

UNIVERSITY OF NORTH DAKOTA

University Senate

Committee Manual

COMMITTEES OF THE UNIVERSITY SENATE

(Membership, Tenure, Selection, Functions and Responsibilities,
Reporting Requirements and Reference of Authority)

October 1984

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GENERAL GUIDELINES
FOR
COMMITTEES OF THE UNIVERSITY SENATE

A. Election of Committee Members - With the exceptions noted below*, all committee members elected by the University Senate will be elected and notified in April of each academic year. Students selected to serve on Senate committees will be selected and notified in April of each academic year. The committees will organize in May in order that each committee may be ready to function at the beginning of each academic year.

B. Terms of Committee Members - The term of membership of all committees is staggered to provide continuity to committees from year to year. Committee members are eligible for re-election, but not to consecutive terms.

C. Committee Support - Senate committees should have financial and centralized clerical support. The lack of such support leads to reduced effectiveness of committees and/or use of limited departmental resources. A minimal budget for each committee for operational expenses such as photocopying would make committees more productive and eliminate the inequitable drain on limited departmental resources.

D. Reporting To Senate - Each committee will provide a short, written and oral report of its activities once each year or as required. The method and date of reporting is part of the committee description. The date of reporting is also included on the list of committees.

E. Communications with Committees - The Senate chair promptly notifies members in writing of their selection and the duties of the committee. The chair of the Senate will designate the member responsible for calling the first meeting. Unless specified in the committee description, the committee will elect its chair.

F. Motivation of Faculty Participation in Committees - Participation by more faculty in committee work is encouraged. Committees are the means for the faculty to self-govern. Committees address matters of faculty concern and self interest. A robust committee system assists in advancing these. Committee work is expected of all faculty as part of their obligation to the University.

G. Voting Status of Committee Members - Unless otherwise stipulated in the description of each committee, all committee members are full voting members of the Committee.

H. Permanent or Ad Hoc Committee - Unless otherwise stipulated in the description of each committee, all committees are permanent committees of the Senate. When a committee is created, the Senate Executive Committee will prepare an entry containing the new committee's name, functions, responsibilities, status as a permanent or ad hoc committee, method and schedule for the determination of its membership, and the date by which it shall report to the Senate (see Appendix).

*Exceptions: 1. Election to the Committee on Committees and Senate Executive Committee takes place at the October Senate meeting.
2. Membership on the Funding or Enrollment Emergency Committee is commensurate with the members' selection to the University Budget Committee or the Faculty Advisory Budget Committee.

3. Election to the Standing Committee on Faculty Rights is coincidental with and conducted in the same manner as the election of members of the Council to University Senate.

Sources of
Information:

Item A-F: University Senate Minutes - February 19, 1981. The second sentence of Item A and the second sentence of Item B are proposed additions.

Items G and H: Proposed additions

LIST OF SENATE COMMITTEES
AND SENATE MEETING DATES OF ANNUAL REPORT

COMMITTEE	SENATE MEETING DATE OF ANNUAL REPORT
Senate Academic Policies and Admissions Committee	February
Senate Administrative Procedures Committee	March
Senate Committee on Committees	April & October
Senate Compensation Committee	October
Senate Conflict of Interest/Scientific Misconduct Committee	April
Senate Continuing Education Committee	March
Senate Curriculum Committee	April
Senate Executive Committee	As Requested
Senate Faculty Instructional Development Committee	October
Senate General Education Requirements Committee	November
Senate Honorary Degrees Committee	November
Senate Honors Committee	October
Senate Intellectual Property Committee	March
Senate Intercollegiate Athletics Committee	April
Senate Legislative Affairs Committee	December
Senate Library Committee	December
Senate Restructuring and Reallocation Committee	May
Senate ROTC Committee	February
Senate Scholarly Activities Committee	May
Senate Special Review Committee Pool	Not Applicable
Senate Standing Committee on Faculty Rights	November
Senate Student Academic Standards Committee	March
Senate Student Policy Committee	December
Senate Summer Session Committee	February
Senate University Assessment Committee	October

SENATE COMMITTEES

SENATE ACADEMIC POLICIES AND ADMISSIONS COMMITTEE

Purpose: To provide faculty guidance and oversight in applying academic standards in admissions and other academic policies.

Membership: Faculty (five)
Students (two)
Vice President for Academic Affairs or designee (one, voting)
Director of Admissions or designee (one, voting)

Terms: Faculty - three years
Students - one year
Vice President for Academic Affairs
concurrent with office
Director of Admissions - concurrent with office

Selection: Faculty - elected by the University Senate in April and assuming responsibilities May 1 with about one-third to be elected each year.
Students - elected by Student Senate in April and assume responsibilities May 1
Vice President for Academic Affairs or designee - ex-officio
Director of Admissions or designee - ex-officio

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Maintain and keep current committee website.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall conduct studies and bring recommendations to the University Senate and/or Student Senate. Areas of study and review shall include, but are not limited to, policies related to the following:

1. General university requirements
2. Class attendance
3. Grading and recognition of academic achievement
4. Adding, dropping, withdrawal or audit of classes
5. Correspondence and extension courses, transfer of credits

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the February Senate meeting.

Source of Information: University Senate By-laws
University Senate Minutes - November 4, 1965
University Senate Minutes - November 3, 1966
University Senate Minutes - December 2, 1978
University Senate Minutes - March 5, 1981
University Senate Minutes - April 4, 1991
University Senate Minutes - March 4, 1999

SENATE ADMINISTRATIVE PROCEDURES COMMITTEE

- Purpose: To provide academic guidance and overview of requests for exceptions to University-wide policy.
- Membership: Deans (two)
Registrar or designee, non-voting chair (one)
Faculty (five)
Student (one)
- Terms: Deans - two years with one being replaced each year
Registrar - concurrent with office
Faculty - two years
Student - one year
- Selection: Deans - appointed by the President in April and assuming responsibilities May 1
Faculty - approximately one-third elected by the Senate in April and assuming responsibilities May 1
Student - elected by the Student Senate in April and assuming responsibilities May 1
Registrar or designee - ex-officio (non-voting)
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:

1. Act on petitions of appeals regarding university-wide requirements and policies except for GER and Honors requirements. These petitions relate to the following:
 - a. Change of Grade
 - b. Registration
 - c. Credit in course not allowed for credit
 - d. Transferability of undergraduate work to UND
 - e. All other university-wide academic requirements except the following which are reserved to the jurisdiction of the of the Deans and faculty:
 - (1) Graduate without being enrolled (dean 1)
 - (2) Extension of time to remove an incomplete (instructor, department chair, and dean 2)
 - (3) Special and validating examinations and re-examinations (instructor, department chair, and dean 2)
 - (4) Graduate from one college while enrolled in another (both deans)
 - (5) Add a course late during a term (instructor, advisor, dean 2)
 - (6) Take or give examinations at times other than those specified (department chair and dean 2)

- (7) Repeat a course with grade of C or better and have the last grade only counted in averages (advisor, department chair, and dean 2)
- (8) Take correspondence course in major while enrolled (advisor, department chair, and dean 1)
- (9) Take non-major correspondence course while enrolled (dean 1)
- (10) Complete a major with fewer than 15 hours of institutional credit in the major (chair of major department and dean 1)
- (11) Complete a minor with fewer than 4 hours of institutional credit in the minor (chair of minor department and dean 2)
- (12) Graduate with fewer than 30 of the last credits for a first baccalaureate degree earned as institutional credit, of fewer than the last 15 for a second or subsequent degree (dean 1)
- (13) Be enrolled for more than 21 credit hours in a regular semester, or for more than 15 in a summer session (advisor and dean 1)
- (14) Graduate with fewer than 36 upper level credit hours (advisor and dean 1)
- (15) Have a similar, but differently named, course constitute a repeat of a previous course chair of department offering course and dean 2)
- (16) Change a grade misrecorded in a course (instructor and dean 2)

2. Maintain and keep current committee website.

Notes:

- A. Dean 1 = dean of the student=s college/program
Dean 2 = dean of the college offering the course(s)
- B. Appeal of decisions in these 16 matters shall be acted on by the appropriately established review and appeal committee in the respective colleges; the same committee shall resolve cases of divided decisions.
- C. Items 1-3 were assigned to the jurisdiction of the Dean by the Council on March 1, 1962 and items 4-7 were assigned later by the Council or Senate. Items 8-16 are additional assignments approved on Oct. 16, 1991.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of Information:

University Senate By-laws
 University Senate Minutes - March 1, 1962
 University Senate Minutes - May 15, 1969
 University Senate Minutes - January 20, 1983
 University Senate Minutes - February 3, 1983
 University Senate Minutes - May 15, 1983
 University Senate Minutes - February 6, 1992
 University Senate Minutes - March 4, 1999

SENATE BUDGET, RESTRUCTURING AND REALLOCATION COMMITTEE

Purpose: To provide faculty guidance and oversight to the administration in regard to restructuring/reallocation and other new or special budget proposals, to advance faculty-initiated restructuring/reallocation proposals to the Senate and the Vice President for Academic Affairs, and to act as the mechanism for provision of faculty participation prior to termination of tenured faculty under exigent or other emergency circumstances.

Membership: Faculty (seven)
Student (one)
Vice President for Academic Affairs (one, non-voting, advisory)
Vice Chair of University Senate (one)

Terms: Faculty (six, elected by the University Senate) - three years
Faculty (one from Senate University Curriculum Committee as appointed by that Committee)
Student - one year
Vice President for Academic Affairs - concurrent with office
Vice Chair of University Senate - concurrent with office

Selection: Faculty - elected by the University Senate in April and assuming responsibilities May 1 with two elected each year
Student - elected by Student Senate
Vice President for Academic Affairs - ex-officio
Vice Chair of the University Senate - ex-officio

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Provide faculty perspective and advice to the University Planning and Budget Committee, to the Provost, and to the President, regarding planning and budget.
2. Receive and review restructuring/reallocation proposals from the administration and provide advice regarding the proposals.
3. Advance to the Senate/Provost restructuring/reallocation proposals initiated by the faculty.
4. Serve as a review and advisory body for new/special budget requests including, but not limited to: system-wide restructuring, intramural course duplication, and non-restructuring allocation proposals.
5. Perform the pre-termination faculty participation role in financial exigency circumstances and in other instances required by the Board of Higher Education Policy Manual or requested by the President or the Provost.

6. To serve as faculty representatives to committees appointed by and reporting to the President or Provost regarding planning and budgeting.
7. To participate in deliberations about the determination by the institution that tenured appointments might need to be terminated due to financial exigency, loss of legislative appropriations, loss of institution or program enrollments, consolidation of academic units or program areas, or elimination of courses.
8. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the May Senate meeting.

Source of
Information: University Senate Minutes - March 7, 1996
 University Senate Minutes - May 6, 1999
 University Senate Minutes - March 6, 2003

SENATE COMMITTEE ON COMMITTEES

- Purpose: To provide Senate committee structure by periodic review of both the structure as a whole, and the function of individual committees. Nominating personnel for committee membership.
- Membership: Senate Chairperson (one, voting)
Faculty members who are also members of the Senate (four)
- Term: Chairperson of the Senate - concurrent with office
Senate members - two years with terms of two expiring each year
- Selection: Senate Chairperson - ex-officio
Senate members - elected by the Senate at first meeting in the fall and assuming responsibilities immediately.
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding Senate committees.
 2. Study and report on Senate committee structures.
 3. Nominate personnel for Senate committees.
 4. Fill vacancies which occur on Senate committees.
 5. Recommend faculty nominees for appointment to all University committees with faculty membership.
 6. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April and October Senate meetings.
- Source of Information: University Senate By-laws
University Senate Minutes - May 3, 1962
University Senate Minutes - October 6, 1966
University Senate Minutes - November 3, 1966
University Senate Minutes - November 2, 1967
University Senate Minutes - March 5, 1981
University Senate Minutes - October 3, 1985
University Senate Minutes - March 4, 1999

SENATE COMPENSATION COMMITTEE

- Purpose: To provide and solicit faculty guidance and advice and to disseminate information regarding compensation issues, including salary and fringe benefits.
- Membership: Tenured Faculty (four)
Tenure-track Faculty (one)
Non-tenured Faculty (one)
Administrative retirement officer (one, non-voting, advisory)
Personnel officer or designee (one, non-voting, advisory)
An elected member of the Council of College Faculties (one)
- Terms: Faculty - three years
Administrative retirement officer - concurrent with office
Personnel officer - concurrent with office
An elected member of the Council of College Faculties - concurrent with office
- Selection: Faculty - approximately one-third elected by University Senate
Administrative retirement officer - ex-officio
Personnel officer - ex-officio
An elected member of the Council of College Faculties-ex-officio
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Study, evaluate, and report on faculty compensation, including salary and fringe benefits.
 2. Act in an advisory capacity to the University representatives on the Council of College Faculties.
 3. Act in an advisory capacity with the University administration in ascertaining desired changes in faculty compensation.
 4. Provide information to the faculty on available fringe benefits.
 5. Solicit faculty suggestions, information, and advice regarding faculty compensation, including salary and fringe benefits.
 6. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.
- Source of Information: University Senate Minutes - October 6, 1977
University Senate Minutes - March 5, 1981
University Senate Minutes - April 1, 1982
University Senate Minutes - March 7, 1996
University Senate Minutes - March 4, 1999

SENATE CONFLICT OF INTEREST/SCIENTIFIC MISCONDUCT COMMITTEE

- Purpose: To develop necessary conflict of interest and scientific misconduct policies for the university, keep faculty abreast of these policies, and act on relevant referrals or complaints.
- Membership: Faculty (ten) at least one faculty representative from each college (two from A&S: 1 natural or social sciences; 1 humanities & fine arts)
Staff (two)
University Counsel or his/her designee (ex-officio)
Vice President for Research or his/her designee - concurrent with office(non-voting)
- Terms: Faculty - three years with one-third of the committee elected each year
Staff - three years, with one elected in odd-numbered years
University Counsel or his/her designee - concurrent with office
Vice President for Research or his/her designee - concurrent with office
- Selection: Faculty are elected every year by the University Senate in April to assume responsibilities in May.
Staff Senate members are elected each year by the Staff Senate to assume their duties the following fall.
University Counsel or his/her designee - concurrent with office
Vice President for Research or his/her designee - concurrent with office(ex-officio)
- Function and Responsibilities: To perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
1. Review federal and non-federal funding agency policies and develop/revise university compliance policies.
 2. Take a pro-active role to inform faculty and university personnel of changes and potential areas of concern.
 3. Receive conflict of interest management training.
 4. Provide advice and consultation to the appropriate Vice Presidents and/or Executive Heads regarding referrals and complaints relative to conflict of interest and scientific misconduct.
 5. Adjudicate referrals and complaints relative to conflict of interest and scientific misconduct.
 6. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April Senate meeting.

Source of
Information:

University Senate Minutes - November 3, 1994;
modified September 21, 1995 and May 16, 1996
University Senate Minutes - March 4, 1999
University Senate Minutes - December 4, 2003
University Senate Minutes - November 1, 2007

SENATE CONTINUING EDUCATION COMMITTEE

- Purpose: To provide oversight of academic rigor for courses and programs offered at a distance, and to encourage faculty participation in distance education.
- Membership: Faculty (six)
Vice President for Academic Affairs (one, voting)
Distance Education Librarian of Chester Fritz Library or designee (one, voting)
Dean of Outreach Programs or designee (one, non-voting advisory)
Distance students (two non-voting, one undergraduate and one graduate)
- Terms: Faculty - three years
Vice President for Academic Affairs or designee - concurrent with office
Distance Education Librarian of Chester Fritz Library or designee - concurrent with office
Dean of Outreach Programs or designee - concurrent with office
Undergraduate distance student (one year)
Graduate distance student (one year)
- Selection: Faculty - approximately one-third elected by the University Senate in April and assuming responsibilities May 1.
Distance students - selected by Student Senate in April and assuming responsibility in May.
Distance Education Librarian - ex-officio
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address as necessary faculty development, delivery methods, and other issues arising from implementing new educational technologies and serving nontraditional student populations.
 2. Advise the Senate, the University and the Dean of Outreach Programs with regard to all programs of the Division for which academic credit is granted.
 3. Be guided by the principle that questions of academic content and quality reside with the department offering the distance curriculum.
 4. Maintain and keep current committee website.
 5. To promote campus wide interest in and advocacy for continuing and distance education activities.
 6. To promote distance student interest and address distant student concerns in regard to continuing and distance education activities.
 7. To disseminate information about various approaches and teaching techniques in distance education to faculty.

8. To develop and implement an annual plan to accomplish the purposes of the Senate Continuing Education Committee.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of
Information:

University Senate Minutes - April 18, 1963
University Senate Minutes - November 3, 1966
University Senate Minutes - March 5, 1981
University Senate Minutes - May 6, 1999
University Senate Minutes - October 6, 2006

SENATE CURRICULUM COMMITTEE

- Purpose: To aid and advise colleges and departments on curriculum issues including addition or elimination of courses or programs, and to ensure coherent interdepartmental curriculum changes.
- Membership: Faculty (seven, one from each college offering undergraduate degree curricula)
Student (three of junior or senior standing, each from a different college)
Vice President for Academic Affairs or designee (one, voting)
Registrar or a designee (non-voting)
- Terms: Faculty - three years
Students - one year
Vice President for Academic Affairs or a designee - concurrent with office
Registrar or a designee - concurrent with office
- Selection: Faculty - about one-third are elected every year by the University Senate in April to assume responsibilities in May.
Students - selected by the Student Senate in April to assume responsibilities in May.
Vice President for Academic Affairs or a designee - ex-officio
Registrar or a designee - ex-officio
- Function and Responsibilities: To perform a thorough review of committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
1. Address general curriculum issues of interest to the university.
 2. Establish guidelines and procedures for course/program changes including new courses and programs.
 3. Consider requests for course/program changes and proposals for new courses/programs and forward recommendations to the Senate. Minor changes in course title, number and credit may be forwarded to the council of presidents and then to the Board of Higher Education without Senate action provided that the faculty are notified of these changes and any objections are resolved.
 4. Provide representatives to the College Undergraduate Evaluation Teams and ensure a University-wide curricular perspective.
 5. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April Senate meeting.

Source of
Information:

University Senate Minutes - May 3, 1962
University Senate Minutes - November 15, 1962
University Senate Minutes - November 3, 1966
University Senate Minutes - January 11, 1968
University Senate Minutes - February 8, 1968
University Senate Minutes - October 5, 1972
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999
University Senate Minutes - October 6, 1988
University Senate Minutes - March 2, 1989
University Senate Minutes - May 2, 1996
University Senate Minutes - May 18, 1996
University Senate Minutes - March 4, 1999

SENATE ESSENTIAL STUDIES COMMITTEE

- Purpose: To provide faculty guidance and oversight of the University's general education program--"Essential Studies"--by defining the principles and goals of Essential Studies, developing and implementing Essential Studies policies, and setting standards for courses that carry Essential Studies credit. To offer guidance and advice to the Senate University Assessment Committee regarding the assessment of the Essential Studies program.
- Membership: Academic Dean or designee(one) (voting)
Faculty (twelve, including Chair and Chair-Elect)
Past-Chair (one, voting)
Students (three)
Vice-President for Academic Affairs or designee (one)(voting)
Registrar or designee (non-voting)
Director of Essential Studies (non-voting)
- Terms: Academic Dean or designee - one year
Faculty - three years
Past Chair - one year
Students - one year
Vice President for Academic Affairs or designee - concurrent with office
Registrar or designee - concurrent with office
Director of Essential Studies - concurrent with office
- Selection: Academic Dean or designee - elected by Dean=s Council in April and assuming responsibilities May 1.
Faculty - one third elected each year by the Senate in April and assuming responsibilities May 1. At least one member from each of the colleges with undergraduate programs, and at least four members from the College of Arts and Sciences (one from each of its divisions). Candidates are selected from colleges in accordance with membership criteria as described above.
Students - three by the Student Senate in April and assuming responsibilities May 1.
Vice-President for Academic Affairs or designee - ex-officio
Registrar or designee - ex-officio
Director of Essential Studies - ex-officio
- Functions and responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding Essential Studies (ES) requirements.
 2. Heighten University-wide interest in Essential Studies and its purposes.
 3. Foster interdisciplinary discussion about Essential Studies.

4. Encourage experimental courses including an integrated alternative program in Essential Studies.
5. Define the principles of Essential Studies, set criteria for ES courses, and approve courses for inclusion within the ES requirements.
6. Establish guidelines for implementation of ES policies by the Deans.
7. Serve as an appeal board regarding determinations of the applicability of transferred work to meet the ES requirements.
8. Act on student petitions for exceptions to ES requirements.
9. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November Senate meeting.

Source of
Information:

University Senate Minutes - February 7, 1980
University Senate Minutes - January 20, 1983
University Senate Minutes - March 4, 1999
University Senate Minutes - May 4, 2006
University Senate Minutes - April 3, 2008
University Senate Minutes - February 4, 2010

SENATE EXECUTIVE COMMITTEE

- Purpose:** To provide leadership for the Senate, to ensure that Senate policies are implemented, to act as liaison between the Senate and the University of North Dakota and the North Dakota University System.
- Membership:** Senate Chairperson (one)
Senate Vice Chairperson (one)
Immediate Past Chairperson of the Senate (one)
Faculty representatives (three)
Vice President for Academic Affairs (one, voting)
Student who is a University Senate member (one, voting)
Registrar (one)
- Terms:** Faculty - two years
Others - ex-officio - concurrent with office
- Selection:** Faculty representatives (three) - one to be elected each year for a two-year term, and one, the member of the Council of College Faculties serving the third year of a three-year term. (If this individual is unable to serve, then a substitute will be chosen from the remaining UND Council of College Faculties by the UND Council of College Faculties delegation.)
Student who is a University Senate member - elected by the Senate
- Functions and Responsibilities:**
1. Call special meetings of the Senate.
 2. Change the time of the regular meeting in emergencies.
 3. Prepare the agenda.
 4. Approve the minutes of the Senate meetings.
 5. Act on behalf of the Senate when a meeting of the Senate does not seem justified or when such a meeting is prevented by lack of a quorum. Subsequent to the action taken by the Executive Committee, the Committee will report to the next meeting of the Senate to seek approval for the action that was taken by the Committee.
 6. Monitor the implementation of Senate legislation passed by the Senate.
 7. Coordinate action between the Senate and its committees.
 8. Edit, publish, and keep current the Faculty Handbook.
 9. Care for the Senate by-laws by keeping them current and providing a codified copy to the chairperson at every meeting of the Senate. Publish codified by-laws for the Senate as often as it deems advisable.
 10. Care for the University Constitution, attending specifically to publication, distribution, amendment, and interpretation.
 11. Care for the Standing Rules, exercising the sort of supervision directed for the by-laws.
 12. Codify Council and Senate legislation, publishing the codified legislation at the direction of the Senate.
 13. Maintain the University Senate Manual.
 14. Maintain and keep current committee website.
- Report to Senate:** As requested

Source of
Information:

University Constitution, Article VI, Section 3
University Senate By-laws
University Senate Minutes - February 8, 1962
University Senate Minutes - November 2, 1967
University Senate Minutes - November 4, 1976
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE FACULTY INSTRUCTIONAL DEVELOPMENT COMMITTEE

- Purpose: To serve as an advocate and activist for instructional development at UND and to solicit requests for funds made available to the committee, review the requests and make allocations.
- Membership: Director, Office of Instructional Development (one)
Faculty (six)
Vice President for Academic Affairs (one)
- Terms: Director, Office of Instructional Development - concurrent with office
Faculty - three years with terms of two expiring each year
Vice President for Academic Affairs - concurrent with office
- Selection: Director, Office of Instructional Development - ex-officio
Faculty - elected by the Senate in April and assuming responsibilities May 1
Vice President for Academic Affairs - ex-officio
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

As part of an expanded program of instructional development, the FIDC assumes functions previously served by the Council on Teaching and Committee on Instructional Development (a VPAA committee).

1. Be a collective advocate and activist for instructional development at the University. The committee might do studies, sponsor programs, make recommendations, and seek additional funding which would support instructional improvement and the professional development of UND faculty as teachers.
2. Stimulate and encourage faculty instructional development, develop the faculty institutional policy on instructional research, and allocate funds made available to the Faculty Instructional Development Committee on the basis of allocations submitted to it.
3. Determine the best use(s) of funds made available to it by the University. Also, solicit and review requests for these funds and make recommendations for the award of these funds.
4. Maintain and keep current committee website.

- Guidelines:
- 1 The Director will convene the committee each year, and will provide staff support to the committee.
 2. The committee will elect its chairperson each year.

3. The committee will determine its own policies and procedures, consistent with University policies and procedures, as well as with the intent and specification of funds or other resources provided to it.
4. The committee will be accountable to the Senate, as any other Senate Committee. The FIDC will also be accountable to the VPAA, through the Director of the Office of Instructional Development, for these responsibilities given to it by the VPAA, i.e., advise the Office of Instructional Development and make decisions regarding funds for instructional development.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of
Information: University Senate Minutes - October 2, 1980
University Senate Minutes - April 7, 1983
University Senate Minutes - March 4, 1999

SENATE HONORARY DEGREES COMMITTEE

- Purpose: To provide a vehicle for granting honorary degrees according to the current university standards and policies.
- Membership: Faculty (five, each from a different college)
Dean of the Graduate School (one)
Vice President for Academic Affairs or a designee (one)
- Terms: Faculty - five years with one elected each year
Dean of Graduate School - concurrent with office
Vice President for Academic Affairs or designee - concurrent with office
- Selection: Faculty - one faculty member elected every year by the University Senate in April, assuming responsibilities in May
Dean of Graduate School - ex-officio
Vice President for Academic Affairs or a designee - ex-officio
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
1. Solicit nominations for honorary degrees.
 2. Establish a procedure for reviewing nominations and making a recommendation.
 3. Consider nominations and submit a recommendation to the University Senate.
 4. Review current university policies, standards, and procedures for granting an honorary degree and submit recommendations to the Senate.
- Standards: Standards for the Awarding of Honorary Degrees:
It is recommended that the following criteria be used in considering persons for an honorary degree:
1. Achievement of distinction in scholarship, or in comparable professional or creative achievement.
 2. Recognized and outstanding service to the nation, to the state, or to the University of North Dakota.
 3. Attendance at or graduation from the University of North Dakota, except as the individual is outstanding with reference to criteria 1 & 2.
 4. Non-membership on the faculty of University of North Dakota.
 5. Scholarship specialization in an area in which the University normally grants an earned degree.
- Procedures: Procedures for Awarding Honorary Degrees:
It is recommended that the procedures used for awarding an honorary degree include the following:
1. Nominations may be made by any member of the University Council. (The deadline for submitting nominations for the honorary degrees shall be three months before the date on which the degree is to be awarded.
 2. Nominations must be accompanied by a factual dossier providing evidence that the nominee meets the criteria set forth in part 1 above. Such factual compilation should

include the following, in the order listed:

- a. A brief biography
 - b. A list of scholarly writings, research and publications
 - c. Description of public service and achievements
 - d. List of offices and positions held
 - e. Other factual justifications for consideration
3. The nominee's scholarship will be evaluated by the departmental faculty in the area of the nominee's specialization, such evaluation to be a part of the dossier presented to the Committee for Honorary Degrees.
 4. A nominee will not be informed that he is being considered until he has been finally approved.
 5. The titles of honorary degrees will be distinct from those of earned degrees.
 6. No honorary bachelor's or master's degrees will be awarded.
 7. Nominations approved by the Committee for Honorary Degrees will be presented by its chairman to the University Senate, and if approved by the Senate, and if approved by the Senate, presented by the President to the State Board of Higher Education for final approval only if the nomination has been made at a previous meeting of the Senate.
 8. No name once submitted to the Senate may again be presented to the Senate within the same year.
 9. Notification to the nominee of the approval of the State Board of Higher Education will be made by the President of the University.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November Senate meeting.

Source of
Information:

University Council Minutes - January 19, 1959
University Senate Minutes - April 18, 1963
University Senate Minutes - February 2, 1967
University Senate Minutes - April 1, 1971
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE HONORS COMMITTEE

- Purpose: To provide faculty oversight of the University Honors Program and other programs of honors study in colleges and departments by formulating policy, establishing standards, and evaluating the success of the Program, and to aid and advise the Honors Coordinator.
- Membership: Faculty (nine)
Honors Program Coordinator (one)
President of the Honors Program Student Organization (one)
Students of the Honors Program (six, at least one of which is a first-year Honors student)
- Term: Faculty - three years
Honors Coordinator - concurrent with office
President of the Honors Program Student Organization -concurrent with office
Students of the Honors Program--one year
- Selection: Faculty - one-third elected each year by the University Senate in April and assuming responsibilities May 1.
Honors Coordinator - ex-officio
President of the Honors Program Student Organization - ex-officio
Students of the Honors Program - five are elected by students of the Honors Program; the sixth (freshman) elected by first year Honors students
- Functions and responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:
1. Address all issues regarding the Honors Program.
 2. Provide oversight and review and assist the Coordinator in formulating policy and in proposing courses of study, seminars, special lectures, colloquia and symposia.
 3. Advise and assist the students who are enrolled in the program.
 4. Provide oversight, review, and assistance to colleges and departments in the development of special programs of honors study which fall outside the Honors Program.
 5. The Coordinator and the Committee will:
 - a. select the Honors Students and Honors Faculty.
 - b. work with department chairs and deans in making suitable adjustment in curricula and faculty loads.
 - c. determine the students= class status equivalence.
 - d. recommend to the deans their graduation on the basis of the Coordinator=s and the Committees=s evaluation.
 6. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the senate secretary two weeks before the October Senate meeting.
- Source of Information: University Senate Minutes - December 7, 1967
University Senate Minutes - November 3, 1966
University Senate Minutes - March 2, 1967

University Senate Minutes - May 4, 1972
University Senate Minutes - May 3, 1973
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE INTELLECTUAL PROPERTY COMMITTEE

- Purpose: To advise the University regarding faculty rights and interests in faculty intellectual property. To collect, coordinate and disseminate information for and to the faculty that is pertinent to their interests in intellectual property.
- Membership: Faculty (five; one of whom must be an elected member of the UND Council of College Faculties)
Vice President for Research or designee (one, non-voting, advisory)
Chester Fritz Library Director or designee (one, non-voting, advisory)
- Terms: Faculty - three years
Vice President for Research or designee - concurrent with office
Chester Fritz Library Director or designee - concurrent with office
- Selection: Faculty - elected by the University Senate in April and assuming responsibilities in May, with terms of two faculty expiring each year.
Vice President for Research or designee - ex-officio
Chester Fritz Library Director or designee - ex-officio
- Functions and Responsibilities: To perform a thorough review of Committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:
1. Solicit faculty input on pending intellectual property issues and questions.
 2. Conduct studies and bring recommendations to the University Senate. Areas of study and review shall include, but are not limited to, policies related to all intellectual property including, but not limited to, "inventions and discoveries", patents, copyrights, trademarks, trade secrets and know how.
 3. Maintain and keep current the committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March Senate meeting.
- Source of Information: University Senate Minutes - March 4, 1999
University Senate Minutes - September 2, 2004

SENATE INTERCOLLEGIATE ATHLETICS COMMITTEE

- Purpose: To provide faculty guidance and oversight in developing, implementing, and evaluating policies that balance intercollegiate athletics with academic rigor and promote gender equity in the intercollegiate athletic program.
- Membership: Athletic Director (one, voting)
Senior Women=s Administrator (one, voting)
Coach Representative (one, voting)
Alumni (two, preferably one male and one female)
Faculty (nine)
Students (three, two of which are student athletes)
Athletic Faculty Representative (one)
- Terms: Alumni - three years
Faculty - three years
Students - one year
Athletic Faculty Representative - concurrent with appointment
Athletic Director - concurrent with position
Senior Women=s Administrator - concurrent with position
Student Athlete - one year
Coach - one year
- Selection: Alumni - appointed by the UND Alumni Board of Directors in June and assuming duties July 1, with one term expiring each year; no more than three consecutive terms.
Faculty - elected by the University Senate in April and assuming duties July 1; three-year terms with three elected each year; no more than two consecutive terms.
Students - appointed by the Student Body President in April and assuming duties July 1. The student athletes (one woman and one man) will be chosen by the Student Senate from a list of nominees submitted by the Student Athletic Advisory Committee
Faculty Athletic Representative - appointed by the UND President
Athletic Director - ex-officio
Senior Women=s Administrator - ex-officio
Coach - selected annually by the coaches
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall develop and supervise policies for the intercollegiate athletic program, including but not limited to the following:
1. Formulate, review, and update all policies pertaining to intercollegiate athletics, including those in the Athletic Department Manual.
 2. Review and recommend the annual athletic budget and provide guidance concerning other financial matters of the Intercollegiate Athletic Program.
 3. Review and approve all competitive schedules.
 4. Review and approve all Athletic Department letterwinner awards.
 5. Provide information and assistance to the official representatives of the University for all athletic conference and NCAA meetings.
 6. Ensure that the Intercollegiate athletic program adheres to all policies, rules, and regulations set forth by the University administration and the NCAA.

7. Review policy relating to the use of athletic facilities as they relate to the Athletic Department.
8. Review policies related to fundraising for athletics.
9. Establish, implement, and annually review policies on equity and nondiscrimination, including monitoring progress toward achieving full gender equity in UND Athletic.
10. Participate in the search and screen process for head coaches and senior Athletic Department administrators.
11. Provide ongoing support for and monitoring of fan behavior policies and their effects on athletics and academics at the University.
12. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the April Senate meeting.

Source of
Information:

University Senate Minutes - May 25, 1967
University Senate Minutes - April 4, 1968
University Senate Minutes - May 6, 1971
University Senate Minutes - March 5, 1981
University Senate Minutes - April 1, 1993
University Senate Minutes - May 2, 1996
University Senate Executive Minutes - May 16, 1996
University Senate Minutes - March 4, 1999
University Senate Minutes - September 1, 2005

SENATE LEGISLATIVE AFFAIRS COMMITTEE

- Purpose: To collect, coordinate and disseminate information for and to the faculty that is pertinent to University affairs addressed in the North Dakota State Legislature.
- Membership: Faculty (five; one of whom must be a UND Council of College Faculty representative)
Students (two)
President or designee (one, non-voting, advisory)
University Senate Chair or designee (one, voting)
Student Senate Chair or designee (one)
- Terms: Faculty - three years
Students - one year
President or designee - concurrent with office
University Senate Chair or designee - concurrent with office
Student Senate Chair or designee - concurrent with office
UND Council of College Faculties Representative - concurrent with office
- Selection: Faculty - approximately one-third elected every year
Student - elected by the Student Senate
President - ex-officio
Senate Chair - ex-officio
- Functions and Responsibilities: To receive Senate committee biannual reports. To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- When, because Senate agenda and meeting schedules and the schedule for an item of legislation are such that the Senate will not have an opportunity to speak to the legislation at an early enough time for its views to be taken into account, the Senate Legislative Affairs Committee may communicate to the appropriate legislative authorities its view, clearly identified as the Committee's view, so long as it first obtains the concurrence of the Executive Committee with or without a formal meeting of the latter, and, promptly after the committee has communicated its views to the legislative authority, provides the text of its communication for dissemination to the Senate with the Senate's next agenda.
- Maintain and keep current committee website.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall conduct studies and bring recommendations to the University Senate and/or the Student Senate.
- Areas of study and review shall include, but are not limited to the following:

1. Proposed and submitted legislation.
2. Legislative activities being conducted in other NDUS institutions.
3. Relevant federal legislation

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the December Senate meeting.

Source of
Information: University Senate Minutes - March 4, 1999
University Senate Minutes - March 1, 2001

SENATE LIBRARY COMMITTEE

- Purpose: To provide guidance and oversight by serving in an advisory capacity to the Director of Libraries regarding library policies and planning and to report to appropriate bodies on library matters.
- Membership: Director of Libraries or designee (one, non-voting, advisory)
Faculty (nine)
Students (two)
- Terms: Director of Libraries - concurrent with office
Faculty - three years
Students - one year
- Selection: Director of Libraries - ex-officio
Faculty - At least one member representing each college or school, approximately one-third elected by University Senate in April and assuming responsibilities May 1
Students - elected by the Student Senate in April and assuming responsibilities May 1
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Participate, through the Director of Libraries or persons designated by the Director, in the formulation of broad policies relative to collections and services as well as in long-range planning.
 2. Advise the Director in matters of administration and problem-solving.
 3. Represent concerns of the University community to the Director.
 4. Report on library matters to the University Senate and other appropriate offices.
 5. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the December Senate meeting.
- Source of Information: University Senate Minutes - November 3, 1966
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE ROTC COMMITTEE

Purpose: To provide faculty oversight of and guidance of the ROTC Programs.

Membership: Commanding Officer of the Army ROTC Unit or designee (one, voting)
Commanding Officer of the Air Force ROTC Unit or designee (one, voting)
Designate of the President (one)
Faculty (six)
Students (two)

Term: Commanding Officers -concurrent with office
Designate of the President - appointed by the UND President
Faculty - approximately three years with one-third elected each year
Students - one year

Selection: Commanding Officers of the ROTC Units - ex-officio
Designate of the President--appointed by the President of the University and assuming responsibilities when directed
Faculty - elected by University Senate in April and assuming responsibilities May 1
Students - elected by Student Senate in April and assuming responsibilities May 1

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Address all issues regarding the ROTC Programs.
2. Exercise continual oversight and review of the UND ROTC Programs.
3. Approve or disapprove military personnel assigned to the University instructional staff, in the rank of Visiting Professor or Visiting Instructor, as appropriate.
4. Carry out a continuing review and evaluation of the ROTC curricula (courses) as to content, semester hours of credit, and instructional staff.
5. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the February Senate meeting.

Source of Information: University Senate Minutes - May 6, 1971
University Senate Minutes - October 7, 1971
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE SCHOLARLY ACTIVITIES COMMITTEE

Purpose: Stimulate and encourage scholarly activities and develop relevant institutional policies.

Membership: Faculty (nine, to include two representatives from the College of Arts and Sciences with one of these from the divisions of humanities and fine arts and the other member from the divisions of natural sciences and social sciences)
Vice President for Academic Affairs or designee (one, voting)
Vice President for Research or designee (one, voting)

Term: Faculty - three years with one-third elected each year
Vice President for Academic Affairs - concurrent with office
Vice President for Research - concurrent with office

Selection: Faculty - approximately one-third elected by the University Senate at the April meeting and assuming responsibilities May 1
Vice President for Research- ex-officio
Vice President for Academic Affairs - ex-officio

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Address general issues of importance to establishing and maintaining strong research and development programs on campus.
2. Stimulate interaction between disciplines and take a proactive role to establish centers of excellence at UND.
3. Allocate available research funds based on pre-established policies and guidelines.
4. Committee is responsible of thorough review of own policies in even years.
5. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the May Senate meeting.

Source of Information: University Senate Minutes - November 3, 1966
University Senate Minutes - November 2, 1967
University Senate Minutes - April 4, 1968
University Senate Minutes - November 2, 1978
University Senate Minutes - March 5, 1981
University Senate Executive Minutes - May 8, 1995
University Senate Minutes - March 4, 1999
University Senate Minutes - March 4, 2004

SENATE SPECIAL REVIEW COMMITTEE POOL

Purpose: To provide faculty representatives to hear and decide faculty grievances pursuant to Institution and State Board of Higher Education regulations.

Membership: Tenured Faculty (thirty) with each college of the University represented by at least one member.

Terms: 1 year term

Selection: Elected by the University Council annually

(When needed, a Special Review Committee of five shall be selected from this pool by the Executive Committee of the Senate. In selecting each Special Review Committee, careful consideration will be given by the Executive Committee to the choice of a representative of the group. One meeting of the entire pool will be scheduled each year by the Chairperson of the Executive Committee for the purpose of informing pool members of their responsibilities.)

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Provide from its membership, in the manner determined by the Senate, members for a Special Review Committee, whenever, such a committee is required by the Board of Higher Education's Regulations on Academic Freedom, Tenure and Due Process.
2. Provide from its membership, in the manner determined by the Senate, members for a Special Review Committee, whenever, Senate legislation calls for such a committee and vests it with jurisdiction.
3. Maintain and keep current committee website.

Report to Senate: By each Special Review Committee one week after it completes the review for which it was called into being. Each report is to be written with proper regard for the confidentiality of the subject proceedings and participants' rights. If proceedings of a review were closed, the written report shall be limited to the fact that a Committee was convened, the composition of its membership, that a review occurred and that a decision was reached. For the purpose of establishing and maintaining an institutional memory, a copy of the report shall also be submitted to the Special Collections Department of the Chester Fritz Library.

Source of
Information:

State Board of Higher Education Regulations on Academic
Freedom, Tenure and Due Process
University Senate Minutes - April 17, 1975
University Senate Minutes - March 5, 1981
University Senate Minutes - March 1, 1984
State Board Implementors - April 1, 1984
University Senate Minutes - March 4, 1999

SENATE STANDING COMMITTEE ON FACULTY RIGHTS

- Purpose: To designate faculty representatives to hear and decide faculty grievances referred to it by the Senate Special Review Committee Pool pursuant to Institution and State Board of Higher Education regulations.
- Membership: Faculty, tenured (five). Note: when serving on the Standing Committee on Faculty Rights, a person is no longer eligible for the Special Review Committee Pool.
- Terms: Five years - term of one expiring each year
- Selection: By the Council, coincidental with and conducted in the same manner as the election of members of the Council to the University Senate and assuming responsibilities immediately
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Mandated by the State Board of Higher Education regulations on Academic Freedom, Tenure, and Due Process, the Committee assumes responsibility for the following:
1. Elect its own presiding officer annually.
 2. Hold formal hearings in accordance with the Board of Higher Education Policy 605 on Academic Freedom, Tenure, and Due Process on all matters referred to it under those policies.
 3. Judge any bias or conflict of interest allegation made against one of its members in a specific case and, should it determine that the bias or conflict exists, replace the member with a substitute member for that case.
 4. Act as a hearing body to determine such questions or hear such appeals as are properly brought to it under Senate legislation providing for its jurisdiction, such as that concerning appeals of negative determinations on promotions.
 5. Act pursuant to regulations of the Board of Higher Education, in the manner prescribed in those regulations.
 6. Each time the Committee completes a hearing it shall submit a Hearing Report to the Senate. Each report is to be written with proper regard for the confidentiality of the subject proceedings and participants' rights. If proceedings of a subject review were closed, the written report shall be limited to the fact that a Committee was convened, the composition of its membership, that a review occurred and that a decision was reached. For the purpose of establishing and maintaining an institutional memory, a copy of the report shall also be submitted to the Special Collections Department of the Chester Fritz Library.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the November senate meeting.
- Source of Information: State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process

University Senate Minutes - May 4, 1978
University Senate Minutes - March 1, 1984
University Senate Minutes - March 4, 1999
University Senate Minutes - January 10, 2008

SENATE STUDENT ACADEMIC STANDARDS COMMITTEE

- Purpose: To designate faculty representatives to resolve undergraduate admission appeals or academic grievances not resolved at the level of the academic unit.
- Membership: Vice-President for Academic Affairs or designee (one, voting)
Faculty (six)
Students (two)
(Registrar or designee will be a non-voting member, serve as chair, prepare all student files for review, act as a resource person, and prepare the annual report for the University Senate.)
- Term: Vice President for Academic Affairs or designee - concurrent with office
Faculty - three years
Students - two years with one junior elected each year
- Selection: Vice President for Academic Affairs - ex-officio
Faculty - about one-third elected by the Senate in April and assuming responsibilities May 1
Students - elected by the Student Senate in April and assuming responsibilities May 1. Student must be a junior by the following fall term with a GPA of at least 2.5
- Functions and Responsibilities: Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Advise all relevant Senate committees regarding student academic policies.
 2. Act as an appeals board for undergraduate students in cases involving university dismissal for unsatisfactory scholarship when the student's dean (or designee) has denied reinstatement.
 3. Act on student academic grievances in accord with the Code of Student Life.
 4. Consider exceptions to University admissions policies and appeals of admissions decisions in accordance with the policies established by the Senate Academic Policies and Admissions Committee.
 5. Review and approve the annual report of the Academic Policies and Admissions Committee to the Senate.
 6. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the March meeting.
- Source of Information: University Senate Minutes - October 6, 1966
University Senate Minutes - November 3, 1966
University Senate Minutes - November 6, 1969
University Senate Minutes - January 20, 1983
University Senate Minutes - April 4, 1985
University Senate Minutes - March 4, 1999

SENATE STUDENT POLICY COMMITTEE

- Purpose: To provide guidance and oversight regarding UND student life and welfare, to officially recognize and monitor constitutions of student organizations, and to serve as an appellate body for hearing disputes within and among student organizations.
- Membership: Faculty (five)
Students (five)
Vice President for Student and Outreach Services or designee (one, non-voting)
- Terms: Faculty - three years
Students - new members appointed by the Student Body President; may serve up to six semesters
Vice President for Student and Outreach Services - concurrent with office
- Selection: Faculty - approximately one-third elected by Senate in April and assuming responsibilities May 1
Students - appointed by the incoming Student Body President in April and assuming responsibilities May 1
Vice President for Student and Outreach Services - ex-officio
- Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Formulate policy for official recognition of UND student organizations and review, approve, and revoke constitutions of student organizations.
 2. Make recommendations on matters pertaining to student life, out-of-classroom activities, and student welfare brought to the Committee by members of the University community.
 3. Make recommendations pertaining to general student welfare to other University committees and administrative entities.
 4. Investigate policies and regulations that affect general student welfare.
 5. Initiate and encourage action and changes which would benefit students.
 6. Serve as an appellate body for hearing disputes within and among student organizations with authority to lessen but not increase sanctions imposed or recommended by other bodies.
 7. Maintain and keep current committee website.
- Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the senate secretary two weeks before the December Senate meeting.

Source of
Information:

University Senate Minutes - December 2, 1965
University Senate Minutes - January 6, 1966
University Senate Minutes - October 6, 1966
University Senate Minutes - November 3, 1966
University Senate Minutes - March 5, 1970
University Senate Minutes - March 5, 1981
University Senate Minutes - April 2, 1981
University Senate Minutes - May 8, 1996
University Senate Minutes - May 6, 1999

SENATE SUMMER SESSION COMMITTEE

Purpose: To provide faculty guidance and oversight in applying academic standards and traditional academic rigor to summer sessions.

Membership: Faculty (six)
Student (one)
Director of Summer Sessions or designee (one)
Vice President for Academic Affairs or designee (one, voting)

Terms: Faculty - three years
Student - one year
Director of Summer Sessions - concurrent with office
Vice President for Academic Affairs - concurrent with office

Selection: Faculty - elected by University Senate in April and assuming responsibilities May 1 with one-third elected each year.
Director of Summer Sessions - ex-officio
Vice President for Academic Affairs - ex-officio

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Conduct studies and bring recommendations to the University Senate and/or the Student Senate. Areas of study and review shall include, but are not limited to, policies related to scheduling, staffing, budgetary and related matters.
2. Serve as an advisory board to the Director of Summer Sessions.
3. Formulate policy recommendations concerning scheduling, staffing, budgetary and related matters.
4. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the senate secretary two weeks before the February Senate meeting.

Source of Information: University Senate Minutes - November 3, 1966
University Senate Minutes - May 4, 1967
University Senate Minutes - March 5, 1981
University Senate Minutes - March 4, 1999

SENATE UNIVERSITY ASSESSMENT COMMITTEE

- Purpose: The Senate University Assessment Committee provides faculty guidance and oversight in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the Office of Vice President for Academic Affairs and Provost, the Faculty Senate and the University community.
- Membership: Vice President for Academic Affairs and Provost or designee (two, one voting and one non-voting)
Vice President for Finance and Operations or designee
Vice President for Student and Outreach Services or designee
Graduate School Representative
Faculty (eight, one from each college)
Students (two)
- Terms: Vice President for Academic Affairs and Provost or designee - concurrent with office
Vice President for Finance and Operations or designee - concurrent with office
Vice President for Student and Outreach Services or designee - concurrent with office
Graduate School Representative - one year
Faculty - three years with approximately one-third elected each year
Students - one year
- Selection: Vice President for Academic Affairs and Provost or designee - ex-officio
Vice President for Finance and Operations or designee - ex-officio
Vice President for Student and Outreach Services or designee - ex-officio
Graduate School Representative appointed by Graduate Committee in consultation with Graduate Dean
Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.
Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1
- Functions and Responsibilities: Perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding assessment of student achievement and development.
 2. Develop, review and evaluate the University Assessment Plan in conjunction with the Assistant Provost for Assessment.
 3. Oversee the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the

overall effectiveness of the Plan.

4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.
5. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.
6. Work with Institutional Research to keep the assessment website current.

Report to Senate:

Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of
Information:

University Senate Minutes - May 6, 1999
University Senate Minutes - February 7, 2002
University Senate Minutes - May 4, 2006

APPENDIX A

FORMAT FOR DESCRIPTION OF NEW PERMANENT AND Ad Hoc SENATE COMMITTEES

	Title of Committee
Purpose:	(brief statement of purpose)
Membership:	(description of members and number)
Terms:	(length of term)
Selection:	(source, method, and schedule of selection)
Functions and Responsibilities:	(list of the function/responsibilities/charges of the committee)
Guiding Principles:	(not required; but, if necessary, a list of items to be considered by the committee in carrying out its functions/responsibilities/ charges)
Reporting:	(method, to whom, and schedule for reporting)
Source of Information:	(Constitution, Bylaws, Senate Action, or other source of authority related to the creation and description of the committee)

APPENDIX B

COMMITTEES THAT REPORT TO THE PRESIDENT

American Indian Programs Council - Co-chaired by the Vice Presidents for Academic Affairs and Student & Outreach Services, this council is charged with strengthening existing programs and developing new programs serving American Indian students and other American Indian people on reservations throughout North America.

Council on Campus Climate - This is a permanent council chaired by the President. It deals with all matters of campus climate, spanning a wide range of issues from grievance procedures, multi-cultural awareness, the intellectual vibrancy of the campus, and even the campus physical environment. The Council's job is to help the University enhance and sustain a positive environment on campus for working and learning. The Council will advise the President on ways and means of encouraging diversification of the student body, as well as the faculty and staff of the University; identification and elimination of barriers to positive interpersonal interaction between and among students, faculty and staff; supporting the activities that sustain the University as a stimulating intellectual environment. The membership of the Council will include members of special-function committees and councils such as the President's Advisory Council on Women.

Institutional Animal Care & Use Committee - This University-wide committee is required by Federal law to maintain oversight of the animal facilities and animal use and care procedures. It reviews the University's animal care facilities and programs at least annually and reports recommendations for improvements or changes to the administration. It also recommends policies and procedures for the University's animal care program.

Institutional Biosafety - This University-wide committee is required by Federal law to review, approve and oversee all projects involving biohazards or potential biohazards conducted by the University.

Institutional Review Board (IRB) - This is a University-wide committee with representation from the community, required by Federal law to review biomedical and behavioral research involving human subjects conducted at or sponsored by the University in order to protect the rights of the human subjects participating in such research. The Board reviews and recommends policies and review procedures required to comply with University policies and Federal, State, and local laws governing the use of human subjects in biomedical and behavioral research.

Planning and Budget - The Planning and Budget Committee is responsible for preparing a strategic plan for the University and monitoring its implementation. The committee also advises the President in the development of the University's annual and biennial budgets. The Committee's principal membership includes ten ex officio members (the President, the Vice Presidents for Academic Affairs, Student & Outreach Services, Finance & Operations, Health Affairs, and Research), the Budget Director, the Associate Registrar, and the Chief Information Officer), and at least one representative (faculty member, dean or chair) of the following: Odegard School of Aerospace Sciences, College of Arts and Sciences, College of Business and Public Administration, College of Education and Human Development, School of Engineering and Mines, Graduate School, School of Law, School of Medicine and Health Sciences, College of Nursing, Energy and Environmental Research Center, Athletics, Chester Fritz Library, the Dean's Council, and the Academic chairs. Three student members are appointed by the President of Student Government. In addition to the ex-officio members, the committee includes at least five staff members. When it meets as a budget review committee, the group is augmented by the addition of the chair and vice chair of the University Senate, the President and Vice President of Student government,

the Chair and Vice Chair of the Staff Senate, and three full-time faculty designated each year by the Chair of the University Senate.

President=s Advisory Council on Women - This Council advises the President on matters relating to women=s equity issues and recommends ways of infusing gender perspectives into the curricular and extracurricular life of the University.

Radiation Safety and Hazardous Chemical Waste - This University-wide committee is required by State law to develop policies and recommend procedures for safe use of radioisotopes and ionizing radiation by faculty, staff, and students at UND. It is responsible for assuring that all such users meet requirements of University license conditions for use and possession of radioisotopes.

Student Technology Fee - This committee receives and considers applications for funding from the Student Technology Fee and submits its recommendations to the President. It consists of five faculty members appointed by the President of the University upon recommendation of the Provost and five students appointed by the President of Student Government, plus two nonvoting ex- officio members, the Directors of the Office of Information Technology Systems and Services (formerly known as the Computer Center) and of the Center for Instructional and Learning Technologies. The membership is structured so that all academic colleges have representation.

University Fee - This committee, consisting of four students, three staff members, and the University Budget Director (ex-officio, non voting) makes recommendations to the President concerning the allocation of the University Fee, paid by all students in addition to tuition.

University Information Technology Council - The Council is charged with providing strategic planning input to the University=s leadership and service providers with regard to all aspects of information technology planning, services and policies. The Council advises the President and the President=s Cabinet on academic and enterprise information technology, assists in the implementation of University-wide information technology plans, and provides recommendations on other IT related issues. Membership is broadly representative and includes several ex-officio appointments. The University=s Chief Information Officer serves as chair, the Director of the Office of Information Technology Systems and Services (formerly known as the Computer Center) as vice chair.

University Research Council - This is a permanent council, chaired by the Vice President for Research, advising the Vice President for Research and ultimately the President, on all matters having to do with research and creative work. The Council is to help the University maintain an up-date strategic plan whereby the University will sustain high performance as a Doctoral Research I university. The Council advises the Vice President for Research on (1) ways and means of encouraging sponsored work and creative work of all kinds across the University, (2) identification and elimination of barriers to sponsored research involvement by the faculty, (3) identification of sources of support for the full range of creative work by faculty, and (4) stimulating partnerships and synergistic interaction between units on and off campus. The Office of the Vice President for Research will serve as the base for record-keeping and communication for the University Research Council Membership.

APPENDIX C

COMMITTEES THAT REPORT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

Academic Advising Committee - Provides guidance and oversight to the Offices of the Vice Presidents for Academic Affairs and Provost and Student and Outreach Services on how to improve undergraduate advising at UND.

Center for Instructional & Learning Technologies Advisory Committee - Functions as a liaison between the faculty and the Center for Instructional Learning Technologies. Six faculty members, representing broad interests in instructional technology, are appointed by the Vice President for Academic Affairs and Provost to assist the director with planning and policy decisions for the benefit of the entire University.

CLEP/Advance Placement - Evaluates, communicates, and makes decisions regarding all programs which allow college/university credit for academic work related to high school studies and experiences which are pre-college/university entrance.

Cooperative Education - Serves as the advisory group between the Career Counseling Services and the Vice President for Academic Affairs and Provost on all matters concerning Cooperative Education programs.

Council of Deans - Consists of the deans of the various schools and colleges and other appropriate administrative officers. The Council meets with, and is advisory to, the Vice President for Academic Affairs and Provost.

International Programs - Serves as an advisory committee to the Vice President for Academic Affairs and Provost on matters involving international students and faculty.

National Scholarship - Nominates candidates for the Marshall, Fulbright, and Rhodes scholarships.

Outstanding Faculty Awards - Selects winners for teaching and service awards based on nominations by students, faculty, staff, and alumni; a University-wide committee appointed by the Vice President for Academic Affairs and Provost, it has student and faculty representatives from every college.

Truman Scholarship - Nominates candidates for the Harry S. Truman Scholarship which is awarded to college students preparing for a career in government service.

APPENDIX D

COMMITTEES THAT REPORT TO THE STUDENT SENATE

Board of Student Publications - Has primary jurisdiction over student publications receiving funds through the Board and has the power to establish, supervise and terminate such publications.

Multicultural Awareness

Student Activities - Has financial authority and jurisdiction over all primary or entirely student organizations. Has the authority to investigate, sanction, restrict, or revise the functioning of these recognized student organizations. May recommend to Student Senate or Student Policies Committee that official recognition of a student organization be withdrawn for cause, subject only to limitations imposed by the guarantee of due process.

University Program Council