

***FACULTY COUNCIL  
PROCEDURES HANDBOOK  
2017--2018***

***Colorado State University  
Faculty Council Office  
18A Administration Building  
Phone 970-491-5693***

## **TABLE OF CONTENTS**

### **I. FACULTY COUNCIL GENERAL INFORMATION**

A.	Purpose	I-1
B.	Guidelines for Communications with Faculty Council	I-1
1.	Agendas & Minutes of Standing Committees	I-1
2.	E-Mail Correspondence	I-1
3.	Questions About Procedures	I-1
4.	Use of Letterhead Stationary	I-1
5.	Communications with Administrators	I-1
6.	Meeting the Media	I-1
7.	Faculty Council Chairperson's Special meetings	I-1
8.	Tracking System for Items Through Committees	I-2
9.	Discussion Sessions	I-2
10.	Office of the General Counsel	I-2
11.	Administrative Professional Council	I-2
12.	Provost/Executive Vice President	I-2
13.	Financial	I-2
14.	Policy for Compliance with New Federal and State Laws	I-3
C.	Calendar of Major Deadlines	I-3
1.	Executive Committee Meetings	I-3
2.	Faculty Council Meetings	I-4
3.	Faculty Council Agenda Deadlines	I-4
D.	Faculty Council Office	I-4
E.	Routing Paths for Programs and Degree Changes	I-5
F.	Faculty Council Website Links	I-6

### **II. FACULTY COUNCIL OFFICERS: DUTIES**

A.	Chairperson of Faculty Council	II-1
B.	Vice-Chairperson of Faculty Council	II-3
C.	Faculty Council Representative to the Governing Board	II-5
D.	Faculty Council Parliamentarian	II-7
E.	Executive Assistant to Faculty Council	II-9

### **III. FACULTY COUNCIL OPERATING PROCEDURES**

- |    |   |       |
|----|---|-------|
| A. | Faculty Council Agenda  | III-1 |
| B. | Standing Rules for Faculty Council Open Forum Discussions   | III-3 |
| C. | Standing Rules for Informal Discussion in Faculty Council Meetings  | III-3 |
| D. | Selection of Faculty Council Representatives to Special Committees, Standing University Committees, Task Forces, Etc. | III-4 |
| E. | Role and Responsibilities of Faculty Council Representatives to University Committees                                 | III-4 |
| F. | Selection and Responsibilities of Joint Subcommittees of Faculty Council Standing Committees                          | III-5 |
| G. | Faculty Council Standing Rule Re: University Curriculum Committee Minutes   | III-5 |

### **IV. FACULTY COUNCIL STANDING COMMITTEE WORKING GUIDELINES**

- |    |   |      |
|----|---|------|
| A. | Charge to the Standing Committees                 | IV-1 |
| B. | Response to Administrative Requests               | IV-2 |
| C. | Faculty Council Standing Committee Minutes        | IV-2 |
| D. | Procedures in Small Boards or Committees          | IV-3 |
| E. | Faculty Council Standing Committee Annual Reports | IV-4 |
| F. | Support for Faculty Council Services              | IV-6 |

### **V. FACULTY COUNCIL STANDING COMMITTEE OPERATING PROCEDURES**

- |    |   |      |
|----|---|------|
| A. | Faculty Council Executive Committee - Operating Procedures    | V-1  |
| B. | Committee on Faculty Governance Operating Procedures          | V-7  |
| C. | Committee on Intercollegiate Athletics - Operating Procedures | V-16 |
| D. | Committee on Libraries - Operating Procedures                 | V-18 |
| E. | Committee on Non-Tenure Track Faculty - Operating Procedures  | V-19 |

F.	Committee on Responsibilities and Standing of the Academic Faculty - Operating Procedures	V-21
G.	Committee on Scholarship, Research and Graduate Education - Operating Procedures	V-23
H.	Committee on Scholastic Standards - Operating Procedures	V-24
I.	Committee on Strategic and Financial Planning - Operating Procedures	V-31
J.	Committee on Teaching and Learning - Operating Procedures	V-33
K.	Committee on University Programs - Operating Procedures	V-37
L.	University Curriculum Committee - Operating Procedures	V-41

## **APPENDICES**

A.	University Committees - Academic Faculty Representatives	Appendix- 1
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## I. GENERAL INFORMATION

### A. PURPOSE

The purpose of the *Faculty Council Procedures Handbook* is to have a collection of materials vital to the functioning of faculty governance at Colorado State University which do not appear in the *Academic Faculty and Administrative Professional Manual*. (As appropriate, Section C.2 of the *Academic Faculty and Administrative Professional Manual*, also referred to as the Code of the Colorado State University, is cross-referenced in the following pages.)

### B. GUIDELINES FOR COMMUNICATIONS WITH FACULTY COUNCIL

#### 1. AGENDAS & MINUTES OF STANDING COMMITTEES

Please send copies of all agendas (in advance) and minutes (after approval) to: the Executive Assistant - Office of Faculty Council

#### 2. E-MAIL CORRESPONDENCE

Please include the Chair of Faculty Council as an *ex officio* member of each standing committee, and the Executive Assistant, on **all** standing committee e-mail correspondence.

#### 3. QUESTIONS ABOUT PROCEDURES

Please contact the Faculty Council Executive Assistant by phone (970) 491-5693 or email.

#### 4. USE OF LETTERHEAD STATIONERY

Plain paper is preferred for all standing committee motions, agendas, minutes, correspondence, etc. However, each committee is free to design its own letterhead. Please **DO NOT** use department, college, or Provost's office stationery for any standing committee communications.

#### 5. COMMUNICATIONS WITH ADMINISTRATORS

If you are contacted directly by any administrator concerning proposals for any policy, please send a copy to the Faculty Council office so a tracking file can be created on the subject.

#### 6. CONTACT FROM THE MEDIA

Any contact from the media should be referred to the Chair of Faculty Council.

#### 7. FACULTY COUNCIL CHAIR'S SPECIAL MEETINGS

August - Orientation meeting for all newly elected and re-elected Faculty Council members.

September - Faculty Council Committee Chair meetings

- 8. TRACKING SYSTEM FOR ITEMS THROUGH COMMITTEES**  
Executive Committee and Faculty Council topics discussed and actions taken are recorded by topic in an electronic "tracking" file. Hard copy files are also maintained in the Faculty Council office.
- 9. DISCUSSION/REPORT SESSIONS**  
Faculty Council meetings may include discussion/report sessions to explore issues of relevance to the faculty. These may include discussions of topics for which formal action by Faculty Council is expected in the future, and they may include dialogues with administrators. Each Fall and Spring semester there shall be a discussion/report session where the President shall answer questions from the members of Faculty Council.
- 10. OFFICE OF THE GENERAL COUNSEL**  
In order to ensure the legality of policies proposed by committees, all matters requiring legal review that arise from Faculty Council or its standing committees shall be submitted to the Office of General Counsel through the Faculty Council office. Due to the large volume of work conducted by the Office of the General Counsel, only authorized individuals may contact the Office of the General Counsel. The Chair of Faculty Council designates persons who are authorized to contact the Office of the General Counsel.
- 11. ADMINISTRATIVE PROFESSIONAL COUNCIL**  
All proposed *Manual* changes or other proposed policy revisions that arise from Faculty Council or its standing committees and that affect Administrative Professionals will be forwarded to the Chair of the Administrative Professional Council for review and consultation.
- 12. PROVOST/EXECUTIVE VICE PRESIDENT**  
All proposed *Manual* changes or other proposed policy revisions will be forwarded to the Provost's office for review and consultation before being placed on the Faculty Council agenda.
- 13. FINANCIAL**  
Any item for Faculty Council action which has financial implications shall be reviewed by the Committee on Strategic and Financial Planning before being placed on the Faculty Council agenda.

## **14.POLICY FOR COMPLIANCE WITH NEW FEDERAL AND STATE LAWS**

- a. All new federal and state laws and regulations requiring compliance by the institution will be reviewed by the Office of General Counsel. The General Counsel shall then advise the President of the University and the Executive Committee of Faculty Council, respectively, if any of the enactments require the adoption of procedures for compliance by the University.
- b. A draft of the proposed procedures shall be prepared in a legally sufficient manner by General Counsel and forwarded to the relevant committee(s). If substantial differences of opinion exist among the persons in the meetings, General Counsel shall advise such committee(s) of these differences. The committee(s) retain the right to alter any aspects of the proposal that do not conflict with legal requirements.
- c. The regular procedures of Faculty Council and its committees in making determinations as to acceptance of the procedures shall then be followed, and General Counsel shall be available for interpretation and discussion as required.
- d. Before the final version of the procedure is adopted by Faculty Council and forwarded to the Board of Governors of the Colorado State University System (Board), it shall be reviewed by General Counsel who shall give advice as to its legality. Faculty Council may request that General Counsel obtain a second opinion from the Attorney General's office.
- e. Following adoption of the procedure by the Faculty Council, the matter shall be referred for presentation to the Board, if approval of the Board is required. The General Counsel delivers a legal opinion to the Board.

### **C. CALENDAR OF MAJOR DEADLINES**

#### **1. EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee meetings are normally held each Tuesday during the Fall and Spring semesters, except for the first Tuesday of each month at 3:00 p.m. in Room 106 Administration to conduct Faculty Council business.

#### **2. FACULTY COUNCIL MEETINGS**

The Faculty Council meets on the first Tuesday of each month at 4:00 p.m. - (September through December and February through May). The 2017-18 meeting schedule is as follows:

September 5, 2017	A201 Clark Building
October 3, 2017	A201 Clark Building
November 7, 2017	A201 Clark Building
December 5, 2017	A201 Clark Building
February 6, 2018	TBD
March 6, 2018	TBD
April 3, 2018	TBD
May 1, 2018	TBD

### **3. FACULTY COUNCIL AGENDA DEADLINES**

Faculty Council Meeting Date:	Last Date for Executive Committee to Act:
September 5, 2017	August 22, 2017
October 3, 2017	September 19, 2017
November 7, 2017	October 24, 2017
December 5, 2017	November 14, 2017
February 6, 2018	January 23, 2018
March 6, 2018	February 20, 2018
April 3, 2018	March 17, 2018
May 1, 2018	April 17, 2018

### **D. FACULTY COUNCIL OFFICE**

#### **LOCATION:**

18A Administration Building  
Phone: 491-5693

#### **MATERIALS AVAILABLE:**

Resources are available for faculty review. Some of these items include:

- The Chronicle of Higher Education
- American Association of University Professors Guidelines
- Miscellaneous books/publications on higher education issues
- Budget Office Information
- University Manuals
- *Academic Faculty and Administrative Professional Manual*
- Robert's Rules of Order, latest edition



### Routing Paths for Programs and Degree Changes(4/2014)

<b>UNDERGRADUATE</b>	<b>CC</b>	<b>CoSRGE</b>	<b>CoSFP</b>	<b>UCC</b>	<b>COD</b>	<b>FCM</b>	<b>FCSA</b>	<b>BOG</b>	<b>CCHE</b>
Add New Major/ Program of Study	X		X	X	X		X	X	X
Change Major/Program of Study	X			X		X			
Change Name of Existing Major/Program of Study	X			X	X		X		
Change Name of Concentration/ Option; Minor/Interdisciplinary Minor	X			X		X			
Add/Drop Concentration/Minor/Option	X			X		X			
Add/Drop Interdisciplinary Studies Minor	X			X	X		X		
Drop Major/ Program of Study	X			X	X		X	X	X
<b>GRADUATE</b>									
Add New Degree/ Program of Study	X	X	X	X	X		X	X	X
Add Specialization/Option to existing Program of Study	X	X		X		X			
Change Degree/Program of Study	X	X		X		X			
Change Name of Existing Degree /Program of Study (title, not degree type)	X	X		X	X		X		
Change Name of Specialization/ Option/Interdisciplinary Studies Program	X	X		X		X			
Add/Drop Plan B Masters to/from Existing Degree (MS/MA)	X	X		X	X		X		
Add/Drop Plan C Professional Master's	X	X		X	X		X	X	X
Add/Drop Interdisciplinary Studies Program	X	X		X	X		X		
Drop Program of Study	X	X		X	X		X	X	X
<b>SPECIAL ACADEMIC UNIT</b>									
Add New Special Academic Unit (SAU)	X	X	X	X	X		X	X	

CC = College Curriculum Committee

CoSRGE = Committee on Scholarship, Research & Graduate Education

CoSFP=Committee on Strategic and Financial Planning

UCC = University Curriculum Committee

COD = Council of Deans

FCM = Faculty Council approval through the UCC minutes

FCSA = Requiring Special Action by Faculty Council

BOG = Board of Governors

CCHE = Colorado Commission on Higher Education

## F. FACULTY COUNCIL WEBSITE LINKS

### Faculty Council Website

[\(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/](http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

*Academic Faculty and Administrative Professional Manual*

Faculty Council Membership

Faculty Council Meeting Dates, Meeting Agendas and Meeting Minutes

Faculty Council Standing/Advisory Committee Memberships and Chairs

#### Related Links:

Chronicle of Higher Education

Historical Survey of Faculty Government

Parliamentary Motions - Quick Reference (PDF)

Procedures Handbook (PDF)

Robert's Rules of Order

University Committees

University Curriculum Committee Minutes

University Grievance Officer

Resources and Information

Please take some time to browse this site. It is very useful, especially the related links.

**II. FACULTY COUNCIL OFFICERS: DUTIES**  
**CHAIRPERSON OF FACULTY COUNCIL** (Position Description Revised January 2017)

Purpose

The Chairperson is elected by and serves the Faculty Council and is responsible for representing faculty views in a variety of contexts and facilitating the process of shared governance.

Duties

1. Oversee and direct flow of Faculty Council business to and from the 11 standing committees. Oversee the agendas for the monthly Faculty Council and weekly Executive Committee meetings.
2. Chair the Faculty Council and the Executive Committee meetings and implement instructions stemming from those meetings regarding issues discussed.
3. Consult with chairs of the standing committees on committee issues and the process for moving items forward. Serve as *ex officio* member of all Faculty Council standing committees.
4. Conduct fall meetings for new Faculty Council representatives and for the chairs of Faculty Council standing committees in order to clarify responsibilities and foster communication on shared issues.
5. Meet regularly with the President, the Provost/Executive Vice President, the Vice Provost for Faculty Affairs, the Chair of the Administrative Professional Council (APC), the Chair of the Classified Personnel Council (CPC), the Officers of the Associated Students of Colorado State University (ASCSU), and others to discuss University issues.
6. Represent Faculty Council, upon request, at any University function or meeting.
7. Serve on the University Strategic Planning Committee.
8. Serve on University task forces or committees as need dictates.
9. Serve as a voting member of the Council of Deans.
10. Serve as a member of the President's Cabinet.
11. Meet with all newly appointed deans or vice provosts to review Faculty Council

policies and procedures, etc.

12. Chair - Honorary Degree Committee (Honorary Degree Committee advises the President on candidates for honorary degrees.)
13. Attend periodic meetings of the Colorado Faculty Advisory Council (CFAC).
14. Attend appropriate regional and national meetings devoted to faculty governance.
15. Attend community social events as Faculty Council representative.
16. The Chair shall have the responsibility to contact Faculty Council and Standing Committee members individually each semester regarding low attendance at Faculty Council or Standing Committee meetings. If that has no effect, the Chair will contact the individual's department head/chair to encourage his/her support of Faculty Council/Standing Committee attendance.

#### Term and Eligibility

Three one-year consecutive terms. Term begins July 1. Must be a current or former member of the Faculty Council. Available for 12-36 months.

#### Time Commitment and Support

The time commitment is full-time during the academic year and approximately half-time during the summer. The Provost is committed to full salary support of the position for the nine-month academic year and one month's salary in the summer.

Since the time commitment of the Faculty Council Chairperson is considerable, but temporary (3 years) the research program of the individual accepting this position must be maintained. Therefore, up to 50 percent of his/her annual departmental salary should be set aside for each year that the faculty member serves as Chairperson of Faculty Council. These reserve research funds must be expended or forfeited within three years after the termination of the duties of the Chairperson of Faculty Council. When possible, the retreating Chairperson will be provided the opportunity to assume the same teaching schedule to which he/she was assigned prior to becoming Chairperson of Faculty Council.

**B. VICE-CHAIR OF FACULTY COUNCIL** (Position Description Revised September 2009)

Purpose

The Vice-Chair is elected by and serves the Faculty Council. The role traditionally provides experience preparatory to serving as Chair of Faculty Council.

Duties

1. Conduct Faculty Council or Executive Committee meetings in the absence of the Chair of Faculty Council.
2. Attend University or State functions as a representative of Colorado State University faculty when the Chair is unable to attend or upon specific request.
3. Spearhead specific short-term projects or tasks as requested by Executive Committee or the Chair of Faculty Council. Represent Faculty Council on task forces.
4. Assist Executive Assistant taking Faculty Council and Executive Committee meeting minutes.
5. Meet regularly with the Faculty Council Officers, the Provost, and President.
6. Member of the following University Committees:
  - a. Advisory Committee on Academic Affairs (ACUA)
  - b. Advisory Committee on Enrollments
  - c. Classified Personnel Council
  - d. Outstanding Achievement Award Committee
  - e. Committee on College Articulation and Agreements
7. Attend University and community social events as representative of Faculty Council.
8. Coordinates the Executive Committee's evaluation of the Chairperson of Faculty Council.
9. Responsible for drafting the University Academic Calendar.

Term of Office and Eligibility

One-year term - no term limit. Term begins July 1. Must be a current or former member of the Faculty Council. Available for 12 months.

### Time Commitment and Support

Time required varies considerably depending upon short-term projects, task forces, etc. Standing time commitments include Executive Committee (six hours a month), Faculty Council (two hours a month), approximately four hours per week for working with the Chair, approximately eight hours a month in meetings, and preparation time for above activities. The Provost is committed to partial support for this position.

**C. FACULTY COUNCIL REPRESENTATIVE TO THE GOVERNING BOARD**  
(Position Description Revised January 2007)

Purpose

Serve as a liaison between the faculty of Colorado State University and the Board of Governors of the Colorado State University System (BOG) (Colorado State's governing board) as well as other constituencies of the University. The Representative is responsible to the Faculty Council of Colorado State.

Duties

1. Provide academic faculty perspectives and positions on issues to the Board of Governors: issues directly related to the Colorado State University System. Meetings of the BOG are typically scheduled late August, October, December, February, April, May and June at variable sites in the state. Two day meetings are the norm. The Faculty Representative meets with the Provost/Senior Vice President, the Student Representative to the BOG (the President of ASCSU) before each BOG meeting for information and coordination.
2. Develop and maintain positive working relationships with all BOG members, the administrators of the CSU System, and members of other constituencies of the University (alumni organizations, the Foundation, the press, etc.).
3. Represent the academic faculty of Colorado State at events where such a presence benefits the academic faculty, the University, and the system (briefings and receptions for the legislature, alumni, and the Foundation; dedications; dinners; etc.).
4. Report at applicable meetings of the Faculty Council on issues of concern from BOG meetings. In addition, the Representative prepares reports on issues of importance to the academic faculty and the BOG.
5. Serve on the Faculty Council Executive Committee, and maintain a close working relationship with the Chair of Faculty Council. The Faculty Council office should be kept informed of issues raised by the BOG.
6. Participates in the BOG evaluation of the President.

Term of Office

One year, limited to two terms. Term begins July 1.

Requirements

Rank of Associate or Full Professor (state statute); current or former member of the

Faculty Council member of Faculty Council (Code).

Time Commitment and Support

The Board of Governors meetings occupy approximately two full days for each scheduled meeting. Executive Committee meets for approximately six hours a month. Faculty Council meets for approximately two hours once a month. Add whatever preparation time is necessary for the above and time spent at other events. The Provost is committed to partial support for this position (currently one month's salary plus fringe annually).



**D. FACULTY COUNCIL PARLIAMENTARIAN** (Position Description September 2001)

Purpose

The Faculty Council Parliamentarian is appointed by the Chair, subject to confirmation by the Faculty Council at the first meeting each fall semester (Code, Section C.2.1.3.4). The parliamentarian shall perform the usual duties of the office. The parliamentarian is a professional consultant who advises the Chair and other officers, committees, and members of the Faculty Council on parliamentary procedure. At a minimum, the parliamentarian should have a thorough understanding of *Robert's Rules of Order* (latest edition) and should be prepared to provide an accurate and consistent interpretation of the rules of procedure. Desirable qualifications include experience in serving as parliamentarian for a complex organization.

Duties of Faculty Council Parliamentarian

1. Monthly Meetings of Faculty Council:
  - a. Advise the Chair on interpretation of parliamentary rules.
  - b. Monitor procedures to assist the Chair to avoid any error in the proceedings.
  - c. Explain the rules or procedural matters, when called upon to do so by the Chair, either to the body or to individual members.
2. Pre-meeting Conference Re: Month Faculty Council Meetings:
  - a. Analysis of Faculty Council agenda to discover flaws in motions, the agenda, or the wording of motions of action items.
  - b. Help the Chair and Standing Committee Chairs anticipate the range of motions or other procedural difficulties in Faculty Council deliberations.
  - c. Plan the procedures for handling complex motions.
  - d. Assist the Chair in preparing explanations of complex procedures for the members of Faculty Council.
3. Consultations with Faculty Council Committees:
  - a. Consult with Executive Committee and Faculty Council Chair on the development of rules and procedures to facilitate deliberations in Faculty Council.
  - b. Consult with Committee on Faculty Governance on Faculty Council By-Laws.
  - c. Consult with other committees on the framing or management of motions to come before the Faculty Council.
4. Response to Inquiries and Complaints:
  - a. Assist members to understand how to frame motions or otherwise operate

effectively within the rules in relation to Faculty Council deliberations and decisions.

- b. Respond to formal or informal complaints or concerns about rulings.
5. Conduct Workshops in parliamentary procedure for members of Faculty Council as desirable.

#### Time Commitments and Support

Faculty Council meets for approximately two hours each month. The pre-meeting conference is one hour each month. Add additional time for preparation and additional consultation times. The Provost is committed to partial support for this position.

**E. EXECUTIVE ASSISTANT TO FACULTY COUNCIL** (Position Description and Duties - Revised July 2005)

Purpose

The executive assistant to Faculty Council is appointed by the Chair of Faculty Council, and is subject to confirmation by the Faculty Council members at the first meeting each Fall semester (see Code, Section C.2.1.3.4). This position provides professional administrative support to Faculty Council, the officers of Faculty Council, the standing committee chairs, and the Governance System.

Duties

Executive Committee

1. Schedule meetings and determine and arrange locations.
2. Prepare Executive Committee agendas on a weekly basis and disseminate to Executive Committee members and standing committee chairs at least one week in advance of the scheduled meeting.
  - a. Review minutes received from standing committees to ascertain agenda items, such as degree and program changes, Code changes, *Manual* revisions or additions, etc.
  - b. Determine routine agenda items, such as balloting for student representatives on standing committees, election of Faculty Council officers, elections of Benefits, and Grievance Panel representatives, appointments of the University Grievance Officer, and University Mediators, etc.
  - c. Obtain appropriate supporting documentation to include with agenda items.
  - d. Assure the timely receipt and the proper form of any agenda item received from standing committee chairs.
3. Meet on a daily basis with the Chair of Faculty Council to discuss relevant issues and related matters concerning Faculty Council, Executive Committee and the standing committees.
4. Schedule meetings and maintain the Faculty Council Chair's calendar.
5. Attend and record minutes from all Executive Committee meetings.
6. Maintain permanent archived records of Executive Committee proceedings (paper and electronic).

7. Maintain an electronic in-process (tracking records) task file for all standing committees and Executive Committee.
8. Provide advice and interpretation of the *The Academic Faculty and Administrative Professional Manual*.
9. Conduct historical searches of Faculty Council, Executive Committee and standing committee actions.
10. Schedule outside meetings for Colorado Faculty Advisory Committee (CFAC) hosted by Colorado State University and other constituencies, as necessary.

Faculty Council

1. Schedule meetings and determine locations for Faculty Council monthly meetings.
2. Prepare Faculty Council agendas based on Executive Committee meeting minutes and disseminate to Faculty Council members, press, and others as requested one week in advance of the scheduled meeting.
3. Include supporting documentation and compose explanatory notes, as needed, to the Faculty Council agenda.
4. Attend all Faculty Council meetings, record meeting minutes, and disseminate minutes to members, press, and others as requested.
5. Attend all Parliamentary meetings prior to Faculty Council meetings.
6. Maintain permanent archive records of all standing committee proceedings (paper only).
7. Notify the appropriate constituents regarding *Manual*/policy changes/additions and effective dates of new policies, i.e., department and program name changes, academic calendar, *General Catalog and Graduate and Professional Bulletin* revisions, etc.
8. Consult and provide interpretation to standing committee chairs as requested. May include attending meetings and recording minutes, writing formal motions, obtaining background material on policy issues (post tenure review, Colorado Commission on Higher Education matters, faculty workload, etc.), and keeping chairs updated on action items.
9. Serve as resource person to provide interpretation of policies and procedures in

the *Academic Faculty and Administrative Professional Manual* to the University community upon request.

10. Serve as resource person for all Faculty Council standing committees regarding the processing of special action items, and format and style to be used.
11. Maintain permanent archive records of all Faculty Council proceedings (both paper and electronically).
12. Collect apportionment data from each college and the Libraries (See Code, Section C.2.1.4) and disseminate information to the Chair of the Committee on Faculty Governance for Faculty Council college and at-large elections.
13. Revise and edit the *Academic Faculty and Administrative Professional Manual* (written and electronically and update the official Faculty Council Webpage) after approval by Faculty Council and necessary approvals by the Office of the General Counsel and the Board of Governors.
14. Supervise the reproduction and distribution of the *Manual*.
15. Prepare formal motions and rationales for the Board of Governors meeting agendas.
16. Maintain, revise, and edit *Faculty Council Procedures Handbook*.
17. Maintain, revise, and edit *Faculty Council General Information Guide*.
18. Conduct historical searches of the Board of Governors and Faculty Council actions as requested.
19. Develop and administer the Faculty Council budget.
20. Maintain the official Faculty Council web page containing the official site for the *Academic Faculty and Administrative Professional Manual*

#### Time Commitment and Support

This position requires full-time state classified personnel staffing, currently at the General Professional III level. The Executive Assistant is fully supported by the Provost.

### III. FACULTY COUNCIL OPERATING PROCEDURES

The By-Laws of the Faculty Council are found in the Code, Section C.2.1.10 of the *Academic Faculty and Administrative Professional Manual*.

#### A. FACULTY COUNCIL AGENDA

The general procedure during the Faculty Council meeting is as follows:

The Secretary to Faculty Council determines whether a quorum of Faculty Council members is present. A quorum is a majority of the Faculty Council members (*Academic Faculty and Administrative Professional Staff Manual*, Section C.2.1.10). The Secretary to Faculty Council informs the Chairperson when a quorum has been reached.

The Chairperson calls the Faculty Council to order and proceeds through the printed agenda. The agenda is to be received by Faculty Council members at least one week prior to the meeting. The agenda order is typically as follows:

1. Announcements
2. Approval of Minutes
3. Unfinished Business
4. Reports to be Received

A report from the Provost is a regular report given at the Faculty Council meeting.

A report from the Chair of Faculty Council may be presented to keep academic faculty apprised of issues relevant to Faculty Council.

A report from the Faculty Representative to the Board is a regular report given at the Faculty Council meeting following every Board meeting.

Semi-Annual reports from the Committee on Strategic and Financial Planning are presented to Faculty at its December and May meetings.

Annual reports from the Standing Committee, the Grievance Panel and the University Benefits Committee are also placed under Reports to be Received, normally at the September Faculty Council meeting.

Task Force, administration, or other reports to Faculty Council are presented in written form to be included with agenda materials as required. The presenter should be available at the Faculty Council meeting to address questions.

5. Consent Agenda Items:

Changes in Curriculum recommended by the University Curriculum Committee.

Other items considered to be routine and for which discussion is not anticipated.

Any member of Faculty Council may request that any item on the Consent Agenda be removed and considered as a "Special Action Item." Any such request shall be honored.

6. Special Action Items:

University Code items may be considered as Special Action Items at a given meeting provided the amendment has been distributed to the members of Faculty Council at least two (2) weeks in advance. University Code amendment required a two-thirds (2/3) vote and are subject to the approval of the Board.

Items that require special action by Faculty Council, the Board, and/or the Colorado Commission on Higher Education.

7. Discussion Items

8. Adjournment

Faculty Council members making motions should rise and clearly identify themselves and who they represent (e.g., a department, college, or administration).

**B. STANDING RULES FOR FACULTY COUNCIL OPEN FORUM DISCUSSIONS**  
(Adopted by Faculty Council 11/1993 and revised by Executive Committee on 8/2008)

During the open forum, issues will be discussed in the following order:

1. Issues announced in "Discussion Items" section of the Faculty Council Agenda
2. Issues brought to the attention of the Chairperson prior to the meeting
3. Issues which arise at the meeting.

Routine action which may be taken on issues is limited to referring the issue to a Faculty Council committee (including the Executive Committee). Recommendations for action by the committee may accompany the referral.

On the basis of receiving unanimous consent or the approval of a motion to Suspend the Rules (which requires 2/3 vote), on an issue where notice is not required, other action may be taken.

**C. STANDING RULES FOR INFORMAL DISCUSSION IN FACULTY COUNCIL MEETINGS** (Approved by Faculty Council November 7, 1995)

Informal Discussion enables free discussion about an issue on the Faculty Council agenda without the constraints of making/amending main motions.

1. Any member of Faculty Council may move to invoke the Informal Discussion Standing Rules (majority vote required).
2. The motion to invoke the Informal Discussion Standing Rules may include a maximum time limit (may be amended).
3. Action that may be taken on an issue during Informal Discussion is limited to referring the issue to a Faculty Council committee (including the Executive Committee). Recommendations for action by the committee may accompany the referral.
4. Any member of Faculty Council may move to close the Informal Discussion period at any time.
5. Following discussion, Faculty Council goes to formal consideration of the issue, provided the issue has not been referred to a committee.



6. Minutes of the Informal Discussion will be kept.

**D. SELECTION OF FACULTY COUNCIL REPRESENTATIVES TO SPECIAL COMMITTEES, UNIVERSITY STANDING COMMITTEES, TASK FORCES, ETC.** (Approved by Executive Committee, April 12, 1994, amended October 11, 1994)

Requests for faculty representation to Special Committees, University Standing Committees, Task Forces, etc. are to be directed to the Chairperson of Faculty Council. Faculty Council representatives will be elected or appointed to committees whose charge is related to those areas over which the faculty has jurisdiction, as stated in the Code and the State statutes. The Chairperson, in consultation with the Executive Committee, will determine if such faculty representation is appropriate and whether representative(s) will be elected or appointed.

If such a representative is to be elected, the Chairperson will forward the request to the Committee on Faculty Governance which, following discussion with the requesting individual or group, will prepare a slate of nominees for Faculty Council for election.

If such a representative is appointed, and circumstances warrant, the Chairperson will make the appointment in consultation with the appropriate Faculty Council Standing Committee: the Committee on Faculty Governance for general appointments and other Faculty Council Committees for appointments from those committees.

For other representatives, the Chairperson will request nominations from faculty, including Executive Committee members, and appoint or nominate representatives, whichever is appropriate. Administrators will name representatives to groups constituted by them.

**E. ROLE AND RESPONSIBILITIES OF FACULTY COUNCIL REPRESENTATIVES TO UNIVERSITY COMMITTEES** (Approved by the Executive Committee, September 13, 1994, amended June 6, 1995 - See Appendix "A" Faculty Representatives to University Committees)

1. Communicate faculty issues, perspectives, concerns, etc. to the committee.
2. Report on committee activities, decisions, recommendations, etc. to Executive Committee/Faculty Council, as necessary.
3. Ensure that all proposed policies and policy changes under Faculty Council jurisdiction are forwarded to the Faculty Council office for proper distribution to the appropriate Faculty Council standing committee.
4. Participate actively and thoughtfully in the deliberations of the committee.

5. Participate in public presentations of the committee.
6. Perform other duties as necessary.

**F. SELECTION AND RESPONSIBILITIES OF JOINT SUBCOMMITTEES OF FACULTY COUNCIL STANDING COMMITTEES** (Approved by Executive Committee, April 12, 1994)

Joint ad hoc subcommittees of Faculty Council Standing Committees will be formed by the Chairs of the Committees submitting names of recommended representatives to the Chairperson of Faculty Council, who will appoint the representatives, call the first meeting, and facilitate the selection of a chair of the group. A joint subcommittee of Faculty Council Standing Committees will send its recommendations through the Standing Committees for presentation to Faculty Council for discussion or action.

**G. FACULTY COUNCIL STANDING RULE FOR APPROVAL OF CHANGES IN CURRICULUM RECOMMENDED BY THE UNIVERSITY CURRICULUM COMMITTEE** (Approved by Faculty Council 5/2007 - Amended by Executive Committee 8/2008)

1. Curricular items requiring special action by Faculty Council, the Board, and/or the Colorado Commission on Higher Education, are placed on the Faculty Council agenda by Executive Committee as separate special action items. (See the *Curricular Policies and Procedures Handbook for further information.*)
2. The process for approval of curricular changes that are exempt from special action by Faculty Council is as follows:
  - a. The recommended changes must be presented to Executive Committee in approved minutes from the University Curriculum Committee.
  - b. Executive Committee places all of these University Curriculum Committee recommended curricular changes on the Faculty Council agenda as part of the "Consent Agenda."
  - c. A curricular item removed from the consent agenda may not be amended on the floor of Faculty Council. Allowable actions are to vote on the item as a special action or refer the item back to the University Curriculum Committee.

The following is an excerpt from the *Curricular Policies and Procedures Handbook* originally approved by Faculty Council on March 15, 1997 revised on May 1, 2007 as follows:

“Faculty Council members intending to raise questions regarding University Curriculum Committee recommended actions in the Faculty Council consent agenda should notify the Chairperson of the Faculty Council by noon of the day preceding the meeting so that appropriate individuals may be invited to the meeting. When questions involving curricular changes are raised at Faculty Council meetings and appropriate individuals are not available to respond, the Chairperson of the meeting will withdraw the item from consideration at that meeting and reschedule it as unfinished business at the next Faculty Council meeting.”

#### IV. FACULTY COUNCIL STANDING COMMITTEE WORKING GUIDELINES

##### A. CHARGE TO THE STANDING COMMITTEES

**Code, Section C.2.1.9.1 - Charge to the Standing Committees**

*There shall be standing committees of the Faculty Council, designated by name in the Code. The purposes of these standing committees shall be to develop and recommend to the Faculty Council policies and positions on academic matters and to serve as sources of expert information for the main body. The main relation of each standing committee is with the Faculty Council itself, and the standing committees are formed to represent the interests of the Faculty Council. All policy recommendations of standing committees shall be transmitted through the Executive Committee to the Faculty Council for its action.*

*All standing committees of the Faculty Council shall receive appropriate items for consideration from any member of the University community. The receipt of each item shall be acknowledged and its disposition shall be reported to the initiator.*

*Each standing committee shall develop a set of operational procedures which shall be made available to all members of the faculty through the Office of the Faculty Council. Further, all standing committees shall submit copies of their minutes to the Executive Committee and shall at specified times furnish annual reports to the Faculty Council.*

1. Faculty Council Standing Committees should consider any proposal on the basis of its merits; if the idea is a good one, i.e., it solves a problem; the benefits outweigh the costs; it is workable, and it is good for the University, then the proposal should be considered seriously and objectively. Ideas may come from faculty members, administrators, other Faculty Council standing committees, administrative committees, even the committee itself. Regardless of the source, a proposal should be evaluated as to its worth.
2. Executive Committee and Faculty Council need to receive responses to issues in a timely manner. Therefore, in certain instances, a due date will be attached to an issue forwarded to a committee. (Executive Committee must have items for the Faculty Council agenda a month prior to that Faculty Council meeting. Faculty Council must approve items for the Board of Governors (BOG) agenda a month prior to that BOG meeting. Consequently, items for the BOG agenda require a minimum of two months lead time.)
3. Proposed policies to come before Faculty Council must be legally sufficient. Committees need to work with the Office of the General Counsel through the Chair of Faculty Council in developing a proposed policy, and the rationale that accompanies it should indicate legal review and approval. Wording proposed by the General Counsel should be used assuming it accomplishes the intent of the committee. (See also Section J.2)

4. Committees should hold open fora/hearings on broader issues, particularly controversial ones. In addition, input from other committees, administration, students, etc. should be considered before preparation of the final draft proposal.
5. When an issue is returned without BOG approval to Faculty Council, Executive Committee will formulate an alternative proposed policy (following 3 & 4 above) and ask the originating committee for its response. The proposed revised policy will go from Executive to Faculty Council for approval.

For further information on committees see Section C.2.1.9 - Committees of Faculty Council of the *Academic Faculty and Administrative Professional Manual*.

## **B. RESPONSE TO ADMINISTRATIVE REQUESTS**

Requests for Faculty Council committee action by administrators should be requested through the Office of Chair of Faculty Council. The Chair will then forward the item, usually via the Executive Committee, to the appropriate Faculty Council standing committee(s) with a cover memo of instruction. If requests for comment or action go directly from administration to a Faculty Council Standing Committee, it is the responsibility of the chair of that standing committee to forward a copy of the request to the Chair of Faculty Council. Together, the two chairs may determine whether the standing committee's work on the request is appropriately referred back through Faculty Council before submission to the requesting party.

## **C. FACULTY COUNCIL STANDING COMMITTEE MINUTES**

The Chair of Faculty Council should receive a copy of the minutes within two weeks after each meeting. If it has not been necessary for a committee to meet during the semester, then please report this fact in writing to the Chair of Faculty Council. It is important to have your minutes on file in the Office of Faculty Council for the following reasons: historical record; review of committees' current activities; and scheduling.

The minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

The first paragraph of the minutes should contain the following information:

1. The kind of meeting: regular, special, adjourned regular, or adjourned special.
2. The name of the committee.
3. The date and time of the meeting, and the place, if it is not always the same.
4. The fact that the regular Chair and the secretary were present or, in their absence, the names of the persons who substituted for them; and the names of those at the

- meeting, both members and guests.
5. Whether the minutes of the previous meeting were read and approved, as read or as corrected, the date of that meeting being given, if it was other than a regular business meeting.

The body of the minutes should contain a separate paragraph for each subject matter and show:

1. All main motions or motions to bring a main question again before the committee, except any that were withdrawn, giving:
  - a. The wording in which each motion was adopted or otherwise disposed of, including the facts as to how the motion may have been debated or amended before disposition.
  - b. The disposition of the motion, including if it was temporarily disposed of, any primary and secondary amendments and all adhering secondary motions that were then pending.
  - c. Usually, in the case of all important motions, the name of the mover.
2. All points of order and appeals, whether sustained or lost, together with the reasons given by the Chair for his ruling.

The last paragraph should state the hour of adjournment.

#### **D. PROCEDURES IN SMALL BOARDS OR COMMITTEES**

In a meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they may do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member may speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote may be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a committee must be approved by vote under the same rules as in other assemblies, except that a vote may be taken initially by a show of hands, which is often a better method in such meetings.
- The Chair need not rise while putting questions to vote.
- The Chair may speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he/she usually may make motions and usually votes on all questions.

#### **E. FACULTY COUNCIL STANDING COMMITTEE ANNUAL REPORTS**

The Executive Committee has defined a procedure for annual reports whereby each committee chair prepares a one-page progress report covering the past twelve months of committee activity. Each report is to be approved by the Committee members and submitted to the Office of Faculty Council no later than June 30. These reports are distributed with the Faculty Council agenda for September. The committee chair will be present to answer questions at the September Faculty Council meeting. The report is to cover committee activity during the fall and spring semesters. This to be a progress report only and not a report of recommended action to be adopted by the Council. Committee business requiring special action will continue to be handled through regular Faculty Council channels.

#### **FORMAT FOR ANNUAL REPORT OF FACULTY COUNCIL STANDING COMMITTEES**

(Revised October 26, 2004 by Executive Committee)

##### **COMMITTEE NAME**

**Annual Report - for September 1, 20XX to - June 30, 20XX**

Members: Each committee member must be listed (by college, include Libraries); use full names, title (chair, secretary, ex officio, etc.), and units represented as listed on the official Faculty Council roster of standing committees.

The annual report should be on plain white paper (no letterhead) and should be brief but informative and include:

1. the dates of meetings held;
2. membership and attendance;
3. substantive matters (issues) brought to the committee;
4. the responses or recommendations made by the committee to these issues;
5. the outcome of the response or recommendation (i.e., Adopted by Faculty Council on October 3, 1995 - No action taken by Executive Committee, etc.).

**FORMAT FOR SUBMISSION OF NEW POLICY ITEMS TO FACULTY COUNCIL**  
**\* NOTE WHETHER NEW OR RESUBMISSION \***

Date: \_\_\_\_\_  
 To: \_\_\_\_\_, Chair  
 Executive Committee/Faculty Council  
 From: Chair Name  
 Committee Name  
 Subject: Appropriate Topic Title

The Committee Name submits the following motion (new policy):

MOVED, THAT. . . (motion should be in capitalization)

Further that . . . . . shall be changed to . . . . . wherever it appears in the *Academic Faculty and Administrative Professional Manual*.

Rationale:  
 Supporting Information or Documents: (separate sheets, attached, if necessary)  
 Submission may be provided as hard copy, on disk or as E-mail attachment (Word or Word Perfect).  
 Please use plain white (no letterhead) stationery.

**FORMAT FOR AMENDING EXISTING POLICY STATEMENT**  
**\* NOTE WHETHER NEW OR RESUBMISSION \***

Date: \_\_\_\_\_  
 To: \_\_\_\_\_, Chair  
 Executive Committee/Faculty Council  
 From: Chair Name  
 Committee Name  
 Subject: Appropriate Topic Title

The Committee Name submits the following amendment:

MOVED, THAT SECTION X.1.2.3 OF THE \_\_\_\_\_ (CODE, if in Section C, or



*ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL* for all other sections) BE AMENDED AS FOLLOWS:

Please note the language: additions underlined, deletions ~~overseored~~.

Further that . . . . . shall be changed to . . . . . wherever it appears in the Academic Faculty and Administrative Professional Manual.

Rationale:

Supporting Information or Documents: (separate sheets, attached, if necessary)

Submission may be provided on disk or as E-mail attachment (Word or Word Perfect).

Please use plain white (not letterhead) stationery.

#### **F. SUPPORT FOR FACULTY COUNCIL SERVICES (Revised August 8, 2014)**

Support provided to regular faculty members serving on Faculty Council may be used for supplies, secretarial assistance, and/or summer salary (if effort is expended in the summer months) ONLY. For supplies or copying, all authorization must be submitted to the Executive Assistant to Faculty Council, for approval.

SUPPLEMENTAL PAY IS **NOT** ALLOWED for regular faculty members. Non-tenure track faculty members serving on the Committee on Non-tenure Track Faculty are allowed supplemental pay for their service on that committee with prior approval from the Provost.

All appropriate paperwork must go through the Faculty Council office (contact the Executive Assistant) for signatures and approval of expenditure. The support may be paid directly to the department, suppliers, and/or to the chair as summer salary.

For summer salary (usually paid in May or June)--a summer session appointment form must be initiated by the department with the amount charged against Faculty Council. The amount may not exceed support allotted (salary fringe may not be entered on 1-3 funds, but shall be paid from central accounts).

For student-hourly/work study, employment must be authorized by the Executive Assistant of Faculty Council, set up in the home department, and charged against Faculty Council; a copy of the bi-weekly time sheets must be sent to the Faculty Council office.

The Faculty Council Chair may award other support as appropriate.

For questions, contact the Executive Assistant of Faculty Council.

## V. FACULTY COUNCIL STANDING COMMITTEE OPERATING PROCEDURES

### A. FACULTY COUNCIL EXECUTIVE COMMITTEE - OPERATING PROCEDURES (Revised September 23, 2014)

The committee is chaired by the Chair of Faculty Council. Terms begin July 1. The committee operates by *Robert's Rules of Order*.

Protocols of Executive Committee include:

**1. Confidentiality.**

The meetings are closed. An invitation to non-members of Executive Committee may be extended by the Chair of Executive Committee, or, with the approval of a majority of the other voting Executive Committee members, may be extended by an Executive Committee member. When a special action item from a Standing Committee is being considered by Executive Committee, it is customary to invite the Chair of the Standing Committee to attend. When a special action item that affects Administrative Professionals is being considered by Executive Committee, it is customary to invite the Chair of the Administrative Professional Council to attend.

2. An Executive Committee member, representing a College or the Libraries, who expects to miss a meeting may arrange for a substitute in his/her place. The substitute must be a Faculty Council member from the same College or the Libraries as the absent member. Substitute representatives may not participate in Executive Committee during "Executive Sessions," unless specifically invited to do so, or serve in pro tem positions.
3. An Executive Committee member who is to be absent from campus and committee meetings for an extended period of time (four or more consecutive meetings) should inform his or her College or Library representative on the Committee on Faculty Governance so that the Committee may appoint a temporary replacement. According to the University Code (C.2.1.9.5.a), Executive Committee members must be members of Faculty Council, even if they are temporary replacements.
4. The Chair is the official spokesperson for Executive Committee and Faculty Council. Generally, inquiries from the media and other entities should be referred to the Office of Faculty Council.
5. When the Faculty Council Chair receives a proposed *Manual* change from a Faculty Council standing or advisory committee, the Chair shall notify the Provost, the Deputy General Counsel, and the Chair of the Administrative Professional Council, requesting input on the change.
6. Executive Committee is responsible for assigning specific issues, along with timelines, to appropriate standing or advisory committees and for assuring that they are considered in a timely manner. Issues that may affect administrative professionals shall be communicated to the Chair of the Administrative Professional Council at the same time they are assigned to the standing and/or advisory committees.
7. When standing or advisory committees other than Executive Committee elect to take no action on an issue or recommends that Faculty Council does not take action, Executive Committee has the option to consider the issue, draft a motion presenting an alternative recommendation, and place the motion with rationale on the agenda of Faculty Council for deliberation and final disposition by Faculty Council. This action should be taken only after the appropriate standing and advisory committees have had due opportunity to consider the issue, have been requested to reconsider the issue, and have been invited to address Executive Committee. Whenever Executive Committee chooses to present a motion to Faculty Council that includes a recommendation contrary to one from a standing or advisory committee, Executive Committee is obligated to notify that committee at least one month in

advance so it can be prepared to present a committee opinion during Faculty Council discussion of the motion.

8. The Chair of Faculty Council and the Chair of the Administrative Professional Council shall meet at least once each semester to discuss issues that might warrant *Manual* revisions.
9. University Administrative Reports (such as University Diversity Report) to Faculty Council should meet these criteria:
  - A. The report shall be written, and a person shall be present to answer questions.
  - B. The report shall identify policy areas that concern faculty issues.
  - C. The report shall illuminate issues in need of examination.
10. According to the University Code (C.2.1.9.5.a), “*Executive Committee shall execute those duties as may from time to time be given it by the Faculty Council or by the Governing Board*” and has the authority “*To act for the Faculty Council between meetings of that body.*” Executive Committee shall act for Faculty Council if, in its judgment, timely action is required. A report of such action shall be made at the next regularly scheduled Faculty Council meeting, with an opportunity given to Faculty Council members to discuss the action. If time permits, and if the issue can be explained succinctly, the Chair of Faculty Council shall communicate the proposed action to all current members of Faculty Council, giving those members an opportunity for input before Executive Committee takes action.
11. Executive Committee shall not act for Faculty Council regarding changes to the University Code. It is very important that any changes to the University Code be brought before Faculty Council.
12. When a *Manual* change has been approved by Faculty Council, but returned without Board of Governors (BOG) approval, Executive Committee shall facilitate development of an alternate motion (see Handbook Section IV.A.5) and submit that alternate motion to the originating committee for its response. If the motion may affect administrative professionals, then it shall also be sent to the Chair of the Administrative Professional Council for a response. Executive Committee shall then present the alternate motion to Faculty Council, including the response(s) in the support materials.
13. Executive Committee prepares an Annual Report to be presented to the Faculty Council. The annual report shall include topics considered by Executive Committee during the year, including a list of issues that were passed by the Faculty Council, but not presented to, or approved by, the Board of Governors.
14. Executive Committee prepares a Faculty Council Annual Report to be presented to the Board of Governors each year. The report is submitted by the Faculty Representative to the Board of Governors.
15. Procedures for Merit Increase for Faculty Council Chair (approved by Executive Committee March 26, 1996 - Revised August 31, 2010)
  - A. The Faculty Council Chair-elect pre-negotiates her/his effort distribution with the Department Chair/Head, College Dean, and Provost. Typically, effort distribution will be 100 percent university service.
  - B. Immediately after the first of the year (as evaluations are done on a calendar-year basis), the Vice Chair of Faculty Council/Executive Committee shall coordinate the Executive

Committee's evaluation of the Chair. The chair shall not be present during these discussions. Input shall be solicited from the Chairs of the standing and advisory committees and from the Chair of the Administrative Professional Council. Input from Executive Committee, including the Provost and the Faculty Council Executive Assistant shall be summarized by the Vice Chair, and the summary shall be reviewed and approved by Executive Committee. The evaluation shall be sent to the Provost and the Department Chair/Head of the Faculty Council Chair.

- C. The Faculty Council Chair's merit increase is based proportionately upon the evaluations of Executive Committee and the Department.
  - a. Any merit increase in excess of the departmental average for the effort allocated to Faculty Council comes out of the Faculty Council budget/Provost's central pool.
  - b. The Provost makes a permanent transfer to the College of the excess merit increase money.
  - c. The Dean allocates merit increase money to the department.

16. Procedures for Approving Honorary Degree Candidates (Amended September 23, 2014)

Honorary degrees awarded by Colorado State University recognize individuals who have attained achievements which are extraordinary and of lasting distinction. In awarding honorary degrees, the University 1) reaffirms its commitment to the principles of intellectual and professional achievement which underlie its mission, 2) confers honor and distinction upon those who have made outstanding contributions to the advancement of knowledge and artistry and to society, and 3) pays tribute to individuals whose association with Colorado State University brings honor and distinction to the University community.

Honorary degree candidates are expected to be of exceptional quality, having national or international prominence, and bring prestige to the University by their acceptance of the award.

- A. Executive Committee participates annually in the approval of Honorary Degree Candidates.
- B. Calls for nominations for honorary degree candidates are made by the Provost's office. Nominations are screened by the Vice President for University Advancement, in consultation with the President, to provide input into the Honorary Degree Committee deliberations. The Honorary Degree Committee, chaired by the Chair of Faculty Council, examines the qualifications of the candidates and makes recommendations by majority vote of the members.
- C. The list of nominees found acceptable by the Honorary Degree Committee is submitted to Executive Committee of Faculty Council by the President.
- D. Executive Committee, acting on behalf of Faculty Council, considers and decides approval for each candidate with regards to the following criteria: 1) intellectual distinction in a particular field; 2) outstanding achievement in professional and/or personal capacities; 3) significant and lasting contribution to society; and 4) exceptional acts of philanthropy to the university and/or to the nation or world.
- E. The Chair of the Executive Committee forwards Executive Committee's list of candidates approved for honorary degrees to the President. From this list, the President selects the

candidates for formal recommendation to the Board of Governors for final approval.

17. Procedures for the Evaluation of the University Grievance Officer (UGO) (Adopted February 26, 2008 - Revised August 31, 2010)

Section K.12.1 requires Executive Committee to annually evaluate the UGO. "The UGO shall be evaluated annually. In February, Executive Committee of Faculty Council and Executive Committee of the Administrative Professional Council shall each send a written performance evaluation to the Provost."

- A. The evaluation period is the calendar year: January 1 through December 31.
- B. The Chair shall contact the UGO to arrange the distribution of a survey regarding the performance of the UGO to all persons who contacted the UGO within the calendar year as new or continuing cases and to any administrators the UGO contacted following the inquiry. To maintain confidentiality, the UGO shall not disclose the names of any of these individuals. The UGO shall address the surveys for distribution through campus mail and an addressed envelope shall be included for anonymous return of the survey to the Faculty Council Chair or the Administrative Professional Council Chair. The general faculty (including administrative professionals) shall be notified of the distribution of these surveys via an appropriate listserv message.
- C. The Faculty Council Chair shall invite each UMO to provide an assessment of the UGO's performance during the calendar year.
- D. Before beginning the evaluation, each committee member shall disclose all potential conflicts of interest with the UGO to the Chair for appropriate management. The Chair may also ask the UGO to identify committee members with potential conflicts of interest. The following activities are considered potential conflicts of interest to be disclosed by members of Executive Committee:
  - 1. Service as a UMO or a member of the Grievance Panel;
  - 2. Consultation with the UGO being evaluated regarding the committee member's own personnel issues, or having been contacted by the UGO as the supervising administrator for an individual consulting with the UGO; and/or
  - 3. Service as an advisor for an individual who contacted the UGO.

The Chair shall discuss the potential conflict of interest confidentially with the individual member of Executive Committee and may ask for additional information from the member. If the Chair does not receive adequate information or concludes that a significant conflict of interest is present, the member shall be excused from the evaluation discussion which is held in Executive Session.

The Executive Committee member may appeal the Chair's decision to Executive Committee. The Chair's decision may be overturned by a majority vote of Executive Committee.

- E. Executive Committee shall conduct the evaluation in Executive Session. After completing the evaluation in Executive Session, Executive Committee shall return to regular session. A motion shall be made for the record to approve the evaluation.

- F. The Chair is responsible for transmitting the evaluation to the Provost and for reviewing the evaluation with the UGO.

18. Procedures for the Evaluation of University Mediators (UMs) for Academic Faculty (Amended September 23, 2014)

Section K.12.1 requires Executive Committee to annually evaluate the UMs for Academic Faculty. "Each UM shall be evaluated annually. In February, the Executive Committee of Faculty Council shall send a written performance evaluation to the Provost."

- A. The evaluation period is the calendar year: January 1 through December 31.
- B. The Faculty Council Chair shall invite the UGO to provide an assessment of each UM's performance during the calendar year.
- C. Before beginning the evaluation, each committee member shall disclose all potential conflicts of interest with a UM to the Chair for appropriate management. The Chair may also ask each UM to identify committee members with potential conflicts of interest. Potential conflicts of interest to be disclosed by members of Executive Committee are 1) consultation with a UM regarding the committee member's own personnel issues, or having been contacted by the UM as the supervising administrator for an individual consulting with the UM; and/or 2) service as an advisor for an individual who worked with a UM.

The Chair shall discuss the potential conflict of interest confidentially with the individual member of Executive Committee and may ask for additional information from the member. If the Chair does not receive adequate information or concludes that a significant conflict of interest is present, the member shall be excused from the evaluation discussion, which is held in Executive Session.

The Executive Committee member may appeal the Chair's decision to Executive Committee. The Chair's decision may be overturned by a majority vote of Executive Committee.

- D. Executive Committee shall conduct the evaluation in Executive Session. After completing the evaluation in Executive Session, Executive Committee shall return to regular session. A motion shall be made for the record to approve the evaluation.
- E. The Chair is responsible for transmitting the evaluation to the Provost.

19. Procedures for Evaluation of the President (Amended October 26, 2004 - Revised September 23, 2014)

In order to provide the annual evaluation of the President, the Faculty Council Executive Committee shall survey the current Faculty Council members and the officers of the Administrative Professional Council concerning the President's performance (August 29, 1995 Executive Committee Minutes). The surveys are returned to the members' Executive Committee College Representative, who collates and summarizes the survey data.

In Executive Session, Executive Committee reviews the survey results, provides additional input, and orally summarizes the final evaluation for the Faculty Council Representative to the Board of Governors. The Provost shall not be present during these discussions. The evaluation shall address criteria established by the Board of Governors and the Chancellor and may include any additional information considered relevant by

Executive Committee. While the final evaluation reflects input from Faculty Council members, it is the responsibility of Executive Committee. The final approved evaluation of the President shall be sent to the Chancellor (if the Chancellor is not the President) and the Chair of the BOG Evaluations Committee by the Faculty Representative to the Board of Governors.

**B. COMMITTEE ON FACULTY GOVERNANCE OPERATING PROCEDURES - (Revised January 2, 2017)**

**I. INTRODUCTION**

A. Purposes of Standing Committees (see Sec. C.2.1.9. of the Code). The purposes of the standing committees shall be to develop and recommend to the Faculty Council policies and positions on academic matters and to serve as sources of expert information to the main body. The main relation of each standing committee is with the Faculty Council itself, and the standing committees are formed to represent the interest of the Faculty Council. All policy recommendations of standing committees shall be transmitted through the Executive Committee to the Faculty Council for its action.

B. Duties of the Committee on Faculty Governance (see Sec. C.2.1.9.5.b of the Code).

1. To recommend to the Faculty Council amendments to the Code,
2. To periodically review practices and procedures of the Faculty Council and its standing committees to assure compliance with the Code.
3. To provide interpretations of the Code.
4. To apportion annually the elected representatives of the colleges and University Libraries to the Faculty Council.
5. To establish uniform procedures for electing Faculty Council officers and members of its standing committees and to supervise the election of representatives to the Faculty Council.
6. To make and forward nominations for the standing committees of the Faculty Council and submit names of nominees for the offices of Faculty Council Chair, Vice Chair, and Representative to the Board of Governors and for other positions requested by the Faculty Council.

**II. COMMITTEE ORGANIZATION**

A. Chair

1. Election (see Sec. C.2.1.9.3 of the Code).
2. Committee Responsibilities.
  - a. Chair meetings of CoFG, schedule and call meetings of CoFG and prepare agenda for CoFG meetings.
  - b. Acknowledge receipt and report disposition of matters referred to CoFG and communicate actions and recommendations of CoFG to the Faculty Council office.
  - c. Recommend to CoFG appropriate distribution of Faculty Council apportioned representatives between the colleges and the Libraries, based on C.2.3.1. of the Code.



- d. Serve on Faculty Council and present CoFG recommendations to Faculty Council meetings in accordance with Section C.2.1.3.2 of the Code.
- e. Provide, in appropriate fashion and as time and resources allow, timely responses and assistance to the Office of Faculty Council on matters related to CoFG responsibilities.
- f. Transmit agenda and minutes of CoFG to the Faculty Council office in accordance with the Faculty Council Procedures Handbook and Section C.2.1.9.1 of the Code.
- g. Prepare an annual report of CoFG business in accordance with Section C.2.1.9.1 of the Code.
- h. Familiarize new members of CoFG with the responsibilities and the practices and procedures of the CoFG
- I. Review CoFG Operating Procedures and recommend changes to the committee.

### 3. Nominations and Election Responsibilities

- a. Coordinate nominations and elections for Faculty Council Officers.
- b. Coordinate nominations and election of members to Faculty Council and to the Executive Committee of Faculty Council.
- c. Coordinate nominations to Faculty Council Standing Committees and submit nominees to the Faculty Council office after these nominees have been approved by the CoFG.
- d. Coordinate nominations, elections and appointments of replacement members of Faculty Council and its standing committees.
- e. Solicit nominations of academic faculty for University Committees and Panels in accordance with Sections D.2, K.15, and Appendix I of the *Manual* and notify the Faculty Council office after nominees have been approved by the CoFG.

#### B. Vice Chair

- 1. Election (by majority vote of members of CoFG).
- 2. Responsibilities.
  - a. Perform the duties of the chair during the chair's absence.
  - b. Assist Chair with committee and election responsibilities.

#### C. Minutes

- 1. The Chair, Vice Chair, or CoFG Committee members may act as secretary for

recording committee deliberations and proceedings.

2. The record of the proceedings of a standing committee is called the “minutes.” The minutes should contain primarily a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary’s opinion, favorable or otherwise, on anything said or done. Minutes shall consist of:
  - a. The name of the committee, date and time of the meeting.
  - b. Whether or not the chair and/or vice chair were present or, in their absence, the names of the persons who substituted for them; and who is serving as secretary for the minutes.
  - c. The names of those at the meetings, both members and guests.
  - d. A record of whether the minutes of the previous meeting were read and approved –as read, or as corrected – along with the date of that meeting, and whether it was other than a regular business meeting.
  - e. The body of the minutes, containing a record of any main questions placed before the committee and of any that were withdrawn. This description will provide:
    - The wording in which each motion was adopted or otherwise acted on.
    - A list of information, materials, documents, visitors involved with committee deliberations.
    - The disposition of the motion.
    - In the case of all important motions, the name of the mover.
    - The time of adjournment.

D. Quorum.

1. In accordance with Section C.2.1.9.3 of the Code, a simple majority of the voting members of CoFG shall constitute a quorum.

E. Parliamentary Procedure.

1. Committee members shall be governed by Roberts' Rules of Order, current edition. The CoFG shall strive to make its decisions, insofar as possible, through consensus.

F. Operating Procedures.

1. The Operating Procedures of CoFG (see Section C.2.1.9.1 of the Code) shall be established by and may be modified by a majority vote of the membership of CoFG. A copy of the current version of the CoFG Operating Procedures shall be provided to every member of the committee and be available to the faculty in the Faculty Council office.

III. MAINTAINING AND INTERPRETING THE CODE

- A. The duties and responsibilities of CoFG with respect to the Code is defined in Section

C.2.1.9.5.b of the Code.

B. Reviewing Recommendations Received from the University Community.

1. CoFG may receive recommendations for amendments to the Code from any members of the University community. The CoFG will acknowledge receipt of the recommendation, evaluate recommendations on their merits, and notify the contributor(s) of the final disposition of the recommendation. Recommended amendments to the Code will be evaluated based on the anticipated effect of the recommended change on: the participation of academic faculty in the shared governance of the University; the effectiveness of faculty governance; and the ability of the faculty to perform its professional responsibilities.

C. Interpretation of the Code.

1. CoFG will respond to members of the University community seeking clarification of Code language; however, COFG will provide formal interpretations of the Code to members of the University community, in timely fashion, only in response to written requests and inquiries which state a clear question that can be answered.

D. Evaluating and Amending the Code.

1. CoFG is active in identifying, developing, and recommending amendments to the Code that facilitate, preserve, and enhance the participation of academic faculty in the shared governance of the University, contribute to the effective functioning of faculty governance, and improve the ability of the faculty to perform its professional responsibilities.

E. Soliciting Input and Information.

1. The CoFG has the responsibility to solicit and consider input from all parties affected or potentially affected by the Code and acquire any other information needed for determination of the review of Code and proposed amendments.

F. Enforcement of the Code.

1. CoFG is not assigned, nor does it accept responsibility for, enforcing the provisions of the Code.

IV. ELECTIONS AND APPOINTMENTS

A. Responsibilities.

1. The CoFG is responsible for establishing and implementing necessary practices governing Faculty Council and University Committee and Panel elections according to the Code as specified in Sections C.2.1.3, C.2.1.4, C.2.1.9, D.2, K.15.1, Appendix I,III, B.2, and I.7.3.2.
2. Colleges and Libraries shall provide appropriate support staff to assist the Committee on Faculty Governance representatives with conducting Faculty Council elections.

B. General Announcement and Nomination Procedures.

1. Advertisement of vacancies.
  - a. Vacancies shall be advertised by email and/or campus mail to the entire concerned population (department, college, university). The description shall include the name of the committee or appointment, the term of the appointment, and instructions for obtaining additional information about the position.
  - b. The descriptions of vacancies for Departments and Colleges shall be sent separately to relevant Department Chairs and Deans.
2. Requests for nominations.
  - a. A request for nominations will be sent by email or by campus mail to the entire concerned population (department, college, university).
  - b. A request for nominations for Departments and Colleges shall be sent separately to the relevant Department Chairs and Deans.
  - c. After a request for nominations has been sent to the entire concerned university population, nominations may be sought by additional communications, e.g. including personal emails to faculty, Chair of Faculty Council, Department Chairs and Deans.
  - d. Anyone receiving at least one nomination is eligible to be listed on the ballot.
  - e. Nominees will be contacted before an election to verify they are willing to serve.

C. General Department and College Election Procedures.

1. Each CoFG committee member shall conduct and supervise the nominations and elections for departmental representatives from the departments in his/her college, apportioned representatives from her/his college, and nominations for standing committee members from his/her college in accordance with the procedures in the Code and Operating Procedures.
2. Department elections may be organized through mail ballot, email, secure electronic voting, or during a department meeting. College elections may be organized through mail ballot, email, or secure electronic voting.
3. Elections will be held even if there is only one nominee.
4. Elections organized using mail ballot, email, or secure electronic voting:
  - a. The college liaison will send and collect all election-related materials.
  - b. The ballot shall indicate the position, term, and nominee(s).

- c. The college liaison and/or CoFG representative will tally the votes.
5. Elections held during department meetings:
- a. If an election is to be held during a department meeting, the Department faculty will be notified at least 24 hours before the department meeting that the elections will take place.
  - b. Voting will be by secret paper ballot.
  - c. A responsible person, e.g., Department Chair, will report nominee(s) and winner to the College CoFG representative.
  - d. If requested, the relevant CoFG member may organize a Department election.
- D. Timing of Regular Annual Election
- 1. Before the start of the Spring Semester each year, the Executive Assistant in the Faculty Council office shall provide data on the number of faculty members in each college and the Libraries, the Apportionment Report estimating the number of at-large representatives to be elected, and the open vacancies for Faculty Council Standing Committees to the Chair of CoFG.
  - 2. The CoFG will meet in January to review procedures for the regular annual election and the positions to be filled and confirm numbers of at-large representatives to be elected.
  - 3. The CoFG will begin organization of the regular annual election for Faculty Council vacancies in January.
  - 4. The elections for Faculty Council will be organized in stages:
    - a. The nomination and election process for Faculty Council Officers will begin in January with elections to be conducted at the regular March meeting of Faculty Council.
    - b. The nomination and election process for Faculty Council Department and At-Large Representatives will begin in January. The target is to complete elections by end of Spring Semester, but elections will continue until all vacancies are filled.
    - c. The nomination and election process for Faculty Council Executive Committee Representatives will begin after Department and At-Large Representatives are elected, when possible. However, it is paramount to have the Faculty Council Executive Committee elected before August of the new term, so College elections for Executive Committee Representatives may take place before all College Faculty Council Representatives are elected when necessary.
  - 5. The regular annual election for Faculty Council Standing Committees will commence in January with a target of completion during the Spring Semester.

However, elections will continue until positions are filled.

6. The regular annual election for University Committees will commence in January with a target of completion during the Spring Semester. However, elections will continue until all positions are filled.

E. Filling vacancies

1. CoFG shall fill vacancies in Faculty Council and its standing committees as they develop according to C.2.1.3, C.2.1.4, and C.2.1.9 of the Code.
2. The Committee on Faculty Governance may nominate replacements to serve temporarily, e.g., part of an academic year, to serve the remainder of the unexpired term, or to serve for a full three year term beginning on the date of appointment and completing on June 31 three years hence. In considering the term of a replacement, CoFG will balance the goal of maintaining a regular schedule of elections for full terms, the development of experience and leadership in appointments, and the desire to minimize the number of elections.
3. Nominations for a vacancy that are intended to serve a full term will go through the normal election for that position. Temporary nominees and nominees that serve the remainder of an appointment will be approved by vote of CoFG.

F. Specific Elections Procedures for Officers of Faculty Council.

1. Eligibility and terms are described in C.2.1.3.3 of the Code.
2. CoFG shall obtain a one to three page statement from each nominee stating the nominee's qualifications, activities, and plans.
3. CoFG will send the slate of nominees along with supporting statements to the Faculty Council office in time to be included in the Faculty Council meeting agenda for the regular March meeting.
4. CoFG shall present a slate of nominees for the Officers of Faculty Council at the regularly scheduled March meeting of Faculty Council. In addition to the slate prepared by CoFG, nominations shall also be taken from the floor as specified in C.2.1.3.3.3 of the Code.
5. Election shall follow C.2.1.3.3 of the Code.

## APPENDIX: SAMPLE COMMUNICATIONS

### NOMINATIONS FOR FACULTY COUNCIL OFFICERS (sample)

Nominations are being taken for Chair of Faculty Council, Vice-Chair of Faculty Council, and Faculty Council Representative to the Governing Board. The terms of office for (insert name of current office holder), Chair of Faculty Council; (insert name of current office holder), Vice Chair of Faculty Council; and, (insert name of current office holder), Faculty Council Representative to the Board of Governors are ending (state date). The election for these offices will occur at the regular Faculty Council meeting on March xx, xxxx.

More information about these positions can be obtained from <http://facultycouncil.colostate.edu/faculty-manual/>

Nominations may be sent to the Chair of Committee on Faculty Governance at (place name, email here), any member of the Committee on Faculty Governance, or the Chair of Faculty Council.

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### NOMINATIONS FOR DEPARTMENT FACULTY COUNCIL REPRESENTATIVE (sample)

Nominations are being taken for the Department of XXX (Library) Faculty Council Representative. The appointment will begin on XXX XX, XXXX and end on XXX XX, XXXX.

More information about this position can be obtained from <http://facultycouncil.colostate.edu/faculty-manual/>

Nominations may be sent to the College Committee on Faculty Governance representative (place name, email here), the Chair of Committee on Faculty Governance at (place name, email here), any member of the Committee on Faculty Governance, or the Chair of Faculty Council.

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### NOMINATIONS FOR COLLEGE AT LARGE FACULTY COUNCIL REPRESENTATIVES (sample)

Nominations are being taken for the College of XXX (Library) At Large Faculty Council Representative. The appointment will begin on XXX XX, XXXX and end on XXX XX, XXXX.

More information about this position can be obtained from <http://facultycouncil.colostate.edu/faculty-manual/>

Nominations may be sent to the College Committee on Faculty Governance representative (place name, email here), the Chair of Committee on Faculty Governance at (place name, email here), any member of the Committee on Faculty Governance, or the Chair of Faculty Council.

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### NOMINATIONS FOR COLLEGE FACULTY COUNCIL STANDING COMMITTEE REPRESENTATIVES (sample)

Nominations are being taken for the College of XXX (Library) Representative on the Faculty Council Standing Committee XXXX. The appointment will begin on XXX XX, XXXX and end on XXX XX, XXXX.

More information about this position can be obtained from <http://facultycouncil.colostate.edu/faculty-manual/>

Nominations may be sent to the College Committee on Faculty Governance representative (place name, email here), the Chair of Committee on Faculty Governance at (place name, email here), any member of the

Committee on Faculty Governance, or the Chair of Faculty Council.

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ELECTION FOR DEPARTMENT FACULTY COUNCIL REPRESENTATIVE (sample)

Below are listed the nominations for the Department of XXX (Library) Faculty Council Representative.

Xxxxx

Xxxxxx

Please vote for one (1) nominee. Your vote may be sent by replying to this email, or sending an email to the College CoFG Liaison (place name or email here) or the College Committee on Faculty Governance representative (place name, email here).

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ELECTION FOR COLLEGE AT-LARGE FACULTY COUNCIL REPRESENTATIVE (sample)

Below are listed the nominations for the College of XXX (Library) At-Large Faculty Council Representative.

Xxxxx

Xxxxxx

Please vote for xxx (xx) nominee(s). Your vote may be sent by replying to this email, or sending an email to the College CoFG Liaison (place name or email here) or the College Committee on Faculty Governance representative (place name, email here).



## C. COMMITTEE ON INTERCOLLEGIATE ATHLETICS - OPERATING PROCEDURES

### I. Responsibilities of the Committee

As outlined in the *Academic Faculty and Administrative Professional Staff Manual*, Section C.2.1.9.5.h.c. the Committee on Intercollegiate Athletics shall consist of one academic faculty representative from each college, and the Libraries, the Faculty Athletic Representative (*ex officio*), two students, one of whom will be a graduate student, and the Director of Intercollegiate Athletics (*ex officio*).

The Committee on Intercollegiate Athletics shall recommend to the Faculty Council policies pertaining to intercollegiate athletics, review compliance with policies adopted, and act in an advisory capacity to the Director of Intercollegiate Athletics. Specifically, the standing committee shall have the following responsibilities:

- A. To recommend to the Faculty Council policies pertaining to the operation of the Department of Athletics, including rules compliance, academic integrity, and the general welfare and equitable treatment of student athletes and staff.
- B. To review annually intercollegiate athletics' programs and make recommendations to the Director of Athletics regarding the operation of the Department, including selection and retention of sports, academic integrity, compliance, and the general welfare and equitable treatment of student athletes and staff.
- C. To advise the Director of Athletics and the Faculty Athletics Representative on positions to be taken on national and conference issues.
- D. To advise the President on the selection of the Director of Athletics and the Faculty Athletics Representative.
- E. To perform functions requested or required of a Faculty Intercollegiate Athletic Committee by the National Collegiate Athletic Association, and/or athletic conferences of which the University may be a member.
- F. To review summaries of student-athlete exit surveys, academic progress reports, and other appropriate reports, and to include an assessment of this information in the Committee on Intercollegiate Athletics annual report to Faculty Council.

### II. Actions and Tasks Common to All Meetings

- A. Corrections to and approval of minutes
- B. Old business
- C. New business
  - 1. Functions as prescribed by the Code

- 2. Act on any queries raised by Executive Committee to Faculty Council
  - D. Athletic Director's report
  - E. A quorum consists of six voting members.
- III. Meetings Having Specific Agenda Items
- A. May: Election of Chair
  - B. November: Report of Academic Coordinator
  - C. December: Proposed NCAA legislation
  - D. February: Report on satisfactory progress compliance of athletics
  - E. March: Submission of annual report to Faculty Council
  - F. April: Review athletic budget, year ending, and project budget

**D. COMMITTEE ON LIBRARIES - OPERATING PROCEDURES (Adopted February 2008)**

The Committee on Libraries adopts the following procedures to enhance its operational efficiencies:

1. Conduct of meetings: In accordance with all Faculty Council Standing Committees all meetings will abide by and follow *Robert's Rules of Order*.
2. Coordination with the Dean of Libraries: Two weeks prior to the monthly Committee on Libraries (CoL) meeting, the chair will meet with the dean to review minutes from the previous meeting and finalize the meeting agenda for the upcoming meeting to ensure that all issues brought forth to the CoL are addressed. After this meeting the meeting minutes and upcoming meeting agenda will be distributed to committee members.
3. Election of CoL Chair: According to Section C.2.1.9.3 Membership and Organization, after members of standing committees are elected, as specified in Section C.2.1.9.4., the continuing and newly elected members of each standing committee, other than the Executive Committee, shall meet and elect a committee chair for the coming term (Fall) before May 15. Priority shall be given to those members who have served a minimum of one (1) year and whose terms officially extend into the next year by appointment or re-election. Duties of the chair shall include shadowing the current chair in all ex officio coordination meetings, agenda development, events as appropriate, review/development of meeting minutes and assistance in drafting the annual report.
  - a. Shadowing: Commencing the Spring semester, the CoL Chair shall apprise those interested members of all the opportunities for shadowing to familiarize oneself with the responsibilities of the office.
4. End of Year Reporting: In accordance with Faculty Council requirements the Chair and Chair Elect will develop the annual report coordinating with the Dean of Libraries. At the same time, a letter to the Committee on Strategic and Financial Planning will be developed and delivered to update regarding the libraries budgetary requirements and anticipated concerns for the next year.

**E. COMMITTEE ON NON-TENURE-TRACK FACULTY (Revised October 2015)**

1. Only the members of CoNTTF (including the Chairperson of Faculty Council as an ex officio, non-voting member) may attend CoNTTF meetings unless invited by CoNTTF. Such an invitation may be extended by the Chairperson of CoNTTF, or, with the approval of a majority of the other voting CoNTTF members, an invitation may be extended by any CoNTTF member.
2. A CoNTTF member who expects to be absent from CoNTTF meetings for an extended period of time should inform his or her college representative on the Committee on Faculty Governance (CoFG) so that CoFG may appoint a temporary replacement. The CoNTTF member should also inform the Chairperson of CoNTTF. CoNTTF's discussions and voting work best when there is representation from all areas and all members are updated and educated on the relevant and pertinent issues of the committee and the non-tenure-track faculty at the University. Members shall follow the procedures indicated in section C.2.1.9 (The Regular and Specialized Standing Committees of Faculty Council) of the *Academic Faculty and Administrative Professional Manual* in regard to absences and member substitutions.
3. CoNTTF will elect a Chair and a Vice Chair each spring semester for the following academic year. The leadership team will work together to ensure the charge of the committee is carried out.
4. A quorum consists of more than half of the voting members.
5. In the event that the Chairperson is not present to convene a meeting of CoNTTF, either during the Fall or Spring semesters or between academic terms, the Vice Chair may convene a meeting and act as Chairperson pro tem. If both the Chair and Vice Chair are not present, any other member of CoNTTF may convene a meeting provided all members are duly notified of the meeting at least one week in advance. Provided that a quorum of voting members is present, CoNTTF may elect a Chairperson pro tem for that meeting only from among the voting members and conduct business. If the Chairperson knows in advance that he or she will not be present at a regularly scheduled meeting, then he or she may appoint a Chairperson pro tem for that meeting.
6. Operating Procedures must be approved annually by October 1 by at least a simple majority of the voting members. Amendments to the Operating Procedures require approval by at least two-thirds of the voting members.
7. The CoNTTF meetings are numbered consecutively in the minutes.
8. The position of Recorder rotates among the voting members other than the Chairperson. The Recorder pro tem prepares minutes and forwards them to the Chairperson for editing and correction. The Chairperson then distributes them to CoNTTF for approval at the next meeting. After adoption of the minutes by CoNTTF, the Chairperson of CoNTTF forwards the minutes to the Chairperson of Faculty Council.
9. It is the responsibility of the Chairperson of CoNTTF to send copies of all correspondence regarding CoNTTF to the Chairperson of Faculty Council. Similarly, it is the responsibility of the Chairperson of CoNTTF to inform the Chairperson of Faculty Council of any significant proposals or recommended actions made to CoNTTF.
10. Committee meetings shall be governed by Robert's Rules of Order, latest edition, unless otherwise specified in these Operating Procedures.

11. An e-mail vote on a specific item may be approved at a CoNTTF meeting where a quorum is present. Such an approval requires the consent of at least two-thirds of the members present, and all absent members must be informed of the e-mail vote and allowed to participate. A separate approval is needed for each specific item. In an e-mail vote, a lack of response from a member will be taken as a negative vote (although a member may respond with an abstention). An e-mail vote shall be used only to approve changes to an item that is near completion at the time that the e-mail vote is approved.

#### **General Procedures in small committees of Faculty Council**

In a meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members are not required to obtain the floor before making motions or speaking, which they may do while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member may speak to a question, and motions to close or limit debate generally should not be entertained.
- Informal discussion of a subject is permitted while no motion is pending.
- Sometimes, when a proposal is perfectly clear to all present, a vote may be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a committee must be approved by vote under the same rules as in other assemblies, except that a vote may be taken initially by a show of hands, which is often a better method in such meetings.
- The Chair need not rise while putting questions to vote.
- The Chair may speak in discussion without rising or leaving the chair; and subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), she/he usually may make motions and usually votes on all questions.

**F. COMMITTEE ON RESPONSIBILITIES AND STANDING OF THE ACADEMIC FACULTY – OPERATING PROCEDURES (Revised November 2016)**

1. Only the members of CORSAF (including the Chairperson of Faculty Council as *ex officio*, non-voting members) may attend CORSAF meetings unless invited by the CORSAF. Such an invitation may be extended by the Chairperson of CORSAF, or, with the approval of a majority of the other voting CORSAF members, an invitation may be extended by any CORSAF member.
2. A CORSAF member who expects to be absent from campus and CORSAF meetings for an extended period of time should inform his or her college representative on the Committee on Faculty Governance (CoFG) so that CoFG may appoint a temporary replacement. The CORSAF member should also inform the Chairperson of CORSAF.
3. A Committee member who expects to miss a meeting may not select a substitute to attend the meeting in his or her place.
4. In the event that the Chairperson is not present to convene a meeting of CORSAF, either during the Fall or Spring semesters or between academic terms, any other member of CORSAF may convene a meeting provided all members are duly notified of the meeting at least one week in advance. Provided that a quorum of voting members is present, CORSAF may elect a Chairperson pro tem for that meeting only from among the voting members and conduct business. If the Chairperson knows in advance that he or she will not be present at a regularly scheduled meeting, then he or she may appoint a Chairperson pro tem for that meeting.
5. A quorum consists of four voting members.
6. Operating Procedures must be approved annually by October 1 by at least a simple majority of the voting members. Amendments to the Operating Procedures require approval by at least two-thirds of the voting members.
7. CORSAF meetings are identified by date in the minutes.
8. The position of Recorder rotates among the voting members other than the Chairperson. The Recorder pro tem prepares minutes and forwards them to the Chairperson for editing and correction. The Chairperson then distributes them to CORSAF for approval at the next meeting. After adoption of the minutes by CORSAF, the Chairperson of CORSAF forwards the minutes to the Chairperson of Faculty Council.
9. It is the responsibility of the Chairperson of CORSAF to send copies of all correspondence regarding CORSAF to the Chairperson of Faculty Council. Similarly, it is the responsibility of the Chairperson of CORSAF to inform the Chairperson of Faculty Council of any significant proposals or recommended actions made to CORSAF.
10. Committee meetings shall be governed by Robert's Rules of Order, latest edition, unless otherwise specified in these Operating Procedures.
11. An e-mail vote on a specific item may be approved at a CORSAF meeting where a quorum is present. Such an approval requires the consent of at least two-thirds of the members present, and all absent members must be informed of the e-mail vote and allowed to participate. A separate approval is needed for each specific item. In an e-mail vote, a lack

of response from a member will be taken as a negative vote (although a member may respond with an abstention). An e-mail vote shall be used only to approve changes to an item that is near completion at the time that the e-mail vote is approved.

12. The position of Vice Chairperson of CORSAP is a voluntary position filled at the request of the Chairperson. Duties of the Vice Chairperson are to assist the Chairperson in one or more of the following duties:
  - a. Check members' schedules and arrange a meeting time and room for the semester.
  - b. Take minutes in the event that the Recorder is absent from the regular meeting.
  - c. Attend Faculty Council meeting in the event the Chairperson cannot attend.
  - d. Attend Executive Committee meeting in the event CORSAP Chairperson has been requested to attend and cannot attend.

**G COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION -  
OPERATING PROCEDURES (Revised August 14, 2009)**

1. Only members of the Committee (including the Chair and Vice Chair of Faculty Council, as *ex officio*, non-voting members and *ex officio* members named annually by consultation with the Provost) may attend meetings unless invited by the Committee or invited by the Chair of the Committee with the approval of the Committee.
2. The Committee will elect a Vice Chair from among its new and continuing members (eligible to be an elected member of Faculty Council) prior to May 15. The Vice Chair is for one year, after which the Vice Chair will stand for election as Chair for one year. The Vice Chair will assume the duties of the Chair in any Research Misconduct proceeding if the Chair has a conflict of interest.
3. Minutes will be prepared and distributed to the members for approval at the subsequent meeting. Minutes are prepared as suggested in the Faculty Council Handbook and are submitted to Executive Committee.
4. A quorum consists of six voting members.
5. The Committee Chair will communicate meeting dates and agendas via e-mail.
6. It is the responsibility of the Chair of the Committee to send copies of all adopted minutes and correspondence of the Committee to the Chair of the Faculty Council. Similarly, it is the responsibility of the Chair to inform the Chair of Faculty Council of significant proposals or actions made to the Committee by members of the faculty or administration.
7. In the event that the Chair is not present to convene a meeting of the Committee, any other member of the Committee may convene a meeting provided all members are duly notified of the meeting. Provided that a quorum of voting members is present, the Committee may elect a Chair pro tem for that meeting only and conduct business.
8. A committee member who is to be absent from campus and committee meetings for an extended period of time should inform his/her college's representative on the Committee on Faculty Governance so that the Committee may appoint a temporary representative.
9. An annual report will be prepared and reviewed by the Committee prior to submission. The report is for the year June 1 to May 31. The format is indicated in the *Faculty Council Procedures Handbook*.
10. Review of these Operating Procedures or amendments to them is to be done annually by October 1 with at least a simple majority vote of the Committee members present at the meeting.
11. Committee meetings shall be governed by *Robert's Rule of Order*, latest edition.



## H. COMMITTEE ON SCHOLASTIC STANDARDS - OPERATING PROCEDURES (Revised September 2010)

### I. Operating Procedures

- A. The Committee on Scholastic Standards (CoSS) will consist of one academic faculty member from each college and the Libraries and the Executive Director of the Center for Advising and Student Achievement (CASA) (*ex officio* non-voting).
- B. A CoSS member who is to be absent from CoSS meetings for an extended period of time should inform his/her college representative serving on the Committee on Faculty Governance (CoFG) so that the CoFG may appoint a temporary representative.
- C. Only members of CoSS (including the Chair and Vice Chair of Faculty Council as *ex officio*, non-voting members) may attend CoSS meetings unless authorized or invited by CoSS or the Chair of CoSS the approval of CoSS members.
- D. A quorum consists of five voting members present at the meeting.
- E. A Chair shall be elected from its new and continuing members (eligible to be an elected member of Faculty Council) prior to May 15.
- F. CoSS may elect a Vice Chair from its new and continuing members (eligible to be an elected member of Faculty Council), prior to May 15. The Vice Chair will assume the Chair's duties in her/his absence and may share other duties, such as attending Faculty Council meetings in place of the Chair.
- G. CoSS meetings shall be governed by *Robert's Rules of Order*, latest edition.

### II. Overview

CoSS consists of one representative from each of the colleges and one representative of the Office of the Provost (typically the Executive Director of CASA). There is no student representation on CoSS due to the nature and content of the items of consideration; however, student input may be solicited on particular issues.

CoSS has no authority in issues of scholastic standards for graduate students; such issues are referred to the Committee on Scholarship, Research, and Graduate Education and the Graduate School. Retroactive withdrawals, however, are reviewed by CoSS.

In order to perform the basic functions of CoSS, CASA serves as the administrative arm of CoSS through its Director. Student appeals of academic dismissal, notification of dismissal or probation, requests for retroactive withdrawal, and requests for academic fresh start are handled through CASA. Specific procedures are developed by CASA staff with input from the Chair of CoSS.

The CoSS is encouraged to hold an annual information sharing meeting with representatives of the University Counseling Center, the Office of Women's Programs and Studies, and Resources for Disabled Students, as documentation from these offices frequently accompanies retroactive withdrawal requests and academic dismissal appeals.

The CoSS annual report is submitted to the Faculty Council office after the final academic dismissal appeals review for the academic year (typically later than the standing committees annual reports deadline).

### III. Duties of CoSS

- A. To receive or initiate recommendations pertaining to undergraduate scholastic standards and regulations.
- B. To oversee enforcement of these scholastic regulations within each college.
- C. To receive and act upon appeals arising from enforcement of these scholastic regulations.

### IV. CoSS Functions

CoSS performs three recurring functions that require procedural guidelines. The first is the oversight of the academic fresh start process. The fresh start policy is a portion of the University's scholastic standards policy and is articulated in the University General Catalog. Since granting of an academic fresh start is automatic if a student has not been enrolled as a regularly registered student for a period of at least five years, the Executive Director of CASA will brief CoSS on the number and disposition of requests made on a semester basis and ask for input on any modification in administrative procedures used by his staff. No other action need be taken by CoSS.

- A. In certain instances, a student may want to reverse (or repeal) his or her Fresh Start. The Committee on Scholastic Standards, with oversight of the Fresh Start process, will be the reviewing body for this process. The Center for Advising and Student Achievement will bring requests forward to the committee. Common situations whereby a student would like to reverse/undo their Fresh Start include:
  - The student is transferring (other institutions have not accepted transcripts with Fresh Start).
  - The Fresh Start presents a financial burden to the student, since it may take longer to graduate using Fresh Start.
  - The student has changed their major and their new major does accept D grades; it would therefore be more timely to graduate in the new major without the Fresh Start.

#### Procedure

- The student must submit the request in writing, with his or her reasons addressed. CASA will accept the request, as it is the administrative arm of the Committee on Scholastic Standards.
- The student may not request that this reversal be reversed/changed again.

- B. On occasion, a student may wish to apply for a Fresh Start before being away 5 years. In these cases, students must appeal to the Committee, by submitting materials through CASA.

#### Procedure

- The student must submit a written statement discussing why it is important that they begin their education as soon as possible and why they are now prepared to do so successfully.

- The student must include documentation, including some form of credentials earned either at another college, the workplace, or by earning letters of recommendation for volunteer activities.
- The student may submit professional documentation explaining why their first attempt at college was unsuccessful.

The second function is the review and action on retroactive withdrawals. The policy on retroactive withdrawals is clearly articulated in the most current *University General Catalog*. CoSS procedures for review of these requests are attached. No action shall be taken on any retroactive withdrawal except by action of a quorum of CoSS or by a subcommittee appointed by a quorum of CoSS.

The third function is action on appeals of academic dismissal. The scholastic standards policy is articulated in the *University General Catalog* and procedures for the review of appeals arising from the dismissal are attached. No actions shall be taken on any appeal of academic dismissal except by action of a quorum of CoSS or by a subcommittee appointed by a quorum of CoSS.

## V. Procedures for the Review of Retroactive Withdrawals

The University policy on retroactive withdrawals is presented in the current edition of the *University General Catalog* and focuses on the fact that a student must have experienced circumstances or an incident of such proportion or impact that he/she could not have reasonably been expected to possess normal capabilities necessary to satisfactorily complete the semester. As such, an element of judgment must be exercised by each CoSS member in reviewing the request for a retroactive withdrawal. Procedures and guidance relative to review of requests for retroactive withdrawals are presented in succeeding paragraphs.

### A. CASA Responsibility

A student may file a request for a retroactive withdrawal at any time for one or more semesters of continuous enrollment. The request is made on forms supplied by CASA and the student attaches a personal statement and any substantiating or supporting documents to this form. The student will be counseled by CASA personnel to **document in so far as it is possible all explanations, conditions, positions, or outcomes with third-party written documentation in support of the student's position**. The completed withdrawal request is returned to CASA and is then distributed to all CoSS members prior to the next regularly scheduled meeting. When a decision is reached, CASA will prepare a recommendation to the Office of the Provost based on the recommendations of CoSS concerning the retroactive withdrawal. The Office of the Provost will make the final determination relative to a retroactive withdrawal and may uphold or overturn the recommendations of CoSS.

### B. Student Responsibility

It is the responsibility of the student to file his or her request with CASA on forms supplied by the Center. The request is accompanied by a personal statement from the student and ***such supporting documentation and letters from other persons as may support the student's request. The student is encouraged to substantiate his or her personal statement with as much third-party documentation as possible.***

### C. CoSS Responsibility

Each CoSS member shall bear in mind that the retroactive withdrawal process is intended to be a "safety net" to address those cases where students were so severely traumatized by an event or condition that he/she could not have satisfactorily completed the semester. The following conditions would not qualify a student for a retroactive withdrawal:

1. Failure to perform due to bad habits, bad judgment, poor time utilization, or too great a work load outside of the academic program.
2. Failure to perform due to an inability to deal with failed emotional, physical, or intellectual relationships, either personal or of a family nature, ***unless it may be clearly demonstrated by the student's file that these issues resulted in such trauma as to have incapacitated the student.***
3. Failure to use existing University mechanisms to address a class or group of classes, such as withdrawal from the class; failure to negotiate with the professor for an alternative completion mechanism; failure to withdraw from the University; or failure to use advising or CASA resources to address the issue.
4. Ignorance of the University policies and procedures governing student rights, responsibilities, and actions relative to withdrawal from a class or the University.
5. Failure to exercise judgement and perform actions that could have reasonably been within the capabilities of the student.

Generally speaking, CoSS would refuse a request for a retroactive withdrawal under the following conditions:

1. The student has started the fourth semester following the last semester of the withdrawal request. It is not unreasonable to assume that active modification of a poor semester(s) should have occurred prior to this time.
2. More than four calendar years have elapsed (regardless of the number of semesters for which classes were registered) since the end of the last semester covered by the request.
3. The student has received a degree from Colorado State and the semester in question was used to meet University, college, or departmental requirements for the degree.

In each of these cases, CoSS would summarily reject the request upon due consideration ***unless the student presented mitigating and persuasive evidence to the contrary.***

#### D. Evaluation Criteria

Each file should be evaluated based on the following criteria:

1. Is the personal statement clear in explaining the circumstances that led to the request for a retroactive withdrawal? It must clearly explain how the student suffered from such consequences as to be unable to satisfactorily complete the

semester. A failure to perform is not the basis for a retroactive withdrawal. Therefore, such statements as "I did not manage my time well" or "the transition to the University was so different from high school that I underestimated the amount of study time necessary" or "I did not have very good study skills" should not form the basis of a successful request. These items are clearly routine circumstances that are clearly within the ability of the student with our existing support network to address and solve. However, should the student state that he/she was suffering from such severe relocation study anxiety as to be unable to perform **and** have the documentation from counselors or doctors to support this statement, that could form the basis for a successful request.

2. Is the request supported by counselors, doctors, parents, friends, or such other third parties that may have reasonably been expected to be familiar with the student's situation and frame of mind during the time period of the request? Does the documentation clearly support and amplify upon the personal statement? Is the evidence clear, lucid, and convincing? A successful request for a retroactive withdrawal should be supported with third-party documentation to verify the student's personal statement. It is incumbent upon CoSS member making the review to weigh the veracity, authenticity, and applicability of the file and supporting materials. CoSS member is not expected to conduct an investigation beyond the review and consideration of those items that constitute the completed file.

## **VI. Procedures for the Review of Appeals of Academic Dismissal**

The scholastic standards policy of the University is presented in the current edition of the *University General Catalog*. As stated by the policy, a student academically dismissed from the University may appeal that dismissal. A successful appeal will grant the student an additional semester of probationary time to raise the CUM GPA to a level of 2.0 or higher to return to good academic standing. CoSS is mandated to review all appeals in accordance with the deadlines stated in the University policy. Guidance and procedures for review of student appeals are presented in succeeding paragraphs.

### **A. Student Responsibilities**

The student must file an academic appeal on forms available from CASA according to the deadlines presented in the University policy. All supporting documentation from third parties must be included with the file submitted by the student. When the file is complete, CASA will forward the file to a CoSS representative for review. Each student completing his or her second semester of probation will be notified by mail during the course of this second semester advising him/her of the potential consequences of his/her academic performance. Students will be informed of their right to appeal an academic dismissal and the procedures for so doing.

Should a student file an academic appeal and be granted one additional semester of probation, that student shall be dismissed from the University for a second time if the CUM GPA is not equal to or greater than 2.0 at the end of the probationary semester. Such a student may, under the provisions of the scholastic standards policy, appeal that second dismissal using the appeals procedure.

After a student's appeal of academic dismissal has been denied he or she may request a personal appearance before CoSS to present information about the measures he or she has taken or plans to take to achieve good academic status with the University since the dismissal. The purpose of this presentation is to provide information which might persuade CoSS to grant one additional term on probation because of changes in study habits or work schedules; improved test-taking skills or

academic major changes; anticipated improvement in the student's academic deficiency based on projected new grades, completion of "I's" or other documented grade changes; or other relevant information. These appearances before CoSS may be scheduled after the beginning of the semester following the student's dismissal but it is recommended that requests be made only after students have formulated or implemented a comprehensive plan to improve their chances to achieve good scholastic status or have evidence of promising new grades.

While a student may choose to have advisors present at the personal appearance only the student will be recognized for presentations to CoSS.

**The personal appearance following academic dismissal provides a student with the opportunity to obtain additional guidance concerning her or his academic plans and is offered by CoSS as consistent with Colorado State University's heritage as a land-grant institution.**

B. CASA Responsibilities

CASA will distribute appellate forms and will collect and compile these forms with their supporting documentation. Files not completed and received in CASA by the applicable deadline **will not be considered by CoSS**. CASA will counsel with students in the preparation and filing of their appeals. CASA will distribute evenly those completed files to CoSS representatives for consideration.

CASA will have a representative present at all meetings of CoSS to consider academic appeals and will assume the responsibility of notifying the student of CoSS action. The CASA representative will serve as a student advocate and advisor to CoSS and will not have a vote in any proceedings of CoSS.

C. CoSS Responsibilities

Each CoSS member shall review the files of students for purposes of preparing a recommendation to CoSS of the whole. Generally speaking, a file will be examined for clearly documented extenuating circumstances; for evidence as to whether the student has identified and addressed the reasons leading to poor academic performance; for evidence of improvement of the CUM GPA during the time on probation; and for evidence that would lead one to conclude there is a significant **probability** of the student returning to acceptable academic standing if granted one additional semester of probation. CoSS members will keep in mind that any student appealing an academic dismissal has completed no less than two semesters on probationary status and should be able to present a **most convincing and compelling argument for his/her ability to return to good academic standing** before receiving a recommendation to grant an additional probationary semester.

CoSS has agreed to use the following guidelines when reviewing appeals of academic dismissal to provide equitable treatment of all students. If a student is within 5 quality points of a 2.0 CUM GPA and has shown a semester GPA greater than 2.0 for both probationary semesters (fall and spring; summer will not be considered a probationary semester), the reviewer will be obligated to present that file to CoSS of the whole for consideration. The reviewer may choose to support, oppose, or remain neutral in the presentation of the file, but CoSS will vote to support or deny the appeal after a presentation by the reviewer. If the student is not within 5 quality points of a 2.0 CUM GPA and/or has not shown semester GPA's in excess of 2.0 for both probationary semesters, the reviewer will consider the remaining documentation and contents of the file in order to determine whether a presentation to CoSS to grant the appeal will be made. If there is, in the opinion of the reviewer, compelling evidence to suggest that this student may achieve a CUM GPA of 2.0 or higher given one additional semester of probation, the reviewer may make a presentation in support of the appeal

to CoSS. CoSS will then vote on this proposal. In all other cases, the reviewer will recommend denial of the appeal based on failure to perform to minimum standards set forth in the scholastic standards policy. CoSS will vote on this recommendation.

CoSS of the whole may accept or reject any recommendation of any one CoSS member. All actions of CoSS will be by majority vote of the membership. A tie vote shall be deemed to **signify granting** of the appeal. Proceedings of CoSS relative to academic appeals will be privileged and not available for general discussion or distribution. All appeals files shall remain with CASA following consideration and CoSS action. CASA shall have responsibility for notification of the student following action by CoSS.

In the event of a student's request for a personal appearance following an unsuccessful written appeal, the Chair, as his or her option, shall appoint a hearing board composed of no less than two CoSS members and not more than the entire CoSS membership to hear the personal appeal. The Chair of CoSS will schedule all hearings and hearing boards to address these personal appeals as soon as possible in the next regular semester following the unsuccessful appeal. The Board shall vote on each appeal and may uphold or reverse the earlier CoSS. In the event of a split decision or a tie ballot, the student will be granted the appeal. In no case may the appellant be granted more than one additional regular semester of probationary time to raise the CUM GPA to a level of 2.0 or higher. Hearings shall be limited to fifteen (15) minutes and the student may have advisors present, but only the student will be recognized to address the Board.

#### D. General Information

Following the end of any regular semester, it is assumed that students who have been academically dismissed will have preregistered for the next semester. The registration will remain valid until such time as all written appeals are acted upon. At the conclusion of the actions relative to written appeals, the registration of all students who did not appeal their dismissal or who filed an unsuccessful appeal will be canceled.

The dates, times, and places of CoSS meetings for consideration of appeals will be set by the Chair of CoSS in accordance with the deadlines stated in the University policy. CoSS members are encouraged to be aware of these guidelines and to make themselves available for consideration of appeals. In the event that a CoSS representative may not attend, the balance of CoSS members shall act on behalf of the absent member.

**I. COMMITTEE ON STRATEGIC AND FINANCIAL PLANNING - Operating Procedures  
(January 2017)**

1. Only members of the Committee including the Chairperson of Faculty Council, and other *ex officio* members (one dean, the Provost or his/her representative, the Vice President for Finance and Administration, the chair of the Administrative Professional Council, and the chair of the Classified Personnel Council), may attend CoSFP meetings unless invited by the Committee. Such an invitation may be extended by the Chairperson of the Committee, or, with the approval of a majority of the other voting Committee members, may be extended by any Committee member.  
  
With the exception of the chairs of the Administrative Professional Council, Classified Personnel Council, and Committee on Non-Tenure Track Faculty, *ex officio* members shall be non-voting.
2. A Committee member who is to be absent from campus and Committee meetings for an extended period of time should inform both the CoSFP Chair and his or her college representative on the Committee on Faculty Governance so that said Committee may appoint a temporary replacement.
3. A Committee member who expects to miss a meeting may select a substitute to attend the meeting in his or her place. Substitutes are to be informed as to any on-going issues to the extent possible.
4. In the event that the Chairperson is not present to convene a meeting of the Committee, either during the Fall or Spring semesters or between academic terms, any other member of the Committee may convene a meeting provided all members are duly notified of the meeting at least one week in advance. Provided that a quorum of voting members is present, the Committee may elect a Chairperson pro tem from among the voting members for that meeting only and conduct business. If the Chairperson knows in advance that he or she will not be present at a regularly scheduled meeting, then he or she may appoint a Chairperson pro tem for that meeting.
5. A quorum consists of a simple majority of voting members. All motions shall be approved by simple majority unless indicated otherwise.
6. Operating Procedures must be approved annually by September 15 by at least a simple majority of the voting members. Amendments to the Operating Procedures require approval by at least two-thirds of the voting members.
7. Committee meetings are tracked by date.
8. The Chairperson will serve as Recorder. DRAFT minutes of each meeting will be prepared and electronically forwarded to all Committee members for approval at the next meeting. After adoption by the Committee, the Chairperson forwards the minutes to the Chairperson of Faculty Council. Minutes shall be recorded as being adopted, including amendments and additions, at the next subsequent meeting.
9. It is the responsibility of the Chairperson of the Committee to send copies of all correspondence of the Committee to both the Chairperson of Faculty Council and the Executive Assistant to Faculty Council. Similarly, it is the responsibility of the Chairperson to inform the Chairperson of Faculty Council of any significant proposals or recommended actions made to the Committee by members of the faculty, staff, or administration.
10. The chairperson will serve as a member of the Council of Deans and the Vice Presidents Operations Forum, and will be present as a guest at Cabinet meetings. The chairperson and other CoSFP members may, when appropriate, serve on other ad hoc university task forces and committees focusing on budget and strategic planning matters.
11. Committee meetings shall be governed by Robert's Rules of Order, latest edition, unless otherwise



specified in these Operating Procedures.

12. An email vote on a specific item other than meeting minutes may be approved at a committee meeting where a quorum is present. Such an approval requires the consent of at least two-thirds of the voting members present and all absent members must be informed of the vote and allowed to participate. A separate approval is needed for each item. If an item contains several parts or sections, then the email vote may include all parts or sections. In the email vote, a lack of response from a member in the specified timeframe will be recorded as an abstention. Meeting minutes may be approved by email vote at any time after draft minutes are distributed and any additions and/or corrections made with changes re-distributed to the Committee prior to a final vote.

**J. COMMITTEE ON TEACHING AND LEARNING - OPERATING PROCEDURES (Revised October 10, 2011)**

1. The Committee on Teaching and Learning will utilize the below operating procedures in fulfillment of its primary duties as specified in Section C.2.1.9.5.i of the Academic Faculty and Administrative Professional Manual. The University Distinguished Teaching Scholar selection process and selection criteria are provided in Appendix A.
2. A Committee member who is absent from campus and Committee meetings for an extended period of time should inform his/her college's representative on the Committee on Faculty Governance so that the Committee on Faculty Governance may appoint a temporary representative.
3. A quorum shall consist of the majority of appointed voting members.
4. Passage of these Operating Procedures or amendments to them must be completed by October 1 with at least a simple majority vote of the Committee.
5. Committee meetings are identified by date in the minutes.
6. The Secretary prepares the minutes and distributes them to the members for approval at the subsequent meeting. After adoption by the Committee, the Chair forwards the minutes to the Chair of Faculty Council.
7. It is the responsibility of the Chair of the Committee to send copies of all correspondence of the Committee to the Chair of the Faculty Council. Similarly, it is the responsibility of the Chair to inform the Chair of Faculty Council of any significant proposals or actions made to the Committee by members of the academic faculty or administration.
8. Committee meetings shall be governed by Robert's Rules of Order, latest edition, unless otherwise specified in these Operating Procedures.
9. Voting on a motion may be conducted by email if approved by a majority of voting members present at a scheduled meeting.

Appendix A

Purposes and Procedures for Selection of University Distinguished Teaching Scholars

This appendix describes the purpose, rights and responsibilities, and the procedures for selecting University Distinguished Teaching Scholars.

I. Purpose

The purposes of the University Distinguished Teaching Scholars designation are:

- a. to confer honor upon faculty members for outstanding teaching and
- b. to symbolize the continuing commitment of Colorado State University to the pursuit of excellence in teaching and learning.

The status of the University depends upon the stature of the faculty, and the University

chooses through this distinction to recognize role models for emulation. To assure the fulfillment of the intended purposes, the University relies upon faculty judgments in the appointment process.

University Distinguished Teaching Scholars shall have records of performance ranking them among the most outstanding teachers and educators in their disciplines, as reflected by their accomplishments as both scholar and teacher, lending talents and expertise to teaching-related projects and scholarship at Colorado State University. University Distinguished Teaching Scholars will have received national and international acclaim in recognition of outstanding achievement. Finally, they will have earned the title of University Distinguished Teaching Scholar because of their records of continuing and cumulative accomplishment in teaching and scholarship. During the first three years of their appointment, University Distinguished Teaching Scholars will undertake a project of their choice that promotes excellence in teaching.

The title, "University Distinguished Teaching Scholar," is conferred for the duration of the faculty member's association with the institution. The title of University Distinguished Teaching Scholar does not refer to another academic rank analogous to Professor or Associate Professor. All persons who hold this title must have tenure. Only 12 persons may hold the title at any one time, inclusive of any Distinguished Teaching Scholars holding transitional appointments.

## II. Rights and Responsibilities

- a. Those faculty members designated as University Distinguished Teaching Scholars:

settings;  
 May be identified by title in matters relating to the University and all academic  
 Will be identified by title in University publications;  
 Will receive appropriate recognition at academic ceremonies;  
 Will receive a special medallion suitable for wearing with academic regalia;  
 Will receive a permanent base salary increment of \$7,500; and  
 Will receive an annual \$2,500 operating account (for a minimum of three years) from their home College to enable them to pursue an instructional improvement/innovation project.

## III. Selection Process

- a. The Provost, or a designee, will issue a call for nominations annually until 12 University Distinguished Teaching Scholars have been appointed and only in the event of vacancies thereafter. The total of 12 is inclusive of University Distinguished Teaching Scholars holding transitional appointments.
- b. Nomination materials must include the following:
1. A cover letter addressing the Nominee's qualifications, summarizing his/her accomplishments, and indicating why he/she merits the title of University Distinguished Teaching Scholar, signed by the Nominator and approved by the respective Dean.
  2. Supporting evidence:

Statement of contributions to the enhancement of teaching and learning in higher education and/or a list of publications in the scholarship of teaching and learning;

Description of previous contributions to the development of teaching and learning at Colorado State University (e.g., workshops led, presentations made);

List and description of awards for teaching;

List of externally funded grants for instructional improvements and innovations;

Evidence of contributions to the development of new curricula;  
Products involving instructional innovations and improvements (e.g., via multimedia or Web-based delivery);

Current curriculum vitae.

3. Evaluations:

Evaluations from students and faculty peers;

Reports from external evaluators.

4. Nominees statements:

Reflective statement from the candidate regarding teaching and learning and ideas for innovation in instruction;

Description of a three year instructional improvement/innovation project which the candidate will undertake once appointment and a statement about the project's value to the college and/or university.

c. Evaluation and recommendations:

1. An electronic copy of the nomination materials should be submitted to the Provost.
2. The Provost will appoint a selection committee to be comprised of at least five current University Distinguished Teaching Scholars, two members of the Faculty Council Committee on Teaching and Learning, a representative of the Council of Deans, a representative of the Associated Students of Colorado State University, the Vice Provost for Undergraduate Affairs, and the Vice Provost for Faculty Affairs, serving as Chair.
3. The selection committee shall determine which of the nominees meet the criteria and will make a recommendation to the Provost.
4. The Provost shall transmit any nominations with which he/she concurs to the President.

5. The President, in turn, shall consider the nominations and, contingent upon his/her approval, advance them to the Board of Governors for final consideration.

#### IV. Responsibilities of the Provost

The Provost will take appropriate steps to publicize the University Distinguished Teaching Scholar Program, assuring full awareness and understanding across the campus. Announcements and other communications will be issued at proper times. In addition, responsibility for making all arrangements for proper ceremony and recognition of title-holders will reside with the Provost.

**K. COMMITTEE ON UNIVERSITY PROGRAMS - OPERATING PROCEDURES (Adopted November 2002 - Revised October 2009)**

The duties of the Committee on University Programs (CUP) as described in the *Academic Faculty and Administrative Professional Manual* Section C.2.1.9.5 are:

The Committee on University Programs shall consist of one academic faculty representative from each college and the Libraries, one graduate student and one undergraduate student. Annually, the standing committee, in consultation with the Provost and the Chair of Faculty Council, shall name *ex officio* members who are expected to actively participate in standing committee deliberations. The duties of this standing committee shall be:

1. Concerning Centers, Institutes, and Other Special Units (CIOSU):

- a. To develop and recommend to Faculty Council actions for approval regarding University CIOSUs. The Committee on University Programs will use the following criteria to evaluate each CIOSU application:
  - Consistency of the mission of the unit with the mission and strategic plan of the University
  - Name of unit; verify the name does not overlap with existing units
  - Staffing: unit contains a viable number of faculty and/or staff
  - Budget; initial budget and financial projections appear to be realistic. If the CIOSU proposal requests University resources other than faculty time, funding reviewed by the Committee on Strategic and Financial Planning (see B.2.6.2).
- b. Following CUP action on a proposed CIOSU, the Chair of CUP will notify the director of the proposed CIOSU of CUP's recommendation. This correspondence shall clarify that final approval is contingent on Faculty Council approval.
- c. A CIOSU can obtain temporary approval due to unusual circumstances (e.g. emergency situation) for a maximum of six months from the Provost or the Vice President for Research (VPR). The Provost and VPR will notify CUP of such action within one week. It is the responsibility of the CIOSU Director to submit a formal application to CUP for review and action prior to the six month expiration date.
- d. At any time that a CIOSU which has not obtained formal approval by CUP, Faculty Council, VPR, or Provost is discovered, CUP will notify the director of the CIOSU of the need to submit an application for formal review. The CUP will report failure to comply with this request within four weeks to the VPR and /or Provost, who will take further action.
- e. If CUP determines a need for additional information before action can be taken, the CUP Chair will contact the proposed CIOSU director to obtain that

information. The CUP may also invite a representative from a proposed CIOSU for clarification of information prior to taking action. The representative need not be present for the final vote.

- f. The VPR Office will serve as the repository for all CISO information.
  - g. If a CIOSU changes directors, there is no need for additional CUP approval. The CIOSU should send a memo to the VPR's office and copy the CUP chair and the Faculty Council office.
2. To develop and recommend to Faculty Council policies and procedures for the establishment, continuance, and termination of CISOs meeting the established criteria.
  3. All CISOs will be reviewed on at least a biennial basis to be determined by the administrative unit in collaboration with the VPR's office. The following timeline is proposed:
    - a. September 1: VPR will send letters to all unit administrators (e.g. Deans) requesting verification of current listing of CISOs under their purview and an biennial report using an approved form for each CIOSU (see form Appendix A).
    - b. October 1: Completed biennial reports due to VPR. The VPR office will confirm that all biennial reports have been received. The VPR will keep the original copy of the biennial reports and forward copies to the Faculty Council office and the Provost.
    - c. October 15: Faculty Council Chair will forward copies of biennial reports to CUP.
    - d. January 15: Recommendations from Provost and VPR due to CUP.
    - e. March 15: CUP recommendations due to Faculty Council office.
    - f. April Faculty Council meeting: CIOSU Biennial Review and Recommendations acted upon.
    - g. By May 10: VPR office notifies each director of Faculty Council's action.
  4. To recommend policies to the Faculty Council related to University Advancement, Conference Services, and University facilities that affect the academic function of the University.
  5. To recommend policies to the Faculty Council related to international activities, including international education, research and development, training, student services, and Intensive English.

General Procedures:

1. A Chair shall be elected annually by May 15 by continuing and newly elected members by at least a simple majority vote of the Committee. Committee meetings will be scheduled by the Chair and announced to the Committee members. Meeting agendas and materials will be sent to members in advance of each meeting.

2. A quorum consists of six (6) voting members.
3. In the event that the Chair is not present to convene a scheduled meeting of the Committee and has not designated a substitute, any other member of the Committee may convene the meeting provided all members have been duly notified of the meeting. Provided that a quorum of the voting members are present, the Committee may elect a Chair pro tem for that meeting only and conduct business.
4. Substitute representatives may take the place of regularly appointed committee members on a per meeting basis. Substitute representatives may not serve in pro tem positions.
5. The position of Secretary shall be elected each semester (excluding summer) at the first meeting of the Committee by at least a simple majority vote. The Secretary shall record and prepare minutes to be distributed to the Committee members for approval at the subsequent meeting.
6. Committee business, including review of CIOSU applications, may be conducted via email. A formal meeting should be held in the case of applications or other business requiring substantial discussion. For email voting, a motion or proposal is approved when the majority of committee members vote "yes" within a given time-frame.

APPENDIX A  
BIENNIAL REPORT

COLORADO STATE UNIVERSITY CENTERS, INSTITUTES AND OTHER SPECIAL UNITS (CIOSUs)

- I. Name of CIOSU: \_\_\_\_\_
- II. Name of Administrative Director: \_\_\_\_\_
- III. Date CIOSU was established: \_\_\_\_\_
- IV. Is this CIOSU still functional?: Yes \_\_\_\_\_ No \_\_\_\_\_
- V. Do you anticipate it will be functional a year from now?: Yes \_\_\_\_\_ No \_\_\_\_\_
- VI. List up to 10 current CIOSU faculty and/or other personnel and their administrative unit:
 

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
- VII. In 250 words or less, briefly describe the activities, services, training, or research performed, as related to the function/mission of the CIOSU in the past 12/24 months.
- VIII. In 250 words or less, briefly describe the accomplishments and contributions such as grants and contracts, refereed and non refereed publications, and effects on teaching and outreach in the past 12/24 months.
- IX. Budget for the CIOSU (previous 12/24 months)



Internal\* (within CSU) revenue generated: \$ \_\_\_\_\_  
 External\* (outside CSU) revenue generated: \$ \_\_\_\_\_  
 Expenses paid or encumbered: \$ \_\_\_\_\_

\* Do not include in-kind.

X. Signatures

(Admin. Director)	(Department)	(Date)

(Dept. Head)	(Department)	(Date)

(Dean)	(College)	(Date)

(Provost or VPR)		(Date)

Recommended Action by :	Provost/VPR	CUP
Approve:	_____	_____
Disapprove:	_____	_____
Approve with condition:	_____	_____

**L. UNIVERSITY CURRICULUM COMMITTEE - OPERATING PROCEDURES (Adopted April 20, 2001 - Revised August 21, 2015)**

1. University Curriculum Committee (UCC) meetings are open to any member of the university community; however, participation in those meetings except for elected representatives and ex-officio members is at the invitation of the Chair of the UCC.
2. College representatives serve as liaisons between their units, UCC, and the Office of Curriculum and Catalog. Elected representatives are encouraged to send a substitute when they cannot attend a UCC meeting. Whether or no a substitute attends, the elected representative and/or the chair may decide to defer agenda items from their unit to the next meeting when the representative shall be present.
3. In the event that the Chair is not present to convene a meeting of the Committee and has not arranged for another member to act as chair, any other member of the Committee may chair the meeting provided all members are duly notified of the meeting and the agenda. If a quorum of voting members is present, the committee may elect a chair, pro tem, for that meeting only and conduct business.
4. A quorum shall consist of six (6) of eleven (11) voting members of the Committee.
5. A staff member (from the Office of Curriculum and Catalog) appointed by the Provost will act as Secretary of the Committee. The Secretary will prepare an agenda in cooperation with the Chair and shall record and prepare minutes to be distributed to the members prior to the subsequent meeting. After adoption of the minutes by the Committee, the Chair will direct the Secretary to forward them to the Chair of Faculty Council.
6. The Committee may approve UCC minutes by e-mail when this consideration has been agreed to at a regular UCC meeting and would facilitate timely receipt of the approved minutes by the Executive Committee of Faculty Council. Other items of business will only be voted on by e-mail after they have been discussed at a UCC meeting, there is a consensus among the members to have an e-mail vote, and a vote is needed prior to the next regular UCC meeting due to the timeliness of the matter.
7. It is the responsibility of the Chair of the Committee to send copies of all official correspondence of the Committee to the Chair of Faculty Council including an annual report. It is also the responsibility of the Chair to inform the Chair of Faculty Council of any significant proposals or actions made to the Committee by members of the faculty or the administration.
8. Robert's Rules of Order, latest edition, shall govern Committee meetings.
9. The UCC shall by its own authority review, modify, delete, augment and amend the procedures set forth in the Curriculum Policies and Procedures Manual. Changes and the effective date for those changes shall be publicized to the University community well before the effective date. Changes that shall constitute modifications of POLICY or NEW POLICY shall be approved as a special action item before the Faculty Council before adoption.
10. Review and modification of the Operating Procedures shall be by a 2/3 vote, 8 of 11 members, at any regular meeting.
11. The UCC shall meet every Friday - 2:00 p.m. to 4:00+ p.m. beginning the first week of the fall and spring semesters and ending the last week of classes for those semesters. Priority will be given to two meetings per semester for the discussion of curricular policy and issues.

12. Under normal circumstances, items will remain on the agenda as old business for no longer than three (3) meetings. If the item has not been resolved by the third meeting, it will be removed from the agenda and it must be resubmitted with corrections to the Curriculum and Catalog office for consideration as new business.
13. New programs (degrees and majors) will first be on the UCC agenda as an information item at least one week prior to consideration for action.
14. UCC may form ad hoc committees from its members to address identified policies/issues. Additional faculty may be included to assure breadth of perspective related to subcommittee charge.
15. The UCC chair will be invited to attend the Council of Deans when Phase 0, I, and II proposals are being presented and reviewed.
16. The UCC meeting agenda will include a consent agenda for items designated as minor changes (courses and programs). A list of experimental courses approved for 1<sup>st</sup> or 2<sup>nd</sup> offerings will be appended to the weekly agenda.

**APPENDIX A  
ACADEMIC FACULTY REPRESENTATIVES  
UNIVERSITY COMMITTEES  
(3 years if not specified by Committee)**

<b>Committee</b>	<b>Contact Person</b>	<b>Appointee/Representative</b>	<b>Term</b>
Administrative Professional Council	Toni-Lee Viney, Chair	Mary Stromberger, Chair, FC	2017
Advisory Committee on Academic Affairs (ACUA)	Kelly Long, Vice Provost Undergraduate Affairs	Stephanie Clemons, Vice Chair, FC	2017
Advisory Committee on Enrollments	Kelly Long, Vice Provost for Undergraduate Affairs	Stephanie Clemons, Vice Chair, FC	2017
Benefits Committee (4 year term)		Gamze Cavdar	2021
		Kimberly Henry	2020
		Hong Miao	2017
		Bolivar Senior	2018
		Patti Stutz-Tanenbaum	2019
Board of Governors Award for Excellence in Undergraduate Education	Kelly Long, Vice Provost for Undergraduate Affairs	Mary Stromberger, Chair, FC 2016 Recipient Rep. - CoTL	2017
Cabinet	Tony Frank, President	Mary Stromberger, Chair, FC	2017
Campus Safety Advisory Committee	Mark Gill, Chief of Staff ASCSU President	Mary Stromberger, Chair, FC	2017
Classified Personal Council	Stacey Baumgarn, Chair	Mary Stromberger, Chair, FC	2017
Classified Personal Council Outstanding Achievement Award	Stacey Baumgarn, Chair	Mary Stromberger, Chair, FC	2017
Commitment to Campus Advisory Committee	Robert Schur, Director, Office of Policy and Compliance	Mary Stromberger, Chair, FC	2017
Committee on College Articulation and Agreements	Kelly Long, Vice Provost for Undergraduate Affairs	Stephanie Clemons, Vice Chair, FC	2017
Controlled Enrollments Subcommittee	Kelly Long, Vice Provost for Undergraduate Affairs	Appointment by University Curriculum Committee	2017
Council of Deans	Rick Miranda - Provost/ Executive Vice President	Mary Stromberger, Chair, FC (voting member) Chair, CoSFP (non-voting)	2017 2017

Discipline Panel	Melissa Emerson, Director Student Resolution Center	Bradley T. Conner	2020
		Katie L. Gibson	2020
		Alan Van Orden	2018
		Brett Johnson	2018
		Ted Watson	2018
		Iuliana Oprea	2018
		Dawn Grapes	2017
		Beth Oehlerts	2017
		Margarita Lenk	2017
		TBD	2017
		Carla Lopez del Puerto	2016
		TBD	2016
		TBD	2016
		TBD	2016
Employee Appreciation Board	Colleen Timothy	Margarita Lenk	2017
Grievance Panel	Richard Eykholt, UGO (2018) Sharon Anderson, UM (2017) Paul Bell, UM (2017) Peter Jacobs, UM (2017)	Jennifer Nyborg	2020
		Mary Van Buren	2020
		Antonio Pedros-Gascon	2020
		Frank Peairs	2020
		Matthew Johnston	2019
		Richard Slayden	2019
		TBD	2019
		TBD	2019
		TBD	2019
		TBD	2019
		Naomi Lederer	2018
		Piotr Kokoszka	2018
		Yu Wei	2018
		Steve Rutledge	2018
		Iuliana Oprea	2018
		TBD	2018
		TBD	2018
		Zach Hutchins	2017
		Gamze Cavdar	2017
Ross McConnell	2017		
TBD	2017		
TBD	2017		
TBD	2017		
TBD	2017		
Richard Slayden (CVMBS)	2016		
William Hanneman (CVMBS)	2016		
Honorary Degree Committee	Brett Anderson, Vice President for University Advancement Mary Stromberger, Chair FC	UDTS	2017
		UDS	2017
		CoSRGE rep	2017

		Jodie Hanzlik	2017
		Dan Bush	2017
		Dean rep	2017
Information Technology Executive Committee	Patrick Burns, Vice President for Information Technology	Louis Bjostad	2017
Joan Gaynor Kuder Scholarship	Karen Rewinkle	Stephanie Clemons, Vice Chair, FC	2017
Osher Re-Entry Scholarship	Tim Weddington	Mary Stromberger, Chair FC	2017
Parking Services Committee - 2 yr terms	David Bradford, Director Parking and Transportation Services	Michael Pante	2017
		Christos Papadopoulos	2017
Physical Development Committee	Thomas Satterly, Assoc. Vice President for Facilities Management	Carl Burghardt	2017
President's Commission on Diversity and Inclusion	Mary Ontiveros, Vice President for Diversity	Mary Stromberger, Chair, FC Becki Atadero Albert Bimper Anita Bundy Mohammed Hirchi Jimena Sagas	2017
President's Commission on Women and Gender Equity	Sue James, Commission Chair	Sue James	2018
		Zinta Byrne	2018
		Kelly Curl	2018
		Debbie Crans	2018
		Debra Horensky	2018
		Irene Vernon	2016
President's Sustainability Committee	Becca Wren	Paul Doherty, Jr.	2017
Programs of Research and Scholarly Excellence	Alan Rudolph, Vice President for Research	Rep. - Committee on Strategic and Financial Planning	2017
		Rep. - Committee on Scholarship, Research and Graduate Education	2017