

## CHAPTER 5 COMMITTEES OF THE UNIVERSITY\*

### Preamble

**5.10.10 Committees, Boards, Councils** and other such entities which have a university wide function are described in this chapter. With few exceptions, committees with a narrower scope are not included here. For information on them, consult policy documents of various campus units, such as college by-laws, where available, and the Graduate Student Manual. Standing committees of the Faculty Senate, although having university-wide function, can be found in the by-laws of the Faculty Senate.

**5.10.11** The committees included here are organized according to the jurisdictional rubric under which they fall, and are divided into (1) committees falling under presidential jurisdiction; (2) committees falling under direct jurisdiction of the general faculty or of the Graduate Faculty; and (3) committees falling under the joint purview of the Faculty Senate and the President. The division into the various jurisdictional rubrics has been proposed by a CBUM subcommittee on the basis of research conducted during the 2001-02 academic year. This research primarily took into consideration the jurisdictional divide between the President (administration) and the Faculty Senate resulting from Article II of the Senate Constitution; when this was not conclusive, the historic understanding of who had jurisdiction at the time of the establishment of a committee or its predecessor was taken into account. In most cases, these criteria allowed a clear determination of a committee's jurisdictional rubric. To limit future disputes about jurisdiction, the subcommittee proposed that the Faculty Senate endorse and accept the jurisdictional division resulting from the subcommittee's research, the Senate did so at its meeting on 11/17/03, and the President endorsed the legislation on 12/05/03.

**5.10.12** Faculty, administrators, and staff members are expected to serve on committees, if designated. Each standing committee of the University shall make an annual report for the academic year to its appointing authority.

### Presidential Committees

**5.11.10 University Committees** listed under this heading can be formed, abolished, or altered by presidential action, preceded by consultation with relevant groups and/or individuals as appropriate. Committees the President appoints under this authority are not to duplicate or interfere with the work of committees established by the Faculty Senate. Unless otherwise specified, members shall be appointed from the University community with an attempt to ensure administration, faculty, and student representation; in addition, staff members shall be appointed in accordance with collective bargaining agreements. Members shall serve two-year terms, one-half of the appointments to be made each year; the President shall designate the chairperson.

**5.12.10 The Deans' Council** shall comprise the deans and vice provosts and the Provost and Vice President for Academic Affairs, who shall be chairperson.

**5.12.11** This council shall provide opportunity for the academic deans to discuss common problems and to review administrative procedures among the several colleges.

**5.14.10 The Athletics Advisory Board** shall serve as a policy review board for all athletic programs for men and women, including intercollegiate, club, intramural, and recreational sports and the management of facilities and equipment. The Board shall make its recommendations to the President. In performing its functions, the Athletics Advisory Board shall advise and review, on a continuing basis, all fiscal, educational and social policy affecting all athletic programs, make recommendations regarding level of competition, and the nature of intercollegiate schedules. For the role of the Athletics Advisory Board on issues regarding championships and special tournaments during the final examination period see section 8.51.31. The Board shall also approve University athletic awards.

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\* For Fall 2004 Chapter 5 has been reorganized in accordance with Faculty Senate Bill #03-04--9

\* **5.14.11** The Board shall be comprised of nine voting members: four faculty members, one undergraduate student, one graduate student, two alumni; the President shall appoint one additional faculty member to serve as the ninth member and chairperson. The faculty membership shall be appointed in consultation with the Faculty Senate; the student membership shall be appointed in consultation with the Student Senate and the Graduate Student Association; the Alumni representatives shall be appointed in consultation with the Alumni Association. For each appointment made to the Board, each constituency shall nominate two persons. The President shall make appointments from among these nominations. Terms of appointment for faculty and representatives of the Alumni Association shall be for three years, renewable once at the end of the first term. Terms of appointment for students shall be for one year, renewable at the end of the first term. The Director of Athletics, the Associate Director/Senior Woman Administrator, the Vice Provost for Academic Affairs and the president of the Student-Athlete Advisory Committee shall be *ex officio* non-voting members of the Board.

\***5.14.12** No member of the Board shall be an active coach during the term of appointment.

\***5.14.13** All appointments to the Board shall be made by September 15 each year.

\***5.14.14** The Chairperson shall be responsible for preparing the agenda and calling the meetings. The senior alumni member shall be vice chairperson. The junior faculty member shall be secretary.

\***5.14.15** The Athletics Advisory Board shall meet each month during the academic year. Special meetings shall be called by the chairperson, or in the absence of the chairperson, by the vice chairperson. All members shall be advised in advance of the date, time, place and agenda of the meeting.

\***5.14.16** The chairperson of the Board (or her/his designee) shall report to the Faculty Senate at least once each year and whenever there is a major change in policy.

**5.14.17** The Athletics Advisory Board shall meet each month during the academic year. Special meetings shall be called by the chairperson, or in the absence of the chairperson, by the vice chairperson. All members shall be advised in advance of the date, time, place and agenda of the meeting.

**5.22.10 The Information Resources Council (IRC)** is a university-wide advisory body with respect to information resources policy, standards, services, physical facilities, and allocation of resources. Its purpose is to promote cooperation, coordination, and effective use of information technology.

**5.22.11** The Vice Provost for Information Technology Services shall chair the IRC. The membership shall comprise representatives of all of the colleges and schools and the university libraries; the Faculty Senate, Student Senate, and Graduate Student Association; the divisions of the university; admissions and enrollment services. The Faculty Senate, Student Senate, and Graduate Student Association shall appoint their respective delegates. The Vice Provost shall make other appointments based on nominations by the appropriate unit heads. Members shall serve three-year staggered terms. The directors of departments reporting to the Vice Provost for Information Technology Services shall serve as *ex officio* members.

**5.22.12** The IRC shall report to the Provost and Vice President for Academic Affairs and shall advise the President and Vice Presidents.

**5.25.10 The Institutional Review Board (IRB)** shall review and approve all biomedical and behavioral research involving human subjects, which is conducted or sponsored by the University. The Code of Federal Regulations, 45 CFR 46, revised in 1991, requires the existence of this committee in order to protect the rights and welfare of the human subjects of such research. See Appendix G for the University's policy and procedures concerning the protection of human subjects.

**5.25.11** The IRB shall comprise at least five members appointed by the President. The chairperson shall be recommended by the Provost and Vice President for Academic Affairs to the President, to be appointed for one three-year term. Other IRB members shall be appointed for two-year, renewable terms. The IRB shall not consist entirely of men, entirely of women, or entirely of members of one profession. At least one member shall be a person whose primary training and research concerns are in nonscientific areas; for example, lawyers or members of the clergy. At least one member shall be a person who is not otherwise affiliated with the institution or part of the immediate family of a person who is affiliated with the institution. One member shall be a doctor of medicine. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children, individuals institutionalized as mentally disabled), the IRB shall include at least one member who has as a primary concern the welfare of these subjects. The Vice Provost for Graduate Studies, Research and Outreach or the Vice Provost's designee shall serve ex officio, as a non-voting member. An effort will be made to appoint members so that the IRB will be sufficiently qualified through the experience and expertise of its members, the diversity of their racial and cultural backgrounds, and their sensitivity to community attitudes, to be respected for its advice and counsel in safeguarding the rights and welfare of human subjects.

**5.25.12** To avoid conflict of interest, an IRB member shall not participate in the IRB's review of any project in which the member is involved as a researcher or subject.

**5.26.10 The Institutional Animal Care and Use Committee (IACUC)** shall review and approve the use of vertebrate animals in all research projects, educational or outreach activities under the jurisdiction or control of the University. The procurement, care, and use of animals shall be in accordance with the regulations and terms of the federal Animal Welfare Act as well as any other applicable federal, state and local law.

**5.26.11** The IACUC shall be comprised of at least five members appointed by the President including the University of Rhode Island Attending Veterinarian, a scientist experienced in laboratory animal research, a non-scientist and an individual who has no other affiliation with the University besides membership in the IACUC. The Vice Provost for Graduate Studies, Research and Outreach or the Vice Provost's designee shall serve ex officio, as a non-voting member. An effort will be made to appoint members to the IACUC that will have the qualifications of experience and expertise needed to provide guidance and counsel to animal researchers.

**5.27.10 The Diving Control Board (DCB)** has authority over all scientific diving operations at the University of Rhode Island. The DCB sets rules and regulations in compliance with the American Academy of Underwater Sciences standards and in conformance to University policy. All research diving involving equipment or personnel from the University of Rhode Island shall adhere to the rules and regulations which are included in the Research Diving Manual. The Diving Control Board also serves as a search committee for the Diving Safety Officer and provides advice and counsel to the Vice Provost for Graduate Studies, Research and Outreach who makes the appointment.

**5.27.11** The membership shall be comprised of representatives from all URI colleges that conduct substantial research diving operations. These members are appointed by the Vice Provost for Graduate Studies, Research and Outreach upon the recommendation of the individual college deans. A majority of the members must be URI authorized scientific divers. The membership shall also include the Diving

**5.30.10 The Intellectual Property Committee (IPC)** shall represent and act for the University in intellectual property policy matters subject to the approval of the President of the University (see sections 10.40.10-10.44.10).

**5.30.11** The Intellectual Property Committee shall consist of twelve members. Six shall be faculty members or center/institute/laboratory directors chosen to reflect a diversity of expertise, appointed to three year staggered terms (three shall be appointed by the Provost and Vice President for Academic Affairs and three by the Senate Executive Committee). One additional faculty member shall be appointed to a three-year term by the President. The remaining five shall be ex officio voting members: the Vice Provost for Graduate Studies, Research and Outreach, the Director or Associate Director of Industrial Research and

Technology Transfer (the Research Office), the Chair of the Council for Research, a representative from the URI General Counsel's Office, and the Executive Director of the URI Foundation. The Vice Provost for Graduate Studies, Research and Outreach shall chair the committee.

**5.31.10 The Watson House Committee** shall manage and provide care for the restoration process, the furnishing and the general care of Watson House. The committee shall be appointed by and report to the Provost and Vice President for Academic Affairs.

**5.34.10 The Commencement Committee** shall organize and supervise the commencement program.

**5.35.10 The Council for Outreach** shall recommend internal University policies and support services to foster outreach efforts University-wide. The Council, in association with URI's outreach partners, shall assist the Office of University Outreach with a) promoting the visibility of an access to URI outreach efforts, both on campus and externally; b) fostering links and matching needs between URI outreach partners and targeted audiences and stakeholders; c) addressing relevant outreach information, funding, compensation, and acknowledgement issues; and d) promoting undergraduate and graduate learning experiences in conjunction with outreach efforts.

**5.35.11** The membership shall be appointed by the Provost in consultation with the Vice Provost for Graduate Education, Research, and Outreach, who shall chair the committee.

**\*5.36.10 The Equity Council** is a University-wide advisory and advocacy group for issues of diversity and equity for the entire University community. Its purpose is to provide a forum for University individuals, groups, committees, commissions, and offices that are active in University diversity and equity issues and to make recommendations to the President.

**\*5.36.11** The President shall appoint the members by October 1 of each year from a list of nominees recommended by the Council and other appropriate constituencies. The Council shall have approximately 25 members representing a variety of faculty, staff, administration and student involvement in equity issues. The President shall appoint the Chair of the Council.

**\*5.36.12** Members serve for a three-year term and shall be appointed on a staggered basis.

**\*5.36.13** The Council shall meet at least once each month during the academic year. The Chair shall be responsible for preparing the agenda and calling the meetings, with notification to members of at least one week in advance.

**\*5.36.14** Meetings of the Council are open to all community members who have an interest in matters of equity and diversity.

**\*5.36.15** The Council shall meet with the President and Provost regularly to discuss progress on recommendations and emerging issues.

**\*5.36.16** The Chair shall meet with the President's Management Team on a regular basis.

**5.38.10 The Diversity Week Committee** shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty

**5.38.10 The Diversity Week Committee** shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty, students, staff and citizens of the state to encourage respect for diversity and to work toward overcoming prejudice.

**5.39.10 The President's Commission on the Status of Women** shall promote an environment free of gender-based discrimination by establishing an agenda around issues that concern women at the university and recommending to the President strategies to enhance or change existing policies and programs at URI. To accomplish its mission, the Commission shall work

with members of the university community and in collaboration with organizations and structures within the University of Rhode Island.

**5.39.11** The membership shall be appointed by the President and shall comprise approximately twenty-five individuals who represent a variety of faculty, staff, administration and student perspectives on the status of women at URI.

**5.40.10 The Campus Master Plan Review Team** shall consider and discuss new construction projects, including those concerning buildings and grounds, and ensure that those projects are consistent with the guiding principles of the Campus Master Plan as defined in 5.40.11. The Team shall meet monthly to review new projects and designs and make recommendations guiding these projects as they are implemented.

**5.40.11** The Campus Master Plan shall outline URI's future physical development, and provide design guidelines and policies concerning the current state of the University's buildings, grounds, and infrastructure, as well as regarding their future modification. The Plan is to ensure consistent standards concerning landscape elements for the purpose of bringing about a unified, and aesthetically pleasing campus. The plan is also to address physical access to the University, as well as traffic flow and transportation corridors.

**5.40.12** The membership shall be appointed by the President, and be comprised of staff and faculty from Facilities Services, the Bay Campus, the Office of the Provost, Student Affairs, Administration, Planning Services, and the President's Office, as well as representatives from the faculty, staff, and the South Kingstown community.

**5.40.13** The committee shall communicate regularly with the President and the Joint Strategic Planning Committee.

**5.41.10 The Space Enhancement, Design, and Allocation Committee (SEDA)** shall consider the present space needs of the URI community, as well as those of new projects. It shall establish the future priorities of the University with respect to space, and make decisions about space allocation and space design to meet program needs. In making its decisions, SEDA shall consider the Campus Master Plan communicate with the Campus Master Plan Review Team, take account of the University's academic priorities and strategic initiatives, and interact with the Joint Strategic Planning Committee. The Vice President for Administration shall review space allocation plans before they are implemented.

**5.41.11** The committee shall meet monthly. It shall be comprised of the Vice Provost for Academic Affairs; the Assistant Vice President for Business Services; the Directors of Capital Projects and Facilities Planning, Facilities Services, Planning Services and Professional Development; a space planner; representatives from Enrollment Services and the Joint Strategic Planning Committee; and a faculty representative appointed by the Faculty Senate. The President shall appoint the chair.

**5.42.10 Building Committees** shall be appointed by the President for the purpose of advising the President with regard to the construction or renovation of University facilities or other assets which affect the delivery of academic programs or administrative operations and have a project budget in excess of \$1,000,000.

**5.43.10 The Student Orientation Advisory Committee** shall advise the coordinator of Orientation regarding the planning, execution and review of orientation programs, and shall make recommendations regarding any aspect of the programs which address the concerns of the entire campus community.

**5.43.11** The membership shall comprise the coordinator of Orientation Programs, the Director of the Counseling Center, the Dean of Admissions the Dean of Students, the Dean of University College and Special Academic Programs, the Director of Enrollment Services, representatives of the Deans of the degree granting colleges, two undergraduate students chosen by the Student Senate, and two faculty members chosen by the Faculty Senate. One of the faculty members shall be elected chairperson by the committee.

**5.47.10 The Campus Security and Parking Advisory Committee** is charged with the responsibility of advising the Director of Public Safety in formulating policy, facilitating communications with all segments of the campus community, representing valid concerns of the campus community, and generally acting as a sounding board for complaints, concerns, and ideas. The committee shall make recommendations regarding all plans, programs, and regulations affecting the various University traffic systems, and shall advise the President and appropriate Vice Presidents about other aspects of the campus security system.

**5.47.11** The committee shall be comprised of seven voting members: three faculty members, two students and two staff members, one of whom shall be the Coordinator of Handicapped Services. The Director of Public Safety shall serve as an ex officio non-voting member. The voting members shall be appointed by the President from a list of nominees forwarded by each of the following constituency groups: the Faculty Senate, the Student Senate, the Graduate Student Association and the ACT/NEA (as per the Collective Bargaining Agreement). The President shall appoint the chairperson.

**5.47.12** Day-to-day problems and complaints based upon existing decisions and regulations of the committee shall be the responsibility of the Assistant Vice President for Business Services. All requests for action on matters regarding University parking and traffic shall be in writing, dated, and delivered promptly to the Office of the Assistant Vice President for Business Services.

**5.47.13** All requests or recommendations for expenditures of funds regarding traffic systems shall be coordinated with this committee.

**5.50.10 The Health Professions Advisory Committee** shall comprise the Health Professions advisor and faculty members appointed by the Health Professions advisor. The committee, working with the Health Professions advisor, shall identify students interested in qualifying for admission to professional medical schools, including medicine, dentistry,

osteopathic and veterinary medicine, optometry, and physician assistant programs. The committee shall counsel such students to ensure that they meet as rapidly as possible the general minimum qualifications for admission to such schools and shall counsel students who wish to identify with a particular school to ensure that the particular qualifications for that school are met. The committee shall obtain data and maintain files for students in the program, medical school catalogs, a supply of application forms for admissions tests (MCAT, ADA Aptitude Test, etc.), data on University students applying to and enrolled in professional colleges (as furnished by appropriate agencies), and shall maintain a central office for the information on file. The committee shall also maintain contact with the professional colleges and their national organizations. In consultation with the Committee, the Health Professions advisor shall prepare letters of recommendation for qualified students and assist both the students and the admissions boards of the colleges with other information that might be requested. The Dean of the College of Arts and Sciences shall appoint the Health Professions advisor.

**5.54.10 The University Affirmative Action & Equal Opportunity Committee** shall report directly to the President and shall advise the Director of Affirmative Action, Equal Opportunity and Diversity in: (1) the development, interpretation, and implementation of affirmative action policy for the University as a whole, (2) the monitoring of complaints of discrimination received under other complaint procedures, and (3) the development and implementation of sexual harassment and racial and ethnic harassment policy and procedures. The committee shall evaluate progress, identify problem areas, and make recommendations for change in the areas of education and employment opportunities. The committee shall make an annual report to the President.

**5.54.11** The committee shall be comprised of not fewer than eleven voting members appointed by the President and, together with its subcommittees, shall be representative of all sectors of the University. The following individuals shall serve as ex officio members without voting privileges: the President, the Director of Affirmative Action, Equal Opportunity and Diversity and the designee of the Vice President for Administration. The following individuals shall serve as ex officio members with the privilege of voting: the Director of Minority Student Services, the Assistant Dean of Students and the Coordinator of Handicapped Services. Appointments shall be for two years with one consecutive

reappointment possible and shall rotate to allow for continuity. The committee should include men, women, minorities and nonminorities. The committee shall be authorized to establish the membership of subcommittees with the advice and consent of the President. The chair of each subcommittee shall be a member of the University Affirmative Action & Equal Opportunity Committee.

**5.54.12** Two of the faculty members on the Affirmative Action and Equal Opportunity Committee shall be appointed upon recommendation of the Faculty Senate. The Senate's representatives to the committee shall report to the Faculty Senate at least once each year and at any time there is a major change in policy. They shall keep the Senate informed of policies in effect.

**5.54.20 Subcommittees on Sexual Harassment and on Racial and Ethnic Harassment** will provide campus education and advocate for victims of harassment. The subcommittees will propose, approve and oversee all programs designed to educate the community about harassment for the purpose of preventing its occurrence and informing everyone of available resources. Subcommittee members will be available for consultation, information and informal advice. Persons may elect to follow informal or formal complaint procedures as outlined elsewhere in the UNIVERSITY MANUAL.

**5.54.21** Members of both the Sexual Harassment Subcommittee and the Racial and Ethnic Harassment Subcommittee will be appointed by the President upon the recommendation of the Affirmative Action & Equal Opportunity Committee. In the interest of assuring representative bodies, the subcommittees will each consist of one continuing full-time faculty member, one non-classified staff member; one member each from: secretarial/clerical, technical/paraprofessional, skilled crafts and service/maintenance; one counseling psychologist from the URI Counseling Center; one graduate and one undergraduate student from the Kingston or Narragansett Bay Campus; and one undergraduate student from the Feinstein College of Continuing Education. Every effort will be made to assure that the membership of both subcommittees reflect all racial and ethnic minorities on campus.

Appointments will be guided by considerations of continuity, experience and sensitivity to the concerns of women and members of racial and ethnic minorities. Members will serve two-year terms, with half the membership replaced annually. One member of each subcommittee will be appointed by the President as subcommittee Chair. The Chairs of the Subcommittees shall be members of the Affirmative Action & Equal Opportunity Committee.

### **General Faculty or Graduate Faculty Committees**

**5.60.10 The Honorary Degree Committee** is a committee of the General Faculty. It shall comprise the Provost and Vice President for Academic Affairs, the Vice President for University Advancement or representative, the Director of Communications, and the Assistant to the President; four members appointed by the President, one representing the alumni, one representing the community, two student members from the graduating class selected from a list recommended by the Student Senate; and three faculty members appointed by the Faculty Senate in accordance with Senate By-Laws section 6.3. Except for the two student members, the members appointed by the President and by the Faculty Senate shall serve for two-year terms. The secretary to the Provost and Vice President for Academic Affairs shall provide staff support to the committee.

**5.60.11** The committee shall determine its own procedures, which may include appointing and discharging ad hoc subcommittees. It shall solicit names of persons of outstanding academic, professional, and civic attainments to be considered as candidates for honorary degrees and make recommendations to the President. The committee shall recommend to the President names of possible commencement speakers. It shall, at the request of the President, make recommendations on naming buildings and streets within the jurisdiction of the University.

**5.65.10 The Graduate Council** shall comprise 19 representatives of whom 14 are faculty members (11 elected by the Graduate Faculty, one elected by the Library Faculty, and two appointed by the Vice Provost for Graduate Studies, Research and Outreach), four are graduate students and the nineteenth is the Vice Provost for Graduate Studies, Research and Outreach. Representation of the 12 elected members is as follows:

College of Business Administration	1
College of Engineering	1
College of the Environment and Life Sciences	1
College of Human Science and Services	1
College of Nursing	1
College of Pharmacy	1
Graduate School of Oceanography	1
College of Arts and Sciences	
<i>Natural Sciences: Chemistry, Computer Science and Statistics, Mathematics, Physics</i>	1
<i>Social Sciences: Economics, History, Journalism, Military Science and Leadership, Political Science, Psychology, Sociology and Anthropology</i>	1
<i>Humanities: Art and Art History, Communication Studies, English, Library and Information Studies, Modern and Classical Languages and Literatures, Music, Philosophy, Theatre</i>	1
<i>At Large (any department in the College of Arts and Sciences)</i>	1
University Libraries	1

Graduate student members of the Graduate Council shall include the following: The President (or, at the discretion of the President, but not interchangeably, the Vice President) of the Graduate Student Association, serving for the academic year following his/her election or reelection; two graduate students chosen by the Graduate Student Association to serve one year terms, but eligible for one reelection; one graduate student chosen by the Vice Provost for Graduate Studies, Research and Outreach to serve a one-year term but eligible for reappointment.

**5.65.11** Prior to the expiration date of the term of a member of the Graduate Council, the Vice Provost for Graduate Studies, Research and Outreach shall request the dean of the college or school concerned to appoint a nominating committee comprising members of the Graduate Faculty only.

**5.65.12** The nominating committee shall nominate at least two members of the Graduate Faculty for each position to be filled on the Graduate Council.

**5.65.13** Nominees shall be presented to the Graduate Faculty of their respective college or graduate school, convened in a special meeting. Further nominations may be made from the floor at that time.

**5.65.14** Members of the Graduate Faculty of each college or graduate school shall vote only for their own representative. In the special case of the College of Arts and Sciences, Graduate Faculty members of that college shall vote for all candidates in their college,

regardless of the academic discipline of the nominee or voter. However, nominees shall be so selected that at all times there shall be on the council elected representatives from each of the three divisions, and a member-at-large from any one of the three divisions.

**5.65.15** Elections shall be determined by majority vote of those present and shall be for one three-year term or for a specified portion of an unexpired term.

**5.65.16** Appointments by the Vice Provost shall be for one three-year term, except when unexpired terms have to be filled by appointments. However, a faculty member appointed to an unexpired term shall be eligible to succeed himself/herself for one term.

**5.65.17** Elections and/or appointments to fill positions at the expiration of regular terms shall be in May. Terms of office shall end at the end of the academic year specified in the election or appointment.

**5.65.18** An unexpired term in an elective post shall be filled by election by the appropriate faculty, or if an appointive post is vacated, by an appointment by the Vice Provost.

**5.65.19** An elected member of the Graduate Council shall not be reelected to succeed himself/herself, and one year shall elapse before such a faculty member shall become eligible for reelection. However, a faculty member elected to an unexpired term shall be eligible to succeed himself/herself for one term.

**5.65.20** The Vice Provost for Graduate Studies, Research and Outreach shall preside at meetings of the Graduate Council. When the Vice Provost is absent, an Associate Dean of the Graduate School shall preside. The Administrative Assistant to the Vice Provost shall be the secretary.

**5.65.21** Regular meetings of the Graduate Council shall be held at least once a month during the academic year.

**5.65.22** Special meetings of the Graduate Council shall be held upon the call of the Vice Provost for Research, Graduate Studies and Outreach and Dean of the Graduate School, or at the request of two or more members of the Graduate Council, or by vote of the council at any regular or special meeting, or by request of 10 members of the Graduate Faculty.

**5.65.23** Meetings of the Graduate Council shall be open to all members of the Graduate Faculty. Members of the Graduate Faculty may address the Graduate Council at the request of the council or with permission of the Vice Provost granted prior to his/her calling the meeting to order.

**5.65.24** At least five days prior to each meeting of the Graduate Council, the basic agenda of the business to be conducted shall be mailed to members of the Graduate Faculty.

**5.65.25** Minutes of each meeting of the Graduate Council shall be mailed to all members of the Graduate Faculty within one week following the meeting.

**5.65.26** A quorum of the Graduate Council shall be nine members, exclusive of the Vice Provost for Research, Graduate Studies and Outreach and Dean of the Graduate School.

**5.65.30** The Graduate Council, acting in behalf of the Graduate Faculty and subject to the referendum power of the Graduate Faculty and to the stated powers of the Senate, the President, and the Board of Governors, shall exercise the following powers (5.65.31-37):

**5.65.31** Determine requirements for admission of students to graduate work, their candidacy for degrees, and the awarding of degrees.

**5.65.32** Approve, subject to the action of the Faculty Senate, all programs of graduate instruction and all courses carrying graduate credit.

**5.65.33** Act upon all petitions from graduate students relating to their academic work and degree requirements.

**5.65.34** Establish academic standards for all graduate work.

**5.65.35** Recommend to the Graduate Faculty for its approval the names of students who have completed requirements for degrees.

**5.65.36** Make recommendations to the Faculty Senate on all matters relating to teaching and research on the graduate level.

**5.65.37** Establish such standing and special committees, as it deems necessary to carry out its functions.

**5.65.40** The Graduate Faculty may review decisions made by the Graduate Council. Upon petition to the Vice Provost for Research, Graduate Studies and Outreach and Dean of the Graduate School signed by 25 Graduate Faculty members and presented to him/her within 14 days, exclusive of recognized academic vacations, after the date of mailing of the minutes of the Graduate Council meeting, the Vice Provost shall call a meeting of the Graduate Faculty, giving at least 10 days' notice thereof, exclusive of recognized academic vacations. At this meeting the decision or decisions objected to shall be the first items on the agenda. A majority vote of those present, provided that a quorum is in attendance shall be sufficient to approve, modify or reject the action of the Graduate Council. If a quorum is not present, the action of the Graduate Council shall stand approved.

**5.65.41** Actions of the Graduate Council, other than those which must be approved by the Faculty Senate, the President, and/or the Board of Governors, shall become effective 14 days (exclusive of recognized academic vacations) after the date of the mailing of the minutes of the meeting at which action was taken, said date to be printed on the minutes, unless a petition for review as described above in 5.65.40 shall be presented to the Vice Provost for Research, Graduate Studies and Outreach and Dean of the Graduate School, or the Vice Provost shall insert in the minutes a formal statement of disapproval. In the latter case, the procedure stated in 5.65.42 shall be followed.

**5.65.42** If the Vice Provost for Research, Graduate Studies and Outreach and Dean of the Graduate School shall disapprove of any action voted by a majority of the Graduate Council, he/she shall place the item on the agenda for the next meeting of the council, noting his/her reason for so doing. If agreement between the Vice Provost and the majority of the council is not reached at this second meeting, the item objected to by the Vice Provost shall be made the first order of business at a special meeting of the Graduate Faculty. A majority of those present at the Graduate Faculty meeting, provided that a quorum is in attendance, shall decide the matter. If a quorum is not present, the action of the Graduate Council shall stand approved.

**5.65.43** The provisions of those sections applying to the Graduate School, the Graduate Faculty and the Graduate Council may be amended by two-thirds majority vote of those present and eligible to vote at any regular or special meeting of the Graduate Faculty, provided a quorum is present, but a proposal to amend shall not be voted upon at the meeting at which it is first moved.

#### **Joint Committees of the Faculty Senate and President**

**5.70.10 The Joint Strategic Planning Committee** shall advise the President and the Faculty Senate on broad policies and principles affecting the general direction of the University of Rhode Island in conjunction with its vision, mission, and values as a learning community. The Committee shall assist in the implementation and progress of the President's strategic plan; including, but not limited to, modifications, additions, and deletions to the strategic planning document as time or circumstance warrant. The Committee shall monitor the development of a university strategic planning process, which shall integrate aspects of financial, human resources, academic programming, student affairs, fund raising, and capital projects. The Committee shall be responsible for the periodic and

systematic review of various aspects of institutional effectiveness and shall ensure that the results of these reviews are used for continuing improvement. The planning process at the University and the priorities established through it shall guide decisions on institutional funding. The Committee shall be provided, upon request, with necessary data and information by university departments and officials. The Committee shall be assisted by the Office of Planning Services and Professional Development (see section 3.45.10).

**\*5.70.11** The Joint Strategic Planning Committee shall be comprised of the President, who shall serve as Chair, the Provost and Vice President for Academic Affairs, the Vice Presidents for Administration, Research and Economic Development, Student Affairs, and University Advancement, the Faculty Senate Executive Committee, a Dean of a degree-granting college appointed by the President, two administrative staff members appointed by the President, the President of the Student Senate, and the President of the Graduate Student Association. It shall be staffed by the Executive Assistants to the President and Directors of Planning Services.

**5.70.12** The Joint Strategic Planning Committee shall meet on a regular basis and submit recommendations falling under the purview of the Faculty Senate to the Faculty Senate Executive Committee for transmission to the proper channels. Other recommendations shall be directed to the President. The President shall delegate the implementation of recommendations to the appropriate officials. The President and the Chair of the Faculty Senate shall report on the progress of the Committee to the Faculty Senate at least once each year and to the university community as appropriate.

**5.71.10 The Competitive Grants Advisory Committee** shall review proposals from faculty members and recommend to the URI Foundation Competitive Grants Committee those proposals it believes worthy of support. The URI Foundation Committee shall have the final decision-making authority regarding proposals to be funded.

**5.71.11** The membership shall be comprised of three faculty members appointed by the Faculty Senate, three members appointed by the Provost and Vice President for Academic Affairs, and the Provost and Vice President for Academic Affairs, who will chair the committee.

**5.73.10 The Student Rights and Responsibilities Committee** shall review all student non-academic regulations at the request of the President, the Vice President for Student Affairs or any other appropriate authority or body; review regularly all student non-academic regulations and policies for publication in the student handbook; recommend modifications as deemed appropriate by means of action through the Student Senate, Faculty Senate, or administration; and serve as an advisory board when called upon by the President or the Vice President for Student Affairs.

**5.73.11** This committee shall also periodically review policies related to student discipline, the procedures and operation of the judicial system, and the composition of judicial boards. The committee shall consider proposals for changes in the judicial system recommended by the Office of Student Life or other members of the University Community, and shall recommend appropriate modifications to the Faculty Senate. The committee is precluded from involvement in any aspect of individual judicial cases or in the daily operation of the Office of Student Life.

**5.73.12** The membership shall comprise the Dean of Students as chairperson, two faculty members appointed by the Faculty Senate, two members from the Division of Student Affairs and four undergraduate students appointed by the Student Senate and one graduate student appointed by the Graduate Student Association. For the review of policies related to student discipline and the judicial system, two additional faculty members appointed by the Faculty Senate shall augment the membership.

**5.73.13** The committee shall report to the Vice President for Student Affairs on issues related to social regulations and to both the Vice President and the Faculty Senate on policies related to student discipline.

**5.74.10 The University Judicial Board** shall, through hearing panels drawn from it, hear and adjudicate cases of alleged violations of community standards of behavior or university policies as referred to it by the Office of Student Life. Procedures to be followed are found in sections 9.18.10-9.25.10.

**5.74.11** The Board shall comprise six or more undergraduate student members, at least one graduate student member, and six faculty or staff members appointed by the Faculty Senate. The faculty or staff members shall be of the rank of assistant professor/assistant director or above. They may also be chosen from the group of faculty emeriti. Five Board members shall constitute a quorum.

**\*5.74.12** New student members shall be selected by the existing board. In selecting new members, the Board shall make every effort to provide Board representation for each of the following groups: Fraternities/sororities, residence hall students, and commuters. Care shall also be taken that the interests of minority groups be considered in the selection process. Only full-time students who do not have current judicial sanctions shall be allowed to serve. The Office of Student Life shall appoint a Conduct Board Advisor, who shall not be considered a member of the board, but who shall be present at Board meetings

**5.74.20 Hearing Panels.** For each case to be adjudicated, a hearing panel shall be drawn from the Judicial Board. Panel members shall be appointed from the Judicial Board members by the Office of Student Life. Faculty or staff who have been Judicial Board members in the past and who are conversant with the current system may be asked to serve on individual hearing panels when a sufficient number of current Board members is not available. For nonacademic cases, each panel shall comprise four student members and one faculty member. For academic cases involving undergraduate students, each panel shall comprise four faculty members and three undergraduate student members. For academic cases involving graduate students, each panel shall comprise four faculty members and three student members, including at least one graduate student. Each hearing panel shall also have an advisor, to be appointed by the Dean of Students. The role of the advisor, who shall not be considered as a member of the panel, is spelled out in 9.21.10.

**5.74.21** A student member elected by a majority vote of the board shall chair hearing panels. Alternatively, if the Board concurs, the Board advisor may rotate the task of chair among the student members.

**5.75.10 The University Appeals Board** shall hear all appeals of administrative actions (9.21.25), appeals of decisions of the panels drawn from the Judicial Board, and appeals of decisions of any other disciplinary board or panel, which may be formed at the direction of the Dean of Students. Procedures to be followed are found in sections 9.21.29-9.21.30.

**\*5.75.11** The Appeals Board shall comprise one full-time student (who does not have a current judicial sanction) appointed by the President of the Student Senate, one member of the teaching faculty appointed by the Chairperson of the Faculty Senate, and a chairperson holding the rank of assistant professor or above appointed by the President of the University. For a graduate student's appeal, the Graduate Student Association shall appoint a graduate student member to the Board. Alternates for each position shall be appointed by the appointing authorities. A quorum shall require the presence of all three Board members; however, when duly appointed members or alternates cannot be convened quickly, former members of the Appeals Board may be called upon to serve, providing proper Board composition is maintained. The Office of Student Life shall appoint an Appeals Board Advisor, who shall not be considered a member of the board, but who shall be present at Board meetings.

**5.75.12** Excepting the chairperson, members and alternates shall be appointed for two-year terms on a staggered basis with one student and one faculty completing their terms each year. The chairperson shall be appointed for a three-year term. Vacancies occurring in a board position shall be filled by the alternate for the remainder of the term. If a board position becomes vacant and no alternate is available, the original appointing authority shall appoint a replacement for the completion of the remainder of the term.

**5.76.10 Administrator Evaluation Committees** shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 - 10.90.15.

**\*5.76.11** Each administrator evaluation committee shall normally consist of 5 members except for the President's, which shall have 4 members. Three members shall be selected from a slate of nominees or volunteers generated from the administrator's constituent group (defined in section 5.76.12) by the Faculty Senate Executive Committee. The administrator shall choose an additional member of the committee. In addition, the President or Provost as appropriate shall choose an additional member of the committee. The additional members of the committee shall usually come from the constituent group.

**\*5.76.12** The constituent groups shall be defined as follows: a) for academic deans with college faculties: all continuing members of the appropriate college faculty; b) for the Vice Provost for Urban Programs: all continuing faculty who are currently teaching, or who have taught at the Feinstein College of Continuing Education in the preceding three years and academic department chairpersons who participate in programs at ASFCCE; c) for the Dean of University College and Special Academic Programs: all continuing faculty who are currently teaching URI 101 or who have served as advisors to University College during the three years immediately preceding the evaluation; d) for the Dean of the

Graduate School, all continuing members of the graduate faculty; e) for the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, and the Vice Provosts: all continuing members of the general faculty.

**5.77.10 The Admissions Advisory Committee** shall review and evaluate standards and policies concerning recruitment and admissions and study all matters related to recruitment and admissions, except the establishment of annual admissions targets which is the responsibility of the Provost and Vice President for Academic Affairs. The committee may make recommendations to the Provost and Vice President for Academic Affairs and provide the Faculty Senate with a copy of its recommendations. The Dean of Admissions shall provide the committee with appropriate information to enable the committee to carry out its charge.

**5.77.11** The committee shall be comprised of 11 voting members: six faculty members representing at least five colleges appointed by the Faculty Senate, the Dean of University College and Special Academic Programs, the Associate Dean of the Feinstein College of Continuing Education, a representative of the Talent Development Program, a Rhode Island High School Guidance counselor appointed by the Provost, and an undergraduate student appointed by the Student Senate. Appointments shall be for two-year staggered terms. The Dean of Admissions shall serve as an ex officio non-voting member. The chairperson shall be appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs.

**5.77.12** This committee shall meet at least once each semester and shall report annually to the Faculty Senate on the status of admissions for that academic year, including recommending any changes in admissions policy.

**5.80.10 The BGS Curriculum Committee** shall review all proposals for (1) the creation, modification, or abolition of BGS concentrations; (2) the modification of the general education component of the BGS program; and (3) the creation, modification or abolition of BGS courses. The Vice Provost for Urban Programs also shall review all such proposals. In the spirit of section 8.81.20, the BGS Curriculum Committee shall review plans for each offering of the open-ended BGS Seminars.

**5.80.11** The BGS Curriculum Committee and the Vice Provost for Urban Programs shall consult with the affected supporting departments before forwarding curriculum proposals to the Faculty Senate Curricular Affairs Committee. Proposals that have staffing or course scheduling implications must also be discussed with the appropriate college dean(s). The chairpersons of all BGS support departments shall receive copies of all approved BGS curricular proposals at least one week prior to the consideration of the proposals by the Faculty Senate Curricular Affairs Committee.

**5.80.12** The membership shall comprise two members of the General Studies Faculty representing each BGS concentration, elected by the faculty of the departments which support the concentration,

and one elected representative of the temporary lecturers who are teaching sections of the BGS Pro-Seminar at the time of the election. The Vice Provost for Urban Programs (or designee) shall serve as an advisor to the committee. The committee shall elect its own chairperson. Members of the committee shall be elected for two-year terms and may succeed themselves once.

**5.80.13** The BGS Curriculum Committee shall select with the approval of the Vice Provost for Urban Programs three members of the continuing URI faculty to serve as a BGS Special Faculty Committee. One person shall be selected from each of the following areas of the College of Arts and Sciences: Social Sciences, Natural Sciences and Humanities. The BGS Special Faculty Committee shall review the professional qualifications of persons other than continuing URI faculty members who wish to teach BGS courses as temporary lecturers. Persons who have once been appointed as temporary lecturers for the BGS Pro-Seminar may be reappointed in that capacity by the Vice Provost for Urban Programs without a second review by the BGS Special Faculty Committee. Committee members shall serve three-year terms. Terms shall be filled on a staggered basis with one term expiring each year.

**5.81.10 The BGS Scholastic Standing Committee** shall certify lists of potential BGS graduates on behalf of the General Studies Faculty and shall be empowered to approve requests from BGS students

for suspension of those academic regulations, which the colleges of the University are empowered to suspend. The committee may delegate to the Vice Provost for Urban Programs the authority to rule on student petitions of specific types.

**5.81.11** The composition and manner of election to the BGS Scholastic Standing Committee shall be the same as those for the BGS Curriculum Committee described in section 5.80.12, except that only one faculty member shall be elected for each concentration and that the temporary lecturers shall not be represented.

**5.83.10 The Providence Campus Undergraduate Initiative Committee** shall oversee undergraduate programs offered on the Providence Campus to students admitted under the provisions of section 8.88.10. The committee shall provide advice and support to the Vice Provost for Urban Programs and the Vice Provost for Academic Affairs during the initial stage of the initiative. After the establishment phase, the committee shall review the initiative every 4 years. Specific degree programs will be reviewed every three years on a staggered basis in accordance with the University's current review policies.

**5.83.11** The committee shall be comprised of the following members: one faculty member appointed by each department which offers an undergraduate program at the Providence Campus; three faculty members appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs from departments that do not offer undergraduate programs; and a designee of each of the following: the Provost and Vice President for Academic Affairs, the Vice Provost for Urban Programs, the Dean of University College and Special Academic Programs and the Dean of Admissions. Faculty members shall be appointed for three-year staggered terms. One of the Faculty Senate's appointees shall serve as chair.

**5.83.12** The committee shall meet on a regular basis and report annually to the Faculty Senate through the Curricular Affairs Committee on the status of the overall Providence Campus initiative. Recommendations shall be forwarded to the Provost and Vice President for Academic Affairs and the Faculty Senate Curricular Affairs Committee for appropriate action.

**5.84.10 Learning Outcomes Oversight Committee (LOOC)** shall create policies for URI student learning outcomes assessment, data distribution and frequency of measurement at the university-wide level, with the approval of the Faculty Senate and the Provost. Such policies would include but not be limited to external reporting and the release of assessment data, setting of standards for outcomes assessment, identification of strengths and limitations of existing assessment practices and recommendations for resource allocation to enhance assessment practices.

**5.84.11** The committee shall provide advice and guidance to the Office of Student Learning, Outcomes Assessment, and Accreditation relevant to faculty learning of best practices of student learning outcomes and assessment and oversee implementation and facilitation of approved policies by the Office of Student Learning, Outcomes Assessment and Accreditation.

**5.84.12** The committee shall also develop an ongoing review of the learning outcomes assessment process, interpret external expectations for university-wide learning outcomes assessment, including those of accreditation bodies and facilitate internal communication across units regarding ways of meeting those expectations.

**\*5.84.13** The membership shall include fifteen faculty members appointed by the Faculty Senate: four from Arts & Sciences, one from each of the other degree-granting colleges and one from the University Libraries, as well as one faculty representative of each of the following committees, the UCGE Subcommittee on General Education Assessment, the Curricular Affairs Committee, the Teaching Effectiveness Committee and the Graduate Council. Faculty representatives shall be individuals involved in assessment in their departments/colleges. All faculty appointments shall be for three-year staggered terms. In addition, administrative members shall include the Vice Provost for Academic Affairs, the Dean of University College or the dean's designee; the dean of a degree-granting college; two designees of the Vice President for Student Affairs, one representative of the Office of Institutional Research; one representative of the Instructional Development Program; and the Director of the Office of Student Learning, Outcomes Assessment, and Accreditation; A graduate student, an undergraduate student, and a student representing the Feinstein CCE campus, appointed respectively by the Graduate Student Association, the Student Senate, and the FCCE Student Government Board shall also serve on the committee. A faculty member appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs shall chair the committee.

**5.85.10 The Joint Classroom Steering Committee (JCSC)** shall serve as a steering group to the functional areas that manage and have responsibility for classroom upkeep and planning (MTS, Enrollment Services, and Business Services). The committee shall be responsible for the development of plans for all aspects of classroom planning and management, including, but not limited to, the development and management of a single classroom data-base, the establishment and updating of design standards, scheduling and planning, assessment of needs for classroom refurbishments and setting priorities, maintenance and ongoing management of classrooms and the coordination of resources for classroom upkeep and improvement. This committee shall also monitor progress and the execution of these plans. This committee shall be comprised of representatives from enrollment services, instructional technology, space planning, business services, property, facilities, the university architect, the president, the provost, and at least three representative of the faculty, one of whom shall be an academic department chair, appointed by the Faculty Senate. The chairperson shall be selected by the committee and confirmed by the Faculty Senate and the President.

**5.85.11** The JCSC shall form appropriate subcommittees, chaired by the representatives of the offices and groups identified in 5.85.10. These subcommittees shall meet regularly and report to the JCSC at each of its meetings.

**5.85.12** The JCSC shall meet at least twice each semester and shall report annually to the Faculty Senate on the status of classrooms at the University.

**5.86.10 The Academic Program Review Committee (APRC)** shall develop and maintain the academic program review instrument. The committee shall coordinate the administration

of the review, oversee the collection of data, and compile and disseminate information resulting from the review as outlined in sections 8.86.10-14. When academic program reviews are conducted, the committee shall serve as a resource to departments and programs being reviewed. The committee shall receive and respond to comments regarding the program review process, including, but not limited to, the academic program review instrument.

**\* 5.86.11** The committee shall be comprised of at least four faculty members appointed by the Faculty Senate, two representatives of the Provost and a representative of the President. Faculty members shall serve three-year terms, shall be appointed on a staggered basis and may succeed themselves for one additional three-year term.

**5.90.10 Standing Committees of the Faculty Senate** are created by the Faculty Senate. See By-Laws of the Faculty Senate, Section 4.