

Faculty Senate

Establishment

On September 18, 1964, the Converse General Faculty voted to adopt a plan, proposed by the Eight-year Plan Committee, for a Faculty Senate. The Senate was established on September 25, 1964, when the faculty elected the membership.

The Charter of the Faculty Senate can be found in Appendix D, beginning on page 133.

Membership

See Articles I and II of the charter and Amendments VII, VIII, XVI, XXI, XXII, and XXV.

Senate Committees

All Standing Committees, plus their Chairs, (with the exception of the Tenure, Assessment and Promotion Committee) will be appointed by the President of the Faculty Senate in consultation with the Academic Deans. The President of the Faculty Senate will circulate a survey of committee preferences during the spring semester, with actual appointment occurring after the Senate elections and the election of a new Senate president. Major Standing Committee appointments will be for three years, with each committee consisting of between seven and nine members.

Each committee chair will be responsible for submitting a written report of the committee's activities to the Faculty Senate president and the Provost NO LATER than one week after the end of each long semester. Committees may be asked for interim reports when needed. After review by the Senate, reports will be posted for the information of all faculty.

CURRICULAR PROGRAMS COMMITTEE (CPC)

Responsibilities and Description

To supervise the undergraduate curriculum and special academic programs (such as Freshman Honors and foreign study), to hear student appeals for exceptions to curricular requirements and to refer all approved and rejected proposals to the Faculty Senate as seconded motions, where any Senator may move, with second, to reconsider the decision of the CPC.

Membership

To include a representative from each division of the Faculty Senate. (The Provost acts as chair; the Registrar, Associate Provost for Student Success, the Academic Deans serve as *ex officio* members. In CPC, *ex officio* members do not have voting privileges.)

SPECIAL LECTURES COMMITTEE (SLC)

Responsibilities and Description

To provide disbursement of funds in support of honoraria and travel expenses for guest lecturers or speakers in classes, labs, programs or other related academic events or functions. Funds may be requested by submitting a formal application to the committee for review and appropriate action.

Membership

To be appointed by the faculty senate president as noted above.

FACULTY ENVIRONMENT COMMITTEE (FEC)

Responsibilities and Description

To monitor the various aspects of the total environment in which faculty of the University carry out their responsibilities of teaching and mentoring students, service, and research. It can serve as a think-tank for issues related to benefits, retirement, the work/life experience, and communication between faculty and administration; advocate meritorious proposals that improve the work/life environment for faculty and academic professional staff. The committee works collaboratively with the Senate and the Administration to take steps to improve the faculty environment in areas such as: the basic terms of faculty employment, fringe benefits, faculty compensation and retention, faculty contracts and the facilities and equipment on which faculty rely.

The FEC will meet with the Provost and the president at least once each long semester to discuss issues relating to faculty environment which have been channeled through the Senate. In addition, the FEC will meet with the vice president for administration and the director of human resources each spring semester to review proposed changes to the employee benefits package for the coming year.

Membership

To be appointed by the president of the Faculty Senate. The chair of the FEC committee, also appointed by the senate president, will be a member of the Faculty Senate. The Provost and the director of human resources shall serve as ex officio members of the FEC.

TENURE, ASSESSMENT AND PROMOTION COMMITTEE (TAP)

Responsibilities and Description

To assess faculty for tenure and promotion according to the procedures and guidelines outlined elsewhere in this handbook, presenting recommendations to the administration regarding each candidate's application. The TAP may also advocate proposals for revisions to TAP procedures to the Faculty Senate.

Membership

To consist of six tenured faculty at associate rank or higher, including librarians at associate rank or higher, with at least one representative from each of the three schools: the School of Arts, the School of Education and Graduate Studies, and the School of Humanities, Sciences, and Business elected at-large by general faculty, chaired by President of Senate. Under no circumstances will any Senate division be represented by more than two members on TAP.

TAP nominations will be made at the March Faculty Meeting. An open nomination period will then continue for the next two weeks, excluding Spring Break, during which time nominations may continue to be made to the President of the Faculty Senate by letter or email.

FACULTY DEVELOPMENT COMMITTEE (FDC)

Responsibilities and Description

To coordinate faculty development through research grants, leaves, and sabbaticals; to prepare and announce materials for research and development; to select faculty and faculty projects to receive funding provided by the various trusts and funds available to the University, focusing primarily upon

curriculum or program development, and improvement of teaching and scholarly research.

Membership

To be appointed by the faculty senate president as outlined above. The Provost shall serve as an ex-officio member of the committee.

UNDERGRADUATE ADMISSION COMMITTEE (UAC)

Responsibilities and Description

To recommend and evaluate undergraduate and Converse II admissions policy and to assist in reviewing applicants for undergraduate and Converse II admission. The committee shall meet with the director of admissions and the chair of the retention committee at least four times per year with a minimum of one meeting in each long semester, to monitor the status of admission numbers, compliance with admission standards, policies, and procedures, and aspects of the admission process which bear on retention.

Membership:

To be appointed by the Faculty Senate president as outlined above. The chief academic officer, the director of admissions, and the chair of the retention committee (an administrative committee) shall serve as ex-officio members of the UAC.

AWARDS AND HONORARY DEGREES COMMITTEE (AHD)

Responsibilities and Description

AWARDS: To solicit nominations and select recipients for the following scholarships or awards:

- Mary Mildred Sullivan (non-student and student)
- American Legion (student)
- J. Lacy McLean (student)
- Ravenel Scholarship (student)
- Kathrynne Amelia Brown Award for Teaching (faculty)
- Strom Thurmond/Holly Richardson (student)

In selecting recipients for the Mary Mildred Sullivan (student), the American Legion and the J. Lacy McLean Awards, the newly elected Executive Board of the Student Government Association joins the Awards Committee as voting members. The vote falls after the annual Student Government elections.

Criteria for each award will be sent to the General Faculty and Staff no later than March 15 of each year.

Criteria for each award, except the Mary Mildred Sullivan adult, will be sent to the four major student organizations, SGA, SCA, SAC, and AA, no later than March 15 of each year. (Because these organizations have class representatives, they most widely represent the student body.) Any member of the student body may submit a nomination to any of the above organizations. The President of the organization will send these nominations to the chair of the Awards Committee.

For all awards, nominations must be submitted in writing, should include reasons why the individual should receive the award, and should be signed.

Upon selection of the nominees, the chair of the Awards Committee will submit these recommended nominations to the following offices:

- Mary Mildred Sullivan (non-student) to the Office of the President to be presented at May Commencement. This recipient must be present to accept the award.
- Mary Mildred Sullivan (student) to the Office of the President to be presented at May Commencement.
- American Legion to the Office of the Dean of Students to be presented at Awards Day.
- J. Lacy McLean to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Strom Thurmond/Holly Richardson to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Ravenel Scholarship to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Nominees for the Kathryn Amelia Brown (faculty) award are submitted to the chair of the Awards and Honorary Degrees Committee. The chair selects and meets with 3 former recipients of the award and reviews all nominations. They select up to 3 individuals to be considered for the award. They present these names to the Provost and the deans who select the recipient. The recipient is named at the May Commencement. Past recipients are not eligible for this award.

Information concerning the nominees for all awards is confidential. All submitted nominations become the property of the committee and are kept confidential.

For all awards the Committee maintains a statement of eligibility, the nature of the award, by whom it is presented, the time of presentation, the recipients, and other pertinent information to be filed in the Office of the President. This file includes a section on past practices for award to faculty.

Each responsible office and the faculty adviser in the case of student groups, oversees the financing, purchasing, engraving, and presenting of the awards.

The Awards Committee is at liberty to ask

- a. the Public Relations Office to solicit nominations from the community for the Mary Mildred Sullivan Adult Award.
- b. any faculty member to attend the Awards Committee meetings to solicit additional information regarding a nominee
- c. the Committee uses its own resources and those of the Office of Career Services to help students prepare applications and get ready for interviews.

The dean of the school of humanities and sciences, the dean of the School of the Arts, and the dean of the school of education and graduate studies direct the performance of these procedures and coordinate the annual program on Awards Day.

In the event that no nominations are submitted or the Awards Committee determines that there are no worthy recipients, the awards do not have to be given annually.

DEADLINE FOR NOMINATIONS IS APRIL 1.

HONORARY DEGREES: To meet with three members of the Board of Trustees and the Chairman of the Board and the President to select candidates for Honorary Degrees, according to the following guidelines:

- Each spring term, the Committee will solicit nominations for the following year from trustees, faculty/administration and alumnae and students. These nominations must be in writing and contain information and evidence supporting the accomplishments and merits of the nominee. The Committee will keep these nominations on file and active for a period of three years from the time of their receipt. They will continue to receive consideration throughout this period. After three years has elapsed, subsequent consideration will depend on a new nomination of the candidate.
- During the following fall term, the Committee will review the nominations of all active candidates and may select a small number of the most worthy to recommend to the general faculty. The

supporting documentation for those recommended will be distributed to the general faculty at least two weeks in advance of their action. Those endorsed by the general faculty (by simple majority of those present), along with the supporting documentation, will be submitted to the Board of Trustees for their action during their winter meeting.

- Honorary degrees can only be conferred on individuals who have received the endorsement of both the general faculty and the Board of Trustees.
- Honorary degrees will ordinarily be conferred during graduation exercises, although this is not intended to preclude the possibility of conferring such a degree during a convocation or Founder's Day ceremony.

Membership:

To be appointed by the Faculty Senate President according to the procedures outlined above.

Revised by vote of the faculty—February 6, 2013

Other Academic Committees

Graduate Admissions

Responsibilities

1. Members (representing each specific graduate program) screen applicants for their area and recommend full admission, provisional admission, rejection or deferment with specific recommendations for future consideration.
2. The committee members who are present vote on the adviser's recommendation. The committee also discusses and votes on graduate admission policies.

Graduate Faculty And Council

1. **Graduate Faculty**

All fulltime tenure track faculty members are eligible to be **Graduate Faculty**. There is no specific application process. If their peers in their academic department consider them qualified to teach graduate level classes, then they become **Voting Graduate Faculty**.

Voting Graduate Faculty are eligible to serve on Graduate Council and its sub committees. The council and committees deal with graduate issues. Voting Graduate Faculty should teach at least one graduate class a year on a regular basis.

2. **The Graduate Council**

The following individuals serve on the Graduate Council by virtue of their Converse appointments:

- Dean of the Graduate School (chair and non-voting member)
- Registrar
- Chair of Education Department
- One graduate advisor from each of the following programs, as decided by each program and reported to the Council Administrative Assistant, at the beginning of the fall semester:
 - MLA
 - MFA
 - MMFT
 - MAT
 - MEd
 - EdS
 - PLP (EdD and MiM)

- An at-large representative from art, and
- An at-large representative from music as reported by each area to the Council Administrative Assistant, at the beginning of the fall semester:

The Council, therefore, has 12 members including one non-voting member who can vote to break ties. Quorum for the group is 6.

The Admissions Sub-Committee and the Curriculum Sub-Committee will be drawn from the twelve voting members. There must be a member from the Education Department on each committee and the other two must be from different academic areas to maintain balance. The Council chair is a non-voting member of both committees and is the summer designee on admissions decisions.

Procedures are as follows: the Council may meet in person once each semester and handles other business electronically. The Curriculum Committee reviews course and program proposals first and on a rolling basis. If approved, proposals move on to the full Council for a vote. Members have 48 hours to vote. Approved proposals are presented to the Voting Graduate Faculty at the end of the next scheduled faculty meeting.

The Graduate Admissions Committee meets if there are provisional applications to be reviewed.

The Graduate Curriculum Programs Committee

The Graduate Curriculum Committee consists of three Graduate Council Members from different programs. Volunteers are solicited and if the committee cannot be filled, the Chair solicits other council members to balance the committee. The committee reviews all proposals sent to the Graduate Council before they go to the council for a full vote. Proposals must be approved by two out of three members to move to a full vote. Proposers are often asked to make revisions and resubmit to the committee before they are sent to the full council.

Members of the committee are chosen by the Dean of The Graduate School from members of the graduate faculty. There are to be at least 3 members on the committee.

Institutional Review Board For Human Subject Research

Responsibilities and Description:

Converse University abides by the principles of the relevant federal regulations governing research involving human subjects, including clinical research. We agree that review independent of the investigator is necessary to safeguard the rights and welfare of human subjects of research investigations. The Institutional Review Board (IRB) will review and endorse or disapprove proposed investigations involving human subjects before they begin, to insure safeguards. The membership of this Board is appointed by the Provost. Reviews and decisions will be carried out in reference to:

- the rights and welfare of the individuals involved;
- the appropriateness of the methods used to obtain informed consent; and
- the risks and potential benefits of the investigations.

IRB will provide advice and consultation to investigators on matters involving human participants in research. Converse will keep records of group reviews, IRB suggestions and decisions, approval letters, and researcher application materials, including a copy of the informed consent.

Serving on the Institutional Review Board for Human Subject Research will count as Senate committee service.

Faculty Investigating Committee

Responsibilities and Description

To inquire into faculty dismissal cases based on “unfitness” or “misconduct,” following any administrative actions to release a faculty member with tenure or prior to the expiration of a contract, to effect an adjustment or to determine whether formal proceedings should be initiated (Refer to “Termination of Employment” in this handbook for further information.); to consist of three faculty members recognized for their character and objectivity, appointed by the President of the Senate.

Faculty Hearing Committee

Responsibilities and Description

To follow up on the work of the Faculty Investigating Committee, examining the defense statement of the accused faculty member contesting a faculty dismissal and to conduct a hearing. (Refer to “Termination of Employment” in this handbook for further information; to consist of three faculty members, different from those of the Faculty Investigating Committee, appointed by the President of the Senate.)

Administrative Committees

The Student Success Committee

Responsibilities and Description

This committee appointed by the President of the University oversees retention activities on the campus. Membership is comprised of the Provost, Associate Provost for Student Success, Dean of Professional Development, Dean of Students, Dean of the School of Humanities, Sciences, and Business, Dean of Education and Graduate Studies, Dean of the School of the Arts, Vice President for Enrollment Management or their designee, Registrar, and Director of Counseling Services.