

TEXAS A&M UNIVERSITY-KINGSVILLE



**FACULTY SENATE COMMITTEES'
HANDBOOK**

**2003-2004
ACADEMIC YEAR**

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General Information

Senate standing committees act as advisory committees to the Faculty Senate body at Texas A&M University-Kingsville. The principle function of the Faculty Senate standing committees are: (1) to recommend operating procedures and practices (2) and to report their activities and/or recommendations to the Faculty Senate.

The Executive Committee of the Faculty Senate nominates faculty serving on the Faculty Senate committees. The Faculty Senate and the Executive Committee will make every effort to assure representation is provided on each committee from each of the academic colleges.

Appointments of members of the faculty to Faculty Senate committees will be for terms of five years unless otherwise indicated and will be arranged so that approximately one-third of the appointees' terms will terminate each year. After completing a term of service, a faculty member is not generally eligible for reappointment to the same committee for the following year.

The annual period of service for committees is from September 1 to August 31. The President of the Faculty Senate will appoint chairs for certain committees; other committees will elect their chairs annually.

A quorum of more than 50 percent of the voting members is required for any committee to conduct business. Committees will meet at the call of their chair or on petition of more than 25 percent of the members. Each committee shall keep minutes and distribute them promptly to all members, with an official copy to be filed with the President of the Faculty Senate prior to August 31 of each year.

The annual report of the Faculty Senate committees will be presented to the Senate during the April and May regular Faculty Senate meetings and filed with the President of the Faculty Senate. Annual reports should be succinct, but comprehensive, and should give prominence to any recommended revisions in policies, practices, and procedures. (Somehow this had gone from 12 to 11.)

Faculty Senate Committees

S-1, Alumni Awards Committee

S-2, Ethics Committee

S-3, Piper Award Committee

S-4, Annual Faculty Lecture Committee

S-5, Faculty Professional Growth Committee [not active in 2001-2002]

S-6, Faculty Grievance Committee

S-7, Benefits Committee

S-8, Academic Administrators Evaluation Committee

S-9, Finance Review Committee

S-10, University Curriculum Committee

S-11, Faculty Handbook Review Committee

S-12, Faculty Evaluation Committee

S-13, University Admissions and Academic Standards Committee

S-14, Regents Professor Service Award Committee

S-15, Educational Technology Committee

S-16, Information Clearinghouse Committee

Faculty Senate Committee's Membership & Charge

S-1, Alumni Awards Committee

Chair: Appointed by Faculty Senate President

Membership: One member from each academic college and the library

Charge: The primary charge to the Alumni Awards Committee is twofold: (1) select the recipients of the Distinguished Tenured-Track Teaching Award, the Distinguished Research Award, and Distinguished Non-Tenured Track Teaching Award; and (2) when it is deemed necessary, make recommendations for improvements in the selection process.

S-2, Ethics Committee

Chair: Committee will elect its own chair.

Membership: At least one member from each academic college and the library

Charge: The charge to the Ethics Committee is to consider any ethical dilemmas or questions brought before it and to consider the congruency or incompatibility of possible resolutions of these dilemmas or questions with the A&M System Policy on Ethics, 07.01.

S-3, Piper Award Committee

Chair: Most Recent Recipient of the Award

Membership: Previous recipients of the award

Charge: The charge of this committee is to nominate a candidate to receive the Minnie Stevens Piper Foundation's award for "dedication to the teaching profession and for their outstanding academic, scientific and scholarly achievement." (See attached information from the Foundation.)

S-4, Annual Faculty Lecture Committee

Chair: Previous Year Annual Faculty Lecturer

Membership: Previous Lecturers (and at least one member from each academic college and the library)

Charge: The charge to the Committee is normally twofold: (1) to plan a Spring reception and presentation of the Annual Faculty Lecture to be given by the faculty member selected in the previous spring (2) Solicit nominees and select an individual to deliver the Annual Faculty Lecture the following spring. In addition, an alternate is to be selected.

S-5. Faculty Professional Growth Committee

Chair: Committee will elect its own chair.

Membership: At least one member from each academic college and the library

Charge: The Faculty Professional Growth Committee is charged with determining appropriate activities and programming to provide faculty opportunities for professional growth in collaboration with the Center for Teaching Excellence.

S-6. Faculty Grievance Committee

Chair: Committee will elect its own chair.

Membership: Faculty Handbook, section B.9.1.1.6. item 2, provides for seven active members and four alternates (at least one member from each academic college and the library).

Charge: The charge to the Faculty Grievance Committee is delineated under Section B.9.1.1, Faculty Grievance Committee, in the Handbook. The committee was created to deal with faculty grievances for matters other than sexual harassment, discrimination, EEO Complaints, faculty dismissals, non-reappointments, and terminal appointments. The general charge of the committee is to reconcile disagreements in a prompt and just manner in order to leave the least amount of enduring rancor. According to the guidelines in the Handbook, this can be accomplished by facilitating voluntary resolutions whenever possible. If a mutually acceptable resolution is not possible, it shall then be the duty of the Faculty Grievance Committee to collect and record all pertinent evidence swiftly and impartially and to submit its own

recommendation for a resolution to the President of Texas A&M University-Kingsville.

S-7. Benefits Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college and library, five retired faculty, and a member from Human Resources Department

Charge: While this committee had historically been responsible for apprising TAMUK retired faculty of changes to their benefits in a timely manner and serving as a channel of communication between retired faculty and the University, its name and charge has been expanded. It now includes communication of changes in benefits to all faculty, both retired and active.

S-8. Academic Administrators Evaluation Committee

Chair: Appointed by Faculty Senate President

Membership: Two members from each academic college and the library

Charge: The primary charge to the Academic Administrators Evaluation Committee is to evaluate university administrators - department chairs, deans, the directors of the library and Computer Information Services, assistant and associate vice presidents, vice presidents, and president. In order to fulfill the charge, the committee must be responsible for the validity and reliability of the instrument.

S-9. Finance Review Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college, library, and two staff members

Charge: Review appropriations by the legislature and review how monies are budgeted and actually spent within the university.

S-10, University Curriculum Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college, library, and chairs of the College Curriculum Committees who are appointed by deans of the academic colleges.

Charge: The primary charge of this committee is to consider all new courses and new programs and modifications of existing courses and programs that are presented by the five undergraduate colleges. Also, the committee is to keep the university community apprised as to its deadlines for proposals.

S-11, Faculty Handbook Review Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college and library, a member from the provost's office, and an ex officio

Charge: The committee's charge includes implementing changes, additions, and deletions in appropriate sections of the Faculty Handbook. **When submitting changes to the Executive Committee, each change should be accompanied by the name of the person originating the change and the rationale for the change (as opposed to a mere description of the change).** The committee is also responsible for the editing of grammar, punctuation, etc., in the Handbook. The committee also oversees the printing of new editions of the Handbook and the printing of the pages to be inserted into existing copies of the Handbook when appropriate. The committee is also responsible for ensuring that versions of the Handbook posted at university websites are correct and up to date.

S-12, Faculty Evaluation Committee

Chair: Appointed by Faculty Senate President

Membership: At least two members from each academic college and the library

Charge: The charge of the Faculty Evaluation Committee (S-12) is to monitor the process of faculty evaluation at Texas A&M University-Kingsville in all its

facets, including (but not limited to) the forms used for evaluation, the definition of relevant terms (such as “research” or “scholarly endeavor”), and student rating of instruction and its use in the evaluation process. This committee will recommend changes in the evaluation process to the full Senate, and will act as the Senate’s representative for reviewing requests for change from any stakeholder.

S-13. University Admissions and Academic Standards Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college, the library, a member from the Admissions office, and a member from Enrollment Management

Charge: The University Admissions and Academic Standards Committee is a standing committee that was created to fulfill a charge by the President to review undergraduate admission requirements on a continual and systematic basis. The charge has been expanded to include admission standards, student achievement, and academic standards.

S-14. Regents Professor Service Award Committee

Chair: Most recent recipient of the award

Membership: The committee should be comprised of seven members: four former Regents Professors; three other faculty members should be tenured, full professors nominated by the Executive Committee of the Faculty Senate.

Charge: The charge of the committee is to solicit nominations from faculty, students, and administrators, determine most worthy candidates, solicit more information from those candidates, make a selection, and forward a nomination to the provost. The provost will then make a recommendation to the president. Upon favorable review by the president, the name of the candidate will be sent to the Chancellor for consideration. The Board of Regents has responsibility for final approval/disapproval of nominations for the award. A nominee must be clearly and indisputably outstanding and the university is under no obligation to submit a nomination every year.

S-15, Educational Technology Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college, the library, a member from Continuing Education and Distance Learning, and one member from each faculty organization on campus (TACT, TFA, AAUP).

Charge: Although the charge of the committee is to address all educational technology issues, distance learning is currently the most significant. As the university has an administratively appointed Distance Learning Committee whose primary purpose is to promote and market TAMUK generated distance learning, the primary purpose of Faculty Senate Committee S-15, Educational Technology, is to address the intellectual property and instructional issues not likely to be addressed from a faculty perspective by the Distance Learning Committee.

S-16, Information Clearinghouse Committee

Chair: Appointed by Faculty Senate President

Membership: At least one member from each academic college, the library, one member from each faculty organization on campus, and the university archivist

Charge: The charge of this committee is to archive any materials that may be of interest to faculty.

FACULTY SENATE COMMITTEES, 2003-2004

Faculty Senate Committee: Alumni Awards, S-1

Dr. Guadalupe Thompson, ED, Co-Chair, (05)
Dr. Slavka Bodjanova, A&S, Co-Chair, (05)
Dr. Scott Henke, AHS (04)
Dr. Karen Blaesing, A&S (03)
Dr. Richard Coleman, BA (03)
Dr. Hayder Abdul-Razzak, EN (05)
Dr. Grace Hopkins, ED (04)

Faculty Senate Committee: Ethics, S-2

Dr. Mitylene Arnold, ED (06)
Dr. Donna Halford, A&S (06)
Dr. Paul Vowell, A&S (06)
Dr. Anna McArthur, AHS (04)
Dr. Dale Schruben, EN (04)
Dr. Allan Ketchum, BA (06)
Dr. Shannon Baker, A&S (06)
Dr. Hayder Abdul-Razzak, EN (04)
Dr. Orville Ballard, ED, (04)

Faculty Senate Committee: Piper Award, S-3

Dr. Marie Lassmann, ED (05), Chair
Dr. Raj Chaloo EN (06)
Dr. Sonny Davis, A&S (04)
Dr. Joe Domino, A&S (05)
Dr. Robert Torres, ED (06)

Faculty Senate Committee: Annual Faculty Lecture, S-4

Dr. Steven Lukefahr, Chair, AHS (04)
Dr. Cathy Downs, A&S (06)
Dr. Robert Torres, ED (06)
Dr. Barbara Oates, BA (05)
Dr. Mario E. Carranza, A&S (04)
Dr. Michael Tewes, AHS (04)
Dr. Larry D. Peel, EN (04)
Dr. Milton Clasen, LIB (06)

Faculty Senate Committee: Professional Growth, S-5

Dr. Robert McLauchlan, EN (05)
Dr. Grace Hopkins, ED (04)
Dr. Guadalupe Thompson, ED, (04)
Dr. Noel Archambeault, A&S, (04)
Dr. Rajab Chaloo, EN (05)
Dr. Ashley Bennington, BA (05)

Dr. Mani Skaria, AHS (06)
Dr. Irmin Allner, LIB (06)

Faculty Senate Committee: Faculty Grievance, S-6

Dr. María de Jesús Ayala-Schueneman, LIB (04) Chair

Dr. Doreen Kinkel, AHS (05)
Dr. Joseph Rossman, BA (06)
Dr. Iqbal Omar, EN (05)
Dr. Stephen Sedory, A&S (06)
Dr. Nirmal Goswami, A&S (04)
Dr. Yousri, Elkassabgi, EN (04)

Alternates:

Dr. Hueytzen Wu, A&S (05)
Dr. Marie Lassman, ED (06)
Dr. John S. Thompson, A&S (04)
Dr. Alan Fedynich, AHS (06)

Faculty Senate Committee: Benefits, S-7

Yousri Elkassabgi, Chair, EN (05)
George S. Boatright, LIB (04)
Donald Nixon, AHS (06)
Orville Ballard, ED (06)
Bill Allnor, A&S (04)
Gonzola Rivera, BUAD (06)
Earl Herrick, retired
Maurice Schmidt, retired
Virgil Kowalik, retired
Robert Rhode, retired
Homi Gorakhpurwalla, retired

Faculty Senate Committee: Academic Administrators Evaluation, S-8

Dr. John Thompson, Chair, A&S (04)
Dr. Kambiz Farahmand, EN (06)
Dr. M. Jordan, A&S (05)
Dr. Scott Henke, AHS (05)
Dr. Rajab Challoo, EN (05)
Dr. Guadalupe O. Thompson, ED (04)
Dr. Jim Puckett, A&S (06)
Ms. Kendra Huff, BA (04)
Dr. George Boatright, LIB (05)
Dr. Livia Diaz, ED (05)
Dr. Linda Challoo (06)

Faculty Senate Committee: Finance Review, S-9

Dr. Bruce Schueneman, Chair, LIB (06)

Dr. María de Jesús Ayala-Schueneman, LIB (04)
Dr. John Thompson, A&S (06)
Dr. Larry Peel, EN (04)
Dr. Ashley Bennington, BA (05)
Dr. Anna McArthur, AHS (04)
Dr. Emil Mucchetti, A&S (04)

Faculty Senate Committee: University Curriculum, S-10

Dr. Randy Stanko, Chair, AHS (06)
Dr. María de Jesús Ayala-Schueneman, LIB (05)
Dr. Roberto L. Torres, ED (04)
Dr. Bruce E. Marsh, EN (04)
Dr. Jack Bradley, ED (05)
Dr. Barbara Oates, BA (05)
Dr. Donna Halford, A&S (05)
Dr. Joe Kuti, ex officio (see appointment letter)
Mr. David Salazar, ex officio (Office of the Registrar)
Ms. Rosie Vela, ex officio (Office of the Provost)
Chairs, College Curriculum Committees (appointed by Deans):
AHS, A&S, BA, ED, EN

Faculty Senate Committee: Faculty Handbook, S-11

Dr. M. Ayala-Schueneman, Chair, A&S (04)
Dr. M. Faruqi, EN (05)
Dr. R. Coleman, BA (05)
Dr. S. Ermis, Ed (06)
Dr. L. Dempster, A&S (06)
Dr. W. Kuvlesky, AHS (05)
Dr. S. Schlehuser, A&S (04)
Dr. D. Wayne Gunn, ex officio
Ms. Linda Gunther

Faculty Senate Committee: Faculty Evaluation, S-12

Dr. Doreen Kinkel, AHS (06) Chair
Dr. Bruce Schueneman, LIB (06)
Dr. Barbara Oates, BA (06)
Dr. Rajab Challoo, EN (04)
Dr. Joseph Domino, A&S (04)
Dr. Brenda Melendy, A&S (04)
Dr. Larry Peel, EN (05)
Dr. Guadalupe Thompson, ED (04)
Dr. Eliezer S. Louzada, AHS (05)
Dr. Roberto L. Torres, ED (04)

Faculty Senate Committee: University Admissions and Academic Standards, S-13

Dr. M. C. Downs, A&S (04) Chair
Dr. Trudy S. Anderson, A&S (06)
Dr. Maria Morales, ED (05)
Dr. Tracey Holt, BA (06)
Dr. Joseph Sai, EN (04)
Dr. Linda Chaloo, ED (05)
Dr. Alan Fedynich, AHS (05)
Dr. Doreen Kinkel, A&S (05)
Ms. Raissa Marking, LIB (06)

Faculty Senate Committee: Regents Professor Service Award Committee, S-14

Dr. Jo Beran, Committee Chair, A&S (05)
Dr. Tim Fulbright, AHS (04)
Dr. Jacqueline Thomas, A&S (04)
Dr. Leslie G. Hunter, A&S (06)
Dr. Nestor Sherman, ED (05)
Dr. Joseph Rossman, BA (04)
Dr. Robert McLauchlan, EN (06)

Faculty Senate Committee: Educational Technology, S-15

Dr. Craig Hollingshead, BA (04) Chair
Dr. Jim Puckett, A&S (06)
Dr. Bruce Schueneman, LIB (05)
Dr. Robert McLauchlan, EN (06)
Dr. Bhimanagouda Patil, AHS (04)
Dr. Robert Marshall, ED (06)
Dr. Leslie Hunter, A&S (06)

Faculty Senate Committee: Information Clearinghouse, S-16

Dr. Nirmal Goswami, A&S, (04) Chair
Dr. George Boatright, LIB (05)
Dr. Fred Ponder, ED (06)
Dr. Rajab Chaloo, EN, (06)
Dr. Randal Williams, AHS, (05)
Dr. Frank Taylor, BA, (04)