

# 1. PURPOSE, ORGANIZATION, AND GOVERNANCE

## 1.1. Mission

### 1.1.1. Mission Overview

Missouri State University is a public, comprehensive metropolitan system with a statewide mission in public affairs, whose purpose is to develop educated persons. The University's identity is distinguished by its public affairs mission, which entails a campus-wide commitment to foster expertise and responsibility in ethical leadership, cultural competence and community engagement.

The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values and institutions in society.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admissions, graduate level teaching and research institution. Missouri State University-West Plains is a separately accredited open admissions campus primarily serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri's fruit industry through operation of the State Fruit Experiment Station. Missouri State Outreach provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction, iTunes U and its interactive video network. The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker's Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin, and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

This Faculty Handbook is applicable to those faculty associated with the Springfield campus.

### 1.1.2. Public Affairs Mission

Missouri State University was granted a statewide mission in public affairs in 1995. The public affairs mission defines a primary way in which an education from Missouri State is different from that of other universities and one way by which we educate our students to imagine the future. The public affairs mission has three pillars: ethical leadership, cultural competence and community engagement.

- Ethical leadership requires students to articulate their value systems, act ethically within the context of a democratic society and demonstrate engaged and principled leadership.
- Cultural competence requires students to recognize and respect multiple perspectives and cultures.
- Community engagement requires students to recognize the importance of contributing their knowledge and experiences to their own community and the broader society.

Further details about the Public Affairs Mission may be found on the Missouri State website.

### 1.1.3. University's General Mission

Missouri State University declares as its mission the advancement of learning, scholarly inquiry, and service. Consistent with its history, traditions, and continuing growth, the University's mission is achieved through the development of quality and excellence in Teaching, Research, and Service (see Chapter 4 for specific definition).

The University's general mission is further enhanced through a strong foundation of collegiality, professionalism, and ethical leadership, and by a comprehensive network of support programs.

#### **1.1.3.1. Teaching**

While the University recognizes the individual importance and collective synergies of Teaching, Research, and Service, its first obligation is to the teaching of undergraduate and graduate students. To provide quality learning experiences, Missouri State University subscribes to the following broad educational objectives:

- To provide educational opportunities that enable students to develop and enhance the capacity for scholarly inquiry and critical reasoning, the facility to synthesize knowledge from various disciplines and within a specific discipline, and the ability to undertake and advance self-directed learning.
- To ensure that all undergraduate educational programs are supported by a quality general education curriculum that provides a foundation for advanced undergraduate and graduate studies.
- To instill in each student an appreciation and understanding of the interrelationships among diverse branches of knowledge.
- To provide students with the opportunity to acquire a depth of knowledge in at least one academic field of study and to pursue discipline-based studies and research at the graduate level.
- To provide students with the opportunity to understand and apply early the mutual benefits of tying mind and body.
- To promote a learning environment in the classroom and through mentoring that encourages students to grow and recognize their full potential, and to engage in life-long learning and self-actualization.
- To instill in students a sense of civic responsibility and engagement in activity for the public good consistent with the Public Affairs Mission.

#### **1.1.3.2. Research**

Tenured and tenure track faculty are expected to engage in scholarship related to their discipline or profession, customarily denoted in academia as Research. The activities that constitute Research vary broadly depending on the field of study. These include the discovery, synthesis or integration, and application of knowledge as well as creative activity and criticism based on scholarly inquiry. As such, Research may span the range from artistic creation to the process of discovery in technical fields.

Research should produce outcomes that are disseminated publically and subjected to appropriate critical review. This not only contributes to the advancement of a field of study, but also serves as a measure of the expertise and productivity of a faculty member and a department. Faculty research often includes student involvement, and as such, extends the educational experience beyond the classroom and also provides a venue for mentoring.

The scope of research at the University encompasses individual and collaborative faculty projects and the activities of the University's various research centers.

Financial support for Research comes from competitive institutional sources such as Faculty Research Grants and Fellowships and from external sources such as competitive grants and contracts from organizations and agencies.

#### **1.1.3.3. Service**

The role of service at Missouri State University is to make available the University's resources and human expertise for the purpose of meeting needs or solving problems of various constituencies both within and beyond the University. The most important service resources of the University are the diverse and specialized talents of the

faculty. Service to the University through committee work, assistance to student organizations, and other activities represents a critical contribution to the operation and development of the institution through shared governance, and enhances the Teaching and Research missions. The scope of service also includes consultations and application of disciplinary knowledge and expertise to address the needs of professional organizations and public constituencies.

These service activities within the University and with public and private partners represent a collaborative effort for the common good and contribute to the University's Public Affairs Mission.

#### **1.1.3.4. Collegiality**

The community of scholars that is Missouri State University fulfills the University's general mission and its public affairs focus guided by these values and beliefs:

- Practicing personal and academic integrity
- Being a full participant in the educational process, and respecting the right of all to contribute to the "Marketplace of Ideas."
- Respecting the integrity of peers and associates by treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it.
- Being a steward of the University's resources.

Collegiality among colleagues is a vital asset to the University community. The University community values collegiality less as a separate quality and more as an integrated or distributed aspect of an individual's interactions, as expressed in the AAUP document [On Collegiality as a Criterion for Faculty Evaluation](#).

#### **1.1.3.5. Support Programs**

The support programs at Missouri State University facilitate and enhance the activities of faculty and students. Programs providing support service are delineated into three areas: academic support, student services, and institutional support. Each area has a distinctive role within the University.

The role of academic support units is to provide direct service to the University's programs of teaching, scholarship, research, creativity activity, and public service. The scope of this responsibility includes (1) acquiring, preserving, and displaying published materials, art objects, and scientific materials; (2) providing services to assist teaching and scholarship, research, and creative activity; (3) administering academic programs; and (4) developing opportunities for the personal and professional growth of faculty.

The role of student service units is to develop the emotional and physical well-being of students as well as to contribute to the intellectual, cultural, and social development outside the context of the institution's formal instructional program. The scope of this responsibility includes activities which provide (1) personal services to students, (2) opportunities for student growth and development, and (3) services and conveniences needed by students as members of a resident and commuting student body.

The role of institutional support units is to provide for the University's organizational effectiveness and continuity. The scope of this responsibility includes (1) planning and executive leadership, (2) administrative and logistical services, and (3) institutional advancement activities.

## **1.2. History**

Missouri State University was founded in 1905 as the Fourth District Normal School and in 1919 became Southwest Missouri State Teachers College. The University's primary purpose during the first forty years of its history was the

preparation of teachers for the public school system in the southwest region of Missouri.

By the mid-1940s, the University had expanded its instructional program beyond teacher education to include the liberal arts and sciences; as a consequence, the Missouri legislature in 1945 authorized an official change in the institution's name to Southwest Missouri State College. As additional programs were implemented at the undergraduate level, and with the development of graduate programs beginning in 1955, the University had become by 1972 an educationally diverse institution. Recognition of this further growth and development again resulted in an official change in name to Southwest Missouri State University.

By 2005 Southwest Missouri State University had become a comprehensive university in the center of a unique metropolitan region serving a state-wide clientele, attracting students from all 114 counties of Missouri, 48 states, and 81 other countries. The University system now comprises three campuses: a selective admissions campus at Springfield, a research campus at Mountain Grove, and an open admissions campus at West Plains. In addition, the University has an established presence at Dalian and Qingdao, China.

In recognition of the University's focused mission and expanded role, the legislature authorized the institution to become Missouri State University, effective August 28, 2005. It is in this enhanced and evolving environment that University faculty execute a three-fold role: to provide quality teaching, to further scholarship, research, and creative activity, and to provide service.

The University treats these activities as integrated functions. Each draws from and builds upon the strengths of the other. The liberal arts and sciences constitute the structural foundation on which the University's varied undergraduate programs rest. That foundation is also built upon by the forty plus graduate programs offered at the Springfield campus.

Although the University is first and foremost a community whose history is the result of dynamic interaction, specific events and points in time characterize its evolution. Faculty may gain a greater appreciation of the unique character of Missouri State by consulting the centennial history of the University, *Daring to Excel: The First 100 Years of Southwest Missouri State University*, by Donald D. Landon, Emeritus Professor of Sociology & Anthropology (Springfield: SMSU, 2004). An earlier monograph, *Shrine of the Ozarks* (Springfield: Southwest Missouri State College, 1968) by Roy Ellis, third President of the University, also captures the spirit of the University, especially during its earlier years. Copies of both are available in the University Libraries. [For a complete history of Missouri State University refer to the History of the University. \(https://www.missouristate.edu/about/history.htm\)](https://www.missouristate.edu/about/history.htm)

## **Brief University Timeline**

### **Normal School Period (1905-1919)**

1905	Missouri General Assembly authorizes State Normal School #4 to serve 22 counties in southwest Missouri.
1906	First summer term enrolls 543 students. Fall term enrolls 173.
	College library opens with 600 volumes; content swells to 20,000 volumes by 1920.
	W.T. Carrington named first President.
	First intercollegiate athletic contest — the women's basketball team plays Drury College.
1908	Training school established, renamed Greenwood Training School (1911).
	Debate club and school orchestra are established.
1909	Academic Hall completed. Normal School #4 moves to National and Grand Campus from Pickwick and Cherry.

	First yearbook (Ozarko) is published.
1910	First Regents' Scholarship offered to top high school graduates in 22 county service area. Student newspaper, Southwest Standard, is established.
1914	All Normal Schools in Missouri expand curricula to offer four full years of college work.

#### Southwest Missouri Teacher's College (1919-1946)

1919	Normal School #4, now Missouri's largest, becomes Southwest Missouri State Teachers College (STC). Student government is established.
1921	Legislature authorizes funds for Education Building (second building on campus).
1925	Elenora Linney becomes the first female member of the Board of Regents.
1926	Roy Ellis becomes President of STC.
1927	High school credit courses dropped from curriculum, except as offered at Greenwood. College granted first accreditation by North Central as a liberal arts college and a teachers college.
1930	Science Building (Siceluff Hall) is completed.
1931	50 percent of faculty hold terminal degrees in their field.
1932	STC ranks 6 <sup>th</sup> in size among nation's teachers colleges.
1933	46 percent of faculty are graduates of Normal School or STC.
1934	Faculty ranks introduced, including Instructor, Assistant Professor, Associate Professor and Professor. First faculty retirement plan authorized by the Board of Regents.
1940	Health and Recreation Building (McDonald Arena) completed. Hazing of freshmen is discontinued.
	First American Association of University Professors (AAUP) local chapter established.

#### Southwest Missouri State College (1946-1972)

1946	Enrollment increases from 728 to 1,614. Board officially changes name to Southwest Missouri State College; SMS becomes the abbreviation.
1948	Tenure system approved for faculty.
1951	Fall enrollment (1,681) exceeds summer enrollment for the first time.
1952	Men's basketball team wins NAJA national championship.
1953	Men's basketball team repeats as NAJA national champions. Two months after the U.S. Supreme Court rules against segregation, SMS Board follows suit. One week later, Freda Marie Thompson becomes the first African American to be accepted for admission to SMS.
1955	First graduate program offered in cooperation with University of Missouri. New Memorial Library opens—first air conditioned academic building.
1956	Chester Shipps (basketball), "Dopey" Huddleston (football), and LeRoy Johnson (track) become the first African American intercollegiate athletes at SMS.
1959	Fine arts building, classroom building, and men's residence hall completed. Dr. Paul Redfearn receives SMS' first National Science Foundation grant.
1961	Leland Traywick becomes President of SMS. Sabbatical leave policy approved for faculty. Faculty put on 9 month contract at 11 month rate.
1962	First Faculty Senate elected by faculty.
1963	College moves from quarter to semester system. Tent Theatre established.

	West Plains campus established.
1964	Arthur Mallory becomes President of SMS.
1967	Independent graduate program starts.
	Enrollment exceeds 6,000 (6,596).
1971	Duane G. Meyer becomes President of SMS.
	Temple Hall opens for science classes; Bookstore and Health Clinic open.

#### Southwest Missouri State University (1972-2005)

1972	Name changed to Southwest Missouri State University. Administration Building renamed Carrington Hall.
1973	Enrollment exceeds 10,000 (10,471), including 62 foreign students enrolled from 23 countries.
1974	KSMU radio station begins broadcasting. State Fruit Experiment Station in Mountain Grove becomes part of SMS. SMS women's softball team wins Women's College World Series. SMS men's cross-country team wins NCAA II National Championship.
1976	Hammons Student Center opens with an appearance of Bob Hope.
1977	Office of Grants opens to assist faculty research.
1979	SMSU gymnast Kolleen Casey wins AJAW I National All-Around Championship. Women's field hockey team wins AJAW II National Championship.
1980	Enrollment exceeds 15,000 (15,854). Meyer Library and Hammons Fountains completed.
1982	Missouri London Program begins. SMSU women's and men's athletic programs begin NCAA Division I competition.
1983	Marshall Gordon becomes President of SMSU.
1984	Baker Astronomical Observatory becomes fully operational. Dr. Andrew Lewis of the History Department is named McArthur Fellow.
1987	Honors College established.
1990	Enrollment exceeds 20,000 (20,652).
1992	Juanita K. Hammons Hall for the Performing Arts opens. Discovery of ancient city of Ubar by Dr. Juris Zarins of the Sociology & Anthropology Department is listed by Time as number three in the top ten scientific discoveries of the year. SMSU joins the Missouri Valley Conference. SMSU women's basketball team reaches the NCAA Final Four.
1993	John Keiser becomes President of SMSU.
1994	West Plains Campus granted 5-year independent accreditation by North Central Association. Mountain Grove Campus opens at Fruit Experiment Station.
1995	Selective admission policy implemented. Enrollment drops to 17,442. Statewide mission in public affairs granted by the legislature.
1997	First cooperative doctoral program (in Educational Leadership) offered at SMSU.
1998	First Internet-based graduate program, Master of Science in Computer Information Systems. Exchange program with Qingdao University in China begins.
1999	Public Affairs Classroom Building (renamed Strong Hall in 2001) and Physical Therapy Building open (expanded and renamed McQueary Family Health Science Hall in 2012). Men's basketball team reaches NCAA Sweet Sixteen.
2000	Branch campus established in Liaoning Teachers University in Dalian, China. Over 40 graduate programs operating on campus.

	SMSU Libraries become only the 46 <sup>th</sup> United Nations depository library in the country, and the only one in the four-state area.
2001	University acquires Ozarks Public Television station.
	SMSU women's basketball team reaches NCAA Final Four again.
2002	Remodeled and expanded Duane G. Meyer Library and Jane Meyer Carillon are completed and dedicated.
2003	SMSU receives three separate patents, the results of work by Dr. Ryan Giedd, Physics, Astronomy & Materials Science; by Dr. Reza Sedaghat Herati, Chemistry; and by Drs. Klass Bakker, Mary Byrne, Thomas Byrne, and Ron Netsell, Communications Sciences & Disorders, and Dr. Richard Biagioni of Chemistry.
2004	System-wide headcount enrollment exceeds 20,000 (20,765).

#### Missouri State University (2005—Present)

2005	Through legislative action, SMSU becomes Missouri State University.
	Michael T. Nietzel becomes President of Missouri State University.
2007	Jordan Valley Innovation Center (JVIC) opens.
	Properties purchased for the IDEA Commons in the downtown area.
	Greenwood Laboratory School commemorated 100 years of providing outstanding educational experiences with a year-long celebration.
2008	Cooperative Engineering Program established with Missouri University of Science and Technology.
	John Q. Hammons Arena opens.
2010	Dr. James E. Cofer, Sr. named president of Missouri State University.
2011	Clifton M. "Clif" Smart III named interim president.
2012	Clifton M. "Clif" Smart III named the president of Missouri State University.
	Foster Family Recreational Center opened.
2013	Our Promise: The Campaign for Missouri State University surpassed its goal of \$125 million by attaining a grand total of \$167,000,783 in gifts and commitments.
	Ribbon-cutting takes place for Brick City, marking the move of the art and design department to one location.
	The Robert W. Plaster Center for Free Enterprise and Business Development is dedicated.

### 1.3. Accreditation and Approvals

Missouri State University is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association. The University has been continuously accredited by this body since 1915, and in ~~May, 2006~~ February 2016, was granted accreditation by the HLC through ~~2016~~ 2026.

Missouri State University is also professionally accredited or approved by a broad range of organizations. A current list of accreditations may be found on the Program Review portion of the Provost's Office website. In addition, faculty and staff maintain memberships in a wide variety of professional organizations relevant to their disciplines.

### 1.4. University Governance

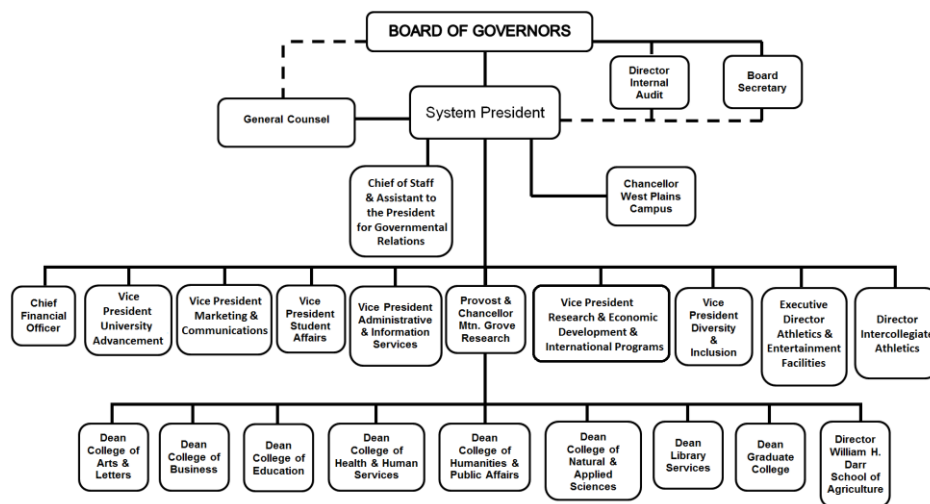
Missouri State University is under the general control and management of the Board of Governors, which according to statutes of the state of Missouri, possesses full power and authority to adopt all needful rules and regulations for the guidance and supervision of the University. Currently, Missouri State University is governed by a nine-member Board of Governors. All members are appointed by the Governor, with the advice and consent of the Missouri Senate, to serve six-year terms. At least one but not more than two voting members shall be appointed from each congressional

district in Missouri. A non-voting member, a current Missouri State University student, also sits on the Board.

The President is the chief executive officer of the University system and is responsible to the Board of Governors for the recommendation of and administration of institutional policies and operation. The senior administrative officers of the University serve as an advisory body to the President and are responsible for specific operational divisions of the University. The Faculty Senate is an elected body of academic faculty established to provide a means of dealing with curricular matters and the concerns of the faculty. The Staff Senate is an elected body from the University support staff which addresses concerns related to staff. The Student Government Association provides the means by which students can participate in campus governance, in student discipline and in the management of student activities.

To formulate policy, to facilitate decision making and to promote a spirit of collegiality, the University is committed to participatory governance and to an open system of communication throughout the University.

An organizational chart (August, 2013) for Missouri State University is provided here. Organizational titles and duties are subject to change. See the [Policy Library](#) for the most recent organizational chart.



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## 1.4.1. Administrative Organization

### 1.4.1.1. President

The President is the chief executive officer of the University, responsible to the Board of Governors for the administration of all policies adopted by the Board and for the execution of all acts of the Board. The president is served by a variety of officers as indicated in the MSU Organizational Chart. The Provost (who also serves as Chancellor for the Mountain Grove Research Campus) has responsibilities most directly related to faculty governance, and the organization under the Provost will be detailed in 1.4.1.2. The President also chairs the Administrative Council. For details of the responsibilities of other officers, see the Policy Library.

### 1.4.1.2. Provost / Chancellor of the Research Campus at Mountain Grove



The Provost is the senior academic officer of the University. Responsibilities include the overall direction, development, and administration of academic affairs, and the Research Campus at Mountain Grove. Academic Affairs includes all academic and scholarly programs of the University, including the seven-eight academic colleges, the Graduate College, Library Services, and Academic Outreach.

#### **1.4.1.2.1. Deputy Provost and Associate Provosts**

The Deputy Provost and Associate Provosts serve as assistants to the Provost in all functions, with special responsibility for faculty relations and diversity, undergraduate programs and studies, graduate programs and the graduate college public affairs, and the Extended Campus.

#### **1.4.1.2.2. Associate Provost and Dean of Graduate College**

The Associate Provost and Dean of the Graduate College is responsible for administration of graduate programs and internal research funds.

#### **1.4.1.2.3. College Deans**

Each of the College Deans is responsible for the administration of one of the seven-eight discipline-based colleges. Responsibilities include faculty recruitment and development, faculty evaluation, program development, program review, student advisement, collegiate budgeting and budget control, class schedule planning, and general supervision of the scholarship, research, creative activity, instructional and service activities of the college.

#### **1.4.1.2.4. Dean of Library Services**

The Dean of Library Services is administratively responsible for all services, budgeting, and supervision of the MSU Libraries. The Dean also serves as Head of the Department of Library Science, an academic unit that is not part of one of the seven Colleges. Because the Dean also serves as Head of the Department of Library Science, any process for which a recommendation made by a department head normally would proceed to a dean for further review, approval, or recommendation, will proceed directly from the Dean to the Provost.

#### **1.4.1.2.5. Director of Institutional Research**

The Director of Institutional Research provides information which supports institutional planning, policy formulation, and decision making.

#### **1.4.1.2.6. Department Heads and School Directors**

Each Department Head is responsible for administering one of the academic departments of the University. Responsibilities include faculty recruitment and development, faculty evaluation, program administration, program review, student advisement, departmental budgeting and budget control, class schedule planning, and general supervision of the scholarship, research, and creative activity of the department.

Some academic units are designated as Schools primarily upon the recommendation of accrediting agencies, and such a designation indicates the unit's involvement in and integration into an external professional environment which usually requires specific standards for licensure. The chief administrator of a School is its Director. A School that does not include more than one department is a professional unit which in all respects has the same status, responsibilities, and benefits as an academic department, and its Director fulfills the same roles as a Department Head. When a School includes two or more departmental units (with Department Heads), its Director will be responsible for co-curricular, professional, and accreditation matters, but will not have the responsibilities of a Department Head for faculty evaluations. Throughout the Faculty Handbook, the term Department Head should be construed to include those School Directors responsible for faculty evaluations.

#### **1.4.1.2.7. Program Directors for Free-Standing Academic Units**

There are some programs that function as independent academic units, i.e., units whose faculty are not also members of existing departments or schools, and that establish and manage their own curriculum. The Directors of such units will have the same roles and responsibilities as Department Heads.

#### **1.4.1.3. Vice President for Research, Economic Development, and International Programs**

The Vice President for Research, Economic Development, and International Programs is responsible for the University's research and economic development activities. These include the Office of ~~Sponsored Research and Programs~~ Research Administration, the Center for Applied Science and Engineering (CASE), Jordan Valley Innovation Center (JVIC), China Programs, International Programs, Center for Biomedical and Life Sciences (CBLS), Springfield Innovation Inc., the eFactory, Management Development Institute (MDI), Small Business and Technology Development Center (SBDC), and Broadcast Services. Each of these programs supports the University's mission in public affairs by creating an environment that encourages, supports and values research, scholarship, creative activity and community and international outreach.

#### **1.4.1.4. Administrative Council**

The Administrative Council is chaired by the President. The Council includes the Provost, the Vice Presidents, the Chancellor of the West Plains campus, the Chief of Staff ~~and Assistant to the President~~, the Chief Financial Officer, the Internal Auditor, the Secretary to the Board of Governors, one college Dean, and the General Counsel. When appropriate to the agenda for a particular meeting, others may be invited as guests. The Administrative Council discusses items of University-wide issues.

### **1.4.2. Academic Governance**

#### **1.4.2.1. Academic Leadership Council**

The Academic Leadership Council is the advisory committee that works with the Provost. The body is composed of the Deputy Provost, all Associate and/or Assistant Provosts; the Deans of the Colleges ~~of Arts and Letters, Business Administration, Education, Health and Human Services, Humanities and Public Affairs, Natural and Applied Sciences, Agriculture and the Dean of the Graduate College; the Dean of Library Services~~; the Chairperson of the Faculty Senate; and other individuals in leadership positions from the campus community at the Provost's discretion.

#### **1.4.2.2. The Faculty Senate**

The Faculty Senate, established by the Constitution of the Faculty, is an elected body of faculty composed of the officers, including the Chairperson, the Chairperson-elect, and the Secretary of the Faculty; one Senator from each department; representatives of the ranked faculty, one Senator from each rank; one Senator as a representative of Instructors; delegates comprised of the chairs of the Faculty Senate standing committees; student representatives, one delegate from the Student Government Association, one delegate from the graduate Student Council; and a delegate position filled by the chair of the Staff Senate.

The Senate provides a forum for discussing matters of concern to the Faculty and distributes information on Faculty Senate concerns, findings, and actions to all segments of the academic community.

The function of faculty governance are also carried out by the College Councils, the Professional Education Committee, the Committee on General Education and Intercollegiate Programs, the Graduate Council, and by various other committees established by the Constitution and Bylaws of the Faculty.

The Constitution and Bylaws of the Faculty are available in the Faculty Senate Office.

#### **1.4.2.3. Graduate Council**

The Graduate Council is composed of one representative from each graduate program and the President of the Graduate Student Council. The Director of Admissions and Records, the Dean of Library Services, and the Associate Provost and Dean of the Graduate College serve as non-voting members of the Graduate Council. The Graduate Council recommends policy governing graduate studies and recommends action on graduate curricular matters.

#### **1.4.2.4. College Councils**

A College Council in each of the discipline based colleges is composed of one member from each department/school of the college and may include one student representative, majoring in a discipline in that college. The Dean of the college is an ex-officio member of the College Council without vote. Each College Council acts upon curricular matters referred to it by departments or schools within the college.

#### **1.4.3. Staff Senate**

The purpose of the Staff Senate is to represent the staff employees as a fact-finding, deliberative and consultative body that makes studies, reports and recommendations on behalf of its constituency. Representatives serve to foster the growth and welfare of the staff.

#### **1.4.4. Student Government Association**

The Constitution of the Student Government Association is available in the Office of the Student Government Association.

#### **1.4.5. University Committee Structure**

Several committees are appointed by the members of the Administrative Council, the purpose of which is to assist in the on-going administrative work of the institution. Such committees perform a wide variety of tasks; for example, ensuring conformity with legal requirements for the disposal of toxic wastes, planning the academic calendar, and planning lectures and programs in the performing arts for the campus community. Faculty members routinely serve on such committees.

Faculty members also serve on committees which are appointed by and serve in an advisory capacity to the members of the Administrative Council. These committees deal with many issues; for example, faculty and staff parking, services for handicapped students, and student personnel policies.

Faculty members also serve on a number of other standing committees, functions of which involve matters of vital interest to the faculty. Unless otherwise specified in the action establishing a particular committee, faculty members serving on these committees are appointed by the President of the University or the Provost based on faculty interests, expertise, and recommendations by the Faculty Senate Executive Committee (or some other duly constituted Senate body designated by the Faculty Senate). These committees report to the appointing academic administrator and also have a duty to keep the Faculty Senate fully informed of their proceedings and the results of those proceedings.