

UNIVERSITY OF RHODE ISLAND FACULTY SENATE

Restructuring of the Standing Committees of the Faculty Senate (effective for the 2018-2019 academic year)

Fully approved by the Faculty Senate on December 7, 2017
Track changes pending approval

Changes to the By-Laws of the Faculty Senate **Sections 4.13 – 4.70 replace previous sections 4.13 – 4.88** **Amendments to Sections 6.1-6.4 and 3.5**

4.13 Unless specified otherwise, each committee shall be comprised of six faculty members, one of whom shall serve as chairperson, and two students, one undergraduate and one graduate student. The faculty members of standing committees shall serve for three-year terms on a staggered basis from the time of their approval until the first meeting of the Senate in the fall three years afterwards. Committee chairs shall serve for two years in that capacity. Student members shall serve for one year and shall be eligible for appointment to a second term. Students shall be appointed, respectively, by the Student Senate and by the Graduate Student Association. Committee chairs or the Faculty Senate Executive Committee may request that the University administration make available those administrators and/or staff members whose expertise is aligned with the work of the committees to act as liaisons to committees as needed. Administrator and/or staff liaisons may advise committee members regarding the work of the committee but shall not be considered committee members. The Executive Committee or committee chairs may also ask faculty who are not Senate members to serve as non-voting advisors to standing committees as needed.

4.14 Each committee shall meet at least once a semester unless otherwise specified. Carrying out committee work electronically is permissible.

4.15 The chairperson shall be responsible for preparing the agenda and calling the meetings. Another member of the committee shall be responsible for recording minutes and submitting them to the Office of the Faculty Senate upon approval. Unless otherwise specified, the chairperson shall ~~receive the equivalent of one course release per semester.~~ be entitled to have his/her normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment.

4.16 Each committee shall provide a brief informational report at the October meeting of the Faculty Senate outlining its goal(s) for the coming year. Each committee shall present a report

of its activities to the Faculty Senate at least once a year as indicated in the description of the committee charge.

4.17 Committee reports to be placed on the agenda for a regular Senate meeting must be submitted to the Executive Committee at least seven days in advance of the Executive Committee meeting preceding the Senate meeting at which said reports are to be considered for inclusion on the agenda, and shall be distributed with the agenda to members of the Senate.

4.20 The Curriculum and Standards Committee (henceforth referred to as “full committee”) shall also comprise two subcommittees, the General Education Subcommittee and the Academic Calendar Subcommittee. Each subcommittee shall comprise three faculty members serving on the full committee and three additional faculty members appointed on a staggered basis. The chairs of the subcommittees shall be appointed from the members of the full committee. The full committee’s undergraduate student member shall also serve on the General Education Subcommittee; the full committee’s graduate student member shall also serve on the Academic Calendar Subcommittee. An additional undergraduate student shall be appointed to serve only on the Academic Calendar Subcommittee. The full committee shall consider and make recommendations to the Faculty Senate on the items specifically assigned to it (see By-laws 4.21 to 4.25). The two subcommittees shall consider and make recommendations to the full committee on the items specifically assigned to them (see By-laws 4.27 and 4.28). The full committee may modify these recommendations prior to submitting them to the F Senate, or disapprove of them without submitting them. The full committee shall meet at least once a month and present reports to the Faculty Senate as often as necessary.

4.21 Curricular Matters: The full committee shall study and make recommendations to the Faculty Senate (or return the matters unapproved, with comments, to the units from which they originated) on the following matters referred to it by the various colleges, schools, the Faculty Senate or its Executive Committee, the Administration, or from another authoritative source: The establishment, abolition, division or merger of colleges and schools of the University, at the undergraduate and graduate level; the establishment, modification, or abolition of general policies concerning academic requirements such as are included in Chapters 3, 5, and 8 of the University Manual; the establishment or abolition of undergraduate degrees or credit certificates awarded by the University in any of its divisions; the establishment, abolition, division or merger of departments of instruction, or other units or areas affecting instruction; the establishment, at the undergraduate level, of new experimental and interdisciplinary instructional programs not confined to one college; the establishment of interdisciplinary minors; the establishment, modification, or abolition of curriculums or programs of study leading to degrees or credit certificates at the baccalaureate level as well as the offering of existing undergraduate degree programs at the Providence campus, with due regard to requirements for accreditation when applicable; the creation, modification, or abolition of Bachelor of Interdisciplinary Studies concentrations; consider, in accordance with 8.20.62, options within major fields of study and recommend their establishment to the Faculty Senate if approved by the committee; consider and vote on exceptions to the P/F option for

courses that do not fall under this option if this is requested by a college, and recommend the exception to the Faculty Senate if approved by the committee; the introduction, modification or abolition of individual courses intended primarily for undergraduate instruction; the approval of new and existing courses for general education if in the committee's view, the outcomes proposed for the courses are clearly appropriate (if there is doubt about this, the course(s) shall be referred to the General Education Subcommittee for resolving this matter). No items of this nature (or of the items mentioned below or assigned to one of the subcommittees) may be approved by the Faculty Senate in the absence of a review by the full committee, except for the item mentioned at the end of 4.28.

4.22 Academic Standards: The full committee shall study all matters pertinent to the establishment and maintenance of high academic standards that may be referred to it by the Senate, the Senate Executive Committee, or other agencies; propose improved regulations and practices related to academic standards; observe the effects of rules for dismissal of students for academic reasons; review periodically the academic standards, rules, and procedures in the University Manual and make recommendations concerning them to the Faculty Senate; make policy recommendations to the Faculty Senate on all matters pertaining to the University College for Academic Success other than advising; and review and evaluate standards and policies concerning recruitment, admissions, and yield, except for the establishment of annual admissions targets which is the responsibility of the Provost and Vice President for Academic Affairs.

4.23 Expediency: The full committee shall recommend procedures that permit matters within its jurisdiction or the jurisdiction of its subcommittees to be handled expeditiously.

4.24 Taking initiative: The full committee may also initiate action on matters within its jurisdiction or the jurisdiction of its subcommittees by referring them to the faculties of the colleges and/or schools concerned.

4.25 Liaison: The full committee shall maintain liaison with administration offices such as the University College for Academic Success, the School of Professional Studies, and the Online Education division of the Office for the Advancement of Teaching and Learning.

4.26 Workload reductions: The chair of the full committee shall be entitled to have his/her normal duties reduced by one-half, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. ~~have his/her workload reduced by one-half of his/her normal duties, and t~~The faculty members who serve both on the full committee and on one of the subcommittees shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. ~~have their workload reduced by one-third of their normal duties.~~ There shall be no workload reduction for those faculty members who serve only on one of the subcommittees.

4.27 The General Education Subcommittee shall study and make recommendations to the full committee concerning the establishment, modification or abolition of General Education requirements for graduation to be applicable to degree candidates; consider new and existing courses proposed for general education which the full committee did refer to the subcommittee; evaluate the effectiveness of the general education program; maintain liaison with the University administration for effective implementation of approved recommendations; and cooperate closely with the Director of General Education (see University Manual section 8.20.30).

4.28 The Academic Calendar Subcommittee shall study the University Calendar for fall, winter, and spring semesters as prepared by Enrollment Services in accordance with University Manual passage 8.70.10 and present it to the full committee, with appropriate recommendations, in time so that the full committee can report it to the Faculty Senate at its first December meeting; study the calendar for the fully-online accelerated program developed in accordance with University Manual passage 8.70.09 and present the calendar to the full committee by March 1 of the year preceding the one during which the calendar is to become effective; carry out all other functions assigned to it by University Manual passages 8.70.09-20; examine, cooperatively with the Graduate Council, such academic matters as may affect jointly the two committees; consider such calendar matters as may be referred to it by the Senate or its Executive Committee, and study, on its own accord, desirable changes in the University Calendar; review any proposed change in the approved calendar originating outside the Subcommittee and/or the full committee as well as any amendments attached by the Faculty Senate to a calendar proposal prior to Faculty Senate adoption of the calendar in its final form except that, if the Senate Executive Committee declares an emergency situation prior to the Faculty Senate meeting at which calendar proposals are to be considered, a calendar proposal amended on the Senate floor may be approved at the meeting during which the proposal has first been introduced by the full committee. Further, if, in the case of such an emergency situation, a meeting of the full committee is, due to time constraints, not feasible, the subcommittee shall report directly to the Faculty Senate rather than present its report via the full committee.

4.30 **The Teaching, Advising, and Assessment Committee** shall consider and make recommendations to the Faculty Senate on the items specifically assigned to it (see By-laws 4.31-4.34). The Committee shall study and make recommendations to the Faculty Senate (or return the matters unapproved, with comments, to the units from which they originated) on the following matters referred to it by the various colleges, schools, the Faculty Senate or its Executive Committee, the Administration, or from another authoritative source, or taken up by the Committee on its own initiative:

4.31 The Committee shall promote good teaching, advising, and assessment at the University by conducting and reporting to the Faculty Senate an annual audit of programs, activities, policies, etc., which are available at the University to support good teaching and assessment and undertake each year, in cooperation with other interested parties, an initiative designed to improve teaching and assessment practices at the University.

4.32 Further, the Committee shall assess university-wide advising and make policy recommendations to the Faculty Senate on all advising matters pertaining to the University College for Academic Success.

4.33 Moreover, the Committee shall supervise the Honors Program (see [University Manual Chapter 8, Academic Programs, Sections 8.60.10 – 8.65.13](#)) and, in collaboration with the Director of the Honors Program, bring distinguished scholars to the campus for general lectures and/or other public programs.

4.34 The Committee shall meet at least once a month and shall prepare and present, in January of each year, a report to the Faculty Senate including a review of current initiatives, policies, and practices as well as recommendations for future improvements.

4.40 The Committee for Research and Creative Activities (henceforth referred to as the “full committee”) shall consist of faculty and students active, experienced, or concerned with various aspects of research, creative, and scholarly efforts at URI. The full committee shall serve as the representative voice of the university community in all matters related to research, creative, and scholarly activities and shall seek to improve the environment for research at URI in all ways possible. The full committee shall also comprise two subcommittees, the Competitive Grants Subcommittee and the Center Review Subcommittee. Each subcommittee shall comprise three faculty members serving on the full committee and three additional faculty members appointed on a staggered basis. The chairs of the subcommittees shall be appointed from the members of the full committee. The full committee shall meet at least once a month and present reports to the Faculty Senate in December and April and more often as needed.

4.41 Advocacy of Research and Creative Activities: The full committee shall promote comprehensive understanding of the notion of research, creative, and scholarly work in order to enhance the well-being of all such work at URI; seek to identify all challenges which hinder research, creative, and scholarly efforts at URI and provide recommendations to correct them; review and recommend policies for the management of research affairs at URI and serve as the advisory committee for the Vice President for Research and Economic Development; upon request, advise all campus groups and offices on matters relating to research, creative, and scholarly work.

4.42 Library and Open Access: The full committee shall act as liaison between the University Library and the faculty as a whole and advise the Library on matters of general faculty concern; consult with the Library faculty on long-range needs of the Library and the adequacy of budget provisions to meet those needs; serve in an advisory capacity to the Faculty Senate regarding the implementation and interpretation of the University of Rhode Island Open-Access Policy, resolving disputes concerning the interpretation and application of the policy and recommending changes of the policy to the Faculty Senate.

4.43 The Competitive Grants Subcommittee shall solicit proposals from the faculty and award, on a competitive basis, financial support for a “Faculty Development” program (using guidelines developed together with the full committee) to support faculty salary and fellowships, student support, operating expenses, travel, and equipment; advise the Vice President for Research and Economic Development concerning the allocation among faculty, on a competitive basis, of financial support for a “Proposal Development” program (using guidelines developed by the Vice President for Research and Economic Development in consultation with the full committee) to support faculty salary and fellowships, student support, operating expenses, travel, and equipment. The Competitive Grants Subcommittee shall meet as needed.

4.44 The Center Review Subcommittee shall review applications for Centers, including institutes, bureaus, partnerships, and similar entities, to operate for an initial three-year period and recommend to the Provost and Vice President for Academic Affairs action on the temporary authorization of centers based on the potential for intellectual contributions, utilization of undergraduate and graduate students, interdepartmental or intercollege involvement, and external funding during its initial three years; review applications for continuing authorization of Centers, including institutes, bureaus, partnerships, and similar entities, after the initial three years and recommend to the Faculty Senate action on center proposals based on program quality, research, outreach, or educational activities, involvement of undergraduate and graduate students, interdepartmental or intercollege connections, and potential for continued external funding, as appropriate for the mission and goals of the center; review the continuing status of Centers, including institutes, bureaus, partnerships, and similar entities, every four years and submit recommendations for further continuation or dissolution to the Faculty Senate based on overall program quality, research, outreach, or educational contributions, financial support of student involvement, interdepartmental or intercollege involvement, and continued external funding, as appropriate for the mission and goals of the center. The Center Review Subcommittee shall meet as needed.

4.45 Research Overhead Funds: The full committee shall serve on the Committee for Review of the Distribution of Facilities and Administrative (Overhead) Funds (see University Manual Sections 10.72.10 –10.72.14).

4.46 Workload reductions: The chair of the full committee shall be entitled to have his/her normal duties reduced by one-half, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. ~~have his/her workload reduced by one-half of his/her normal duties, and t~~The faculty members who serve both on the full committee and on one of the subcommittees shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. ~~have their workload reduced by one-third of their normal duties.~~ There shall be no workload reduction for those faculty members who serve only on one of the subcommittees.

4.50 The Committee on Technology and Infrastructure shall contribute to the development and maintenance of the strategic plan in collaboration with Information Technology Services and review and make policy recommendations regarding the implications on academic and research planning, standards, services, physical facilities, and allocation of resources on all matters pertaining to information technology, infrastructure, computing, communications, and networking.

4.51 The Committee shall meet at least once a month and shall present, in February of each year, a report to the Faculty Senate including a review of current facilities, policies, and practices as well as recommendations for future improvements.

4.60 The Service and Community Life Committee shall aim at supporting the mission of the university by studying and recommending policies to enhance effective faculty governance and oversight; the supportive and diverse nature of the URI community; and URI's engagement with the broader local, national and international community.

4.61 Faculty governance: The Committee shall study faculty efficiency in legislative decision-making and oversight throughout the university and make recommendations to the Faculty Senate aimed at enhancing this efficiency. To accomplish this, the Committee shall review and report on practices of faculty governance University-wide and within Colleges; offer training on best practices of faculty governance, including facilitating and encouraging best practices for college elections and recruitment; create and administer mentor programs for new faculty senators; monitor the implementation of Senate-approved initiatives and report any issues identified to the Faculty Senate Executive Committee.

4.62 Quality of working environment: The Committee shall study the University work environment and make recommendations to the Faculty Senate which will enhance the quality of this environment. To accomplish this, the Committee shall assist faculty with understanding of promotion and tenure policies; recommend policies that could assist in faculty retention, including matters of work/life balance; consider issues and make recommendations concerning areas affecting the work environment, such as transportation and accessibility.

4.63 Community life and impact: The Committee shall study the University community and make recommendations to the Faculty Senate aimed at enhancing this community and its impact on the broader world. To accomplish this, the Committee shall examine the meaning of a diverse community (including students and faculty interacting online); create, support, and promote events that foster a sense of campus culture, including efforts to foster a greater sense of unity among the university's different campuses; provide opportunities for interdisciplinary networking across campus; promote efforts to be of service to the wider community as well as to one another and to our students.

4.64 The Committee shall meet at least once a month and shall prepare and present, in March of each year, an annual report to the Faculty Senate including a review of current initiatives, policies, and practices as well as recommendations for future improvements.

4.70 Constitution, By-laws, and University Manual Committee. This committee shall review the operation of University governance and propose changes in the Constitution and By-Laws of the Faculty Senate and in the University Manual; review proposals for changes in University governance from whatever source and make recommendations concerning them to the Faculty Senate and to the other appropriate bodies and individuals; construe the meaning of the Constitution, the By-Laws and the University Manual upon the request of the Senate Chairperson or Executive Committee, any senator or member of the University faculty, or the President; assure that all duly approved changes are incorporated into the Constitution and By-Laws and into the University Manual, and that no unauthorized changes are made in these instruments; and assure that the language of all duly approved changes is consistent with the style, format and arrangement of the Constitution and By-Laws and of the University Manual.

6.1 Appointing Committee Members and Committee Chairs. The Executive Committee, with the consent of the Senate, shall appoint for three-year terms faculty members and for two-year terms chairpersons of standing committees and subcommittees to replace those faculty members and chairpersons whose terms are about to expire. These appointments shall be on a staggered basis so that one-third of the members of each committee are replaced each year and so that the chairpersons of half the committees are replaced each year. Besides students (see By-laws 4.13), only elected Faculty Senate members shall be eligible to serve on standing Faculty Senate committees. At the May organizational Faculty Senate meeting, all newly elected senators shall submit to the Senate Chair lists of at least three standing committees and/or subcommittees on which they are willing to serve. These committees and/or subcommittees may be listed in an order of priority. A newly elected senator who will have to miss the organizational meeting shall send the list to the Faculty Senate office prior to the organizational meeting, or as soon as possible thereafter. The Executive Committee shall use these lists to nominate, during the summer, for Faculty Senate approval (see below), new committee and subcommittee members for three-year terms to replace those committee members whose terms are about to expire. When the term of a committee or subcommittee chair is about to expire, a new chair shall also be nominated for a two-year term (see By-laws 4.13). Ideally, chairs shall be chosen from those committee and/or subcommittee members whose remaining Senate terms are two years; committee chairs may, however, also be chosen from newly elected senators. While efforts will be made to nominate senators for a committee and/or subcommittee included in the list a senator submitted, there is no guarantee that this will be possible. If the only committee slots available for a senator differ from the committees contained in the list the senator has submitted, the Faculty Senate Coordinator shall contact the senator to determine whether he or she is willing to serve on a committee on which a slot is not yet filled. When the list of new members and new committee chairs is presented, at the first Fall Semester Senate meeting, to the Senate for approval, the Senate's action shall be limited to consenting to the nominees for each committee or to referring the matter back to the Executive Committee. Unless stated otherwise in the description of an individual committee, committee chairs shall be entitled to have their normal duties reduced by one-third, normal

duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment receive the equivalent of one course release per semester. Prior to a senator's nomination for a committee connected with a workload adjustment reduction (committee chair; serving on the Curriculum and Standards Committee or the Committee for Research and Creative Activities and simultaneously on one of its subcommittees) the senator's department chair shall be consulted about the workload adjustment reduction.

6.2 Committee Vacancies Due to Resignations or Other Reasons. If a position on a committee or subcommittee becomes vacant (resignation, retirement, or another reason), the Executive Committee shall identify and appoint an elected senator willing to serve on the committee or subcommittee for the remainder of the term of the individual whose position has become vacant. If the committee or subcommittee chair's position becomes vacant, a current member of the committee or subcommittee in question shall be appointed by the Executive Committee to serve for the remainder of the previous chair's term; the committee position the new chair occupied shall be filled in accordance with the first sentence of this paragraph.

6.3 Transition from the present to the new system (provision to expire April 30, 2019): During the May 2018 organizational Faculty Senate meeting, all non-ex officio Faculty Senate members shall submit to the Senate Chair lists of at least three standing committees and/or subcommittees on which they are willing to serve. These committees and/or subcommittees may be listed in an order of priority. Senators who will have to miss the organizational meeting shall send the list to the Faculty Senate office prior to the organizational meeting, or as soon as possible thereafter. The Faculty Senate Executive Committee shall use these lists to nominate, during the summer, for Faculty Senate approval (see below), members and chairs of the standing Senate committees and subcommittees. Newly elected senators shall be nominated for three-year committee terms, senators who will still serve for two years on the Faculty Senate shall be nominated for two-year committee terms, and senators who will still serve for one year on the Faculty Senate shall be nominated for one-year committee terms. To make the future committee chair appointments on a staggered basis possible, half of the committee chairs shall be appointed to one-year terms, and half to two-year terms. While efforts will be made to nominate senators for a committee and/or subcommittee included in the list a senator submitted, there is no guarantee that this will be possible. If the only committee slots available for a senator differ from the committees contained in the list the senator has submitted, the Faculty Senate Coordinator shall contact the senator to determine whether he or she is willing to serve on a committee on which a slot is open. When the list of new members and new committee chairs is presented, at the first 2018 Fall Semester Faculty Senate meeting, to the Senate for approval, the Senate's action shall be limited to consenting to the nominees for each committee or to referring the matter back to the Executive Committee. Unless stated otherwise in the description of an individual committee, committee and subcommittee chairs as well as senators serving simultaneously on a subcommittee and the corresponding full committee shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment have their

~~teaching duties reduced by one course per semester.~~ Prior to a senator being nominated for a committee position connected with a workload ~~adjustment reduction~~ (committee chair; serving on the Curriculum and Standards Committee or the Committee for Research and Creative Activities and simultaneously on one of its subcommittees), the senator's department chair shall be consulted about the workload ~~adjustment reduction~~.

6.4 The Chairperson of the Senate with the advice of the Executive Committee and the consent of the Senate shall recommend faculty members for appointment to those University Standing Committees, Councils and Boards for which faculty representation is stipulated in the University Manual. The Senate's action shall be limited to consenting to the appointees for each committee or referring the matter back to the Chairperson and the Executive Committee. When requested to do so, the Senate shall elect faculty members to represent the general faculty on committees, councils, and boards not stipulated in the University Manual, unless the Senate decides it is inappropriate to do so. The Executive Committee shall present two nominations for each position to be filled by election. At the meeting at which an election is conducted, nominations from the floor shall be in order.

3.5 The Chairperson may grant non-Senate members of the faculty, the student body, and the administration privileges of the floor at Senate meetings upon request made prior to the meeting. He/she shall, upon written request, grant privileges of the floor for an individual meeting to one faculty member representing a department not having a senator.