FACULTY PROCEDURES

Revised by the Faculty Procedures Committee

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About this document

This document is a portion of the TLU Faculty Bylaws and Manual. Sections 1-4 focus on specific duties of faculty, with detailed attention to the Rank and Tenure Process. This document contains sections 5-8, which focus on faculty responsibilities regarding committee work and academic instruction. This document should be used in conjunction with the TLU Faculty Bylaws and Manual for a more complete view of faculty expectations. The contents of this document are subject to change and, when in doubt, faculty

are encouraged to seek current information from the appropriate office.

Originally prepared by the former Faculty Welfare Committee, the *Faculty Procedures Handbook* was updated and renamed as ***Faculty Procedures*** by the Faculty Procedures Committee.

The ***Faculty Procedures*** (Sections 5ff.) require only the approval of the Faculty Association, not the Board of Regents.

Faculty Organization and Shared Governance

TLU operates under a system of shared governance based on a Memorandum of Understanding between the President's Cabinet, the Board of Regents, and TLU Faculty. This partnership is one of the great assets of TLU, and it depends on maintaining relationships of mutual trust, communication, critical conversation, flexibility, and appreciation, regularly expressed in concrete ways.

The forum designed for formal deliberation of the faculty is the Faculty Association. Faculty representation is organized via three Affinity Groups, listed below. These Affinity Groups are intended to ensure fair and balanced representation of faculty within the shared governance framework. An overview of the shared governance structure is shown in Figure 1.

5.1 Definitions of Affinity Groups

Arts Affinity Group

This Affinity Group includes departments within dramatic and visual arts, humanities, and social sciences. Departments in this affinity group are:

- Communication, Cultures, English, and World Languages
- Dramatic Media
- History
- Political Science, Sociology and Geography
- Psychology
- Theology, Philosophy, and Classical Languages
- Visual Arts

Sciences Affinity Group

This Affinity Group includes departments within natural sciences and mathematics. Departments in this affinity group are:

- Biology
- Chemistry
- Mathematics, Computer Science and Information Systems
- Physics

Professional Studies

Most of the departments in this Affinity Group house externally accredited programs. Departments in this affinity group are:

- Athletic Training
- Business and Economics
- Education
- Kinesiology
- Library
- School of Music
- Nursing

5.2 Organizational Chart (Fall 2018)

The following chart summarizes the TLU shared governance structure.

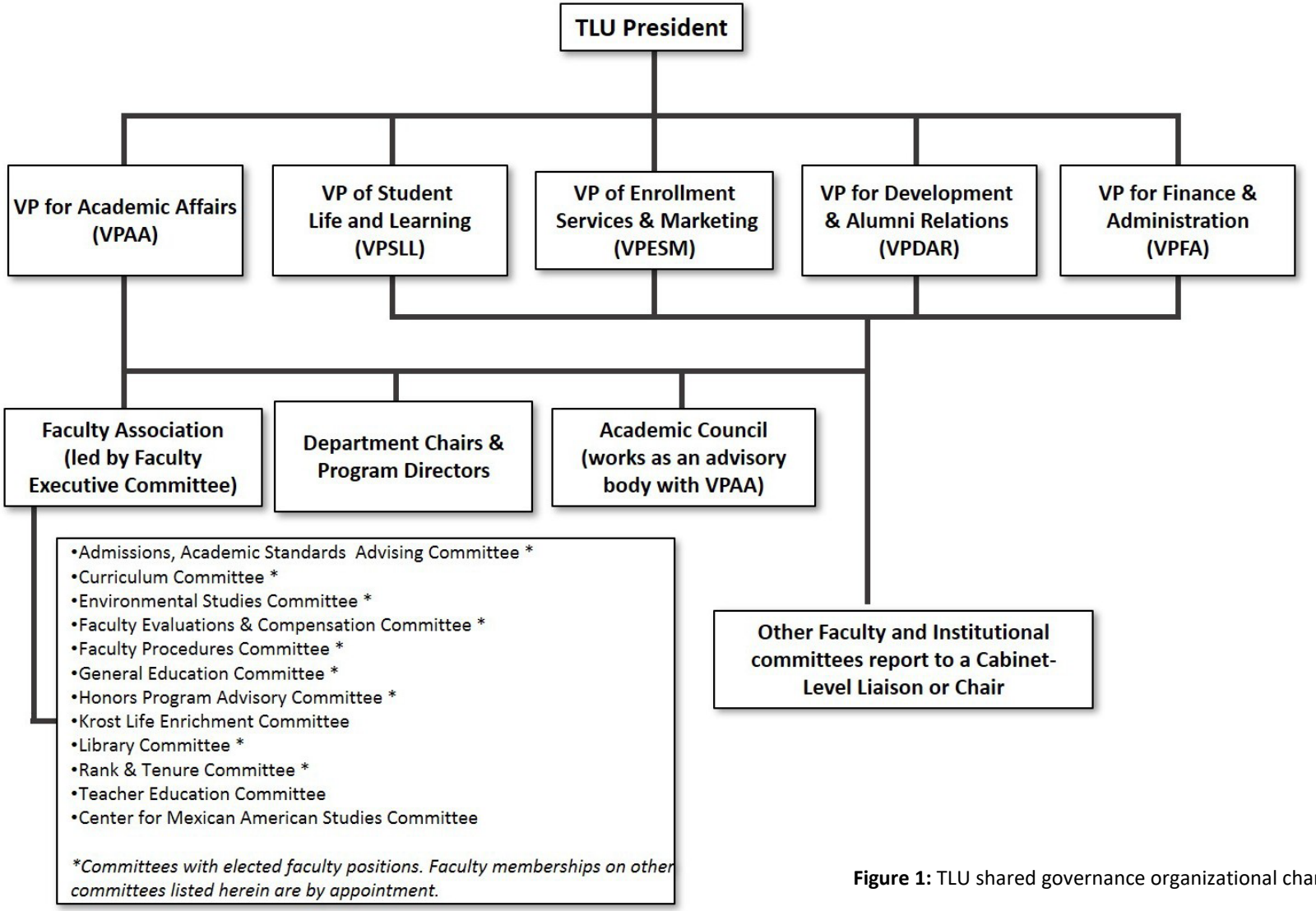

Figure 1: TLU shared governance organizational chart

5.3 Academic Council

Roles

The Academic Council plays a central role in the shared governance process by determining academic priorities (focused on programs, policies, and people) and shaping academic policies. The council normally focuses on broad considerations, including strategic decision-making and long-term planning for academic excellence and curriculum matters.

The primary functions of the Academic Council include, but are not limited to

- Making recommendations for starting and terminating academic programs, making major changes to academic programs, changing the curriculum in other significant ways.
- Making recommendations regarding matters related to general education.
- Making recommendations regarding program reviews and their impact on priorities and decision-making by university administration.
- Making recommendations regarding strategic planning.
- Reviewing and making recommendations regarding scheduling and broad calendar options.
- Serving in an advisory capacity in discussion of faculty position openings, elimination or redistribution of existing faculty positions, prioritization of new faculty positions, and criteria for deliberation of those positions.

In addition, the Academic Council considers and assists with issues that fall outside the purview of other faculty committees. The council may create task forces for short-term goals and may send motions to shared governance bodies (e.g., University Strategic Planning and Budget Committee). The council also sends issues to the Faculty Association for information and/or vote as appropriate. The council does not have authority to make financial decisions, which remains in the hands of the administration.

Structure

The Faculty Executive Committee academic officer serves as the chair of the Academic Council.

Members of Academic Council represent their disciplinary/topic areas and the institution as a whole. These members of the Academic Council are the department chairs, the Director of the School of Music, the Director of Nursing, the Director of General Education, the Director of the Library, the Faculty Executive Committee academic officer, the Faculty Executive Committee chair, the Vice President for Academic Affairs, and the Vice President and Dean of Student Life and Learning. A non-voting student liaison is invited to attend all open meetings. Department chairs may send designees to represent them.

Logistics

The Academic Council regularly meets monthly. Additional meetings may be called when deemed necessary by the chair. Academic Council meetings are open, except when confidential information is discussed, at which time the council shall move into a closed session. A closed session may be called in accordance with Robert's Rules of Order.

5.4 TLU Faculty Association

Roles

The Faculty Association is the forum designed for formal deliberation of the faculty.

The Faculty Association receives reports and gives direction to the Executive Committee and charges to committees by referring specific matters. It meets once a month and is presided over by the Faculty Executive Committee chair whom it elects.

The responsibility of the Faculty Association includes electing members to the Rank and Tenure Committee and to other committees where elected faculty are required. (See Committees' descriptions below in Section 5.5)

In accordance with the Faculty Bylaws and Manual, Section 0.301: Faculty and administration, the Faculty Association is to "…
(a) establish and teach a well-integrated curriculum;
(b) determine admission, graduation, and scholastic performance requirements;
(c) determine candidates for degrees;
(d) determine the academic calendar; and
(e) receive reports of standing and special committees; and
(f) in cooperation with the administration, provide for
(i) hiring, promotion, and retention of faculty members,
(ii) religious life of the campus community, and
(iii) order and governance of students on the campus…"

Structure

The Faculty Association is the assembly of all faculty members (including full-time librarians), the TLU President, the Vice President for Academic Affairs, and other full-time individuals so designated. See the Faculty Bylaws and Manual, Section 0.101: Composition.

The Faculty Association includes as voting members tenured and tenure-track faculty. Other faculty who teach nine credit hours or more per semester are also included as voting members. The general education curriculum is the foundation of TLU's liberal arts mission; accordingly, only
those faculty whose contract assigns them to the main Seguin campus may vote on changes to the general education curriculum.

The Board of Regents requires the association to also include the TLU President, Vice President for Academic Affairs, and other individuals employed by the university on a full-time basis as may be designated by the President in consultation with the Rank and Tenure Committee and with the approval of the Board of Regents. The Vice President for Academic Affairs and the TLU President are *ex officio*, non-voting members.

Logistics

The voting faculty elects to a one-year term the vice chair who will become the chair the following year and the past chair the year thereafter. It elects to two-year terms the other members of the Executive Committee: the academic officer, the parliamentarian, and the secretary.

The Faculty Association is organized through a committee structure, headed by the Faculty Executive Committee, with several committees that report and bring motions to the Faculty Association. In addition, faculty serve on a number of institutional committees that serve in an advisory capacity for the Vice President for Academic Affairs and other stakeholders within the campus community. These committees are summarized in Tables 1, 2, and 3 and described in detail in Section 5.5.

Voting

As described in the Faculty Bylaws and Manual, Section 0.404: Electronic voting and validation of results, motions may be voted on via an electronic ballot. Anonymous ballots will ordinarily be conducted electronically rather than on paper. Electronic ballots shall be conducted as follows: The Parliamentarian shall post the question using an online survey tool and shall then alert the voting members that the polls are open, providing any additional information that members need to cast their votes online. The polls shall be closed not earlier than 5:00 pm on the business day following that on which the question was opened.

5.4.1. Faculty Executive Committee

Roles

Faculty Executive Committee serves as administrative leadership for the Faculty Association, including decision-making beyond regular committee structures. It prepares agendas for all meetings of the Faculty Association. Members of the Faculty Executive Committee serve as liaisons to specific committees, as detailed in Section 5.5, so that the Faculty Executive Committee has an overall awareness of the whole direction and concerns of various committees. The chair and vice chair of the Faculty Executive Committee serve as the Faculty Representatives to the Board of Regents. The Vice President for Academic Affairs serves as the liaison between Faculty Executive Committee and the University Cabinet, regularly communicating concerns and updates between the two groups.

Structure

Five voting members of the Faculty Executive Committee are elected at large from full-time tenured members of the faculty, preferably with representation from each Affinity Group. The committee consists of the following elected members:

- Chair
  The Faculty Executive Committee chair presides over the Faculty Association, is an *ex officio* member of the Academic Council, and serves as the Faculty Representative to the Board of Regents. The chair is also an *ex officio* member of the Budget, Compensation and Benefits Advisory Committee. The chair serves as past chair in the subsequent year.

- Vice Chair – (one-year term, with three-year obligation)
  The Faculty Executive Committee vice chair serves as an *ex officio* member of the Faculty Evaluations and Compensation Committee and serves as the second Faculty Representative to the Board of Regents (see Bylaws, Section 0.202)**.** The vice chair is an *ex officio* member of the Budget, Compensation and Benefits Advisory Committee. The vice chair serves as the chair in the year subsequent to election as vice chair. The election of the vice chair shall take place in the Fall semester, to enable the person to plan for the three-year responsibility as vice chair, chair, and past chair.

- Academic Officer – (two-year term)
  The Faculty Executive Committee academic officer chairs the Academic Council and serves as an *ex officio* member of the Curriculum Committee (see Bylaws, Section 0.202).

- Parliamentarian – (two-year term)
  The Faculty Executive Committee parliamentarian is responsible for parliamentary guidance and knowledge of Robert's Rules of Order in faculty meetings and other faculty deliberations. The parliamentarian serves as an *ex officio* member of the Faculty Procedures Committee (see Bylaws, Section 0.202).

- Secretary – (two-year term)
  The Faculty Executive Committee secretary keeps minutes of the meetings of both the Faculty Executive Committee and the Faculty Association.

- Past Chair – (one-year term)
  The Faculty Executive Committee past chair serves as a non-voting member of the Faculty Executive Committee in an advisory capacity. The cycle of vice chair, chair, past chair ensures continuity from year to year.

Logistics

No faculty member may serve for more than four consecutive years on the Faculty Executive Committee. Members of the Faculty Executive Committee serve as liaisons to specific committees, as detailed in Section 5.5, so that the Faculty Executive Committee has an overall awareness of the whole direction and concerns of various committees. Voting members include the chair, vice chair, secretary, parliamentarian, and academic officer. *Ex officio*, non-voting members include the President of the university, the Vice President for Academic Affairs of the university, and the immediate past chair of the Faculty Executive Committee.

5.5 Faculty Committees

The business of the Faculty Association is facilitated by committees comprised of elected faculty and various *ex officio* members. Faculty also provide service as members of committees that serve in an advisory capacity for academic affairs and the broader institution. Faculty members are appointed to these committees, along with *ex officio* members, and in some cases, student members. Faculty appointments are made by the Vice President for Academic Affairs in consultation with other campus stakeholders. All committees that involve faculty participation are included herein. As noted above, *ex officio* members carry voting privileges on committees unless specifically noted otherwise.

5.5.1. Faculty Service on Committees – Overview

The shared governance structure relies on a number of committees on which faculty serve. Faculty service on some committees is decided by election, while for other committees, faculty are appointed based on interest and need. The elected committees, in general, report to the Faculty Association, and may bring motions for action to the Faculty Association.

For appointments, the Vice President for Academic Affairs will appoint faculty members for existing institutional committees from a list recommended by the Faculty Procedures Committee in the spring semester, for terms to begin at the start of the following academic year. In drafting the list, the Faculty Procedures Committee will solicit information to ascertain interest from faculty volunteers and may consult with the Vice President for Academic Affairs or his/her designee and/or department chairs to ensure a fair distribution of the workload and opportunities for faculty service. The TLU President or the Vice President for Academic Affairs may appoint faculty members to a new institutional committee for the initial term of one academic year or less.

Details of the elected and appointed committees, along with other opportunities for faculty service are detailed in Section 5.5.

Committee business is conducted according to the following guidelines:

- Committee meetings are conducted according to Robert's Rules of Order.
- Committees should keep minutes and make them available to the faculty.

- Committee chairs are elected annually by the membership of the committee unless otherwise specified. The chair may choose to vote but normally does not vote except to break a tie.
- To conduct committee business, a majority (more than 50%) of the voting members of the committee is required.
- Unless otherwise specified, an *ex officio* member is a voting member of the committee.
- Each committee is linked with an administrative office, to ensure good communications, logistical support for the work of the committee, and accountability for follow-through on committee decisions and recommendations, facilitated by an administrative liaison.

Committees on which faculty serve are summarized in Tables 1, 2, 3, and 4 below and are described in detail in Section 5.5.

1. Faculty Association (elected) Committees

   Several committees reporting to the Faculty Association are comprised of elected faculty with some *ex officio* members. These committees report and may bring motions for action to the Faculty Association to facilitate the shared governance of the institution. These committees are tasked with academic decision-making. Faculty elections to committees is described in Section 5.5
2. Other Elected Faculty Committees
   These committees serve to guide various administrative initiatives and report to various administrative offices.
3. Appointed Faculty Committees
   These committees serve a variety of purposes, with faculty serving alongside staff, administrators, and students to guide a wide range of campus activities that affect academics and other campus areas. These appointed committees accomplish a broad range of work ranging from Academic to "Institutional" (non-academic) work. Some of the committees on which appointed faculty serve report to the Faculty Association (as described in the organizational chart shown in Figure 1), with others reporting to various administrative areas.
4. Program-Specific Committees
   These committees are those that are specific to an academic discipline and, for the most part, are comprised of members from that discipline.

Table 1: Elected Faculty Committees (reporting to the Faculty Association)
Faculty Executive Committee (including Faculty Representatives to the Board of Regents)
Admissions, Academic Standards, and Advising Committee ("AAA Committee")
Curriculum Committee
Evaluations and Compensation Committee (subcommittee: Faculty Grievance Committee)
Faculty Procedures Committee
General Education Committee
Honors Program Advisory Committee
Library Committee
Rank and Tenure Committee

Table 2: Other Elected Faculty Committees (reporting to various administrative offices)
Benefits and Retirement Advisory Committee
Information Technology Committee

Table 3: Appointed Committees (those reporting to Faculty Association noted, others report to various administrative offices)
Academic Assessment Committee
Accessibility Committee
Athletics Committee
Brandes Fund for Religious Activities Committee
Brown Cultural Enrichment Committee
Budget Advisory Committee
Calendar Committee
Campus Equity Committee
Center for African American Studies (CAAS) Committee (Reports to Faculty Association)
Center for Mexican American Studies Committee (Reports to Faculty Association)
Center for Teaching and Learning Committee
Center for Women's Studies Committee
Commencement Committee
Disciplinary Hearing Panel
Employee Assistance Fund Committee
Environmental Management System Team including the Laboratory Safety Team (LST)
Environmental Studies Committee (Reports to Faculty Association)
Environmental Sustainability Committee
First Year Experience Committee
FREX Committee
Graduate Programs Committee
Guadalupe County Community Symposium Steering Committee
Institutional Review Board (IRB)
Intellectual Property Committee
Interdisciplinary Studies Committee (Reports to Faculty Association)
Interprofessional Education (IPE) Committee
International Education Committee
Krost Life Enrichment Committee (Reports to Faculty Association)
Krost Symposium Planning Committee
National Awards and Scholarship Committee
Parking Policy and Appeals Committee
Retirement Plan Committee (subcommittee of Benefits and Retirement Advisory Committee)
SACSCOC External Accreditations Team
SACSCOC QEP Leadership Team

SACSCOC Reaffirmation Leadership Team
Safety and Emergency Management Committee
Service- Learning and Career Development Committee (SL&CD)
Social Innovation and Social Entrepreneurship Committee
Student Academic Symposium Committee
Student Media Advisory Council
Student Professional Development Committee
Student Success Committee
Summer Programs Committee
Teacher Education Committee (Reports to Faculty Association)
Title IX Committee
Undergraduate Research, Scholarship and Creative Activities Committee
University Awards and Honorary Degrees Committee
Wellness Committee

Table 4: Program Specific Committees (Faculty Appointments, reporting to specific areas)	
Committee Name	**Disciplinary Area**
Environmental Studies Committee	Environmental Studies (Depts of Biology, Chemistry, Geography, Political Science, Philosophy, Art)
Master of Accountancy Admissions Committee	Department of Business
Master of Athletic Training Admissions Committee	Department of Kinesiology
Masters in Data Analytics Admissions Committee	Department of Business
Nursing Curriculum Committee	Department of Nursing
Nursing Lab, Simulation, Clinical Resources Committee	Department of Nursing
Nursing Admissions, Progression, and Retention Committee	Department of Nursing
Nursing Faculty Affairs Committee	Department of Nursing
Nursing Hospitality Committee	Department of Nursing
Nursing Program Assessment and Evaluation Committee	Department of Nursing
Post-Baccalaureate Health Professions and JAMP Committee	Departments of Biology, Chemistry, Psychology, and Nursing

5.5.2. Committee Descriptions

Committees are presented here in alphabetical order. Entries are organized according to the means by which faculty come to serve on the committee, with details regarding committee structure/composition, logistics, and the role and responsibilities of the committee and its members.

5.5.2a Elected Committees

Admissions, Academic Standards, and Advising Committee (Elected faculty)

Structure/Composition

Elected: Five elected faculty members (at least one from each of the three affinity groups) are elected to staggered three-year terms.

Ex Officio: Dean of Student Life and Learning, the Associate Dean of Student Life and Learning (with responsibility for advising).

Non-Voting Ex Officio: Vice President for Enrollment Services, Director of Admissions and Recruiting, and the Registrar.

Logistics

The committee elects a faculty member to chair the committee.

The committee meets on an as-needed basis, with meetings held infrequently during the fall semester, almost every week during the spring semester, and occasionally during the summer. Meetings are typically scheduled to last one hour. Before each meeting, committee members are required to review files from the Office of Admissions and/or the Registrar. The time commitment for reviewing files varies depending on the number of cases the committee is required to review prior to each meeting but is typically 1-3 hours. The committee may also vote on certain cases electronically in lieu of an in-person meeting.

Roles and responsibilities

The committee reviews and makes recommendations regarding the undergraduate admissions policy of the university. The committee also reviews and approves or denies special cases of admission brought before it by the Vice President for Enrollment Services; members review application materials, including (but not limited to) transcripts, standardized test scores, writing samples, and letters of recommendation. The committee also reviews and approves or denies readmission applications, suspension appeals, and grade changes from the Registrar's office. Additionally, the committee reviews academic and advising policies and procedures.

Benefits and Retirement Advisory Committee (Elected faculty)

Structure

The President annually appoints one faculty representative from each Affinity Group; one faculty member (typically with financial expertise) to serve as Co-Chair; a staff representative from Facilities; a library representative; and one or more other staff representatives. One at-large faculty member is elected to the committee.

Ex officio: Vice President for Finance, Vice President for Academic Affairs, Vice President for Enrollment and Marketing, Vice President for Student Life and Learning and Vice President for Development and Alumni Relations, the Athletic Director, Director of Information Technology, Director of Physical Plant, Director of Institutional Research, Executive Assistant to the President, Vice-Chair of the Faculty Association, and the Student Government Association Controller. The Director of Human Resources serves as administrative liaison.

Composition of the committee may be adjusted at any time by the President.

Logistics

The elected faculty representative serves a one-year term. The Vice President for Finance and a faculty representative, generally someone with financial expertise, serve as co-chairs. The Vice President for Finance calls meetings.

Responsibilities

The committee reports to and serves in an advisory role in support of the Vice President for Finance. The committee reviews the university's medical insurance plan each year and recommends changes, as required, to plan coverages and/or premiums, and also makes recommendations regarding the structure of funding of the University's retirement plan.

Curriculum Committee (Elected faculty)

Structure

Elected Faculty: Five faculty members based on the proportion of full-time faculty in each Affinity Group (3 from Arts or Sciences; 2 from Professional Studies)

Ex Officio: The elected academic officer, the Vice President of the Student Government Association.

Ex Officio, Non-voting: Dean of Student Life and Learning, TLU Registrar

Logistics

The committee meets monthly. The chair of the committee is elected annually from among the faculty members on the committee. Regular meetings are open to any faculty member. Any faculty member may participate in the discussion of any proposal. Any faculty member is allowed to address the committee on any issue of importance to that faculty member. The committee may determine a time limit for discussion. If needed, the committee may bring a motion or forward a proposal to the Faculty Association or to Academic Council for deliberation. Any decision of the committee is subject to review by the full faculty. See Appendix VII (Curriculum Committee: Logistics for Curriculum Proposals), for further procedural details.

Roles and Responsibilities

The committee regulates the curriculum of the university at the inter-department level. It also serves in an advisory capacity to the Vice President for Academic Affairs and the registrar in the administration of the academic program. The major responsibilities and functions of this committee are these:

- To evaluate the adequacy of the academic program and to evaluate proposals submitted by faculty regarding any change in academic requirements in the curriculum with no major budgetary implications.
- To give consideration to special requests of students, particularly regarding exceptions to certain standards which, because of peculiar circumstances, would hinder their most effective academic development.
- To review the administrative practices and the work of other committees as they relate to the effectiveness of the academic program, and to make recommendations to the respective officers and committees.
- To keep itself well-informed concerning problems, trends, and developments in higher education and, through educational meetings of the faculty and otherwise, to initiate specific studies of problems which are of particular concern to the university and the Evangelical Lutheran Church in America.

Evaluations and Compensation Committee (sub: Faculty Grievance Committee) (Elected faculty)

Structure

Faculty: One tenured and one untenured faculty member from the Arts or Sciences Affinity Groups, one tenured and one untenured faculty member from Professional Studies Affinity Group.

Ex Officio: Faculty Executive Committee vice chair

Logistics

The committee meets monthly but may convene more often as needed and determined by the committee chair. Faculty are elected in staggered, three-year terms. The committee elects a chair annually. The three tenured members of this committee constitute the Faculty Grievance Committee, an appeals or grievance review body, when the need arises.

Roles and Responsibilities

The Evaluations and Compensation Committee deals with issues related to working conditions of faculty and salaries including recommendation of pay scale and the broad policy guidelines of the rank and tenure process. The committee reports to the Faculty Association and advises the administration on the committee findings (described below).

Specific responsibilities of the Evaluations and Compensation Committee are:

- Administration and distribution of faculty research and development grants. Detailed are in Appendix II (Faculty Evaluation and Compensation Committee: Grant Guidelines).
- Conducting a review and making recommendations to the Vice President for Academic Affairs with regard to an overall salary schedule for the faculty.
- To report to the faculty annually a schedule of averages and ranges of salaries for the various ranks.
- To evaluate requests from the faculty for research and development grants and to award grants from the research and development allocations. See Appendix I (Planning Procedures for the Academic Calendar).
- for details of the grant application and award process.
- To encourage research and the professional growth of the faculty.
- To report annually to the faculty on its allocations/expenditures of research and development funds.
- To review and recommend changes to policies for grants and grant processes.
- To respond to issues related to working conditions of faculty.
- To set broad policy guideline changes for the rank and tenure process, including the annual faculty evaluation process.
- To create and administer the course evaluation process as well as the annual faculty evaluation form.
- To review and recommend changes to the annual schedule for rank and tenure.
- To conduct annual evaluations of the Vice President for Academic Affairs and other administrators in the Vice President for Academic Affairs' Office who supervise faculty work. The committee will advise the TLU President, administrators, and faculty of the summarized results which will include the administrators' responses. See Appendix III (Procedure for Evaluation of Academic Administrators) for procedures for the evaluation of academic administrators.
- To serve as a grievance committee for faculty matters (see details below).
- To accept and evaluate nominations for awards.

Specific guidelines and procedures for applications and administration of faculty research and development grants are included in Appendix II (Faculty Evaluation and Compensation Committee: Grant Guidelines).

Procedure for the evaluation of academic administrators is included in Appendix III (Procedure for Evaluation of Academic Administrators).

Faculty Grievance Committee (subcommittee of the Evaluations and Compensation Committee)

The core membership of the Faculty Grievance Committee consists of the tenured members of the Evaluations and Compensation Committee in addition to two other tenured faculty members. As

detailed in the Faculty Grievance Policy, if the grievance is against one of the tenured members of the Evaluations and Compensation Committee, that faculty member will be recused from considering the grievance, and the chair of the Faculty Association shall appoint a replacement. The chair of the Faculty Association also selects two additional members from among the tenured faculty to serve on any given grievance committee and designate a chair for the Faculty Grievance Committee.

In general, the duties of the Faculty Grievance Committee will be the following:

- To serve as a grievance committee for faculty matters.
- To advise the TLU President prior to dismissal proceedings for tenured faculty.

See the posted Faculty Grievance Procedure for more information.

Faculty Executive Committee (described in detail in Section 5.4.1)

Structure
Tenured Faculty: chair, vice chair, secretary, academic officer, parliamentarian, immediate past chair, Vice President for Academic Affairs

Logistics
The Faculty Executive Committee meets monthly in advance of Faculty Association Meetings and may hold additional meetings as needed. A quorum for the conduct of the committee is a majority of the voting members of the committee. Meetings are conducted according to Robert's Rules of Order. (See Section 5.5.1)

Roles and Responsibilities
The Faculty Executive Committee sets the agenda for the Faculty Association meetings in consultation with the Vice President for Academic Affairs. It provides leadership and is available for decision-making beyond regular committee structures. It serves as a consulting body to the TLU President at the President's pleasure. See Section 0.20 of the Faculty Bylaws for the duties of the Faculty Executive Committee.

Faculty Procedures Committee (Elected faculty)

Structure
Faculty: Four faculty members, with at least two of the members being untenured at the time of their election. Two of the members must be from the Arts or Sciences Affinity Groups and two members must be from Professional Studies.

Ex Officio: Parliamentarian of the Faculty Association

Logistics
Elections are for staggered three-year terms. No faculty member shall serve at the same time on both the Faculty Procedures Committee and the Rank and Tenure Committee. The committee members will elect their chair annually. In the event that a Faculty Procedures Committee member takes an approved leave of absence, or leaves the TLU faculty, the committee shall conduct an election to select a replacement to serve out the remainder of that person's term. Members cannot be elected to consecutive terms. For purposes of eligibility, any person who has served continuously for at least half a term (i.e., 3 semesters) shall be regarded as having served out that term, and thus be ineligible for reelection to the Faculty Procedures Committee. However, a current member of the Faculty Procedures Committee may run for parliamentarian. Faculty Procedures Committee meets at least monthly.

Roles and Responsibilities

The Faculty Procedures Committee conducts faculty elections. In consultation with the chair and vice chair of the Faculty Association and the Vice President for Academic Affairs, the committee recommends faculty appointees to institutional committees, and recommends revisions to the Bylaws, Faculty Manual, and Faculty Procedures. The Faculty Procedures Committee reports to the Faculty Association.

Specific responsibilities of the committee include the following:

- Periodic review of the function of all faculty committees and providing recommendations regarding review outcomes to the committees and/or Faculty Association.
- Conducting the faculty elections process. See Appendix IV (Faculty Elections Procedures) for procedural details for conducting elections.
- Making recommendations to the Vice President for Academic Affairs regarding faculty appointees for institutional committees.
- Making recommendations for revisions to the Bylaws, the Faculty Manual, and the Faculty Procedures.

Full details of election procedures for all elected committees is included in Appendix IV (Faculty Elections Procedures).

General Education Committee (Elected faculty)

Structure

Faculty: Three elected faculty members, one from each of the Affinity Groups

Ex Officio: General Education Director, General Education Co-Curricular Director

Ex Officio, Non-voting: TLU Registrar

Logistics

Faculty terms are three years (staggered). The committee meets monthly. The Director of General Education chairs the committee.

Roles and Responsibilities

The General Education Committee will oversee the general education curriculum, including the Foundations, the Distribution, the Competencies, and the Reflective Modules, individually and in concert with each other. Any changes or exceptions to any of the General Education structures or requirements, at the university, department/program, course, or individual student level must be approved by the Committee. The Committee will determine the criteria for selection of Reflective Modules and will biannually select them from the pool of applications administered by the General Education Co- Curricular Director. The Committee will also consult with the Director of Academic Assessment and Vice President for Academic Affairs as needed in its decision-making, including occasionally calling shared meetings between the General Education Committee and the Academic Assessment Committee. The General Education Committee reports to the Faculty Association.

Honors Program Advisory Committee (Elected faculty)

Structure

Faculty: Five faculty members are elected as follows:

- Two members from the Professional Studies Affinity Group
- Three members from the Arts or Sciences Affinity Groups, with no more than two members from

either arts or sciences.

Ex Officio, Non-voting: Honors Program director

Logistics
Faculty are elected to staggered three-year terms. The chair is elected annually from among elected faculty members; the director cannot serve as chair. The Honors Program Advisory Committee reports to the Faculty Association.

Roles and Responsibilities
The committee has responsibility for overseeing the Honors Program, appointing new scholars, and evaluating the scholars' curriculum and various individual scholars' curricular proposals.

Information Technology Committee (Elected faculty)

Structure
Elected Faculty: Three faculty members, one each from each Affinity Group

Appointed: Two students from the Student Government Association, three staff members

Ex Officio: Library System Administrator, the University Information Technologist, and the Chief Technology Officer

Ex Officio, Non-voting: Instructional Designer

Logistics
Faculty are elected for three-year staggered terms. The committee meets 3-4 times each semester depending on the need. The schedule is determined at the beginning of each semester according to when members are available. Appointed positions are selected annually by the President's Cabinet. The chair is selected by the committee at the beginning of the academic year from among the faculty, staff, and student members of the committee. The Vice President for Academic Affairs serves as the administrative liaison for the committee.

Responsibilities
The committee serves as an advisory committee for all IT-related matters at the university and makes recommendations to the CTO and the VPAA. It develops, recommends, and evaluates policies, budgets, and short- and long-range plans relevant to IT and computing on campus. Committee members should represent the interests of their constituency and should be knowledgeable about IT matters and able to make recommendations.

Library Committee (Elected faculty)

Structure
Faculty: Three faculty members, one from each Affinity Group

Appointed: One student representative is appointed by SGA

Ex Officio: The university Librarian

Logistics
Faculty are elected for three-year staggered terms. Appointments are made annually. Committee meets on an as-needed basis, convened by the University Librarian.

Roles and Responsibilities
The library committee works with the university librarian in an advisory capacity. In consultation with

the university librarian and other library faculty, the committee will endeavor to:

- remain abreast of developments in academic libraries related to library resources, facilities, and services;
- monitor current and anticipated library needs in the academic disciplines, and support regular evaluations;
- assist in the dissemination among university faculty and students of information about the library and its resources;
- recommend changes to library policies at the university; advise the library faculty as they develop both long-range (3-5 years) and short-range (one year) plans for the library program, including but not limited to personnel, facilities, print and electronic resources, and funds.

Rank and Tenure Committee (Elected faculty)

Structure

Elected Faculty: One tenured full-time faculty representative from each Affinity Group, two at-large members, all elected from among tenured faculty. Only tenured and tenure-track faculty may vote to elect the members of the Rank and Tenure Committee.

Ex Officio: Vice President for Academic Affairs

Logistics

The Vice President for Academic Affairs chairs the committee. Election to Rank and Tenure is by Roman ballot on which the name of all eligible faculty members must appear. Eligible faculty members are tenured full-time faculty members who are not currently serving a term on Rank and Tenure and who will not be serving on the Faculty Executive Committee or Faculty Procedures Committee concurrently with Rank and Tenure. Members finishing a term on Rank and Tenure are not eligible for immediate re-election. Any faculty member with a prior approved leave for any part of the term covered by the election will be excluded from the Roman ballot. The Rank and Tenure election process is described in detail in Appendix IV (Faculty Elections Procedures). Members are elected for staggered terms of three years Details regarding election to the Rank and Tenure Committee are included in Appendix IV. Members of Rank and Tenure typically do not apply for sabbaticals during their service on the committee.

Roles and Responsibilities

All recommendations to the Board of Regents for raises in rank and/or the granting of tenure shall be made by the TLU President upon the recommendation of the Rank and Tenure Committee. The Rank and Tenure Committee reports to the Faculty Association.

5.5.2b Appointed Committees

Faculty are appointed annually by the VPAA in consultation with the chair and vice chair of the Faculty Executive Committee and the relevant chairs and directors of the committees, unless otherwise noted.

Committees are listed in alphabetical order

Academic Assessment Committee

Structure/Composition

Appointed Faculty: Six faculty members representing all three Affinity Groups
Ex Officio: Director of Academic Assessment and the Director of Institutional Research, Vice President for Academic Affairs

Logistics
The Director of Academic Assessment serves as chair of the committee. The Director of Institutional Research serves as an advisor to the committee. The Vice President for Academic Affairs serves as administrative liaison. In the Fall semester, the committee meets as often as twice monthly, with fewer meetings in Spring terms.

Responsibilities
The Institutional Assessment Committee (IAC) is primarily responsible for ensuring that academic departments and programs are appropriately evaluating student learning and the overall effectiveness of their programs. This is accomplished through assessment plans, annual assessment reports, and program reviews, all of which are facilitated and evaluated by the IAC. The committee also evaluates other academic assessment needs of the university.

Accessibility Committee

Structure/Composition
Ex Officio: Director of Counseling and Accommodation Services, Associate Vice President for Campus Equity, Vice President for Administration
Appointed: Human Resources Representative, Facilities Representative, IT Representative, Housing Representative, Student Affairs Representative, Admissions Representative, Athletics Representative, Instructional Technology Representative, Academic Assistant Representative, Faculty Representative, Student Representative

Logistics
The committee is co-chaired by the Director of Counseling and Accommodation Services and the Associate Vice President for Campus Equity. The chairs work with vice presidents to select representatives from each area.

Responsibilities
The committee attends to accessibility policies and issues across campus to ensure adequate support for all individuals at TLU. It recommends policy changes and physical improvements to campus to further these goals.

Athletics Committee

Structure
Appointed Faculty: Four faculty members

Appointed Students: Two (2) students appointed by the Student Government Association to serve one-year terms.

Ex Officio: The chair of the Department of Kinesiology, the Director of Athletics, the senior administrator with athletics oversight, a representative from the Office of Enrollment Services and a representative from the Office of Student Life and Learning.

The Vice President for Finance of the university serves as the cabinet liaison.

Ex Officio, Non-voting: Head coaches and athletic trainers

Logistics
The Athletics Committee is an official institutional committee of the university. The Athletics Committee meets at least once per semester. Faculty are nominated by the Vice President for Academic Affairs in consultation with the chair of the Faculty Association and appointed by the TLU President to serve one-

year terms. They may be reappointed. One faculty member is designated by the President to serve as Faculty Athletics Representative and chair the committee.

Responsibilities
The Athletics Committee serves in an advisory capacity for the intercollegiate athletics program of TLU. It provides the athletics staff with opportunities for formal and informal consultation. It will review, at the request of the TLU President, any matter related to the intercollegiate athletics program, and report recommendations to the administration and/or faculty for appropriate action.

Brandes Fund for Religious Activities Committee

Structure
Appointed Faculty: Three faculty

Appointed Staff: Two staff members

Appointed Student: One student

Ex Officio: Campus Pastor, Vice President for Development and Alumni Relations

Logistics
The Vice President for Development and Alumni Relations shall serve as the Liaison. The committee meets several times during each semester. A chair is selected annually.

Responsibilities
The Brandes Fund for Religious Activities considers proposals to help fund religious activities, programs, or resources for the TLU community. All proposals will be evaluated in accordance with the purposes of the Fund as outlined by the Brandes Family. The purposes of the fund include strengthening the Christian faith and commitment in the context of Christian Higher Education and providing opportunities on and off campus for members of the TLU community to engage in deep and meaningful service to others. The committee reports to Development and Alumni Relations.

Brown Cultural Enrichment Committee

Structure
Committee membership should reflect the diversity of the campus community and includes, but is not limited to the following:

Appointed Faculty: Faculty representatives of TLU's performing and visual arts departments

Appointed Staff: One representative from marketing.

Appointed Student(s): one or more representatives of the Student Government Association

Ex Officio: Vice President for Academic Affairs, Vice President for Development and Alumni Relations

(Staff Support) Director of University Events provides staff support to the committee

Logistics
The Vice President for Development and Alumni Relations chairs the committee and serves as administrative liaison.

Responsibilities
The Brown Cultural Enrichment Committee is responsible for bringing major guest speakers and cultural arts events to the university for the benefit of TLU students, faculty, staff, and the public. The committee

administers the expenditure of funds from The Brown Endowment, established by the late Dr. Jack and Mrs. Jessie Brown for the enrichment of the arts, sciences, and culture at TLU. This Committee reports to Development and Alumni Relations.

Budget Advisory Committee

Structure
The President appoints three staff members, two of whom are chosen from the Staff Association Leadership Team, and three faculty members, two of whom are chosen from the Faculty Executive Committee.

Ex officio: University President and Vice President for Finance. There is no administrative liaison.

Logistics
Appointed committee members will serve 3-year staggered terms. The President and the Vice President for Finance will serve as co-chairs of the committee. The committee will primarily meet weekly from November through January (with some variance), and as needed during the rest of the year, as deemed necessary by the President and Vice President of Finance.

Responsibilities
The primary focus of this committee is to advise the President's Cabinet on the budget being built each fall for the next fiscal year. The committee will also help Cabinet determine how overall budget processes can be improved, including facilities requests for new budget items. The primary work for this committee will occur from November through January (ahead of the February Board of Regents meeting, where the budget is presented for approval).

Calendar Committee

Structure
Appointed: Representatives of the faculty, student life, facilities, and athletics

Ex Officio: Director of Registration and Records

Logistics
The Director of Registration and Records serves as chair. The same staff representatives usually remain on the Committee from year to year. Appointees are selected by the TLU President.

Responsibilities
The goal of the committee is to reach a compromise and recommend a calendar that is most feasible for all of the campus community. The Committee creates a proposed calendar based on input from different constituents, including the various Directors across campus. If the calendar proposal fails to pass, it is subjected to another open hearing, revised and submitted again until a calendar is approved. Final approval is by the President's Cabinet. For details regarding the planning of the academic calendar, see Appendix I (Planning Procedures for the Academic Calendar).

Campus Equity Committee

Structure
Ex Officio: Associate Vice President for Campus Equity, Center for Teaching and Learning Director, Black Student Union Advisor, African American Studies Director, Women & Gender Studies Program Director, Center for Women's and Gender Studies Director, Student Affairs Representative (appointed by the Vice President of Student Affairs), Mexican American Studies Program Director, Center for Mexican

American Studies Director, MASA Advisor, Counseling and Accommodation Services Director, SAFE Advisor, Campus Pastor, Title IX Director, Student Representative (2) (elected by SGA).

Logistics
The committee elects a chair each year. All committee members have voting rights.

Meetings occur monthly with additional meetings scheduled as needed. The committee is "charged with providing oversight and guidance regarding diversity issues, progress addressing them on campus, and resources needed to support this work" (TLU Strategic Vision for Diversity, August 2017). The committee reports to the TLU President.

Responsibilities
The committee works to support and increase equity on campus, being attentive to issues of diversity, fairness, and community support. It supports and informs the work of the Associate Vice President for Campus Equity and the President on these issues.

Center for African American Studies (CAAS) Committee

Structure
Appointed Faculty: One faculty representative from each Affinity Group

Appointed Staff: One staff representative each from Student Life and Learning and Admissions

Appointed Student: One student representative from the Student Government Association.

Ex Officio: Director of the Center for African American Studies and Director of the African American Studies program (AFAM), Vice President for Academic Affairs.

Logistics
The Director of the Center for African American Studies serves as chair and selects faculty and staff appointees with VPAA oversight. The Vice President for Academic Affairs serves as administrative liaison. The Student Government Association appoints the student member. Membership should reflect a broad constituency that will aid in making CAAS an effective interdepartmental body in the university.

Additional committee members may be added at the discretion of the Vice President for Academic Affairs and the CAAS Committee. Note: Since this is an advisory Committee rather than a voting body, there is no need to distinguish between voting and non-voting members. The committee meets as needed, decided by the chair.

Responsibilities
The Center for African American Studies Committee assists the Vice President for Academic Affairs in promoting and supporting African American/African/Afro-LatinX/African Indigenous Studies, cultures, events, and perspectives. The CAAS Committee reports to the Faculty Association.

Center for Mexican American Studies Committee

Structure
Appointed Faculty: One faculty representative from each Affinity Group

Appointed Staff: One staff representative each from Student Life and Learning and Admissions

Appointed Student: One student representative from the Student Government Association.

Ex Officio: Director of the Center for Mexican American Studies (CMAS) and Director of the Mexican American Studies program (MAST), Vice President for Academic Affairs.

Logistics

The Director of the Center for Mexican American Studies serves as chair. The Vice President for Academic Affairs serves as administrative liaison and selects faculty and staff appointees. The Student Government Association appoints the student member. Membership should reflect a broad constituency that will aid in making CMAS an effective interdepartmental body in the university. Additional committee members may be added at the discretion of the Vice President for Academic Affairs and the CMAS Committee. Note: Since this is an advisory Committee rather than a voting body, there is no need to distinguish between voting and non-voting members. The committee meets as needed, decided by the chair.

Responsibilities

The Center for Mexican American Studies Committee (CMAS Committee) assists the Vice President for Academic Affairs in promoting and supporting Mexican American/Chicana/o-Latina/o Studies, cultures, events, and perspectives. The CMAS Committee also serves in an advisory capacity to maintain and enhance TLU's status as a Hispanic Serving Institution. The CMAS Committee reports to the Faculty Association.

Center for Teaching and Learning Committee

Structure

Appointed Faculty: Three or four faculty members

Appointed Staff: One or two staff members

Ex Officio: Director of Center for Teaching and Learning and Director of Academic Support

Logistics

The Director of the Center for Teaching and Learning serves as committee chair. Appointees are selected with the guideline of having representatives from all Affinity Groups, especially the education department. The committee meets weekly. The total time commitment for committee members (combining meeting time with tasks outside of meetings) in a given week varies. Note: Since this is an advisory Committee rather than a voting body, there is no need to distinguish between voting and non-voting members.

Responsibilities

The purpose of the Center for Teaching and Learning Committee is to provide guidance and support to the Director of the Center for Teaching and Learning in achieving the Center's mission, which is to provide development and resource support to faculty, staff, and students committed to sharing and enhancing effective strategies for teaching and learning. The Center is committed to creating an educational environment that is socially just and inclusive of our diverse community. These goals change over time, but include such things as policy and program development, implementation, and evaluation in distance education; faculty development (including but not limited to Brown Bag workshops, learning communities, training short courses, internal pedagogy grants and a regional pedagogy conference); pursuit of external grants; and management of virtual and physical spaces.

Center for Women's Studies Committee

Structure

Faculty: Four faculty members

Logistics
Faculty members are appointed annually for one-year terms. The Director of the Center for Women's Studies chairs the committee. The committee meets several times during each term.

Roles and Responsibilities
The committee serves to oversee the Women's Studies minor and to make women's issues a visible and integral part of the university community. Programming and coordination for Women's History Month events are centralized within this committee.

Commencement Committee

Structure
Appointed Faculty: One faculty representative (in addition to Head Faculty Marshall)

Appointed Staff: Representative from the Office of Development and Alumni Relations

Ex Officio: Head Faculty Marshall, Vice President for Academic Affairs, Vice President for Student Life and Learning, TLU Bookstore Manager, TLU Registrar, Executive Assistant to the President

Logistics
The committee is co-chaired by the Vice President for Academic Affairs and the Vice President and Dean for Student Life and Learning.

Responsibilities
The Commencement Committee was created by the President's Cabinet to serve as the central body to review policies and procedures related to Commencement events and to make recommendations to the President on commencement speakers.

Disciplinary Hearing Panel

Structure
Faculty: A pool of 6 tenured faculty representatives

Students: A pool of 10-15 students

Staff: A pool of 8 staff representatives

Ex Officio: Associate Dean of Student Life and Learning and Associate Dean of Student Life and Learning for Title IX and Compliance

Logistics
Faculty are appointed to staggered three-year terms. Staff and student appointees are selected by Associate Dean of Students are to serve staggered three-year terms. Committee members must attend a training session at least once each semester. An additional training session for those hearing Title IX cases. The panel meets up to two times a week as needed. The Associate Dean of Students will be responsible for assembling the disciplinary hearing panel. Availability may determine a different composition for the panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Associate Dean of Students will usually use three administrative staff members for the panel. Meetings are scheduled based on faculty availability by the Student Life and Learning office. Specific details regarding panel procedures are included in Appendix V (Disciplinary Panel Procedures).

Responsibilities
The Disciplinary Panel serves as the hearing body for violations of the Student Code of Conduct as described above.

Employee Assistance Fund Committee

Structure

Appointed Faculty and Staff: Seven (7) regular full-time TLU employees representing a cross-section of job classes (faculty and staff)

Appointed, Non-voting: One representative from Finance, typically the Vice President for Finance and Administration

Ex Officio, Non-voting: The Director of Human Resources (included in the seven appointees described above),

Logistics

The non-voting representative from finance is appointed by the TLU President. The Vice President for Finance and Administration chairs the committee. The Committee convenes for a general meeting once during each of the regular semesters during the academic year. The chair may call additional meetings as needed to review assistance requests or other unusual circumstances. The Committee will act on requests by a simple majority vote and will require at least four voting members present for a quorum.

Responsibilities

The EAF Committee evaluates employee requests and makes decisions regarding disbursement of funds for emergency financial assistance according to established criteria. The Committee may take other action as it deems necessary in response to unusual circumstances. The Director of Human Resources shall present assistance requests to the committee, and the representative from Finance shall report on the financial status of the Assistance Fund and record the activities of the Committee. The Committee shall maintain adequate records of its activities. The chair will make a formal monthly report to the TLU President and Cabinet members regarding activities.

Environmental Management System Team including the Laboratory Safety Team (LST)

Structure

Appointed: At least one representative from each of the following areas: Arts, Athletics/Athletic Training, Biology, Chemistry, Facility Services, Food Services, Health Services, HR/Risk Management, Nursing, Police, and Dramatic Media. Additional team members may be included from other areas as the committee deems necessary.

Ex Officio: Vice President for Finance and Administration, Vice President for Academic Affairs

Logistics

The committee meets as needed, with a minimum of two meetings per year.

Responsibilities

The purpose of the Emergency Management System Team is to ensure sustained compliance with applicable federal, state, and local environmental regulations, as a result of TLU's participation in the ICUT Environmental Peer Audit Program. This includes such activities as education, training, maintaining inventories, tracking usage of chemicals and waste, for example, and taking part in audits among other things. The committee reports to the Vice President for Finance and Administration.

Environmental Sustainability Committee

Structure
Appointed: Appointees are selected from among faculty, staff, facilities, bookstore, Center for Servant Leadership, Sodexo, Student Government Association, and EnAct. The number of committee members is not specified.

Logistics
The committee meets monthly.

Responsibilities
The purpose of the committee is to oversee environmental sustainability efforts on campus and provide more information and education about environmental sustainability to the campus as a whole.

First Year Experience Committee

Structure
Appointed: Three faculty who have taught or are teaching FREX, a representative from the Athletics department, a student Peer Mentor

Ex Officio: Director of 1st Year and Campus Programs, Director of FREX, Director of Residence Life, Director of Academic Advising, Director of Campus Recreation, Vice President for Student Life and Learning.

Logistics
The Director of 1st Year and Campus Programs serves as the chair of the committee. The administrative liaison is the Vice President for Student Life and Learning.

Responsibilities
The First Year Experience Committee is tasked with coordinating, evaluating, and improving components of the first-year experience to include curricular and co-curricular initiatives such as new student orientation, FREX curriculum, peer mentor program, first-year academic advising, 1st Year housing, athletics, and campus recreation. The first-year experience components are designed to assist in the transition to college, provide a student focused learning environment, and increase student persistence.

FREX Committee

Structure
Appointed Faculty: Four faculty

Ex Officio: Director of the FREX program

Logistics
The Director of the FREX program serves as chair of the committee. The committee meets at least twice per semester. The committee may meet additionally as determined by the FREX Director to discuss pressing issues. Committee meetings typically last for no more than one hour.

Roles and Responsibilities
The FREX Committee is responsible for assisting the FREX Director in setting the direction for the Freshman Experience Course (FREX 134) and related parts of the First Year Program. The committee helps the director set forth best practices for curriculum, assessment, and general course policies for FREX 134.

Graduate Programs Committee

Structure

Ex Officio Faculty: the program directors of any graduate program at the university and the department chairs in departments that have graduate programs

Ex Officio, Non-voting: Director of the Library, the Associate Director for Graduate & Transfer Admissions, Dean of Students, Registrar, Assistant Director for Transfer and Graduate Partnerships, and the VPAA.

Logistics
The members serve on the committee as long as they are in their roles of graduate program directors or department chairs. The committee will meet monthly, called by the chair.

The committee will annually elect a chair from the graduate program directors.

Responsibilities

- Provides guidance for graduate programs
- Reviews and approves graduate curriculum
- Creates and reviews policies and procedures for graduate students
- Considers grade or dismissal appeals as a final review after any program appeals committee decision
- Provides feedback and guidance on recruitment and enrollment

Guadalupe County Community Symposium Steering Committee

Structure
The committee consists of a mix of TLU faculty and members of the Seguin community.

Logistics
The committee meets monthly during the regular academic year.

Responsibilities
Committee appointees are selected by the TLU President, who also appoints the chair of the committee. The committee has a regular endowment draw which funds activities that have a positive impact on the local community and other parts of Guadalupe County. The committee develops and promotes one project of its own each year. This may be an independent project or may involve partnerships with others.

Institutional Review Board (IRB)

Structure
Appointed Faculty: Six faculty members, including at least one scientist, at least one non-scientist, and at least one individual who is not otherwise affiliated with Texas Lutheran University.

Ex Officio: Vice President for Academic Affairs, Post-Awards Grant Analyst

Other: This committee includes one individual from outside of Texas Lutheran University. The outside member ideally should have a professional background in research and/or ethics.

Logistics
Faculty appointees are selected for three-year staggered appointments. The Vice President for Academic Affairs serves as the administrative liaison and appoints the chair of the IRB. The IRB meets multiple times during the Fall and Spring semesters to provide a full review for submitted protocols. Expedited and limited reviews are conducted via email. The majority of protocols require expedited or limited review. Additional meetings may be scheduled as needed.

Responsibilities
Institutional Review Board (IRB) is responsible for protecting the welfare and rights of individuals who are subjects of (i) any research that is conducted by TLU faculty, staff, or students, (ii) any research where TLU faculty, staff, or students are subjects, or (iii) any research that uses TLU campus resources or facilities. Approvals or exemptions from the Texas Lutheran University IRB must be obtained prior to the initiation of any such research, whether conducted on campus or off campus.

Intellectual Property Committee

Structure
Appointed Faculty: Four members representing the three Affinity Groups

Ex Officio: Vice President for Finance and Administration

Logistics
Faculty appointees are selected by the TLU President. The Vice President for Finance and Administration chairs the committee and serves as administrative liaison. The committee meets on an as-needed basis only, which has been quite rare.

Responsibilities
The TLU Intellectual Property Committee has been authorized by the Board of Regents to administer the Intellectual Property Policy (which applies to faculty, staff, and students) with respect to discoveries, trade secrets, or interventions developed as a direct result of the regular duties of an employee or any person working in TLU facilities or developed by such a person as a result of research done or as a result of a program of research financed wholly or in part by the university funds, or by funds under the control of the university.

Interdisciplinary Studies Committee

Structure
Appointed Faculty: one faculty member from each affinity group.

Ex Officio: Director of Interdisciplinary Studies

Logistics
The director of the Interdisciplinary Studies program serves as chair. Additional committee members may be added at the discretion of the Vice President for Academic Affairs. The committee meets as necessary to approve degree plans submitted by students in Interdisciplinary Studies and to discuss necessary changes in the program.

Responsibilities
The committee serves to review and oversee the Interdisciplinary Studies program and to ensure its academic integrity. Committee members will review all materials created in support of the major, approve degree plans for students declaring the major, revise/update the learning outcomes associated with the major, and review program assessment data.

Interprofessional Education (IPE) Committee

Structure
Appointed Faculty: two faculty from Athletic Training, two faculty from Nursing.

Logistics
The appointed membership of the Interprofessional Education Committee is made up of faculty from athletic training and nursing departments on a 3-year cycle and will meet monthly. Dramatic Media will

play a supporting consultation role with the committee as dramatic media students may be utilized to play roles in identified scenarios. Pre-Health Professions Club will play a supporting consultation role, as students may be interested in partaking in health-related scenarios.

Responsibilities
The purpose of the Interprofessional Education Committee is to organize educational opportunities between nursing and athletic training departments and promote collaborative coursework amongst students in these departments on a consistent and organized basis. The committee will identify IPE outcome measures across the curriculum for health care professions offered at TLU. They will then develop and implement a strategic plan to address desired IPE outcomes (e.g., courses, scenarios, mock clinics). It is the IPE Committee's responsibility to review appropriate accreditation standards and review outcome measures to determine the effectiveness of the IPE implementation.

International Education Committee

Structure
Appointed Faculty: Three faculty members

Ex Officio: Director of International Education, Director of International Studies Program, Dean of Student Life and Learning, Director of Financial Aid, TLU Registrar and Vice President for Academic Affairs

Logistics
The committee meets at least once a year in the fall, to review proposals for faculty-led programs. The committee often meets additionally as needed to handle other matters, e.g., when undergoing program review, when reviewing or assessing/ changing/ adding providers for study abroad.

Responsibilities
The committee serves in an advisory capacity to the director of international education and is responsible for policy regarding all international education academic matters including study abroad programs for which academic credit is awarded. The committee reviews and approves all study abroad course proposals from TLU faculty/staff and periodically reviews study abroad affiliation relationships to assure their continued consonance with the university's mission and strategic plan. The committee assists the Director of International Education and the Director of the International Studies Program in performing their duties, including reviewing and making recommendations for

- Proposals for faculty-led study abroad programs.
- Policies, and for supplementary and supporting materials, e.g., revising the Faculty Leader Handbook.
- Assessing providers for study abroad (including both providers for faculty-led programs, and for approved study abroad programs for TLU students).
- Assessment of the minor in International Studies.
- Reports on TLU students studying abroad and international students studying at TLU.

Krost Life Enrichment Committee

Structure
The membership should include a broad constituency concerned with personal well-being and responsibility.

Appointed Faculty: At least three faculty members

Other Appointed: One representative from Student Life and Learning, one representative from the

Fitness Center, one representative from Athletics, one at-large staff member, two students, two community members whose work involves health, fitness, and/or wellness.

Ex Officio: Dr. Frederick C. Elliott Chair in Health, Fitness and Nutrition and the Vice President for Academic Affairs

Logistics
The Dr. Frederick C. Elliot Chair in Health, Fitness and Nutrition serves as the chair of the committee. The Vice President for Academic Affairs serves as the administrative liaison. The committee meets as needed and may conduct business electronically when necessary. Minutes are taken at meetings and posted on the portal.

Roles and Responsibilities
The committee articulates the philosophical basis for the Krost Life Enrichment Program as well as consulting and advising the program director concerning specific aspects of the program. The committee reviews and approves the program portion of the budget and oversees selection of themes for the annual Krost Symposium. See Appendix VI (Krost Symposium Policies and Procedures) for procedural details regarding the Krost Symposium.

Krost Symposium Planning Committee

Structure
The committee membership changes annually as it is comprised of a group of faculty and staff members who have submitted a symposium proposal to the Krost Life Enrichment Committee, and whose proposal has been accepted for the theme of the year. The Krost Symposium Director(s) assemble an ad hoc advisory committee of faculty, staff, and students; the Office of University Relations provides a staff Symposium Coordinator for support.

Logistics
The Krost Symposium Director(s) for a given year serves as chair, selected from faculty and staff by application to the Krost Life Enrichment Committee. See Appendix VI (Krost Symposium Policies and Procedures) for more details. The committee meets as needed. Committee members play an extensive role in developing and implementing the symposium. The committee reports to the Krost Symposium Director.

Responsibilities
The committee is responsible for developing the planning, scheduling, advertising, and presentation/production of the program of speakers and respondents in a specified year. See Appendix VI (Krost Symposium Policies and Procedures) for details about the Krost Symposium Policy and Procedures.

National Awards and Scholarship Committee

Structure
Appointed: Faculty and staff with relevant experience who are point persons for the various targeted scholarship programs, including a representative from the sciences (for the Goldwater Scholarship, the NSF Fellowship, and the Udall Scholarship) and a representative from the social sciences (for the Madison, Truman and Wilson awards). There are generally also two committee members appointed from humanities and the arts to help with recruiting and interviewing for majors from those disciplines.

Ex Officio: Honors Program Director, International Education Director (for the Gilman Scholarship), International Studies Director (for the Fulbright Scholarship).

Logistics

Faculty appointees are selected for one-year terms. The committee is chaired by the Director of National Awards and Scholarships. The chair of the committee may also function as an applications coach, under the auspices of the Vice President for Academic Affairs' Office, using subcommittee members to assist with recruitment and screening, as well as for mock interviews when needed. The committee meets as needed to discuss issues relating to the purpose of the committee.

Responsibilities

The National Awards and Scholarships Committee works to aid the Director of National Awards and Scholarships to publicize the opportunities for prestigious national and international scholarships and awards among qualified TLU students during their four or five years on campus, helps to identify suitable scholarship candidates early on during their first year or two on campus, provides counsel and guidance for potential applicants, assists students to improve the quality of their applications for awards and for graduate schools so as to increase their likelihood of success, and thereby helps to enhance the reputation of TLU.

Parking Policy and Appeals Committee

Structure

Appointed: One faculty member, two staff members (one Administrative Staff), and two students

Ex Officio: Campus Police Chief, Vice President for Finance

Logistics

The committee meets as needed, typically every two weeks. The first meeting is typically scheduled after two full weeks of classes. No meeting is scheduled if the students are not on campus or are preparing for finals. The Vice President for Finance and Administration serves as the administrative liaison. The chair of the committee is selected annual by the Vice President for Finance and Administration.

Responsibilities

The Parking Policy and Appeals Committee receives all appeals of parking citations and makes final decisions on those appeals once reviewed and voted upon by the committee. If a special consideration arises, student members may present the issue to SGA for consideration.

Retirement Plan Committee (subcommittee of the Benefits & Retirement Advisory Committee)

Structure

Appointed: The Vice President for Academic Affairs (in consultation with the Faculty Executive Committee chair and vice chair) appoints at least five TLU employees, including at least one representative each from the TLU Faculty, Administrative (exempt employees), and Staff (non-exempt employees). TLU retirees are also eligible to serve on the committee.

Ex Officio: Vice President for Finance, Director of Human Resources.

Logistics

The Vice President for Finance chairs the committee. The committee will meet a least semiannually and will hold additional meetings if deemed necessary. Any member of the committee may resign or be removed at any time by the TLU President. The Vice President for Finance and TLU Human Resources Director are standing (ex officio) members, while the additional members will serve staggered three-year terms, and are eligible to serve on the committee for subsequent terms after at least one year off the

committee.

Responsibilities

The Retirement Plan Committee functions as the Plan Administrator for the Defined Contribution Retirement Plan and the Tax-Deferred Annuity Plan ("Plans") sponsored by TLU for the benefit of its eligible employees. The Committee has overall responsibility for the investment oversight and the administration of the Plans with duties including, but not limited to

- selecting and assessing all third-party service providers and other professionals, such as the Plan's auditors, that support the plan and its participants,
- monitoring the performance of the funds offered as investment options under the Plans in accordance with the Investment Policy Statement and,
- when appropriate, selecting new fund managers and/or investment options for the plan.

SACSCOC External Accreditations Team

Structure
Ex Officio: University SACSCOC Liaison, Directors of each externally accredited program.
In the case of externally accredited programs which have no defined director, a faculty member from the designated program is appointed from the department which houses the program.

Logistics
The faculty member appointed as the SACSCOS liaison chairs the committee. The committee meets as needed.

Responsibilities
This team is designed to facilitate communication among the externally accredited programs and to ensure consistency in reporting to all external accreditors and compliance with the SACSCOC policy requiring "Any institution seeking or holding accreditation from more than one U.S. Department of Education recognized accrediting body must describe itself in identical terms to each recognized accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies, and must keep each institutional accrediting body apprised of any change in its status with one or another accrediting body."

SACSCOC Quality Enhancement Plane Leadership Team

Structure
Various faculty and staff as needed to fulfill the mission of the team

Logistics
The committee is chaired by the faculty member appointed as the QEP Director.

Responsibilities
The SACSCOC Quality Enhancement Plan (QEP) Leadership Team is responsible for developing the QEP in conjunction with the University's decennial reaffirmation for accreditation.

SACSCOC Reaffirmation Leadership Team

Structure
Team members are appointed by the TLU President and typically include the President, the Executive Assistant to the President, the SACSCOC Liaison, the QEP Director, and the Vice Presidents for Academic Affairs, Student Life and Learning, and Finance

Logistics
The committee is chaired by the TLU President.

Responsibilities
In accordance with SACSCOC requirements, the SACSCOC Reaffirmation Leadership Team oversees the decennial reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges.

Safety and Emergency Management Committee (SEMC)

Structure
Appointed: Key faculty and staff will be appointed as needed

Ex Officio: Vice President for Finance and Administration, Director of Facility Services, Vice President for Enrollment Management and Marketing, TLU Police Chief, TLU University nurse, TLU Chief Technology Officer, TLU Director of Residence Life

Logistics
The committee meets at least monthly. The Vice President for Finance and Administration serves as chair of the committee.

Responsibilities
The TLU Safety and Emergency Management Committee (SEMC) is responsible for:

- Identifying situations that might pose a threat to the physical safety of our students, employees, and visitors
- Developing and implementing plans to try to prevent or minimize the probability of those situations occurring
- Developing and implementing plans to respond to such situations as effectively as possible should they occur.

Service-Learning and Career Development Committee (SL&CD)

Structure
Appointed Faculty: Five faculty representatives

Appointed Student: One student representative appointed by Student Government Association.

Ex Officio: Director of the Center for Servant Leadership, Vice President for Diversity, Equity, and

Inclusion

Logistics
There are no specific rules regarding representation from particular academic departments or term lengths. The Director of the Center for Servant Leadership serves as chair. The Committee meets approximately 2 times per semester. It operates through discussion, requiring active participation to offer feedback during meetings for enhancing and service-learning, career development, and civic engagement initiatives on campus. Members may also work outside of meetings to research topics or provide detailed feedback. The committee uses the following resources:

- Service-Learning: The Journal of Service-Learning in Higher Education offers insights into relevant research on service-learning components like direct, indirect, research, and advocacy.
- Career Development: The National Career Development Association (NCDA) provides resources for professional growth, publications, standards, and advocacy for practitioners and educators helping

individuals achieve career and life goals.

- Civic Engagement: The ALL In Democracy organization supports a TLU Civic Engagement Action Plan that includes the National Study of Learning, Voting, and Engagement (NSLVE) which presents colleges and universities with student registration and voting rates data. It also explores campus climates for political learning and engagement, along with connections between specific student learning experiences and voting patterns.

The committee and the CSL Director report to the Vice President for Academic Affairs' Office. Note: As an advisory Committee with voting rights, there is no distinction between voting and non-voting members.

Responsibilities

The Service-Learning and Career Development Committee fosters support for the areas of service-learning, career Development, and Civic Engagement as a means for student learning on campus through clarifying and approving assessment mechanisms; developing strategies for students, staff, and faculty to promote these areas in and outside of the classroom; and actively listening, providing feedback, and advocating for the Center for Servant Leadership.

Social Innovation and Social Entrepreneurship (SISE) Committee

Structure

Appointed Faculty: One representative for each concentration in the BA of Social Entrepreneurship appointed by the Vice President for Academic Affairs and SISE Director

Appointed Staff: A representative from the Center for Servant Leadership appointed by the Vice President for Academic Affairs and SISE Director

Ex Officio: Director of Social Entrepreneurship

Logistics

The SISE committee meet at least once a semester.

Roles and Responsibilities

The Social Innovation and Social Entrepreneurship Committee is responsible for managing growth of the program, including (but not limited to) the evaluation and recommendation of additional concentrations or a Social Innovation and Social Entrepreneurship minor. It constructs and meets with an SISE advisory council of outside nonprofit agencies and social ventures. It also considers other issues of an interdisciplinary major, including but not limited to items such as curriculum design, advising responsibilities and methods of assessing the concentrations.

Student Academic Symposium Committee

Structure

Appointed Faculty: At least one representative from: faculty from Music, Visual Arts, a member of the Undergraduate Research Committee, a faculty chair, and two faculty at large

Appointed Staff: Academic assistant (from TH or Langner Hall), representatives from IT, Marketing and Admissions, and Facilities

Appointed Student: Representative from the Student Government Association

Logistics

The committee meets as needed, usually three or four times, with most of the work in the spring

semester.

Responsibilities
The committee is responsible for promoting, publicizing, and assessing the annual Student Academic Symposium. They request input from departments and develop a schedule. Coordination with Facilities and Academic Assistants allows for proper reservation and equipping of spaces. Assessment of the Symposium is done periodically, based on survey of the TLU community.

Student Media Advisory Council

Structure
Appointed Faculty: One faculty member from the Department of English and Communication, one from the Library and one at-large member

Staff: A staff representative from Marketing/Communications.

Ex Officio: Student Media Director

Logistics
The Student Media Director serves as chair. Faculty terms are staggered three-year appointments. All committee members vote. The committee meets once a semester.

Responsibilities
This committee serves as a support committee for the Student Media director. It reviews Student Media publications and decision-making and considers Student Editor applications in the Spring.

Student Professional Development Committee

Structure
Appointed: A chair from the faculty, along with four other faculty members, an advisor from the Office of Development and Alumni Relations

Logistics
The committee meets as needed.

Responsibilities
The purpose of the committee is to promote student professional activity. This is done primarily through administration of each year's draw from the endowed Student Professional Development account. Student professional development is defined here as scholarly activity in students' academic majors.

Student Success Committee

Structure
Faculty: Five faculty representatives with at least one from each Affinity Group

Staff: A representative from the Office of Admissions, the Office of Marketing and Communications, and the Registrar's Office

Ex Officio: Associate Dean of Student Life and Learning, Director of Athletics, Director of Institutional Research, Vice President and Dean of Student Life and Learning (liaison to the President's Cabinet)

Logistics
The Associate Dean of Student Life and Learning serves as chair of the committee.

Responsibilities
The Student Success Committee reviews TLU's persistence, progression, retention, and graduation rate, engaging in discussions and research on how the institution can improve our current students' chances for success.

Summer Programs Committee

Structure
Appointed: Representatives of the university's facility services department, health center, business office, food service, residence life office, human resources office, auxiliary services department, athletics department, and faculty/staff directors of individual summer programs are appointed annually

Ex Officio: Director of university events

Logistics
The committee is chaired by the director of university events, who is responsible for scheduling and administering summer programs.

Responsibilities
The Summer Programs Committee provides oversight of the planning and implementation of non-academic programs held on campus between the end of the spring semester and beginning of the fall semester. Such programs include sports camps, music academies, youth leadership programs, church convocations and the like. The committee's responsibilities include the coordination of campus departments responsible for various aspects of summer programs; the safety of summer programs participants; and the responsible fiscal management of summer programs.

Teacher Education Committee (reports to Faculty Association)

Structure
Appointed: Faculty representatives from elementary and secondary education teaching areas, a librarian

Ex Officio: Director of registration and records, the chairs of departments (or their representatives) having programs leading to teacher certification, the chair of the education department, Associate Dean of Student Life and Learning

Logistics
The Education Department chair serves as chair of the committee. The committee meets several times each semester.

Roles and Responsibilities
The committee has responsibility for giving general curricular supervision for all programs leading to teacher certification, including the study, revision, and approval or deletion of all programs. The committee has the responsibility of seeing that curricular requirements of off-campus accrediting agencies (Texas Education Agency and Teacher Education Accrediting Council) are met. The committee also has the responsibility of evaluating the credentials and personal qualifications of each student as they apply for the teacher education program, as they apply for student teaching, and as each student progresses through the teacher education program.

Title IX Committee

Structure
Appointed: One faculty member, one representative from Athletics, and one representative from

Student Life and Learning

Ex Officio: University Title IX Coordinator, TLU Human Resources Administrator

Logistics
The University Title IX Coordinator serves as chair of the committee.

Responsibilities
Established in 2014, this committee is not required by law but serves to strengthen compliance with Title IX of the Education Amendments of 1972; 20 U.S.C., sections 1681-1688 and 34 C.F.R. Part 106. The committee meets monthly or as needed.

The duties of the Title IX Committee include the following:

- Enhance communication and coordination regarding Title IX incidents to strengthen compliance with Title IX requirements regarding discrimination, harassment, and related retaliation based on sex.
- Heighten awareness across TLU regarding the types of discrimination and harassment prohibited by Title IX and how to report complaints.
- Coordinate strategies to provide prompt response and equitable resolution of Title IX complaints and prevent future occurrences of violations.

Undergraduate Research, Scholarship and Creative Activities Committee

Structure
Appointed: Members of this committee are those who have an interest in furthering undergraduate research initiatives on campus and connecting with the broader undergraduate research community. Typically, the committee is formed from 8-10 faculty members, a representative from marketing may serve on the committee as needed, along with institutional representatives of the Council on Undergraduate Research (CUR)

Ex Officio: University librarian, Vice President for Academic Affairs

Logistics
The Vice President for Academic Affairs appoints a chair annually. The committee does not have a regular meeting schedule, but ideally meets several times each semester. Vice President for Academic Affairs also serves as a liaison to the committee.

Responsibilities
The charge to the committee is as follows: *The Undergraduate Research Committee promotes undergraduate research at TLU, with a specific focus on utilizing TLU's membership in the Council on Undergraduate Research (CUR).*

The committee oversees undergraduate research presentations on campus during the fall, coordinates TLU participation in Undergraduate Research Day at the Texas State Capitol (biennially) and works with the Student Academic Symposium Committee during planning for the spring Student Academic Symposium event. In addition, the committee works with the Vice President for Academic Affairs office to bring faculty concerns regarding research with undergraduate students and highlights opportunities for faculty working with undergraduate student researchers.

University Awards and Honorary Degrees Committee

Structure
Appointed Faculty: Three faculty representatives

Other: Representative(s) from the Board of Regents

Ex Officio: TLU President, Vice President for Development and Alumni Relations

Logistics
Faculty terms are for one year. The committee is chaired by the TLU President. Faculty terms are for one year. The committee meets as needed. Vice President for Development and Alumni Relations serves as the administrative liaison/

Responsibilities
The committee selects individuals to receive honorary degrees and other university-level awards and recognitions.

Wellness Committee

Structure
Appointed Faculty: Three faculty: one from Kinesiology, one from Nursing and one at-large faculty member

Staff: One representative from the Fitness Center, one representative from Marketing, and two staff members (one administrative and one hourly)

Ex Officio: The Human Resources Director, Vice President for Finance

Logistics
The Wellness Committee meets approximately one time a month, or when needed, to discuss major planning events. Co-chairs are appointment by the Vice President for Academic Affairs annually. Vice President for Finance serves as the administrative liaison.

Responsibilities
The TLU Wellness Committee was formed to help educate and motivate the faculty and staff about how to live a healthy lifestyle, through such things as physical challenges, health fairs and sharing information on our Human Resources department online portal. The Wellness Committee mission is to:

- Identify goals and objectives for the Wellness Program at Texas Lutheran University.
- Create a program year calendar and a communication strategy regarding wellness initiatives
- Promote all wellness initiatives to the University
- Offer suggestions, feedback, and new ideas regarding the wellness program

5.5.2c Program Specific Committees

Environmental Studies Committee

Structure
Appointed Faculty: Three faculty representing disciplines that contribute to the program (Biology, Chemistry, Geography, Political Science, Philosophy, Art) are appointed by the Vice President for Academic Affairs.

Logistics
The committee meets when changes are needed to the program. The committee is chaired by the Director of Environmental Studies.

Roles and Responsibilities

The mission of the Environmental Studies Committee is to oversee the interdisciplinary minors in Environmental Studies and Environmental Science. The committee monitors and adjusts curriculum in each minor to keep the minors relevant and attractive to students, and to best utilize expertise in environmental issues among the faculty.

Master of Accountancy Admissions Committee (Appointed Discipline Specific)

Structure
Four faculty members, three of whom are full-time faculty members who teach in the Master of Accountancy (MAcy) program are appointed by the Vice President for Academic Affairs. The Vice President for Enrolment management and the TLU Registrar serve as non-voting advisory members of the committee.

Logistics
The committee meets as needed. Faculty appointments are for one year.

Roles and Responsibilities
The committee reviews applicants to the graduate accountancy program and makes decisions regarding admission, readmission, or suspension. The committee also makes recommendations regarding the Master of Accountancy admissions policy of the university.

Master of Athletic Training Admissions Committee

Structure
The membership of the committee includes three faculty members, two of whom are full-time faculty members who teach in the Master of Athletic Training program, and one athletic training clinical staff person. The Vice President for Enrolment management and the TLU Registrar serve as non-voting advisory members of the committee.

Logistics
Members of the committee are appointed by the Vice President for Academic Affairs.

Roles and Responsibilities
The committee reviews applicants to the graduate athletic training program and makes decisions regarding admission, readmission, or suspension. The committee also makes recommendations regarding the Master of Athletic Training admissions policy of the university.

Masters in Data Analytics Admissions Committee

Structure
The membership of the committee includes four faculty members from the Business and Economics Department, four faculty members from the Math and Computer Science Department, and one at-large members.

Logistics
Members of the committee are appointed by the Vice President for Academic Affairs.

Roles and Responsibilities
The committee reviews applicants to the graduate data analytics program and makes decisions regarding admission, readmission, or suspension. The committee also makes recommendations regarding the Masters in Data Analytics admissions policy of the university.

Nursing Department Committees (Appointed Discipline Specific)

The specific committees required within the Department of Nursing and the membership on those committees is defined by the Texas Board of Nursing (BON) and the Commission on Collegiate Nursing Education (CCNE). According to those definitions, the TLU Department of Nursing does convene all required committees. All full-time Nursing faculty and the Director of Nursing are on multiple Nursing Committees. The faculty member who has been appointed as chair of each given committee takes the lead on discussion, maintaining documentation, etc. for that committee.

The committees within the Nursing Department are:

- Nursing Curriculum Committee
- Nursing Lab, Simulation, Clinical and Resources Committee
- Nursing Admissions, Progression, and Retention Committee
- Nursing Faculty Affairs Committee
- Nursing Hospitality Committee
- Nursing Program Assessment and Evaluation Committee

Structure, logistics and responsibilities of each of the Nursing committees are presented in Appendix VIII (Nursing Committees Details and Specific Duties).

Post-Baccalaureate Health Professions and JAMP Committee

Structure

Faculty members from departments whose majors include those who may seek post-baccalaureate educational opportunities in health professions, including but not limited to the departments of Biology, Chemistry, Kinesiology, Psychology and/or Sociology.

Logistics

Responsibilities

The committee provides advice on best practices, reviews essays, writes letters of recommendation, and conducts mock interviews for students seeking entry into post-baccalaureate programs in health professions. Students seeking entry into medical, osteopathic medical, physician assistant, dental, veterinary medical, pharmacy, optometry, and podiatry schools are of central interest to the committee. The committee also assists with the placement of students into physical and occupational therapy schools. The committee interacts with the Joint Admissions Medical Program and works to facilitate student success in that program. The committee recommends appropriation of financial scholarships to select students seeking admission to post-baccalaureate health professional programs.

5.5.2d Other Faculty Service Appointments

Faculty Marshals

The team of Faculty Marshals consists of four senior faculty members who are nominated by the Vice President for Academic Affairs based on their outstanding service to the institution, excellence in teaching, and respect by their faculty colleagues. Nominations are confirmed by the TLU President and/or his/her designee. They serve the institution as official ambassadors at university events including commencement and convocation. The duties and responsibilities of the Faculty Marshals include planning and directing convocation and commencement exercises, including organizing the faculty for the processional and recessional portions of events, and assisting the flow of students at commencements and convocation; and, periodically reviewing the protocols for convocation and commencement. The Head Marshal, appointed by the Vice President for Academic Affairs in collaboration with the TLU President and/or his/her designee, will serve on the Commencement

Committee, and is responsible for providing information to faculty members about commencements and convocation, assigning responsibilities to the Faculty Marshals, and leading the procession during commencements and convocation. The remaining members of the Faculty Marshals team work to assist the Head Marshal with his/her duties, understanding that they may be asked to serve in place of the Head Marshal when/if it might be necessary.

5.6 Other Organizational Matters

5.6.1. Faculty recruiting procedural guidelines

The Vice President for Academic Affairs' Office will review all potential faculty positions in consultation with the Academic Council. In instances in which the Vice President for Academic Affairs' Office, in consultation with the Academic Council, endorses a full-time, tenure-track faculty position to be filled, the search to fill the position shall be conducted in accordance with the Vice President for Academic Affairs protocol set forth in the *Faculty Recruiting Procedural Guidelines* available from the Vice President for Academic Affairs' Office.

All searches to fill tenure-track positions shall be competitive. A competitive search is conducted by a search committee comprised of faculty members from disciplines across the campus. Generally, a search committee will have five members, including the appropriate department chair, a second member from the department, a representative from the Vice President for Academic Affairs' Office, and two other faculty members from different disciplines. As part of the competitive search process, more than one candidate should be invited for an on-campus interview.

After completing campus interviews, the search committee will recommend a candidate for hire to the Vice President for Academic Affairs. If the Vice President for Academic Affairs, in consultation with the president, accepts the recommendation of the search committee, an offer will be made to the candidate. In the event that the Vice President for Academic Affairs and president reject the recommendation of the search committee, the Vice President for Academic Affairs' Office shall inform the search committee of this and request a second recommendation. Although the Vice President for Academic Affairs and president are not required to accept the recommendation of the search committee, no offer shall be made to a candidate without the recommendation of the search committee.

Faculty Instruction Policies and Procedures

6.1 Faculty Teaching Loads

The teaching load of full-time instructors shall normally be twelve credit hours (or equivalent) per semester. Some faculty members are granted course release time to fulfill special research or service functions. Under no circumstances should the equivalent teaching load be allowed to exceed sixteen hours per week. Faculty with a normal teaching load (12 hours) shall not teach more than one additional course at another university or university center during a given semester. "Equivalency" for determining teaching load may take into consideration supervision of internships and the teaching of laboratory sessions, senior seminars, and other work for academic credit by students, but shall not take into account committee assignments and advising loads.

Part-time faculty members are eligible for certain rights and benefits dependent upon teaching load. To be a voting member of the faculty, a part-time instructor must be carrying a teaching load of at least nine semester hours. (See Bylaws, Section 0.1021.) For other benefits, a part-time instructor's load is determined as a fraction of a full-time load (which includes advising and committee responsibilities) according to the formula: one credit hour = 6.25% of a full-time load. Thus, half-time employment is an eight-hour load, which (if maintained on an annual basis) permits one to participate in the pension program. Participation in the group health plan requires a three-quarters load.

6.2 Faculty Office Hours

Each faculty member should maintain regular office hours when students or other faculty and staff can expect to contact him or her. For full-time faculty, the number of hours should in no case be fewer than three hours per week; the schedule of these hours should be posted on the faculty member's door and provided to the building or departmental secretary.

Full-time faculty members are also expected to be in their offices during pre-registration and registration advising times each semester, in order to be available to their advisees and other students who need assistance with completing registration procedures.

On-campus part-time faculty are expected to be available to students no less than one hour per course per week. Instructors of off-campus courses are to make themselves available for individual consultation as indicated in their syllabi.

6.3 Course Syllabi

All instructors are expected to distribute syllabi for their courses during the first week of the semester, preferably during the first class period.

Each course syllabus should contain the catalog description of the course, the Institutional Goals for graduates toward which the course is directed, the textbooks or other materials required, the objectives of the course (based on institutional, general education, major or program goals as appropriate), the instructor's grading and attendance policies, the general schedule of material covered over the semester, exams or other written requirements, and the instructor's office location, phone, and office hours.

Copies of all syllabi should be submitted each semester to the Vice President for Academic Affairs or his/her designee.

6.4 Final Examination Procedures

The final examination schedule for the end of the semester is published by the Office or Registration and Records, and faculty members are expected to adhere to this schedule with no exceptions. No final exams are to be given outside the hours prescribed on the official schedule.

All gradebooks should be kept for one year. When any coursework or exam is given and not returned to the students, the faculty member is also expected to keep such coursework and exams on file for one year, to provide necessary information for possible appeals for grade changes which may occur within that year.

6.5 Teaching Summer School

It is the option of instructors to request department chairpersons to submit courses to be taught in summer school. It is not mandatory that any department offer courses from its area; and since instructors are on a nine-month contract, teaching during the summer is voluntary.

Whether a course will be offered is determined by the Vice President for Academic Affairs or his/her designee in consultation with the relevant department chair.

6.6 Absence and Attendance

The following describe procedures for dealing with absence from scheduled responsibilities for students and faculty.

6.6.1. Faculty Absence from Class

When a faculty member finds it necessary to miss a class, he/she should notify the department chair and make appropriate arrangements.

6.6.2. Class Attendance Policies for Students

All faculty are expected to comply with current posted guidelines regarding student absences and university related absences as outlined in the TLU Student Handbook and/or the TLU Course Catalog.

6.6.2a Athletic- and Performance-related Absences

Faculty must comply with guidelines posted in the current course catalog for athletic and performance related absences.

6.6.2b Military-related Absences

Excused absences will be granted for students with short-term military obligations of no longer than 5 consecutive school days, with no more than 10 total school days per semester. Longer absences will be

handled on a case-by-case basis, but likely will result in a W on the transcript. The student is responsible for contacting faculty members in advance and making up all work missed during excused absences. (Approved April 10, 2012)

6.6.2c Religion-related Absences

TLU respects the holidays of all religions. The following holidays should be considered university-excused absences for practitioners: for Christianity, Maundy Thursday, Good Friday, Easter, Christmas Eve, and Christmas; for Judaism, Sabbath, Rosh Hashanah, Yom Kippur, the first two days of Sukkot, Shemini Atzeret/Simchat Torah, the first two days of Passover, and Shavuot; for Islam, Eid Al-Fitr and Eid al-Adha; and for Hinduism, Krishna Janmashtami and Diwali. It will be the responsibility of observant practitioners to communicate their needs to their professors and any staff supervisors in truth and good faith. Personal observances may compel students to seek accommodations from professors, for example for fasting holidays, or for the observance of religious holidays not listed here, and instructors are encouraged to make accommodations. A student's absence from class does not excuse the student from any work missed during the absence. The student and instructor will devise an appropriate substitute for missed work, classes, and examinations. The responsibility to make up work lies solely with the student who must discuss the missed assignments with the instructor as far in advance as possible.

6.6.2d Class-related Absences

Activities scheduled outside of class time cannot be made mandatory if the activity conflicts with another regularly-scheduled class and the student cannot get excused from that class. The student may not be penalized for missing the activity but can be assigned an alternate assignment. Every effort should be made to include outside class activities on the syllabus or announce early to give students time to resolve possible conflicts.

6.7 Grading

In the TLU catalog, see the sections on "Grades, Grade Reports and Grade Points." All faculty must have grading policies that comply with those described in the TLU Catalog, and in course syllabi or announced in class. It is the responsibility and prerogative of the instructor to determine grading standards; standards should be clearly explained to students early in the semester. In the TLU catalog, see the section on "Grade Changes."

6.7.1. Grade of Incomplete

An incomplete (I) grade indicates there is still the possibility of credit for the student, after further work. This grade symbol is used when the instructor is not able to give a definite grade for the term because of the student's serious illness or other major difficulty. Incomplete grades should be given only under unusual circumstances. It is anticipated that very few incomplete grades will be necessary.

If a student qualifies for the designation of incomplete for grade reporting, the supervising faculty member is required to submit an Incomplete Grade Contract, which confirms an agreement for the completion of the class between the faculty member and the student. Usually, at the time the faculty member submits a grade of "I," the faculty member submits the Incomplete Grade Contract (signed by the faculty member, the student, and the department chair). If the Registrar does not receive the signed contract simultaneously with the grade submission, the Registrar will not give the student an "I."

In the TLU catalog, see the section on "Grades, Grade Reports and Grade Points." A university form for submission of an incomplete grade is required. The Incomplete Grade Contract form can be found on

the portal.

6.7.2. Grade of "W" Instead of "WI"

Disruptive behavior will result in the student being dropped from the course with a grade of "W." The Withdrawal Form must be obtained in person from the Registrar's Office. In the TLU catalog, see the section in the on "Class Behavior."

6.8 Academic Honesty and Plagiarism

The Academic Honesty Policy is described in detail in the TLU Student Handbook. The policy insists that TLU students must not cheat or plagiarize nor condone such behavior, nor assist others who participate in such behavior. Individual faculty/class policies must comply with the honesty policy describe in the TLU Student handbook.

6.8.1. Violations of Academic Honesty Policy

If a faculty member finds that a student is in violation of the TLU Academic Honesty Policy, two reporting components are required, and a third component may be completed at the instructor's discretion.

1. The course syllabus must be followed.

    a. The student will be notified by the instructor regarding the nature and consequence of the academic honesty violation.

    b. Academic sanctions for violations of academic honesty are imposed by the instructor, usually after consultation with the department chair. Sanctions may include a grade assignment, and/or credit issued for the assignment or course.

    c. Course policies, processes, and sanctions as outlined by the instructor in the syllabus will be followed; with the understanding that faculty members may determine exceptions on a case- by-case basis as warranted.

2. All Violations of Academic Honesty must be reported to the Vice President and Dean of Student Life and Learning.

    a. In addition to whatever sanctions are assessed by the instructor, the incident must be reported to the Vice President and Dean of Student Life and Learning to be put in the student's academic record file. This reporting is carried out via an electronic form available on the portal (my.tlu.edu).

    b. Faculty members must file the report electronically on my.tlu.edu by filling out the "Academic Dishonesty Form" located on the Faculty Tab Landing Page "Links" list. The Academic Dishonesty Form contains rosters of the current semester for each individual faculty member. To report an incident from a prior semester, the faculty member should contact IT for access to previous semester rosters.

    c. When a report of academic honesty violation is filed, the student, along with their academic advisor, will be notified of the report by the Dean of Student Life and Learning office. Records are kept on every incidence of academic honesty violation, providing a written record for every student.

    d. Flagrant or repeated occurrences of academic dishonesty can lead to dismissal of the student from the University through the disciplinary process.

    e. IMPORTANT NOTE: If a third incident of cheating is accrued, the student is automatically entered into the TLU Disciplinary System by the Dean of Student Life and Learning office. A third incidence of academic honesty violation is considered as having violated the TLU Student Code of Conduct. This requires that the student be brought before a disciplinary sanctioning panel to determine if community sanctions are warranted in addition to academic sanctions already levied in the classroom.

3. (At instructor's discretion) A violation of academic honesty may be referred to the TLU Disciplinary System for a panel hearing by the instructor.

    a. In addition to an academic sanction, the instructor may refer the incident to the TLU disciplinary system as a violation of the TLU Student Code of Conduct for a hearing to determine whether or not additional community sanctions may be warranted, even if it is the student's first or second violation of academic honesty.

b. This disciplinary process is separate from the sanctions imposed by the instructor for academic honesty violation.

PLEASE NOTE: As per the TLU Catalog, students who have entered the disciplinary system and have been found responsible while classified as a junior or senior for violating the academic honesty and plagiarism policy will not be allowed to graduate with honors.

Disputes of Academic Honesty Violation

In the case where the student disputes the academic honesty violation, the following process must be observed

1. If the student disputes an instructor's overall finding of an academic honesty policy violation, he/she must attempt to resolve the incident by talking with the course instructor.

2. In the case that the student and instructor cannot resolve the issue, the student and faculty member must talk with the department chair. If the instructor is the department chair, another department chair may be involved to help resolve the dispute. If a resolution is not reached in consultation with the faculty member and department chair, then the student may contact the Vice President of Academic Affairs' Office for further assistance.

6.9 Academic Advising

TLU Faculty are required to advise students. For more guidance in advising, see the TLU catalog, see the sections "Academic Procedures" and "Academic Advising." In addition, the Faculty Advising Handbook is located on the TLU portal. For more information on advising student athletes, see the section "Advising student-athletes" posted on the portal. This document contains information about advising student athletes, the 12/18-hour rule, and NCAA Academic progress.

Distance Education Policy

7.1 Definitions

In accordance with the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) distance education takes place when the majority of the instruction in the course occurs when the instructor and students are not in the same place. Influenced by SACSCOC interpretations and our own institutional practices, we will use the following definitions to distinguish the different types of courses we offer at Texas Lutheran University. Online courses take place when more than 50% of the course instruction happens when students and instructors are not in the same physical place. Virtual courses are special online courses in which 50-100% of the instruction is where students and faculty synchronously occupy a shared virtual space with visual and audio connection. In order to mark distinctive differences between using minimal online instruction versus a substantive change in the tenor of the course, we will define a blended course as a course in which 16%-49% of the course instruction occurs when the instructor and students are not in the same place. In cases where less than 16% of the course is online instruction, the course will be identified as a face-to-face course.

Within the Learning Management System (LMS), in our case, e-Racer, instructors design their course interface. We refer to the designed interface as the course module. Remote users are defined as students who are enrolled in online or blended classes, and faculty who are teaching online or blended classes.

A credit hour carries the same definition whether face-to-face or online. As more specifically described in the TLU policy on the Definition of a Credit Hour, a credit hour is defined as one hour of instruction and approximately two hours outside of class each week for fifteen weeks or the same amount of work over a different amount of time regardless of the mode of instruction.

In summary:

- Online Course: 50-100% Online
- Virtual Course: 50-100% Synchronously Shared Virtual Space
- Blended Course: 16-49% Online or Virtual Instruction
- Face-to-Face Course: 0-15% Online or Virtual Instruction
- Our LMS: e-Racer
- Module: Course Interface
- Remote Users: Students enrolled in and faculty teaching online or blended courses
- A Blended, Virtual, or Online credit hour = same amount of work for a Face-to-Face credit hour.

7.2 Purpose

While we maintain that Texas Lutheran University is committed primarily to face-to-face teaching, we recognize the benefits online instruction brings to the institution and our students. We also recognize that not every course lends itself to effective online instruction. Further, summer functions differently than fall and spring as students are generally local during the fall and spring and not so in the summer. Such distinctions would factor into departmental choices regarding the types of courses and delivery methods offered during different periods. As such we hold that the decision to make courses virtual, online, blended, or face-to-face is a curricular decision best determined by faculty, specifically the department chair in consultation with the department faculty. It is our commitment that no department will be compelled to provide virtual, online, or blended offerings if the department, represented by the department chair, deem it to not be in the best interest of the curriculum. Further, with our commitment that we remain a primarily face-to-face institution, no full-time faculty member will be compelled to teach online if they do not wish to do so. To ensure our staffing continues to provide quality service in face-to-face as well as online or blended instruction, we are limiting the number of online classes that an individual instructor can teach over the course of the year (fall, spring, and summer). The Office of the Vice President for Academic Affairs will work with the Program Directors and department chairs to determine appropriate limits for instructors in their areas.

7.3 Course Approval

Newly created online or blended courses are subject to the same approval process as face-to-face courses. First, a new course (any type of instruction) requires department approval, represented by the department chair. The course is then proposed to the Curriculum Committee. If approved the course is placed in the catalog. If the course is to meet a general education competency, it must be submitted to the General Education Committee for approval. Online or blended courses must also undergo additional review, in which the developed course module is reviewed by a group of trained peers who provide feedback. For faculty teaching online or blended courses for the first time, this review process will take place in the required training described later in this document.

7.4 Training

Faculty teaching blended or online courses will be required to participate in training provided by the Center for Teaching and Learning in conjunction with Instructional Support Services. Instructors who previously completed the training may choose to participate in part or all of the training again. Training will consist of an online six week mini-course with supplemental face-to-face workshops. The training will address the following focus areas:

- Course Basics
- Assignment Design and Collaboration
- Customizing Courses

Course Basics addresses the common elements of the interface, support systems, and policies (e.g. ADA); basic expectations of accessibility; and where to find and how to use tutorials and support services.

Assignment Design and Collaboration focuses on the ways in which the coursework features are used to design and deploy assignments as well as the ways in which collaboration functions may be used to encourage student engagement with the instructor, fellow students, and course content.

Customizing Courses explores the tools that allow the instructor to customize the access and aesthetics of the interface to best meet the course's needs. This component also addresses integrating and/or connecting to other platform resources. For example, TLU's LMS (e-Racer) has integrated Turn-It-In, a plagiarism prevention and writing development platform. An instructor may also want to connect from the LMS to YouTube, which is not an integrated platform. When using non-integrated platforms, the instructor would need to develop tutorials teaching students how to connect and use the alternate platforms. Tutorials for engaging integrated platforms will already be integrated into the interface.

Training, required for instructors teaching online and optionally engaged for online instructors who have previously completed the training, will culminate in a fully designed course module, which will be evaluated by a small group of faculty trained in quality online pedagogy. Additional specialized workshops addressing use of Microsoft Office and using other external platforms will be provided but are not required as part of the training. Training will be offered at least once each academic year.

7.5 Course Evaluation for Distance Education

7.5.1. Process

Much like our evaluation process for face-to-face instruction, department chairs will be responsible for coordinating course evaluation. Qualitative areas of consideration used in the training program will be provided to the chairs to support productive evaluation. In the case of peer observations, the instructors will work with the observers to identify a reasonable period of time in which the observer can be in the module as the course progresses. Attention will be paid to trying to find observers who have had some training with online course instruction. Student evaluations for online courses will be broken into two parts, one addressing course instruction and another addressing the interface. These evaluations will be conducted near the end of the semester. Should the chair deem appropriate after reviewing evaluation material, they may a) continue to offer the course as is, b) provide the instructor with feedback to improve the course, c) request the instructor attend more training to enhance the course, and/or d) cease to offer the course in that format.

7.5.2. Frequency

It is not expected that online courses will undergo chair evaluation every time they are taught. Rather, chairs will review the course the first time a course is taught and the first time an instructor teaches online. Outside of those provisions, chairs will review courses when other indicators (e.g. student evaluations) call for review or in accordance with normal cycles for course review. Instructors will be reviewed by peers and the chair in accordance with the timeline indicated in the Faculty Procedures Manual. Student evaluations will take place every semester.

7.6 Accessibility

Texas Lutheran University offers a variety of accommodations to students with disabilities based on appropriate documentation, nature of disability and academic need. In order to initiate services, students should meet with the A.D.A. Coordinator (Meadows Center, Alumni Student Center) at the start of the semester to discuss reasonable accommodation. If a student does not request accommodation or provide documentation, the faculty member is under no obligation to provide accommodations. If a student requires accommodation, it will be the student's responsibility to ask for them as needed. See TLU catalog for details.

7.7 Support Services

Virtual, online, and/or blended courses, whether offered in summer, fall, or spring, are expected to be of equal caliber and provide an equivalent access to services as face-to-face courses offered in the same terms.

7.7.1. Academic Support

Academic Support learning strategies resources are available on the TLU portal by clicking the Student Life tab, then the Academic Support link. Resources include study strategies websites, videos, and handouts. For more information, please contact the Director of Academic Support in the Office of Student Life and Learning.

7.7.2. Library Services

For the purpose of this description of library services, "remote users" are defined as students who are enrolled in online or blended classes, and faculty who are teaching online or blended classes.

The library provides off-campus access to electronic resources for all current TLU students, faculty, and staff. From off-campus, users are required to log in by using their last name and TLU ID number.

Remote users who are located in the United States or Canada may request a physical item from TLU's library collection. Such items will be sent and returned via mail or delivery service.

Remote users may request items via interlibrary loan using the library's online request forms. Journal articles and other non-physical items will be e-mailed to the remote user. Library staff will assist remote users as needed to obtain access to physical items requested from another library. The library is a member of the TexShare library consortium. Current students and faculty who are in good standing and who are located in Texas may receive a TexShare borrowing card, which can be used at other participating libraries across the state of Texas. The TLU librarians can assist remote users in identifying appropriate participating libraries and can issue a borrowing card to eligible remote users.

The library provides online guides for specific courses and subjects as well as online tutorials on using the library's resources. These guides and tutorials are available on the library's web site.

In addition to face-to-face reference service, the library also provides reference services via e-mail, chat, and "Ask a Librarian" (online or text) during posted hours. In addition to posted hours and during the summer, remote users may request an appointment via e-mail for library instruction or reference help.

7.7.3. Institutional Technology Support

Technical Specifications: Students taking an online course will need the following: a computer or tablet with keyboard with reasonably up-to-date web browser (Chrome, Firefox, Safari, Internet Explorer), a reliable Internet connection, and Office 365. Office 365 is available free for students. See the Information Technology tab on the TLU Portal.

Support: The Information Technology Help desk is available to students, faculty, and staff Monday through Thursday between 8am-9pm and 8am-5pm on Friday from the office in the basement of the Blumberg Memorial Library (Summer hours are 8am-5pm; Monday through Friday). Requests or questions can be submitted at any time via e-mail to ishelp@tlu.edu or by calling 830-372-6000. IT staff monitor the ishelp@tlu.edu mailbox after business hours on an on-call basis and will provide assistance as soon as feasibly possible. Items such as password/account problems, or general LMS navigation assistance are examples of questions that can be addressed by most of the IT support staff. Support for specific LMS course pages is more specialized and likely would require attention during regular business hours.

7.8 Registration and Records

7.8.1. Checking-in for an Online Course

Students must check-in for classes each semester. Prior to the first day of class, an online check-in window is available for students via the TLU portal. Dates for online check-in will be published in TLU's academic calendar. If a hold prevents a student from checking-in online, they will need to contact the registrar's office. Students who have not checked-in will not be able to access online course content and will have their schedule deleted.

7.8.2. Withdrawing from an Online Course

Students wishing to withdraw from an online course need to submit an email from their TLU email account to the registrar's office (registration@tlu.edu) stating their intent to be withdrawn. Emails from personal accounts other than the @tlu.edu account will not be accepted. To complete the transaction in-person, students may complete a Schedule Change request form in the registrar's office. Once the course has been graded with a W, the instructor of the course will be notified. Withdrawal dates and deadlines are published in TLU's academic calendar.

7.8.3. Refunds for Online Courses

Students taking a course load outside of TLU's block-rate tuition (12-18 credit hours) may be eligible for a tuition refund if they drop or withdraw from a course. The amount of the refund will be consistent with the refund policy outlined in the TLU catalog.

7.9 Identity Verification Policy

Verifying that the person taking the course is the person enrolled is an issue of concern for online education provided across the nation. With this in mind, the primary interface for all online coursework must be our LMS. This system requires username and password and also will provide students with a common entry point with which they are familiar. Courses may link to other platforms from the LMS but must begin here. Beyond this point, instructors may choose to also deploy any of the following additional identity verification strategies appropriate to different engagements:

a. Test Features and Design: The online testing features in the LMS can be used to limit test taking time and scramble test questions and answers to decrease potential cheating. Instructors can integrate biographical questions into the test. Instructors will have to individually grade bio questions, as the answers vary by person, but one can design the remaining test questions to be graded automatically.

b. Instructor Proctoring: Set up 2 testing times (to be proctored by the instructor) that will take place on campus. Students should be made aware of these times prior to the class opening. In summer sessions, where students are further away from campus, chairs and faculty might consider alternative methods to proctoring, as it will be more logistically challenging.

c. Link with Other Platforms: Choose no cost technologies like Skype that allow face-to-face interaction to supplement the course. The Turn-It-In platform is available for use with written assignments and is presently being integrated into e-Racer.

d. Assignment Design: Create interactive assignments that allow the instructor an opportunity to become familiar with the student's virtual personality – e.g. the way they talk about things in discussion, their narrative voice used in writing. Design papers that are more difficult to plagiarize, asking specific applications of the material to their real-life experiences when possible. The more specialized the assignment, the more difficult it becomes to plagiarize. When teaching writing face to face, we are subject to similar concerns about papers. Learning people's narrative voices and recognizing departures from that voice can be helpful. Some instructors meet with students face to face prior to the course to prep the course and get to know them a bit.

While all courses will begin identity verification efforts by using the LMS (which requires username and password) as their common entry point, department chairs, in consultation with the faculty, will determine the most appropriate identity verification practices. Should any identity verification processes require additional cost to students in fees, those fees will be communicated to students prior to registering for the course.

Amendments to the Faculty Procedures Document

8.1 Submission to Faculty

Typographical errors may be corrected at any time without approval. Errors of omission for changes approved by the Faculty Association can be made at any time. No change that conflicts with the *Bylaws* can be made without approval by the Board of Regents.

The Faculty Procedures Committee is responsible for preparing proposed changes and presenting them to the Faculty Association. Changes should be submitted to the faculty at least ten (10) days prior to the

faculty meeting at which the proposal will be considered. A favorable majority vote is required to approve changes.

8.2 Editing and Publishing the Document

It is the responsibility of the Faculty Procedures Committee to edit the document and see that it is published on the *Faculty Handbook* Web page.

Faculty Procedures Document Appendices

Appendix I. Planning Procedures for the Academic Calendar

The annual academic calendar, which serves as the basis for all activities of the institution, is proposed by the director of registration and records.

Assumptions used in Academic Calendar Development

a. The number of class days/weeks is a minimum of 68/14 (a reduction in required days from the previous 70). The goal will remain 70 days but would allow for 68-69 if that better matches the actual calendar days of the semester.
b. Labor Day and Memorial Day will be holidays.
c. Fall semester break is two days (Thursday and Friday) at the end of mid-semester week.
d. Thanksgiving is a five-day holiday, Wednesday-Sunday.
e. If the last class day of the semester falls on a Monday through Thursday, there will be a Reading Day before final examinations begin.
f. Spring Break is normally scheduled for the week following mid-semester, pending consideration of spring break scheduling for regional public schools and universities.
g. Easter is a four-day holiday (Thursday – Sunday)
h. Graduation typically takes place on the second or third Saturday in May.
i. The TR class schedule involves 75 minutes per period (TR 8:00-9:15 a.m., 10:30-11:45 a.m., etc.). The MWF class schedule involves 50 minutes per period.
j. Faculty will have four days of workshops/meetings in August (Tuesday-Friday) of the week before the semester begins. Two days of workshops/meetings will occur prior to the start of the spring semester.

Steps for approving the Academic Calendar are as follows:

- The proposed calendar is circulated for perusal by all university employees.
- A campus-wide hearing is held to discuss any suggested revisions to the proposal.
- Following this hearing and with possible revisions based on it, the calendar is submitted to the faculty at a regular meeting for approval, with amendments barred.
- If the calendar proposal fails to, it is subjected to another open hearing.
- Following the second hearing, a new calendar will be prepared based upon the recommendations of the hearing.
- The cycle continues as necessary until a calendar is agreed upon.
- Final approval is by the President's Cabinet.

Appendix II. Faculty Evaluation and Compensation Committee: Grant Guidelines

Overview and Guidelines for Academic Research and Professional Development Grants

Eligibility for Academic Research Grants

Full-time employees with faculty status who are designated to receive departmental travel funds are eligible to apply for research grants. On rare occasions, when special or unusual circumstances are present, the Evaluations and Compensation Committee may consider an exception to this guideline.

Purpose of grants

All funds are awarded for the purpose of supporting individual faculty members in research activities, including the presentation of research results in the form of a paper or workshop at a professional meeting and professional development activities.

The following activities are those supported by these grants.

1. Presentation of research results at a professional conference or workshop, including travel expenses and registration fees.
2. Travel costs associated with research or development activities.
3. Attendance at professional conferences and workshops relevant to the faculty member's research or teaching.
4. Payment of research assistants.
5. Equipment and supplies necessary for faculty or faculty-student research projects.
6. Course work leading to an advanced academic degree. These grants are provided only if funds are available in April of each year after all other requests have been considered.
7. Membership fees or dues for professional societies.
8. Subscriptions to a professional journal/publication.

The following categories are not funded by these grants.

1. Student travel to conferences or workshops.
2. Faculty salary supplements for research or development.
3. Equipment or supplies for use in classes or to support a department.
4. Office supplies.

Amount of grants and allowed expenses

Grants will not exceed $1,200.00.

Research with human or animal subjects – Institutional Review Board Requirement

Applications for research that involves human or animal subjects should be accompanied by formal approval from the Institutional Review Board.

Balance of awards among faculty

The committee will attempt to balance distribution of funds among the faculty. This may require the committee to deny eligible proposals or provide reduced funding to a faculty member who has already received an award during the current fiscal year (June 1 – May 31).

Deadlines

The committee will consider proposals in October, January, and April of each year. Grants will be awarded only after the applicant has spent or encumbered his or her Professional Development Allowance (PDA) for the present academic year. A copy of the PDA form showing a zero balance should be submitted with the grant.

Grantee reports

Grantees must submit a report to the committee within one month of the project completion. The report should explain how the proposed objectives were met and should include an account of expenditures. This report must be submitted before a new application can be considered by the committee.

In order for grants to be exempt from taxation as individual income, grantees must keep a detailed log or retain receipts of expenses. These records must be submitted to the Business Office by December 31 of the year in which the grant was made. If expense records are not submitted, the grant will be reported as individual taxable income.

Committee report to faculty

The distribution of funds to faculty will be noted in the committee minutes, which are available to all faculty on the portal.

Appendix III. Procedure for Evaluation of Academic Administrators

The following procedures will be followed by the Evaluations and Compensation Committee to make the evaluation process as helpful and fair as possible to the administrators and the faculty.

Overview of Administrator Evaluation Process

a. Annual evaluations of the university Vice President for Academic Affairs will normally occur during each spring term.

b. For the annual evaluation, the committee will consult with the Vice President for Academic Affairs in developing a survey of the faculty. The committee will distribute the survey to all faculty and compile the results with the help of the Information Technology staff.

c. The committee will summarize the data and report the results to the Vice President for Academic Affairs. The committee will summarize written comments to protect the identity of respondents.

The Vice President for Academic Affairs will have the opportunity to prepare statements of self-evaluation in response to the faculty summary. The summarized results and the administrators' responses will then be distributed to the faculty, the administrators, and the TLU President.

Appendix IV. Faculty Elections Procedures

Faculty Association elections are administered by the Procedures Committee. It is the responsibility of the Procedures Committee chair to ensure timely and efficient election process. The following provides detailed instructions for conducting TLU Faculty elections.

Overview of Annual Elections – Faculty Representation

The Faculty Procedures Committee conducts elections for several faculty committees, listed below with elected positions detailed for each committee.

Faculty Executive Committee

- Vice Chair, tenured (1-year term as Vice Chair)
- Academic Officer, tenured (2-year term)
- Secretary, tenured (2-year term)
- Parliamentarian, tenured (2-year term)

Note: The vice chair then serves a one-year term as vice-chair, followed by a one-year term as chair, followed by a one-year term as past chair. No officer can serve more than four consecutive years on the Faculty Executive Committee.

Admissions, Academic Standards, and Advising (AAA) Committee

Five faculty members elected to staggered 3-year terms:

- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Professional Studies representative (3-year term)
- Professional Studies representative (3-year term)

Note: All Affinity Groups must be represented.

Budget, Compensation and Benefits Advisory Committee

One at large faculty member elected to a 1-year term.

Curriculum Committee

Five faculty members elected to staggered 3-year terms:

- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Professional Studies representative (3-year term)
- Professional Studies representative (3-year term)

Note: All Affinity Groups must be represented.

Evaluations and Compensation Committee

Four faculty members elected to 3-year terms:

- Arts or Sciences representative, tenured (3-year term)
- Arts or Sciences representative, untenured (3-year term)
- Professional Studies representative, tenured (3-year term)
- Professional Studies representative, untenured (3-year term)

Note: The *ex officio* member is the Faculty Association vice chair.

Faculty Procedures Committee

Four faculty members elected to staggered 3-year terms:

- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Professional Studies representative (3-year term)
- Professional Studies representative (3-year term)

Note: The ex-officio member is the Faculty Association parliamentarian. The five members must represent all Affinity Groups. At least two members must be untenured at the time of their election.

General Education Committee

Three faculty members elected to staggered 3-year terms:

- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Professional Studies representative (3-year term)

Note: All Affinity Groups must be represented.

Honors Program Advisory Committee

Five faculty members elected to staggered 3-year terms:

- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Arts or Sciences representative (3-year term)
- Professional Studies representative (3-year term)
- Professional Studies representative (3-year term)

Note: All Affinity Groups must be represented.

Information Technology Committee

Three faculty members elected to staggered 3-year terms:

- Arts representative (3-year term)
- Sciences representative (3-year term)
- Professional Studies representative (3-year term)

Library Committee

Three faculty members elected to staggered 3-year terms:

- Arts representative (3-year term)
- Sciences representative (3-year term)
- Professional Studies representative (3-year term)

Rank and Tenure Committee

Five tenured faculty members elected to staggered 3-year terms.

- Arts representative, full-time tenured (3-year term)
- Sciences representative, full-time tenured (3-year term)
- Professional Studies representative, full-time tenured (3-year term)
- At-large representative, full-time tenured (3-year term)
- At-large representative, full-time tenured (3-year term)

Note: Terms are staggered to prevent the need to replace more than two members in a year. No member of the Faculty Executive Committee or Faculty Procedures Committee may serve simultaneously on the Rank and Tenure Committee.

Ballot Requirements for Rank and Tenure Committee

Rank and Tenure Committee representatives are elected by the faculty at large using Roman ballot. The election of the members of the committee is to be by the entire voting faculty. For the election, the names of all eligible persons shall appear on the first ballot. Eligible persons are tenured full-time faculty members who are not currently serving terms on Rank and Tenure that will extend beyond the semester of the election, and who will not be serving on the Faculty Executive Committee or Faculty Procedures Committee concurrently with Rank and Tenure. Any faculty member with a prior approved leave for any part of the term covered by the election will be excluded from the Roman ballot. Following the procedures described below, runoffs will be held as necessary. When both a designated position (e.g., arts) and an at-large position are to be elected, the election for the designated position will be held first.

Elections to replace members of Rank and tenure due to Leave of absence

In the event that a member of the Rank and Tenure Committee takes an approved leave of absence, the Faculty Procedures Committee shall conduct an election of the whole faculty to select a replacement to serve during that person's leave of absence. Members of the Rank and Tenure Committee typically do not apply for sabbaticals or promotions during their time of elected service. In the event that a member of the Rank and Tenure Committee leaves the TLU faculty, the Faculty Procedures Committee shall conduct an election of the whole faculty to select a replacement to serve out the remainder of that person's term.

Faculty Elections Procedures

The Faculty Procedures Committee will take the following steps to conduct faculty elections

1. Solicit nominations
2. Prepare slate of nominees

3. Conduct election
4. Tally and announce results
5. Conduct runoffs if necessary

The details of these steps are outlined below

A. Soliciting nominations

Elections for Faculty Association vice chair and Rank and Tenure Committee memberships shall occur before all other committees (approved by faculty, February 12, 2008). The election for the vice chair shall occur in the fall, before all other elections. Elections to the Rank and Tenure Committee shall occur next, in the spring, followed by any remaining elections to the Faculty Executive Committee. Then, all other elections shall occur.

The Faculty Procedures Committee shall normally solicit nominations in writing for all elective positions, with the exception of representatives to the Rank and Tenure Committee. To serve on an elected committee, a member must be a tenured or tenure-track member of the voting faculty. For the Rank and Tenure Committee, election shall be by Roman ballot, with names of all eligible persons on the initial ballot.

A faculty member shall be eligible to vote in and stand for at-large elections from only one Affinity group.

B. Preparing slate of nominees

Using the written nominations received above, the Faculty Procedures Committee shall prepare a slate of nominees.

C. Conducting elections

Elections shall be conducted via the campus intranet. Faculty members shall receive instructions on accessing the ballot and registering their votes.

Ballots shall be accessible only during designated polling hours, only eligible voters will be able to cast ballots, voters will be prevented from registering more than one vote, and anonymity will be preserved by transferring voting data to a statistical program for tabulation by electronic means or by a person who is not eligible to vote.

The initial round of ballots will be accepted for at least two consecutive week days. If any runoff elections are needed, each runoff will be open for at least one week day. [amended/approved by faculty on March 8, 2011]

D. Tallying and announce results

Results of the elections will be announced via e-mail as soon as they are known.

E. Conducting runoffs if necessary

To be elected a candidate must receive over 50% of the votes.

For elections involving a single position: In the case where no single candidate receives a majority of votes, a runoff election shall be held between the top candidates whose votes together total more than

50%. In the case where only two candidates are nominated and they receive the same number of votes, no runoff election shall be held; instead, the winner shall be decided by a coin toss.

Example:	Candidate A	32%	in the runoff
	Candidate B	24%	in the runoff
	Candidate C	18%	
	Candidate D	14%	
	Candidate E	12%	

Example:	Candidate 1	21%	in the runoff →	
	Candidate 2	19%	in the runoff →	combined 58%
	Candidate 3	18%	in the runoff →	
	Candidate 4	14%		
	Candidate 5	9%		
	Candidate 6	7%		
	Candidate 7	7%		
	Candidate 8	5%		

For elections involving two positions (where each faculty member casts votes for two persons and the total is considered to be 2 × 100% = 200%): If two candidates each receive over 50% of the votes, those candidates are elected, and no runoffs are necessary. If only one candidate receives over 50% of the votes, that candidate is elected to one position and a runoff election will be held for the remaining position between the top remaining candidates whose votes together total more than 50%. If no candidates receive over 50% of the votes, a runoff election shall be held between the top candidates whose votes together total more than 100%.

Example:	Candidate 1	58%	elected
	Candidate 2	51%	elected
	Candidate 3	48%	
	Candidate 4	43%	

Example:	Candidate A	62%	elected	
	Candidate B	46%	in the runoff →	combined
	Candidate C	36%	in the runoff →	84% > 50%
	Candidate D	29%		
	Candidate E	27%		

Example:	Candidate 1	38%	in the runoff →	combined
	Candidate 2	35%	in the runoff →	103% > 100%
	Candidate 3	30%	in the runoff →	
	Candidate 4	27%		
	Candidate 5	27%		
	Candidate 6	23%		
	Candidate 7	20%		

[amended/approved by faculty on March 8, 2011]

Timeline for Election Process

The following timeline can be used to ensure that election processes have ample time for completion as needed.

Election	Action	Timeline
Faculty Association vice chair Election	Solicit Nominations	(FALL) 2nd week of term
Rank and Tenure Elections	Send out Roman ballot *(all eligible faculty on ballot – only those on Faculty Executive Committee and Faculty Procedures Committee excluded)*	(SPRING) Prior to second faculty association Meeting
Committee Elections	Solicit Nominations	(SPRING) Two weeks prior do spring break
Committee Interest Survey	Send survey to all eligible faculty to survey interest in serving on appointed committees	(SPRING) Immediately following completion of committee elections

Appendix V. Disciplinary Panel Convening Procedures

When the Disciplinary Panel convenes, the panel proceeds according to the following guidelines:

- Cases are submitted to the Dean of Students Office and passed on to the Panel.
- Panel members for any hearing are selected from a pool of at least four students, four faculty, and four administrative staff members appointed and trained annually by the Associate Dean of Student Life and Learning.
- The Associate Dean of Student Life and Learning appoints the non-voting chair of the hearing panel, who assures that university procedures are followed throughout the hearing.
- For each complaint, a panel of four members will be chosen from the available pool, and is usually comprised of one student, one faculty member, one administrative staff member, and one chair (filled by a faculty or administrative staff member).
- Members review the documentation of the case in advance of the hearing.
- Each hearing consists of three Faculty/Staff and one student representative. If the case is a Title IX case, the hearing consists of four Faculty/Staff and no student representative.
- In each hearing, the chair is a non-voting member.
- The committee hears the case, makes a decision, and notifies the Dean of Students' Office for approval, which creates a formal letter.
- The chair of the committee signs the letter and it is sent to the student. Hearings are subject to confidentiality: issues related to student violations are not to be discussed outside the hearing or with any person who is not a panel member or advisor.
- All Disciplinary Panel members should resolve disagreements privately and support the majority decision.
- The panel will hear the case, determine if the student is responsible or not responsible and when necessary, recommend sanctions.

Appendix VI. Krost Symposium Policies and Procedures

The annual Krost Symposium brings scholars, journalists, government and church officials, and others to the Texas Lutheran University campus to discuss issues of relevance and importance to the community at large. It is normally held at the university's Jackson Auditorium. The symposium is one component of the university's Krost Life Enrichment Program, which is designed to promote the spiritual, physical, social, and intellectual development of students, faculty, and staff at Texas Lutheran.

The goals of the Krost Symposium are:

1. To enhance the educational experience of Texas Lutheran University students by bringing to campus highly qualified and nationally renowned speakers.
2. To provide TLU faculty and staff members an opportunity for professional enrichment through dialogues with symposium speakers.
3. To provide TLU's constituents and the general public an enriching continuing education opportunity.
4. To attract more public attention to Texas Lutheran University and its academic program and reputation, especially from area high school students and faculty.

The target audiences for the Krost Symposium are, first and foremost, the students, faculty, and staff of Texas Lutheran University; the students and faculty of area high schools; the other constituencies of Texas Lutheran (e.g., alumni, Lutheran clergy in Texas); and the general public.

Each Krost Symposium is directed by a member or members of the university's faculty and staff. The faculty or staff director(s) is responsible for developing the symposium theme, schedule, and program of speakers and respondents. It is suggested that the faculty or staff director(s) put together an ad hoc advisory committee of faculty, staff, and students to provide advice and assistance in developing the theme, schedule, and program of speakers and respondents.

Staff support for the symposium is currently provided by the Office of University Relations. This office provides the staff symposium coordinator (currently the director of Jackson Auditorium and special events). Staff support includes (1) working with the Krost Committee to solicit and collect symposium proposals, (2) developing and implementing a publicity plan, (3) maintaining symposium registrations, (4) making all logistical arrangements (e.g., travel, facilities, meals), and (5) budgetary responsibilities. The symposium director(s) and the staff symposium coordinator should work closely together in planning and implementing all aspects of the symposium.

The annual interest on $100,000 of the university's Krause Endowment fund has been dedicated to providing permanent financial support for the Krost Symposium. The symposium director(s) may seek to supplement the symposium budget by applying for appropriate institutional (e.g., Krost Committee, Brandes Fund for Religious Activities) or non-institutional (e.g., Texas Committee for the Humanities, Lutheran Brotherhood) grants.

Faculty or staff members interested in directing a Krost Symposium should submit a one-page proposal to the Krost Committee. The proposal should briefly describe the topic(s) that will be discussed at the symposium and include a list of potential speakers if possible. Although proposals will be considered at any time, a proposal for a particular year should be presented to the Krost Committee before the end of the fall semester of the academic year preceding the academic year in which the symposium will be held. The Krost Committee will review proposals each October and select the following year's symposium topic at that time. The Krost Committee encourages symposium proposals from all Affinity Groups and departments of the university.

Appendix VII. Curriculum Committee: Logistics for Curriculum Proposals

The committee does not regulate the internal decisions of a department, but rather monitors the impact of a proposal on other departments and on the university academic program as a whole. Proposals should demonstrate discussion and consensus with any departments that may be affected by the proposed changes.

Proposals are divided into two types:

- "Information Only" proposals, which have minimal impact and do not involve any changes in academic requirements, do not require a vote. These include changes in course number, level, sequence, description; prerequisites within the department; frequency of course offerings.
- "Approval Required" proposals, which involve all changes to academic requirements, require a majority vote for approval. These include new courses; deletion of courses; changes to the number of credit hours for a course; any change in requirements for major, minor, or supporting courses; prerequisites outside the department; addition/deletion of courses in subject areas.

Proposals may be prepared by any faculty member but should be approved by the department chair.

Departments submitting a proposal may send a representative to the discussion; the proposing department has the privileges of the floor while the relevant proposal is before the committee.

All proposals must be readily available to all faculty and staff with sufficient time to read them before they are discussed.

Whenever possible, proposals for major changes in the curriculum should be brought to the Curriculum Committee early in the spring semester prior to the academic year in which changes are to be approved in order to allow for sufficient consideration by the faculty.

"Approval Required" proposals will be considered in at least two Curriculum Committee meetings: a first hearing at which the proposal is presented and discussed and a second hearing for final discussion and vote. There shall be sufficient time between first and second hearings to allow for discussion of proposals at department meetings.

Appendix VIII. Nursing Committees Details and Specific Duties

Nursing Curriculum Committee

Structure

Appointed Faculty: Minimum of three nursing faculty

Other: 2 students

Ex Officio: Director of Nursing

Logistics

To develop, review and evaluate curriculum in accordance with the Systematic Plan for Evaluation (SPE) and make recommendations to the Director and faculty to ensure the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community, profession, and educational needs of the students.

Responsibilities

- Review and approve course and program proposals for the department.
- Review and evaluate the implementation of the curriculum as specified by the department's SPE.
- Determine if courses reflect the Department's Mission, Philosophy, and Undergraduate Conceptual Framework; and, are logically organized, sequenced, and internally consistent.
- Determine congruency between University and Department's Mission, Philosophy, Goals, Conceptual Framework, and Program Outcomes.
- Determine consistency of the items in #3 with professional nursing standards, guidelines for preparation of nursing professionals, clinical resources, and needs/expectations of the clinical community of interest.
- Review and revise the curriculum to ensure that it considers the needs and expectations of the Seguin, TX community.
- Review and revise the curriculum to ensure that students are exposed to individuals with diverse life experiences, perspectives, and backgrounds.
- Review and trend aggregate student performance on ATI Content Mastery and Comprehensive Predictor, and Mountain Measurements NCLEX Results, determine areas for improvement and plan strategies to strengthen student performance based on the data and best teaching practices.
- Review and revise the curriculum to ensure that the curriculum builds in increasing complexity.
    - Course syllabi
    - Concept integration across the curriculum
    - Student projects
    - Skill Proficiency distribution across the curriculum
    - Dosage calculation skills across the curriculum
- Review clinical evaluation tools to ensure that they reflect achievement of expected student outcomes.
- Identify problems encountered in implementing the curriculum by reviewing course reports and inviting dialogue with faculty.
- Review each course's didactic component grading criteria to ensure they are clearly defined and clearly communicated to each student.
- Review student clinical evaluation polices to ensure that they are clearly defined.
- Determine and document the extent to which courses and program objectives/outcomes are met.

- Determine the extent to which courses are built on prerequisites.
- Review and revise the curriculum to ensure that knowledge from courses in the arts, sciences, and humanities is incorporated into nursing practice.
- Review student evaluation and performance data so that evidence-based revisions are developed and implemented in teaching-learning practices in course didactic and clinical components.
- Determine the extent to which course objectives reflect course content.
- Review the variety of nursing electives offered each semester; and make recommendations to the Director.
- Ensure and document how nursing program is in compliance with CCNE Standard for Accreditation III: Program Quality and Teaching-Learning Practices.
- Write CCNE Standard III Self Study Report
- Provide data for TLU Nursing SPE: Standard III

Nursing Lab, Simulation, Clinical and Resources Committee

Structure

Appointed Faculty: Lab Coordinator, IT Representative, liaison to clinical partnerships, lead faculty from each clinical course

Other: 2 students

Ex Officio: Program Coordinator and Director of Nursing

Logistics

To oversee day to day operations of the LRC and maintain clinical partnerships to facilitate student learning and clinical practice.

Responsibilities

- Plan clinical placements/schedules and lab/simulation needs/schedules for each semester.
- Review policies and procedures of Library and learning labs including LRC and simulation maintenance, technology upgrades, and repairs, and inventory management for utilization as needed but no less than bi-annually.
- Review and recommend policy updates or changes pertaining to clinical performance and simulation.
- Review results from t*he Fiscal and Physical Resources Survey* and make recommendations for change based on data.
- Coordinate training for faculty on new or updated evidence base practice, equipment, and supplies utilized in the delivery of care in both the simulated environment and clinical facilities.
- Review questions on clinical evaluation (student evaluation of clinical site; student evaluation of clinical faculty; clinical site evaluation of faculty) to ensure that the questions are soliciting data needed to establish quality clinical learning experiences.
- Ensure clinical sites evaluate clinical faculty and faculty/students evaluate clinical sites.
- Review and evaluate findings of student evaluations of clinical site each semester to ensure that sites are supporting student learning outcomes. Findings should be reported to the faculty, SPE Committee and Program Director.
- Address clinical disciplinary performance issues.
- Plan clinical placements and schedule and lab/simulation needs and schedules.
- Review warranties on mannequins and equipment.

Nursing Admissions, Progression, and Retention Committee

Structure

Appointed Faculty: Minimum of three nursing faculty

Other: 2 students at least once a semester or as needed to discuss student concerns

Ex Officio: Director of Nursing and Admissions Representative

Logistics

Purpose:

- To establish, apply and evaluate the Admission, Progression, and Retention policies for the Department of Nursing.
- To promote collegiality and effective shared governance for the program, faculty, and students by establishing dialogue between faculty and students and addressing student concerns and issues related to the program.

Responsibilities

Responsibilities r/t APR

- Carry out fair, objective, and efficient holistic admission review process and recommend admission of qualified applicants.
- Review and recommend candidates for re-entry to the upper division nursing courses using a holistic admissions process.
- Review annually and revise on an as needed basis the admission, progression, and readmission policies of the program.
- Review and update the Student Handbook annually.
- Review the Nursing Program student policies to verify that they are congruent and support the mission, goals, and expected student outcomes. When differences between the University and Nursing program occur, the APR Committee will provide an educationally sound or evidence-based justification and submit for approval to campus administration.
- Review the Nursing Program student policies to verify that they are fair and equitable, published, and accessible, and are revised on an as needed based on data to foster program improvement
- Review the University Catalogue, website, Nursing Program brochure and advisement documents and publications to verify that they are accurate and consistent.
- Generate reports and recommendations according to the Assessment and Evaluation Plan.

Student Affairs (handbook and grievances)

- Plan and participate in the orientation for new students.
- Coordinate the selection of outstanding and recognized students.
- Provide clarification and rationale on issues presented by students during the meeting.
- Review formal nursing student complaints and follow the University and Nursing Program policies.
- Address and track student complaints.

Nursing Faculty Affairs Committee

Structure

Appointed Faculty: Minimum of three nursing faculty

Ex Officio: Director of Nursing

Logistics

- Provide liaison among administration, faculty, and nursing faculty.
- Develop and maintain governance and operating policies for the department of Nursing through the ***Faculty Handbook, Nursing Faculty Organization Bylaws and Faculty Orientation Manual***.
- Provide a mechanism for mentorship, collaboration, and promotion of individual and collective faculty professional growth and development.

Responsibilities

Bylaws

- Annually review and develop proposals for amendment of the Bylaws and how they relate to University statutes.
- Create and maintain governing policies for the department of Nursing through the Nursing Faculty Organization Bylaws.
- Review and recommend revision in representation on committees as needed.
- Update Nursing Faculty Handbook in accordance with Nursing Faculty Organization Bylaws and changes to TLU Faculty Policies and Procedures.
- Review and make recommendations regarding organizational charts of University and Department and the role of faculty, administrators, professional staff, and students in the governance of the Department according to the Systematic Plan for Evaluation (SPE).
- Conduct a survey on structure and governance with faculty and professional staff according to the Systematic Plan for Evaluation (SPE).
- Review faculty outcomes to verify that they are clearly identified by the nursing unit and are written and communicated to the faculty.
- Review faculty outcomes to verify that they are congruent with institutional expectations.
- Establish appropriate review policies related to the Texas Board of Nursing Regulations (TPAPN, Safe Practice, licensure, continuing education).

Faculty

- Develop a mentoring system for new faculty
- Advocate for faculty by providing transparency and appropriate resolution to programmatic concerns and issues.
- Provide Professional Development Opportunities for the faculty.
- Provide a forum for informal presentations such as research, grants, publications, dissertations, and innovations by nursing faculty. [this already largely exists with SCOLA, Engaging Pedagogy Conf, Brown Bag Lunches, etc.]

Support SPE

- Provide reports and recommendations according to the SPE
- Collect and organize aggregate data about faculty accomplishments in teaching, service, scholarship, and professional development into an Annual Report

Annual report (work with Marketing)

- Welcome Letter from Director

- Governance of program, Community Advisory Committee
- State of the Program (statistics on numbers of students, numbers of clinical sites)
- Extra-curricular activities of students, accomplishments of students
- Faculty serving the program (full time and adjunct)
- Faculty accomplishments: presentations, publications, awards

Hospitality Committee

Structure

Appointed Faculty: Minimum of two nursing faculty members (including a SNA advisor; does not include the BSN coordinator)

Other: Director of Nursing, BSN Coordinator, Administrative Coordinator, Academic Assistant

Logistics

The purpose of the Hospitality Committee is to foster and promote a friendly, welcoming, and caring team within our program and to reach out to faculty, staff, students, and partners to create a successful nursing community.

Responsibilities

Faculty and Staff

- Coordinate and host team building activities such as potlucks and secret pal.
- Coordinate and host holiday parties, showers, and retirement parties, and honors celebrations for faculty and staff.

Community/Clinical Partners

- Assist director in providing a communication and collaborative network between the program of nursing, the local community, and the contracted clinical agencies by planning events such as the Community Advisory Meetings.

Students

- Assist the director in planning and coordination of White Coat and Pinning Ceremonies
- Coordinate and collaborate with the nursing student organizations to provide support to departmental events supporting the community, clinical partners, and students.

Nursing Program Assessment and Evaluation Committee

Structure

Appointed Faculty: Two nursing faculty members

Other: Instructional designer, 2 students

Ex Officio: Director of Nursing

Logistics

To oversee the review and analysis of the information from various committees/subcommittees as well as from summary and evaluative reports related to the Program's Assessment and Evaluation Plan.

Responsibilities

- Develop, present to faculty, and maintain the Systematic Plan for Evaluation to be congruent with requirements from the Board of Nursing and accreditation bodies.
- Facilitate the review and evaluation of program and student outcomes.
- Evaluate undergraduate graduation rates, NCLEX® pass rates and employment rates annually.
- Compare program completion rates, NCLEX-RN pass rates and employment rates to CCNE required standard;
- Report program outcomes and trends to All Faculty Committee; and make recommendations for program improvement as needed.
- Work with Course Leads to collect, record, preserve, and trend data that documents student achievement of end-of-program student learning outcomes. (See SPE).
- Develop and deploy student exit satisfaction, alumni satisfaction, alumni employment survey, and employer satisfaction surveys; collect, record, trend, analyze and report data from these surveys. Make recommendations based on the data.
- Develop and distribute an electronic *Fiscal and Physical Resources Survey* to faculty and students in order to determine if it enables achievement of the program's mission, goals, and expected outcomes.
- Review existing assessment practices and measures from collection to analyses.
- Establish and maintain the timeline for the collection, analyses and reporting of data as outlined in the Systematic Plan for Evaluation (SPE). Coordinate the collection and writing of reports from the subcommittees as well as the recommendation for changes.
- Prepare the Academic Department Annual Assessment Report.
- Coordinate and collaborate on data collection between the Nursing Department and TLU Institutional Research.