

UNIVERSITY OF NORTH DAKOTA

University Senate

Committee Manual

COMMITTEES OF THE UNIVERSITY SENATE

(Membership, Tenure, Selection, Functions and Responsibilities,
Reporting Requirements and Reference of Authority)

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GENERAL GUIDELINES
FOR
COMMITTEES OF THE UNIVERSITY SENATE

A. Election of Committee Members - With the exceptions noted below*, all committee members elected by the University Senate will be elected and notified in April of each academic year. Students selected to serve on Senate committees will be selected and notified in April of each academic year. The committees will organize in May so that each committee may be ready to function at the beginning of each academic year.

B. Terms of Committee Members - The term of membership of all committees is staggered to provide continuity to committees from year to year. Committee members are eligible for re-election, but not to consecutive terms.

C. Committee Support - Senate committees should have financial and centralized clerical support. The lack of such support leads to reduced effectiveness of committees and/or use of limited departmental resources. A minimal budget for each committee for operational expenses such as photocopying would make committees more productive and eliminate the inequitable drain on limited departmental resources.

D. Reporting to Senate - Each committee will provide a short, written report of its activities once each year or as required. The method and date of reporting is part of the committee description. The date of reporting is also included on the list of committees.

E. Communications with Committees - The Secretary of the Senate promptly notifies members in writing of their selection and the duties of the committee. If necessary, the chair of the Senate will designate the member responsible for calling the first meeting. Unless specified in the committee description, the committee will elect its chair.

F. Motivation of Faculty Participation in Committees - Participation by more faculty in committee work is encouraged. Committees are the means for the faculty to self-govern. Committees address matters of faculty concern and self interest. A robust committee system assists in advancing these. Committee work is expected of all faculty as part of their obligation to the University.

G. Voting Status of Committee Members - Unless otherwise stipulated in the description of each committee, all committee members are full voting members.

H. Permanent or Ad Hoc Committee - Unless otherwise stipulated in the description of each committee, all committees are permanent committees of the Senate. When a committee is created, the Senate Executive Committee will prepare an entry containing the new committee's name, functions, responsibilities, status as a permanent or ad hoc committee, method and schedule for the determination of its membership, and the date by which it will report to the Senate (see Appendix).

*Exceptions:

1. Election to the Committee on Committees and Senate Executive Committee takes place at the September Senate meeting.
2. Election to the Standing Committee on Faculty Rights is coincidental with, and conducted in the same manner as the election of members of the Council to University Senate.

I. Quorum for all Committees of the University Senate shall be set at 33% of eligible voting members, except in those instances where a committee chooses to establish quorum at a higher level. Any such changes to quorum will be in effect only until the end of the academic year in which they are adopted, unless altered by the committee before that time. Seats deemed to be vacant by the committee chair on account of resignation or two unexcused absences should not be considered when establishing quorum.

J. In order to insure the full and proper functioning of all committees of the University Senate, committee chairs shall have the authority to declare a seat on their committee vacant if the member resigns or has two unexcused absences from committee meetings. When a vacancy has occurred, the committee chair shall notify the Chair of the University Senate who will then, in consultation with the Committee on Committees and the Senate Executive Committee, arrange for the appointment of a replacement who shall hold office for the remainder of the term for which they were appointed.

Sources of

Information: Item A-F: University Senate Minutes - February 19, 1981.

 Items I and J: University Senate Minutes - May 2, 2013

LIST OF SENATE COMMITTEES
AND SENATE MEETING DATES OF ANNUAL REPORT

<u>COMMITTEE</u>	<u>SENATE REPORT</u>
Senate Academic Policies and Admissions Committee	February
Senate Administrative Procedures Committee	March
Senate Budget, Restructuring and Reallocation Committee	May
Senate Committee on Committees	April & October
Senate Compensation Committee	October
Senate Conflict of Interest/Scientific Misconduct Committee	April
Senate Curriculum Committee	April
Senate Essential Studies Committee	November
Senate Executive Committee	As Requested
Senate Faculty Handbook Committee	November
Senate Faculty Instructional Development Committee	October
Senate Honorary Degrees Committee	November
Senate Honors Committee	October
Senate Intellectual Property Committee	March
Senate Intercollegiate Athletics Committee	April
Senate Legislative Affairs Committee	December
Senate Library Committee	December
Senate Online & Distance Education Committee	March
Senate Scholarly Activities Committee	May
Senate Special Review Committee Pool	Not Applicable
Senate Standing Committee on Faculty Rights	November
Senate Student Academic Standards Committee	March
Senate University Assessment Committee	October

SENATE COMMITTEES

SENATE ACADEMIC POLICIES AND ADMISSIONS COMMITTEE

Purpose: To provide faculty guidance and oversight in applying academic standards in academic policies and admissions.

Membership: Faculty (five)
Students (two)
Vice President for Academic Affairs or designee (one, voting)
Director of Admissions or designee (one, voting)

Terms: Faculty - three years
Students - one year
Vice President for Academic Affairs
concurrent with office
Director of Admissions - concurrent with office

Selection: Faculty - elected by the University Senate in April and assuming responsibilities May 1 with about one-third to be elected each year.
Students - elected by Student Senate in April and assume responsibilities May 1
Vice President for Academic Affairs or designee - ex-officio
Director of Admissions or designee - ex-officio

Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall conduct studies and bring recommendations to the University Senate and/or Student Senate. Areas of study and review shall include, but are not limited to, policies related to the following:

1. General university requirements
2. Class attendance
3. Grading and recognition of academic achievement
4. Adding, dropping, withdrawal or audit of classes
5. Correspondence and distance/online courses, transfer of credits

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the February Senate meeting.

Source of Information: University Senate By-laws
University Senate Minutes - November 4, 1965
University Senate Minutes - November 3, 1966
University Senate Minutes - December 2, 1978
University Senate Minutes - March 5, 1981
University Senate Minutes - April 4, 1991
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013
University Senate Minutes - March 6, 2014
Senate Executive Committee Minutes - June 6, 2017

SENATE ADMINISTRATIVE PROCEDURES COMMITTEE

- Purpose: To provide academic guidance and overview of requests for exceptions to University-wide policy.
- Membership: Deans (two)
Registrar or designee, non-voting chair (one)
Faculty (five)
Student (one)
- Terms: Deans - two years with one being replaced each year
Registrar - concurrent with office
Faculty - two years
Student - one year
- Selection: Deans - appointed by the President in April and assuming responsibilities May 1
Faculty - approximately one-third elected by the Senate in April and assuming responsibilities May 1
Student - elected by the Student Senate in April and assuming responsibilities May 1
Registrar or designee - ex-officio (non-voting)
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:
1. Act on petitions of appeals regarding university-wide requirements and policies except for ES/GER and Honors requirements. These petitions relate to the following:
 - a. Change of Grade
 - b. Registration
 - c. Credit in course not allowed for credit
 - d. Transferability of undergraduate work to UND
 - e. All other university-wide academic requirements except the following which are reserved to the jurisdiction of the of the Deans and faculty:
 - (1) Graduate without being enrolled (dean 1)
 - (2) Extension of time to remove an incomplete (instructor, department chair, and dean 2)
 - (3) Special and validating examinations and re-examinations (instructor, department chair, and dean 2)
 - (4) Graduate from one college while enrolled in another (both deans)
 - (5) Add a course late during a term (instructor, advisor, dean 2)
 - (6) Take or give examinations at times other than those specified (department chair and dean 2)

- (7) Complete a major with fewer than 15 hours of institutional credit in the major (chair of major department and dean 1)
- (8) Complete a minor with fewer than 4 hours of institutional credit in the minor (chair of minor department and dean 2)
- (9) Graduate with fewer than 30 of the last credits for a first baccalaureate degree earned as institutional credit, of fewer than the last 15 for a second or subsequent degree (dean 1)
- (10) Be enrolled for more than 21 credit hours in a regular semester, or for more than 15 in a summer session (advisor and dean 1)
- (11) Graduate with fewer than 36 upper level credit hours (advisor and dean 1)
- (12) Have a similar, but differently named, course constitute a repeat of a previous course (chair of department offering course and dean 2)
- (13) Change a grade miss-recorded in a course (instructor and dean 2)

Notes:

- A. Dean 1 = dean of the student's college/program
Dean 2 = dean of the college offering the course(s)
- B. Appeal of decisions in these 13 matters shall be acted on by the appropriately established review and appeal committee in the respective colleges; the same committee shall resolve cases of divided decisions.
- C. Items 1-3 were assigned to the jurisdiction of the Dean by the Council on March 1, 1962 and items 4-6 were assigned later by the Council or Senate. Items 7-13 are additional assignments approved on Oct. 16, 1991.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of

Information:

University Senate By-laws
 University Senate Minutes - March 1, 1962
 University Senate Minutes - May 15, 1969
 University Senate Minutes - January 20, 1983
 University Senate Minutes - February 3, 1983
 University Senate Minutes - May 15, 1983
 University Senate Minutes - February 6, 1992
 University Senate Minutes - March 4, 1999
 University Senate Minutes - November 7, 2013
 University Senate Minutes - December 5, 2013

SENATE BUDGET COMMITTEE

- Purpose:** To provide guidance and oversight to the administration in regard to the creation and implementation of budget in furtherance of the University's strategic plan and to act as the mechanism for provision of faculty participation prior to termination of tenured faculty under exigent or other emergency circumstances.
- Membership:** Faculty (thirteen, one from each college with two from the college of Arts & Sciences: one in natural & social sciences and one in fine arts & humanities; one from the University Senate Curriculum Committee; one from the University Senate Online and Distance Education Committee; one from the University Senate Essential Studies Committee; and one from the Graduate Committee)
Students (two) appointed by the Student Government
Staff (two) elected by the Staff Senate
Vice President for Academic Affairs (one, non-voting, advisory)
Vice Chair of University Senate (one)
University Budget Manager (one, non-voting, advisory)
- Terms:** Faculty (nine, elected by University Senate) - four years, staggered terms
Faculty (one from University Senate Curriculum Committee)
Faculty (one from University Senate Online and Distance Education Committee)
Faculty (one from University Senate Essential Studies Committee)
Faculty (one from the Graduate Committee)
Staff (two elected by the Staff Senate) - three years, staggered terms
Students - two years, staggered terms
Vice President for Academic Affairs - concurrent with office
Vice Chair of University Senate - concurrent with office
University Budget Manager - concurrent with office
- Selection:** Faculty - elected by the University Senate in April and assuming responsibilities in the fall, with three elected each year
Faculty - one from University Senate Curriculum Committee as appointed by that Committee
Faculty - one from University Senate Online and Distance Education Committee as appointed by that Committee
Faculty - one from University Senate Essential Studies Committee as appointed by that Committee
Faculty - one from School of Graduate Studies appointed by Graduate Committee in consultation with the Dean of the School of Graduate Studies
Students - appointed by the Student Government in the the first meeting in the fall, spring, with one to be selected each year
Staff - elected by the Staff Senate in the first meeting in the fall, with one to be elected every two years
Vice President for Academic Affairs - ex-officio

Vice Chair of University Senate - ex-officio
University Budget Manager - ex-officio

Functions and

Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Provide advice to the President, the Provost, the VP for Health Affairs, the Executive Budget Committee, the Support Unit Allocation Committee, the Space Management Committee, and the University Senate Curriculum and Essential Studies Committees regarding planning and budget.
2. Working in consultation with the Executive Budget Committee, monitor the governance process of the budget model on an annual basis. This includes performing a review of the budgeting process every five years.
3. Serve as the pool of faculty representatives to committees appointed by the President, Provost, or VP for Health Affairs regarding planning and budgeting.
4. Perform the pre-termination faculty participation role in financial exigency circumstances and in other instances required by the Board of Higher Education Policy Manual or requested by the President, the Provost, or the VP for Health Affairs.
5. Participate in deliberations about the determination by the institution that tenured appointments might need to be terminated due to financial exigency, loss of legislative appropriations, loss of institution or program enrollments, consolidation of academic units or program areas, or elimination of courses.
6. Review and provide recommendations to the Provost and Vice President for Academic Affairs, the VP for Health Affairs, and the Executive Budget Committee on proposals for the use of subvention funding, paying particular attention to whether proposals conform to UND's strategic plan.
7. Help set agendas for the Support Unit and Space Management Committees within the budget model governance structure.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the May Senate meeting.

Source of

Information:

University Senate Minutes - March 7, 1996
University Senate Minutes - May 6, 1999
University Senate Minutes - March 6, 2003
University Senate Minutes - November 7, 2013
University Senate Minutes - March 5, 2015
Senate Executive Committee Minutes - June 6, 2017

SENATE COMMITTEE ON COMMITTEES

Purpose: To nominate University Council members for membership on Senate and other University committees, and to conduct elections for positions on Senate committees.

Membership: Senate Previous Past Chairperson (one, voting)
University Council members who are also members of the Senate at the time of their election(four, voting)

Term: Previous Past Chairperson of the Senate - concurrent with office
University Council members - two years with terms of two expiring each year

Selection: Senate Previous Past Chairperson - ex-officio
University Council members - elected by the Senate at first meeting in the fall and assuming responsibilities immediately.

Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Nominate personnel for Senate committees.
2. Fill vacancies which occur on Senate committees.
3. Recommend faculty nominees for appointment to all University (non-Senate) committees with faculty membership.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of Information: University Senate By-laws
University Senate Minutes - May 3, 1962
University Senate Minutes - October 6, 1966
University Senate Minutes - November 3, 1966
University Senate Minutes - November 2, 1967
University Senate Minutes - March 5, 1981
University Senate Minutes - October 3, 1985
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013
University Senate Minutes - December 5, 2013
Senate Executive Committee Minutes - May 8, 2019
University Senate Minutes - September 5, 2019

SENATE COMPENSATION COMMITTEE

- Purpose: To provide and solicit faculty guidance and advice regarding compensation issues, including salary and fringe benefits.
- Membership: Tenured Faculty (four)
Tenure-track Faculty (one)
Non-tenured Faculty (one)
Retirement Specialist (one, non-voting, advisory)
Director of Human Resources (one, non-voting, advisory)
A UND representative of the Council of College Faculties (one)
Vice President for Academic Affairs or a designee, for faculty contracts (one, non-voting, advisory)
- Terms: Faculty - three years
Retirement Specialist - concurrent with office
Director of Human Resources - concurrent with office
A UND representative of the Council of College Faculties - concurrent with office
- Selection: Faculty - approximately one-third elected by University Senate at April meeting and assuming responsibilities May 1.
Retirement Specialist - ex-officio
Director of Human Resources - ex-officio
A UND representative of the Council of College Faculties-ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Request studies, reports or other additional information that may be required to evaluate and make recommendations on faculty compensation, including salary and fringe benefits.
 2. Act in an advisory capacity to the University representatives on the Council of College Faculties.
 3. Act in an advisory capacity with the University administration in ascertaining desired changes in faculty compensation.
 4. Solicit faculty suggestions, information, and advice regarding faculty compensation, including salary and fringe benefits.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.
- Source of Information: University Senate Minutes - October 6, 1977
University Senate Minutes - March 5, 1981
University Senate Minutes - April 1, 1982
University Senate Minutes - March 7, 1996
University Senate Minutes - March 4, 1999

University Senate Minutes - November 7, 2013
University Senate Minutes - September 3, 2015

SENATE CONFLICT OF INTEREST/SCIENTIFIC MISCONDUCT COMMITTEE

- Purpose: To develop necessary conflict of interest and scientific misconduct policies for the university, keep faculty abreast of these policies, and act on relevant referrals or complaints.
- Membership: Faculty (ten) at least one faculty representative from each college (two from A&S: 1 natural or social sciences; 1 humanities & fine arts)
Staff (two)
University Counsel or his/her designee (ex-officio)
Vice President for Research or his/her designee - concurrent with office (non-voting)
- Terms: Faculty - three years with one-third of the committee elected each year
Staff - three years, with one elected in odd-numbered years
University Counsel or his/her designee - concurrent with office
Vice President for Research or his/her designee - concurrent with office
- Selection: Faculty are elected every year by the University Senate in April to assume responsibilities in May.
Staff Senate members are elected each year by the Staff Senate to assume their duties the following fall.
University Counsel or his/her designee - concurrent with office
Vice President for Research or his/her designee - concurrent with office (ex-officio)
- Function and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
1. Review federal and non-federal funding agency policies and develop/revise university compliance policies.
 2. Take a pro-active role to inform faculty and university personnel of changes and potential areas of concern.
 3. Receive conflict of interest management training.
 4. Provide advice and consultation to the appropriate Vice Presidents and/or Executive Heads regarding referrals and complaints relative to conflict of interest and scientific misconduct.
 5. Adjudicate referrals and complaints relative to conflict of interest and scientific misconduct.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April Senate meeting.
- Source of Information: University Senate Minutes - November 3, 1994
Modified September 21, 1995 and May 16, 1996

University Senate Minutes - March 4, 1999
University Senate Minutes - December 4, 2003
University Senate Minutes - November 1, 2007
University Senate Minutes - November 7, 2013

SENATE CURRICULUM COMMITTEE

- Purpose: To aid, advise, and recommend approval to colleges and departments on curriculum issues including addition or elimination of courses or programs, and to ensure coherent interdepartmental curriculum changes.
- Membership: Faculty (seven--one from each college offering undergraduate degree curricula and two from Arts and Sciences: one from Math, Science, and Social Sciences; and one from Fine Arts and Humanities, for a total of eight) who shall be a sitting or ex-officio member of their college/school curriculum committee
Students (three of junior or higher standing, each from a different college)
Vice President for Academic Affairs or a designee (one, voting)
Registrar or a designee (one, non-voting)
Director of Essential Studies (one, voting)
Dean of Libraries & Information Resources or a designee (one, non-voting)
Support Staff (one, non-voting)
- Terms: Faculty - three years
Students - one year
Vice President for Academic Affairs or a designee - concurrent with office
Registrar or a designee - concurrent with office
Director of Essential Studies - concurrent with office
Dean of Libraries & Information Resources or a designee - concurrent with office
Support Staff - concurrent with office
- Selection: Faculty - about one-third are elected every year by the University Senate in April to assume responsibilities in May.
Students - selected by the Student Senate in April to assume responsibilities in May.
Vice President for Academic Affairs or a designee - ex-officio
Registrar or a designee - ex-officio
Director of Essential Studies - ex-officio
Dean of Libraries & Information Resources or designee - ex-officio
Support Staff - appointed by the Registrar's Office
- Function and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Ensure that proposed changes maintain academic integrity and adhere to sound educational practices.
 2. Address general curriculum issues of interest to the university.

3. Establish guidelines and procedures for course/program changes including new courses and programs.
4. Consider and approve requests for course/program changes and proposals for new courses/programs and forward recommendations to the Senate.
5. Ensure a University-wide curricular perspective, promoting the development of interdisciplinary courses and programs.
6. Collaborate to ensure curricular changes align with university priorities and sound resource allocation decisions.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April Senate meeting.

Source of
Information:

University Senate Minutes - May 3, 1962
 University Senate Minutes - November 15, 1962
 University Senate Minutes - November 3, 1966
 University Senate Minutes - January 11, 1968
 University Senate Minutes - February 8, 1968
 University Senate Minutes - October 5, 1972
 University Senate Minutes - March 5, 1981
 University Senate Minutes - March 4, 1999
 University Senate Minutes - October 6, 1988
 University Senate Minutes - March 2, 1989
 University Senate Minutes - May 2, 1996
 University Senate Minutes - May 18, 1996
 University Senate Minutes - March 4, 1999
 University Senate Minutes - November 7, 2013
 University Senate Minutes - April 2, 2015
 University Senate Minutes - September 7, 2017

SENATE ESSENTIAL STUDIES COMMITTEE

- Purpose:** To provide faculty guidance and oversight of the University's general education program, "Essential Studies," by defining the principles and goals of the Essential Studies Program, developing and implementing Essential Studies Program policies, reviewing and making recommendations for revising the Essential Studies Program as necessary, and setting standards for courses that carry Essential Studies credit. To offer guidance and advice to the Office of Essential Studies regarding the administration of the Essential Studies program and to the Senate University Assessment Committee regarding the assessment of the Essential Studies program.
- Membership:** Academic Dean or designee (one, voting)
Faculty (twelve, including Chair and Chair-Elect)
Past-Chair (one, voting)
Students (three, voting)
Vice-President for Academic Affairs or designee (one, voting)
Registrar or designee (non-voting)
Dean of Libraries or designee (non-voting)
Director of Essential Studies (non-voting)
- Terms:** Academic Dean or designees - one year
Faculty - three years
Past Chair - one year
Students - one year
Vice President for Academic Affairs or designee - concurrent with office
Registrar or designee - concurrent with office
Dean of Libraries or designee - concurrent with office
Director of Essential Studies - concurrent with office
- Selection:** Academic Dean or designees - elected by Deans' Council and assuming responsibilities August 16.
Faculty - one-third elected each year by the Senate in April and assuming responsibilities August 16. At least one member from each of the colleges with undergraduate programs, and at least four members from the College of Arts and Sciences (one from each of its divisions: Humanities; Fine Arts; Mathematics and Natural Sciences; and Social Sciences). Candidates are selected from colleges in accordance with membership criteria as described above.
Students - three by the Student Senate in April and assuming responsibilities August 16.
Vice-President for Academic Affairs or designee - ex-officio
Registrar or designee - ex-officio
Dean of Libraries or designee - ex-officio
Director of Essential Studies - ex-officio

Functions and

responsibilities: Acting in conjunction with the Office of Essential Studies, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Address all issues regarding Essential Studies (ES) requirements, including possible Essential Studies Program revisions. Forward recommendations for ES Program changes to the University Senate for final approval.
2. Heighten University-wide interest in Essential Studies and its role in providing a strong liberal arts foundation for UND undergraduates.
3. Foster interdisciplinary discussion about Essential Studies.
4. Encourage experimental courses including an integrated alternative program in Essential Studies.
5. Define the principles of Essential Studies, set criteria for ES courses, and review courses for inclusion within the ES requirements. Forward recommendations for inclusion of courses in the ES Program to the University Senate for final approval.
6. Through regular reporting via the Director of Essential Studies, maintain an active line of communication with the University Curriculum Committee in order to receive and provide feedback on issues of mutual concern.
7. Establish guidelines for implementation of ES policies.
8. Serve as an appeal board regarding determinations of the applicability of transferred work to meet the ES requirements. In those cases where general education articulation agreements are recommended by the Committee, forward those recommendations to the University Senate for final approval.
9. Act on student petitions for exceptions to ES requirements.
10. In conjunction with the ES Office, keep current the content of the committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November Senate meeting.

Source of

Information: University Senate Minutes - February 7, 1980
University Senate Minutes - January 20, 1983
University Senate Minutes - March 4, 1999
University Senate Minutes - May 4, 2006
University Senate Minutes - April 3, 2008
University Senate Minutes - February 4, 2010
University Senate Minutes - November 7, 2013
University Senate Minutes - September 4, 2014
University Senate Minutes - April 5, 2018

SENATE EXECUTIVE COMMITTEE

- Purpose: To provide leadership for the Senate, to ensure that Senate policies are implemented, to act as liaison between the Senate and the University of North Dakota and the North Dakota University System.
- Membership: Senate Chairperson (one, voting)
Senate Vice Chairperson (one, voting)
Immediate Past Chairperson of the Senate (one, voting)
Faculty representatives (three, voting)
Vice President for Academic Affairs (one, voting)
Student who is a University Senate member (one, voting)
Staff who is a University Senate member (one, voting)
Registrar (one)
- Terms: Faculty - two years
Staff - one year
Student - one year
Others - ex-officio - concurrent with office
- Selection: Faculty representatives (three) - one to be elected each year for a two-year term, and one, the member of the Council of College Faculties serving the third year of a three-year term. (If this individual is unable to serve, then a substitute will be chosen from the remaining UND Council of College Faculties by the UND Council of College Faculties delegation.)
Student who is a University Senate member - elected by the Senate at the first meeting in the fall
Staff who is a University Senate member - elected by the Senate at the first meeting in the fall
- Functions and Responsibilities:
1. Call special meetings of the Senate.
 2. Change the time of the regular meeting in emergencies.
 3. Prepare the agenda.
 4. Act on behalf of the Senate when a meeting of the Senate does not seem justified or when such a meeting is prevented by lack of a quorum. Subsequent to the action taken by the Executive Committee, the Committee will report to the next meeting of the Senate to seek approval for the action that was taken by the Committee.
 5. Monitor the implementation of Senate legislation passed by the Senate.
 6. Coordinate action between the Senate and its committees.
 7. Care for the Senate by-laws by keeping them current and providing a codified copy to the chairperson at every meeting of the Senate. Publish codified by-laws for the Senate as often as it deems advisable.
 8. Care for the University Constitution, attending specifically to publication, distribution, amendment, and interpretation.
 9. Care for the Standing Rules, exercising the sort of supervision directed for the by-laws.

10. Codify Council and Senate legislation, publishing the codified legislation at the direction of the Senate.
11. Maintain the University Senate Committee Manual.

Report to Senate: As requested

Source of

Information:

University Constitution, Article VI, Section 3
University Senate By-laws
University Senate Minutes - February 8, 1962
University Senate Minutes - November 2, 1967
University Senate Minutes - November 4, 1976
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013
University Senate Minutes - December 5, 2013

SENATE FACULTY HANDBOOK COMMITTEE

- Purpose:** The Senate Faculty Handbook Committee provides guidance to the Senate in updating, revising, and correcting this crucial document, so that it reflects both State Board of Higher Education policy and the specific policies and procedures adopted by the University of North Dakota. The committee shall provide regular recommendations to the Senate via the Senate Executive Committee for proposed revisions throughout the year.
- Membership:** Vice President for Academic Affairs and Provost or designee (one, voting); Office of General Counsel (one, voting); Immediate Past Chair of the University Senate (one, voting); Vice-Chair/Chair-Elect of the University Senate (one, voting); Tenured Faculty (two, voting); Tenure-Track Faculty (one, voting); Non-Tenure Track Faculty (one, voting)
- Terms:** Vice President for Academic Affairs and Provost or designee - concurrent with office; Office of General Counsel - concurrent with office; Immediate Past Chair of the University Senate - concurrent with office; Vice-Chair/Chair-Elect of the University Senate - concurrent with office; Faculty - three years with approximately one-third elected each year
- Selection:** Vice President for Academic Affairs and Provost or designee - ex-officio; Office of General Counsel - ex-officio; Immediate Past Chair of the University Senate - ex-officio; Vice-Chair/Chair-Elect of the University Senate - ex-officio; Faculty - about one-third are elected every year by the Senate in April and assuming responsibilities May 1.
- Functions and Responsibilities:** In conjunction with the Office of General Counsel, implement the changes recommended in the consultant's report (08/12) where applicable and, once accomplished, perform a thorough review of all additions made necessary by changes in SBHE policy, in UND policies and procedures, and actions of the University Council and University Senate. Through regular reports to the SEC and the Senate the Faculty Handbook Committee will help to ensure that this document is kept up-to-date, is as accessible and as "user-friendly" as possible.
- Report to Senate:** In addition to its regular updates and suggestions for immediate action and revision, which will be channeled through the SEC for immediate Senate action, the Faculty Handbook Committee will prepare an annual report which summarizes its work over the previous 12 months. This report is to be submitted to the Senate secretary two weeks before the November Senate meeting.

Source of
Information: University Senate Minutes - November 1, 2012
University Senate Minutes - November 7, 2013

SENATE FACULTY INSTRUCTIONAL DEVELOPMENT COMMITTEE

- Purpose: To serve as an advocate and activist for instructional development at UND and to solicit requests for funds made available to the Committee, review the requests and make allocations. To review nominations for outstanding faculty awards and forward recommendations to the VPAA.
- Membership: Director, Faculty and Staff Development (one)
Faculty (six)
Vice President for Academic Affairs (one)
- Terms: Director, Faculty and Staff Development - concurrent with office
Faculty - three years with terms of two expiring each year
Vice President for Academic Affairs - concurrent with office
- Selection: Director, Faculty and Staff Development - ex-officio
Faculty - elected by the Senate in April and assuming responsibilities at start of fall semester
Vice President for Academic Affairs - ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. In line with the University's Strategic Plan, be a collective advocate and activist for instructional development at the University. The Committee might do studies, sponsor programs, make recommendations, and seek additional funding which would support instructional improvement and the professional development of UND faculty, for all instructors at all ranks, as teachers.
 2. Stimulate and encourage faculty instructional development, develop the faculty institutional policy on instructional research, and distribute funds (when provided) that are made available to the Faculty Instructional Development Committee on the basis of allocations submitted to it. Also, solicit and review requests for these funds and make recommendations for the awarding of these funds.
 3. Work with the Teaching Transformation and Development Academy (TTaDA) in an advisory capacity. The Committee will provide advice regarding instructional development to director of TTaDA. The Committee also will provide consultation on instructional development opportunities provided by TTaDA.
 4. Review funding and other support provided at the college level for instructional development, to ensure best practices are followed and faculty are aware of instructional development opportunities.
 5. Act in an advisory capacity for all instructional development opportunities for both online and on-campus instructors.
 6. Make recommendations for outstanding faculty awards (Awards of Excellence). The Committee will publicize the awards, collect nominations and applications and forward

recommendations to the VPAA. Assist with nominations and help make recommendations for the teaching awards, undergraduate and graduate students will be invited to assist the Committee in its deliberations. The number of students will be at the discretion of the Committee but shall not exceed four (4).

7. Other duties assigned that are congruent with the overall mission of this Committee

Guidelines:

1. The Director of Faculty and Staff Development will convene the Committee each year, and will provide staff support to the Committee.
2. The Committee will elect its chairperson each year.
3. The Committee will determine its own policies and procedures, consistent with University policies and procedures, as well as with the intent and specification of funds or other resources provided to it.
4. The Committee will be accountable to the Senate, as any other Senate Committee. The FIDC will also be accountable to the VPAA, through the Director of TTaDA, for these responsibilities given to it by the VPAA, i.e., advise TTaDA and, when requested, make decisions regarding funds for instructional development.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of

Information:

University Senate Minutes - October 2, 1980
University Senate Minutes - April 7, 1983
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013
University Senate Minutes - March 7, 2019

SENATE HONORARY DEGREES COMMITTEE

- Purpose: To provide a vehicle for granting honorary degrees according to the current university standards and policies.
- Membership: Faculty (five, each from a different college)
Dean of the Graduate School (one)
Vice President for Academic Affairs or a designee (one)
- Terms: Faculty - five years with one elected each year
Dean of Graduate School - concurrent with office
Vice President for Academic Affairs or designee - concurrent with office
- Selection: Faculty - one faculty member elected every year by the University Senate in April, assuming responsibilities in May
Dean of Graduate School - ex-officio
Vice President for Academic Affairs or a designee - ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
1. Solicit nominations for honorary degrees.
 2. Establish a procedure for reviewing nominations and making a recommendation.
 3. Consider nominations and submit a recommendation to the University Senate.
 4. Review current university policies, standards, and procedures for granting an honorary degree and submit recommendations to the Senate.
- Standards: Standards for the Awarding of Honorary Degrees:
It is recommended that the following criteria be used in considering persons for an honorary degree:
1. Achievement of distinction in scholarship, or in comparable professional or creative achievement.
 2. Recognized and outstanding service to the nation, to the state, or to the University of North Dakota.
 3. Attendance at or graduation from the University of North Dakota, except as the individual is outstanding with reference to criteria 1 & 2.
 4. Non-membership on the faculty of University of North Dakota.
 5. Scholarship specialization in an area in which the University normally grants an earned degree.
- Procedures: Procedures for Awarding Honorary Degrees:
It is recommended that the procedures used for awarding an honorary degree include the following:
1. Nominations may be made by any member of the University Council. (The deadline for submitting nominations

- for the honorary degrees shall be three months before the date on which the degree is to be awarded.
2. Nominations must be accompanied by a factual dossier providing evidence that the nominee meets the criteria set forth in part 1 above. Such factual compilation should include the following, in the order listed:
 - a. A brief biography
 - b. A list of scholarly writings, research and publications
 - c. Description of public service and achievements
 - d. List of offices and positions held
 - e. Other factual justifications for consideration
 3. The nominee's scholarship will be evaluated by the departmental faculty in the area of the nominee's specialization, such evaluation to be a part of the dossier presented to the Committee for Honorary Degrees.
 4. A nominee will not be informed that he is being considered until he has been finally approved.
 5. The titles of honorary degrees will be distinct from those of earned degrees.
 6. No honorary bachelor's or master's degrees will be awarded.
 7. Nominations approved by the Committee for Honorary Degrees will be presented by its chairman to the University Senate, and if approved by the Senate, and if approved by the Senate, presented by the President to the State Board of Higher Education for final approval only if the nomination has been made at a previous meeting of the Senate.
 8. No name once submitted to the Senate may again be presented to the Senate within the same year.
 9. Notification to the nominee of the approval of the State Board of Higher Education will be made by the President of the University.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November Senate meeting.

Source of
Information: University Council Minutes - January 19, 1959
University Senate Minutes - April 18, 1963
University Senate Minutes - February 2, 1967
University Senate Minutes - April 1, 1971
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013

SENATE HONORS PROGRAM COMMITTEE

The Honors Program is open to undergraduate students in any College or Major at UND. The program serves motivated students by enhancing undergraduate education through classes and co-curricular activities, including the Senior Honors Project.

Purpose: To provide faculty oversight of the University Honors Program by providing assistance and consultation in policy development, advising the program, establishing standards, evaluating the success of the Program, serving as primary faculty advisors for Senior Honors Projects when requested by students, and supporting social programming and development.

Membership: Up to 21 Total Members
Faculty (nine)
Honors Program Director (one)
Honors Faculty (up to three)
Students of the Honors Program (eight, with at least one first-year Honors student)

Term: Faculty serve three-year terms;
Honors Director: term concurrent with office;
Honors Faculty: term concurrent with position;
Students of the Honors Program: one year, renewable terms.

Selection: Faculty: one-third elected each year by the University Senate in April and assuming responsibilities May 1.
Honors Director: ex-officio
Honors Faculty: ex-officio
Students of the Honors Program: recommended by the Honors faculty based on perceived ability to evaluate Honors Program goals.

Functions and Responsibilities:

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:

1. Address issues regarding the Honors Program;
2. Provide assistance and consultation as needed in policy development;
3. Advise and assist students completing their Senior Honors Project;
4. Review Honors course applications from faculty each semester to assist Director in determining Honors sections to be offered in upcoming semesters;

5. Support programming and development in the Honors Program and between it and the university at large;
6. The Director, Honors faculty, and appropriate subcommittees will:
 - a. Evaluate prospective Honors Students for Tuition waivers;
 - b. Review applications of Honors sections and courses to be offered to Honors students each semester;
 - c. Serve on subcommittees as needed, e.g., grievances, etc.;
 - d. Foster connections between the Honors Program and various departments and programs across the university;
 - e. Educate the university community and public on the Honors Program.

Report to Senate:

Prepare an annual report which addresses each function and responsibility and submit it to the senate secretary two weeks before the October Senate meeting.

Source of

Information:

University Senate Minutes - December 7, 1967
 University Senate Minutes - November 3, 1966
 University Senate Minutes - March 2, 1967
 University Senate Minutes - May 4, 1972
 University Senate Minutes - May 3, 1973
 University Senate Minutes - March 5, 1981
 University Senate Minutes - March 4, 1999
 University Senate Minutes - March 5, 2015
 University Senate Minutes - April 4, 2019

SENATE INTELLECTUAL PROPERTY COMMITTEE

- Purpose: To advise the University regarding faculty rights and interests in faculty intellectual property. To collect, coordinate and disseminate information for and to the faculty that is pertinent to their interests in intellectual property.
- Membership: Faculty (five; one of whom must be an elected member of the UND Council of College Faculties)
Vice President for Research or designee (one, voting)
Director of Chester Fritz Library or designee (one, voting)
Director of Energy and Environmental Research Center or designee (one, voting)
Student Member (one, voting)
General Counsel or designee (one, non-voting, advisory)
- Terms: Faculty - three years
Vice President for Research or designee - concurrent with office
Chester Fritz Library Director or designee - concurrent with office
Director of Energy and Environmental Research Center or designee - concurrent with office
General Counsel or designee - concurrent with office
Student Member - one year
- Selection: Faculty - elected by the University Senate in April and assuming responsibilities in May, with terms of two faculty expiring each year.
Student Member - appointed by Student Body President
Vice President for Research or designee - ex-officio
Chester Fritz Library Director or designee - ex-officio
Director of Energy and Environmental Research Center or designee - ex officio
General Counsel or designee - ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:
1. Solicit faculty input on pending intellectual property issues and questions.
 2. Conduct studies and bring recommendations to the University Senate. Areas of study and review shall include, but are not limited to, policies related to all intellectual property including, but not limited to, "inventions and discoveries," patents, copyrights, trademarks, trade secrets and know how.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of

Information:

University Senate Minutes - March 4, 1999
University Senate Minutes - September 2, 2004
University Senate Minutes - December 6, 2012
University Senate Minutes - February 7, 2013
University Senate Minutes - November 7, 2013

SENATE INTERCOLLEGIATE ATHLETICS COMMITTEE

- Purpose: The Intercollegiate Athletics Committee (IAC) shall report to the University Senate. The chair of the IAC is responsible for submitting an annual report to the University Senate and for apprising the University Senate, in a timely manner, of any committee actions requiring University Senate action.
- The Intercollegiate Athletics Committee serves as an advisory committee to the President of the University making recommendations on matters pertaining to institutional control of the athletics program; the academic and financial integrity of intercollegiate athletics; the academic and personal well-being of student-athletes; gender equity; non-discrimination and diversity; and the accountability of the athletics program to the values and mission of the University of North Dakota.
- Membership: Athletics Director
Senior Woman Administrator
Coach Representative
Alumni (two, preferably one male and one female)
Faculty (nine)
Students (three, two of which are student-athletes)
Faculty Athletics Representative
- Terms: Athletics Director - concurrent with position
Senior Woman Administrator - concurrent with position
Coach - one year
Alumni - three years
Faculty - three years
Students - one year
Faculty Athletics Representative - concurrent with appointment
- Selection: Alumni - appointed by the UND Alumni and Foundation Board of Directors in June and assuming duties July 1, with one term expiring each year; no more than three consecutive terms.
Faculty - elected by the University Senate in April and assuming duties July 1; three-year terms with three elected each year; no more than two consecutive terms.
Student - appointed by the Student Body President in April and assuming duties July 1.
Student Athletes - one woman and one man will be chosen by the Student Athlete Advisory Committee in April and assuming duties July 1.
Faculty Athletics Representative - appointed by the President of the University Head Coach - selected annually by the head coaches in May and assuming duties July 1
- Functions and Responsibilities: Each IAC member will serve on at least one subcommittee from the areas detailed below. The core responsibilities of each subcommittee are also detailed below. Each subcommittee will be chaired by a faculty voting member of the IAC, who will be

responsible for holding meetings and providing reports to IAC. The Director of Athletics will appoint a member of the athletics department to serve as liaison for each subcommittee. Each subcommittee will comprise at least three voting members.

Subcommittee on Academic Integrity & Student-Athlete Well-Being

- Review the athletic department's compliance with regard to admissions, the academic performance and progress of student-athletes toward graduation
- Review the development of general athletics policies related to academic matters
- Monitor the impact of scheduling on student-athletes' academic performance
- Review programs in place for student-athlete physical and emotional well-being

Subcommittee on Governance and Compliance

- Review compliance with conference and NCAA regulations
- Participate in the development of recommendations regarding the addition/elimination of sports programs
- Monitor athletics lettering policies
- Participate in recommendations regarding conference affiliation

Subcommittee on Fiscal Integrity

- Review the athletics budget and media contracts
- Assess fundraising and marketing efforts

Subcommittee on Equity and Diversity

- Monitor the athletics department's efforts to ensure equity between women's and men's programs
- Review the athletics department's efforts regarding non-discrimination and diversity

Subcommittee on Fan Experience/Behavior & Facilities

- Review fan behavior policies for each home venue
- Evaluate facility contracts of the athletics department
- Assess fan experience programs

The full IAC will meet twice a semester with additional meetings scheduled as needed. The subcommittees will meet at least once a semester with additional meetings scheduled as needed.

In addition to serving on standing subcommittees, at least one member of the IAC will be appointed by the IAC chair to search committees for senior administration, head coaches and academic oversight positions within the athletics department. On these search committees, voting membership will include the FAR and the member of the IAC appointed by the IAC chair. The Director of Athletics will appoint the

chair of the search committee and will appoint all remaining members of the committee. Any member of the IAC not appointed by the IAC chair to the committee may be appointed to any search committee at the discretion of the Director of Athletics. The committee as a whole is encouraged to participate in the interview process for senior administration officials, head coaches and academic oversight positions within the athletics department.

Report to Senate: Prepare an annual report which addresses each function or responsibility and submit their effects on athletics and academics at the University.

Source of

Information:

University Senate Minutes - May 25, 1967
University Senate Minutes - April 4, 1968
University Senate Minutes - May 6, 1971
University Senate Minutes - March 5, 1981
University Senate Minutes - April 1, 1993
University Senate Minutes - May 2, 1996
University Senate Executive Minutes - May 16, 1996
University Senate Minutes - March 4, 1999
University Senate Minutes - September 1, 2005
University Senate Minutes - December 1, 2011
University Senate Minutes - November 7, 2013

SENATE LEGISLATIVE AFFAIRS COMMITTEE

- Purpose:** To collect, coordinate and disseminate information for and to the University Senate that is pertinent to University affairs addressed in the North Dakota State Legislature and other governance entities.
- Membership:** Faculty (five; one of whom must be a UND Council of College Faculty representative)
Students (two)
University Senate Chair (one, voting)
Staff Senate Legislative Committee Chair (one, voting)
Student Body President (one, voting)
Vice President for University & Public Affairs (advisory, non-voting)
- Terms:** Faculty - three years
Students - one year
University Senate Chair - concurrent with office
Staff Senate Legislative Committee Chair - concurrent with office
Student Body President - concurrent with office
UND Council of College Faculties Representative - one year
Vice President for University & Public Affairs - concurrent with office
- Selection:** Faculty - approximately one-third elected every year
Students - elected by the Student Senate
University Senate Chair - ex-officio
Staff Senate Legislative Committee Chair - ex-officio
Student Body President - ex-officio
Council of College Faculties Representative - as appointed by the UND CCF delegation
Vice President for University & Public Affairs - ex-officio
- Functions and Responsibilities:** The Legislative Affairs Committee ("the Committee") shall, acting of its own volition or upon the request of the Senate or Senate Executive Committee, conduct studies, polls, or inquiries. Topics include-but are not limited to-proposed or submitted state, or local legislation, relevant federal legislation and legislative activities being conducted at other NDUS institutions. The Committee may bring any resulting recommendations and/or resolutions to the University Senate for consideration.
- Because regular University Senate meetings during legislative sessions are spaced too far apart to allow the Senate to address legislative issues in a timely manner, the Committee may communicate to the appropriate legislative authorities its view, clearly identified as the Committee's view, with formal or informal consent of the Senate Executive Committee. The Committee shall then provide the text of its communication to the Senate

for ratification no later than the next regularly scheduled meeting.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the December Senate meeting.

Source of

Information: University Senate Minutes - March 4, 1999
University Senate Minutes - March 1, 2001
University Senate Minutes - November 7, 2013
University Senate Minutes - December 5, 2013
University Senate Minutes - September 3, 2015

SENATE LIBRARY COMMITTEE

- Purpose: To provide guidance and oversight by serving in an advisory capacity to the Dean of Libraries and Information Resources regarding library policies and planning and to report to appropriate bodies on library matters.
- Membership: Dean of Libraries and Information Resources or designee (one, non-voting, advisory)
Faculty (nine)
Professional librarian (one)
Students (two: one undergraduate, one graduate)
- Terms: Dean of Libraries and Information Resources - concurrent with office
Faculty - three years
Professional librarian - three years
Students - one year
- Selection: Dean of Libraries and Information Resources - ex-officio
Faculty - at least one member representing each college or school, approximately one-third elected by University Senate in April and assuming responsibilities May 1
Professional Librarian - appointed by the Committee on Committees in consultation with the Dean of Libraries and Information Resources
Undergraduate student - elected by the Student Senate in April and assuming responsibilities May 1
Graduate student - appointed by the Dean of the School of Graduate Studies in consultation with the School of Graduate Studies Committee and the Graduate Student Association in April and assuming responsibilities May 1
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Participate, through the Dean of Libraries and Information Resources or persons designated by the Dean, in the formulation of broad policies relative to collections and services as well as in long-range planning.
 2. Advise the Dean in matters of administration and problem-solving.
 3. Represent concerns of the University community to the Dean.
 4. Report on library matters to the University Senate and other appropriate offices.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the December Senate meeting.

Source of
Information:

University Senate Minutes - November 3, 1966
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013
University Senate Minutes - September 3, 2015
University Senate Minutes - March 3, 2016

SENATE ONLINE AND DISTANCE EDUCATION COMMITTEE

- Purpose:** To provide oversight and advocate for the provision of teaching and learning experiences with an exceptional level of quality for online and distance education students within the state, region, and beyond.
- Membership:** Faculty - nine, with two members from the College of Arts and Sciences, and one member from each of the other colleges (voting)
Immediate Past Chair (voting)
Distance Education Librarian of Chester Fritz Library (one, voting)
School of Medicine Library and Information Resources Librarian (one, non-voting)
Thormodsgard Law Librarian (one, non-voting)
Teaching Transformation and Development Academy (TTaDA), (one, voting)
Faculty and Staff Development, TTaDA (one, voting)
Office of Instructional Design and Digital Learning, TTaDA (one, voting)
Assessment and Regional Accreditation, Academic Affairs (one, voting)
Distance/Online students (one undergraduate and one graduate, voting)
- Terms:** Faculty - three years
Immediate Past Chair (one year)
Distance Education Librarian of Chester Fritz Library - concurrent with office
School of Medicine Library and Information Resources - concurrent with office
Thormodsgard Law Librarian - concurrent with office
Teaching Transformation and Development Academy (TTaDA) - concurrent with office
Faculty and Staff Development, TTaDA - concurrent with office
Office of Instructional Design and Digital Learning, TTaDA- concurrent with office
Assessment and Regional Accreditation, Academic Affairs- concurrent with office
Undergraduate student enrolled in an online or distance degree program (one year)
Graduate student enrolled in an online or distance degree program (one year)
- Selection:** Approximately one-third elected by the University Senate in April and assuming responsibilities Fall Semester;
Undergraduate student selected by Student Government in April and assuming responsibility Fall Semester;
Graduate student to be nominated by the Dean of the

School of Graduate Studies and approved for membership by a majority vote of the Graduate Studies Committee.

Functions &
Responsibilities:

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Advocate for the use of "best practices" relative to faculty development, delivery methods, and the administration, teaching and evaluation of courses, programs, and experiences online and distance education courses, programs, and experiences.
2. Foster collaboration to achieve the committee's purpose.
3. Provide support and assistance to deans, departmental chairs and program directors relative to the management, monitoring, and evaluation of online and distance education courses and degree programs.
4. Provide oversight for quality and integrity in the online and distance learning environment, while being guided by the principle that academic standards reside with the Provost and Deans and within academic departments.
5. Make resource recommendations to the institution congruent with achieving our purpose statement as well as resource recommendations regarding access to instructional technology for all students, regardless of delivery method.
6. Promote campus-wide interest in and advocacy for UND's role in providing exceptional and enriching online and distance learning experiences.

Report to Senate: Prepare an annual report and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of
Information:

University Senate Minutes - April 18, 1963
University Senate Minutes - November 3, 1966
University Senate Minutes - March 5, 1981
University Senate Minutes - May 6, 1999
University Senate Minutes - October 6, 2006
University Senate Minutes - May 1, 2014
University Senate Minutes - December 3, 2015
University Senate Minutes - May 5, 2016
University Senate Minutes - December 6, 2018

SENATE SCHOLARLY ACTIVITIES COMMITTEE

- Purpose: Stimulate and encourage scholarly activities and develop relevant institutional policies.
- Membership: Faculty (nine, to include two representatives from the College of Arts and Sciences with one of these from the divisions of humanities and fine arts and the other member from the divisions of natural sciences and social sciences)
Vice President for Academic Affairs or designee (one, voting)
Vice President for Research or designee (one, voting)
- Term: Faculty - three years with one-third elected each year
Vice President for Academic Affairs - concurrent with office
Vice President for Research - concurrent with office
- Selection: Faculty - approximately one-third elected by the University Senate at the April meeting and assuming responsibilities May 1
Vice President for Research- ex-officio
Vice President for Academic Affairs - ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address general issues of importance to establishing and maintaining strong research and development programs on campus.
 2. Stimulate interaction between disciplines and take a proactive role to establish centers of excellence at UND.
 3. Allocate available research funds based on pre-established policies and guidelines.
 4. Committee is responsible of thorough review of own policies in even years.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the May Senate meeting.
- Source of Information: University Senate Minutes - November 3, 1966
University Senate Minutes - November 2, 1967
University Senate Minutes - April 4, 1968
University Senate Minutes - November 2, 1978
University Senate Minutes - March 5, 1981
University Senate Executive Minutes - May 8, 1995
University Senate Minutes - March 4, 1999
University Senate Minutes - March 4, 2004
University Senate Minutes - November 7, 2013

SENATE SPECIAL REVIEW COMMITTEE POOL

Purpose: To provide faculty representatives to investigate faculty grievances and make recommendations to the President pursuant to section 612 of the State Board of Higher Education and University of North Dakota policy and procedure.

Membership: Tenured faculty (thirty) with each college of the University represented by at least one member.

Terms: Three-year term for each member. Elect 10 members each election cycle.

Selection: Elected by the University Council annually.

Functions and

Responsibilities: Upon the request of the University Senate Chair or his/her designee, the SRC shall assume the following responsibilities:

1. After a failed mediation and the University Senate Chair has received the grievance, the Chair will select three members from the pool and designate one as the SRC Chair. In selecting each SRC, the University Senate Chair will consider whether pool members have conflicts of interest with the parties to the grievance or whether the pool members may have served on a previous SRC involving the same parties.
2. The Office of General Counsel will review investigation procedures for each designated SRC. There will be no review of the grievance or response by any member of the SRC until the SRC Chair has received information from both parties.
3. The SRC Chair will convene the committee, which will conduct the investigation, and after the investigation concludes, write or oversee the writing of the report of the committee's recommendations to the President. Each report will include the written documentation provided by the Parties, information obtained from witnesses including the Parties, the non-retaliation statement, and the recommendations made by the SRC.
4. The Office of Record is the Registrar's Office. After the President has made his decision, the SRC report, as well as the President's decision, will be sent to the Registrar's Office. These reports are subject to the University's records retention schedule and the open records laws of the State of North Dakota.

Source of

Information: State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process
University Senate Minutes - April 17, 1975
University Senate Minutes - March 5, 1981
University Senate Minutes - March 1, 1984

State Board Implementors - April 1, 1984
University Senate Minutes - March 4, 1999
University Senate Minutes - October 4, 2012
Senate Executive Committee Minutes - June 6, 2017

SENATE STANDING COMMITTEE ON FACULTY RIGHTS

- Purpose: The purpose of the Standing Committee on Faculty Rights (SCoFR) is to hear and deliberate faculty grievances pursuant to policy 605 of the State Board of Higher Education (SBHE) Policy Manual.
- Membership: Faculty, tenured (five). Note: when serving on SCoFR, a person is no longer eligible for the Special Review Committee Pool.
- Terms: Five-year terms - one expiring each year. Selection: By the University Council, coincidental with and conducted in the same manner as the election of members of the Council to the University Senate, and assuming responsibilities at the beginning of the fall semester.
- Functions and Responsibilities: Mandated by the State Board of Higher Education regulations on Academic Freedom, Tenure, and Due Process, SCoFR assumes responsibility for the following:
1. Confirm that the longest serving member of SCoFR is Chair.
 2. Hold formal hearings or paper reviews in accordance with Policy 605 of the State Board of Higher Education Policy Manual on Academic Freedom, Tenure, and Due Process on all matters referred to it under those policies as implemented in section II-8, found in the UND Faculty Handbook.
 3. Judge any bias or conflict of interest allegation made against one of its members in a specific case and, should it determine that the bias or conflict exists, replace the member with a substitute member for that case.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November senate meeting.
- Source of Information: State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process
University Senate Minutes - May 4, 1978
University Senate Minutes - March 1, 1984
University Senate Minutes - March 4, 1999
University Senate Minutes - January 10, 2008
University Senate Minutes - February 2, 2012
University Senate Minutes - September 4, 2014

SENATE STUDENT ACADEMIC STANDARDS COMMITTEE

- Purpose: To designate faculty representatives to resolve undergraduate admission appeals or academic grievances not resolved at the level of the academic unit.
- Membership: Vice-President for Academic Affairs or designee (one, voting)
Faculty (six)
Students (two)
Registrar or designee will be a non-voting member, serve as chair, prepare all student files for review, act as a resource person, and prepare the annual report for the University Senate.
- Term: Vice President for Academic Affairs or designee - concurrent with office
Faculty - three years
Students - two years with one junior elected each year
- Selection: Vice President for Academic Affairs - ex-officio
Faculty - about one-third elected by the Senate in April and assuming responsibilities May 1
Students - elected by the Student Senate in April and assuming responsibilities May 1. Student must be a junior by the following fall term with a GPA of at least 2.5
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Advise all relevant Senate committees regarding student academic policies.
 2. Act as an appeals board for undergraduate students in cases involving university dismissal for unsatisfactory scholarship when the student's dean (or designee) has denied reinstatement.
 3. Act on student academic grievances in accord with the Code of Student Life.
 4. Consider exceptions to University admissions policies and appeals of admissions decisions in accordance with the policies established by the Senate Academic Policies and Admissions Committee.
 5. Review and approve the annual report of the Academic Policies and Admissions Committee to the Senate.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March meeting.
- Source of Information: University Senate Minutes - October 6, 1966
University Senate Minutes - November 3, 1966
University Senate Minutes - November 6, 1969
University Senate Minutes - January 20, 1983

University Senate Minutes - April 4, 1985
University Senate Minutes - March 4, 1999
University Senate Minutes - November 7, 2013

SENATE UNIVERSITY ASSESSMENT COMMITTEE

- Purpose: The Senate University Assessment Committee provides faculty guidance and oversight in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the Office of Vice President for Academic Affairs and Provost, the University Senate and the University community.
- Membership: Vice President for Academic Affairs and Provost or designee (two, one voting and one non-voting)
Vice President for Student Affairs or designee
Essential Studies Director
School of Graduate Studies Representative
Faculty (eight, one from each college)
Students (two)
- Terms: Vice President for Academic Affairs and Provost or designee - concurrent with office
Vice President for Student Affairs or designee - concurrent with office
Essential Studies Director - concurrent
School of Graduate Studies Representative - concurrent
Faculty - three years with approximately one-third elected each year
Students - one year
- Selection: Vice President for Academic Affairs and Provost or designee - ex-officio
Vice President for Student Affairs or designee - ex-officio
Essential Studies Director - ex-officio
School of Graduate Studies Representative appointed by Graduate Committee in consultation with Graduate Dean
Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.
Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding assessment of student achievement and development.
 2. Develop, review and evaluate the University Assessment Plan in conjunction with the Assessment Director.
 3. Oversee the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.
 4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

5. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.
6. Provide guidance to the Assessment Director in order to keep the assessment website current.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of
Information: University Senate Minutes - May 6, 1999
University Senate Minutes - February 7, 2002
University Senate Minutes - May 4, 2006
University Senate Minutes - February 7, 2013
University Senate Minutes - November 7, 2013
University Senate Minutes - November 3, 2016
University Senate Minutes - November 7, 2019

APPENDIX A

FORMAT FOR DESCRIPTION OF NEW PERMANENT AND Ad Hoc SENATE COMMITTEES

Title of Committee

Purpose: (brief statement of purpose)

Membership: (description of members and number)

Terms: (length of term)

Selection: (source, method, and schedule of selection)

Functions and Responsibilities: (list of the function/responsibilities/charges of the committee)

Guiding Principles: (not required; but, if necessary, a list of items to be considered by the committee in carrying out its functions/responsibilities/ charges)

Reporting: (method, to whom, and schedule for reporting)

Source of Information: (Constitution, Bylaws, Senate Action, or other source of authority related to the creation and description of the committee)

APPENDIX B

NON-SENATE COMMITTEES THAT REPORT TO THE PRESIDENT

Diversity Advisory Council - The mission of this Council is to advise and make recommendations to the President to broaden, deepen, and invigorating UND's commitment to a diverse, multicultural, and inclusive campus community in keeping with the University's mission.

President=s Advisory Council on Women=s Issues - This Council advises the President on matters relating to women=s equity issues and recommends ways of infusing gender perspectives into the curricular and extracurricular life of the University.

President=s Cabinet - The President=s Cabinet advises the President on all issues having to do with the administration of the University and reviews recommendations from the University Planning and Budget Committee in consultation with the President on matters of budget and planning. Members include the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Operations, the Vice President for Health Affairs, the Vice President for Research and Economic Development, the Vice President for University and Public Affairs, the Executive Vice President of the UND Foundation and Alumni Association, the Executive Associate Vice President for University Relations, the General Counsel, the Director of Athletics, the Chief Information Officer, the Student Body President, the President of Staff Senate, the Chair of the University Senate, and the Executive Assistant to the President.

President=s Executive Council - This body is advisory to the President, the Executive Council consists of the President, the Vice Presidents and the Executive Assistant to the President.

Student Fee Advisory Committee - This committee is advisory on all issues relating to special fee requests submitted and will make recommendations to the President regarding approval. Its function is to oversee the special course fee process and criteria selection.

APPENDIX C

NON-SENATE COMMITTEES THAT REPORT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

Academic Advising Committee - Provides guidance and oversight to the Offices of the Vice Presidents for Academic Affairs and Student Affairs on how to improve undergraduate advising at UND.

Enrollment Management Planning Committee - Is a cooperative of the Divisions of Academic Affairs and Student Affairs. The Committee is charged with developing strategies and recommendations for intentional, targeted, and data-driven planning and alignment of North Dakota University System, institutional, and academic unit undergraduate enrollment management and planning goals.

Great Conversation Series Committee - Takes nominations for speakers of national and international prominence and offers a unique opportunity for the University to enhance its national presence by hosting a person who is recognized for achievement and prominence in an area of national or international significance

Center for Instructional & Learning Technologies (CILT) Academic Advisory Committee- This committee functions as a liaison between the faculty and the Center for Instructional Learning Technologies. Faculty members from each of the colleges/schools, representing broad interests in instructional technology, are appointed by the Vice President for Academic Affairs and Provost to assist the director with planning and policy decisions for the benefit of the entire University.

National Scholarship Committee - Is an ad hoc committee which seeks out, supports, and nominates students for nationally competitive scholarship opportunities. For more information, go to: <http://nationalscholarships.und.edu/>.

Outstanding Faculty Awards Committee - Selects winners for teaching and service awards based on nominations by students, faculty, staff, and alumni; a University-wide committee appointed by the Vice President for Academic Affairs and Provost, it has student and faculty representatives from every college.

Summer Programs & Events Council - Promotes all summer events, programs, and courses to the greater Grand Forks community and beyond while providing leadership and logistical support for summer programming on the UND campus.

APPENDIX D

NON-SENATE COMMITTEES THAT REPORT TO THE STUDENT SENATE

Student Communications Funding Committee - Has primary jurisdiction over student publications receiving funds through the Board and has the power to establish, supervise and terminate such publications.

Student Organization Funding Agency - Has financial authority and jurisdiction over all primary or entirely student organizations. Has the authority to investigate, sanction, restrict, or revise the functioning of these recognized student organizations. May recommend to Student Senate or Student Policies Committee that official recognition of a student organization be withdrawn for cause, subject only to limitations imposed by the guarantee of due process.

University Program Council - Is a division of Student Government designated to the task of providing programs which educate, engage and entertain students on campus. Members of UPC work with agencies and performers across the country to secure contracts for performance, use creative methods of marketing and advertising to attract the attention of students on campus, and work to improve the level of entertainment at UND.

APPENDIX E

NON-SENATE COMMITTEES THAT REPORT TO THE VICE PRESIDENT FOR FINANCE AND OPERATIONS

Agency Selection Committee (Architect/Engineer Selection) - Is advisory to the Vice President for Finance and Operations for each project that a consultant is to be selected.

Bookstore Advisory Committee - Is advisory to the Vice President for Finance and Operations on all issues relating to policies and operation of the UND Bookstore.

Building/Facilities Access Administrative Committee - Reviews existing policies and charter as needed and recommend methods to develop, implement and enforce the UND Access Policy to the Vice President for Finance and Operations.

Council on Sustainability - Is advisory to the Vice President for Finance and Operations. The objectives are: 1) take a leadership role on sustainability issues essential to the education of our students, campus and community; 2) support the efforts of college and university presidents around the country to addresses the critical issue of climate neutrality; 3) develop and implement a climate action plan to reduce our carbon footprint; and 4) adherence to improvements in technology and unforeseen challenges. The Climate Action Plan is seen as a living document that will be updated at least annually.

Policy Advisory Group - assists Division units in the development of new F&O University policies and the revision of existing F&O University policies. While the Policy Office is responsible for maintaining the policy document's integrity and guiding the development, responsibility for its content resides with the policy's Responsible Office.

Student Technology Fee Committee - Receives and considers applications for funding from the Student Technology Fee and submits its recommendations to the President. It consists of five faculty members appointed by the President of the University upon recommendation of the Provost and five students appointed by the President of Student Government, plus two nonvoting ex-officio members, the Directors of the Office of Information Technology Systems and Services (formerly known as the Computer Center) and of the Center for Instructional and Learning Technologies. The membership is structured so that all academic colleges have representation.

University Fee Committee - Consisting of four students, three staff members, and the University Budget Director (ex-officio, non-voting), this committee makes recommendations to the President concerning the allocation of the University Fee, paid by all students in addition to tuition.

University Information Technology Council - The Council is charged with providing strategic planning input to the University's leadership and service providers with regard to all aspects of information technology planning, services and policies. The Council advises the President and the President's Cabinet on academic and enterprise information technology, assists in the implementation of University-wide information technology plans, and provides recommendations on other IT related issues. Membership is broadly representative and includes several ex-officio appointments. The University's Chief Information Officer serves as chair, the

Director of the Office of Information Technology Systems and Services (formerly known as the Computer Center) as vice chair.

University Loss Control Committee - Is advisory to the Vice President for Finance and Operations. The objectives are 1) establish policy for safe use of University properties in compliance with all federal, state, local and University regulations; 2) maintenance of a safe and healthful academic environment; 3) maintenance of a safe and healthful work environment; and 4) adherence to proper operating practices and procedures designed to prevent injury and illness.

University Staff Personnel Advisory Committee - Is advisory to the Vice President for Finance and Operations to consider and recommend new or revised policies, procedures and processes for staff employment at the University of North Dakota; to advocate equitable and fair implementation and application of such policies, procedures and processes; and to promote communication with all UND staff employees.

APPENDIX F

NON-SENATE COMMITTEES THAT REPORT TO THE VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT

Associate Deans for Research Council - The Council consists of five representatives from the Division of Research (the Vice President for Research & Economic Development, the Associate Vice President for Research & Economic Development/Research Development and Compliance, the Associate Vice President for Research & Economic Development/Research Capacity Building/Co-Project Director of North Dakota EPSCoR, the Assistant Vice President for Research & Economic Development/Grants and Contracts Administration, and the Export Control Officer), and the associate deans for research or other designated representatives of the University's colleges and schools who administer their respective unit's research agenda. The Associate Vice President for Research & Economic Development/Research Development and Compliance serves as chair.

The objectives of the committee are to: 1) enhance collaborative and multidisciplinary research endeavors across the colleges and schools, 2) keep the colleges and schools apprised of emerging and ongoing initiatives sponsored by federal, state and local municipal agencies as well as private entities that support research, and 3) discuss current issues that bear on University research administration

Field Station Committee - This committee was formed in 2007 to establish the means and methods used by the institution to maintain each field station, ensure its safe use, and prioritize funding obligations. The Committee reports to and is an advisory to the Vice President for Research and Economic Development on the preservation of the land, and on use of the land for education and/or research by all faculty and students of the University of North Dakota. Proposals for use of the field stations must be submitted to and approved by the committee

Institutional Animal Care & Use Committee - This University-wide committee is required by Federal law to maintain oversight of the animal facilities and animal use and care procedures. It reviews the University's animal care facilities and programs at least annually and reports recommendations for improvements or changes to the administration. It also recommends policies and procedures for the University's animal care program.

Institutional Biosafety - This University-wide committee is required by Federal law to review, approve and oversee all projects involving biohazards or potential biohazards conducted by the University.

Institutional Review Board (IRB) - This is a University-wide committee with representation from the community, required by Federal law to review biomedical and behavioral research involving human subjects conducted at or sponsored by the University in order to protect the rights of the human subjects participating in such research. The Board reviews and recommends policies and review procedures required to comply with University policies and Federal, State, and local laws governing the use of human subjects in biomedical and behavioral research.

Radiation Safety and Hazardous Chemical Waste - This University-wide committee is required by State law to develop policies and recommend procedures for safe use of

radioisotopes and ionizing radiation by faculty, staff, and students at UND. It is responsible for assuring that all such users meet requirements of University license conditions for use and possession of radioisotopes.

UAS Research Compliance Committee - The UAS Research Compliance Committee is a standing committee of the Division of Research and Economic Development. The committee reviews and approves all research using unmanned aircraft systems conducted by any members of the University including faculty, staff, and students. No research will be undertaken without prior approval of the committee. The committee considers the ethical consequences of the proposed research and applies community standards in determining whether a research project may be approved. The committee determines whether a proposed research project can be approved as described, needs modification to be approved, or will be denied.

APPENDIX G

NON-SENATE COMMITTEES THAT REPORT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

Academic Advising Committee - Provides guidance and oversight to the Offices of the Vice Presidents for Academic Affairs and Student Affairs on how to improve undergraduate advising at UND.

Alcohol and Other Drugs Committee - Makes recommendations to reduce negative impacts associated with high risk drinking and other drug use/abuse by employing the socio-ecological model to address these issues at the individual, interpersonal, institutional, community, policy, and environmental levels.

Cabinet of Student Leaders - Advisory group of student leaders for the Vice President for Student Affairs to provide input and feedback on programs, services, and concerns affecting students. It also allows for a mechanism of communication and collaboration between major student organizations on campus. The group meets monthly during the academic year.

Cooperative Education Committee - Serves as the advisory group between the Career Services and the Vice President for Academic Affairs and Provost on all matters concerning Cooperative Education programs.

Enrollment Management Planning Committee - This committee was created in spring 2012 as a cooperative of the Divisions of Academic Affairs and Student Affairs to discuss strategies and provide recommendations for intentional, targeted, and data-driven enrollment planning and management. The Committee is charged with using local data and national best practices to develop a comprehensive, collaborative, and coordinated vision and approach to undergraduate admissions and enrollment initiatives that align institutional and academic unit goals

Financial Aid Satisfactory Progress Appeal Board - This board hears student appeals for reinstatement of student financial aid when their petition has been denied by the Student Financial Aid Office.

Orientation Advisory Committee - This committee is charged with reviewing UND's summer orientation program and providing ongoing recommendations so UND's orientation programs are aligned with national best practices.

Retention Committee - Reviews and recommends best practices for improving retention and graduation rates for undergraduate students.

Sexual Violence Committee - Assesses and makes recommendations to improve campus policies as well as prevention programs and response services dealing with sexual misconduct to include but is not limited to sexual assault, intimate partner violence and stalking.

Student Affairs Marketing Advisory Team - Assists the departments and units within the Division of Student Affairs in the development of effective marketing plans for a wide variety of events and programs. We will guide your department through the process of delivering effective messages and determining the right tactics.

Student Affairs Staff Development Committee - Recommends and implements professional development activities for all staff in the Division of Student Affairs.

Student Relations Committee - Consists of a group of students and faculty, appointed by the Vice President of Student Affairs, trained, and called upon to hear cases of alleged violations of the Code of Student Life. It is the highest disciplinary body of the University and has the power to suspend a student or student organization. It is the role of the SRC to promote acceptable standards of behavior within the university community.

Tobacco-Free Campus Task Force - Promotes a campus community which supports healthy choices and academic success by reducing exposure to second hand smoke and decreasing use of tobacco. The task force efforts are focused on enhancing awareness and compliance with the tobacco free campus policy as well as enhancing awareness and utilization of quit tobacco options.