

**Radford University Faculty Senate  
Committee Objectives  
Academic Year 2009-2010**

Introduction

The following committee objectives have been developed by the Faculty Senate Executive Council. Numbers corresponding to an objective do not necessarily indicate its importance or priority. All objectives should be considered important, and the committee should attempt to accomplish all objectives. Also, these objectives are not intended to be all-inclusive – any committee member, other Senators, and the Faculty Senate Executive Council (FSEC) may refer other issues to the committee for consideration and action. Feel free to form subcommittees as needed to address specific objectives more expeditiously.

**All committees should record minutes of their meetings. Minutes and other committee documents (e.g. reports) should be forwarded to the senate secretary ([bsmith7@radford.edu](mailto:bsmith7@radford.edu)) for posting on the senate web page.**

Committee Objectives

*Campus Environment Committee*

1. Prepare a report summarizing the results of the Faculty Survey administered in Spring 2009. In doing so:
  - a. All committee members who view or work with raw data (numerical or qualitative) must complete the Radford University Institutional Review Board's human subjects training;
  - b. Numerical reports should be reported in a table such as the one constructed last year, summarizing the results from 2001, 2008, and 2009;
  - c. Written comments should be summarized in a manner similar to last year's report; and
  - d. When all of the above are completed, the report should be submitted to the FSEC.
2. Review and make recommendations for improving the Faculty Survey instrument and/or methodology.
3. Re-administer the Faculty Survey in the spring semester and, if possible before the close of the semester, report the results to the FSEC (following the process described in item #1, above).
4. Liaise with the Sustainability Steering Committee to report on campus sustainability efforts and accomplishments.
5. Liaise with the Vice Provost for Enrollment Management to provide a report to the Faculty Senate regarding current admission standards, student profiles, and current recruiting strategies.
6. Formulate a recommendation for consideration by the full senate for a means to provide childcare for faculty and staff employed at Radford University.
7. Working with Human Resources, the Disability Resource Office, and other campus offices as appropriate, review and report on accessibility and provision of resources to accommodate the needs of persons with disabilities.

*Curriculum Committee*

1. Select one member to serve on the Undergraduate Catalog Curriculum Committee.

2. Liaise with the General Education (Core Curriculum) Curricular Advisory Committee to report on the development of an assessment plan for the Core Curriculum.
3. Identify and report to the Faculty Senate curriculum implications of RU's 7-17 Strategic Plan.
4. Review current process used for the approval and awarding of academic credit for Study Abroad courses and programs and report to the Senate any changes needed to enhance programs and student participation.
5. Review and report on assessment efforts currently underway, including the nature of assessments, their purpose, and their relationship to state or accrediting agency requirements.
6. Report to the Faculty Senate about existing policies regarding instructional space planning (cf. Building and Grounds Committee), its relationship to the University's 7-17 Strategic Plan and campus master plan, and identify criteria to guide decisions for future space planning purposes.

#### *Faculty Issues Committee*

1. Review and report to the Faculty Senate the results from the Faculty Workload Study.
2. Conduct (or report the results of) a faculty survey about, and recommend changes to, the following sections of the *Teaching and Research Faculty Handbook*:
  - a. Faculty Evaluation, including the role of collegiality and other non-quantified criteria (§1.4.1);
  - b. criteria and processes for promotion (§1.6) and tenure (§1.7);
  - c. processes for the selection of department chairs and school directors (§1.3.2); and
  - d. processes and criteria for faculty appeals (§1.8) and faculty grievances (§1.9).
3. Review and make recommendations regarding the procedures followed by the Faculty Appeals Committee and Faculty Grievance Committee (procedures may be obtained from the respective committee chairs).
4. Formulate a recommendation for the conduct of exit interviews of departing faculty by an appropriate academic office.
5. Report and make recommendations regarding policies for substitutes (or other means of covering classes) for Teaching and Research Faculty on medical or other extended leave.
6. Report and make recommendations on policies regarding maternity and childcare leave for Teaching and Research Faculty.

#### *Governance Committee*

1. Review and provide comment on the matrix for academic affairs decisions as a document to outline processes to be followed in such decisions (note that this document is not intended as a revision of any internal governance structures, but rather to more clearly illustrate those which are in place).
2. Review and identify any needed modifications to the Faculty Senate Constitution and By-laws, including election processes, committee responsibilities, offices, etc.
3. Complete and report data pertaining to the annual evaluation of Deans.
4. Report on the role of the Council of Deans and Council of Chairs in internal governance and/or decision making structures.
5. Review and Report on the development of a handbook for adjunct faculty members.
6. Review and make recommendations regarding:
  - a. processes and criteria for the evaluation of department chairs and school directors (Faculty Handbook §1.4.2);

- b. how the chair/director's evaluation form corresponds to chair/director's duties (Faculty Handbook §4.2.3.1); and
- c. the development of a revised chair's evaluation form, if deemed necessary based on item (b) above.

#### *Resource Allocation Committee*

1. Working with the Provost and the Vice President for Finance and Administration, review the academic goals of RU's 7-17 Strategic Plan and provide recommendations to the Faculty Senate regarding priorities.
2. Working with the University Planning and Budget Committee and the Vice President for Finance and Administration, review and report to the Faculty Senate RU's budget allocations across divisions and colleges for 2003-2008, including a five year trend comparison.
3. Working with the Vice President for Finance and Administration, develop an instructional document that provides an overview of the university budgetary structure, including types of revenues, types of expenditures, types of funds, restrictions on various funds, and so forth.
4. Review and report on spending policies for University Foundation accounts.

#### Other Information

Please notify the Faculty Senate President and Secretary of meeting times and rooms for each committee. At each Senate meeting, the Chair of the committee will be asked to provide a brief report on its most recent meeting, including issues currently being addressed, pending action items, and motions that need Senate review and action. Committee chairs will meet with the FSEC near the end of each semester and provide an update on the committee's current progress. Please provide as much advance notice as possible to the Senate Secretary regarding motions, resolutions, etc., that you plan to introduce at a meeting. It is the responsibility of the committee chair to make a motion from the committee, and to remove it from the table when scheduled on the Senate Agenda.

If you have any questions regarding your committees, please let me know!

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