

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Faculty Senate Executive Committee

TOPIC: Updating committee descriptions in FPPM (Section VI)

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): In assigning committees members, the Executive Committee noticed that many committee descriptions were out of date, had incorrect information, or otherwise needed updating. We asked all committee chairs to review their description and update as needed.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): See attached for committee descriptions that have been changed.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

All committee chairs were asked to review membership requirements, terms of office, selection of chair, and any other pertinent information and update as deemed necessary by the current committee members.

Date submitted to Senate Executive Committee for Consideration: _Jan 28, 2016_____

Action(s) Taken: Refer to Feb. 4, 2016 Faculty Senate Meeting - Consent Agenda Item

Date first read at Faculty Senate: __Feb 4, 2016_____

Action(s) Taken: All revisions approved contingent upon Faculty Senate Executive Committee editing the last sentence in "Purpose and Duties" of the Bookstore Innovation Group.

Date final action taken by Faculty Senate: __Feb 4, 2016_____

Final action(s) Taken: Approved contingent upon Faculty Senate Executive Committee editing the last sentence in "Purpose and Duties" of the Bookstore Innovation Group.


E. COMMITTEE ON ACADEMIC OUTCOMES ASSESSMENT AND PROGRAM REVIEW

Purpose and Duties: The committee shall be responsible for reviewing and making recommendations on the quality and effectiveness of academic programs. To promote quality and effectiveness, the committee will monitor, oversee, and evaluate all Annual Academic Assessment Reports from each program area except those related to general education (which is under the purview of the Committee on General Education). The committee will also evaluate Program Reviews from non-accredited program areas. All Committee findings will be reported to the college dean and the department chair in which the program resides to ensure compliance with the current Longwood assessment policy. The committee will also make recommendations to the Senate on issues related to assessment of academic programs.

1. **Membership:** ~~5~~7 full-time faculty (minimum of one Senator and one graduate faculty).
2. **Ex-officio Members:** Assessment Coordinator from Office of Assessment and Institutional Research (non-voting) and the 4 Assistant/Associate Deans (voting) with assessment responsibilities (one from Cook-Cole College of Arts and Sciences, one from College of Business and Economics, one member from College of Education and Human Services, and one from the College of Graduate and Professional Studies).
3. **Tenure Restrictions:** None
4. **Departmental Restrictions:** No more than 1 from a department.
5. **College Restrictions:** None.
6. **Other Restrictions:** None.
7. **Term of Office:** The term of office shall be for three years and the terms of service will be staggered. Members may be reappointed.
8. **Method of Selection:** The ~~5~~7 full-time faculty will be nominated by the Faculty Senate Executive Committee and approved by the Faculty Senate. The 4 Assistant/Associate Deans and Assessment Coordinator from Office of Assessment and Institutional Research are selected by virtue of position.
9. **Chair:** Appointed by the Executive Committee of the Faculty Senate.
10. **Reporting Route:** To the Faculty Senate.

Reference: Faculty Senate, February 18, 2010, February 20, 2014

H. BOOKSTORE INNOVATION GROUP (BIG)

1. **Purpose and Duties:** The committee members will serve as liaisons between faculty members and the bookstore manager(s) and staff concerning suggestions for, questions about, and / or problems with ~~both~~ textbook, ~~and~~ trade book orders, ~~classroom and departmental materials, and events~~. The bookstore manager will communicate any pertinent changes or important information to the committee members ~~including (such as book order deadlines and book return dates and~~ policy / procedural changes) and will utilize the members in an advisory capacity, as appropriate. 
2. **Membership:** At least one member of the faculty of The Cook-Cole College of Arts and Sciences, the College of Business and Economics, the College of Education and Human Services, and—as appropriate— staff appointed by the committee and students appointed by SGA
3. **Ex-officio Members:** None.
4. **Tenure Restrictions:** None.
5. **Departmental Restrictions:** None.
6. **College Restrictions:** See above.
7. **Other Restrictions:** None.
8. **Term of Office:** 2-year terms; members are eligible to serve additional terms.
9. **Method of Selection:** Faculty appointed by Executive Committee of Faculty Senate; staff will be appointed by the committee, and students will be appointed by the SGA.
10. **Chair:** Appointed by Executive Committee.
11. **Reporting Route:** To the Faculty Senate.

References: Minutes of the Faculty Senate November 1, 2012.

Z. UNIVERSITY LECTURES COMMITTEE

1. **Purpose and Duties:** The purpose of this committee is to organize and promote an excellent lecture program. ~~It will encourage and assist members of the Longwood University faculty in giving colloquium lectures and professional presentations.~~ It will also provide Longwood with outstanding visiting scholars and professionals to participate in the Francis B. Simkins Lecture Series ~~and the Woodrow Wilson Fellows Program.~~
2. **Membership:** 10 (7 faculty members and 3 students)
3. **Ex-officio Members:** None
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** No more than 1 representative from a discipline.
6. **College Restrictions:** At least 1 faculty member and one student from each college.
7. **Other Restrictions:** None
8. **Term of Office:** 2-year staggered terms.
9. **Method of Selections:** Appointed by the Executive Committee of the Faculty Senate.
10. **Chair:** Appointed by the Executive Committee of the Faculty Senate.
11. **Reporting Route:** To the Faculty Senate.

Comment [a1]: The University Lectures Committee no longer hosts faculty colloquia. This niche has been filled by the Blackwell Series and Faculty Senate recently approved our committee no longer planning/monetarily supporting faculty colloquia.

Comment [a2]: We no longer have the Woodrow Wilson Fellows Program.

References: By-laws the Faculty Senate.

BB. LIBRARY ADVISORY COMMITTEE

1. **Purpose and Duties:** The purpose of the committee is to advise the Dean of Longwood Library in matters relating to service and collections, both print and electronic; serve as a liaison between the library and its users; and act as an advocate for the library.
2. **Membership:** 6 (4 Faculty Members, 1 Student, and the Dean of Longwood Library).
3. **Ex-officio Members:** Dean of Library (non-voting).
4. **Tenure Restrictions:** None.
5. **Department Restrictions:** None.
6. **College Restrictions:** Two faculty members from the Cook-Cole College of Arts and Sciences (one from mathematics or the natural Sciences; one from the social sciences or the humanities), one faculty members from the College of Business and Economics, one faculty members from the College of Education and Human Services. One student member.
7. **Other Restrictions:** At least one faculty member must also be a member of the Faculty Senate.
8. **Term of Office:** 2-year staggered terms, eligible to serve for additional terms.
9. **Methods of Selection:** Faculty members shall be appointed by the Executive Committee of the Faculty Senate. Student members shall be appointed by the Student Government Association. ~~The librarian shall be appointed by the University Librarian.~~
10. **Chair:** Faculty member elected by committee at the first meeting.
11. **Reporting Route:** To the Faculty Senate.

FF. COMMITTEE ON PROMOTION AND TENURE POLICIES AND PROCEDURES

1. **Purpose and Duties:** This committee shall make recommendations to the Senate on policies and procedures governing appointment, reappointment, rank, promotion, and tenure of faculty, and on policies and procedures governing faculty status appeals
2. **Membership:** 6 faculty members including at least 2 Senators.
3. **Ex-Officio Members:** None.
4. **Tenure Restrictions:** None.
5. **Departmental Restrictions:** No more than 1 representative from each department unless there are good reasons to make exceptions.
6. **College Restrictions:** At least 1 from each college.
7. **Other Restrictions:** None
8. **Term of Office:** 1 year; eligible for reappointment.
9. **Method of Selection:** Appointed by the Executive Committee of the Faculty Senate.
10. **Chair:** Appointed by the Executive Committee of the Faculty Senate.
11. **Reporting Route:** To Faculty Senate.

Comment [a1]: We would like to change this to say "One lecturer and at least one assistant professor" to ensure that there are voices from faculty at various stages of the promotion and tenure process.

Reference: By-Laws of the Faculty Senate.