

CHAPTER V

COMMITTEES OF THE FACULTY

A. COMMITTEES OF THE FACULTY - ELECTED

Any faculty member appearing before any committee at the University which will make a decision or recommendation concerning that faculty member has the right to an impartial consideration. Faculty members have the right to challenge the participation of a committee member based on a showing of a conflict of interest that may affect the impartiality of that committee member. Such challenges should be made before the committee in question. That committee must decide by majority vote the validity of the challenge before consideration is given to the issue before the committee.

An applicant for promotion who is serving on the promotion and tenure committee may not participate in the deliberation on his/her application.

1. Faculty Reappointments, Promotions, and Tenure – University

The University Committee on Reappointments, Promotions, and Tenure is responsible for reviewing all recommendations from all School/College Deans and the Dean of The Library with respect to reappointments, promotions, and tenure, and shall recommend appropriate action to the Provost and Vice Chancellor for Academic Affairs. The University Committee on Reappointments, Promotions, and Tenure shall consist of thirteen (13) faculty members, each of whom shall have permanent tenure and shall be elected by faculty from the following professorial ranks: professor, associate professor, and assistant professor. No department chairperson, division director, school/college dean, or other administrative officer may serve on this committee.

In relation to applications for tenure, this review is not for the purpose of judging the professional qualifications of the applicant. The scope of this review is restricted to determining whether the University has the resources to support the application, and whether a positive recommendation concerning the application is consistent with current University goals. Such factors as the following are considered in this review: tenure density, enrollment trends, needs in critical areas of specialization, and results of program audit and review. In regards to application for promotion, the University Committee is to review, following review by the School/College Committee, the applicant's professional qualifications in relation to the comparability of qualifications with previous applicants and consistency with those at the same rank throughout the University.

The Committee shall elect from its membership a chairperson, a vice chairperson, and a secretary.

The number of Committee members allotted to each School/College and the Library staff is as follows:

SCHOOL OR UNIT	NUMBERS OF MEMBERS
Arts and Sciences	3
Education	1
Agriculture	1
Business and Economics	2
Engineering	2
Nursing	1
Library	1
Technology	2
Total Number of Members	13

2. Faculty Reappointments, Promotions, and Tenure – School/College

Each School/College Committee on Faculty Reappointments, Promotions, and Tenure is responsible for reviewing all recommendations from department chairpersons within the school/college with respect to the academic merits of the faculty member, taking into consideration criteria published in other parts of the Handbook (specifically Appendices C and D) and/or other relevant criteria as promulgated by the individual school/college. The committee shall then recommend to the school/college dean appropriate action with respect to reappointments, promotions, and tenure.

The review of this Committee is restricted to the evaluation of the faculty member's application with respect to satisfying the criteria for reappointment, promotion, and tenure. The scope of this review is limited to the professional qualifications, professional performance, and potential professional contributions to the University.

Each School/College Committee on Faculty Reappointments, Promotions, and Tenure shall consist of a minimum of five (5) faculty members. The selection of Committee members shall be within the province of the faculty of the school/college. Each committee member shall have permanent tenure and shall be elected by the school/college faculty from the following professorial ranks: professor, associate professor, and assistant professor. No department chairperson, division director, school/college dean, or other administrative officer may serve on this committee.

The Committee shall elect from its membership a chairperson, a vice chairperson, and a secretary.

If the School/College Committee on Faculty Reappointments, Promotions and Tenure, and the dean, need further information related to the applicant, they should consult a source qualified to provide the required information.

3. Faculty Reappointments, Promotions, and Tenure – Department

Each department within a school/college shall have a Committee for Reappointments, Promotions, and Tenure that is responsible for reviewing all applications for Reappointments, Promotions, and Tenure from within the department. The Committee shall use the criteria published in the handbook (See Appendices B-1, B-2, C-2, and C-3), and the current published standards for Reappointments, Promotions, and Tenure of the department for its review. The Committee shall be comprised of the department chairperson and a maximum of six tenured faculty members who shall be elected by the department faculty from the following professorial ranks: professor, associate professor, and assistant professor. If the department has more than six tenured faculty members, then six candidates will be elected by the departmental tenured and tenure-track faculty. In the case of small numbers, the Committee may contain four or a minimum of two tenured faculty members, excluding the chairperson. This number must always be odd. If the department does not have two tenured faculty members to serve on the Committee, tenured and tenure-track faculty of the department will elect one or two eligible tenured faculty from other departments in their school/college to serve on their departmental Committee. The department chairperson will participate in the evaluation of all other departmental applications except his/her own. For the evaluation of the department chairperson, an alternate tenured faculty member will be elected from the eligible tenured faculty of the department or of the other departments in the school/college. The Committee shall elect a chairperson from its membership.

4. Faculty Reappointments, Promotions, and Tenure – Third Review Committee for the Faculty of the Library, School of Nursing, and Other Programs

The professional Library faculty, the School of Nursing, and all other programs without three recommending bodies at the School/College/Division level will undergo a third review in case of a tied vote.

- A three-member standing committee of tenured faculty drawn from a slate of five tenured faculty nominated by the Faculty Senate will serve as the voting body.
- The slate of nominees will be submitted to the affected divisions by the Faculty Senate.
- This committee will be elected by the tenured and tenure track faculty members of the affected units.

5. Post-Tenure Review Committee

Tenured faculty in all departments in all schools/colleges shall constitute the pool eligible to serve as members of a Performance Review Committee (PRC). While reviewees may select tenured faculty who are undergoing PTR that year, they may not serve on one another's PRCs that same year. Administrative tenured faculty are ineligible to serve on a PRC. The Office of the Provost/Vice Chancellor for Academic Affairs shall verify annually the eligibility of all committee members and maintain records of the members of the University-wide PRCs. From this pool, three faculty members shall be selected to serve on the PRC for a tenured faculty member who has been identified for a performance review. Two of the three committee members shall be selected by the reviewee, and one member shall be selected by the tenured faculty from

the reviewee's department. Reviewees shall notify their Department Chairperson of their two PRC selections by the last Friday in October. Once the reviewees have notified the Department Chairperson of their selections, the Department Chairperson shall forward these selections to the department's most senior tenured faculty member. The Department Chairperson shall ask this senior faculty member to convene a meeting of the department's tenured faculty for the purpose of selecting the third member of the PRCs and shall remind the faculty that they are not restricted to choosing a third PRC member from among department faculty. The Department Chairperson will not attend this meeting. Tenured faculty who are undergoing PTR should participate in such a meeting, but should leave the room when the discussion involves the selection of their third PRC member. When there are two or fewer tenured faculty in the department, the senior faculty in the department shall participate in the selection of the third committee member.

The Office of the Provost/Vice Chancellor for Academic Affairs shall endeavor to provide a training session for PRC members relative to peer review. See Appendix B-3 for detailed procedures of Post-Tenure Review.

6. Faculty Grievances

The Faculty Grievance Committee shall be authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the person directly involved in a grievance, to mediate voluntary resolution by the parties, and to advise resolution by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the department chairperson, dean or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time, not to exceed ten (10) working days.

"Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the institution. However, no grievance that grows out of or involves matters related to a formal proceeding for non-reappointment, suspension, discharge, or termination of a faculty member or is within the jurisdiction of another standing committee of the faculty may be considered by the committee.

The Committee on Faculty Grievances shall consist of seven (7) faculty members elected by the faculty from the following professorial ranks: professor, associate professor, and assistant professor. No department chairperson, division director, school/college dean, or other administrative officer may serve on this committee.

The committee shall elect from its membership a chairperson, a vice chairperson, and a secretary.

The Nomination Committee of the Faculty Senate shall recommend persons for election to the Faculty Grievances Committee. The Chancellor shall appoint members based on these recommendations. For Information concerning regulations on Faculty Grievance, Policy and Procedures, see Appendix F-2.

7. Hearing and Reconsideration

The Hearing and Reconsideration Committee is responsible for conducting a proper hearing to determine the facts concerning charges (such as incompetence; neglect of duty; serious ethical misconduct; discrimination based on race, national origin, color, creed, religion, sex, age, physical or mental disability, or veteran's status.; and other violations of faculty policy brought against a faculty member and render a judgment in accordance with specific findings of fact with regard to the charges.

The Committee on Hearing and Reconsideration shall consist of seven (7) faculty members elected by the faculty from the following professorial ranks: professor, associate professor, and assistant professor. No department head, division director, school/college dean or other administrative officer may serve on this committee.

The committee shall elect from its membership a chairperson, a vice-chairperson and a secretary. The Nomination Committee of the Faculty Senate shall recommend persons for election to the Faculty Hearing and Reconsideration Committee.

Hearings shall be conducted in accordance with Section 603 of **The Code** of the Board of Governors of The University of North Carolina.

In accordance with Section 6 B (5) of the North Carolina Agricultural and Technical State University Regulations on Academic Freedom, Tenure and Due Process, the faculty member may, in certain circumstances, request from the Faculty Hearing and Reconsideration Committee a reconsideration of an unfavorable decision. Please see Appendix B-2.

B. COMMITTEE OF THE FACULTY – STATE-CERTIFIED VOLUNTEERS

Mediation

Faculty members may seek redress concerning employment-related grievances through the intervention of State-certified employment mediators. The goal of the mediation procedure is to reach a consensual resolution of the dispute and, if that fails, to determine whether the contested decision was materially flawed, in violation of applicable policies, standards or procedures. This process is not intended to second-guess the professional judgment of officers and colleagues responsible for making administrative decisions. Due to potential conflicts of interest, mediators on a given campus are not allowed to hear cases of their fellow campus employees. Consequently, only intercampus mediation services are to take place. See Appendix F-1 for additional information on the mediation procedures.

C. COMMITTEES OF THE FACULTY – APPOINTED

1. Admissions and Retention

The Committee on Admissions and Retention is responsible for recommending admission and retention policies for the University and for assisting in the implementation of regulations governing admission and retention.

2. Affirmative Action

The Committee on Affirmative Action is responsible for overseeing the hiring, promotion, termination, and granting of tenure to minorities, women, and persons with disabilities; for insuring that these groups of persons receive fair and equal treatment; for conducting hearings about allegations of sexual harassment; and for assuring that adequate opportunities are available to them in the formulation and implementation of policies on employment and other University benefits.

3. Awards and Honorary Degrees

The Committee on Awards and Honorary Degrees is responsible for selecting and recommending the following: (1) the Outstanding Teacher, (2) the Outstanding Administrator, (3) the Outstanding Alumnus/Alumna and (4) the Outstanding Person(s) to receive Honorary Degrees for recognition at the commencement exercises.

4. Banner Steering Committee

Continuing North Carolina Agricultural and Technical State University's progress towards an interdisciplinary university, we have embarked on a multi-year project of replacing all ERP (Enterprise Resource Planning) systems. The new system, called SCT Banner, replaces all data and subsystems within the current IA-Plus system (Financial Records Systems-FRS, Student Information Systems-SIS, Human Resources System-HRS, and Alumni Development System-ADS) with a more efficiently integrated administrative support system.

Specifically, the charge to the Banner Steering Committee is to guide and provide direction to the project teams on the overall implementation of the following goals:

- To transition to a unified hardware architecture;
- To transition to a relational database environment (Oracle);
- To transition to a new administrative information system (SCT Banner);
- To transition to a campus-wide reporting strategy;
- To advise the Cabinet on new policies that will result from the Banner Implementation.

5. Commencement Committee

The Committee on Commencement is responsible for making plans and complete arrangements for the Commencement Program.

6. FUTURES Planning and Resource Council

The FUTURES Planning and Resource Council is central to the process of advising the Chancellor in planning the future of the University community. Council members will provide important leadership for strategic institution-wide thinking. The Council, together with campus colleagues, students, alumni, and community friends, will consider future challenges and opportunities. The members are challenged to anticipate the major changes, trends, socio-economic and technological movements, i.e., “driving forces,” that will affect North Carolina Agricultural and Technical State University in the next three to five years. Specifically, the charge to the Council in engaging the process of strategic visioning is to: advise the Chancellor, think boldly, ensure campus-wide participation/communication, study the facts/data, and maintain a University-wide perspective.

7. Ventures Fund Grant Review Committee

The purpose of the Ventures Fund Grants is to advance the vision of the interdisciplinary university. Grants will be awarded to support the development of projects, activities and experiences that are directly related to the University’s vision and five goals to build and preserve intellectual capital. The committee reviews proposals submitted for consideration to receive grants. Proposals are then forwarded to the various review teams to ascertain the viability of each project submitted. A list of the best projects is submitted to the Chancellor for seed grants up to \$15,000.

8. Governor’s Award for Excellence Committee

This committee is charged to review and screen all nominees for the Excellence Award submitted by the Vice Chancellors. Nominations may be made for outstanding service or achievements at any level of employment in the following categories: (1) Outstanding State Government Service; (2) Innovations; (3) Public Service; (4) Safety and Heroism; and (5) Human Relations.

9. Institutional Animal Care and Use Committee

The IACUC is advisory to the Vice Chancellor for Research and Economic Development and is responsible for protecting the rights and welfare of animal subjects in research in accordance with the Animal Welfare Act and the Health Research Extension Act of 1985 and subsequent revisions.

10. Institutional Biosafety Committee

The Institutional Biosafety Committee is advisory to the Vice Chancellor for Research and Economic Development and functions in accordance with policies and procedures, as required

by the National Institutes of Health and the Occupational Safety & Health Association (OSHA), to oversee faculty research involving infectious biological agents and Recombinant DNA materials. Thus, the committee is charged to review and approve all research involving biohazardous agents in accordance with North Carolina A&T State University's policy and requirements set forth in the National Institutes of Health's "Guidelines for Research Involving Recombinant DNA Molecules," in OSHA's "Occupational Exposure to Hazardous Chemicals in Laboratories" (referred to as the "Laboratory Standard") and by the Centers for Disease Control (CDC). The committee upholds the University's responsibility for ensuring that research and teaching activities are carried out in a manner that protects students, University employees, and the community.

11. Institutional Review Board

The Institutional Review Board is advisory to the Vice Chancellor for Research and Economic Development and is responsible for protecting the rights and welfare of human subjects in research in accordance with the Public Health Service Act (P.L. 93-348) as implemented by HHS regulation 45 CFR 46. The board shall be responsible for determining for each activity planned and conducted that (1) the rights and welfare of human subjects are adequately protected, (2) the potential benefits to the human subjects outweigh the risks involved, and (3) the informed consent of human subjects will be obtained by methods that are adequate, appropriate, and in conformity with the guidelines established by the federal government concerning the use of human subjects in research.

All research, sponsored and non-sponsored, on human subjects must be reviewed by this committee. It is the responsibility of each faculty member to institute the review process through the department chairperson.

12. Insurance Committee

The Committee on Insurance is responsible for reviewing all insurance proposals that are submitted to the University for consideration and making decisions about insurance products.

13. Intellectual Life of the Campus Commission

The Intellectual Life of the Campus Commission is responsible for assessing the intellectual environment of NC A&T. It is further charged with engaging the campus community in a conversation regarding the current and future intellectual climate on campus, and then recommending ways to continuously enhance the intellectual growth and development of the campus community constituencies – namely, students, staff, and faculty (teaching and non-teaching).

14. NCAA Compliance Committee

This committee is responsible for: (1) Reviewing cases of possible NCAA or Institutional violations and reporting them to the proper authorities; (2) Forwarding the facts and evidence to the MEAC and NCAA if necessary; (3) Recommending institutional action to the Athletics

Director; (4) Evaluating policies and procedures as they relate to compliance and eligibility issues, and (5) Facilitating the education of the campus community on NCAA rules and regulations.

15. Radiation Safety Committee

The Radiation Safety Committee is advisory to the Vice Chancellor for Research and Economic Development, and is responsible for ensuring that research involving the use of radioactive materials and radiation-producing devices is conducted in accordance with the North Carolina Radiation Protection Act, the North Carolina Administrative Code (15A NCAC 11.0101), Radiation Protection Regulations, and NRC 10 CFR Part 20.

16. Retiree Recognition/Aggie Family Remembrance Committee

This committee is responsible for recommending an annual program designed to give (1) appropriate University recognition to all retiring members of the University Family, (2) individual certificates of recognition appropriate to length of service to the University, and (3) individual awards appropriate to length of service to the University. Aggie Family Remembrance was added to the charge of the Committee for Retiree Recognition to recognize those members of the Aggie faculty and staff who passed during the academic year before they could be recognized at the end-of-the-year annual recognition of retirees.

17. Safety and Health Committee

The charge to this committee includes the following duties and responsibilities:

- a. Review all safety and health policies and procedures established by the University.
- b. Review incidents involving work-related fatalities, injuries, or illnesses.
- c. Review employee complaints regarding safety and health hazards.
- d. Analyze the University's work injury and illness statistical records.
- e. Conduct inspections of work sites at least annually and in response to complaints regarding safety and health hazards.
- f. Conduct interviews with employees in conjunction with inspections of the workplace.
- g. Review training records to ensure compliance with regulatory training requirements.
- h. Conduct meetings at least once every three months. Maintain written minutes of such meetings and send copies to each committee member. Copy of minutes shall be posted in the appropriate workplace.
- i. Designate Employee Safety and Health Representative(s) to accompany representatives from regulatory agencies (i.e., NIOSH, NC Department of Insurance, and NC Division of Environmental Management) during safety and health inspections of the workplace.
- j. Make written recommendations on behalf of the committee to the next highest safety and health committee and/or agency head.

18. State Employees Combined Campaign Committee

This committee is responsible for the coordination and management of the SECC, the campaign that allows state employees the opportunity to contribute to charitable organizations in an orderly and uniform process through one annual campaign. Specifically, they are responsible for (1) reviewing and analyzing past campaign results; (2) setting goals for the campaign; (3) determining appropriate campaign strategies; (4) selecting campaign solicitors; (5) promoting the campaign; and (6) implementing the campaign plan.

19. Student Residency Classification Appeals Board

This committee is responsible for the decision-making process concerned with in-state residency determination for NC A&T students. Three primary reference documents used in concert with these discussions are: (1) Administrative Memorandum No. 212 dated January 12, 1985, entitled Amendments to the Policies and Procedures of State Residency Committee; (2) A Manual to Assist Public Higher Education Institutions in the matter of Student Residency Classification for Tuition Purposes; and (3) Updates from the State Residency Committee. Each member is expected to attend one or both of the Residency Classification Workshops held at General Administration during the month of March of each year.

20. Teacher Education Council

The Teacher Education Council is responsible for determining all policies and programs affecting teacher education. The Council has jurisdiction over policies, governing curricula, practices, proposals and procedures relating to all teacher education programs – undergraduate, certification, and graduate. For masters and post secondary baccalaureate teacher education programs, the Council acts upon new program requests and policies that subsequently are sent to the Graduate Council for consideration. Decisions regarding curricula and policies are subject to final approval of the Faculty Senate and Faculty Forum. Each member's role is crucial in ensuring the quality of all teacher education programs.

21. Traffic Review Committee

The Traffic Review Committee is responsible for conducting a proper hearing of appeals from students, faculty members or other University employees whose parking permits are suspended or revoked, or who are fined for violation of any University traffic regulation. The committee shall consist of three members. Two of the members shall be faculty members appointed by the Chancellor and one shall be a student selected by the President of the Student Government Association. All decisions of the committee shall be deemed final under the Traffic Regulations.

22. University ITT Advisory Committee (and e-Learning Taskforce)

The University Information Technology and Telecommunications (IT&T) Advisory Committee is charged to:

- Monitor and evaluate the campus-wide IT&T strategic plan and implementation.

- Advise and recommend information technology and telecommunications policies, processes, procedures and standards for consideration by the division and approval by the Board of Trustees and the Chancellor.
- Advise IT&T administrators on campus-wide information technology and telecommunications needs.
- Advise IT&T administrators regarding budgetary requirements for educational, research, and administrative computing.
- Advise IT&T administrators on policies, procedure, and standards for e-Learning.
- Provide members to act as facilitators and consultants to the campus regarding computing and e-Learning.

23. University Judicial Tribunal

The University Judicial Tribunal reviews timely student appeals arising from punitive action(s) taken by an academic unit in matters related to academic dishonesty. The Tribunal consists of a pool of ten (10) members evenly divided between students and faculty. The Chancellor of the University selects and appoints the members. A majority vote of the panel is required to determine any issue of fact or impose any sanction. A majority of the members of the Tribunal, including the Chairperson, must be present to constitute a quorum.

24. University Lyceum Committee

The University Lyceum Committee is responsible for planning and publishing the Lyceum Programs for each year.