

# Fontbonne University

## Policy Manual Volume I University Governance



Revised June 2011

**Volume I**  
**UNIVERSITY GOVERNANCE**

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**Volume I**  
**UNIVERSITY GOVERNANCE**

## **1.0 History and Tradition**

### **1.1 History of Fontbonne University**

The university is named for Mother St. John Fontbonne, who restored the religious community of the Sisters of St. Joseph in Lyon, France, after the French Revolution. During the Reign of Terror, she was imprisoned and sentenced to death, but was saved from guillotine by the fall of Robespierre. It was she who sent the first six pioneer Sisters of St. Joseph to the United States in 1836 where they settled in a log cabin on a site in Carondelet which is now 6400 Minnesota Avenue.

In 1917, the Sisters of St. Joseph received a charter from the State of Missouri to conduct a four-year liberal arts college for women. However, the opening of the new school was delayed until 1923 by World War I. Fontbonne moved to its present location in 1925. The first degrees were conferred on eight young women in 1927.

Original buildings were Ryan Hall, Fine Arts Hall, Science Hall, and the Gymnasium, dedicated in 1926. To these were added the cafeteria building in 1930; and three residence halls: Medaille in 1948, Southwest in 1961, and St. Joseph's in 1962. Medaille Hall, named for Father Peter Medaille, S.J., who founded the Sisters of St. Joseph in LePuy, France, in 1650, is considered to be an architectural gem. The library was dedicated in 1967.

In 1969, the first floor of Medaille Hall was remodeled as a student center incorporating a large lounge area and a complex of offices for the student services staff. The area was named the Arnold Memorial Center in memory of the late Mr. Cecil Price Arnold in appreciation of a gift to the school by his wife and family.

Fontbonne was a corporate college of Saint Louis University from 1925 until 1948 and received its accreditation through the university. In 1948, Fontbonne became independently accredited by the North Central Association. Ten years later, the affiliation with Saint Louis University was dissolved by mutual agreement between the two schools.

In July, 1968, control of Fontbonne was transferred to a Board of eighteen trustees, the majority of whom were laypersons. Operating under a revised charter granted by the State of Missouri, the full complement of the Board consists of eighteen to thirty-three members, at least one-third of whom shall be nominated by Sisters of St. Joseph of Carondelet. Members of the Board are a heterogeneous group with experience in many fields. All are dedicated to working for the future of Fontbonne University, whose small size makes possible imaginative and sound educational experiences. By Board approval Fontbonne became coeducational in September of 1973.

In 1988, Fontbonne opened a site at the Chrysler Assembly Plant in Fenton, Missouri. The school offers a Bachelor of Science in Business Administration and a Master of Business Administration to Chrysler employees at that site. In 1991, the OPTIONS program, an accelerated program for adult students, began on the Clayton campus, and an off-site campus for OPTIONS was established in South County in 1998. A Bachelor of Business Administration, Master of Business Administration, and a Master of Management degree are offered to students in the OPTIONS program.

In 2002, Fontbonne's Board of Trustees and Council of Regents played a critical role in considering a change in the school's official status from college to university. After much deliberation and feedback from all constituents, it was clear that this change in status would be a natural, logical progression of goals already met. The quality, breadth and depth of curriculum reflected years of development and

change – key criteria for becoming a university. In addition, significant improvements over the years had occurred in the quality of campus life, technology, building renovations, international education and many other areas. On February 23, 2002, the board voted unanimously to take a bold step forward and shape a new identity. Fontbonne University was officially announced to the public on March 14, 2002.

Now, as in the past, the university is guided by the spiritual and intellectual ideals of the Sisters of St. Joseph, who continue to sponsor the institution. It will continue to be identified as a private, four-year, Catholic university and motivated by the moral and religious values of the Judeo-Christian tradition.

Fontbonne has had the following Presidents:

Sister Mary Irene O'Hara	1925-1928
Sister Mary Palma McGrath	1928-1935
Sister Joseph Aloysius Geissert	1935-1941
Sister Mary Pius Neenan	1941-1942
Sister Mary Bernice O'Neill	1942-1948
Sister Mary Marcella Casey	1948-1954
Sister Suzanne Marie Vachon	1954-1957
Sister Mary Marguerite Sheeley	1957-1960
Sister Mary Alfred Noble	1960-1966
Sister Roberta Schmidt	1966-1972
Sister Jane Kehoe Hassett	1972-1985
Dr. Meneve Dunham	1985-1994
Dr. Dennis C. Golden	1995-Present

## **1.2 Mission; Vision; Catholic Identify and Accreditation**

### **1.2.1 Mission Values and Commitment Statement**

Fontbonne University, a Catholic co-educational institutional of higher learning sponsored by the Sisters of St. Joseph of Carondelet is rooted in the Judeo-Christian tradition. The university is dedicated to the discovery, understanding, preservation and dissemination of truth. Undergraduate and graduate programs are offered in an atmosphere characterized by a commitment to open communication, personal concern, and diversity. Fontbonne University seeks to educate students to think critically, to act ethically and to assume responsibility as citizens and leaders.

### **1.2.2 Values**

Fontbonne University honors the values and heritage of the Sisters of St. Joseph of Carondelet by fostering excellence, integrity, respect, diversity, community, justice, service, faith and Catholic identity.

### **1.2.3 Commitment**

Fontbonne University is committed to:

1. Achieving academic and educational excellence;
2. Advancing historical remembrance, critical reflection, and moral resolve;
3. Promoting dialogue among diverse communities;
4. Demonstrating care and dignity for each member of the community;



5. Serving the larger community; and
6. Preparing individuals to be an ethical and responsible presence to the world.

#### **1.2.4 Our Statement of Vision**

Fontbonne University aspires to be acknowledged as one of the nation's premier Catholic universities, educating leaders to serve a world in need.

We will:

1. Be known for a synthesis of liberal and professional education that promotes life-long learning and that enables students to see themselves as part of a diverse and changing world.
2. Work together to develop academic programs and educational opportunities that reflect high standards, interdisciplinary thought and integrated understanding.
3. Continue to prompt thoughtful experiential and service learning, bridging the gap between theory and practice by taking the student beyond the university walls.
4. Build or strengthen alliances with individuals and organizations that are bringing about positive changes in the global community.
5. Graduate students who will be distinguished by their appreciation of learning and the arts, their social conscience and their ability to reflect, communicate and act.

#### **1.2.5 Catholic Identity Statement**

Fontbonne affirms its identity as a Catholic University. Sponsored by the Sisters of St. Joseph of Carondelet, it is founded on the beliefs that all creation reveals God, that the ministry of Jesus began a process of redemption that extends to this day, and that the Holy Spirit continues to impart grace through the daily experiences of women and men. Among the many signs of God's grace are teaching and learning, which at Fontbonne are pursued by people sharing a variety of religious beliefs and an understanding of the importance of education.

"Catholic" means "universal" and "throughout the whole," like leaven permeating bread. The permeating quality of Fontbonne is our commitment to know, to love, and to serve the truth that unites faith and reason, nature and grace, the human and the divine. The desire for a greater understanding of creation and its Creator is one of the most profound expressions of human dignity. In this sense, to learn is to augment one's capacity for love so that the thoughtful and loving acts of an educated person are a witness to the transformation of the world that began with the Resurrection and continues with the enlivening of humanity. What makes us truly human helps to unite us with the divine as we seek to understand, love, and serve God and neighbor without distinction.

The permeating and universal nature of Catholicism gives rise to the mission and vision of this university. Because Fontbonne is Catholic, we embrace openness and inclusiveness. Because Fontbonne is Catholic, we pursue educational excellence. And because Fontbonne is Catholic, we seek to recognize the presence of God in all creation and to participate in the continuing transformation of ourselves and a world in need.

#### **1.2.6 Accreditation**

Fontbonne University is fully accredited by:

The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

The Missouri Department of Elementary and Secondary Education (DESE), P.O. Box 480, Jefferson City, Missouri 65102-0480, (573) 751-4212.

The graduate program in speech-language pathology is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology, American Speech-Language-Hearing Association (ASHA), 10801 Rockville Pike, Rockville, Maryland 20852, (800) 638-8255.

The deaf education program is approved by the Council on the Education of the Deaf (CED), Department of Education, Gallaudet University, 800 Florida Avenue, NE, Washington, DC 20002, (201) 651-5530.

The didactic program in dietetics (DPD) is approved by the Commission on Accreditation for Dietetics Education (CADE), of the American Dietetic Association, 216 W. Jackson Boulevard, Chicago, Illinois 60606-6995, (312) 899-5400.

The National Council for Accreditation of Teacher Education (NCATE), a national accrediting body for schools, colleges, and departments of education authorized by the U.S. Department of Education. 2010 Massachusetts Avenue NW, Suite 500 Washington DC 20036-1023 (202) 466-7496.

### **1.3 Administrative Organization of the University**

#### **1.3.1 The Board of Trustees**

The governance of the university is vested in a Board of Trustees. This Board shall consist of not less than eighteen, nor more than thirty-three, members. At least one-third of the members shall be specifically nominated by the Chief Administrative Officer of the Sisters of St. Joseph of Carondelet, St. Louis Province. Each committee of the Board shall include not less than two such nominated members. (See section 1.6.1)

#### **1.3.2 President**

The President of the university, appointed by the Board of Trustees, is the chief executive officer. The President is responsible to the Board for coordinating all of the administrative functions needed to carry out the policies of the university and thus ensure its general welfare. The President is the official voice of the university to its faculty, students, staff, alumni, and to the general public, academic and civic. Reporting directly to the President are the Executive Vice President for Strategy and Operations, the Vice President for Institutional Advancement and the Vice President for Academic Affairs.

##### ***1.3.2.1 Executive Vice President for Strategy and Operations***

The Executive Vice President for Strategy and Operations is authorized to manage, in accordance with Fontbonne University's policies and procedures, the day-to-day operations of the following academic and administrative units reporting to the Executive Vice President for Strategy and Operations, namely:

1. Finance and Administration
2. Enrollment Management
3. Student Affairs
4. Information Technology
5. Communication and Marketing

The Executive Vice President for Strategy and Operations serves as second in command with overall responsibility of Fontbonne University and acts for the President to the extent permitted by policy and law including but not limited to the following:

1. To report directly to the President and serve as a member of the Office of the President;
2. To represent the President as assigned on appropriate Board of Trustees committees and the Council of Regents;
3. To implement and execute the Board-approved Strategic Plan (April 16, 2005);

4. To conduct Senior Leadership Management Survey evaluations, in coordination with the President, for the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Enrollment Management, and the Vice President for Student Affairs, and to recommend cost of living and merit salary increases as deemed appropriate;
5. To conduct performance evaluations for all other appropriate personnel as delegated and to recommend cost of living and merit salary increases as deemed appropriate;
6. To work to achieve high levels of campus-wide morale and customer service;
7. To undertake additional duties as designated by the President.

The Executive Vice President for Strategy and Operations makes recommendations to the President for appropriate new and revised university-wide policies.

Reporting directly to the Executive Vice President for Strategy and Operations are the Vice President for Finance and Administration, the Vice President for Enrollment Management, the Vice President for Student Affairs, and the Vice President of Information Technology, and the Associate Vice President for Communication and Marketing.

#### 1.3.2.1.1 Associate Vice President for Communications and Marketing

The Associate Vice President for Communications and Marketing oversees primary aspects of image and visibility for the institution in addition to supporting recruitment, fundraising and various internal functions through marketing communications tactics and materials. The Director of Communications and Marketing also oversees web content and design, media relations functions, the university magazine and various other publications.

#### ***1.3.2.2 Vice President for Academic Affairs***

The Vice President for Academic Affairs is responsible for all that relates to the academic life of the university. In this context, the Vice President for Academic Affairs manages the colleges, departments and units whose primary purpose is delivery or support of academic programs, and provides leadership for faculty and academic staff. In accordance with Fontbonne University's policies and procedures, the Vice President for Academic Affairs is authorized to:

1. Report directly to the President and serve as a member of the Office of the President;
2. Advise the President on University-wide programmatic, operational, budgetary, planning, and policy matters with special emphasis in the academic affairs area;
3. Supervise the curriculum and delivery of academic and support programs in order to enhance the learning environment for students in all programs: traditional, OPTIONS, and international;
4. Advocate for the faculty, supervise the professional development of University faculty members, conduct performance evaluations, oversee selection processes and affirmative action matters pertaining to personnel, and make personnel recommendations to the President;
5. Coordinate the major priorities for academic units in relation to ongoing strategic planning initiatives and the core documents of the University, encouraging collaborative and interdisciplinary activities, resolving conflicts, and promoting the academic life of the University; and
6. Undertake additional assignments at the discretion of the President.

Reporting directly to the Vice President for Academic Affairs are the following:

#### 1.3.2.2.1 Dean of Undergraduate Studies

The Dean of Undergraduate Studies oversees, among other responsibilities, the office of Academic Advising; the office of Study Abroad and English as a Second Language; the Center for Excellence in Teaching and Learning; the undergraduate curriculum, including general education requirements; and the honors program, association and societies. The Dean of Undergraduate Studies handles student requests for a wide variety of academic issues.

##### *1.3.2.2.1.1 Director of Academic Advising*

The Director of Academic Advising is responsible for providing the leadership and direction in developing, implementing and overseeing a comprehensive undergraduate academic advising program that complements and supports the mission, vision and values of the university; collaborating with enrollment management, student affairs, department chairs/deans, and other campus constituencies in the development of a campus retention plan; overseeing the College Student Inventory (CSI) program for first-time freshmen; and supporting current and prospective students, faculty, and staff through up-to-date print and web-based advising materials.

##### *1.3.2.2.1.2 Director of ESL/Study Abroad*

The Director of ESL/Study Abroad is responsible for administering the ESL program, revising curriculum and supervising ESL faculty, testing students for placement and advancement, and advising and recruiting students. The Director also teaches in the ESL program. The Director also works with faculty in designing study abroad experiences and recruits and advises students on study abroad issues. The Director also designs, implements and assesses guidelines and procedures related to study abroad trips.

#### 1.3.2.2.2 Associate Academic Dean

The Associate Academic Dean supervises student withdrawals for extenuating circumstances, serves as the liaison for Kappa Gamma Delta, the Catholic honors society, coordinates the bi-annual printing of the university catalog, and supervises the Director of the Kinkel Center for Academic Resources.

##### 1.3.2.2.2.1 Director of the Kinkel Center for Academic Resources

The Director of the Kinkel Center for Academic Resources is responsible for directing the operations of the Kinkel Center, supervising academic specialists in writing and math, directing the university tutoring program, administering and coordinating placement testing, delivering the Managing Academic Progress program for probationary students, coordinating the freshman seminar program, and teaching the developmental Reading and Study Skills course, as well as administering the university's ADA program. The Director also serves as an advisor to undecided students.

##### 1.3.2.2.3 University Librarian

The University Librarian is responsible for the efficient operation of the university library by supervising librarians and staff, planning and evaluating library services, representing the university on consortium committees, and serving on academic committees.

##### 1.3.2.2.4 Director of Institutional Research and Assessment

The Director of Institutional Research and Assessment is responsible for developing, implementing and maintaining systems to collect and disseminate institutional data and for conducting research in support of planning, policy formation, and decision making. The Director also assists in the development, coordination and monitoring of the comprehensive assessment plan and other assessment efforts on campus related to assessment and accreditation.

#### 1.3.2.2.5 Registrar

The University Registrar provides overall leadership and vision needed for planning, organizing, and directing all operations, financial, personnel and computing activities of the Registrar's Office. The Registrar is responsible for the production of the course schedule, all aspects of academic records management, student registration, and for providing enrollment data for university constituents as well as federal and state agencies. The Registrar serves on university committees, serves as liaison for The CIC Tuition Exchange Program and is the contact for FERPA issues related to students and parents.

#### 1.3.2.2.6 Director of Online Programs

The Director of Online Programs is responsible for developing and maintaining the online programs of the university, providing training opportunities for academic software (for example: Adobe Captivate, SoftChalk, Audacity) and pedagogy associated with online education, advising campus constituents on issues relating to online or distance education, and designing and updating materials that provide access to university resources in the online environment.

#### 1.3.2.2.7 Director of Graduate Studies

The Director of Graduate Studies is responsible for coordinating the meetings and serving as chair of the Graduate Academic Curriculum Committee. In addition, the Director assists in the development of a centralized inquiry, application and enrollment web-based system; coordinates with Communication and Marketing a centralized approach to marketing traditional graduate programs, and coordinates a review of all policies and procedures relating to graduate students and the offering of graduate programs.

#### 1.3.2.2.8 Dean of Education

The Dean of Education is responsible for providing direction for the Teacher Certification Unit of the University. The Dean is responsible for monitoring and coordinating teacher certification processes and procedures across departments. The Dean is the primary contact for internal and external communication related to teacher education. He/She is also ultimately responsible for overseeing accreditation processes required by the Missouri Department of Elementary and Secondary Education (DESE) and the National Council for the Accreditation of Teacher Education (NCATE).

#### 1.3.2.2.9 Dean of Business

The Dean of Business is responsible for the academic issues involving the Department of Business Administration and OPTIONS including, but not limited to, development and implementation of new programs; overseeing the review and updating of existing curriculum; hiring and review of full time faculty; overseeing the hiring and review of adjunct faculty, addressing student issues; overseeing the recruitment of students into graduate business programs; accreditation and assessment issues; acting as an advocate in the community to enhance the program's reputation and assist fund raising initiatives. The Dean of Business is also responsible for operational issues including, but limited to, the establishment and execution of strategic initiatives, budget management, overseeing the administration of off-site locations; OPTIONS operations for student services, the bookroom, and accounting (in cooperation with the controller). The Dean of Business consults on advertising, marketing and new locations for OPTIONS.

#### 1.3.2.2.10 Departmental Chairpersons

The direction of each department shall be maintained by a departmental chairperson appointed by the Vice President for Academic Affairs after consultation with the faculty members of the department concerned. Ordinarily, appointments are for four years. Departmental chairpersons are responsible to the Vice President for Academic Affairs and have the authority and responsibility to oversee matters pertaining to their departments and promote the sound development of their departments with due regard

for the academic interests of the department and the general welfare of the University. Departmental chairpersons shall:

1. Design and review with the members of the department academic programs and the curriculum of the department.
2. Maintain supervision over the quality of instruction given by the members of the faculty within the department. To do so, the departmental chairperson visits faculty in classes as required, conducts an annual review with each academic year faculty member in the department, and goes over that review with the Vice President for Academic Affairs, submitting a written recommendation regarding re-appointment or separation. The departmental chairperson makes recommendations for the development of each faculty member. The departmental chairperson also provides for supervision and class visitation of adjunct faculty.
3. With the Vice President for Academic Affairs, supervise searches for fulltime faculty and make formal recommendations for hiring to the Vice President for Academic Affairs and supervise the search for and recommend to the Vice President for Academic Affairs the hiring of all adjunct faculty for the department.
4. Submit to the Vice President for Academic Affairs an annual departmental report and other reports as required by the Vice President for Academic Affairs, standing committees and outside agencies.
5. Prepare for the Vice President for Academic Affairs an annual budget.
6. Encourage research, publication, and scholarly and professional activities by the members of the department.
7. Plan with the members of the department and submit to the Office of the Registrar the course schedule for the department, that is, course offerings for fall, spring and summer semesters, including off-campus and allied programs. Related to this shall be the responsibility for supervision of the selection of textbooks.
8. Meet with the faculty of their departments at least once a month and with students as appropriate. Copies of minutes of faculty departmental meetings are to be kept in the department.
9. Keep on file current syllabi for each course taught in the department for that academic year and submit one copy (two copies of GER courses) to the Vice President for Academic Affairs.
10. In consultation with the department faculty, formally approve students majoring in the department and applications for degree.
11. Submit material for the catalog revisions.
12. Be responsible for all departmental equipment and dedicated facilities.
13. Act as the liaison between the Vice President for Academic Affairs and the departmental faculty.
14. Make provision for departmental matters during the summer months.
15. Supervise and evaluate any departmental staff.
16. Act as the liaison between the Office of Admission and the department, providing for faculty representation at open houses, registration days, preparation of departmental admission publications, analysis of transcripts, and meeting with prospective students. The chairperson may assign another faculty member to serve as a liaison to the Office of Admission.
17. Act as the departmental liaison with allied programs, such as Chamberlain and OPTIONS.

#### *1.3.2.2.10.1 Departmental Administration*

It is recognized that there can be a great variation in the responsibility of heading different departments. Thus the Vice President for Academic Affairs may grant relief of instructional and non-instructional duties to the departmental chairperson, based upon fulfillment of at least three of the following four criteria:

1. Departmental offerings or programs are unusually complex or numerous, including such issues as accreditation.
2. There are a large number of students served by or in the department.
3. There are a large number of faculty members in the department.
4. There are special responsibilities of the departmental chairperson, such as proposal writing or a large amount of off-campus contacts with organizations that are not a part of the University community.

Such relief of instructional and non-instructional duties will be reviewed annually by the departmental chairperson with the Vice President for Academic Affairs to determine whether any changes in the amount of relief are appropriate. This will ordinarily take place during January.

Individual programs within departments may be sufficiently complex to merit the appointment of program directors to oversee them; such appointments will be made at the discretion of the departmental chairperson and the Vice President for Academic Affairs. Graduate programs merit such directors and selected undergraduate degree programs of sufficient size and complexity, including required external liaisons, will also be assigned such directors, who will receive relief from instructional duties.

#### *1.3.2.2.10.2 Procedures for Selecting Department Chairpersons*

Departmental chairpersons serve at the discretion of the Vice President for Academic Affairs upon the recommendation of their fulltime departmental colleagues. Normally, the term of service for a departmental chairperson is four years. However, extraordinary circumstances (e.g., ill health, family circumstances) may require that a departmental chairperson relinquish his/her duties before the end of the term. By the same token, circumstances may present themselves that would require the departmental chairperson to step down at the request of the Vice President for Academic Affairs. Departmental chairpersons may serve more than one consecutive term of service. The deans of business and education both also serve as the departmental chairpersons of their respective units; thus, their term of service is not limited as indicated above.

During the fall semester of the departmental chairperson's fourth year of service, the Vice President for Academic Affairs will meet with all fulltime members of the department as a group to discuss the term of the departmental chairperson in that role. Faculty members may also request an individual meeting with the Vice President and Dean if they wish. The Vice President and Dean will also meet with departmental staff in a separate meeting. If the departmental chairperson has indicated that he/she no longer wishes to serve in this capacity, the Vice President and Dean will talk with all fulltime members of the department about the willingness of others to assume this leadership role.

Departmental chairpersons will be evaluated by their fulltime faculty on an annual basis. The Vice President for Academic Affairs will discuss these evaluations with the chairperson as part of his/her annual review

#### *1.3.2.3 Vice President for Finance and Administration*

The Vice President for Finance and Administration is responsible for all business and financial operations of the University, including the Human Resources, Controller, Physical Plant, Public Safety, General Services and Environmental Services Departments.

Reporting to the Vice President for Finance and Administration are:

#### 1.3.2.3.1 Controller

The Controller directs accounting, payroll, cashiering, and related financial functions.

#### 1.3.2.3.2 Director of Public Safety

The Director of Public Safety is responsible for the overall management of campus safety and security.

#### 1.3.2.3.3 Associate Vice President for Facilities

The Associate Vice President for Facilities supervises the Director of the Physical Plant and is also responsible for capital project planning and management.

#### 1.3.2.3.4 Director of General Services

The Director of General Services oversees the functions of the mailroom, copy center and the switchboard services.

#### 1.3.2.3.5 Director of Residential Life

The Associate Vice President for Residential Life supervises the Environmental Services Department.

See section 1.3.2.4.3 for additional student program duties of the Associate Vice President for Residential Life.

#### 1.3.2.3.6 Director of Human Resources

The Director of Human Resources oversees employee search, hiring and training. The Director of Human Resources also provides benefit information to employees and maintains employee records.

#### 1.3.2.3.7 Bookstore Manager

The University uses an outside company to provide bookstore services and the Vice President for Finance and Administration is the liaison to the company for its agreement.

### ***1.3.2.4 Vice President for Student Affairs***

The Vice President for Student Affairs is responsible for overseeing co-curricular policies, programs, services and resources. The Vice President for Student Affairs provides leadership and oversight to ensure an environment that supports the academic mission of the University and fosters the holistic education and personal and professional development of the students.

#### 1.3.2.4.1 Director of Service, Diversity, and Social Justice

The Director of Service, Diversity, and Social Justice is responsible for administration of programs and practices designed to promote respect and appreciation for racial, ethnic, and cultural diversity and to systematically improve a supportive institutional environment. The director also collaborates with other units on campus related to service and service learning activities.

#### 1.3.2.4.2 Director of Campus Ministry

The Director of Campus Ministry is responsible for providing faith development opportunities for the university. The Director facilitates direct ministry, liturgical celebrations and services, faith development activities and leadership training and development. This position works collaboratively with other campus constituencies to foster the Catholic identity and mission of the university.



#### 1.3.2.4.3 Associate Vice President of Residential Life

The Associate Vice President for Residential Life is responsible for operations of the residence halls. See also subparagraph 1.3.2.3.5 for additional campus facilities duties of the Associate Vice President for Residential Life.

#### 1.3.2.4.4 Director of Counseling and Wellness

The Director of Counseling and Wellness is responsible for the personal counseling programs for students.

#### 1.3.2.4.5 Director of Career Development

This position oversees the career counseling services and programs for students, and career services for alumni.

#### 1.3.2.4.6 Director of Leadership Education and Student Activities

This position oversees new student orientations, student organizations, activities and events, and student leadership programs.

#### 1.3.2.4.7 Athletic Director

The Athletic Director is responsible for supervision of intercollegiate athletics and development of campus sports programs

### ***1.3.2.5 Vice President for Enrollment Management***

The Vice President for Enrollment Management is responsible for organizing all recruitment activities for incoming students and for processing all applications for admission to the university. The Vice President for Enrollment Management supervises the awarding of scholarships and student financial aid.

#### 1.3.2.5.1 Director of International Student Affairs

The Director of International Affairs directs the placement and non-academic advising of international English as a Second Language program.

#### 1.3.2.5.2 Director of Transfer Recruitment

The Director of Transfer Recruitment coordinates recruiting visits, articulation agreements, applications for transfer and second degree students.

#### 1.3.2.5.3 Director of Freshman Recruitment

The Director of Freshman Recruitment oversees recruitment activities for new freshman students, including supervision of staff, coordination of open houses and campus visits, and oversight of the administration process.

#### 1.3.2.5.4 Assistant Directors of Admissions

The Assistant Directors are responsible for freshmen recruitment, coordination of the open house program, and supervision of the ambassador program.

#### 1.3.2.5.5 Director of Financial Aid

The Director of Financial Aid is responsible for coordinating financial aid through grants, loans, and university work study for students who seek and demonstrate need for such help.

Director

### ***1.3.2.6 Vice President for Institutional Advancement***

The Vice President for Institutional Advancement is the person responsible for the institution's fundraising efforts, as well as, the day to day coordination of fundraising and advancement activities for the university. In addition, the Vice President for Institutional Advancement is responsible for building strong, lasting relationships between alumni and the university through programs and events that foster life long relationships between both entities. The Vice President for Institutional Advancement makes recommendations to the President regarding appropriate new and revised university-wide policies.

Reporting to the Vice President for Institutional Advancement are:

#### **1.3.2.6.1 Director of Development**

The Director of Development plans, organizes, administers and evaluates the development functions of the university.

#### **1.3.2.6.2 Director of Alumni Relations**

The Director of Alumni Relations serves as liaison between the university and the Alumni Association, coordinating alumni activities with the general operations of the university.

#### **1.3.2.6.3 Director of Research and Development Services**

The Director of Research and Development Services plans, organizes and implements effective operation of prospect research.

#### **1.3.2.6.4 Director of Grants**

The Director of Grants is responsible for planning, organizing and administering the grant writing functions of the university.

#### **1.3.2.6.5 Gift Planning Officer**

The Gift Planning Officer works with current and prospective donors to secure bequests and other planned gifts to the university.

## **1.4 Organizational Charts**

[Fontbonne University Organizational Charts](#) are available online.

## **1.5 Internal Governance**

### **1.5.1 The Faculty General Assembly**

#### ***1.5.1.1 Preamble***

Administrative officers, the administrative staff, and the faculty participate in the academic governance of the university through the Faculty General Assembly (FGA) and through its committee system.

The FGA was first adopted by the Administration and faculty on August 28, 1968. Its Executive Committee is the Committee on Faculty Affairs, which acts in behalf of the academic community between meetings of the Faculty General Assembly.

Revisions to the policies governing the Faculty General Assembly shall not be made without the consent of the Faculty General Assembly, except as provided in Section 1.7.

### ***1.5.1.2 FGA Composition***

#### **1.5.1.2.1 Members Who Have Voice and Vote**

1. Administrative Officers:
  - a. President;
  - b. Vice President for Academic Affairs; and
  - c. Dean of Undergraduate Studies, Associate Academic Dean, Dean of Education, Dean of Business.
  - d. All teaching faculty designated as full-time faculty including affiliates in their appointments and all full-time Librarians.
  - e. All teaching faculty and Librarians who have academic year pro-rata appointments and who have committee assignments as part of that appointment.

#### **1.5.1.2.2 Associate Members Who Have Voice Only**

1. Administrative Staff:
  - a. Vice President for Finance and Administration
  - b. Vice President for Institutional Advancement
  - c. Vice President for Enrollment Management
  - d. Vice President for Information Technology
  - e. Vice President for Student Affairs
  - f. Director of Kinkel Center
  - g. Teacher Certification Officer
  - h. Director of Educational Leadership and Student Activities
  - i. Director of Campus Ministry
  - j. Director of Physical Plant
  - k. Associate Vice President for Communication and Marketing
  - l. Director of Financial Aid
  - m. Registrar
  - n. Director of Academic Advising
  - o. Executive Vice President for Strategy and Operations
  - p. Director of Institutional Research and Assessment
  - q. Director of Athletics
  - r. Director of ESL/Study Abroad
  - s. Director of Online Programs
  - t. Assistant to the Dean of the Eckelkamp College of Business for Curriculum
  - u. Director of Adjunct Faculty for the Eckelkamp College of Business
  - v. Director of Student Services for the Eckelkamp College of Business

- w. Assistant to the Dean of the Ecklekamp College of Business for Faculty
  - x. Director of Freshman Recruitment
  - y. Director of Transfer Recruitment
  - z. Director of International Affairs
  - aa. Director of Service, Diversity, and Social Justice
2. All teaching faculty designated as part-time faculty in their appointments.
  3. Professors Emeriti/Emerita

#### 1.5.1.2.3 FGA Role

1. To formulate policies in matters directly related to academic life: (N.B. “On these matters the power of review or final decision lodged in the governing Board or delegated by it to the President should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.” AAUP, 1990, 123)
  - a. Academic standards
  - b. Admission
  - c. Attendance
  - d. Curriculum development
  - e. Faculty concerns
  - f. Grading systems
  - g. Norms for appointment, promotion, rank, and tenure
  - h. Recommendations for degrees and honors
2. To recommend to administrative officers and/or to the board of Trustees policies bearing on academic life.
  - a. Budget
  - b. Matters related to overall changes and innovations
  - c. Public relations
  - d. Salaries and benefits
  - e. Student discipline

#### ***1.5.1.3 Procedures***

##### 1.5.1.3.1 Officers

1. A presiding officer, appointed by the Committee on Faculty Affairs;
2. A secretary, appointed by the Committee on Faculty Affairs; and
3. A parliamentarian, appointed by the presiding officer with the consent of the faculty.

##### 1.5.1.3.2 Meetings

1. The FGA must meet formally at least six times in an academic year.
2. *Robert’s Rules of Order*, revised, is the standard for parliamentary procedure.

3. To have “voice” in the FGA means that the member may:
  - a. Speak to any issue on the floor
  - b. Present motions to the assembly through the appropriate committee
  - c. Request to report to the assembly through the appropriate committee
  - d. Make announcements and participate in Questions and Answers
4. The agendas are prepared by the Committee on Faculty Affairs and published at least two working days before the meetings.
5. Items for any agenda may be submitted by any committee or any member of the assembly to a member of the Committee on Faculty Affairs not later than two weeks prior to the meeting when the agenda will be presented.
6. When items on an agenda are not duly considered because of a lack of time, they constitute the first order of business at the following meeting.
7. A quorum of the FGA will be 50% of members with vote plus one. Official business can only be conducted if a quorum is present.
  - a. FGA members must be present to vote.
  - b. Abstentions will not be counted either in the affirmative or in the negative.
  - c. For a motion to pass, votes in the affirmative must outnumber votes in the negative.
8. Before votes are taken, the members with vote should be reminded of the points in ‘7’ above.

#### ***1.5.1.4 FGA Governance***

##### **1.5.1.4.1 FGA Voting Membership for Administrators and Administrative Staff**

Administrators directly involved in formulating policy in one or more of the areas designated to the FGA (See section 1.5.1.2.1) shall have voting membership.

This criterion would apply only to the President of the university and some of those holding office at the first line of administration under the President, as given in the organizational chart of the university.

##### **1.5.1.4.2 FGA Voice Membership for Administrators and Administrative Staff**

Members of the administration and administrative staff are granted voice membership in the FGA on the basis of whether or not such persons, because of office, have information relevant to the FGA’s execution of its duties and responsibilities. The FGA will vote to determine whether this criterion applies.

##### **1.5.1.4.3 Committee Service**

1. Elected faculty members serve on only one heavy-load elected committee at a time. Faculty members serving on a heavy-load elected committee are excused from serving on a light-load elected committee. For the purpose of faculty service load, heavy-load shall be determined by a committee’s meeting frequency, the essential or fundamental nature of duties, the amount of outside work required, and the institution’s ongoing need.
2. Faculty members are elected to each of the heavy-load standing committees, with the exception of the judicial committee on Rank and Tenure and the institutional committee on Planning and Budget, for a period of two years. The term of service for the Committees on Rank and Tenure (judicial committee) and Planning and Budget (institutional committee) is three years.

3. Half the faculty component of each heavy-load committee will be elected each year except Rank and Tenure and Planning and Budget.
4. The term of service of any elected faculty member on any of the heavy-load committees is limited to two consecutive terms. The term of service for the Committee on Rank and Tenure will remain limited to one three-year term. A subsequent term cannot be consecutive.
5. The FGA also elects faculty members to serve on light-load committees. Terms of service for these are found in the Fontbonne University Policy Manual description for each light-load committee.
6. Faculty members may serve on only one Board Committee at a time.
7. It is the responsibility of each FGA heavy-load committee to keep a record of attendance of faculty. Should a faculty member exhibit a sustained pattern of absences or nonparticipation in committee work, the chairperson should bring this to the attention of the faculty member. If this does not resolve the problem the chairperson will, in consultation with the Vice President and Dean of Academic Affairs, remove the faculty member from the committee. The vacated committee position would then be filled by the nominee to that committee who had the next highest vote total, or a faculty member appointed by the Vice President and Dean of Academic Affairs, and the note will be placed in the permanent file of the faculty member who has been removed from the committee.

#### ***1.5.1.5 Committee Elections***

All full-time faculty beyond the first year have a contractual obligation to serve on committees.

1. Faculty members with full-time appointments who do not have continuing membership on a heavy-load elected, institutional or administrative committee must nominate themselves for both heavy-load and light-load elected committees. In addition, a faculty member need serve on only one heavy-load elected, institutional or administrative committee at a time.
2. After four years of continuous service on heavy-load committees, the faculty member may choose a one-year sabbatical from heavy-load committee service. Since the length of service on all heavy-load committees, with the exception of Rank and Tenure, is two years, the sabbatical follows two terms of service.
3. Exemptions from committee service may be made by the Vice President for Academic Affairs for such reasons as appointment to major non-FGA committees or heavy university responsibilities.
4. Ballots for each committee will have at least half again as many nominees as there are positions to be filled. All faculty who designate a particular committee as first choice will appear on the ballot for that committee unless they have already been elected to a committee for which their names were included in order to provide a complete slate of nominees. When it is necessary to go to the second choices to make a full slate, all individuals who designate a particular committee as second choice will appear on the ballot.
5. The Faculty Affairs Committee, which oversees the election process for all committees, determines the slate of candidates for each committee, using faculty preference and committee membership restrictions as guides. The first ballot circulated elects members to the Faculty Affairs Committee, followed by Rank and Tenure, Undergraduate Admissions Standards and Review, Planning and Budget, Undergraduate Curriculum Committee, and Undergraduate Academic Committee.
6. Votes are counted by members of the Faculty Affairs Committee or, in case of a necessity, a member of the committee with a representative from the Vice President and Dean for Academic Affairs' office staff. In case of a tie, the name of the candidate is drawn by lot.
7. If vacancies are created by resignations from the committee between elections, the Faculty Affairs Committee will consult the ballots from the previous election and select the faculty member with the

next largest number of votes from the original slate who is still available to complete the unexpired term.

8. One slot will be added to the Curriculum Committee and to the Undergraduate Academic Committee, when elections have been completed, for the appointment of faculty members beyond the first year of service who have not been elected to a committee and who wish to serve. The Faculty Affairs Committee, after consultation with the Vice President for Academic Affairs, will appoint these continuing faculty with attention to issues involving representation from various departments and balance between liberal arts and professional programs.

#### 1.5.1.5.1 Committee on Faculty Affairs

This heavy-load committee serves as the executive arm of the FGA and advocates for faculty interests in general. In its executive capacity, the committee acts in behalf of the FGA between its meetings, receiving business, preparing the assembly agenda, and overseeing the functioning of all other standing committees. When the Committee is acting between meetings, it will determine whether a request is both necessary and time-sensitive, notify FGA members via e-mail, receive comments according to its posted deadlines, and then vote and act on the request. FAC will report on these action(s) at the next FGA meeting. The incoming committee will start to function at the end of the current academic year. As advocate, the committee makes recommendations when faculty interests are at issue. It also hears faculty concerns and directs them to the appropriate body. To this end, this committee elects from its members the three members of the Faculty Mediation Subcommittee.

1. Status: Advisory to the faculty, the administration, and the Board of Trustees decision-making as the executive arm of the FGA.
2. Accountability: To the FGA.
3. Composition: Vice President for Academic Affairs; five faculty members elected by the FGA; and a minimum of two of whom are tenured and a minimum of three of whom have completed at least three years of service under full-time appointments at Fontbonne. No two members may be from the same department.
4. Chairperson: A faculty member elected by the committee.
5. Duties:
  - a. Defining the professional responsibilities of faculty members;
  - b. Studying the roles of faculty and the FGA in the governance of the university and advocating for the inclusion of the FGA in decision-making processes;
  - c. Studying the faculty salary system and making recommendations to appropriate bodies;
  - d. Studying faculty benefits and making recommendations to appropriate bodies;
  - e. Studying ways to enhance faculty development, making recommendations and taking action based on such study;
  - f. Reviewing services and facilities available to faculty;
  - g. Responding to matters related to faculty submitted for consideration by the President of the university;
  - h. Requesting meetings with the President of the university to discuss matters of concern;
  - i. Acting on behalf of the FGA between the meetings of that body;
  - j. Soliciting from the Fontbonne community nominations for individuals to receive honorary degrees, review the qualifications of the nominees, and making recommendations to the Vice

President for Academic Affairs. After consultation with the President, the Vice President for Academic Affairs and President present recommendations to the Academic Affairs Committee of the Board of Trustees, which makes the final recommendations.;

- k. Implementing policies approved by the FGA that cannot be referred to administrators or to other committees and seeing that all appropriate constituencies are properly informed.
- l. Arranging the meetings of the FGA:
  - i. Preparing the agenda
  - ii. Receiving and coordinating committee reports
  - iii. Receiving items for discussion from the members of the FGA
  - iv. Routing motions from members of the FGA or non-FGA committees to the appropriate committee or directly to FGA for vote
- m. Electing annually three members to the Faculty Mediation Subcommittee. This subcommittee conducts and participates in the informal negotiations between the President and an individual faculty member in cases described below under Duties. Its members must have completed at least three years of full-time (academic year) service, and at least one member must be tenured. This subcommittee is advisory to the President and to individual faculty members. It is accountable to the faculty. The subcommittee meets at the beginning of the school year when members elect a chairperson and review duties and procedures. Thereafter, the committee meets at the call of the chairperson.

The duties of this subcommittee are as follows:

- i. Conducts and participates in the information negotiations between the President and an individual faculty member in the following cases at the request of the faculty member:
    - termination of appointment for medical reasons;
    - termination of appointment because of financial exigency or discontinuation of a program;
    - termination of appointment before the end of the appointment period for adequate cause;
    - termination of a tenured appointment for adequate cause;
    - notification of the non-renewal of appointment after established dates;
    - non-renewal of probationary appointment as claimed violation of academic freedom.
  - ii. Reviews evidence and advises the Board of Trustees and the President before a decision is made. (See the Procedures for this body.)
  - n. Monitoring of FGA Committees
6. Meetings: Frequency determined by members of the committee.
  7. Budget: Office of Academic Affairs – expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

#### 1.5.1.5.2 Committee on Rank and Tenure

This committee is responsible for appointing new academic year faculty to academic rank, appointing retired faculty to the rank of professor emeritus, making recommendations regarding the granting of leaves of absence other than for personal reasons, and recommending faculty to the President for



advancement in rank and for tenure. It is also responsible for recommending faculty to the President for sabbatical leave. This is a heavy-load committee.

1. Status: Appoint rank for new academic year faculty and appoint retired faculty to the rank of professor emeritus; advisory in other matters.
2. Accountability: To the FGA for matters other than its decisions in appointing to initial rank and professor emeritus status; and for proposals for changes in policies related to rank, tenure, and sabbaticals; to the President in matters of recommending faculty for advancement in rank, for tenure, for sabbatical and for leaves of absences for reasons other than personal.
3. Composition: Vice President for Academic Affairs (ex officio) without vote, five tenured faculty members elected by the FGA (no two from the same department) one non-tenured faculty member, post-probationary, who will have voice and vote on all matters except with regard to the deliberation and decision on an individual tenure recommendation.
4. Chairperson: A tenured faculty member elected by the committee from its membership.
5. Duties:
  - a. Appoint new faculty to academic rank;
  - b. Recommending faculty for advancement in rank, for tenure, and for sabbatical; after the committee has reviewed the dossiers and voted on their recommendation for rank and/or tenure, the President meets with the Vice President for Academic Affairs and the chair of the Rank and Tenure Committee to discuss the dossiers. The Vice President for Academic Affairs sends a recommendation in writing to the President. The chair of the committee sends a recommendation in writing to the President conveying the committee's recommendation. The Vice President for Academic Affairs and the chair of the committee both attend the Academic and Student Affairs board committee meeting during which the candidates for tenure and rank advancement are presented. The President also attends this meeting and makes his/her recommendation to the Academic and Student Affairs board committee. The recommendation of this board committee goes to the full board as a seconded motion.
  - c. Reviewing policies on rank and tenure;
  - d. Verifying annually the updated lists of academic year faculty;
  - e. Keeping an orderly file of its minutes and proceedings.
6. Meetings: Frequency as determined by the members of the committee.
7. Budget: Office of Academic Affairs – expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.
8. Term: Faculty members are elected for one three-year term; they may not serve consecutive terms.

#### 1.5.1.5.3 Committee on Undergraduate Curriculum

This heavy-load committee monitors the quality of the curriculum by initiating periodic review and by recommending change. Through the review process the committee seeks to ensure that the General Education Requirements reflect the university's commitment to liberal education and that the various departments make efficient use of the university's resources in developing their own programs. In addition, the committee functions as liaison between academic departments and the FGA. In this capacity it receives and approves curriculum changes, such as the addition or elimination of courses, concentrations, minors, certificates, and majors, and then, when appropriate, recommends them to the FGA.

1. Status: Advisory to the faculty and to the administration, decision-making.
2. Accountability: To the FGA.
3. Composition: Vice President for Academic Affairs (ex-officio) or designee; five faculty members elected by the FGA, and Director of Curriculum for Business Programs (ex-officio). (No more than one faculty member from an academic department can serve on the committee at the same time. If more than one is elected from an academic department, only the person with the highest vote shall serve.); and two students from the student body (term of service is two years). All committee members, including ex-officio, have vote.
4. Chairperson: A faculty member elected by the committee.
5. Duties:
  - a. Evaluating the current curriculum and making recommendations based on such evaluation
  - b. Participating in the cyclic Departmental Strategic Planning Review Process by providing recommendations to the Vice President for Academic Affairs and Academic Council on two components of the Curriculum Quality Analysis: review of curriculum in degree programs and review of GER courses.
  - c. Advising the Vice President for Academic Affairs and the FGA on any curricular implications arising from the addition, elimination, or restructuring of a University department or academic division.
  - d. Recommending for FGA action proposals for instituting or eliminating General Education Requirements.
  - e. Recommending for FGA action additions and eliminations of department concentrations, majors, minors, and certificates.
  - f. Recommending for FGA action changes in curriculum that affect more than one department.
  - g. Recommending for FGA action proposals for cooperation with non-collegiate organizations and inter-institutional courses and programs.
  - h. Approving departmental and interdisciplinary course revisions, additions, and eliminations.
  - i. Approving the addition or elimination of a course required within a concentration, major, minor, or certificate.
  - j. Approving modification of programs, including required courses, required credit hours, minimum grade requirements, etc.
  - k. Approving course credit changes and course number changes.
  - l. Approving courses submitted by those other than faculty.
  - m. Recommending for FGA approval department name changes.
6. Meetings: Frequency determined by the members of the committee.
7. Budget: Office of Academic Affairs – expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

#### 1.5.1.5.4 Undergraduate Academic Committee

This committee is a heavy-load committee whose primary concern lies with developing undergraduate academic policies and implementing them where appropriate. The policies pertain to undergraduate admission, retention, probation and dismissal, academic honors, the university major, undergraduate

advising, and other issues relating to undergraduate academic standards, regulations or requirements. The committee makes policy recommendations to the FGA. There is one standing subcommittee: Transfer Agreement Subcommittee.

1. Status: Decision-making relative to undergraduate academic policies.
2. Accountability: To the FGA.
3. Composition: Vice President for Academic Affairs (ex officio) or designee; Vice President for Enrollment Management (ex officio); Director for Academic Student Services for OPTIONS; Registrar; Five faculty members elected by the FGA; and a minimum of one undergraduate student appointed by the Director of Student Development.
4. Chairperson: A faculty member elected by the committee. The committee as a whole will determine who will take minutes at each meeting.
5. Duties:
  - a. Develops and recommends for FGA action policies on:
  - b. Admission, retention, probation, dismissal of undergraduate students;
  - c. Academic standards, attendance, schedule, grading, registration and other academic regulations regarding undergraduate students;
  - d. Facilitates cooperation and interchange between faculty and staff involved with undergraduate admission, retention, registration, enforcement of academic standards, and other committee concerns;
  - e. Reviews academic status of undergraduate students; makes decisions regarding undergraduate students to be placed on probation, removed from probation, continued on probation, or dismissed;
  - f. Oversees the implementation and revision of placement testing policies and procedures;
  - g. Oversees the implementation of policies on undergraduate admission;
  - h. Reviews and approves programs of study for the university Major, as submitted by the Coordinator of Interdisciplinary Studies;
  - i. Approves students for Kappa Gamma Pi honors/awards;
  - j. Organizes and executes an annual Honors Convocation;
  - k. Reviews annual calendar jointly with GACC as prepared by the Registrar;
  - l. Keeps an orderly file of committee minutes and proceedings;
  - m. Appoints a subcommittee called Transfer Agreement Subcommittee which
    - i. consists of:
      - Vice President for Academic Affairs or designee;
      - Director of Transfer Recruitment;
      - Director for Academic Student Services for OPTIONS or designee;
      - Two faculty members who may or may not be members of the UAC.
      - Registrar or designee
    - ii. Oversees the development and review of transfer agreements with accredited and non-accredited degree-granting institutions of higher learning.

- iii. Develops and reviews policies and procedures for transfer agreements.
  - iv. Maintains transfer agreements.
6. Meetings: Frequency determined by members of the committee, but at least monthly.
  7. Budget: Office of Academic Affairs – expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

#### 1.5.1.5.5 Graduate Academic and Curriculum Committee

The Graduate Academic and Curriculum Committee is a group of designated academic year faculty and academic administrators whose primary concerns are setting graduate academic policies and curriculum overview as well as developing, along with Communications and Marketing, strategies for marketing graduate programs. The policies pertain to graduate admission to the university, curriculum development and revision, retention, probation, dismissal, graduate assistantships and other issues relating to graduate academic standards, regulations or requirements. The committee makes policy recommendations to the FGA through the Faculty Affairs Committee. If the need arises the committee may consult with either the Academic Council or Vice President for Academic Affairs before making a policy recommendation. The Graduate Academic and Curriculum Committee is a heavy load committee.

1. Status: policy-formulating and decision-making in academic areas relating to graduate programs.
2. Accountability: to the FGA
3. Composition:
  - a. Vice President for Academic Affairs (ex-officio) OR another dean as designee
  - b. Six voting members will be appointed from among department chairs and program directors or a designee from the six departments offering graduate degrees. The appointments will be made by the Vice President for Academic Affairs in consultation with the Department Chairs. No more than one voting member may be appointed from the same department.
  - c. Other directors of graduate programs and chairs in whose department a master's degree is offered may attend the committee meetings and will be invited to attend.
4. Chairperson: The Director of Graduate Studies
5. Duties:
  - a. Review existing policies and recommend new policies relative to admissions, grading, graduation requirements, etc. to the FGA
  - b. Review proposals for the addition or removal of graduate programs, graduate certificates and/or concentrations and make recommendations directly to the FGA through the Faculty Affairs Committee.
  - c. Review proposals for the following items and approve without sending to the FGA for approval.
    - i. Graduate course revisions, additions and eliminations.
    - ii. Graduate course credit hour changes and course number changes.
    - iii. Changes in required and elective courses required to earn an existing graduate degree.
  - d. Provide a forum for discussion and review of issues related to graduate education at Fontbonne University, to include, but not limited to the following
    - i. Granting of graduate credit for alternative types of learning experiences.

- ii. Review of the annual report on waivers and degree modifications.
  - iii. Assessment of graduate programs.
  - iv. Graduate programs and external accreditation.
  - e. Handle all graduate appeals other than appeals related to a change in grade. The latter appeal is handled by the FGA Appeals Committee.
  - f. Develop policies for recommending graduate assistantships.
  - g. Develop, along with PR, marketing strategies for graduate programs.
  - h. Reviews annual calendar jointly with UAC as prepared by the Registrar.
6. Meeting: At least monthly
  7. Agendas and minutes will be circulated to program directors of all graduate programs, and to the deans and department chairs that have graduate programs.
  8. Budget: Office of Academic Affairs – expenses to be approved by the Vice President for Academic Affairs, after consultation with the chairperson of the committee.
  9. Term: Two years.

#### 1.5.1.5.6 Undergraduate Admissions Standards and Review Committee

This committee is responsible for the review and evaluation of records of each undergraduate applicant who fails to meet the university's admission standards as published in the Catalog, as well as the ongoing review of admissions standards. This is a heavy-load committee.

1. Status: Decision-making relative to the implementation and maintenance of admission standards; advisory to the FGA in matters related to these standards.
2. Accountability: To the FGA.
3. Composition:
  - a. Five full-time faculty elected by the FGA, three must be tenured, no two from the same department, all with both voice and vote;
  - b. Vice President for Academic Affairs, or his/her designee, with both voice and vote;
  - c. Vice President for Enrollment Management or designee, with both voice and vote;
  - d. Director of Advising and Retention, with both voice and vote;
  - e. Director of Academic Student Services for OPTIONS with both voice and vote;
  - f. Director of the Kinkel Center for Academic Resources, with both voice and vote;
  - g. Director of Transfer Recruitment, with voice and Director of Freshman Recruitment, with voice
4. Chairperson: A faculty member elected by the committee. The committee as a whole will determine who will take minutes at each meeting.
5. Duties:
  - a. Review records of each undergraduate applicant who fails to meet the university's Catalog admission standards, vote to decide whether or not the applicant should be admitted and if so, under what conditions;
  - b. Ongoing Review of Admissions Standards

- c. Facilitate cooperation between faculty, administration, and staff regarding the implementation of admission standards
  - d. Implement a method for reviewing undergraduate admission during the summer months
  - e. Maintain an orderly record of committee minutes, votes, and proceedings
  - f. Report a summary of its activities to the FGA at least annually
6. Meetings: Frequency determined by members of the committee, with provision made for handling the summer decisions in a manner to be determined by the committee (see d above)
  7. Budget: Office of Academic Affairs- expenses to be approved by the Vice President for Academic Affairs after consultation with the committee chairperson
  8. Term: Two years.

## **1.5.2 By-Laws of the Fontbonne Staff Association**

### ***1.5.2.1 Article I – Name***

This organization shall be known as the Fontbonne Staff Association, Fontbonne University, St. Louis, Missouri. This Association shall also be known as “FSA.”

### ***1.5.2.2 Article II – Mission and Purpose***

Recognizing that the staff is an integral part of the Fontbonne University community. The Fontbonne Staff Association exists to provide a forum for the expression of ideas, the dissemination of information, the support of professional development, the building of community among staff members and the representation of all staff members.

### ***1.5.2.3 Article III – Membership***

All staff employees of Fontbonne University other than the President and vice-presidents are, by virtue of their employment, automatically members of the Fontbonne Staff Association. All members of the organization have voice and vote.

### ***1.5.2.4 Article IV – Officers***

The officers of the Fontbonne Staff Association shall be a chairperson, a vice-chairperson, a treasurer, and a recorder. Officers shall be full-time employees.

### ***1.5.2.5 Article V – Steering Committee***

The Fontbonne Staff Association shall be guided by a steering committee consisting of elected members and the elected officers. A demonstrated effort will be made to achieve representation from all campus constituencies. One half of the steering committee’s elected members shall stand for election every year to ensure continuity of the operations of the Association. Steering committee members shall be full-time employees.

### ***1.5.2.6 Article VI – Duties of the Officers***

1. The elected chair shall preside at the meetings of the FSA and steering committee, implement the agenda established by the steering committee, appoint committees, and call unscheduled meetings of the FSA and/or steering committee when necessary.
2. The vice-chair will plan the implementation of the meeting agenda with the chair and will preside at meetings of the FSA in the absence of the chair, and perform other duties as necessary.

3. The recorder shall maintain a roster of all staff, take minutes of meetings, distribute all minutes, announcements, ballots, and agendas to members, the vice-presidents, and the president; notify members of meetings, distribute and collect absentee ballots\*, and maintain FSA archives in a designated area.
4. The treasurer shall manage the budget of the FSA, record all expenditures, paying bills, and make a financial report at the FSA meetings.
5. The steering committee members shall meet monthly to determine the agenda for the next meeting, bring staff issues to the steering committee's attention and be a liaison to their respective areas.
6. The Planning and Budget Staff Representative shall serve for two years upon approval by the President of Fontbonne University. Their responsibilities are to attend Planning and Budget Committee meetings as well as attend all Fontbonne Staff Association Steering Committee meetings.

### ***1.5.2.7 Article VII – Election of Officers***

A nominating committee of three (3) members shall be appointed by the steering committee in March of each year.

The nominating committee shall solicit nominations from the entire membership, including self-nominations, in order to present a slate at the April meeting of the FSA. The nominating committee shall secure the permission of each person whose name appears on the slate. Additional nominations will be accepted from the floor and incorporated into the slate

If an officer or steering committee member is unable to complete that person's term of office, a replacement will be appointed by the steering committee to complete the term. The officer or steering committee member will be notified in writing of the intention of the Steering Committee to dismiss them and elect another representative.

Elections shall be held at the May meeting and announced at the next meeting.

The terms of office shall be as follows:

#### ***1.5.2.7.1 Chairs***

The chair will serve as chair for one year.

The vice-chair will serve as vice-chair for one year and chair for the subsequent year

#### ***1.5.2.7.2 Recorder***

The recorder will serve a one-year term of office.

#### ***1.5.2.7.3 Treasurer***

The treasurer will serve a one-year term of office.

#### ***1.5.2.7.4 Steering Committee Members***

The steering committee members will serve two-year terms, with elections in alternate years for on half of the committee. (Initially, one half of the committee will serve a one-year term.) The number of staff in each respective department determines the number of Steering Committee representatives. A maximum of three representatives for each area shall be elected. One committee member shall represent a maximum of 20 persons. Therefore, 1-20 staff = 1 rep, 21-40 staff = 2 reps, and 41 and over = 3 reps.

#### ***1.5.2.7.5 Planning and Budget Committee Representative***

This person will serve a two-year term and is elected by the staff.

1. If an officer is unable to complete that person's term of office, a replacement will be appointed by the steering committee to complete the term. A majority vote of the steering committee will determine election.
2. For the election of officers, steering committee members, or changes in the by-laws, absentee ballots must be requested from the recorder a minimum of one week prior to the election and returned to the recorder at least one day before the election.

#### ***1.5.2.8 Article XIII – Meetings***

Meetings of the full FSA shall be held monthly during the academic year and when needed during the summer. Emergency meetings may be called by the chair of by the steering committee.

Meetings of the steering committee will be held at committee discretion, but at least monthly and prior to each FSA meeting. Emergency meetings may be called when necessary.

#### ***1.5.2.9 Article IX – Voting Procedures***

A quorum of the FSA shall consist of twenty (20) members. A quorum must be present for voting to take place. A vote of a simple majority of the quorum will indicate a passing vote.

#### ***1.5.2.10 Article X – Amendments***

These by-laws may be amended by the quorum vote the FSA. Proposed amendments must be submitted to the membership, in writing, one week prior to the vote of the membership.

#### ***1.5.2.11 Article XII – Liaison***

A vice-president appointed by the president will serve as a liaison between the FSA and the Office of the President of Fontbonne University. This vice-president will be present at FSA meetings and will have voice. As liaison, the vice-president will represent the FSA's concern to the Office of the President and will communicate information from the Executive Council to the FSA.

### **1.5.3 The By-Laws of Fontbonne University Alumni Association**

#### ***1.5.3.1 Preamble***

This organization shall be known as the Fontbonne University Alumni Association. Saint Louis, Missouri.

The Alumni Association shall be a non-incorporated organization that exists as part of Fontbonne by authority of the Board of Trustees of Fontbonne University. Authority to conduct the affairs of the Association in accordance with the stated mission of the Association (see Article II) is delegated by the University Board of Trustees to the Board of Directors of the Alumni Association. This authority includes the privilege of public identity with the goals and objectives of Fontbonne University.

#### ***1.5.3.2 Mission***

The Alumni Association is dedicated to assisting Fontbonne University in its mission by:

Building strong, lasting relationships between alumni and the university;

Offering cultural, intellectual, spiritual and social opportunities that promote the interest and involvement of alumni and students with the university;

Advancing the cause of education in an ever-changing world;

Supporting the university through gifts of time, talent, and resources.



### ***1.5.3.3 Article I - Membership***

Section 1. Membership in this Association shall be open to all graduates of Fontbonne University automatically upon their graduation.

Section 2. All former students who have completed two or more consecutive semesters of study at Fontbonne are eligible for membership upon written request after their class has been graduated.

Section 3. Honorary membership shall be afforded the president of the university, and shall be conferred on any person by a majority vote of a quorum of the Board of Directors. Honorary members may participate in and enjoy all the privileges and prerogatives of active membership except that of the ballot and of holding office.

Section 4. Golden Arcade Circle membership shall be conferred on all alumni whose classes have been graduated from Fontbonne University for 50 years or more.

### ***1.5.3.4 Article II – Officers and Directors***

Section 1. The Board of Directors of the Alumni Association shall consist of twenty-one (21) directors elected from the membership of the Association, all of whom shall be entitled to vote and all of whom shall be counted for the purposes of constituting a quorum (See Subsection 1.6.4.6, Section 4).

Section 2. The twenty-one (21) directors elected from the membership shall hold office for a period of three (3) years. These directors shall have staggered terms, seven (7) being elected every year. All directors shall be elected via official ballot (See Subsection 1.6.4.7, Section 3) prior to the Annual Meeting of the Association.

Section 3. Although the terms of office shall be consistent with the fiscal year, all directors shall continue to serve until their successors have been elected and sworn into office. No director shall serve for more than two (2) consecutive full terms, provided that after a lapse of one (1) year, a director again shall become eligible for membership of the Board of Directors under the same time limitations. For all directors serving at the time of adoption of these by-laws, their current terms shall be considered as the first full term of the two-term limitation.

Section 4. In addition to the twenty-one (21) elected members of the Board of Directors, the recipient of the Alumni Hood Award (see Activities Guideline, page 28. under Alumni Association Awards) shall serve as an ex-officio member of the board for one year after their graduation. That person shall be introduced at the Alumni Association's Annual Meeting immediately following that person's graduation.

Section 5. In addition to the twenty-one (21) elected members of the Board of Directors, the president of the Student Alumni Association shall serve as an ex-officio member of the board for the fiscal year they serve as the student association's president.

Section 6. The officers of the Association shall be a president, a president elect, an immediate past president, a secretary and a treasurer. Each year, the Board of Directors shall elect a president elect, a secretary and a treasurer from its membership at the Annual Meeting of the Association.

Section 7. The term of office shall be one year for the president, the president elect, the immediate past president, the secretary and the treasurer.

Section 8. In the event that a board member's elected term of office expires before their executive office obligation expires, the board member may be appointed to an addition three (3)-year term by the nominations and awards committee.

Section 9. Nothing in these by-laws shall be construed as to prohibit or prevent any officer from succeeding themselves in office, with the exception of the president elect when the seated president chooses to serve another presidential year.

Section 10. At the discretion of the nominations and awards committee, a candidate for the office of honorary president may be submitted for election by the Board of Directors. The honorary president shall have a term of office for one year and shall be a non-voting member of the Board of Directors.

Section 11. The officers shall perform all duties usually prescribed for their respective offices, or such duties as may be assigned them by the Board of Directors.

Section 12. The resignation of any officer or director shall be tendered to the Board of Directors in writing, and shall become effective when accepted by a majority vote of a quorum of the Board of Directors.

Section 13. Any director who is deemed inattentive to the duties of their elected position may be removed by a majority vote of a quorum of the Board of Directors.

Section 14. If any vacancy shall occur in the offices of president, president elect, secretary or treasurer, the Board of Directors shall elect a member of the Board to fill the unexpired term of office.

Section 15. If any vacancy shall occur in the Board of Directors, the Board of Directors shall elect, by a majority vote of a quorum of the Board of Directors, a member of the Association in good standing to fill the unexpired term.

Section 16. All action by the Board of Directors not otherwise provided for may be taken by a majority vote the quorum of the Board of Directors.

#### ***1.5.3.5 Article III – Committees***

Section 1. Standing committees of the Board of Directors shall be (a) Executive Committee, (b) Nominations and Awards Committee, (c) Alumni Relations Committee, (d) Student Relations Committee and (e) Alumni Development Committee. The president of the Association may appoint special committees as needed.

Section 2. The standing committees, with the exception of the executive committee, shall be appointed by the president of the Alumni Association at the Annual Meeting, or as soon thereafter as possible, to serve until their successors are appointed.

Section 3. The standing committees, with the exception of the executive committee, shall consist of a minimum of three members of the Board of Directors (other than the president). The president shall designate the chair of each committee. The president serves as member of all committees except the nominations and awards committee. Membership of standing committees shall be open to all members of the Association.

Section 4. A majority of the members of each committee shall constitute a quorum.

Section 5. The executive committee shall consist of the president, president elect, the immediate past president, the secretary and the treasurer. It shall meet as often as the Board of Directors of the Alumni Association during the interim between meetings of the board and shall discharge such other duties as may be assigned to it. It shall have all the powers of the Board of Directors, with the exception of selection of officers and directors.

Section 6. The nominations and awards committee shall nominate candidates for directors of the Association, annually present a slate of officers for approval by the board and make recommendations to the board about the awarding of honors to alumni and others. The responsibilities of the committee concerning the nomination of directors are outlined in Article VI.

Section 7. The alumni relations committee shall plan and coordinate all activities conducted by the Association for the benefit of the members of the Alumni Association.

Section 8. The student relations committee shall plan and coordinate all activities conducted by the Association for the benefit of the students at Fontbonne University.

Section 9. The Alumni Development Committee shall assist the Office of Institutional Advancement in cultivating and securing gifts to the university.

#### ***1.5.3.6 Article IV – Meetings***

Section 1. The annual meeting of this Association shall be held within the last month of the fiscal year. The date, time and place shall be selected and approved by the Board of Directors. All members of the Association shall be notified of the date, time and place of the annual meeting.

Section 2. In addition to the annual meeting, the Board of Directors shall hold a minimum of four (4) regular meetings each year. The date, time and place of a regular meeting shall be designated by the Board of Directors. These meetings shall be held to approve matters that might come before the Board.

Section 3. The board may hold other special meetings as it deems necessary. Notice of all regular meetings shall be provided to board members not less than seven (7) days prior to such meetings. Special meetings may be called at any time by the president or by five board members upon at least two (2) days' notice to each board member, given personally or by telephone.

Section 4. A quorum is defined as two-thirds (2/3) of the members of the Board of Directors. A simple majority of the quorum is needed to pass a motion.

#### ***1.5.3.7 Article V – Nominations***

Section 1. The nominations and awards committee shall present a slate of nominees for directors of the Alumni Association at the Board of Directors' meeting held at least ninety (90) days prior to the annual meeting. The committee shall submit this slate to the Board of Directors for consideration. The Board shall approve the slate by a majority vote of a quorum of the Board of Directors.

Section 2. Nominations for directors also may be made from the floor at the Board of Directors meeting held at least ninety (90) days prior to the annual meeting. Such nominations shall be approved by a majority vote of a quorum of the Board of Directors.

Section 3. Official ballots shall be made available to all members of the Alumni Association in good standing at least sixty (60) days prior to the annual meeting. The ballot must be received by the Alumni Office at Fontbonne at least twenty (20) days prior to the annual meeting. A nominee must receive a minimum two-thirds (2/3) majority of the votes received to become a member of the Board of Directors. In the event a recount of the ballots is called by a nominee, all members of the nominations and awards committee shall meet to tabulate the ballots received.

Section 4. The nominations and awards committee shall designate one of its members to meet with staff at least fifteen (15) days prior to the annual meeting to verify the tabulation of the ballots.

Section 5. A slate of officers on which to vote at the annual meeting shall be prepared by the nominations and awards committee at least fifteen (15) days prior to the annual meeting. The slate of officers shall be chosen from currently serving board members.

#### ***1.5.3.8 Article VI – Rules of Procedure***

Section 1. The conduct of all meetings of the Association shall be in accord with Roberts' Revised Rules of Order, so far as applicable and when not inconsistent with these by-laws.

#### ***1.5.3.9 Article VII – Alumni Chapters***

Section 1. Alumni Chapters of the Fontbonne University Alumni Association shall be established in any area where the number of alumni warrants such action and upon approval by a majority vote of a quorum

of the Board of Directors. Each chapter shall arrange for regular meetings and/or activities that will bring area alumni together to further the mission of the Association and of the university.

#### ***1.5.3.10 Article VIII – Dissolution***

Section 1. In the event of dissolution of this Association, all assets of the Association shall be distributed to Fontbonne University.

#### ***1.5.3.11 Article IX – Amendments***

Section 1. Proposed amendments to these by-laws shall be approved by a majority vote of a quorum of the Board of Directors at the board meeting prior to the annual meeting. The notice of the proposed amendment or amendments shall be made available on the official ballot to the members of the Association in good standing at least sixty (60) days prior to the annual meeting. The ballot must be received by the Alumni Office at Fontbonne at least twenty (20) days prior to the annual meeting. If a two-thirds (2/3) majority of the votes received are in favor of such change or changes in the by-laws, they shall be reported and become effective at the annual meeting.

### **1.5.4 Constitution and By-Laws of the Fontbonne University Student Government Association**

#### ***1.5.4.1 Constitution***

##### **1.5.4.1.1 Article I – Name**

Section 1. The name of this organization shall be the Student Government Association of Fontbonne University (SGA)

Mission Statement:

The mission statement of SGA is to begin the process of building bridges among the university and the community at large. The organization can offer the individual opportunities to enhance that person's lifestyle and to be aware of the diverse environment around them. Leaders are created through SGA and the other organizations on campus; these leaders are physical, emotional, social, spiritual, and vocational individuals.

##### **1.5.4.1.2 Article II – Purpose**

Section 1. The purpose of SGA shall be as follows:

1. To act as the official voice on all matters appropriate to Student Government concerns.
2. Attain sufficient student representation on all Student Government Committees, for appropriate student participation in all appropriate decision making processes.
3. To represent the interest of the student body of Fontbonne University.
4. To help stimulate, and direct the Fontbonne Activities Board and other student organization programming deemed beneficial to the education, welfare, and growth of the student body and the entire university community.

##### **1.5.4.1.3 Article III – Fiscal Year**

Section 1. The fiscal year of this organization shall begin on July 1 and end on June 30.

##### **1.5.4.1.4 Article IV – Meetings**

Section 1. Regular Meetings

The regular meetings will consist of all SGA officers and representatives of other organizations. Regular meetings will be scheduled every Wednesday at 12:00 pm and will be called by the Student Government Association President.

#### Section 2. Special Meetings

Special meetings can be called by the SGA officers and/or the president with forty-eight (48) hours notice to be given to all members whose attendance is desired.

#### Section 3. Committee Meetings

The chairperson of the committee shall call committee meetings. Times and dates shall be scheduled in an attempt to accommodate all the committee members. Times and dates will be at the sole discretion of the said chairperson who will report minutes of such meetings to the SGA officers and its members.

#### Section 4. Quorum

Sixty percent (60%) of all voting members are required to constitute a quorum at any meeting. The majority of the quorum resolves the issue. Voting members consist of SGA officers, student organizations, and the members at large.

### 1.5.4.1.5 Article V – Management

#### Section 1. Officers

The management of this organization shall be vested in a president, vice-president, treasurer, secretary, chairpersons for: student issues and the Fontbonne University Activities Board (President) all accept for the (FAB president) whom shall be elected in such a manner as is provided in the By-Laws of the organizations. The officers shall be ex-officio (exist in) member of SGA.

#### Section 2. Committees

Permanent committees shall commence at the beginning of the academic year, chairpersons, being selected by the SGA president. Ad-hoc committees shall be formed as needed under the supervision of the appropriate officer. It should be noted that the president could appoint chairpersons.

Section 3. All organizations' constitutions fall under the authority of the constitution of the Student Government Association.

### **1.5.4.2 By-Laws of Fontbonne University Student Government Association**

#### 1.5.4.2.1 Article I – Officers and Representatives

Section 1. Officers: The officers of this organization shall be a president, vice-president, treasurer, secretary, and permanent chairs for: student issues, and the Fontbonne Activities Board.

All of the officers accept the (FAB president) shall be elected by a majority vote ending at the spring semester prior to the fiscal year. Installation of new officers will take place at the last meeting of the semester, closest to August 1.

Section 2. Permanent Organizations/Student Representatives: Organizations must appoint or elect representatives on their own by the time of turning in Budget Requests. Representation shall consist of an individual or individuals from each of these organizations.

Section 3. Duties of the President: The president shall preside at all the regular meetings of the organization. The president shall have the power to appoint members to ad hoc committees. The president shall serve as the official student representative of Fontbonne University where such representation is appropriate. The president is responsible for the enforcement of the By-Laws and the

Constitution of this organization. The president may veto actions already passed by the SGA officers. Such vetoes can be overruled by a 2/3 majority of all voting members.

Section 4. Duties of the Vice President: In the absence or disability of the president, the vice-president shall perform all duties of the president. The vice-president shall serve as an ex-officio for the Student Issues Chair and other powers and duties as the president delegates to this office. The vice-president shall be responsible for keeping track of member participation. The vice-president is also responsible for tallying the necessary working points (for events) required of each organization in order for each organization to get funding.

Section 5. Duties of the Treasurer: The treasurer shall receive and disburse the funds of this organization. This officer shall keep an accurate and detailed account of all receipts and disbursements of SGA, and on all other organizations receiving student activity funds. Such accounts should include the amount of disbursement, a statement of what the funds were used for and the date on which such funds were issued. Note: All requests for funding must be approved by the treasurer, the president, and the advisor. No unilateral decisions for funding may exist. Two of the above may decide in an emergency situation in case a third member cannot be reached.

Section 6. Duties of the Secretary: The secretary shall keep a record of the regular meetings of the organization. The minutes of such meetings and duplication thereof, are the responsibility of this officer. The secretary is responsible for SGA correspondence. The secretary will keep a record of attendance and keep the Budget Committee informed of attendance. The secretary will be responsible for notifying members and organizations after members' second absence. The secretary is also responsible for other duties and powers delegated by the president. All documents regarding SGA shall become part of the permanent file for future reference.

Section 7. Duties of the Student Issues Chair: This person will serve as an open receptive ear to the ideas, complaints and concerns of the Fontbonne University student body. This person will function as a liaison between the students and the appropriate divisions of the university in which students have an issue with. The Student Issues Chair has the right to form committees to help assist with the solution of the issues at hand, with the approval of the student government president. The Student Issues Chair will inform students on matters relevant to their academic, social, environmental and safety needs.

Section 8. Duties of Student Organization Representatives: Representative(s), elected or appointed are expected to attend regular meetings. Attendance will be taken and recorded. The representatives should faithfully represent the views and opinions of their organization. Such representatives will be required to serve on or appoint other representatives from their organization to serve on standing committees or on ad-hoc committees. Representatives must give written notice two weeks prior to the event to the SGA treasurer to receive allocated student activity funds.

#### ***1.5.4.2.2 Article II – Committees***

Section 1. Elected Committees: The following committees shall have no more than two (2) or less than (1) chairperson(s) elected by the student body. These chairpersons shall become voting members of the SGA officers.

Section 2. Appointed Committees: These shall be appointed by the president based upon the president's understanding of the needs of the organization, and with the guidance of the SGA officers.

Election Committee: It shall be the duty of this committee to:

1. Notify all students of upcoming elections.
2. Make copies of this Constitution and By-Laws for all interested parties.
3. Have members present at the election sites.

4. Tabulate votes in the presence of a staff member
5. Post the final election results at the election sites
6. Be responsible for overall operations of elections.

#### 1.5.4.2.3 Article III – Suspensions, Removals, Resignations, and Reinstatement of Funds

Any member of the Student Government Association who is found guilty of an infraction of the Constitution and By-Laws or a failure to substantially perform the duties assigned to that member, may be suspended or removed from the office and/or position on the Student Government Association.

Section 1.Suspensions: Suspension shall be in writing and is defined as the removal from voting membership and/or removal from duties and powers of office. There is the possibility of a loss of allocated Student Activity Funds (at the discretion of the Budget Committee) for one (1) year from date of suspension.

1. Grounds for Suspension: Grounds for suspension shall include:
  - a. Any officer of the Student Government Association will be suspended from their office if their grade point average falls below a 2.0. This includes both the officer's cumulative grade point average and also the current semester's grade point average. Normal suspension guidelines will be followed.
  - b. Failure to attend three (3) SGA weekly meetings without being excused. The secretary will notify the member and the organization after the second unexcused absence.
  - c. Neglecting to carryout assigned duties.
  - d. Failure to complete the required amount of points assigned by the Vice-President (Clean Up, Set Up, Working and Diversity Point).
  - e. These all must be completed by anyone involved with SGA. All of the above categories must be completed by each organization by more than just one person doing all of the work.
2. Suspension from SGA shall entail the following provisions:
  - a. Possible loss of allocated Student Activity funds for organizations at the discretion of the Budget Committee.
  - b. The offending member shall lose voting privileges in the first SGA meeting after the suspension has begun.
  - c. Reinstatement following Suspension: The suspended member, in order to be reinstated as a voting member of SGA must, at the second SGA meeting following suspensions, present a formal, oral request outlining the reasons why that member's suspension took place to the attendees of said meeting. After the request for reinstatement has been made, the suspended member will be reinstated only after attending two (2) more successive SGA meetings, and then being approved by the majority of the members of SGA.

Section 2. Removals: Removal shall be defined as the process by which nay member of SGA may be removed from office and/or position causing the Loss of Allocated Student Activity Funds. It is promoted by a motion of any member of SGA and based on two-thirds (2/3) majority of the SGA.

Note: Removal will follow suspension, however, if infraction leading to suspension is repeated, removal procedures will take place immediately.

Section 3.Resignations: Resignations must be submitted to the entire SGA two (2) weeks prior to leaving office.

#### Section 4. Reinstatement of Funds

- a. Reinstatement of funds following Suspension: The loss of funds is from a decision made by the Budget Committee and funds will not be reinstated for one (1) year from the date of the Budget Committee decision. Funds may be requested but access to these funds is denied until date of reinstatement.
- b. Reinstatement of Funds following Removal: Funds can be reinstated only if the removed member's organization appoints or elects a new representative. Funds are reinstated when the newly elected/appointed member takes an active part in SGA at the discretion of the Budget Committee. If this new member is suspended, funds are lost for one (1) year from the date of suspension and will not be reinstated until such time even if another new representative is elected/appointed. Funds may be requested, but access to such funds is denied.

#### 1.5.4.2.4 Article IV – Overruling and Appeals

Section 1. Overruling of SGA Decision: The advisor and/or Dean of Students have the power to overrule a SGA decision.

Section 2. Appealing Overruling of SGA Decisions: To appeal an overruling of a SGA decision by the advisor, a written proposal must be submitted and accepted or rejected by the Dean of Students.

#### 1.5.4.2.5 Article V – Amendments

##### Section 1

1. Proposed, dated Amendments to the Constitution and By-Laws of the Fontbonne University SGA must be submitted at least two weeks prior to the official meeting of SGA at which the amendment was voted on.
2. A proposed amendment must have a two-thirds (2/3) majority vote of the voting body for its adoption.
3. Amendments may be proposed by any member of the SGA or by a petition of a minimum often (10) percent of the student body of Fontbonne University.
4. Amendments must have the approval of the advisor of the organization.

#### 1.5.4.2.6 Article VI – Removal

Section 1.Reasons for Removal: Any officer or representative may be removed from office or failure to fulfill the duties listed in this Constitution and By-Laws.

Section 2.Vote Needed for Removal: A two-thirds ( $\frac{2}{3}$ ) vote of the assembly shall be necessary to remove any officer or representative.

Section 3.Ability to Run: Any officer removed from office shall be unable to run for office until one (1) calendar year after being removed.

## **1.6 Committees of Fontbonne University**

The President and Executive Vice President for Strategy and Operations are ex-officio members of all administrative, institutional and advisory committees of the university.

Faculty General Assembly Committees report their actions to the Executive Committee of the Faculty General Assembly and as appropriate, to the entire Faculty General Assembly. The Faculty General Assembly or Executive Committee's recommendations go to the Vice President for Academic Affairs for further consideration.



Professional Librarians are eligible to serve on Faculty Assembly Committees and as appointed on administrative, institutional judicial and advisory committees of Fontbonne University.

### **1.6.1 Board of Trustees Committees**

#### ***1.6.1.1 Executive Committee of the Board of Trustees***

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: The Executive Committee shall be composed of a minimum of seven (7) members, all of whom shall be Trustees. The Chairperson of the Board of Trustees shall be the Chairperson of the Executive Committee. The Vice Chairperson of the Board and the chairperson of each standing committee of the Board shall be members of the Executive Committee. The President shall be an ex officio member of the Executive Committee, without power to vote and shall not be counted as a member of that committee for the purpose of determining a quorum.
4. Chairperson: Chairperson of the Board of Trustees
5. Duties: Between meetings of the Board of Trustees, the Executive Committee shall have general supervision of the administration of property of the university except that, unless specifically empowered by the Board of Trustees to do so, it may not take action inconsistent with a prior act of the Board of Trustees, award degrees, alter Bylaws, locate permanent buildings on tax-exempt property held for university purposes, remove or appoint the President of the University, or take any action which has been reserved for the Board.
6. Meeting: Meetings of the Executive Committee may be called at any time by the chairperson of the committee or the President of the university and may be held without notice whenever and wherever a majority of the committee is assembled.

#### ***1.6.1.2 Board Committee on Finance***

This committee is a standing committee of the Board of Trustees. It advises the Board on matters of finance as directed by the Board. This is a light-load committee for faculty.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex-officio); President (ex-officio); Vice President for Finance and Administration; and two faculty members elected by the faculty.
4. Chairperson: Board Committee member as appointed by the Board.
5. Duties: To advise the Board on financial matters; to serve as a resource for the Board of Trustees.
6. Meeting: As determined by the committee; at least once before each meeting of the full Board of Trustees.
7. Budget: Vice President for Finance and Administration.
8. Term: Faculty members are elected for one three-year term; they may not serve consecutive terms.
9. A faculty member may not serve concurrent terms on this committee and on the Planning and Budget Committee.

### ***1.6.1.3 Board Committee on Academic and Student Affairs***

This committee is a standing committee of the Board of Trustees. It advises the Board on academic and student matters as directed by the Board of Trustees. This is a light-load committee for faculty.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex officio); President (ex officio); university staff as appointed by the President; two faculty members elected by the faculty; and one student (President of SGA or designee).
4. Chairperson: Board Committee member as appointed by the Board.
5. Duties: To advise the Board on matters related to academic and student affairs; to serve as a resource for the Board of Trustees on matters related to academic and student affairs.
6. Meetings: As determined by the committee; at least once before each meeting of the full Board of Trustees.
7. Budget: Office of the President.
8. Term: Faculty members are elected for one three-year term; they may not serve consecutive terms; student member's term is one year; the student may be reappointed at the discretion of the President.

### ***1.6.1.4 Board Committee on Facilities***

This committee is a standing committee of the Board of Trustees. It advises the Board on matters related to university property and buildings as directed by the Board of Trustees.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex officio); President (ex officio); Vice President for Finance and Administration.
4. Chairperson: Board members as appointed by the Board.
5. Duties: To advise the Board and the Administration on facilities, including operations and planning.
6. Meeting: As determined by the committee; at least once before each meeting of the Board.
7. Budget: Office of the Vice President for Finance and Administration.

### ***1.6.1.5 Board Committee on Development***

This committee is a standing committee of the Board of Trustees. It advises the Board on matters related to fundraising, alumni affairs and external university relations.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex officio); President (ex officio); Vice President for Advancement.
4. Chairperson: Board member as appointed by the Board.

5. Duties: To advise the Board on matters related to fundraising, alumni affairs and external university relations.
6. Meetings: As determined by the committee; at least once before each meeting of the Board.
7. Budget: Office of the Vice President for advancement.

#### ***1.6.1.6 Board Committee on Investment***

This committee is a standing committee of the Board of Trustees. It advises the Board on matters of investment for the endowment fund as guided by its Board-approved investment policies.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex officio); President (ex officio); Vice President for Finance and Administration.
4. Chairperson: Board members as appointed by the Board.
5. Duties: To advise the Board on matters relating to the investment of the university endowment. To advise the administration on matters relating to oversight of the university's investment advisors and fund managers.
6. Meeting: As determined by the committee; at least once before each meeting of the Board.
7. Budget: Office of the Vice President for Finance and Administration.

#### ***1.6.1.7 Board Committee on Audit***

This committee is a standing committee of the Board of Trustees. Its primary responsibility is to provide oversight of the university's financial practices, internal controls, financial management, and standards of conduct.

1. Status: A committee of the Board of Trustees.
2. Accountability: To the Board of Trustees.
3. Composition: Board Members as appointed by the Board; Board Chairperson (ex officio); President (ex officio); Vice President for Finance and Administration.
4. Chairperson: Board members as appointed by the Board.
5. Duties: To review and understand the university's financial statements; to assure the Board that the statements accurately reflect the university's financial condition; to determine the adequacy of the financial controls surrounding financial information systems; to ensure adherence to the university's conflict of interest policy; to receive (through its chairperson) confidential reports of possible fraud; and to direct control over the external auditors.
6. Meeting: As determined by the committee; at least once before each meeting of the Board.
7. Budget: Office of the Vice President for Finance and Administration.

#### ***1.6.1.8 Board Committee on Trustees***

This committee is a standing committee of the Board of Trustees. It advises the Board on matters related to the selection of new trustees.

1. Status: To advise the Board of Trustees or to act on behalf of the Board of Trustees when so authorized by the Board.

2. Accountability: To the Board of Trustees.
3. Composition: Board members as appointed by the Board; Board Chairperson (ex officio); President (ex officio).
4. Chairperson: Board member as appointed by the Board.
5. Duties: To advise the Board on matters related to the identification and selection of new trustees. To conduct periodic self-evaluations of the Board. To facilitate board retreats.
6. Meeting: As determined by the committee; at least once before each meeting of the Board.
7. Budget: Office of the President.

#### ***1.6.1.9 Board Committee on Marketing/Recruitment***

Formed in 2011, description, status, accountability, and composition are under consideration.

### **1.6.2 Administrative Committees**

#### ***1.6.2.1 Office of the President***

The Office of the President (OP) represents the senior administration of the university. This body is advisory to the President and meets regularly to discuss issues facing Fontbonne.

##### **1.6.2.1.1 Membership**

Its members are:

1. President (Chair)
2. Executive Vice President for Strategy and Operations
3. Vice President for Academic Affairs
4. Vice President for Institutional Advancement
5. Vice President for Student Affairs
6. Vice President for Finance and Administration
7. Vice President for Enrollment Management
8. Vice President for Information Technology

The Executive Assistant to the President and Board of Trustees acts as Secretary of the Office of the President.

#### ***1.6.2.2 Academic Council***

The Academic Council advises the Vice President for Academic Affairs on academic and curricular matters.

##### **1.6.2.2.1 Membership**

The following individuals are members of the Academic Council:

1. Vice President for Academic Affairs
2. Dean of Undergraduate Studies
3. Associate Academic Dean
4. College/Department Chairs/Deans

5. University Librarian
6. Director of Graduate Studies
7. Registrar
8. Director of Online Programs
9. Director of Institutional Research and Assessment

### **1.6.3 Institutional Committees**

#### ***1.6.3.1 Fontbonne University Diversity Committee***

The Fontbonne University Diversity Committee is a committee that will engage in activities to protect our diversity, explore diversity issues and promote a positive attitude toward diversity on all of our campuses and wherever the university does its work – from classrooms, laboratories, libraries, practice fields to administrative office and performance venues.

#### ***1.6.3.2 Committee on Mission and Heritage***

The Committee on Mission and Heritage strives to deepen an understanding of the mission, history, and heritage of Fontbonne University as they relate to the founders and sponsors, the Sisters of St. Joseph of Carondelet. In pursuit of this goal, the committee develops, recommends, and implements programs, celebrations, projects and publications. The committee furthers the goals of Fontbonne’s Mission Statement in promoting the values and Catholic presence at the university.

This committee has the following subcommittees: Orientation; Publications; Events; Additional subcommittees as needed.

1. Status: Advisory to the President. Decision making in implementing approved programs and events.
2. Accountability: To the President.
3. Composition: Members recommended by the committee, approved by the President, and representative of the following areas:
  - a. Advancement/Institutional Advancement(Vice President)
  - b. Campus Ministry
  - c. University Relations
  - d. Communications and Marketing
  - e. Alumni Relations
  - f. Administrative staff
  - g. Academic year faculty (this is a light load committee for faculty)
  - h. OPTIONS
  - i. Student Government Association President.
4. Chairperson: Selected by the committee.
5. Duties:
  - a. Develops and implements a mission education protocol for orientation of members of each of the campus constituencies;

- b. Recommends and implements various events for educating the university community about the heritage and mission of Fontbonne University and the Sisters of St. Joseph;
  - c. Develops, coordinates, and facilitates events to celebrate dates relative to the heritage and mission of Fontbonne University and the Sisters of St. Joseph;
  - d. Prepares and distributes such publications as Focus and Past, Present, Future;
  - e. Performs additional duties as determined by the committee or requested by the President.
6. Meetings: A minimum of six times each academic year with additional meetings as needed; recommendation for the minimum six meetings: one meeting in August, and three meetings each semester.
  7. Budget: Committee on Mission and Values under the Office of the President.
  8. Term: To be determined by the committee.

### ***1.6.3.3 Committee on Assessment***

The purpose of this committee is to organize the collection, evaluation and dissemination of information related to the implementation of curricular and institutional goals primarily as they pertain to student learning. This heavy-load committee is an appointed committee and reports to the Vice President for Academic Affairs.

1. Status: Advisory to the President, the Executive Vice President for Strategy and Operations, the Vice President for Academic Affairs, the Director of Institutional Research and Assessment, and faculty.
2. Accountability: Vice President for Academic Affairs.
3. Composition: Vice President for Academic Affairs or representative; Vice President for Student Affairs or representative; Director of Institutional Research and Assessment; at least four faculty members appointed by the Vice President for Academic Affairs; and other professionals as appropriate.
4. Chairperson: Appointed faculty member.
5. Duties:
  - a. Assist the office of Institutional Research and Assessment in monitoring the success of academic departments in meeting assessment goals for their programs.
  - b. Assist the office of Institutional Research and Assessment in monitoring the success of General Education academic outcomes/goals.
  - c. Review sections of the Departmental Reviews dealing with assessment and make recommendations to the academic departments.
  - d. Review sections of Administrative Reviews dealing with assessment and make recommendations to administrative units and support services.
  - e. Inform the Curriculum Committee of General Education academic outcomes data and make recommendations when deemed needed.
  - f. Monitor the Assessment Plan of departments and overall Student Learning Outcome.
  - g. Assess the Assessment Plan every five years.
6. Meetings: Frequency to be determined by the members of the committee.
7. Budget: Office of Academic Affairs.

### ***1.6.3.4 Committee on Teacher Certification***

This light-load committee is the policy-making and decision-making body to coordinate the teacher certification programs at Fontbonne University, charged with addressing the standards and requirements of the State of Missouri. The committee is responsible for coordinating the goals of teacher education, communicating requirements to students, implementing policies relating to program quality and admitting students to teacher certification programs.

This committee shall be designated a heavy-load committee in the academic year before and the year of the Missouri Department of Elementary and Secondary Education evaluation of teacher certification programs.

1. Status: Policy making and decision making for teacher certification programs, Department of Elementary and Secondary Education standards, and certification requirements.
2. Accountability: To the Vice President for Academic Affairs.
3. Composition:
  - a. Tier One (light load): Membership will include representatives from the following certification areas: Dean of Education, Associate Academic Dean, Communication Disorders, Early Childhood, Secondary Education, Special Education, Director OF Graduate Programs, Student, Practitioner
  - b. Tier Two (Department membership is elected within each department with a certification program): All Tier One members, One faculty member from each department with a certification program, excluding those with a representative on Tier One., Registrar
  - c. Term of service for both tiers is ordinarily two years.
4. Chairperson: Dean of Education.
5. Duties for Tier One:
  - a. Evaluates the teacher certification program in relation to the Mission Statement of Fontbonne University and the Missouri Department of Elementary and Secondary Education Standards;
  - b. After receiving information about state requirements from the chairperson of the Department of Education/Special Education, communicates such information and delegates responsibility for implementation to appropriate departments;
  - c. Solicits input from Tier Two membership when policies and/or programs need to be developed;
  - d. Delineates and up-dates the goals of the teacher certification program;
  - e. Reviews and modifies policies and procedures that govern admission to and retention of students in a teacher certification program. The following materials must be reviewed annually:
    - i. Procedures for Students in Teacher Certification
    - ii. Student Teaching Guidelines and Requirements
    - iii. Employer Evaluation Forms
    - iv. Survey of Graduates to evaluate programs
    - v. Procedures and Policies for the C Base Test and PRAXIS. The Coordinator of Student Teaching is responsible for disseminating Student Teaching Guidelines and Requirements to principals, cooperating teachers, university supervisors, and student teachers.

- f. Accepts qualified students into teacher certification programs;
  - g. Reviews, modifies, and implements policies and procedures that affect faculty and graduates involved in teacher education. The following materials must be reviewed annually:
    - i. Faculty plans for Direct and Periodic Involvement
    - ii. Plans for Follow-up of Graduates
  - h. Responds when appropriate to proposed bills and rules from state legislatures;
  - i. Compiles and disseminates materials, forms, and surveys related to teacher certification.
6. Duties for Tier Two:
- a. Provides input to Tier One membership when new policies and/or programs need to be developed;
  - b. Serves as liaison in order to communicate policies and decisions to departments offering teacher certification programs;
  - c. Serves as a channel of communication to Tier One membership when issues arise affecting a specific area of teacher certification.
7. Meeting: Tier One: at least monthly  
Tier Two: as needed.
8. Budget: Office of Academic Affairs--expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

### ***1.6.3.5 Planning and Budget Committee***

This committee advises the President on the formulation of long-range plans for maximum utilization of university resources. It meets approximately four to five times per semester. It is a heavy-load committee for faculty.

1. Status: Advisory to the President.
2. Accountability: To the President.
3. Composition: Executive Vice President for Strategy and Operations; Vice President for Academic Affairs; CSJ Staff Representative; Vice President for Finance and Administration; Vice President for Institutional Advancement; Vice President for Student Affairs; Associate Vice President for Enrollment Management; Three faculty members elected by the FGA who are not members of the Board Committee on Finance; Vice President of Information Technology; and one staff member appointed by the President and recommended by the Fontbonne Staff Association.
4. Chairperson: Vice President for Finance and Administration.
5. Duties:
  - a. To formulate long-range plans for the maximum utilization of University Resources;
  - b. To review and accept planning and budget priorities presented by the Office of the President;
  - c. To assist in the preparation of the annual budget;
  - d. To use the Strategic Plan of the university to guide recommendations to the President
6. Meetings: At the discretion of the chairperson, generally four to five times per semester.
7. Budget: Office of the Vice President for Finance and Administration.



8. Term: Faculty members are elected for one three-year term; they may not serve consecutive terms.

A faculty member may not serve concurrent terms on this committee and on the Board Committee on Finance.

### ***1.6.3.6 Research Standards Committee and Institutional Research Review Board (IRRB)***

The Research Standards Committee informs the university community-at-large concerning the responsibilities of faculty, students, or administrative researchers whose projects involve biological or behavioral research using human and animal subjects, in order to ensure that procedures are followed to safeguard the rights and welfare of research subjects and are in conformance with federal regulations.

The Committee receives proposals from all student, faculty and administrative staff conducting research involving human or animal research subjects regardless of the form, location, or whether or not it is funded or if other institutional review has been made, e.g., by a hospital institutional review board. If applicable, a copy of that review is to accompany the proposal. Students who carry out research projects involving human or animal subjects must receive prior approval of the student's protocol by the faculty member sponsoring and supervising the research in the student's proposal. Please see policy 2.7 for further information.

In addition, this Committee:

1. Formulates guidelines and policies that meet federal regulations, incorporates the ethical concerns for the entire university community, and reflects the particular needs of the university's researchers. These guidelines and policies are to be approved by the Executive Vice President for Strategy Operations in consultation with the Vice President of Academic Affairs.
2. Provides information to researchers as to the appropriate means for protecting the rights and welfare of subjects, securing the effective, free, informed consent of human subjects, and fulfilling federal, local and the standards of the university regarding human research;
3. In its status as the Institutional Research Review Board for the university, the Committee reviews all proposals for human research submitted to the Committee by faculty, student, or administrative researchers to assure concordance with aforementioned guidelines. The guidelines shall specify which research is included and which is exempt from the Committee's review (See Volume II, Subsection 2.7.1 for Guidelines); and
4. Maintains adequate records and confidentiality and prepares a yearly report for the President on the research approved.

#### **1.6.3.6.1 Membership**

All members of the Research Standards Committee and Institutional Research Review Board are appointed by the Vice President for Academic Affairs of the university.

This Committee must be comprised of a minimum of seven members. Members of the Research Standards Committee shall not be involved in the initial or continuing review of an activity in which they have a vested interest, except to provide information requested by the Committee. The Committee, at its discretion, may invite individuals with competence beyond, or in addition to, that available on the Committee. Invited participants have no voting rights.

Membership of the Human and Animal Subjects Research Committee shall consist of the following:

1. At least four full-time members must have backgrounds in academic research departments different from each other (this is a heavy load committee for faculty);

2. One member's background must be from the Humanities or Arts; another must be an ethicist or philosopher of science;
3. One member must be a staff professional (e.g., counseling center/personnel, etc.);
4. One member must not be employed by the university or a part of the immediate family of a person who is employed by the university; one member should be a lawyer, ethics advocate, clergy; and
5. The Vice President for Academic Affairs, ex-officio.

The Chair will be elected by the Committee from the membership. The Committee meets on the call of the Chair.

#### 1.6.3.6.2 Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee oversees Fontbonne University's animal care and use program in order to achieve humane and responsible care of vertebrate, non-human animals in the laboratory and throughout the institution in accordance with the Fontbonne University mission and federal law regarding the use of animals in research.

The responsibility of the IACUC is to establish policies and procedures to ensure regulatory compliance, monitor program performance and support high quality science and humane animal use as set forth by the National Research Council and specified in the publication the Guide for the Care and Use of Laboratory Animals, and insurance of compliance with federal laws and policies. It is the University's responsibility to provide suitable orientation, background materials, access to appropriate resources, and, if necessary, specific training to assist IACUC members in understanding their roles and responsibilities, and evaluating issues brought before the committee.

##### *1.6.3.6.2.1 Responsibilities of the IACUC*

The committee receives and reviews proposals from all student, faculty and administrative staff conducting research involving vertebrate, non-human animal research subjects. Such proposals must specifically address the following:

1. Description of ways in which replacement of animals, reduction in the numbers of animals used, and refinement of procedures to provide the most effective analgesia and euthanasia have been considered and/or implemented. The replacement of animals may include the use of computer simulations or the substitution of vertebrate animals with invertebrate animals as research subjects.
2. Identification of potential risks to personnel, to animal subjects, or to the environment that are associated with the proposal, including any genetic manipulations to be undertaken. Strategies to minimize all identified risks must be included with the proposal.
3. Strategies associated with the care of animal research subjects during the course of the investigation
4. Strategies associated with the proper training of all personnel identified in the proposal.
5. The committee routinely inspects animal care facilities, animal-husbandry practices and disaster planning to ensure that animal needs are met under all circumstances. If necessary, the committee will immediately report concerns to the VPAA.
6. The committee establishes and reviews procedures associated with training and safety of animal-care personnel including any faculty, staff or students directly responsible for the care or use of animals.
7. The committee establishes a process for registration of concern regarding the care and use of animals at the University.
8. The committee maintains documents associated with its duties outlined in 1.6.3.10 sub 1-4 (above)

9. The committee must prepare and submit to the VPAA an annual report of its meetings, activities and findings.

#### *1.6.3.6.2.2 Membership*

The IACUC is appointed by and accountable to the Vice President of Academic Affairs and shall include

1. A Doctor of Veterinary Medicine
2. Two practicing scientists experienced in research involving animals. These individuals cannot come from the same academic department. Appointed or voted? Light Load expect for Chair. Should Chair be permanent and keeper of the documents. In that case should Chair coincide with Chair of BPS. Should Barbara be paid to attend meetings and keep documents??
3. One member from a nonscientific background, drawn from inside or outside the institution. Appointed by VPAA or elected? Should there be someone from physical plant??
4. At least one public member to represent general community interests in the proper care and use of animals. This person should not be a laboratory animal user, be affiliated in any way with the institution, or be a member of the immediate family of a person who is affiliated with the institution.

#### *1.6.3.7 Retention Task Force*

The Retention Task Force meets on a regular basis throughout the year to deal with issues relating to retaining students at the university. The task force provides important links between departments and personnel who deal with students. . The members of this group are responsible for developing, planning and executing the Retention Plan.

##### *1.6.3.7.1 Membership*

Membership on the Retention Task Force is comprised of members representing the divisions of Enrollment Management, Academic Affairs, and Student Affairs, including a student representative.

#### *1.6.3.8 University Committee on Founders Awards*

1. Status: This committee is responsible for researching and screening nominees for the annual Founders Awards which honor recipients for their distinguished service to the community, which service is uniquely characterized by the founding values of the Sisters of St. Joseph.
2. Accountable to the President and the Board of Trustees.
3. Composition: Alumni from different class years, faculty or staff, and Director of Alumni Relations.
4. Chair: Appointed by the President.
5. Duties:
  - a. To screen and research nominees for the Founders Award;
  - b. To send a final report to the Board of Trustees;
  - c. To make all arrangements for the Founders Dinner;
  - d. To evaluate the Dinner;
  - e. To recommend the next year's UCFA membership
6. Meetings: At least three meetings (one in March and in April) and one in October.
7. Budget: Founders Dinner.

8. Term: Committee members are appointed for a two-year term and may serve for an additional one-year term.

#### ***1.6.3.9 Library Advisory Committee***

This light-load committee advises the University Librarian on library policies, collection development, evaluation of services, and budget allocation. This committee determines how the library can best support the curriculum through its collections and services. Committee members promote library issues to departmental faculty and convey departmental concerns to the University Librarian.

- 1.. Status: Advisory to the University Librarian on policies affecting library resources and services.
- 2.. Accountability: to the FGA.
3. Composition: University Librarian; One faculty representative from each academic department.
4. Chairperson: University Librarian.
5. Duties:
  - a. Advise the University Librarian on library policies.
  - b. Allocate the departmental portion of the library materials budget.
  - c. Promote library resources and services.
  - d. Evaluate library collections and services and recommend improvements.
6. Meeting: As determined by the committee, ordinarily six times per year.
7. Budget: Library Budget, as approved by the University Librarian and the Office of Academic Affairs.
8. Term: Faculty members are designated by the department chair for one-year terms; they may serve consecutive terms.

#### ***1.6.3.10 Writing Across the Curriculum Committee***

The Writing Across the Curriculum Task Force has been designated the Writing Across the Curriculum Committee, a heavy-load institutional committee with accountability to the FGA. This committee is responsible for coordinating activities on campus that support and enhance improved writing skills and writing assessment among the university's student, faculty, and staff populations. Through these activities, the committee seeks to ensure that written communication, whether within the context of coursework or administrative capacities, is effective both within the university community and between the university and those it serves. This committee responds to issues that arise across the university and identifies resources or solutions in response to identified needs.

1. Status: Advisory to the faculty and administration on improving written communication skills.
2. Accountability: To the FGA.
3. Composition: Permanent members: Director of Rhetoric, Writing Specialist from Kinkel Center. Appointed members: three members of the faculty (to serve two years each), no two members from the same department. One ex-officio (Vice President for Academic Affairs or designee).
4. Chairperson: A member elected by the committee
5. Duties:

- a. Receives yearly data from the Office of Institutional Research and Assessment regarding assessment of written communication and determine yearly strategies for improving student performance
  - b. Develops and implements writing standards and other materials for the “Writing at Fontbonne” booklet, which it will revise annually
  - c. Develops and maintains web site to assist instructors and students
  - d. Schedules and plans special events (forums, workshops, guest speakers) for faculty and other members of the university community to improve writing across the university
  - e. Develops policies and procedures on plagiarism
  - f. Discusses and designs junior writing assessment and entrance writing assessment instruments (implementation of these may occur at a later date in consultation with other committees and individuals)
6. Meetings: Frequency determined by the members of the committee
  7. Budget: Office of Academic Affairs- expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

#### **1.6.4 Judicial Committees**

##### ***1.6.4.1 Faculty Mediation Committee***

See Section 1.5.1.5.1m

##### ***1.6.4.2 Faculty Hearing Committee***

The Faculty Hearing Committee is a group of elected academic year faculty members whose purpose is to conduct formal hearings into issues referred to it by the Faculty Mediation Subcommittee. This is a light-load committee.

1. Status: advisory to the Board of Trustees, President, faculty and individual faculty members.
2. Accountability: to the faculty.
3. Composition: Five academic year faculty members elected by the FGA (three of the five members must be tenured; current members of the Committee on Rank and Tenure may not serve on this committee. No two members from the same discipline may serve on this committee.)
4. Chairperson: a faculty member elected by the committee.
5. Duties:
  - a. Conducts formal hearings into issues referred to it by the Faculty Mediation Subcommittee
  - b. Handles cases of sexual harassment when a faculty member is the accused party
  - c. Communicates results of hearings to the President and the faculty member.
6. Meeting: meets at the beginning of the school year to review duties and procedures; thereafter, the committee meets at the call of the Chairperson.
7. Budget: Office of Academic Affairs.
8. Term: Faculty members are elected for two-year terms. Faculty members may not serve concurrently on the Faculty Mediation Subcommittee.

### ***1.6.4.3 Committee on Rank and Tenure***

See Section 1.5.1.5.2

### ***1.6.4.4 Appeals Committee on Student Affairs***

This committee guarantees the right to a hearing for any student\* or registered student organization. Information regarding the procedure for appeal to the Committee is available from the Vice President for Academic Affairs or the Vice President for Student Affairs.

(\*OPTIONS students wishing to file an appeal for a supplemental course must follow these guidelines.)

1. Status: Binding decision making authority for academic and non-academic appeals. Presents recommendations to the FGA regarding policies and procedures of the Committee.
2. Accountability: To the FGA with regard to the policies and procedures.
3. Reporting: To report the outcome of appeals to the Vice President for Academic Affairs and/or the Vice President for Student Affairs.
4. Composition: Four full-time faculty members plus two alternates elected by the FGA (each must have completed one year of full-time teaching at Fontbonne University); Four students, of whom one must be a graduate student, plus two alternates selected from the student body-at-large through the Student Government Association (Undergraduate students must be either juniors or seniors in good academic standing and have completed at least one year at Fontbonne University).
5. Term of office is one year. Members may be elected to consecutive terms.
6. Chairperson: A faculty member.
7. Duties:
8. To hear appeals by (a) student(s) on academic matters.
9. To hear a student's or a registered student organization's appeal regarding any non-academic disciplinary action imposed upon that person or organization in the event of alleged procedural error or if new information regarding the incident becomes available after the action is taken. (See procedures under non-academic matters.)
10. Meetings: At the beginning of the fall semester for an orientation session and to hear appeals.
11. Budget: For academic matters, from the budget of the Vice President for Academic Affairs. For non-academic matters, from the budget of the Vice President for Student Affairs.

#### **1.6.4.4.1 Procedures for an Appeal before the Appeals Committee on Student Affairs**

Students have a responsibility to achieve their educational goals. The Code of Student Conduct and these appeal procedures are written to ensure that the rights and responsibilities of all members of the academic community are upheld through orderly procedure. Individuals requesting an appeal must follow these steps:

1. Steps to be taken prior to an Appeal of an Academic Matter:
  - a. Before an appeal regarding academic matters can be taken to the Appeals Committee, the student(s) and faculty member(s) involved must try to resolve the issue.
  - b. If it cannot be successfully resolved at the student-faculty level, the student must take the issue to the departmental chairperson or designee (to be determined by the Associate Academic Dean). When the faculty member involved is the departmental chairperson, this step is omitted.

- c. If the student and departmental chairperson cannot resolve the issue, the student together with the faculty member involved, must meet with the Associate Academic Dean. The departmental chairperson will be apprised of the outcome at this level.
  - d. If the issue continues to remain unresolved, the student can request a hearing before the Appeals Committee.
2. Steps in the Appeal Process:
- a. The student must appeal in writing to the chairperson of the Appeals Committee. If a written account of the issue has been previously presented, such documentation will be forwarded to the chairperson and will serve as the official letter of appeal. Written appeals must be submitted within the first thirty calendar days of the fall or spring semester immediately following the semester in which the course was taken. (The committee does not convene during the summer.) The written appeal must include the following: The name of the faculty member(s) involved; a complete description of the academic issue of which the student is appealing; citation of any regulation or policy involved with specific references to university policy or the course syllabus and/or the circumstances leading to the appeal; a recommended resolution; and the signature of the person appealing with the date of the report.
  - b. Upon receipt of the written appeal, the chairperson of the committee must immediately notify the faculty member involved and a copy of the documentation from the student will be forwarded to the faculty member.
  - c. The faculty member must present a separate written report to the committee chair within ten days of receipt of official notification that the appeal process has been initiated. This report must include a detailed description and rationale of the faculty member's perspective on the allegation. Upon receipt of the faculty member's response, a copy will be forwarded to the student. If the faculty member does not submit a written response, the appeals committee will consider the appeal on the basis of the evidence available. The committee chairperson will keep these reports confidential and will not provide them to committee members until the hearing.
  - d. The committee chairperson must contact members of the committee and set a date for the hearing. Each participant will be notified in writing and will be expected to verify the notification. The chairperson will then notify the Vice President for Academic Affairs, the student and the faculty member. Hearings will be arranged in an expeditious manner depending on the schedules of all parties involved except in cases where the reports are received during the summer months.
    - i. In order to avoid any conflict of interest, the committee chairperson will determine if a committee member should be disqualified and an alternate will serve.

Note: The committee chairperson can designate the Associate Academic Dean to assist with the administrative processes of notification and the collection and dissemination of documentation provided by the student and the faculty member.
3. Initial Steps for an Appeal of a Non-Academic Disciplinary Outcome
- a. The student must appeal in writing to the chairperson of the Appeals Committee within thirty days of the disciplinary decision. Decisions made during the summer period must be appealed within thirty days into the fall semester. The written appeal must cite the procedural error that occurred during the disciplinary process and/or an account of the new information that has become available since the conduct hearing.

- b. Upon receipt of the appeal the chairperson of the committee must immediately notify the Vice President for Student Affairs who will then inform any staff member(s) involved in the disciplinary action.
  - c. The Vice President for Student Affairs may prepare a separate written report to address the alleged procedural errors or new information. The committee chairperson will keep these reports confidential and will not communicate them to other committee members until the appeal hearing.
  - d. The chairperson must contact members of the committee and set a date for the hearing. Each participant will be notified in writing and will be expected to verify the notification. The chairperson will then notify the Vice President for Student Affairs, the student and the staff member(s). Hearings will be arranged in an expeditious manner depending on the schedules of all parties involved except in cases where the reports are received during the summer months.
  - e. In order to avoid any conflict of interest, the chairperson will determine if a committee member should be disqualified and an alternate will serve.
4. The Hearing:
- a. A minimum of six (6) members, with an equal number of faculty and students, must be present for a hearing.
  - b. Ordinarily, the student and faculty member (or staff member involved in an incident related to a non-academic matter) must be present at the hearing. However, if the student, faculty or staff member does not attend the scheduled meeting, the committee will proceed with the hearing. If the appeal involves an instructor who is no longer connected with the university, the departmental chairperson may act on that instructor's behalf.
  - c. The committee chairperson presides over the hearing. That person is responsible for maintaining orderly procedures. Subject to being overruled by a majority of the members of the committee, that person has the power to rule on the relevance of evidence presented.
  - d. The student and the faculty or staff member each have the right to have an advisor who must come from the Fontbonne University community. This individual will not be permitted to address the committee or make statements.
  - e. The committee must give the parties involved the opportunity to verbally present their cases before it.
  - f. Either party may request to bring in witnesses. Witnesses shall be present only for the portion of the hearing in which their statements are to be heard. All parties can ask questions of any witnesses. The committee chairperson may limit the number of witnesses if the material presented is redundant.
  - g. All hearings will be closed.
  - h. On the basis of the evidence presented at the hearing, the committee must reach its decision immediately in private conference.
    - i. Committee members will vote by secret ballot. A simple majority of votes is necessary to grant the appeal.
    - ii. In the event of a tie vote, the appeal will be forwarded to the Vice President for Academic Affairs for a final determination.
    - iii. The decision made by the committee or by the Vice President for Academic Affairs is final.



- iv. The chairperson will communicate in writing the committee's decision to the student, the faculty or staff member, and the Vice President for Academic Affairs (who would inform the departmental chairperson) or the Vice President for Student Affairs.
5. After the Hearing:
- a. The chairperson will file a record of the hearing in the Office of the Vice President for Academic Affairs or the Vice President for Student Affairs.
    - i. The record must include all written communications to and from the Vice Presidents and the committee chairperson, and the written copy of the final decision.
    - ii. The record is subject to the provisions of the Family Educational Rights and Privacy Act (amendment pertaining to confidentiality of student records).
    - iii. For academic appeals, the record shall be retained in the Office of the Vice President for Academic Affairs until the student involved has graduated from the university or for one year after the student is no longer enrolled.
    - iv. For non-academic appeals, the student's disciplinary file is retained for a specified length of time. The maximum sanction imposed determines how long a file is retained before being destroyed (refer to the Student Conduct Code).

## **1.6.5 Committees of the Faculty General Assembly**

### ***1.6.5.1 Committee on Faculty Affairs***

See Volume I, section 1.5.1.5.1.

### ***1.6.5.2 Committee on Rank and Tenure***

See Volume I, section 1.5.1.5.2.

### ***1.6.5.3 Committee on Undergraduate Curriculum***

See Volume I, section 1.5.1.5.3.

### ***1.6.5.4 Undergraduate Academic Committee***

See Volume I, section 1.5.1.5.4.

### ***1.6.5.5 Graduate Academic and Curriculum Committee***

See Volume I, section 1.5.1.5.5.

### ***1.6.5.6 Undergraduate Admissions Standards and Review Committee***

See Volume I, section 1.5.1.5.6

## **1.7 General Policy Manual Revision Policy**

Volumes II, III, V, VI and VII are revised as appropriate by the administration of the university through the approval of the President, and where appropriate or legally required, by the Board of Trustees on the recommendation of the President.

Volume I, Sections 1.5.1 through 1.5.4 and Section 1.6.4, follow the amendment process of the respective governance documents with oversight by the President and Board of Trustees. The rest of Volume I follows the procedures in paragraph one, above, of this section.

Volume IV, the Faculty Policies, follow the amendment provisions found therei