



## 32 University Committees

Approved by President

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Sidney A. McPhee, President

Effective Date: ~~August 1~~ **September 23**, 2022

Responsible Division: President

Responsible Office: Office of the University Counsel

Responsible Officer: University Counsel

### Committees:

#### Academic Mission, Status, and Policy Committees

- Academic Appeals
- Academic Continuity
- Academic Misconduct
- Academic Scheduling
- Admissions and Standards
- Distance Education
- Grade Appeals
- General Education
- Library
- Council on Teacher Education
- Graduate Council
- Honors Council
- International Education and Exchange
- Instructional Technology
- Undergraduate Curriculum

#### Faculty Welfare, Status, and Policy Committees

- Faculty Appeals
- Outstanding Teaching Award
- Career Achievement Award
- Faculty Professional Development Travel Grant
- MT-Internal Grant Opportunities (MT-IGO)
- Instructional Enhancement Grant
- Non-Instructional Assignment
- Public Service
- Teaching with Technology

## **Institutional Direction Committees**

Planning

## **Student Welfare, Status, and Policy Committees**

Faculty 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 and Use

Computer Executive

Institutional Review Board

Athletic

Athletic Compliance

Building Name Advisory

Environmental Health and Safety

Traffic

Campus Non-Violence

Committee on Disability

Enterprise Compliance and Risk Management

University Relations

Institutional Biosafety

## **I. Purpose**

Middle Tennessee State University (MTSU or University) committees create a framework for shared governance by advising administrators, executing appeals processes, and fulfilling mandates to the University. Committees are composed of faculty, administrators, staff, and students who invest in the well-being of the University through this service. These committees provide expertise and advice to the University.

This policy governs the work of the various committees. Additional details are noted in the individual committee description. Committee activity is defined by the guidelines in this policy.

## **II. Establishment of Committee Structure**

The following provisions establish the committee structure and appointment to committees.

- A. Establishment. Only the President will have the authority to establish, continue, or abolish University committees. Vice Presidents, the Faculty Senate, or the Student Government Association may recommend establishing, continuing, or abolishing

University committees. The Faculty Senate will review all committees to consider their viability and effectiveness every five (5) years, and make recommendations to the President regarding charge, membership, and reports.

- B. Appointment. The President will make all University committee appointments. Unless otherwise specifically directed by law or University policy, Faculty Senate will coordinate with other offices when specified to nominate faculty members to the President. The President will receive faculty nominations before the beginning of the Fall semester and student nominations soon after the beginning of the Fall semester. The President will respect the nomination process and give nominations due weight and consideration. Racial, ethnic, and gender diversity will be considered when making and 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 will be chosen either by college or by cohort as designated in the committee's description. For University committee purposes, the colleges are defined by University structure, but Library and University College will share their positions with the College of Media and Entertainment. For University Committee positions that are designated by cohort, the four (4) cohorts will 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 Jones 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 will 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 will be made by the Faculty Senate in consultation with relevant administrators (Deans, Department Chairs/School Directors, or Vice Presidents) when specified.
  - 4. On committees with more than one (1) representative from a college, these representatives will be from different departments, if possible. (Faculty Senate Resolution, September 4, 1985)
  
- D. Committee Classification. University committees, with the exception of a special class of called committees, will fall under one (1) of the following five (5) classifications: advisory, administrative, special purpose, ad hoc, and called.

1. Advisory committees are standing committees that enable shared governance by providing the various administrative offices a formal method for receiving guidance from faculty, staff, and students.
  2. Administrative committees are standing committees that fill operational roles by providing systematic appeals processes, facilitating effectiveness of University operations, and complying with recognized accreditation and best practices in the academic community.
  3. Special purpose committees are standing committees that can be either advisory or operational. In general, special purpose committees require at least partial membership based upon position held on campus.
  4. Ad hoc committees meet needs that are often persistent but do not require regular meetings.
  5. Called committees are established by the President to address a short-term issue. A called committee must fulfill its charge within two (2) years and be dissolved by the President. If the need for the called committee continues, consideration will 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 exclusively with faculty matters will not include student members. All other committees will have at least two (2) student members. Undergraduate student representatives will be full-time students (enrolled for twelve [12] or more hours) and will 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 will have a grade point average of 3.25 or above at the time of appointment. Student members will serve one (1)-year terms with eligibility for one (1)-time re-appointment.
- F. Faculty Eligibility and Membership. Faculty committee membership will be selected from tenured or tenure-track faculty who have been employed full time at MTSU for at least two (2) years prior to beginning committee services, at least one (1) year of which must have been in a tenure-track position. No faculty member will be eligible to serve as a faculty representative on any University committee of any type if their work is defined to be as more than forty percent (40%) administrative as determined by workload documentation. Except where noted in committee guidelines, faculty appointments will be for two (2) years with eligibility for two (2) additional consecutive re-appointments. After a total of three (3) consecutive appointments to the same committee, faculty may not be re-appointed to that committee for at least two (2) years. Exceptions to eligibility requirements must be approved by the Faculty Senate Steering Committee.

- G. Eligibility Questions. The Faculty Senate will make the final determination on all questions regarding eligibility of faculty for committee service. In instances in which promotable track faculty members have special expertise relevant to a particular committee, the Faculty Senate will make a recommendation to the President regarding the advisability of the particular appointment. No Department Chairs/School Directors, Deans, Associate Deans, or other persons serving in a substantive administrative office will be appointed as faculty representative on a University committee. No faculty or student member of a committee will serve on more than two (2) standing committees concurrently.
- H. Appointment Duration. Except as may be set forth with regard to any particular committee, 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 fails to complete an appointment term, a replacement will be appointed as soon as possible to complete the unexpired term. The regular appointment calendar and rotation will 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. At the final meeting of the spring semester, each committee will elect a chairperson and a secretary for the following academic year. These officers will assume their responsibilities for 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. No individual shall have their officer appointment extended more than once on any single committee. The chairperson of every committee will be a tenured or tenure-track faculty member with no more than 40% administrative workload 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 will not have co-chairpersons except in unusual circumstances.
- B. Chairperson Responsibilities. The chairperson will 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 will be an ex officio member of all University committees except the Faculty Appeals Committee. Some committees by virtue of their nature and function may need the services of additional non-voting ex

officio members and/or consultants, who may send representatives to committee meetings.

- D. **Committee Guidelines and Charges.** Upon the creation of a University committee, the President or designee will provide the committee charge. The committee members will then establish procedures to execute the official charge and, if necessary, elaborate and refine it. Committees will undertake a regular self-review to make recommendations regarding continuing committee existence, membership, and procedures. Charge and review information for each committee can be found in this policy.
- E. **Committee Meetings.** All committees will meet as often as necessary to accomplish their charge, but at least once each academic year. General parliamentary rules will 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 will report to the President, the Provost, or a designated Vice President. Each administrator who has decision-making responsibilities for committee recommendations will respond to all such recommendations and reports within two (2) weeks of receipt. Each year, a summary report of committee work will 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.** Committees will keep records of meetings, decisions, reports or other relevant materials. Committees dealing with appeals or other personal information will follow laws and guidelines regarding handling such information. Committee chairpersons or a designee will maintain these records.
- H. **Recognition of Committee Service.** Because University committee service is an important part of shared governance and helps the University to accomplish its mission, committee chairs will send a letter to each committee member, copying the appropriate chair and dean, at the mid-term point of the Spring semester for inclusion in the faculty member's annual activity report. The letter will provide information concerning the faculty member's engagement with committee responsibilities. Such service will be considered in the department chair's annual assessment of faculty, including renewal and tenure and promotion.

#### **IV. Charge and Description of Committees**

Committees at MTSU fall into five (5) categories depending upon their charge. The charge, nominating process, and reporting structure for each University committee are 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.

1. **Academic Appeals**

- a. Committee Classification: Administrative.
- b. Charge: Make final determinations concerning undergraduate student appeals to continue enrollment or early readmission to the University.
- c. Report Recipients: Provost, appropriate Dean; standard summary reporting.
- d. Nomination: By college.
- e. Membership: This committee has seven (7) subcommittees, one (1) for each of the colleges awarding undergraduate degrees. Each college subcommittee will consist of seven (7) members: five (5) faculty members, a student with a major in the college, and at least one (1) college academic advisor. The University College subcommittee also reviews non-degree seeking students and will be composed of four (4) faculty, each from a different college, one (1) advisor from University College, the Director of the June Anderson Center for Women and Non-traditional Students, and one (1) student (any major).
- f. Special Information:
  - (1) This committee meets prior to the beginning of each Fall, Spring, and Summer term (August, January, May); therefore, the appointment term begins in January of the academic year and concludes in August prior to the beginning of the Fall term.
  - (2) College academic advisors serve as permanent voting members on their respective subcommittees and will count towards the required subcommittee quorum in the absence of faculty.
  - (3) The Assistant Vice Provost of Registration and Student Records and University Registrar chairs the committee and is an ex officio member.
- g. Review and Revise date: 2022 and every five (5) years subsequent.

2. **Academic Continuity**

- a. Committee Classification: Special Purpose.
- b. Charge: Evaluates needs and provides guidance to ensure continuity of instruction, research, and service in the event of a campus crisis or emergency.
- c. Report Recipients: Provost; standard summary reporting.
- d. Nomination: by college.
- e. Membership: In addition to six (6) faculty, the membership will include a representative from the Provost's Office, Deans' Cabinet, Council of Chairs, Faculty Senate, Student Affairs, Student Health Services, Disability and Access Center, University Police Department, Campus Planning, Facilities Services, Information Technology Division, Institutional Equity and Compliance, and University Counsel. Faculty members will serve three (3)-year staggered terms.
- f. Special Information:
  - (1) The committee will meet at least annually to discuss plans and processes that ensure academic continuity for faculty and students.

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

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

### 3. **Academic Misconduct**

a. Committee Classification: Administrative.

b. Charge: Consider matters concerning academic misconduct and implement the procedures set forth in [Policy 312 Academic Misconduct](#). The Committee determines whether the student's conduct constitutes academic misconduct and imposes and/or reviews all related sanctions.

c. Report Recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting.

d. Nomination: By cohort.

e. Membership: The committee is organized as a pool of eighteen (18) individuals; three (3) faculty members from each cohort and six (6) students. A hearing board to include at least three (3) faculty members and, if possible, two (2) students, is convened to hear matters that come before it. The Vice Provost for Faculty Affairs will 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 determines whether disciplinary sanctions will be imposed. If misconduct is not affirmed, it determines 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.

### 4. **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.

c. Report Recipients: Provost, Vice Provost for Academic Programs; standard summary reporting.

d. Nomination: By cohort.

e. Membership: In addition to four (4) faculty, the membership will include a representative from the Chairs' Council and a representative from Deans, who each serve on rotating two (2)-year terms. The Faculty Senate President and Student Government Association President are members of this committee during their term in office. Specific administrative offices are represented on the committee: Assistant Vice Provost of Registration and Student Records and University Registrar (ex officio), Manager, Academic Space Planning, Financial Aid Director, Bursar, Enrollment Technical Services Director, Controller, Scheduling Manager, Curriculum Specialist, University College Associate Dean, Housing Associate Director, and Associate Registrar of Records, Registration, and Scheduling.



- f. Special Information:
    - (1) Issues the committee considers 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 Assistant Vice Provost of Registration and Student Records and University Registrar chairs the committee and is an ex officio member. All other members are voting members.
  - g. Review and Revise date: 2024 and every five (5) years subsequent.
5. **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, course grading, and other academic performance requirements.
  - c. Report Recipients: University Provost; standard summary reporting.
  - d. Nomination: By cohort.
  - e. Membership: Two (2) faculty members from each cohort; two (2) students, preferably upper-class representatives.
  - f. Special Information: The Vice Provost for Academic Programs, the Vice Provost for International Affairs, the Associate Vice Provost for Admissions and Enrollment Services, Dean of the College of Graduate Studies, and the Director of General Education will serve as ex officio members.
  - g. Review and Revise date: 2025 and every five (5) years subsequent.
6. **Distance Education**
- a. Committee Classification: Administrative.
  - b. Charge: Facilitate, establish, and oversee policies, practices, and guidelines affecting the current and future delivery of distance education at MTSU.
  - c. Report Recipients: Provost; Dean, University College; Chief Online Learning Officer; standard summary reporting.
  - d. Nomination: Nomination at-large for faculty.
  - e. Membership: Three (3) at-large faculty members each from a different college, Director of MTSU Online, University College Assessment Coordinator, Chair of Chairs Council, Faculty Senate President, one (1) Dean or Associate Dean, Faculty Instructional Technology Center (FITC) Director or designee, MT One Stop Director, and one (1) representative from Walker Library. Faculty will serve two (2)-year staggered appointments.
  - f. Special Information:
    - (1) Non-voting (ex officio) members will include the Dean of University College, Assistant Vice President of Academic and Instructional Technology, and the Chief Online Learning Officer who will serve as chair.
    - (2) Preference for appointment will be given to faculty members with experience in distance education and MTSU Online.

- (3) The committee will advise MTSU Online with regard to administrative procedures and other matters pertinent to the ongoing expansion and oversight of distance education at MTSU.
- (4) The committee will undertake the following activities:
  - (a) Identify, develop, and promote opportunities for expansion, improvement, and assessment in MTSU Online;
  - (b) Provide strategic guidance to MTSU Online leadership involving matters relevant to distance education at MTSU;
- g. Review and Revise date: 2025 and every five (5) years subsequent.

#### 7. **Grade Appeals**

- a. Committee Classification: Administrative.
- b. Charge: Make final determinations concerning student appeals of assigned grades according to the procedures set forth in [Policy 313 Student Grade Appeals](#).
- c. Report recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting.
- d. Nominations: By cohort.
- e. Membership: Four (4) committees will be established, with one (1) for each cohort. Each committee will be composed of four (4) faculty members and one (1) student. One (1) faculty member and one (1) student will 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.
- f. Special Information: This committee normally meets in the Fall and in the Spring. Under special circumstances, a committee will be called to serve in the Summer.
- g. Review and Revise date: 2022 and every five (5) years subsequent.

#### 8. **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 assessment of the general education program.
- c. Report Recipients: Provost; standard summary reporting.
- d. Nomination: By college.
- e. Membership: Three (3) faculty members from each 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 term.
- f. Special Information:
  - (1) The committee will meet in the summer, when necessary.

- (2) The committee may review the faculty evaluation process for faculty assigned to teach general education courses and the relationships among all program components.
- (3) At the request of the Director of General Education, the committee may initiate a process for structural and course-related changes in the general education program.
  - (a) Structural changes involve substantive changes in program organization such as changes in the total number of hours, changes in categories, and changes in student learning outcomes, as well as the addition of new structural elements. Course-related changes involve the addition of new courses as well as modifications to an existing general education course.
  - (b) Proposals for any change to general education may come from the special task forces, commissions, and other groups or members of the University community. To move forward, any proposal for structural change must be approved by a simple majority vote of the entire voting membership of the committee. If approved by a majority vote, a proposal for structural change must then be submitted for discussion to all interested University constituencies, which will be given sufficient time to discuss each proposal and to provide comments to the committee. Approval from each of these groups, however, is not required. After the comment period on a proposal for change is ended the proposal will again be placed before the committee.
  - (c) If the proposal for structural change is 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 designee for final approval and implementation.
  - (d) Voting procedures for course-related changes are the purview of the committee.
- (4) Ex officio members of the committee include the Director of General Education, the Vice Provost for Academic Programs, the Assistant Vice Provost for Institutional Effectiveness, a dean recommended by the Deans' Council, and a department chair recommended by the Chairs' Council. Ex officio terms are for one (1)-year and are renewable.
- (5) The committee will annually select a vice chairperson and a secretary. The vice chairperson will automatically become chairperson for the next year. All ex officio members will be appointed to unlimited one (1) year renewable terms.
- (6) All new courses and course-related changes affecting the catalog must be approved by the Undergraduate Curriculum Committee before the courses are submitted to the General Education Committee for consideration for inclusion in the general education program. Any structural change in the general education program does not require approval of the Undergraduate Curriculum Committee. The committee also functions as the Curriculum

~~Committee for the General Education program. Any change in the general education program, structural or course-related, does not require approval of the Undergraduate Curriculum Committee. If a course that did not have prior approval by the Undergraduate Curriculum Committee is removed from the general education program, it must be submitted to and approved by the Undergraduate Curriculum Committee.~~

- g. Review and Revise date: 2022 and every five (5) years subsequent.
9. **Library**
- a. Committee Classification: Advisory.
  - b. Charge: Advise in the following areas:
    - (1) ensuring the rules and regulations governing the administration of the Library support student success and advancement of library services and programs;
    - (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 University's needs.
  - c. Report Recipients: Provost; standard summary reporting.
  - d. Nomination: By cohort.
  - e. Membership: One (1) faculty member from each cohort and two (2) faculty members from two (2) different cohorts who are members of the Graduate Faculty. One (1) undergraduate and one (1) graduate student member.
  - f. Special Information:
    - (1) Dean of the Library and Dean of the College of Graduate Studies will serve as ex officio members.
    - (2) The committee will meet twice each year during the academic semester.
    - (3) Library Liaisons will conduct individual and group meetings with academic departments to discuss subject specific resources and collections as well as to hear university ideas and concerns relative to library services and programs.
  - g. Review and Revise date: 2026 and every five (5) years subsequent.
10. **Council on Teacher Education**
- a. Committee Classification: Special Purpose.
  - b. Charge: Recommend policy and program development decisions to Dean of the College of Education.
  - c. Report Recipients: Provost; standard summary reporting.
  - d. Nomination: N/A
  - 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 one [1] undergraduate); chairs of the departments of Elementary and Special Education and Educational Leadership; two (2) licensed practitioners

from the public school system. 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 of the College of Education will 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 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 to 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) Admission 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 will serve as a liaison between departments and among the University and local school systems and professional teacher organizations.
- (7) The Council will 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 policymaking;
  - (b) Determining curriculum policies that will 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.
- g. Review and Revise date: 2023 and every five (5) years subsequent.

#### 11. **Graduate Council**

- a. Committee Classification: Administrative.
- b. Charge: Serve as the curriculum committee for all graduate courses and recommend policies pertaining to all aspects of the graduate program, including admission requirements, graduation requirements, student assistantships, fellowships, degree programs, and graduate faculty membership.
- c. Report Recipients: Provost and Vice Provost for Research and Dean of the College of Graduate Studies; standard summary reporting.
- d. Nomination: By college.
- e. Membership: Three (3) graduate faculty members from each 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. The Vice Provost for Academic Programs, Assistant Vice Provost of Registration and Student Records and University Registrar, Director of Enrollment Technical Services, Curriculum Specialist, and two (2) faculty members from the Library will serve as ex officio members.
- f. Special Information:
  - (1) A subcommittee of the Graduate Council serves as the Academic Appeals Committee for all graduate students.
  - (2) Dean of the College of Graduate Studies and all other Deans will serve as ex officio members of the committee.
  - (3) Nominations will be made in consultation with college Deans and Dean of the College of Graduate Studies.
- g. Review and Revise date: 2023 and every five (5) years subsequent.

#### 12. **Honors Council**

- a. Committee Classification: Administrative.
- b. Charge: Act as the Honors Curriculum Committee, as an advisory body to the Dean, and as a support body to the Honors College.
- c. Report Recipients: Provost, Dean of the University Honors College; standard summary reporting.
- d. Nomination: By college.

- e. Membership: Two (2) Honors faculty members from each college appointed for three (3)-year, nonconsecutive terms; and two (2) students who are participating in the Honors College who will each serve one (1)-year terms.
- f. Special Information:
  - (1) Dean and Associate Dean of the Honors College will serve as ex officio members.
  - (2) Nominations will be made by the Faculty Senate in consultation with Deans of each college and Dean of the University Honors College.
  - (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 Curriculum Committee for final approval;
    - (d) assist in counseling Honors students as needed;
    - (e) approve Honors faculty nominations;
    - (f) establish quality standards.
- g. Review and Revise date: 2024 and every five (5) years subsequent.

### 13. **International Education and Exchange**

- a. Committee Classification: Administrative.
- b. Charge: Advise regarding matters such as policies, guidelines, and directions for International Affairs.
- c. Report Recipients: Provost, Vice Provost for International Affairs; standard summary reporting.
- d. Nomination: By college.
- e. Membership: One (1) faculty member per college and three (3) at-large faculty members.
- f. Special Information:
  - (1) Non-voting (ex officio) members will include the Vice Provost for International Affairs or designee, Chair of Global Studies and Human Geography, Director of Education Abroad, and Director of International Admissions and Recruitment, and Director of International Student and Scholar Services.
  - (2) Preference for appointment will be given to faculty members with experience in international education.
  - (3) The committee will provide advice regarding international education, international linkages, faculty and student international exchange programs, international student programs, programs taught abroad, and other international activities and programs.
- g. Review and Revise date: 2025 and every five (5) years subsequent.

**14. 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: By college.
- e. Membership: One (1) faculty member from each of the following: College of Basic and Applied Sciences, College of Behavioral and Health Sciences, College of Education, College of Liberal Arts, College of Media and Entertainment, Jones College of Business, and University College; one (1) department chair/school director; one (1) 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 James E. Walker Library; one (1) computer lab director/faculty advisor; three (3) Faculty Senate representatives; the current Student Government Association President; one (1) undergraduate student; and one (1) representative from the Office of the Vice Provost for Research. Appointments are for a three (3)-year period except for the Faculty Senate representatives, who will serve a one (1)-year term.
- f. Special Information:
  - (1) The Manager, Academic Space Planning is ex officio on the committee.
  - (2) The Vice President of Information Technology and CIO will recommend a committee chair to the President.
  - (3) The role of the Instructional Technology Committee will be to:
    - (a) develop recommendations for 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 recommendations for classroom uses for campus technology;
    - (d) provide advice on 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: 2022 and every five (5) years subsequent.

**15. Undergraduate Curriculum**

- a. Committee Classification: Administrative.
- b. Charge: Consider undergraduate course and curriculum changes proposed by departments, colleges, and administrators; study the University curriculum, and recommend actions.
- c. Report Recipients: Provost; standard summary reporting.



- d. Nomination: By college.
- e. Membership: The committee will be composed of two (2) faculty members from each college, with no more than one (1) member from a department, and two (2) students, preferably upper-class representatives. The Vice Provost for Academic Programs, Assistant Vice Provost of Registration and Student Records and University Registrar, Director of Enrollment Technical Services, Curriculum Specialist, Director of General Education, and two (2) faculty members from the Library will serve as ex officio members.
- f. Special Information:
  - (1) The committee will annually select a vice chairperson who will automatically become chairperson the next year.
  - (2) 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.

## 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](#).
- c. Report Recipients: President; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: Two (2) tenured faculty at the rank of professor from each cohort.
- f. Special Information:
  - (1) Race and gender diversity on the committee will be secured by temporarily expanding the committee, if necessary. Tenured faculty of color at a rank lower than professor will be appointed to achieve committee diversity , if necessary.
  - (2) Conflicts of interest will be avoided by the recusal of any committee member who was in any way involved with the proceedings that led to the decision being appealed, is related to a candidate, or has a comparable close relationship. See [Policy 12 Conflict of Interest](#).
  - (3) Three (3) qualified alternates will be appointed. An alternate may be asked to substitute for an appointed committee member in cases where a 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 may utilize the services of any administrator needed as consultant.
  - (5) Inasmuch as this committee is an advisory body, its deliberations will not be open to the public.
- g. Review and Revise date: 2023 and every five (5) years subsequent.

### 2. Outstanding Teaching Award

- a. Committee Classification: Administrative.
  - b. Charge: Recommend faculty members to receive the Outstanding Teaching Award.
  - c. Report Recipients: Provost and Vice Provost for Faculty Affairs, standard summary reporting.
  - d. Nomination: By college.
  - e. Membership: One (1) tenured faculty member from each college; faculty members must hold the rank of professor or associate professor. One (1) Dean, chosen by the University Provost, will serve on an annual basis.
  - f. Special Information: The committee, in conjunction with the Office of the University Provost, will solicit nominations, evaluate data submitted by the nominees, and submit the names of no more than five (5) finalists to the Provost's Office. The Provost's Office will work with Foundation leadership to select no more than five (5) recipients from among the recommended candidates.
  - g. Review and Revise date: 2025 and every five (5) years subsequent.
3. **Career Achievement Award**
- a. Committee Classification: Administrative.
  - b. Charge: Recommend a faculty member to receive the Career Achievement Award.
  - c. Report Recipients: Provost and Vice Provost for Faculty Affairs, standard summary reporting.
  - d. Nomination: By college.
  - e. Membership: One (1) tenured faculty member from each college; faculty members must hold the rank of professor or associate professor. One (1) Dean, chosen by the University Provost, will serve on an annual basis.
  - f. Special Information: The committee, in conjunction with the Office of the University Provost, will solicit nominations, evaluate data submitted by the nominees, and select a finalist to forward to the Provost's Office. The Provost's Office will work with Foundation leadership to endorse the finalist from among the recommended candidates.
  - g. Review and Revise date: 2025 and every five (5) years subsequent.
4. **Faculty Professional Development Travel Grant**
- a. Committee Classification: Administrative
  - b. Charge: Support the development of faculty expertise by the awarding of grants for research or the improvement of instruction; for faculty participation in workshops, short courses, and seminars designed to develop new skills in instruction, research, and public service; and for faculty participation in major activities of their respective professional associations.
  - c. Report Recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting

- d. Nomination: By cohort
  - e. Membership: One (1) faculty member from each cohort; and two (2) at-large faculty members
  - f. Special Information:
    - (1) The committee will determine how and when proposals are solicited, 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 will serve as ex officio members.
    - (3) Administrators may be asked to attend as consultants at the committee's discretion.
  - g. Review and Revise date: 2026 and every five (5) years subsequent.
5. **MT-Internal Grant Opportunities (MT-IGO)**
- a. Committee Classification: Administrative.
  - b. Charge: Make recommendations for awarding grants to support faculty research and creative activity.
  - c. Report Recipients: Provost, Vice Provost for Research; standard summary reporting.
  - d. Nomination: By cohort.
  - e. Membership: Two (2) faculty members from each cohort, plus two (2) at-large members selected in consultation with the Vice Provost for Research.
  - f. Special Information:
    - (1) The Vice Provost for Research and the Director of Research Services will serve as ex officio members.
    - (2) The Assistant Vice Provost for Institutional Effectiveness, Planning, and Research, a representative of the Information Technology Division, and a representative of the Division of University Advancement will serve as consultants to the committee.
  - g. Authority to approve or deny grants recommended by the committee will rest with the Vice Provost for Research and Dean of the College of Graduate Studies.
    - (1) The purposes of MT-Internal Grant Opportunities (MT-IGO) include:
      - (a) stimulating and encouraging research, creative activities, and other scholarly activities;
      - (b) providing limited funding to assist in the dissemination of information on scholarly projects;
      - (c) providing funding to initiate sponsored projects;
      - (d) encouraging new faculty members to be active in research and creative activity; and
      - (e) encouraging professional growth and development.
    - (2) The MT-IGO committee also recommends faculty for the Distinguished Early Career Research Award, Distinguished Senior Research Award, Promising Creative Activity Award, and Distinguished Creative Activity Award.
  - h. Review and Revise date: 2023 and every five (5) years subsequent.

**6. Instructional Enhancement Grant**

- a. Committee Classification: Advisory.
- b. Charge: Promote the development and evaluation of instruction by awarding grants to faculty.
- c. Report Recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: Two (2) faculty members from each cohort; and 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 will serve as ex officio members.
  - (2) The committee will establish grant criteria/criterion and recommend grant recipients.
- g. Review and Revise date: 2025 and every five (5) years subsequent.

**7. Non-Instructional Assignment**

- a. Committee Classification: Administrative.
- b. Charge: Evaluate and recommend for approval applications for a non-instructional assignment.
- c. Report Recipients: Provost, Vice Provost for Faculty Affairs; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: Two (2) faculty members from each 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 will serve as an ex officio member.
- g. Review and Revise date: 2026 and every five (5) years subsequent.

**8. Public Service**

- a. Committee Classification: Administrative.
- b. Charge: Make recommendations on Public Service grants and award.
- c. Report Recipients: Provost; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: Two (2) faculty members from each cohort; and 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 will study and make recommendations on public service issues as directed by the University Provost.
- (3) Dean of University College will serve as an ex officio member.
- g. Review and Revise date: 2023 and every five (5) years subsequent.

**9. Teaching with Technology**

- a. Committee Classification: Administrative.
- b. Charge:
  - (1) Solicit, review, and make recommendations for approval of recipients of annual Instructional Technology Innovation grants to the Vice President for Information Technology and Chief Information Officer; and
  - (2) Solicit nominations for annual Outstanding Achievement in Instructional Technology, evaluate, and select recipients.
- c. Report Recipients: Vice President for Information Technology and Chief Information Officer; standard summary reporting.
- d. Nomination: By college.
- e. Membership: Eight (8) faculty members, one (1) from each college, plus a representative from the Library.
  - (1) College of Basic and Applied Sciences
  - (2) College of Behavioral and Health Sciences
  - (3) College of Education
  - (4) College of Liberal Arts
  - (5) College of Media and Entertainment
  - (6) James E. Walker Library (faculty or administrator)
  - (7) Jones College of Business
  - (8) University College
  - (9) Ex officio representative from the College of Graduate Studies
  - (10) Ex officio ITD Academic and Instructional Technologies Staff
- f. Special Information:
  - (1) Representatives from the Vice Provost for Research and Dean of the College of Graduate Studies and the Information Technology Division will serve ex officio.
  - (2) The Information Technology Division serves this committee on an administrative level by assisting the committee to solicit and review proposals and/or nominations, consulting with faculty on instructional technology projects, providing grant funding and purchase processing on approved grants, and assisting with project implementation as needed.
  - (3) The committee will undertake the following activities:
    - (a) solicit, review, and make recommendations for approval of recipients of annual Instructional Technology Innovation grants to the Vice President for Information Technology and Chief Information Officer;
    - (b) update and revise the Innovation 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/criterion and 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 to help the University carry out its mission.
- c. Report Recipients: President; standard summary reporting.
- d. Nomination: By college.
- e. Membership: One (1) faculty member from each of the following: College of Basic and Applied Sciences, College of Behavioral and Health Sciences, College of Education, College of Liberal Arts, College of Media and Entertainment, James E. Walker Library, Jones College of Business, and University College. One (1) of the faculty representatives will be a department chair, and one (1) will have graduate faculty status; the President of the Faculty Senate, one (1) Dean, a representative from each Division, the Assistant to the President for Community Engagement and Inclusion, the Student Government Association President, a graduate student, and the President of the MTSU Alumni Association or designated alumnus. Faculty members must have completed three (3) consecutive years of service at MTSU; members serve non-renewable three (3)-year terms.
- f. Special Information:
  - (1) The committee will be concerned with setting University objectives and priorities that:
    - (a) ensure the identification and assessment of educational outcomes and outcomes for administrative and educational support services;
    - (b) ensure continuous improvements in outcomes;
    - (c) identify relevant challenges and opportunities;
    - (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, Vice Provosts, Deans, Associate Vice Provost for Admissions and Enrollment Services, and the Assistant Vice Provost for Institutional Effectiveness, Planning, and Research.
  - (3) The Provost will serve as chair.
- g. Review and Revise date: 2022 and every five (5) years subsequent.

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

### 1. Faculty 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: By cohort.
- e. Membership: Three (3) faculty members from each cohort (excluding University College); one (1) member from University College; one (1) undergraduate student and one (1) graduate student.
- f. Special Information:
  - (1) The Assistant Vice Provost of Registration and Student Records and University Registrar, the Director of Financial Aid, and the Director of Counseling Services will be ex officio members.
  - (2) The Director of Development and the Vice President for Business and Finance will 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.

### 2. 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: By cohort.
- e. Membership: One (1) faculty member from each cohort; and four (4) students (three [3] undergraduate and one [1] graduate).
- f. Special Information:
  - (1) The Assistant Vice President for Student Affairs, a representative from the Admissions Office, a representative from Graduate Admissions, and a representative from Undergraduate International Admissions will serve as ex officio members.
  - (2) The Student Appeals Committee will hear:

- (a) appeals of student disciplinary decisions rendered by the University Discipline and Rules 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) The Student Appeals Committee recommends decisions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.
- (4) Related information on disciplinary procedures, denial of registration, withdrawal of registration, and residency classification for purposes of fee payment may be found on the Student Affairs Policies website.
- g. Review and Revise date: 2025 and every five (5) years subsequent.

### 3. **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: By cohort.
- e. Membership: One (1) faculty member from each cohort, three (3) undergraduate students, and two (2) Student Affairs representatives.
- f. Special Information:
  - (1) The Assistant Vice President for Student Affairs will 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 will review the application materials submitted for each award and make a final judgment as to the most qualified recipient.
  - (4) The University Awards Committee recommends decisions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.
- g. Review and Revise date: 2026 and every five (5) years subsequent.

### 4. **University Discipline and Rules**

- a. Committee Classification: Administrative.
- b. Charge: Conduct hearings regarding responsibility for violations of University student disciplinary rules; 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: By cohort.
  - e. Membership: Eight (8) faculty members, with one (1) member from each cohort and four (4) at-large faculty members, and six (6) students: five (5) undergraduate students with three (3) upper-division and one (1) graduate student.
  - f. Special Information:
    - (1) Dean of Students will serve as an ex officio member. Two (2) administrators from Student Affairs will serve as ex officio members.  
Faculty representation on this committee will reflect as closely as is practical the ethnic and gender make-up of the University community.
    - (2) The committee will hold hearings, when assigned by the Assistant Dean for Student Conduct, to determine if a student is to be held responsible for violation(s) of student disciplinary rules; if the student is found responsible, the committee recommends appropriate disciplinary sanctions to the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services.
    - (3) The committee will 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 may be found on the Student Affairs Policies website.
  - g. Review and Revise date: 2022 and every five (5) years subsequent.
5. **Veterans and Military Affairs**
- a. Committee Classification: Special Purpose.
  - b. Charge: Identify issues affecting the military/veteran student population at MTSU and to support these students.
  - c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
  - d. Nomination: By cohort.
  - e. Membership: One (1) faculty member from each cohort; a representative from each of Admissions, Business Office, Counseling Services, Career Center, the Office of Student Success; Veterans and Military Support from University College, ROTC PMS; Student Veteran Organization (BRAVO), Student President and Faculty Advisor; the Assistant Vice Provost of Registration and Student Records and University 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) will serve as an ex officio member.

- (2) The committee will address the wide variety of needs related to recruitment, enrollment, retention, and graduation of our diverse military-connected student population. This committee will identify issues affecting the military-connected student population and will work with the Faculty Senate and staff of Student Affairs to develop and implement prompt solutions. The committee will facilitate appropriate training and resources to support high levels of faculty-student communication and excellence in and out of the classroom.
- 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: N/A
- 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 will each recommend for appointment one (1) at-large administrator. One (1) student member.
- f. Special Information:
  - (1) Ex officio members will include the Associate Vice President for Enterprise Application Services and Associate Vice President for Technical Services.
  - (2) The role of the Administrative Computing Committee will be to develop ideas for administrative uses for campus technology and to provide advice to administrative users on technology, 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 and Use

- 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 in consultation with the Vice Provost for Research and Dean of the College of Graduate Studies.

- 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 academic discipline is 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 will review any research proposal involving animal subjects to determine whether it conforms with federal and state regulations.
    - (2) The committee, or its designee, will 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 will serve as ex officio.
    - (4) The committee may 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 will approve or deny 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, a Dean, a 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 will serve as vice chair.
    - (2) The University Provost will recommend a Dean and a Department Chair. The Vice President for Business and Finance will recommend an administrative Department Head.
    - (3) The Computer Executive Committee will 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 least once annually.
- 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 will make recommendations for committee membership to the Vice Provost for Research, who will nominate members to the committee in consultation with the Faculty Senate.
- e. Membership: Includes at least thirteen (13) members.
  - (1) Members should include:
    - (a) One (1) faculty member from each department with a high percentage of research involving human subjects;
    - (b) At least one (1) member whose academic discipline is in a scientific area;
    - (c) One (1) member whose academic discipline 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 research interests include children; and, at least one (1) individual whose research interests include prisoners.
  - (2) All committee appointments, except student appointments, will be for 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 activities of the IRB will be conducted in accordance with that policy. The IRB and the Office of Compliance will be responsible for ensuring that all University personnel and student researchers comply with applicable federal regulations and guidelines.
  - (2) The IRB will monitor and conduct review of research periodically at least once annually.
  - (3) The IRB membership will be sufficiently qualified through experience and expertise, diverse in membership, and sensitive to community attitudes so as to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.

- (4) The committee may request outside consultants as the need arises. The Vice Provost for Research and Dean of Graduate Studies will approve the payment of consultant fees.
- (5) One (1) undergraduate student and one (1) graduate student may also serve on the committee.
- (6) The IRB has the authority to inspect research facilities, to obtain records and other relevant information relating to the use of human subjects in research, and to take actions that are, in its judgment, necessary to ensure compliance with 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 will 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, will 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 make recommendations to the President.
- c. Report Recipients: President; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: Six (6) faculty, one (1) from each cohort and two (2) at-large faculty members, 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 will 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 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 will 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 will 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 will preside in the absence of the chair.
- (4) The guidelines under which the committee operates will 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 will be responsible for monitoring and/or evaluating at least once a year: the academic performance of student-athletes, including graduation rates and grade point averages. The Athletic Director will show the committee broad categories of the budget, i.e., what generally is spent for each sport.
  - (b) Recommendations. The committee will be responsible for participating in recommendations relating to the addition or elimination 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. When a special committee is formed for the hiring of athletic directors and head coaches or any other change in their status, the Athletic Committee will be represented by at least one (1) faculty member of the committee, selected by the Chair in consultation with the Faculty Senate. On any official committee, task force, or body of the University set up to review or act upon matters relating to varsity athletics, the Athletic Committee will be represented by at least one (1) faculty member of the committee, selected by the Chair in consultation with the Faculty Senate. If the special committee has more than ten (10) members, then the Athletic Committee will be represented by two (2) members.
  - (c) Decision-Making. The Athletic Committee may hear appeals relating to granting of letters and 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 of the University, Conference USA, and the National Collegiate Athletic Association.
- c. Report Recipients: Provost; standard summary reporting.
- d. Nomination: By cohort.

- e. Membership: Three (3) faculty members from differing 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 International Affairs, Associate Vice Provost for Admissions and Enrollment Services, and Assistant Vice Provost of Registration and Student Records and University Registrar.
  - f. Special Information:
    - (1) The actions of the committee will ensure that all athletics programs, the University, and friends of the University comply 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. **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: By cohort.
  - e. Membership: One (1) faculty member from each cohort; one (1) 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 will fulfill its functions as set forth in [Policy 160 Naming of Facilities and Building Plaques](#).
    - (2) The Committee will consider all suggested namings that satisfy the criteria cited in [Policy 160 Naming of Facilities and Building Plaques](#).
    - (3) The Committee will 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 will serve as chair.
  - g. Review and Revise date: 2023 and every five (5) years subsequent.
8. **Environmental Health and Safety**
- 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 (1) 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 Domestic Violence/Sexual Assault Investigator, 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 Campus Safety Handbook, Emergency Operations 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 analyses 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 data to state and national data. 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 will serve as ex officio members: one (1) Coordinator from each division; the Emergency Operations Manager; the Director of News and Media Relations; the Director of University Police; an attorney from the Office of the University Counsel; the Director of Human Resources; the Manager of Environmental Engineering; the Fire and Life Safety Specialist; and the Manager of Industrial Hygiene and Lab Safety.
  - h. The Committee will 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.
9. **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: By cohort.
- e. Membership: One (1) faculty member from each cohort; one (1) administrative representative, and two (2) students.
- f. Special Information:
  - (1) The Assistant Vice President for Events and Transportation and the Director of Parking and Transportation Services will serve as consultants.
  - (2) There will be no member serving who has outstanding parking citations. A member receiving citations that are in arrears of one (1) month will be subject to removal from the committee.
  - (3) The Traffic Committee will review and effect disposition (at least once a month) on appeals of traffic citations issued to faculty and staff.
  - (4) The committee will review concerns and suggestions by members of the University community regarding traffic and/or parking matters. The committee will review and make recommendations concerning proposed legislation by the Student Government Association Senate, or resolutions by the Faculty Senate. The committee will make recommendations to the Vice President of Business and Finance concerning issues brought to its attention.
  - (5) The committee will review annually the traffic and parking regulations and recommend appropriate changes. The committee will 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 will make recommendations.
- g. Review and Revise date: 2023 and every five (5) years subsequent.

#### 10. **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: 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, a representative from Environmental Health and Safety, the Domestic Violence/Sexual Assault Investigator, the Assistant to the President for Institutional Equity and Compliance, a representative of the 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 will strive to educate the campus community about the MTSU Statement of Community Standards and Expectations and its implications for students, faculty, and the entire campus community. Furthermore, the committee will be proactive in identifying and determining solutions to potential problems surrounding related behavioral issues.
- (2) The committee will review the effectiveness of the policies, procedures, and program initiatives that have been or will be implemented to address violations of the Community Standards and Expectations. The committee will 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) An attorney from the Office of the University Counsel and Vice President of Marketing and Communications will serve as ex officio members.
- (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.

**11. Committee on Disability**

- a. Committee Classification: Special Purpose.
- b. Charge: Identify the needs of visitors, students, faculty, and staff with disabilities, including, but not limited to, the following areas: 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; review recommendations and reporting from the campus' Electronic Information Accessibility Team which addresses the accessibility of electronic information at the university; and assist in other related matters as requested by the University administration.
- c. Report Recipients: Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; standard summary reporting.
- d. Nomination: By cohort.
- e. Membership: One (1) faculty representative from each cohort, four (4) students (three [3] undergraduate and one [1] graduate), Assistant Vice President for Campus Planning, an attorney from the Office of the University Counsel, ADA/504 Coordinator, Housing and Residential Life Director, Disability and Access Center Director, Vice President for Information Technology, Assistant 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: All members, with the exception of faculty and students, are permanent members. All committee members, with the exception of the attorney from the Office of the University Counsel, are voting members.
- g. Review and Revise date: 2022 and every five (5) years subsequent.

## **12. Enterprise Compliance and Risk Management**

- a. Committee Classification: Special Purpose.
- b. Charge: Promote, and support, the University's mission and community standards through the advancement of compliance, ethics, and enterprise risk management programming, monitoring, and testing to prevent fraud, waste, and abuse of state resources in alignment with MTSU's internal control system, Compliance Plan, policies, and state and federal laws and regulations.
- c. Report Recipients: Vice President for Business and Finance.
- d. Nomination: Nomination at-large for faculty.
- e. Membership: One (1) faculty senate representative who will be the current faculty senate president or the faculty senate president-elect; one (1) attorney from the Office of the University Counsel; one (1) administrator from the Office of Research and Sponsored Programs; one (1) administrator from the Division of Student Affairs; one (1) administrator from the Office of Institutional Equity and Compliance; at least one (1) administrator from the Division of Academic Affairs; one (1) administrator from Human Resources; one (1) administrator from the Information Technology Division; at least one (1) administrator from the Athletics Department; one (1) administrator from Facilities Services or the Office of Environmental Health and Safety; one (1) administrator from Campus Planning; one (1) administrator from the Division of Business and Finance; one (1) officer or administrator from University Police; and one (1) administrator from the Office of Audit and Consulting Services.
- f. Special Information:
  - (1) The chair of the ECRMC will be the Assistant Vice President for Compliance and Enterprise Risk Management.
  - (2) The Committee will maintain meeting minutes and other documentation, as necessary.
  - (3) The Committee will meet twice annually in the Spring and Fall semesters.
  - (4) Committee members will serve two (2) year terms unless otherwise arranged with the chair, except that member representatives from the following offices have continuous, standing membership: Office of the University Counsel; Audit and Consulting Services; Office of Institutional Equity and Compliance; Office of Human Resource Services; Information Technology Division.
- g. Review and Revise Date: 2022 and every five (5) years subsequent.

### 13. **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 enhancing and promoting the University and increasing 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: By cohort.
- e. Membership: Two (2) faculty members from each cohort, two (2) students, the Director of Marketing, the Senior 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, Senior Manager, True Blue TV, 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 will serve as ex officio members.
- g. Review and Revise date: 2024 and every five (5) years subsequent.

### 14. **Institutional Biosafety**

- a. Committee Classification: Special Purpose.
- b. Charge: Oversee and review activities involving biohazardous materials.
- c. Report Recipients: Vice Provost for Research.
- d. Nomination: Based on mandate.
- e. Membership: Will be composed of at least five (5) members; special expertise is required as noted below.
- f. Special Information:
  - (1) 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 IBC must be composed of no fewer than five (5) members who collectively have experience and expertise in recombinant or synthetic nucleic acid molecule technology, the capability to assess the safety of research with recombinant or synthetic nucleic acid molecules, and the ability to identify any potential risk to public health or the environment. At least two (2) of these individuals must not be affiliated with the institution except for their membership on the IBC.
  - (3) Dean of the College of Basic and Applied Sciences will recommend members to the President in consultation with the Faculty Senate.
  - (4) One (1) of the faculty members will also serve on the Department of Biology Safety Committee.
  - (5) 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 the committee's continuity of experience.

- (6) 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](#).

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

Forms: none.

Revisions: June 5, 2017 (new); August 24, 2017; January 18, 2018; August 3, 2018; August 14, 2019; June 3, 2020; July 1, 2021; February 16, 2022; August 1, 2022; September 23, 2022.

Last Reviewed: September~~August~~ 2022.

References: Policies 12 Conflict of Interest; 160 Naming of Facilities and Building Plaques; 203 Faculty Development; 206 Tenure and Promotion Appeals; 312 Academic Misconduct; 313 Student Grade Appeals; 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.