5) years subsequent.

3. **Financial Aid Appeals**

   a. Committee Classification: Administrative.
   
   b. Charge: Review student appeals regarding financial aid, including the granting and renewal of financial aid of student-athletes.
   
   c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
   
   d. Nomination: Nominations shall be by cohort.
   
   e. Membership: Three (3) faculty members from each academic cohort (excluding University College); one (1) member from the University College; one (1) undergraduate student and one (1) graduate student.
   
   f. Special Information:
      
      (1) The Registrar, the Director of Financial Aid, and the Director of Counseling Services shall be ex-officio members.
      
      (2) The Director of Development and the Vice President for Business and Finance shall serve as consultants.
      
      (3) 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.
   
   g. Review and Revise date: 2024 and every five (5) years subsequent.

4. **Student Appeals**

   a. Committee Classification: Administrative.
   
   b. Charge: Provide an appeals structure for student disciplinary decisions; decisions involving student organizations; decisions regarding classification of students for purposes of fee payments; and challenging content of educational records.
   
   c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
d. Nomination: Nominations shall be by cohort.
e. Membership: One (1) faculty member from each academic cohort; and four (4) students (three (3) undergraduate and one (1) graduate)
f. Special Information:
   (1) 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 shall serve as ex-officio members.
   (2) The Student Appeals Committee shall hear:
      (a) appeals of student disciplinary decisions rendered by the University Discipline Committee;
      (b) appeals of student disciplinary decisions rendered by the Student Judicial Board;
      (c) appeals of decisions regarding the denial of registration or withdrawal of registration for student organizations;
      (d) appeals of decisions regarding classification of students for purposes of fee payment; and
      (e) appeals by a student challenging the content of his/her education records.
   (3) Related 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.

g. Review and Revise date: 2025 and every five (5) years subsequent.

5. **University Awards**

   a. Committee Classification: Administrative.
   b. Charge: Select the student recipients of University-wide awards.
   c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: One (1) faculty member from each academic cohort, three (3) undergraduate students, and two (2) Student Affairs representatives.
   f. Special Information:
      (1) The Assistant Vice President to Student Affairs should serve as an ex-officio representative.
      (2) 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.
      (3) The committee should review the application materials submitted 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.
g. Review and Revise date: 2026 and every five (5) years subsequent.

6. **University Discipline and Rules**

   a. Committee Classification: Administrative.
   b. Charge: Conduct hearings regarding responsibility for violations of University student disciplinary rules; to review student codes of conduct and appropriate student and student organization policies.
   c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: Eight (8) faculty members, with at least one (1) member from each academic cohort, and six (6) students: five (5) undergraduate students with three (3) upper-division and one (1) graduate student.
   f. Special Information:
      (1) The Dean of Students should serve as an ex-officio member. Two (2) administrators from Student Affairs shall serve as ex-officio members. Faculty representation on this committee should reflect as closely as is practical the ethnic and gender make-up of the University community.
      (2) The committee should provide hearings, when assigned by the Assistant Dean for Student Conduct, to students for the purpose of determining whether or not the student is to be held responsible for violation(s) of University student disciplinary rules; if responsible, the committee is to recommend appropriate disciplinary sanctions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.
      (3) The committee shall annually review student codes of conduct, student affairs policies, housing regulations and policies, and student organization policies and recommend modifications as appropriate. These regulations and policies are published annually in the MTSU Student Rights and Responsibilities.
   g. Review and Revise date: 2022 and every five (5) years subsequent.

7. **Veterans and Military Affairs**

   a. Committee Classification: Special Purpose.
   b. Charge: Identify issues affecting the military/veterans student population at MTSU and to positively support the members of this student group.
   c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: One (1) faculty member from each academic cohort; a representative from each of Admissions (Military Credit Analyst), Business
Office, Counseling Services, Career Center, the Office of Student Success; Veterans and Military Support from the University College, ROTC PMS; Student Veteran Organization (BRAVO), Student President and Faculty Advisor; the Registrar; the School Certifying Official for GI Bill; one (1) Veterans Memorial Committee representative; the Director of the Veterans and Military Family Center; and one (1) additional student appointed by the Student Government Association.

f. Special Information:
(1) The Vocational Rehabilitation Counselor (VRC) shall serve as an ex-officio member.
(2) The committee will formally and proactively address the needs of the diverse military/veterans student 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 will work with the Faculty Senate and staff of Student Affairs 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.

g. Review and Revise date: 2023 and every five (5) years subsequent.

E. University Welfare, Status, and Policy Committees

1. Administrative Computing

   a. Committee Classification: Special Purpose.
   b. Charge: Advise and provide vision for administrative uses for campus technology.
   c. Report Recipients: Vice President for Information Technology and Chief Information Officer; standard summary reporting.
   d. Nomination: Nominations shall be by cohort.
   e. Membership: One (1) 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 (1) at-large administrator. One (1) student member.
   f. Special Information:
      (1) Ex-officio members should include the Director of Administrative Information System Services and the Director of the Network Services.
      (2) The role of the Administrative Computing Committee should be to develop ideas for administrative uses for campus technology; provide advice to administrative users on technology needs; and provide advice to administrative users who have hardware, software, and service needs.
(3) The Computer Executive Committee may give a specific charge to this committee each year.

g. Review and Revise date: 2022 and every five (5) years subsequent.

2. **Institutional Animal Care**

   a. Committee Classification: Special Purpose.
   
   b. Charge: Ascertain the acceptability of proposed research in terms of institutional commitment, regulations, applicable law, and standard professional conduct and practice.
   
   c. Report Recipients: Provost, Vice Provost for Research and Dean of the College of Graduate Studies; standard summary reporting.
   
   d. Nomination: Members of the Institutional Animal Care and Use Committee (IACUC) are recommended by the Vice Provost for Research and Dean of the College of Graduate Studies (VPR/Dean).
   
   e. Membership: Five (5) or more members and must include an attending veterinarian, one (1) practicing scientist experienced in research involving animals, one (1) member whose primary concerns are in a non-scientific area, and one (1) individual who is not affiliated with the institution or the immediate member of a family affiliated with the institution; remaining members will be faculty members. One (1) graduate student may also serve on the committee, but it is not a requirement. All appointments, except students, will be three (3)-year terms; student(s) will serve one (1) year.
   
   f. Special Information:
      1. 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.
      2. The committee, or its designee, shall inspect all animal facilities including animal study areas/satellite facilities and field study sites once every six (6) months using USDA Regulations/Guides as the basis for inspections.
      3. The Research Compliance Officer should serve as ex-officio.
      4. The committee shall 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 the College of Graduate Studies shall approve or disapprove the payment of such fee.
   
   g. Review and Revise date: 2026 and every five (5) years subsequent.

3. **Computer Executive**

   a. Committee Classification: Special Purpose.
   
   b. Charge: Develop the plans and policies governing campus technology.
   
   c. Report Recipients: Vice President for Information Technology and Chief Information Officer; standard summary reporting.
   
   d. Nomination: N/A.
e. Membership: Provost, Vice President for Information Technology and Chief Information Officer, Vice President for Business and Finance, Faculty Senate President, Student Government Association President, an Academic Dean, an Academic Department Chair, an Administrative Department Head, Chair of the Administrative Computing Committee, and Chair of the Instructional Technology Committee

f. Special Information:
   1. The Provost will serve as chair of the committee; the Vice President for Information Technology and Chief Information Officer shall serve as vice chair.
   2. 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.
   3. The Computer Executive Committee should assume responsibility for the long-range Computer Information System Plan; develop and administer a comprehensive plan for integrating the use of technology throughout the University; provide information and direction to the Administrative Computing Committee and the Instructional Technology Committee; and assume responsibility for campus information technology policy recommendations.

g. Review and Revise date: 2025 and every five (5) years subsequent.

4. Institutional Review Board

   a. Committee Classification: Special Purpose.
   b. Charge: Review, approve, require modifications of, or disapprove University research involving human participants in accordance with Policy 402 Protection of Human Subjects in Research. To monitor and conduct review of research at intervals of at least once per year.
   c. Report Recipients: Provost, Vice Provost for Research and Dean of the College of Graduate Studies; standard summary reporting.
   d. Nomination: 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.
   e. Membership: Includes at least thirteen (13) members.
      1. Additional membership includes:
         a. One (1) faculty member from each academic department where a high percentage of human subjects research takes place;
         b. At least one (1) member whose primary interest is in a scientific area;
         c. One (1) member whose primary interest is in a non-scientific area;
         d. At least one (1) member who is not affiliated with MTSU;
         e. At least one (1) member who is a member of the graduate faculty; and
         f. the Research Compliance Officer.
(g) Additionally, in order for investigators to participate in research regarding minors or the prisoner population, the IRB must have at least one (1) individual whose primary research interests include children; and, at least one (1) individual whose primary research interests include prisoners.

(2) All committee appointments, except student appointments, will be three (3)-year terms.

f. Special Information:

(1) The IRB was established in accordance with Policy 402 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.

(2) The IRB shall monitor and conduct review of research at intervals at least once per year.

(3) 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.

(4) 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 shall approve the payment of such fee.

(5) One (1) undergraduate student and one (1) graduate student may also serve on the committee, but it is not a requirement.

(6) 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.

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

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

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

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

g. Review and Revise date: 2024 and every five (5) years subsequent.
5. Athletic

a. Committee Classification: Administrative.

b. Charge: Review matters relating to varsity athletics at MTSU and to make recommendations to the President.


d. Nomination: Nominations shall be by cohort.

e. Membership: Six (6) faculty, with at least one (1) from each academic cohort, to serve three (3)-year terms; two (2) students, each serving one (1)-year terms; and an additional member appointed by the President to serve as the University's permanent representative to Conference USA.

f. Special Information:
   (1) The Athletic Committee should conduct the following activities:
       (a) monitor adherence to NCAA and Conference USA rules and ensure operation of the athletic program at a high level of integrity;
       (b) encourage school spirit and sportsmanship in athletics and to use the athletic program as a medium to promote public relations at the University;
       (c) improve opportunities for women and minorities where there is evidence these groups are underrepresented;
       (d) advise the Athletic Director and the President on any matter pertaining to athletics and MTSU.

   (2) Ex-officio members shall include: Vice President for Marketing and Communications, Athletic Director, the outgoing chair of the committee, the Senior Women's Administrator, and the President of the Blue Raider Athletic Association.

   (3) The chair-elect shall 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.

   (4) The guidelines under which the committee operates should be consistent with Conference USA and NCAA regulations.

   (5) The committee will meet, when necessary, in the summer to carry out its responsibilities.

   (6) The committee will exercise the following authorities:
       (a) Oversight. The committee shall be responsible for monitoring and/or evaluating the following at least once a year, the academic performance of student-athletes, including graduation rates and grade point averages; and, the Athletic Director shall show the committee broad categories of the budget, i.e., what generally is spent for each sport.
       (b) Recommendations. The committee shall be responsible for participating in recommendations relating to the addition or deletion of a sport; price and sale of football, basketball, and baseball tickets; changes in the policy regarding priority seating for football, basketball, and baseball; changes in conference affiliation; and 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.

(c) Decision-Making. The Athletic Committee shall have the power of hearing appeals relating to granting of letters in varsity sports; and granting of awards in varsity sports.

g. Review and Revise date: 2022 and every five (5) years subsequent.

6. **Athletic Compliance**

a. Committee Classification: Special Purpose.
b. Charge: 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.
d. Nomination: Nominations shall be by academic cohort.
e. Membership: Three (3) faculty members from differing academic cohorts; Athletic Certification Officer, Faculty Athletics Representative, Athletic Academic Advisor, Director of Student-Athlete Enhancement Center/Athletic Academic Advisor, Director of Financial Aid and Scholarship Office, Assistant Director of Financial Aid and Scholarship Office, Assistant 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.
f. Special Information:
   1. The actions of the committee will assure that all athletics programs, the University, and friends of the University are in compliance with the standards of the University, Conference USA and the National Collegiate Athletic Association.
   2. The committee will meet, when necessary, in the summer to carry out its responsibilities.
g. Review and Revise date: 2024 and every five (5) years subsequent.

7. **Intellectual Property Advisory**

a. Committee Classification: Administrative.
b. Charge: Evaluate inventor or author disclosure forms to determine the ownership, patentability, and/or commercial potential of the invention or work. Recommendations will be made to the President.
c. Report Recipients: President, Vice Provost for Research and Dean of the College of Graduate Studies; standard summary reporting.

d. Nomination: Nominations shall be made by the Vice Provost for Research and Dean of the College of Graduate Studies.

e. Membership: Composed of faculty, staff, and other persons experienced in intellectual property matters. Committee members shall be individuals who are able to represent marketing, copyright, and patenting perspectives.

f. Special Information:
   (1) Committee appointments are for three (3)-year terms.
   (2) The Vice Provost for Research who will serve ex-officio.
   (3) The Committee will review and consider recommending revisions to Policy 140 Intellectual Property.

g. Review and Revise date: 2022 and every five (5) years subsequent.

8. **Building Name Advisory**

a. Committee Classification: Special Purpose.

b. Charge: Consider and make recommendations for the naming of MTSU buildings, facilities, grounds, and identifiable sub-units or components.

c. Report Recipients: President, Vice President of Business and Finance; standard summary reporting.

d. Nomination: Nominations shall be by academic cohort.

e. Membership: One (1) faculty member from each academic cohort; one (1) academic dean who serves a two (2)-year term; Faculty Senate President; Foundation President; Alumni Association President; Student Government Association President; Vice President for University Advancement; and the Vice President for Business and Finance.

f. Special Information:
   (1) The Building Naming Advisory Committee shall fulfill its functions as set forth in Policy 160 Naming Buildings and Facilities.
   (2) The Committee shall consider all suggested namings which satisfy the criteria cited in Policy 160 Naming Buildings and Facilities.
   (3) 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.
   (4) The Vice President for Business and Finance shall serve as chair.

g. Review and Revise date: 2023 and every five (5) years subsequent.

9. **Environmental Health and Responsibility**

a. Committee Classification: Special Purpose.

b. Charge: Provide recommendations, review, and evaluation of all areas of campus safety.
c. Report Recipients: Vice President of Business and Finance; standard summary reporting.
d. Nomination: Nomination at-large for faculty.
e. Membership: 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 (1) 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 Student Government Association President.
f. Special Information: The Environmental Health and Safety Committee is established in accordance with Policy 735 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.
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.
g. The following individuals shall serve as ex officio members: one (1) Coordinator from each division; the Environmental Health and Safety Officer; the Director of News and Media Relations; the Director of University Police; the University Counsel; the Director of Human Resources; the Industrial Hygienist; the Environmental Engineer.
h. The Committee shall invite special expertise, as needed, to attend depending on the issues being addressed.
i. The chair of the committee will be appointed by the Vice President of Business and Finance for a one (1)-year appointment, eligible for re-appointment.
j. Review and Revise date: 2024 and every five (5) years subsequent.

10. Traffic

a. Committee Classification: Administrative.
b. **Charge:** Review appeals of traffic citations; review and evaluate traffic and parking regulations.

c. **Report Recipients:** Vice President of Business and Finance; standard summary reporting.

d. **Nomination:** Nominations shall be by academic cohort.

e. **Membership:** One (1) faculty member from each academic cohort; one (1) administrative representative, and two (2) students.

f. **Special Information:**
   1. The Assistant Vice President for Events and Transportation and the Manager of Parking Services shall serve as consultants.
   2. There shall be no member serving that has outstanding parking citations. A member receiving citations that are in arrears of one (1) month shall be removed from the committee.
   3. The Traffic Committee shall review and effect disposition (at least once a month) on appeals of traffic citations issued to faculty and staff.
   4. The committee shall review concerns and suggestions by members of the University community in regard to traffic and/or parking matters. The committee shall review and make recommendations concerning any proposal/concern taking the form of legislation by the Student Government Association Senate, or resolutions by the Faculty Senate. The committee shall make recommendations to the Vice President of Business and Finance concerning proposals and problems brought to its attention.
   5. The committee shall review annually the traffic and parking regulations and recommend changes, if appropriate. The committee shall 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.).
   6. When immediate decisions are necessary, the committee chair shall make recommendations.

g. **Review and Revise date:** 2023 and every five (5) years subsequent.

11. **Campus Non-Violence**

   a. **Committee Classification:** Special Purpose.

   b. **Charge:** Monitor and oversee the implementation of campus policies related to non-violence and civility.

   c. **Report Recipients:** Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.

   d. **Nomination:** Nominations shall be by cohort.

   e. **Membership:** A representative of Human Resource Services, the Director of University Police, a representative of Counseling Services, two (2) 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 (1) additional student appointed by the Student Government Association, the Director of the June Anderson Center for Women and Non-Traditional Students, a representative from Intercultural and Diversity Affairs, a representative from Athletics, and one (1) faculty member from each cohort.

f. Special Information:

(1) 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.

(2) 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) The University Counsel should serve as an ex-officio member.

(4) The President may appoint additional members as appropriate.

(5) The committee may be asked to meet at nonscheduled times during an emergency.

g. Review and Revise date: 2026 and every five (5) years subsequent.

12. Disability Issues

a. Committee Classification: Special Purpose.

b. Charge: Identify the needs of visitors, students, faculty and staff with disabilities and provide for their general welfare.

c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.

d. Nomination: Nominations shall be by cohort.

e. Membership: One (1) faculty representative from each academic cohort, four (4) students (three [3] undergraduate and one [1] graduate), Assistant Vice President for Campus Planning, University Counsel, ADA/504 Coordinator, Housing and Residential Life Director, Disability and Access Center Director, Vice President for Information Technology, Associate Vice President for Human Resources, Assistant Vice President for 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.

f. Special Information:
(1) 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.

(2) The Disability Issues Committee should address
(a) the needs of persons on-campus with disabilities and provide for their general welfare, including but not limited to, access, purchase of equipment, academic instruction, extracurricular activities and services;
(b) recommend strategies to the University in complying with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973; and
(c) assist in other related matters as requested by the University administration.

g. Review and Revise date: 2022 and every five (5) years subsequent.

13. **Enterprise Compliance and Risk Management**

a. Committee Classification: Special purpose.
b. Charge: Promote the University's community standards of honesty and integrity, while fostering a culture of ethics, accountability, and risk identification and mitigation, as well as contribute to the design and implementation of an enterprise Compliance Plan that: (1) assists the University in preventing fraud, waste, and abuse of institutional assets; (2) considers innovative solutions to workplace risks, risk controls, and risk management; and (3) encourages organizational participation in enterprise compliance activities, and provide additional support to the MTSU community regarding regulatory reporting and risk management best practices consistent with the requirements of the State of Tennessee's Division of Finance and Administration.
c. Report Recipients: Vice President for Business and Finance.
d. Nomination: Nomination at-large for faculty.
e. Membership: One (1) faculty representative from both the undergraduate and graduate colleges, one (1) attorney representative from the Office of University Counsel, one administrator from the Office of Research Services, one (1) administrator from Student Affairs, one (1) administrator from the Office of Institutional Equity and Compliance; one (1) administrator from Academic Affairs, one (1) administrator from International Affairs, one (1) administrator from Human Resources, one (1) administrator from Information Technology Division, one (1) representative from Athletics, one administrator (1) from Facilities Services, one (1) administrator from Campus Planning; one (1) administrator from Business and Finance, one (1) officer or administrator from the University Police; and one (1) representative from the Office of Audit and Consulting Services.
f. Special Information:
(1) The chair of the ECRC shall be the Assistant Vice President for Compliance and Enterprise Risk Management.

(2) The Committee shall maintain meeting minutes and other documentation, as necessary.

(3) The Committee shall meet twice annually. A schedule of meeting dates also will be posted on the Office of Compliance and Enterprise Risk Management's webpage.

g. Review and Revise Date: 2022 and every five (5) years subsequent.

14. University Relations

a. Committee Classification: Advisory.

b. Charge: Advise and assist the Vice President for Marketing and Communications and the Vice President for University Advancement in efforts to enhance and promote the University and increase engagement by key stakeholders in the community and on campus.

c. Report Recipients: Vice President for Marketing and Communications and Vice President for University Advancement; standard summary reporting.

d. Nomination: Nominations shall be by academic cohort.

e. Membership: Two (2) faculty members from each academic cohort, two (2) students, the Director of Academic Marketing, the Director of Creative and Visual Services, the Director of News and Media Relations, the Associate Athletics Director for Communications, the Director for the Center for Innovation in Media, the production manager of Television Services, the Senior Editor for University Publications, the Director of Strategic Partnerships, and the Director of Alumni Relations.

f. Special Information: The Vice President for Marketing and Communications and the Vice President for University Advancement shall serve as ex-officio members.

g. Review and Revise Date: 2024 and every five (5) years subsequent.

15. Institutional Biosafety

a. Committee Classification: Special Purpose.

b. Charge: Oversee and review activities involving biohazardous materials.

c. Report Recipients: Vice President for Research.

d. Nomination: Nominations shall be based on mandate.

e. Membership: Shall be composed of at least five (5) members and not more than seven (7) members; special expertise is required as noted below.

f. Special Information:
   (1) At least one (1) faculty member specializing in molecular biology, at least one (1) faculty member specializing in microbiology, at least three (3) additional faculty members with expertise in relevant fields. In consideration of the highly-specialized nature of this matter, the Chair of the Department of Biology is eligible to serve as a committee member.
(2) The Dean of the College of Basic and Applied Sciences shall recommend members to the President.

(3) One (1) of the faculty members will also serve on the Department of Biology Safety Committee.

(4) A designee of the Vice Provost for Research, and a designee of Environmental Health and Safety Department will serve as ex officio members. Faculty members may be reappointed to subsequent terms as needed to ensure continuity of experience with the committee.

(5) This committee fulfills the requirements of 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.” See Policy 405 Oversight of Dual Use Research of Concern.

(6) Review and Revise date: 2024 and every five (5) years subsequent.

Forms: none.

Revisions: June 5, 2017 (new); __________, 2017.

References: Policies 140 Intellectual Property; 160 Naming Buildings and Facilities; 203 Faculty Development; 206 Tenure and Promotion Appeals; 312 Academic Misconduct; 313 Student Grade Appeals Process; 402 Protection of Human Subjects in Research; 405 Oversight of Dual Use Research of Concern; 735 Environmental Health and Safety; Faculty Senate By-Laws; Conference USA and NCAA Regulations; MTSU Student Rights and Responsibilities.