

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 9216S

Date of Senate Approval 04/14/16

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Statement of Faculty Senate Action:

**FWDC 13: Changes to Standing Faculty Committees**

**Summary:**

Two sentences are added at the beginning to clarify that attention should be paid to gender, racial, and professional diversity when electing or appointing committee members and that committee terms are renewable unless stated otherwise.

Faculty committee members that were selected by the Chancellor, the Provost, or the Associate Provost are now selected by the FWDC in consultation with the given administrator. This consultation should consist of FWDC asking the administrator if there is anyone the administrator believes to be especially well qualified, coming up with a list of potential appointees, and checking with the administrator if there is any object to someone on the list.

The number of faculty members on the Distinguished Scholars Committee has been reduced from 7 to 4. Members of the University Research Council will be nominated by the FWDC instead of the Chair of the Faculty Senate for the vote by the Senate. The ILS Oversight Committee section is deleted. The number of members of the International Programs Advisory Committee (IPAC) has been changed from 6-9 to 6 and selection will now be made by FWDC, not the current IPAC committee. The librarian on URPAC no longer needs to be a teaching faculty.

**Rationale:**

It does not work well to have standing committee members selected by a variety of individuals. Because it is not a central part of their responsibilities, it is difficult for them to remember to make their appointments in a timely fashion. They don't have access to the faculty responses to the committee preference form and are not as aware of other responsibilities individual faculty might have. Nominating and appointing faculty members for committees is a central responsibility of the FWDC and that committee's members have the available information and expertise to perform the nominating and appointing in an effective manner.

The Chancellor and the FWDC agree that the Distinguished Scholars Committee is currently too large and the reduction in that committee and IPAC are consistent with the FWDC goal of reducing the size of faculty committees where appropriate.

## 1. Revise 10.1 as follows:

### 10.1 Governance

The faculty have a tradition of influence and involvement in governance and decision making at UNC Asheville. The structures through which faculty participate in decision making include: the UNC Asheville Faculty Senate; the University Planning Council; the Position Allocation Committee; elected committees; appointed standing committees; and other appointments/assignments. All full-time faculty can expect to serve on one or more of these bodies. Faculty are encouraged to register their professional judgments through these groups as the task of delivering educational services to our students and managing the institution is a joint effort of faculty, administration, staff and students. **In appointing or electing members of committees, attention should be paid to gender, racial, and professional diversity. Unless specified otherwise, committee members may be reelected or reappointed to a committee the year after their term is completed.**

## 2. Revise 10.3.1 as follows:

### 10.3.1 Distinguished Scholars Committee (revised by SD5500S) (SD0708F)

#### Purpose

1. To consult with the Chancellor on selection of candidates for Honorary Degrees
2. To select the Highsmith Distinguished Visiting Scholar and to arrange for the residency
3. To make a nomination to the Chancellor annually or when advisable for a recipient of the Oliver Max Gardner Award, a distinction granted yearly by the Board of Governors to that faculty member on one of the sixteen campuses who has "made the greatest contribution to the welfare of the human race" during the year
4. To consider sponsorship of other scholars who may from time to time be available for temporary university duties

#### Membership

- ~~• four full professors elected by Faculty Senate from the faculty at large~~
- ~~• three faculty members drawn from the full-time teaching faculty, one from each division, appointed by the Chancellor.~~

~~Four faculty members nominated by FWDC in consultation with the Chancellor and elected by the Faculty Senate for two-year staggered terms. One member is from each division and one is at large.~~

### 3. Change 10.3.5 as follows:

#### 10.3.5 University Research Council (URC) (Revised by SD7808S) (SD3006S) (SD0981F) (SD1209S)

##### Purpose

1. To encourage and facilitate faculty participation in academic research, scholarship, and creative projects, and professional communication of that work.
2. To advise the administration on matters relevant to the encouragement and support of university research.
3. To award available intramural funds for faculty's<sup>1</sup> scholarly activities.
4. To appoint two members who will sit on the Faculty Scholarship and Service Awards Committee that determines the recipient of the Distinguished Scholarship Award.
5. To appoint two members to the committee that will review applications for Professional Development Leaves. See Faculty Handbook 4.1.4.3.

##### Membership

Five members of URC shall be faculty, with one representative from each of the following: (i) the arts, (ii) professional programs (management and accounting, education, ~~physical education~~ health and wellness), (iii) the humanities, (iv) mathematics and the sciences, and (v) the social sciences. ~~These members shall be recommended by the Chair of the Faculty Senate subject to the approval of the Senate. Faculty members are nominated by FWDC and voted on by the Faculty Senate.~~ The term of appointment shall be for ~~two-years staggered terms~~.

*[The sixth member shall be an administrator recommended by the Provost and will be ex officio. URC will elect a chair each year.]*

**Two members of the URC who are beginning the second year of their two-year terms will sit on the committee that reviews applications for Professional Development Leave. If there are fewer than two returning members, the chair will appoint one of the new members to this position.**

##### Members of URC submitting grant proposals

*[No members actively serving on URC may submit a proposal for funding during the designated submission period.]*

Reports to: the Provost

#### **4. Delete all of 10.3.8 Faculty ILS Oversight Committee (ILSOC) SD9113S SD6309S SD8307S SD0105F SD0304F**

## 5. Change 10.3.12 as follows:

### 10.3.12 UNCA Foundation Board

#### Purpose

The UNC Asheville Foundation is a tax-exempt organization separate from the University whose fundamental purpose is to actively promote, both locally and at large, public understanding of and external support for the University and its program. Faculty representatives serve on the Board to:

1. Provide faculty voice in Foundation activities,
2. Provide a mechanism for informing the faculty about Foundation activities.

#### Membership and terms

- ~~Two faculty nominated by the Faculty Senate, one faculty appointed by the Chancellor, Three faculty members nominated by FWDC in consultation with the Chancellor and elected by the Faculty Senate~~ serving staggered two year terms.

## 6. Change 10.4.5 as follows:

### 10.4.5 Cultural and Special Events Committee (SD7003S)

#### Purpose

1. To choose performing arts and events for the campus community and the community-at-large and to assist in many aspects of actual event presentation.
2. To assist in developing collaborations between Cultural and Special Events Committee and various academic and student affairs departments on campus, as well as other presenting venues and arts presenters in the region. Committee members will work together to choose collaborations that directly extend and enhance current academic and co-curricular experiences of students.
3. Assist other campus groups and departments with programming their own cultural and/or performing arts events each year by allocating a portion of each yearly budget towards these activities.

#### Membership

- Assistant Director of Student Life/Cultural Programming
- 3 faculty serving staggered two-year terms (~~appointed by Provost and VCAA~~) (appointed by FWDC in consultation with the Provost and VCAA)
- 1 staff member (appointed by CSAC)
- Student Cultural Events Intern
- 5-7 students serving one-year renewable terms (appointed by SGA in consultation with Assistant Director of Student Life/Cultural Programming)

## Service

Service on the committee will begin three weeks prior to the first event sponsored by Cultural and Special Events each academic year and will continue to the same time the following year. Committee membership requires attendance at regular meetings, serving on sub-committees, and assisting in events production.

Recommendation To: Assistant Director of Student Life/Cultural Programming  
Reports To: the Provost and VCAA or his/her designee

## **7. Change 10.4.12 as follows:**

### **10.4.12 International Programs Advisory Committee (Revised by SD0305F) (SD6803S)**

#### Purpose

Advisory to the International Studies Director and Director of Study Abroad in curriculum development, study abroad program development, annual and long-rang program planning, budgeting and publicity.

#### Membership

- Director of International Studies (Chair)
- Director of Study Abroad
- International Students Advisor
- ~~6-9 faculty members representing the three academic areas and serving staggered, renewable, two-year terms, selected by the continuing members of IPAC.~~ 6 faculty members with at least one from each of the three academic areas and serving staggered, two-year terms, selected by the FWDC.
- 2 Students, one-year terms (appointed by VCSA)

Recommendations to: Directors of International Studies and Study Abroad  
Reports to: the Provost and VCAA or his/her designee

## **8. Change 10.4.16 as follows:**

### **10.4.16 Scholarship and Financial Aid (SD1998S)**

#### Purpose

1. Determines final awards for ~~University Laurels~~, the university merit scholarships, based on faculty and student input from campus interviews and folder evaluations.
2. Approves recommendations of awards for university need-merit and/or other special scholarships.
- ~~3. Approves recommendations of departmental scholarship awards.~~
43. Determines policies and procedures for the awarding of university scholarships.
54. Reviews and makes recommendations for Financial Aid policies and procedures.

## Membership

- ~~one faculty member serving a one year term (appointed by Provost and VCAA)~~ one faculty member serving a one year term (appointed by the FWDC in consultation with the Provost and VCAA)
- one staff member selected by the Assistant Provost of Academic Administration
- Assistant Provost of Academic Administration
- ~~Dean of Admissions & Financial Aid~~ Assistant Provost for Admissions and Financial Aid
- Director of the Honors Program
- Director of Undergraduate Research
- one student (appointed by ~~Provost and VCAA~~ VCSA).

Recommendations to: ~~Assistant Provost Academic Administration~~ Assistant Provost for Admissions and Financial Aid

Reports to: the Provost and VCAA

## **9. Change 10.4.18 as follows:**

### **10.4.18 Animal Care ~~A~~and Use Committee (SD6515S) (SD7303S)**

#### Purpose

The Animal Care and Use Committee is charged with the task of reviewing and monitoring projects which utilize live animals to insure compliance with relevant legislation, to meet the University's moral and ethical obligations to other living organisms, to provide assurances for granting agencies, to address public concerns about the humane treatment of experimental animals, and to protect investigators and students from unsubstantiated or unwarranted allegations of improper procedures. (The definition of live animals is directed by federal law, i.e. Public Health Services Act (Public Law 99-158), Laboratory Animal Welfare Act (PL 99-198), and 1985 Health Research Extension Act.)

#### Duties

1. Review the Application for Animal Use required of any project by an investigator of UNC Asheville (faculty or student) or any teaching procedure which requires the use of live animals.
2. Review all grant applications by UNC Asheville investigators which require the use of live animals.
3. Conduct semi-annual site visits to all live animal housing facilities on campus.
4. The Chair should send out a yearly reminder about the appropriate use of animals.

#### Membership

- One faculty scientist who is using live animals (~~appointed by the Provost in consultation with FWDC~~) (appointed by the FWDC in consultation with the Provost) as chair
- One veterinarian (appointed by the Chancellor)
- One non-affiliated person (This person is not to be engaged in research with live animals, but may be a member of the UNC Asheville faculty or staff, and is to provide representation for the general community interests in the proper care and treatment of animals. (~~appointed by the Chancellor~~) (appointed by the FWDC in consultation with the Provost and VCAA)

All members of the committee are appointed for two year terms. Individuals may be reappointed to successive terms.

Recommendations to: the URC for policy and procedural changes

Reports to: the Provost and VCAA

## **10. Change 10.4.20 as follows:**

### **10.4.20 Institutional Review Board (SD8913S) (SD0393F) (SD3110S)**

#### Purpose

The UNC Asheville Institutional Review Board (IRB) is charged by the University with reviewing all University activities involving human research subjects, according to the Department of Health and Human Service's Code of Federal Regulations (CFR) for the Protection of Human Subjects (45 CFR 46), in order to safeguard the welfare and rights of research participants. The UNC Asheville policy on human subjects applies to all faculty, student, and staff research involving human subjects, regardless of funding source. The UNC Asheville IRB reviews behavioral research protocols; investigators wishing to conduct invasive biomedical research activities should seek approval from an external IRB certified for such review.

#### Membership

Membership of the IRB conforms to federal guidelines (45 CFR 46.107).

- 6 voting members and 3 alternates, ~~approved by the Provost, in consultation with existing IRB members and FWDC~~ selected by the FWDC in consultation with the Provost and VCAA and the existing IRB chair. Faculty members serve staggered three-year terms which may be renewed, while the community representative serves a one-year term which may be renewed.
  - Two faculty members who have expertise in research involving human subjects from a behavioral or biomedical research discipline (e.g., Psychology, Management)
  - At least one faculty member who has expertise in research using the scientific method but not primarily involving human subjects (e.g., Environmental Science, Chemistry) and one or two faculty member from any discipline to bring total voting faculty membership up to five
  - One member unaffiliated with the university who has expertise in scientific study which may or may not involve human subjects (Community Representative)
  - One alternate from each of the above categories

In appointing the members of the IRB, attention should be paid to gender, racial, and professional diversity.

Committee members are requested to serve a minimum of one full term, and must maintain IRB Member CITI Training Certification.

The Chair of the IRB must be a tenured member of the faculty. It is best for the Chair to have served two years as a Committee member prior to assuming the role of Chair, and to serve as Chair for more than one year. At the completion of his or her term, outgoing Chairs are

requested to attend IRB meetings for one year after their term, either as a formal member of the committee or as an ex officio non-voting member, to serve as a mentor for the new Chair and to promote consistency and continuity.

#### Procedures

IRB procedures and policy will be updated as necessary in order to remain compliant with 45 CFR 46, and any applicable state or local laws. UNC Asheville IRB policies as well as links to 45 CFR 46 are available at <http://irb.unca.edu>. Faculty members are encouraged to consult this site for updated procedures and documents.

**Recommendations and reports to: the Provost**

### **11. Change 10.4.21 as follows:**

#### **10.4.21 Pre-Health Professions Advisory Committee (SD7803S)**

##### Purpose

The Pre-Health Professions Advisory Committee is responsible for coordinating advising and writing a committee letter of recommendation for students interested in seeking an advanced degree at a Health Professional School (medicine, dentistry, pharmacy, veterinary medicine, etc).

##### Membership:

The committee will be composed of seven members, three of whom will be permanent based upon their regular duties. The members are as follows:

- Director of the Pre-Health Professions Advisory Committee (appointed for a five-year term by the Provost and VCAA in consultation with the Deans). This person must be a member of the faculty.
- The campus physician or another health professional who is deeply interested in UNC Asheville (appointed annually by the Provost and VCAA).
- Coordinator of the Pre-Health Professions.
- Four faculty serving staggered four-year terms (~~appointed by Provost and VCAA in consultation with the Deans and FWDC~~) (appointed by the FWDC in consultation with the Provost and VCAA).

Recommendations to: Director of the Pre-Health Advisory Committee.

Reports to: The Provost and VCAA

### **12. Change 10.4.23 as follows:**

#### **10.4.23 Undergraduate Research Programs Advisory Council (SD6903S)**

##### Purpose

The Undergraduate Research Program Advisory Council is needed to provide consistent faculty, student and staff input into the Undergraduate Research Program.



## Responsibilities

1. Offer direction for the program.
2. Establish policies and guidelines for grants and activities.
3. Evaluate grant proposals from students
  - Regular semester grants
  - Summer grants
  - NCUR grants
  - Travel grants
4. Approve recognition of students as University Research Scholars or as Departmental Research Scholars
5. Seek ways of enhancing the program through increasing financial resources and addressing ways for the program to be recognized on and off campus.
6. Assist in planning, reviewing and critiquing the ongoing activities
  - Fall symposium
  - Spring symposium
  - UNCA Undergraduate Research Journal.

## Membership

- Director of Honors Program, *ex officio*
- Editor of the NCUR (National Conference on Undergraduate Research) Proceedings, *ex officio*
- Director of Undergraduate Research Program, *ex officio*
- Program Assistant of Undergraduate Research Program, *ex officio*
- 3 faculty members (one from each ~~major~~ academic area, appointed by FWDC)
- 1 member of the library staff ~~who holds a teaching position (appointed by FWDC)~~ (appointed by the Director of the Undergraduate Research Program in consultation with the University Librarian)
- 4 students (appointed by Director of URPAC in consultation with the Director of the Honors Program.)

Faculty and library staff members will serve two-year, staggered, terms, renewable for two additional terms. Students will serve one-year terms, renewable for one year.

Recommendations to: Director of Undergraduate Research

Reports to: Provost and VCAA or his/her designee.

### **13. Change 10.4.27 as follows:**

#### **10.4.27 Africana Studies Advisory Council (Revised by SD1605F (SD1794S))**

### Purpose

This body will advise the Director in matters of program planning and delivery, curriculum development, resource acquisition, and outreach as well as

- program design, revision and maintenance;
- recommending purchases of instructional materials for the library and academic departments;
- approving courses included in the program;

- evaluating the teaching and performance of faculty participating in the program;
- seeking university approval of any changes to the existing program's curriculum or structure;
- organizing Faculty Development opportunities designed to enhance teaching of African and African-American topics;
- assisting University Relations in seeking private financial support for the program;
- supporting cooperative activities that involve the public and the Africana Studies Program.

#### Membership

- At least three faculty members appointed by the ~~Associate Provost and Dean for University Programs in consultation with the director of the program.~~ FWDC in consultation with the Associate Provost, serving two-year staggered terms.

Recommendations to: Director of Africana Studies

Reports to: Associate Provost and Dean for University Programs

### **14. Change 10.4.33 as follows:**

#### **10.4.33 Key Center Advisory Committee (SD2911S)**

##### **Purpose:**

The Key Center Advisory Committee exists to oversee and support both the creation of Service Learning Designated Courses and the academic honor of Community Engaged Scholar.

##### **Responsibilities:**

Members of the Key Center Advisory Committee will:

- Approve requests to make courses service-learning designated
- Approve the work of students seeking to be Community Engaged Scholars
- Offer direction to the Key Center to make service-learning efforts both state of the art and science
- Advise the director of the Key Center on matters she or he needs assistance with
- Help promote service learning to campus members

##### **Membership:**

- The Key Center director (ex-officio)
- Three faculty members (one from each division) appointed by the ~~Associate Provost and Dean of University Programs in consultation with the director of the Key Center.~~ FWDC in consultation with the Associate Provost.
- One student appointed by the Vice Chancellor for Student Affairs in consultation with the director of the Key Center

Members would serve staggered terms of two years with a one-year appointment for the student representative.

**Reports to:** The Provost or the Provost's designee