

THE FACULTY COLLEGIUM

I. Purpose and Activity

- A. The Faculty Collegium is the faculty assembled as a collective and organized group. The Collegium is a faculty forum and, as such, may discuss and pass resolutions on matters that it deems important. The faculty understands their Collegium as filling a partnership role with university bodies considering matters of concern to the faculty as a whole.
- B. The Assembly is the tenured and tenure-track faculty gathered as a collective and organized group. The Assembly is a faculty forum and, as such, may discuss and pass resolutions on matters that it deems important. The faculty understands the Assembly as filling a partnership role with the university bodies considering matters of specific concern to the tenured and tenure-track faculty.
- C. The Senate is composed of elected representatives from the faculty. The Senate may address resolutions or inquiries to any committee, council, or board of the university, as well as to members of the administration or staff. If a report from the group or individual to whom such a resolution or inquiry is addressed is not forthcoming or if the response is unacceptable to the Senate, the executive committee of the Senate will initiate a meeting with the individual or group involved to seek a satisfactory result.
- D. Collegium and Assembly meetings serve as forums for individual members of the faculty. Any faculty member may submit in writing suggested agenda items to a Senate representative. Although routine matters are regularly addressed by a majority vote of the Senate, substantive matters will first be examined by the Senate and alternative courses of action proposed, and then referred—as the Senate determines it—to the Collegium, the Assembly, or to both bodies for a vote. Senate as well as Collegium and/or Assembly discussion on substantive issues should take place before policies are adopted. A Collegium or Assembly vote is also required
 - 1. By a determination of 1/3 of the Faculty Senate members, or
 - 2. By request of a petition signed by 20% of the members of the body, Collegium or Assembly, to which the matter is to be submitted.

II. Membership and Voting

- A. The representative body for the entire faculty shall be called the Collegium. Collegium membership shall consist of:
 - 1. Tenured and tenure-track faculty (including those on phased retirement) and

2. Those contingent faculty teaching two or more courses in the current semester.
- B. All tenured and tenure-track faculty (including those on phased retirement) are also voting members of the Assembly.
- C. In instances in which it is within the Senate's scope of responsibilities to determine whether an issue is to be referred to the Collegium, the Assembly or both, the determination of which body or bodies to which the matter will be referred will require a vote by a majority of Senate members.

III. Quorum

A quorum of the Senate is defined as one-half of the senators. A quorum of the Collegium will consist of a number equal to one-half of the Collegium members; a quorum of the Assembly will consist of a number equal to one-half of the Assembly members. In all three bodies, in the absence of a quorum, the assembled faculty members may discuss and make suggestions and recommendations but may not pass formal resolutions or conduct official business

IV. Meetings

Generally the Faculty Senate meets at least once a month during the academic year. Regular monthly meetings of the Senate are open to all faculty. Monthly meetings should be scheduled on a day and time convenient for most faculty. The president of the Senate notifies faculty members of the date, time, place and agenda of each regular monthly meeting, and presides at the meetings. Faculty wishing to propose an agenda item should summarize the proposal in writing to a Senate representative. Future agenda items may also be introduced at meeting of the Senate during the "call for new business."

V. Officers of the Senate

A. President

The president is elected for a two-year term by the Assembly from among the tenured faculty and presides at Senate, Collegium, and Assembly meetings. The President also chairs meetings of the Senate executive committee. In addition, the president is the *ex-officio* faculty representative to the SEU Board of Trustees. The president will execute decisions by the Senate, Collegium, and Assembly in a way that represents the spirit and letter of the intent of those bodies. While holding this office, the president will not serve on any committee of the university (except those on which the president holds an *ex-officio* position) and will receive one course reassignment each semester. In the event the president is unable to complete the full two-year term, a new election will be held to fill the remaining time in the term.

- B. Vice President
The vice president is elected annually by the Senate from among its own full-time tenured and tenure-track faculty membership. The vice president chairs the Faculty Elections and Appointment Committee (FEAC). In the event of the president's short-term illness or absence, the vice president performs the duties of the president.
- C. Secretary
The secretary is elected annually by the Senate from among its own full-time faculty membership. The secretary keeps minutes of Senate, Collegium, and Assembly meetings.
- D. Documentarian
The documentarian is elected annually by the Senate from among its own full-time faculty membership and maintains and updates the Faculty Governance webpages and maintains the Faculty Meetings Documents Archive, encouraging committees to post minutes regularly.
- E. The four officers of the Senate serve as officers of the Collegium and Assembly and sit as the Senate Executive Committee (see section VII. A.3. below).

VI. Records

Minutes of the previous meetings of either the Senate, Collegium, and Assembly will be posted on the Faculty Meetings website and will be available in advance of the next Senate, Collegium, or Assembly meeting.

VII. Structure of the Collegium

(See section XI for elections and appointments process)

- A. The Senate
 - 1. Members of the Senate are elected in four ways:
 - a. One representative from each school (BSS, EDUC, HUM, MSB, NSCI) elected by the full-time school faculty, and the part-time tenured and tenure-track; one library faculty member elected by the full-time librarians, and the part-time tenured and tenure-track librarians; one representative from the graduate programs elected by the full-time graduate faculty, and the part-time tenured and tenure-track graduate faculty.
 - i. Eligible candidates from the faculty must be full-time faculty, or part-time tenured and tenure-track faculty, and also have at least five years of full-time faculty service at SEU.

- ii. A person is considered a faculty member in a graduate program if she or he comes from a department or program that offers a graduate degree, and she or he has taught a minimum of 2 graduate courses per year for the past two years in that department or program.
- b. Two representatives from the contingent faculty are elected by contingent faculty members.
 - i. The contingent faculty representatives must have at least one year of service at St. Edward's University. One year of service is defined as a minimum of three courses in the previous academic year (or two out of three consecutive academic terms: fall, spring, summer).
 - ii. The contingent faculty representatives must have active teaching contracts with St. Edward's University by the 5th day of classes in the fall semester in which nominations are called.
 - iii. The contingent faculty may elect two alternates to the Senate with one-year service requirements (as defined above); the alternates will be voluntary, non-voting members of the Senate who are compensated for service only if the elected representative resigns.
- c. Eight full-time faculty, or part-time tenured and tenure-track faculty representatives are elected at large by the full-time faculty, and part-time tenured and tenure-track faculty, one of whom will be a full-time faculty member or tenured or tenure-track faculty in graduate programs [as defined in VII.A.1.a (ii)], elected by the full-time graduate faculty, and part-time tenured and tenure-track graduate faculty. There are no length-of-service requirements for at-large faculty candidates.
- d. Each school may elect an alternate to the Senate with no length-of-service requirement. The alternate will be elected to a two-year term and will be a non-voting member of the Senate unless acting as a proxy in event of the school senator's absence. Alternates must be full-time faculty, or tenured or tenure-track faculty members elected by the full-time faculty, and tenured and tenure-track faculty members in their school.
- e. Full-time faculty and part-time tenured and tenure-track faculty may elect two alternate at-large senators with no length-of-service requirement. The alternates will be elected to two-year terms and will be non-voting members of the Senate unless acting as a proxy in event of an at-large senator's absence. At-large alternates must be full-time faculty, or tenured or tenure-track faculty members.

- f. The contingent faculty may elect two alternates to the Senate with one-year service requirements (as defined above in Section VII.A.1.b (ii)); the alternates will be voluntary, non-voting members of the Senate who are compensated for service only if the elected representative resigns.
2. Senate members are elected to two-year staggered terms; the exceptions to this are the contingent faculty senators who serve one-year terms dependent upon maintaining an active teaching contract with the university.
3. Senate Executive Committee (SEC)
 - a. The Senate Executive Committee consists of the four officers of the Collegium. The SEC meets with the vice president for academic affairs prior to each Senate meeting to discuss Senate business.
 - b. At the request of the university president, the Senate Executive Committee will appoint faculty members to serve on *ad hoc* committees for appeals and complaint resolution.
 - c. The Senate Executive Committee also collaborates with the vice president for academic affairs in the selection of the recipient of the distinguished Career Award. For this purpose, the Senate Executive Committee may be joined by up to two additional members of the Senate chosen by the SEC, to broaden faculty representation.
4. As noted in I.D. review and a vote by the Collegium or Assembly of a matter under Senate consideration may be mandated when requested by a petition signed by 20% of the members of the body to which the matter is to be submitted..
5. A signed petition from 20% of the Collegium may call for the removal of the President of the Collegium or one or more members of the Senate. IN the case of the President, such a petition should be submitted to the Vice President of the Senate (as chair of the FEAC). In the case of a senator, such a petition should be submitted to the President and also the Vice President of the Senate (as chair of the FEAC). The FEAC [under the charge of the Senate Vice President or—should that senator’s possible removal be under consideration—the highest SEC officer not a subject of the petition (see V.A.)] would within the following month verify the signature and, if validated, hold a vote among those faculty represented by the individual (i.e., within a school or at-large); a majority vote will suffice to remove that individual from office.

6. As a body, the members of the Senate meet regularly with the university president to discuss matters of common interest.
7. The Senate serves as a coordinating body for policy discussions and proposals of interest to the faculty. Through its sub-committees and through reports routinely gathered from other committees, it stays abreast of, and therefore is in a position to keep the general faculty informed about, matters of interest to them.
8. The Senate is charged with periodically reviewing the faculty role in shared governance in the areas of curriculum, planning, and budgeting.
9. By a majority vote, the Senate may make minor amendments to the structure and procedures of the Collegium and/or the Assembly. All substantive amendments must be referred to the Collegium and/or the Assembly, as the Senate deems appropriate, for a vote (see I.D.). A three-fifths vote of the Collegium or Assembly is required to pass an amendment. Before taking effect, substantive amendments that involve Board approved institutional policy will then be forwarded for Board of Trustees review and decision. In the unlikely event that a matter sent to both the Collegium and the Assembly results in opposing determinations, the Senate Executive Committee in conference with the vice president for academic affairs will determine whether to return the issue to the Senate for further discussion or to forward both sets of results to the Board of Trustees.

VIII. Standing Committees of the Collegium

A. Faculty Compensation Committee (FCC)

1. The Faculty Compensation Committee (FCC) will be composed of seven full-time faculty, or tenured and tenure-track faculty, appointed by the FEAC for staggered two-year terms: five representatives from the schools (BSS, EDUC, HUM, MSB, NSCI) and; two at-large representatives appointed by the FEAC. Two members of the FCC also serve as representatives to the Budget Council.
2. The duties of the FCC include:
 - a. to solicit relevant recommendations from the faculty, at the beginning of each academic year;
 - b. to report annually to the Senate the current status of faculty compensation (which includes salaries and benefits) and its comparability to similar institutions when possible. Specifically, salary comparisons will be reported annually and comparisons of other benefits will be reported at reasonable intervals or as needed;

- c. to present for Senate approval detailed recommendations specifying compensation and increment policies (for the academic year two years from the committee's working year) for all SEU faculty members.
- 3. The approved report of the FCC is immediately submitted by the Senate to the vice president for academic affairs, who then provides a response to the Senate before the end of the spring semester.
- 4. The vice president for academic affairs presents the report to the Budget Council at an early meeting of the following academic year. After the report has been considered by the Budget Council, the vice president for academic affairs provides a second response to the Senate.

B. Faculty Elections and Appointment Committee (FEAC)

- 1. The FEAC consists of the eight at-large members of the Senate and the vice president of the Senate, who chairs the FEAC.
- 2. The FEAC's duties include the following (see also *Faculty Manual*, XI.B.7-8):
 - a. Oversight of elections of
 - at-large senators
 - contingent faculty senators
 - at-large members of the standing committees of the Collegium
 - the president of the Collegium
 - b. Recommendations for Senate approval of faculty representatives to certain university committees including:
 - Athletic Council (AC)—one appointee to serve a one-year term
 - Faculty Manual Revision Committee (FRMC)—two appointees from among the post-probationary faculty and with full-time contracts to serve staggered two-year terms. (see *faculty Manual*, Sec. 2.17.33)
 - Financial Aid and Student Success Committee (FASSC)—four faculty appointees to serve staggered, two-year terms
 - Student Life Council (SLC)—two appointees to serve a one-year term
- 3. The FEAC is charged with keeping records of all committee appointments and with recommending to the full Senate for its approval nominees to the standing committees of the Collegium and to all university-wide councils and standing committees.

C. Faculty Evaluation Committee (FEC)

1. The Faculty Evaluation Committee is composed of eight members: one elected by the tenured and tenure-track faculty in each of the five schools (BSS, EDUC, HUM, MSB, NSCI); one elected by the tenured and tenure-track graduate faculty, and; two members elected at-large by the tenured and tenure-track faculty. A tenured or tenure-track representative from the library *pro tempore* is included during any terms in which a faculty librarian seeks promotion or tenure. Members serve staggered, two-year terms and select a chair from among their membership.
 - a. School, graduate, and librarian representatives must have at least five years of service in a tenure or tenure-track line at St. Edward's University and hold the rank of professor or associate professor.
 - b. At-large representatives must be tenured.
 - c. A person is considered a faculty member in a graduate program if she or he comes from a department of program that offers a graduate degree, and she or he has taught a minimum of 2 graduate courses per year for the past two years in that department or program.
 - d. Procedures, should there be a lack of eligible candidates in a school, are set forth in *Faculty Manual*, 2.5.7.
 - e. Faculty may not serve on their School Committee or the FEC in a year in which the faculty member is a promotion or tenure candidate.
 - f. Faculty may not serve on their School Committee and the FEC concurrently.
2. The FEC is charged with reviewing applications for promotion and tenure and forwarding its recommendations to the vice president for academic affairs in accord with the requirements for the respective processes.

D. Faculty Performance Evaluation Committee (FPEC)

1. The Faculty Performance Evaluation Committee (FPEC) will consist of seven full-time faculty, or part-time tenured and tenure-track members: five representatives chosen by the schools (BSS, EDUC, HUM, MSB, NSCI); and two representatives elected at-large by the tenured and tenure-track faculty. Members serve for staggered two-year terms to ensure continuity. The director of the Center for Teaching Excellence may serve on the committee in an informative and advisory capacity.
2. The duties of the FPEC are to conduct research into methods of course and teaching evaluation; to keep up with current research on the course and teaching evaluation process and to inform faculty of their findings; to evaluate the evaluation procedures currently in use on campus and to suggest appropriate improvements.

3. The FPEC studies best practices in interpreting course and teaching evaluation (broadly understood) and offers guidance in interpreting evaluation data.
4. The FPEC will further conduct research into methods of evaluating advising.

E. Curriculum Committee (CC)

1. The Curriculum Committee consists of five representatives from the schools (BSS, EDUC, HUM, MSB, NSCI) elected by the school faculty; and the Director of General Education (or the director's designee). The members also serve as faculty representatives to the Academic Council. Members elect their own chairperson of the Curriculum Committee. Because they serve as voting members of the Academic Council, Curriculum Committee members must have five years of service at St. Edward's University. Curriculum Committee members serve staggered two-year terms.
2. The Curriculum Committee will also include two full-time members of the faculty elected at-large for staggered two-year terms. These representatives will also serve as a voting faculty members (at-large) on the Academic Council. (These positions will fulfill the at-large positions noted in II. B. in the Academic Governance section of the Faculty Manual.)
3. The Curriculum Committee serves in an advisory role to the Academic Council as representatives of the collegium on matters pertaining to the undergraduate academic curriculum. In so doing, the Curriculum Committee provides an important step in the continuous improvement and evolution of the curriculum to assure it is academically sound and is consistent with the university's mission and strategic plan. Members further serve in a n advisory capacity for schools, departments, and faculty in preparation of proposals related to programmatic and course curricular changes. As faculty representatives, members of the Curriculum Committee will review and offer recommendations on all curriculum proposals; they may review and offer recommendations on policy proposals as requested. The recommendations of the Curriculum Committee will be forwarded to the Academic Council, and—along with the vote of the Academic Council—will be matter of record forwarded to the administration and—on those proposals requiring Board of Trustee's approval—to the Board.

F. General Education Advisory Committee (GEAC)

1. The GEAC will be chaired by the designee of the vice president for academic affairs. A vice-chair will be elected by GEAC each year; in the

absence of the chair designee, the vice-chair will chair meetings. In addition, one member is appointed by each of the five School Committees and one member is appointed by the Faculty Senate. The dean or department chair in those academic disciplines whose courses are represented in the general education curriculum may appoint *non-voting* members who are invited to attend. The Faculty Senate President is also invited to attend as a non-voting member. The committee will meet a minimum of four times per semester and will have regular communication with general education course directors. The GEAC will make recommendations to the Council of Deans and to the Curriculum Committee, and a representative of the GEAC will report to the Faculty Senate at least once a year.

2. The GEAC is an advisory committee whose role is to facilitate communication, increase understanding, and foster collegiality among all members of the faculty, those who teach general education classes and those who do not. The goal of the committee is to ensure that decisions made regarding general education are supportive of, and are decisions supported by, all academic areas. The GEAC will advise the Curriculum Committee on matters of the general education curriculum.
3. The GEAC will remain apprised of, provide counsel about, and facilitate communication regarding matters such as the following:
 - changes in the general education curriculum which will be forwarded to the Curriculum Committee and Academic Council;
 - changes in the majors which may affect the general education curriculum;
 - ongoing assessment of courses in the general education curriculum.

G. Contingent Faculty Committee (CFC)

1. The Contingent Faculty Committee will be composed of any faculty—tenured, tenure-track, or contingent—who wish to volunteer to serve, though at least four members must be present to constitute a quorum. The CFC will require a minimum of five members to be considered active. The CFC will approve measures by a majority vote and then submit them to the Faculty Senate for discussion and their own vote.
2. The CFC will have a chair or co-chairs nominated and elected by members of the CFC. To be eligible to be a chair or co-chair, the nominee(s) must be a full-time faculty member. The chair or co-chairs will write a yearly summary report for presentation to the Senate.
3. The role of the CFC is to examine the current practices of St. Edward's University in regard to its contingent faculty, both part-time and full-time.

It will research and propose best practices to the University in regard to these faculty members. The areas to be researched might include, but are not limited to, the following:

- Contingent faculty work assignments;
- Contingent faculty work environment;
- Contingent faculty compensation for non-teaching activities;
- Evaluation process and expectations of contingent faculty;
- Professionalization, socialization, and mentoring of contingent faculty;
- Hiring practices for contingent faculty.

H. Faculty Committee on Diversity and Inclusion (FCDI)

1. The Faculty Committee on Diversity and Inclusion (FCDI) will be composed of any faculty who wish to volunteer to serve, though at least five members must be present to constitute a quorum. The FCDI will have a chair or co-chairs nominated and elected by the other members of the FCDI. The FCDI includes sub-committees on Faculty Recruitment, Faculty Retention, and Professional Development. The FCDI will approve measures by simple majority vote and then submit them to the Faculty Senate for discussion and their own vote. The FCDI members are also committed to diverse membership without unreasonable expecting that faculty members from traditionally underrepresented groups should or must serve on this committee.
2. The FCDI's charge is to create and sustain a civil and robust dialogue about the values of a diverse and inclusive faculty body. By diversity and inclusion we mean, in terms relevant and appropriate to each different academic domain, increasing the numbers of faculty members from groups traditionally underrepresented in the academy.

I. Distinguished Teaching Awards Committee (DTAC)

1. The DTAC (formerly called the Faculty Development Committee) is composed of one representative elected by each of the schools (BSS, EDUC, HUM, MSB, NSCI). Members (who must have full-time contracts) serve for staggered two-year terms.
2. The DTAC evaluate nominees for the Distinguished Teaching Award and Distinguished Teaching Award for Adjunct Faculty by reviewing teaching portfolios and evidence submitted by the schools, and by conducting classroom observations; the DTAC selects the recipients of these awards. The DTAC also selects the university's nominee for the Minnie Stevens Piper Award.

J. Collegiality Committee (CollCom)

1. The CollCom will be composed of one full-time faculty member chosen by each of the schools (BSS, EDUC, HUM, MSB, NSCI). Members serve for staggered two-year terms, and annually select a chair from among their membership.
2. The Committee is tasked with planning activities related to furthering faculty collegiality across campus. This includes, but is not limited to, working with various entities on campus (schools, offices, etc.) to host faculty social gatherings.

K. Other Committees

1. The Senate, Collegium, or Assembly may establish *ad hoc* committees as they deem necessary. Any additional standing committees must be approved by a two-thirds vote of the Senate or by a majority vote of the Collegium.
2. It is recommended that Collegium members serve as faculty representatives on no more than two major committees.

IX. Standard Appointments to University committees (not under the Auspices of the Collegium)

The Schools and/or FEAC (with Senate approval) appoint representatives to several university committees not under direct Collegium oversight. (See VII.B.2.b for FEAC) These include the following:

A. Admission Advocacy Committee (AAC)

1. The AAC includes five faculty members, one nominated by each of the schools (BSS, EDUC, HUM, MSB, NSCI); these members serve for staggered, two-year terms.
2. Faculty members of the AAC serve with the Director of Admission Partnerships and Programs and admission staff involved with traditional undergraduate audiences.
3. The AAC helps to coordinate faculty involvement in student recruitment.

B. Athletic Council (AC)—one appointee to serve a one-year term

1. One faculty member is appointed annually by FEAC for a one-year term.
2. The AC approves athletic schedules and information about athletics programs.

C. Faculty Manual Revision Committee (FMRC)

1. Two faculty members are appointed by FEAC to serve staggered, two-year terms; a third faculty member is selected by the vice president for academic affairs. FMRC members must be post-probationary tenured and tenure-track faculty with full-time contracts. They serve on the FMRC with the VPAA. (See *Faculty Manual*, Sec. 2.17.33)
2. The role of the FMRC is to process updates to and revisions of the *Faculty Manual*, and forward recommendations to the Senate for action when warranted. The procedures and responsibilities of the FMRC are discussed in detail in the *Faculty Manual*, Sec. 2.17.3.

D. Financial Aid and Student Success Committee (FASSC)

1. Four faculty members are appointed by FEAC to serve staggered, two-year terms in which they work with the Director of Financial Services and the Associate Vice President for Student Academic Success Services.
2. The FASSC provides input on issues that relate to student academic success and how that relates to receiving student financial assistance.

E. Student Life Council (SLC)—two appointees to serve one-year terms

1. Two faculty members are appointed annually by FEAC to serve one-year terms on the SLC which is directed by the Director of Student Life or that director's assignee and includes members of Student Life and Student Government.
2. The SLC provides a conduit of information sharing between the faculty and Student Life. Areas of emphasis will include advising of student organizations and associated training, risk management, faculty service opportunities, identification of curricular/co-curricular programming opportunities, and Student Life academic credit-bearing programs. In a like manner this Council will engage with leadership from the Student Government Association in information sharing, identification and exploration of curricular interest of the student body, and aid in identification of student members for appropriate faculty-led committees.

X. Other University Committees

Faculty routinely serve on university committees that are independent of the Collegium and whose membership selection is not overseen by the FEAC. These committees include the following:

A. Institutional Review Board (IRB)

1. The IRB is composed of a minimum of two faculty members appointed or elected (as each school see fit) from each school (BSS, EDUC, HUM, MSB, NSCI) for a two-year term, with one additional member representing the graduate programs. Ex officio non-voting members include the Director of the Office of Sponsored Programs, the Director of Institutional Assessment, and one other administrator appointed by the Vice President for Academic Affairs. The Chair is elected from among the IRB membership and serves a two-year term, with a two-term limit as Chair. The Vice-Chair is also elected from among the IRB membership.
2. IRB members may serve a maximum of three consecutive terms. Member seats become available for election or appointment (as each school sees fit) under the following circumstances: A) a sitting IRB member completes her or his term and does not wish to serve a subsequent term; B) a sitting IRB member reaches her or his term limit. In these instances a replacement IRB member will be elected or appointed by the respective school at the end of the academic year, during that school's typical election cycle. Member seats may also become available because C) a sitting member becomes unable or unwilling to complete her or his current term. In these instances a replacement IRB member will be elected or appointed by the respective school within 30 days to serve for the remainder of the academic year. When that period has expired, a full IRB member will be elected or appointed by the respective school during that school's typical election cycle.
3. The mission of the IRB is to work in collaboration with researchers in the St. Edward's community to ensure that federal standards are met when conducting research with human research participants. The IRB works with investigators to demonstrate respect for the human person by protecting the rights and privacy of research participants and by being mindful of integrity by upholding significant ethical and professional standards in scientific research. The IRB follows the federal regulations put forth by the Department of Health and Human Services Code of Federal Regulations (CFR) title 45 part 46. The overall goal of the IRB is to help faculty and student researches conduct ethical and informative research while rendering it with consideration, dignity, and respect for research participants.

B. Institutional Animal Care and Use Committee (IACUC)

1. Based on policies administered by the United States Department of Agriculture (USDA) and the National Institutes of Health (NIH), the IACUC must be comprised of a minimum of five members including:
 - a. an Institutional Officer (i.e., someone with the authority to make decisions on the behalf of the institution)
 - b. a veterinarian with program responsibilities
 - c. a scientist experienced in laboratory animal procedures
 - d. a non-scientist, preferably an ethicist, lawyer, or other person who can competently address issues of animal welfare.
 - e. a non-affiliate (i.e., a person who has no other affiliation with the research program other than sitting on the IACUC committee, and who represents the viewpoint of the community)
2. The IACUC is responsible for oversight of the care and well-being of animals used to research and teaching at St. Edward's University. The IACUC is also committed to assisting investigators in the development of sound policies to govern the humaneness of animal research and to ensure compliance with federal policies and best practices.
3. The responsibilities of the IACUC include, but are not limited to:
 - a. Inspecting all of the animal facilities, including animal study areas and satellite facilities at least once every six months.
 - b. Reviewing the university's program for the utilization of animals in research at least once every six months.
 - c. Reviewing and approving, requiring modifications to, or withholding approval of animal care and use protocols.
 - d. Reviewing and approving, requiring modifications to, or withholding approval of proposed significant changes to ongoing protocols.
 - e. Reviewing and investigating as needed concerns involving the care and use of laboratory animal resulting from public, employee, or student complaints.
 - f. Suspending an activity involving animal if non-compliance is verified; taking corrective action and reporting non-compliance to funding agencies.

C. Symposium on Undergraduate Research and Creative Expression (SOURCE) Steering Committee

1. The SOURCE Steering Committee is annually assembled of faculty throughout the University who volunteer to serve in a range of capacities. The Committee is led by two co-chairs who serve for two year, staggered terms. Each year the continuing co-chair selects a new co-chair.
2. The SOURCE Steering Committee organizes and supports an annual undergraduate student symposium intended to recognize accomplishments in research and creative expression. As a forum for cross-disciplinary sharing and discussion of original work, SOURCE provides opportunities for faculty-student engagement outside the structured classroom setting.

D. Teaching, Learning, and Technology Roundtable (TLTR)

1. The TLTR is composed of approximately ten faculty member, at least one dean, and representatives from staff areas that support and/or draw on teaching and/or learning-focused technologies, such as the library and Institutional Technology. Faculty representatives either volunteer their service or are appointed by their organizational unit, such that each school (BSS, EDUC, HUM, MSB, NSCI) has representation. The TLTR elects a chair (or co-chairs) from within its membership.
2. The TLTR is a forum composed of faculty, staff, and students that serves the SEU community by assessing, discussing, and prioritizing technology needs in order to collaboratively develop a vision to improve the learning process. In keeping with the mission of the university the TLTR recommends appropriate policies and strategies and facilitates the acquisition and implementation of technology resources

E. University Assessment Committee (UAC)

1. Members are appointed to the UAC by each of the schools (BSS, EDUC, HUM, MSB, NSCI) along with administrators who represent academic, educational support, student affairs, and administrative support units for staggered three-year terms. The UAC is chaired by the Director of Institutional Assessment (or by his or her designee).
2. The UAC is an executive body charged with sustaining a vibrant campus culture of assessment across the institution. UAC provides feedback on assessment cycles of both academic and co-curricular programs for the purpose of continuous improvement.

XI. Faculty Elections and Appointments Process for School and University Committees

- A. School Elections/Appointments (BSS, EDUC, HUM, NSCI, MSB). “School” is inclusive of the five schools.
1. Elections in the Schools will be held during the month of March, with the results reported to the Vice-President of the Senate by April 1.
 2. The School election and appointment process will begin with a call for nominations. The call for nominations should list all positions that need to be filled in the School and the eligibility criteria for each. The School Committee in each School will coordinate the nominating process for faculty interested in standing for election.
 3. The School Committee will verify the eligibility of nominees for each position and oversee the election process.
 4. Elections will be held and appointments made from the list of eligible nominated candidates.
 5. In the case of a tie, the School Committee will meet and determine a process for selecting a winner.
 6. The School Committee ensures that results are reported to vice president of the Senate by April 1.
 7. Faculty committees that require elections by the Schools:
 - School Committees
 - Faculty Senate (School Representatives)
 - Faculty Senate alternate (optional)
 - Faculty Evaluation Committee (FEC)
 - Distinguished Teaching Awards Committee (DTAC)
 - Curriculum Committee/Academic Council (CC/AC)
 - Admission Advocacy Committee (AAC)
 8. Faculty committees whose members are chosen by the Schools through either election or appointment (as the Schools see fit):
 - Faculty Compensation Committee (nominees to be sent to the FEAC)
 - Faculty Performance Evaluation Committee (FPEC)
 - General Education Advisory Committee (GEAC)
 - Teaching and Learning Technology Roundtable (TLTR)
 - Collegiality Committee (CollCom)

- Institutional Review Board (IRB)

B. University Elections/Appointments

1. Elections for university-wide and at-large positions will be held beginning April 1. The vice president of the Senate (as chair of the FEAC) is responsible for this process with results to be reported to the Senate for its approval prior to the last regularly scheduled Senate meeting.
2. The university election and appointment process will begin with a call for nominations. The call for nominations should list all positions that need to be filled and the eligibility criteria for each. The FEAC will coordinate the nominating process for faculty interested in holding university and at-large positions.
3. The FEAC will verify the eligibility of nominees for each position and oversee the election process.
4. Elections will be held and appointments made from the list of eligible nominated candidates.
5. In the case of a tie, the FEAC will meet and determine a process for selecting a winner.
6. FEAC members who are candidates for committee appointments which are under the purview of the FEAC will recuse themselves from all FEAC discussion and consideration of that committee appointment.
7. Faculty Committees that require university-wide elections by the appropriate voting constituency:
 - Faculty Senate: undergraduate and graduate at-large representatives)
 - Faculty Senate: contingent faculty representatives
 - Faculty Senate at-large alternates
 - Faculty Senate contingent faculty alternates
 - The president of the Collegium, who also serves as the president of the Faculty Senate
 - Faculty Evaluation Committee (FEC): undergraduate and graduate at-large representatives
 - Curriculum Committee/Academic Council (CC/AC) at-large
 - Faculty Performance Evaluation Committee (FPEC): at-large

8. Faculty Committees that require nominations and appointments by the FEAC:

- Faculty Compensation Committee (FCC): at-large representatives
- Faculty Manual Revision Committee (FMRC)
- Athletic Council (AC)
- Student Life Council (SLC)
- Student Financial Aid and Student Success Committee (FASSC)

C. Contingent Faculty Elections/Appointments

1. Election by the contingent faculty will be held each fall under the direction of the FEAC who will verify the eligibility of nominees for each position and coordinate the election process.
2. Nominations for the contingent faculty senators will be called on the 5th class day of the fall semester. A vote on these nominations will close on the 12th class day of the fall semester. The vice president of the Senate (as chair of the FEAC) will report results of the election to the president of the senate by September 15th.
3. No fewer than three candidates are needed for the election of contingent faculty senators to proceed. The call for nominations should list all positions that need to be filled (two senators and two alternates) and the eligibility criteria for each. [See VII.A.1.b.(II) and (III).]
4. Each contingent faculty senator will serve a one-year term (coinciding with the academic year of the election), and this one-year term will be divided into service for the fall semester and for the spring semester. Each contingent faculty senator—if a part-time contingent faculty member—will be issued a separate compensation contract for each semester of service on the Faculty Senate. Alternates for contingent-faculty senator positions are only issued a contract for service and compensated for service if they are part-time contingent faculty members and are activated by the resignation of an elected representative.
5. All contingent faculty university-wide with currently active contracts are eligible to vote for contingent faculty representatives and alternates. Elections will be held and appointments made from the list of eligible nominated candidates.

6. In the case of a tie, the FEAC will meet and determine a process for selecting a winner.

D. Special Circumstances

1. Replacements: After it is determined that a faculty member cannot serve or complete a term, the School Committee or the FEAC will contact the runner-up for the elected position to take the place of that faculty member.
2. Challenges: If a candidate believes the election process was improper, he or she can challenge the outcome by appealing in writing and stating the grounds for the claim to the School Committee (for School elections) or to the FEAC (for university elections). The appropriate School Committee or the FEAC will determine if an election needs to be repeated and will determine the dates and procedures for the new election.
3. At its first meeting each fall the Senate will appoint a one-year representative to GEAC.

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