

Preface

This handbook serves as a guideline for the governance of the faculty at California Lutheran University. Plans for a handbook began during the first academic year that classes were offered (1960-61) and in its first draft, the faculty handbook was a comprehensive document that included governance also of student and administrative affairs. The handbook has been revised a number of times throughout the history of the school, most notably in 1972 and in 1990. This edition of the handbook recognizes the growth of student affairs and administrative governance structures in recent years. Professional staff and members of the University administration are now governed by a separate administrative handbook. Student affairs are governed by the CLU student handbook. This handbook edition focuses primarily on the areas of responsibility that are delegated by the Board of Regents to faculty governance and on faculty personnel policies.

SECTION ONE. MISSION, BY-LAWS, GOVERNANCE

I. THE MISSION OF CALIFORNIA LUTHERAN UNIVERSITY

A. THE UNIVERSITY'S MISSION STATEMENT

California Lutheran University is a diverse scholarly community dedicated to excellence in the liberal arts and professional studies. Rooted in the Lutheran tradition of Christian faith, the University encourages critical inquiry into matters of both faith and reason.

The mission of the University is to educate leaders for a global society who are strong in character and judgment, confident in their identity and vocation and committed to service and justice.

B. A REFLECTION ON THE FOUNDING OF THE UNIVERSITY

Karn Gjerde was not anxious to leave Norway in 1885 when Lars Pederson decided to emigrate to America. “One hears such tales of a wild country with no laws,” she declared, urging Lars to go ahead, explore the “new world” and come back for her later if he still wanted to make a home together. Three years later Lars came back. He married Karn and, in 1890, they came together to the Conejo Valley of California where they established a home in the building that we now use as the Music Faculty House. The Pedersons had four children: Peder, Richard, Lawrence and Anna. Together with several other Norwegian emigrants, they purchased 650 acres of adjacent land as acreage primarily for sheep.

When an epidemic swept through the Conejo Valley in 1901, Lars Pederson was among the victims, leaving Karn with four small children, the eldest nine years old and the youngest four months old. For years she managed the farm with her children before moving to Santa Barbara. Her sons later returned to operate the farm. Karn died in 1960 at the age of 92.

In the 1950s, Pastor Orville Dahl was commissioned by a joint committee of three Lutheran church bodies – the Evangelical Lutheran Church (ELC), the American Lutheran Church (ALC) and the Augustana Lutheran Church (Augustana) – to seek out a sight in southern California for a new Lutheran college. Representatives of a fourth synod, the United Lutheran Church (ULC), soon joined the effort. More than 20 Lutheran colleges or universities had been founded in North America during the 19th century; in contrast, none had been founded during the first half of the 20th century. An inter-Lutheran study in 1954 noted that among Protestant churches in North America, only the Lutherans had no four-year college in California; other Protestant churches had a total of 16 and the Roman Catholic church had 12 schools.

Working with a “Committee of 25” convened by Dr. Gaylerd Falde, then president of the California District of the ELC, Orville Dahl conducted the search for a location, visiting more than 50 possible sites. On September 24, 1957, he toured the 130-acre ranch with Karn's son, Richard Pederson. Richard later stated:

I made the gift of the ranch to provide youth the benefits of Christian education in a day when spiritual values can well decide the course of history.

The Pedersons left the ranch in January 1958, and a few days later the California Lutheran Education Foundation (CLEF) moved from Los Angeles into their former ranch house. The house originally faced north toward Mt. Clef and stood where Ahmanson Science Center now stands; during the construction of the Science Center, the ranch house was moved to its present location facing east on Regents Drive where it currently serves as an office building for the music faculty. The former ranch house is preserved, along with the original water tower house, on the Ventura County roster of historic sites.

(See further, Mary Hekhuis, *California Lutheran College: The First Quarter Century*, pp. 1-34.)

C. CALIFORNIA LUTHERAN UNIVERSITY AND THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (ELCA)

As one of 27 colleges and universities in North America related to the ELCA, CLU affirms and celebrates a rich and diverse heritage of academic freedom. The Lutheran tradition in higher education grew out of the experiences of Martin Luther (1483-1546), a professor at the University of Wittenberg, Germany, who in the 16th century became a leading voice of conscience in the Protestant Reformation.

The University purposely seeks out and recruits faculty of diverse backgrounds, some of whom can represent and articulate the specific Lutheran heritage of the school and others whose presence makes possible a greater sense of integrity and perspective in discussions and debates about our world and its inhabitants.

The Lutheran tradition views education as an important part of the church's ministry, but it approaches it in a way different from some other Christian traditions. Lutherans, for example, have never believed that all aspects of creation must be understood exclusively in terms of direct divine revelation. As Lutherans see it, the created orders of nature and human experience must be studied on their own terms, just as matters of faith and revelation are appropriately studied in their own ways. This approach grants to each of these realms its own unique and distinctive importance, and empowers scholars in Lutheran institutions to understand religious, cultural, and intellectual diversity, as well as differences in methodological approach, as an aid, not a threat, to deeper understanding. In this way, faculty at a Lutheran university enjoy full academic and

scholarly freedom.

The Lutheran tradition affirms the biblical vision of shalom, (“well-being” or “peace”) for the world and its inhabitants, life that is meaningful and productive, and concern for a just society where there is compassion for the poor and care for the earth. In these concerns, we as a faculty community aspire to be united by mutual respect, tolerance and an appreciation for questions concerning divine mystery.

D. THE GOVERNING BOARDS AND THE UNIVERSITY PRESIDENT

The Charter of California Lutheran University is part of the Articles of Incorporation, approved by the Secretary of State of California, August 4, 1959.

1. The Convocation of the University

The Convocation of the University is the authorized body for considering all matters affecting the interests and well being of the University. The Convocation makes recommendations to the Board of Regents and elects the majority of the members of the Board of Regents.

Membership of the Convocation consists of 85 representatives from synods of the Evangelical Lutheran Church in America, from the faculty and from the student body and 10 members elected at large, including the President of the University.

Six faculty members represent the faculty as members of the Convocation. Faculty are elected for three-year terms at the September faculty meeting each year.

2. The Board of Regents

The Board of Regents is the legal governing body and the chartered legal entity for California Lutheran University. As such, it has final institutional authority and grants all degrees awarded by the institution upon the recommendation of the faculty. The Board of Regents’ primary responsibility is to review the general educational policies and academic goals of the University. In so doing, the board will oversee the University’s financial resources with concern for future needs and care that the Lutheran tradition of higher education may serve both as a guide and an inspiration for future developments.

While maintaining a general overview, the board entrusts the conduct of administration to the President and, through the President, to other administrative officers of the institution. The board entrusts to the faculty the conduct of teaching and research. Upon appeal, the board will review and defend the President, members of the faculty, or members of the student body when and if attacks on academic freedom are lodged.

The Board of Regents manages and administers the University within defined policy limits. The board will elect the President of the University.

The faculty chair is a member of the Board of Regents and represents the faculty at their regular meetings.

3. The University President

The President is the chief administrative officer of the University and the official channel of communication between students, faculty and administration on the one hand and the Board of Regents, the Convocation and the general constituencies on the other. The President is directly responsible to the Board of Regents.

(For further information on the university administration, see Section Three.X.)

II. THE FACULTY CONSTITUTION

The faculty of California Lutheran University will be primarily responsible for all curriculum matters within the University.

A. PURPOSE OF THE FACULTY

The purpose of the University faculty is to enhance the programs of academic instruction for all students enrolled at the University. The faculty will give attention to the academic, spiritual, moral and physical needs of students. As a community, the faculty will search for ways to support and encourage individual faculty members, as well as all others who work at CLU, so that the highest standards of a church-related university may be maintained.

B. DEFINITION OF FACULTY AND VOTING PRIVILEGES

The faculty consists of all individuals appointed for the instruction of students. The university faculty consists of three distinct groups: ranked faculty, special appointment faculty, and administrators with faculty status.

1. Ranked faculty are full voting members of the faculty and have all of the rights and responsibilities of faculty as described in Sections Two, III, and IV, of this handbook.
2. Special appointment faculty have no voting privileges in the conducting of faculty business.
3. The following administrators have ex-officio voting membership in the faculty: University President, Vice Presidents, University Librarian, University Pastor, the Registrar, the Director of Athletics and the Director of Admission.
4. Administrators with substantial teaching responsibilities (at least half of their regular assigned responsibilities) have the right to attend faculty meetings, with voice, but not vote, and may be appointed to committees by the Faculty Executive Committee (FEC).
5. Voting in elections for membership on the Appointment, Rank and Tenure (ART) Committee is restricted to ranked faculty members.

C. THE AUTHORITY OF THE FACULTY

The authority of the California Lutheran University faculty is derived from Article III of the bylaws of the University and such authority as is delegated by the Board of Regents of California Lutheran University.

D. THE ORGANIZATION OF THE FACULTY

The faculty is organized as follows:

- The College of Arts and Sciences
- The School of Management
- The School of Education

All ranked members of the faculty will be assigned to at least one of the departments within the divisions of the College of Arts and Sciences or to one of the professional schools.

E. FACULTY MEETINGS

Regular faculty business meetings will be held at regularly scheduled times, normally once each month during the academic year. A simple majority of the voting faculty membership (excluding faculty who are on leave) will constitute a quorum. Special business meetings may be called by the President or Vice President for Academic Affairs or by the faculty chair.

Special meetings may also be called upon request of 25% of the faculty. Special meetings require a written notice to all faculty members. A simple majority of the voting faculty membership (excluding faculty who are on leave) will constitute a quorum. An agenda will be prepared and distributed in advance by the presiding officer.

Additional meetings of the faculty for faculty forums may be scheduled at other times. Topics will be determined by the FEC.

Annual Schedule for Faculty Notices and Elections

a. August Fall Faculty Retreat

For distribution:

- Preliminary schedule of proposed committee assignments prepared by the FEC for distribution
- Proposed schedule for faculty meetings during the academic calendar year

b. September Meeting

- Approval of assignments to faculty committees
- Election of Convocators to three-year terms on the University Convocation (as needed to fill openings)

c. April Meeting

- Faculty Executive Committee Elections: Two at-large members of the FEC are elected in the odd-numbered years.
- Faculty officers (chair, vice chair, and secretary) are elected in even-numbered years.
- Appointment, Rank and Tenure Committee Elections: Each year two faculty members are elected to serve three-year terms on the ART Committee. The slate consists of those who have tenure; at any one time, at least four members of the committee must hold the rank of full professor. Election is by Roman ballot, involving at least three ballots. (See Section One.III.A.2.)
- Faculty Affairs and Development Committee (FADC): As needed, the chair is elected directly by the faculty for a three-year term. The chair also serves on the Budget Committee. Nominations are brought by the FEC and other nominations may be made from the floor.
- Education Policies and Planning Committee (EPPC): As needed, the chair is elected directly by the faculty for a three-year term. Nominations are brought by the FEC and other nominations may be made from the floor.

d. May Meeting

- Faculty Affairs and Development Committee: Two members of the FADC are elected each year to serve two-year terms, using a Roman ballot and the same election procedures that are in place for the ART Committee elections. Members of the committee will have been full-time members of the faculty for a minimum of three years. (The chair is elected in April to a three-year term.) (See Section One.III.A.4.)

F. AMENDMENTS TO THE FACULTY CONSTITUTION

This constitution may be amended by a two-thirds vote of the faculty members present at any regular meeting and must be ratified by a second vote at the next monthly meeting. Proposals for constitutional changes must be submitted in writing for consideration at least one month before the meeting at which the proposal is to be

enacted. Amendments to the faculty constitution become effective when they are approved by the Board of Regents.

G. AMENDMENTS TO THE BYLAWS OF THE FACULTY CONSTITUTION

The faculty may develop, adopt and amend bylaws for its operations as long as these do not conflict with the faculty constitution. The faculty may establish committees as needed to conduct its business.

The bylaws of the faculty handbook may be changed at any regular meeting of the faculty, provided that the proposed changes have been presented at the previous regular faculty meeting. A simple majority of the faculty members present and voting is required to change a bylaw. Changes in the bylaws that concern faculty personnel policies become effective when approved by the Board of Regents.

H. FACULTY OFFICERS

The faculty will, by majority vote, elect its presiding officers: the faculty chair, the vice chair, and the secretary, who will have chief responsibility for setting the agenda of the faculty meetings. If the chair is unable to complete her or his term, the vice chair will become chair. The FEC will then present a slate of candidates to the faculty for the election of a new vice chair to fill the unexpired term.

1. The Faculty Chair

By majority vote of the faculty, a faculty chair will be elected from among the faculty to serve a two-year term as chair.

The FEC will submit a minimum of two names to the faculty at the April faculty meeting when the term of the chair is expiring. Other nominations may be made from the floor. The chair will be elected for a two-year term and is ineligible for re-election for two years.

The faculty chair will be relieved of all regular committee assignments. This officer will not serve as a dean and normally will not serve as a department chair while holding the position of faculty chair. The chair receives release time from one course or the equivalent each semester during her or his term.

The faculty chair will normally preside over faculty meetings. The chair serves on the FEC as vice chair, may represent the faculty at the fall meeting of the Association of Lutheran College Faculties, serves on the Budget Committee and is a member of the Board of Regents.

The faculty chair is responsible to the faculty for promoting the faculty's attempt to strengthen and enhance its identity and concern for academic excellence.

2. The Faculty Vice Chair

By majority vote of the faculty, the faculty vice chair will be elected from among the faculty to serve a two-year term as vice chair.

The FEC will submit a minimum of two names to the faculty at the April faculty meeting when the term of the vice chair is expiring. Other nominations may be made from the floor. The vice chair will assume the responsibilities of the chair of the faculty in her or his absence.

The vice chair serves as chair of the FEC and in that capacity, oversees the work of all faculty committees. The vice chair receives all proposals for faculty action from various faculty committees and establishes the agenda for the faculty meeting in consultation with the FEC.

The vice chair and the FEC are responsible for seeing that new policies are communicated and implemented.

The vice chair receives release time from one course or the equivalent each year during her or his term.

3. The Faculty Secretary

By majority vote of the faculty, a faculty secretary will be elected from among the faculty to serve a two-year term.

The FEC will submit a minimum of two names to the faculty at the April faculty meeting when the term of the faculty secretary is expiring.

The faculty secretary keeps the minutes and records of the faculty meetings and the meetings of the FEC. An annual file will be kept of all minutes of the faculty and all major committee activities. Reference copies of all official documents will be collected and made available to the faculty.

I. THE FACULTY EXECUTIVE COMMITTEE (FEC)

The three faculty officers, two members of the faculty elected at large, the Vice President for Academic Affairs and the President constitute the seven members of the FEC. They will meet at a regularly appointed time in advance of the monthly faculty meeting to plan the agenda and review matters that seem appropriate for faculty consideration.

The FEC must provide copies of the agenda and pertinent legislation that is to come before the faculty.

J. THE FACULTY ATHLETIC REPRESENTATIVE

The FEC will submit at least one faculty member's name to the faculty for recommendation to the President to fill the position of faculty athletic representative for a three-year term. This officer will receive release time from one course or the equivalent each academic year.

This officer will serve as chair of the Athletic Policies Committee and fulfill the duties of representative of the University in its conference, district and national associations concerned with intercollegiate athletic policies.

K. FACULTY COMMITTEE COMPOSITION

All committees must consist of the number of members (faculty, student or administration) indicated in the individual committee descriptions.

When needed, a committee will select its own secretary or chair when not elected by the faculty. These actions will be reported to the chair of the FEC.

The President and the Vice President for Academic Affairs are ex officio members of all faculty committees.

L. FACULTY COMMITTEE DEFINITIONS AND PROCEDURES

1. Ex officio/Advisory Members

An ex officio member has full privileges of voice and vote on committees. The purpose of ex officio members is to ensure that an administrative perspective will be a part of a committee deliberation as needed in particular situations. Normally the presence of an ex officio member is governed by the agenda.

An advisory member has voice but no vote and is part of a committee to provide specialized or requested information.

2. Length of Service on Committees

Normally, every faculty member who teaches one-half time or more and who does not have administrative responsibilities will serve for not more than three years on any committee and then have a year off before being re-elected to that committee. Committee elections will take place according to the calendar and schedule as prescribed by the committee descriptions.

3. Governance of Faculty Meetings and Committee Meetings

The rules as contained in the current edition of Robert's Rules of Order will govern in all cases where they are applicable and when they are not inconsistent with these bylaws and any specifically adopted rules of order.

4. Meeting Times

Normally, the FEC meets on the Monday or Tuesday of each month of the academic year two weeks prior to the faculty meeting.

Normally, the faculty meets on the second Monday of each month during the academic year for a formal business meeting at 4 p.m. All ranked faculty are expected to be present. Normally, classes and lab sessions will not be scheduled to conflict with the faculty meeting. Other open hearings or special meetings of the faculty may be scheduled at other times. Historically, the fourth Monday of the month has been a time when special hearings have been scheduled at 4 p.m.

In the event of pending business, the faculty may be called into session at 4 p.m. on the third Monday of the month by the faculty chair.

5. Ad Hoc Committees

The FEC will be responsible to the faculty for the approval of all ad hoc faculty committees and faculty membership on university and advisory committees or task forces of the University. Faculty membership on all ad hoc committees normally ends each May at the conclusion of the academic year. An ad hoc committee that wishes to retain faculty members for a longer period or that wishes to appoint new faculty members, either as replacements or as additions to a committee, will submit such a request to the FEC, along with copies of the agenda and minutes of the ad hoc committee.

6. Minutes and Annual Reports

Meeting minutes of all committees are submitted to the faculty secretary following each meeting. At the end of each academic year, each committee will file with the faculty secretary a summary of major activities reviewed during the academic year.

7. Review Procedures

Actions of faculty committees are subject to review by the entire faculty and may be subject to review by the FEC or the Board of Regents.

III. FACULTY, UNIVERSITY AND ADVISORY COMMITTEES

To carry out the work of the University, three categories of committees exist: faculty committees, university committees, and advisory committees.

In some ways, all of the committees overlap in that they deal with issues of concern within the University. Faculty committees are primarily initiated by the Faculty Executive Committee; university committees are initiated by and accountable both to the Faculty Executive Committee and to senior administrators; advisory committees are primarily called into being by senior administrators to assist them with their work.

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8. Grievance Committee
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In addition, the faculty may from time to time establish other faculty or ad hoc committees as needs arise.

B. UNIVERSITY COMMITTEES

1. Budget Committee
2. Student Life Committee
3. All University Student Hearing Board
4. Artist and Speakers Committee
5. Honorary Degree Committee
6. Institutional Review Board (IRB)
7. Information Technology Advisory Committee (ITAC)
8. Enrollment Committee

In addition, administrators and faculty may from time to time establish other university or ad hoc committees as needs arise.

C. ADVISORY COMMITTEES

1. Academic Council
2. Graduate Council
3. Building and Grounds Committee
4. Documentation Review Committee for Students with Disabilities
5. President's Award for Teaching Excellence Committee (PATEC)

In addition, the President or Vice President for Academic Affairs may from time to time establish other advisory or ad hoc committees as needs arise.

A. FACULTY COMMITTEES

1. Faculty Executive Committee (FEC)

a. Purpose:

- 1) To coordinate the business of the faculty;
- 2) To review current programs;
- 3) To improve existing University policies by initiating, coordinating and stimulating committee activity and by directing proposals to the faculty or to other University committees.

b. Responsibilities:

- 1) Consider and review proposals from committees or individuals:
 - refer proposals to the faculty for a vote when required;
 - forward proposals to appropriate administrative officers;
 - return proposals to the author(s), asking that they be resubmitted after clarification.
- 2) Set the agenda for faculty meetings and provide appropriate agenda information and reminders of time and place;
- 3) Receive and preserve minutes and annual reports from all committees;
- 4) Nominate people for faculty and university committees, including committee chairs, and conduct elections for committees as prescribed in the faculty handbook;

- 5) Nominate coordinators for programs as needed;
- 6) Conduct elections for faculty Convocators at the September faculty meeting;
- 7) Appoint and review status of ad hoc committees and task forces that involve faculty members;
- 8) Appoint faculty marshals;
- 9) Act as the Faculty Handbook Revision Committee.

c. Membership:

The committee consists of seven voting members:

- 1) The faculty chair, vice chair and secretary and two other faculty members elected at large;
- 2) The Vice President for Academic Affairs;
- 3) The President;
- 4) The vice chair shall serve as chair of the FEC; the faculty chair shall serve as the vice chair of the FEC; and the faculty secretary shall serve as the secretary of the FEC;
- 5) The term of office is two years;
- 6) The two at-large members are elected at the April faculty meeting in odd-numbered years;
- 7) The faculty officers are elected at the April faculty meeting in the even-numbered years.

As openings occur, the FEC will submit a slate of at least two names for each office that is open.

2. Appointment, Rank and Tenure Committee (ART)

a. Purpose:

To maintain and strengthen the academic vitality and professional standards of the faculty;

- 1) To maintain the highest standards regarding equal opportunity regulations and policies.

b. Responsibilities:

- 1) Communicate and implement the policies regarding faculty as they are designated in various sections of the faculty handbook;
- 2) Represent the faculty in visits with prospective faculty candidates;
- 3) Advise the President and the Vice President for Academic Affairs concerning appointment, promotion in rank, grants of tenure, grants of sabbaticals and leaves, renewal and non-renewal of contracts, and extensions of service for all teaching faculty (half-time or more);
- 4) Advise the chair of the Board of Regents concerning the appointment and annual evaluation review of the President and the Vice President for Academic Affairs of the University;
- 5) Participate in the review of all teaching faculty.

c. Membership:

The committee consists of six members elected from the tenured faculty for a three-year term, four of whom must hold the rank of full professor. Members of ART shall not be considered for promotion while they serve on the committee.

d. Election Procedure:

Each April, the FEC presents the slate of those faculty it determines are eligible to run for this committee. Any faculty member who will be on sabbatical or other leave during the three-year term, or who is serving a term on the FEC will be excluded from the slate.

At the April meeting, the FEC conducts an election of two faculty members to serve three-year terms on the ART Committee. The slate of candidates consists of those ranked members of the faculty who have tenure. At any one time, at least four members of the committee must hold the rank of full professor.

Each ranked faculty member shall cast a vote for the number of candidates equal to the number of positions to be filled on the committee. Normally, this will be two, but the number may be more or less in the event that an unexpired term must be filled.

There will be at least three ballots.

- 1) The first ballot determines, from the list of ranked, tenured faculty, the 12 individuals who receive the most votes. Those names constitute the slate for the second ballot. In the event of a tie, more than 12 names may be included;
- 2) The second ballot determines the six individuals who receive the most votes. In the event of a tie, more than six names may be included;
- 3) The third ballot determines the number of individuals needed to fill the vacancies on the committee. The individuals with the most votes shall be elected.

When an election is held to select one new member for the ART Committee, the first ballot shall determine from the list of ranked tenure faculty the six individuals who receive the most votes. Those six individuals become the slate of candidates for the second ballot. In the event of a tie, more than six names may be included. The second ballot shall determine the three individuals who receive the most votes. In the event of a tie, more than three names may be included. The individual with the most votes on the third ballot shall be elected to fill a partial term or full term as necessary.

3. Educational Policies and Planning Committee (EPPC)

a. Purpose:

- 1) To implement the educational goals of the University undergraduate programs with a prime focus on academic planning;
- 2) To determine policies regarding general degree requirements, courses, credits, and other matters pertaining to the academic achievements of students that are not the responsibility of the Academic Standards Committee or the Graduate and Professional Education Committee.

b. Responsibilities:

- 1) Review and recommend changes in the educational aims and objectives of the University in light of changes in society, higher education, the faculty, and the student body;
- 2) Establish and review guidelines and procedures for granting academic credit for courses;

- 3) Conduct program reviews of all departments;
- 4) Review and act on proposals regarding undergraduate curricular programs, course proposals, and degree requirements (including ADEP);
- 5) Review and act on all proposed cooperative programs with other institutions;
- 6) Review and act on all proposals regarding international programs;
- 7) Review and evaluate the activity of ISS in relationship to the overall academic program.

c. Membership:

The full committee consists of 8 members:

- 1) The chair, elected for a three-year term by the faculty at the April faculty meeting;
- 2) Three faculty members nominated by the FEC and approved by the faculty who also serve as chairs of the three subcommittees: Undergraduate, General Education, and International Studies;
- 3) Two faculty members nominated by the FEC and approved by the faculty who are not members of the EPPC subcommittees;
- 4) The Dean of the College of Arts and Sciences is an ex-officio member and the Registrar is an advisory member;
- 5) Faculty members of this committee must represent a variety of schools and divisions within the University, and serve a three-year term.

The three EPPC subcommittees (Undergraduate, General Education, and International Studies) consist of:

- 1) Three faculty members on each subcommittee each of the Undergraduate, General Education, and International Studies subcommittees (including the subcommittee chair) nominated by the FEC and approved by the faculty;
- 2) The General Education subcommittee includes two advisory members: the Associate Provost for Academic Services and Registrar, and the Director of Assessment
- 3) The International Studies subcommittee includes the Director of Study

Abroad Programs as an ex-officio member

4. Faculty Affairs and Development Committee (FADC)

a. Purpose:

To represent the interests of the faculty regarding workloads, working conditions, salaries, fringe benefits, rules governing promotion and tenure, professional development, and other matters pertaining to faculty welfare.

b. Responsibilities:

- 1) Initiate, recommend and evaluate proposals regarding faculty concerns relative to personnel policies, including work loads and working conditions, salaries and fringe benefits, and rules governing promotion and tenure;
- 2) Assist and encourage the full-time faculty to engage in scholarly activity and creative work related to their disciplines;
- 3) Coordinate and allocate Hewlett and other grant funds.

c. Membership:

The committee consists of five members:

- 1) The chair is elected directly by the faculty for a three-year term at an April faculty meeting. The chair serves a concurrent term on the University Budget Committee;
- 2) Four other faculty members are elected in a separate election in May, using the same process prescribed for the election of ART members;
- 3) Members of this committee must have been full-time members of the faculty for a minimum of three years and are elected for two-year terms, two in odd-numbered years and two in even-numbered years.

5. Teaching and Learning Committee

a. Purpose:

To support the faculty of CLU and promote its pursuit of educational excellence in the areas of teaching and learning.

b. Responsibilities:

- 1) Serve as an interdisciplinary forum for the open exchange of educational trends and issues and of classroom practices;
- 2) Provide resources and information to assist faculty in the application and implementation of innovative teaching strategies, including publications;
- 3) Help faculty in matters of teaching and learning assessment;
- 4) Facilitate faculty support teams, consultations, and/or other mentorship for assistance and guidance;
- 5) Engage interested faculty members in the scholarly examination of their teaching practice and support their efforts in teaching-related scholarship;
- 6) Evaluate and make recommendations pertaining to course evaluation forms.

c. Membership:

The committee consists of eight faculty and staff members representing a variety of schools, disciplines and offices within the University that bear directly on issues concerning excellence in teaching, nominated by the FEC and approved by the faculty.

6. Academic Standards Committee

a. Purpose:

To formulate and recommend guidelines or policies regarding academic standards and regulations and to address questions relating to the overall learning environment of the University.

b. Responsibilities:

- 1) Review and recommend rules regarding academic standing and other matters pertaining to student performance;
- 2) Evaluate and recommend policies concerning academic probation and academic dismissal;
- 3) Establish a petitions subcommittee to decide borderline and appeal cases concerning exceptions to graduation requirements;

- 4) Appoint annually, before the fall semester, an adviser to the Scholastic Honor Society of the University;
- 5) Receive nominations for academic honors and awards and recommend actions;
- 6) Evaluate and review policies for granting student awards;
- 7) Provide faculty with statistical information concerning academic qualifications for various grants, scholarships and financial aid.

c. Membership:

The committee consists of nine voting members and one advisory member:

- 1) Six faculty members, including the chair, are nominated by the FEC and approved by the faculty for a three-year term. The four divisions of the College of Arts and Sciences, the Graduate School of Education and the School of Management are represented;
- 2) Three students are elected or appointed by the ASCLU;
- 3) The Registrar serves as an advisory member.

7. Graduate and Professional Education Committee (GPEC)

a. Purpose:

- 1) To monitor and oversee the quality and character of CLU's graduate and continuing education programs;
- 2) To serve as the locus for faculty advocacy and oversight of graduate student affairs, graduate faculty teaching and research, and graduate academic standards;
- 3) To complete the academic planning and review of CLU's graduate and continuing education programs;
- 4) To develop policies regarding graduate degree requirements, course credits, and other matters that pertain to student advancement that are not the responsibility of the Academic Standards Committee.

b. Responsibilities:

- 1) Develop subcommittees formed by the chair to perform its duties, including (1) curriculum review, (2) student affairs, and (3) academic policies. The subcommittees may involve ad hoc members appointed by the chair of the GPEC. The GPEC chair appoints chairs of the subcommittees from the regular membership of the committee and the subcommittee chair may appoint the remaining subcommittee members;
- 2) Receive subcommittee recommendations for action;
- 3) Review all proposals for new programs or revisions of existing programs;
- 4) Establish policies and procedures for the review and evaluation of all graduate curriculum revisions, proposals, and degree requirements;
- 5) Advise the Vice President for Academic Affairs and the Graduate Council concerning matters that pertain to strategic goals and policies.

c. Membership:

The committee consists of five voting members and two advisory members:

- 1) Five faculty members, including the chair, are nominated by the FEC and approved by the faculty. Faculty are selected to staggered three-year terms;
- 2) The Registrar and the Assistant Provost for Graduate and Professional Education are advisory members of the committee.

8. Grievance Committee

a. Purpose:

- 1) To protect academic due process, academic freedom, and tenure;
- 2) To handle complaints and grievances (as defined in this faculty handbook) alleged by any faculty member or group of faculty members.

b. Responsibilities:

- 1) Follow procedures regarding complaints of alleged or unfair conduct by other faculty members, including actions regarding workload, teaching assignments, annual evaluation, unprofessional conduct or other disputes among faculty members;
- 2) Follow procedures regarding grievances alleged by a faculty member or a

group of faculty regarding a claimed breach, misinterpretation or misapplication of University policy or procedure set forth in the faculty handbook, or claimed infringement by a department, school, or through administrative actions involving compensation, appointment, reappointment, sabbatical, promotion, tenure, dismissal, suspension, reassignment, termination, academic freedom or discrimination.

c. Membership:

The committee consists of five members and two alternate members:

- 1) Five faculty members must be tenured and cannot be members of the ART Committee. They are nominated by the FEC and approved by the faculty for three-year terms;
- 2) Two alternates replace disqualified members identified by the grievant(s) because of the conflicts of interest. The alternates are nominated by the FEC and approved by the faculty for three-year terms;
- 3) A chair is elected by the five-member committee.

9. Athletic Policies Committee

a. Purpose:

To represent faculty interests in the athletic programs of the University.

b. Responsibilities

- 1) Recommend policy to the faculty and administration concerning scheduling, eligibility rules, affiliations, and post-session competition;
- 2) Oversee scheduling of athletic events;
- 3) Review the athletic budget annually and make budgetary recommendations to the EPPC and Budget Committees;
- 4) Receive a report from the Registrar regarding academic disqualifications and act on it according to the policies and procedures set forth by the University and the SCIAC conference.

c. Membership:

The committee consists of six voting members and two advisory members:

- 1) The faculty athletic representative, nominated by the FEC and approved by the faculty for a three-year term;
- 2) Three faculty members nominated by the FEC and approved by the faculty to staggered three-year terms;
- 3) Two student athletes selected by the Director of Athletics;
- 4) The Director of Athletics and the senior woman administrator serve as advisory members.

B. UNIVERSITY COMMITTEES

1. Budget Committee

a. Purpose:

To provide information, analysis, advice and recommendations to the President about the University's annual operating budget and multi-year budget plan.

b. Responsibilities:

- 1) Assist the Chief Financial Officer in preparing the annual operating budget for presentation to the President;
- 2) Develop multi-year business plans, guided by the goals and initiatives of the University strategic plan;
- 3) Be informed about the financial condition of the University (financial ratios, revenue, expenditures, debt, tuition discounting, etc.) in comparison to peer institutions and generally accepted standards;
- 4) Be informed about practices at peer and competitor institutions as well as regional and national trends;
- 5) Make discerning choices in presenting budget alternatives to the President;
- 6) Evaluate the budget process, identifying emerging trends, problems, opportunities and priorities for the next budget cycle;
- 7) Conduct specific cost, performance, reallocation or other studies at the specific request of the President.

c. Budget Memorandum:

In September, the President will give the Budget Committee a memorandum establishing the focus and parameters of its work for the year in accordance with the state of the University and the long-range strategic plan.

d. Membership:

The committee consists of eight members:

- 1) The Chief Financial Officer (CFO), the Vice President for Academic Affairs or his/her designee, and three other administrators named by the President;
- 2) Three faculty members, including the faculty chair, the chair of the FADC and one other faculty member, nominated by the FEC and approved by the faculty for a three-year term;
- 3) Staff support for the committee is provided by the CFO's office;
- 4) This committee is co-chaired by the CFO and the Vice President for Academic Affairs or his/her designee.

2. Student Life Committee

a. Purpose:

To strengthen student-faculty relations and the academic and social well being of students within the University community.

b. Responsibilities:

- 1) Identify and consider student-related concerns where appropriate, and act as a liaison in bringing these concerns to the faculty;
- 2) Support activities that promote academic opportunities within the University;
- 3) Encourage discussion of issues that foster the development of community within the University;
- 4) Select undergraduate commencement speakers and the recipient of both the "Professor of the Year" and "Senior of the Year" award.

c. Membership:

The committee consists of seven voting members and three advisory members:

- 1) Four faculty members nominated by the FEC and elected by the faculty, who serve for staggered three-year terms;
- 2) Two student members, including the Senior Class Representative from the ASCLU Programs Board and one other student elected or appointed by ASCLU;
- 3) The University Pastor, the Director of the Academic Advising & Learning Resource Center, and a representative from the Division of Student Affairs are advisory members.

3. All University Hearing Board

a. Purpose:

To determine whether a student has violated the Standards of Conduct or a University policy and to recommend sanctions and to consider an appeal by a student based on the Vice President of Student Affairs/Dean of Students' or his/her designee's determination that a student has violated the Student code or a University policy.

b. Responsibilities:

- 1) Hear cases in which members of the student body and student organizations are charged with offenses that seriously affect the community;
- 2) Be familiar with and implement the procedures spelled out in the "Student Judicial System" publication from the Student Affairs Office.

c. Membership:

The committee consists of eleven members:

- 1) Four faculty nominated by the FEC and approved by the faculty;
- 2) Four students appointed by the ASCLU President;
- 3) Two administrators appointed by the Vice President for Academic Affairs;
- 4) Each time that this committee is convened, it shall elect its own chair;

- 5) The Vice President for Student Affairs will appoint a person to serve as a non-voting recording secretary;
- 6) The Coordinator for Residence Life serves as an advisory member.

4. Artist and Speakers Committee

a. Purpose:

To plan, promote, and oversee the fall University Lecture Series, the spring Colloquium of Scholars program and other artistic and dramatic productions and performances during the year.

b. Responsibilities:

- 1) Meet during the spring semester to plan for the fall University Lecture Series, selecting speakers and artists;
- 2) Create appropriate subcommittees to coordinate and administer the fall University Lecture program and the spring Colloquium of Scholars program;
- 3) Coordinate publicity efforts with University Relations;
- 4) Work with Student Affairs and the ASCLU to coordinate other events and speakers;
- 5) Work with members of the music and drama departments to coordinate and encourage other artistic programs and concerts;
- 6) Keep records of expenditures, speakers, available agencies, and other information to assist future committees.

c. Membership:

The committee consists of 10 regular voting members, two advisory members and the University President.

- 1) Four faculty members, including the chair, are nominated by the FEC and approved by the faculty;
- 2) Four members of the administration: the Vice President for Academic Affairs, the Vice President for Student Affairs, the Dean of the College of Arts and Sciences, and the University Pastor are voting members of this committee;

- 3) The student representative of the Artist and Speakers Commission of the Programs Board and one other student appointed or elected by ASCLU;
- 4) A representative from the Student Affairs Office and a representative from the University Relations Office are advisory members;
- 5) The University President is an ex officio member of the committee with voting rights.

5. Honorary Degree Committee

a. Purpose:

To oversee all nominations for the honorary awards and degrees granted by the University and to recommend qualified candidates for each to the faculty and Board of Regents. Awards and degrees are as follows:

- 1) Doctor of Humane Letters (L.D.H.);
- 2) Doctors of Laws (L.L. D.);
- 3) Doctor of Divinity (D.D.);
- 4) Distinguished Service Award;
- 5) Exemplary Medallion Award.

b. Responsibilities:

- 1) Create and maintain a list of recommended candidates and awards;
- 2) Solicit recommendations for awards and honors from other members of the CLU community;
- 3) Determine the most appropriate award for each candidate;
- 4) Suggest the date and setting for each award.

c. Membership:

The committee consists of seven voting members:

- 1) Two faculty members nominated by the FEC and approved by the faculty for two-year terms;

- 2) Three members of the Board of Regents (which may include the chair of the faculty);
- 3) The Vice President for Academic Affairs;
- 4) The President, who chairs the committee.

6. Institutional Review Board (IRB)

a. Purpose:

To carry out the University's policies regarding the protection of the use of human and animal subjects in research.

b. Responsibilities:

- 1) Review all research proposals generated by faculty, staff, students, and outside agencies for adherence to standards of ethical research practices;
- 2) Assure that all policies and procedures specified in Section Three.V.A. of the faculty handbook are applied;
- 3) Maintain strict confidentiality of the researchers and their work, and clients and subjects involved.
- 4) The Chair is responsible for following the Code of Federal Regulations Title 45, Public Welfare; PART 46, Protection of Human Subjects, which can be obtained at <http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>.

c. Membership:

The committee consists of five members nominated by the FEC and approved by the faculty in three-year, staggered terms. The members must have varying backgrounds and be sufficiently qualified through experience and expertise to review research activities commonly conducted by the institution. There should be diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. There must be at least one woman and at least one man on the committee. The membership consists of:

- 1) One faculty member from the School of Management;
- 2) One faculty member from the School of Education;
- 3) Two faculty members from the College of Arts and Sciences, one of whom

will be from the science division;

- 4) One member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

7. Information Technology Advisory Committee (ITAC)

a. Purpose:

- 1) To serve in an advisory capacity to the Associate Provost for Information Systems and Services (ISS);
- 2) To assist with the development of policy for the information services and resources of the University, working with the University's technology plan to plan activities and determine priorities for budgeting purposes.

b. Responsibilities:

- 1) Work with ISS staff and extended groups in both the academic and administrative parts of the University to receive ideas and to disseminate information in the planning process;
- 2) Advise the Associate Provost concerning the strategic plan for information technology, making recommendations for changes and assisting ISS with the implementation of the plan;
- 3) Review and recommend changes for the upgrading of software and hardware and the general distribution and allocation of computing resources;
- 4) Review evaluations of services offered by ISS.

c. Membership:

The committee consists of 10 voting members and three advisory members:

- 1) Four faculty members nominated by the FEC and approved by the faculty, two from the College of Arts and Sciences and one each from the School of Management and the School of Education;
- 2) Six appointed by the President of the University from the administrative offices (Business/Financial Aid, Registrar, Admission, Student Affairs, University Advancement, ADEP/Graduate Programs);

- 3) The Dean of the College of Arts and Sciences, the Dean of the Graduate School of Education and the Dean of the School of Management are advisory members of the committee;
- 4) The position of chair will rotate among members of the committee.

8. Enrollment Committee

a. Purpose:

To formulate guidelines and recommend policies relating to recruitment, admission policies and retention of students at the University.

b. Responsibilities:

- 1) Review and evaluate established policies relating to admission and financial aid;
- 2) Review standards for admission to the University and assist the Director of Admission in evaluation of specific cases;
- 3) Review and evaluate all exceptions to established policies regarding admission;
- 4) Coordinate with faculty and departments to encourage participation in admission-related programs.

c. Membership:

The committee consists of seven members:

- 1) Four faculty members, including a chair, nominated by the FEC and approved by the faculty;
- 2) The Director of Admission, the Director of the Learning Resource Center, the Director of Student Support Services, and other members of the Admission staff as appropriate.

C. ADVISORY COMMITTEES

1. Academic Council

a. Purpose:

To serve as the primary Academic Affairs planning group.

b. Responsibilities:

- 1) Develop and review the academic plan;
- 2) Recommend and implement major proposals related to staffing, program, budget and structure.

c. Membership:

The committee consists of:

- 1) The Vice President for Academic Affairs, who chairs the committee;
- 2) The Associate Provost for Information Systems and Services, the Assistant Provost for Graduate and Professional Education, the Assistant Provost for Advising and Assessment;
- 3) The Deans of the College of Arts and Sciences, and the Schools of Business and Education;
- 4) The Faculty Chair and chairs of the FEC, ART Committee, EPPC and FADC;
- 5) The Registrar and the Director of the Adult Evening Degree Program.

2. Graduate Council

a. Purpose:

To serve as the primary planning and oversight group for graduate studies.

b. Responsibilities:

- 1) Develop a coherent set of policies and practices which pertain to all graduate programs;
- 2) Ensure academic quality in the graduate programs.

c. Membership:

The committee consists of:

- 1) The Assistant Provost for Graduate and Professional Education, who chairs the committee;
- 2) The Vice President for Academic Affairs;
- 3) The Deans of the College of Arts and Sciences, and the Schools of Business and Education;
- 4) The directors of the graduate programs;
- 5) The Director of Enrollment Services for Graduate Studies and Adult Programs, the Registrar, and the Chair or designee of the Graduate and Professional Education Committee.

3. Building and Grounds Committee

a. Purpose:

To advise the Vice President for Administration and Finance concerning physical changes to the campus.

b. Responsibilities:

- 1) Give attention to the aesthetic beauty of the environment of the campus, with particular attention to the conservation of natural resources and ecological questions;
- 2) Review plans from the campus architect concerning new building projects;
- 3) Make the campus userfriendly and at the same time attractive to outside visitors and new students.

c. Membership:

The committee consists of seven members:

- 1) Two faculty members nominated by the FEC and approved by the faculty;
- 2) The Vice President for Administration Services, the Senior Director for University Relations, the Director of Facilities, and a representative from the Admission Office.

4. Documentation Review Committee for Students with Disabilities

a. Purpose:

To advise the coordinator of the program for students with disabilities about student applications for learning assistance.

b. Responsibilities:

- 1) Evaluate documentation submitted by students seeking special services;
- 2) Review and approve “reasonable accommodations” for students with documented disabilities (which may include, for example, assigning note-takers, granting extended time for exams, or approving substitutions for courses to meet Core requirements;
- 3) Serve as a consultant group for the coordinator of the programs for students with disabilities on matters of policy and process as the University seeks to respond to the needs of students with documented disabilities.

c. Membership:

The committee consists of three voting members and one advisory member:

- 1) Three faculty members appointed by the Vice President for Academic Affairs who possess qualifications for interpreting the results of psychological and psycho-educational testing;
- 2) The coordinator of the program for students with disabilities serves as an advisory member.

5. Presidents’ Award for Teaching Excellence Committee (PATEC)

a. Purpose:

To interview candidates nominated for the President's Award for Excellence in Teaching and to make an annual recommendation to the President.

b. Responsibilities:

- 1) Encourage nominations and publicize to the faculty the procedures established for qualifying for this award;
- 2) Conduct class visits and review dossier materials prepared by candidates.

c. Membership:

The committee consists of five members, including the chair, nominated by the FEC and approved by the faculty.