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CHAPTER 2: FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

Faculty members at Auburn University are involved to a significant degree in the formulation and review of institutional policies which affect the academic and professional welfare of the University and the Faculty. This involvement is achieved primarily through the organizations of the University Faculty and the University Senate, which are described in the University Faculty Constitution and the University Senate Constitution. University policy concerning the academic functioning of the University is adopted with the participation of the elected representatives of the University Faculty.

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1. UNIVERSITY FACULTY CONSTITUTION

Article 1: Purpose

The University Faculty is established at Auburn University by authority of the Board of Trustees. The purposes of the University Faculty are to elect the officers of the University Faculty and the University Senate, to serve as a forum for the collective faculty as provided for in Article 4, Section 1, and to act on matters pertaining to the welfare of the Faculty as provided for in Article 4, Section 4.

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Article 2: Membership

The University Faculty shall consist of all positions of professorial status and other positions that have a primary academic function associated with Auburn University, main campus. Academic function generally is defined as having a primary responsibility for supervising or administering an academic program or for academic participation in an academic program. The academic program of the University is understood to include instruction, research, and extension. University Faculty is subdivided into tenured and non-tenured groups.

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Article 3: Officers

Section 1. University Faculty Officers: The officers of the University Faculty shall be a chair, a chair-elect, a secretary, a secretary-elect, and the immediate past-chair. The officers shall constitute the Executive Committee of the University Faculty.

Section 2. Election of Officers: The Executive Committee of the University Faculty shall appoint a Nominating Committee of six members within the first six weeks of the fall semester prior to the spring meeting of the University Faculty. The Nominating Committee shall present two names for each of the offices of chair-elect and secretary-elect. The names of nominees shall be sent to the membership at least 21 calendar days prior to the spring meeting. Nominations for chair-elect and secretary-elect may also be made by petitions signed by at least ten faculty members. No faculty member shall sign more than one petition for the same office. Petitions presenting nominations shall be filed with the secretary not later than 14 calendar days prior to the spring meeting. The secretary will send the voting faculty instructions for casting ballots five calendar days prior to the spring meeting. The ballot will include the names of the nominees for each position. Faculty may cast votes in any of the five calendar days prior to the spring meeting. The nominee with a majority of the votes cast will be elected. The secretary and secretary-elect will certify the results of the election on the day of the spring meeting. The results will be announced at the spring meeting and the newly elected officers shall take office at the end of the spring meeting. Should no nominee receive a majority on the first ballot there shall be a run-off election during the five days following the spring meeting between the two nominees receiving the largest number of votes on the first ballot. The secretary and secretary-elect will certify the results of the run-off election on the sixth day following the spring meeting and the newly elected officer(s) shall take office immediately thereafter.

Section 3. Vacancies: Should a vacancy occur in either the office of chair or secretary, the chair elect or secretary-elect shall assume the duties of the vacant office. Should a vacancy occur in either the office of chair-elect or secretary-elect before September 15, the Executive Committee shall appoint a nominating committee of six members to present two names for the vacant office. These names shall be sent to the membership in advance of the fall meeting of the University Faculty. An election to fill the vacant position shall then be held prior to the fall meeting in accordance with the procedures spelled out in Article 3, Section 2. Should a vacancy occur after September 15 in either the office of chair-elect or secretary-elect, the vacancy shall not be filled, but the duties of the office shall be performed by a person nominated by the Senate Rules Committee and approved by the University Senate.

Section 4. Duties of Officers:

a. Chair: The chair of the University Faculty shall preside over all meetings and may designate a parliamentarian to assist in procedural matters that arise during meetings. The chair shall also be responsible for preparing the agenda for each meeting and chair the Executive Committee of the University Faculty.

b. Chair-Elect: When the chair is absent, the chair-elect shall preside. When the chair is vacated, either for expiration of term or for other reasons, the chair-elect shall assume the duties of the chair.

c. Secretary: The secretary shall keep the official minutes of each meeting. The minutes shall be filed in the University Archives. The secretary shall be responsible for maintaining the official copy of Acts of the University Faculty, which shall contain all committee reports (exclusive of confidential material), documents, and resolutions passed by the University Faculty during an administrative year. The secretary shall also maintain a current copy of the Faculty Handbook, including all amendments, revisions, additions or deletions. The secretary shall distribute official calls for meetings and other materials as directed by the chair, and shall reserve necessary meeting rooms. All appropriate records shall be turned over to the University Archives at the end of the secretary's term.

d. Secretary-Elect: When the secretary is absent the secretary-elect shall assume those duties. When the secretary's term expires the secretary-elect shall assume the duties of the secretary.

e. Immediate Past-Chair: The immediate past-chair shall serve as a member of the University Faculty Executive Committee.

Section 5. Terms of Officers: Officers shall serve one-year terms, beginning at the end of the spring meeting of the University Faculty.

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Article 4: Procedures

Section 1. Executive Committee: The Executive Committee is the standing committee of the University Faculty and shall consist of the current officers of the University Faculty. The committee shall make a continuous study of the affairs of the University Faculty, shall receive suggestions from the membership, and shall assist the chair in preparing the agenda for University Faculty meetings.

Section 2. Meetings: There shall be a meeting of the University Faculty during the fall semester and another during the spring semester. Notice of regularly scheduled meetings along with the agenda shall be sent to the members at least 15 days prior to the meeting date. Special meetings may be called by the Executive Committee and shall be called on written petition of 50 or more members. At least seven days' notice must be given to the membership for special meetings. It is understood that the prior notice is not required for emergency meetings called by the President of the University and that the officers of the University Faculty shall assist in informing members of such meetings.

Section 3. Parliamentary Rules: University Faculty meetings shall be conducted in accordance with Robert's Rules of Order, Revised, with the two following exceptions: (a) a motion of substance not directly related to an item of the agenda, properly made and seconded, shall be placed on the agenda of the next meeting and not voted on before that meeting; (b) a two-thirds majority vote shall be required to table a motion.

Section 4. Agenda: The agenda for each meeting shall be set by the Executive Committee and shall include those matters arising from procedures given in Article 3, Section 2 and Article 4, Section 2 of this Constitution. The order of the items on the agenda may be changed by a majority vote of the University Faculty.

Section 5. Quorum: The members present.

Section 6. Amendment: These Articles may be amended by a two-thirds vote of the members present and approval of the Board of Trustees.

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2. UNIVERSITY SENATE CONSTITUTION

Preamble

The University Senate is established with the belief that members of the University community who are involved in the day-to-day life of the University should participate in the formulation of policies affecting the faculty and the academic life of the institution. The Senate provides a vehicle through which such collective intelligence can be directed toward promoting the well-being of the University.

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Article 1: Purpose

The University Senate is advisory to the President. In that capacity it is the body having primary concern for the general academic policies of the University, including those involving curricula, programs, standards, faculty appointment, evaluation and development, student academic affairs and libraries. The University Senate is also concerned with issues that affect all members of the University community, such as the budget, employee welfare programs, the calendar, and facilities.

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Article 2: Organization

Section 1. Scope: The University Senate is an organization representing the University Faculty and other members of the University community, established through an enabling act of the Board of Trustees adopted in 1968.

Section 2. Definition of University Faculty: The University Faculty shall consist of the University Faculty as stated in Article II of the Constitution of the University Faculty.

Section 3. Composition: The voting members of the Senate shall consist of one elected senator from each formal academic department having at least four full-time faculty equivalents; one elected senator from each school lacking formal departments; one elected senator from the University Libraries; one elected senator from the non-tenure track faculty members of the Cooperative Extension System who are not included in academic departments; one elected senator from the non-tenure track faculty in University Extension who are not included in academic departments; one elected senator from the non tenure track faculty of the Alabama

Agricultural Experiment Station who are not included in academic departments; and the following ex-officio members: the Provost, the Dean of Libraries, the Student Government Association President, the Graduate Student Organization President, the Chair of the Administrative and Professional Assembly, the Chair of the Staff Council, the officers of the Senate, and the appointed members of the Senate Steering Committee. There shall also be nine members appointed by the President of the University from among the University Vice Presidents and deans of colleges and schools, excluding the Provost. The presidential appointees shall serve for one year; their appointments shall be reported to the secretary between April 15 and May 15 and shall be effective as of the first Senate meeting of the fall term. The presidential appointments shall be rotated so that each Vice President and each college or school dean shall be designated to serve as a member of the Senate at least once every three years.

Section 4. Senators: The elected senator of each unit specified in Section 3 of this article shall have a three-year term assigned by the Rules Committee so that the terms of approximately one-third of the senators expire each year. The administrative head or chair of each unit shall, upon notification by the secretary of the Senate that the term of that unit's senator is about to expire, conduct an election by secret ballot with results reported to the secretary of the Senate between April 15 and May 15. The terms for the newly-elected senators will begin with the first Senate meeting of the fall semester. To be eligible for selection as a senator from a unit, a person must be a member of the University Faculty who has served on the University Faculty for at least three academic semesters prior to election. Each senator has the responsibility to keep the members of his or her unit fully informed about the conduct of Senate business by regularly publicizing Senate activities and making available important Senate documents. A vacancy of a unit's elected senator shall be filled for the remainder of the term by an election held by the unit within two weeks after the vacancy occurs. Each senator shall be eligible to complete two full successive terms. If an elected senator is absent without substitute from three consecutive regular Senate meetings, then the senator's name shall be removed from the Senate rolls and the unit notified by the secretary that the position is vacant. An elected senator who will be away from campus or for other unavoidable reasons will be unable to carry out his or her duties as senator for a substantial period of time may petition the Senate Rules Committee for a leave of absence. A senator granted a leave of absence by the Rules Committee remains on the Senate rolls and shall be permitted to resume his or her duties at the end of the period of absence. Methods of obtaining representation for departments with fewer than four full time faculty members (or the equivalent thereof) shall be developed by the Rules Committee. If a senator is elected to a Senate office, then the senator's position shall be vacated when the Senate position is assumed.

Section 5. Substitutes: Each unit having a senator shall arrange to have one of its members substitute for its senator at any Senate meeting the senator is unable to attend. An ex-officio or appointed member unable to attend a Senate meeting may send a substitute. During any meeting, a substitute shall have all the rights and privileges of a member. No person can be a substitute for more than one member at any meeting, and no member of the Senate can substitute for another member.

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Article 3: Officers

Section 1. Senate Officers: The officers of the Senate shall be the chair, chair-elect, secretary, secretary elect, and immediate past-chair.

Section 2. Election of Officers: The officers shall be those elected in accordance with Article III of the Constitution of the University Faculty.

Section 3. Duties of Officers:

a. Chair: The chair shall be the presiding officer of the Senate and may designate a parliamentarian to assist in this responsibility and shall be responsible for the agenda for each meeting in accordance with the Senate

Constitution. The chair shall be the chair of the Rules Committee and the Steering Committee, shall be an ex-officio member of all other Senate committees, and shall be a member of the University President's Cabinet.

b. Chair-Elect: The chair-elect shall act for the chair in the chair's absence. The chair-elect shall be a member of the Rules Committee and the Steering Committee and shall assume the duties of chair if the chair is vacated, either for expiration of term or for other reasons.

c. Secretary: The secretary shall keep the minutes of each meeting of the Senate, shall maintain the Official Roster of the Senate and shall distribute to the membership minutes of the Senate and other materials as directed by the chair. The secretary shall be responsible for maintaining the official copy of Acts of the Senate. This document shall contain all committee reports (exclusive of confidential material), documents, and resolutions passed by the Senate during an administrative year. The secretary shall also maintain a current copy of the Faculty Handbook, including all amendments, revisions, additions, or deletions. In addition, the secretary shall maintain the permanent files of the Senate, which shall be turned over to the succeeding secretary. The secretary shall be a member of the Rules Committee and the Steering Committee.

d. Secretary-Elect: The secretary-elect shall act for the secretary in the secretary's absence. The secretary-elect shall be a member of the Rules Committee and the Steering Committee, and shall become secretary when the secretary's term expires.

e. Immediate Past-Chair: The immediate past-chair shall be a member of the Rules Committee and the Steering Committee.

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Article 4: Committees

Section 1. Standing Committees of the Senate: The standing committees of the Senate shall be:

Steering

Rules

Academic Program Review

Academic Standards

Administrator Evaluation

Calendar and Schedules

Core Curriculum Oversight

Curriculum

Faculty Salaries

Faculty Handbook Review

Graduate Council

Lectures

Academic Computing

Library

Library Appeals

Non-tenure Track Instructors

Competitive Research Grant

Retention

Teaching Effectiveness

Faculty Grievance

Faculty Welfare

Faculty Research Committee

Nominations for membership to all standing committees shall be made by the Rules Committee and approved by the Senate, for a period of three years, unless otherwise specified in these Articles. Committee appointments shall become effective at the beginning of the fall semester and shall expire at the end of the summer term. Students serving on committees shall serve one-year terms; staff members shall serve three-year terms unless otherwise specified in these Articles. Each standing committee shall have a written statement of its operating procedures on file with the secretary of the Senate. Deliberations of committees dealing with grievance; student or faculty dismissal; discipline; promotion and tenure; and other personnel matters must remain confidential.

Section 2. Other Committees: The Senate may form other ad hoc committees; nominations for membership shall be made by the Rules Committee unless otherwise specified in these Articles.

In addition to committees reporting directly to the Senate, there are a number of standing University committees that shall report to the President of the University or the President's designee. *(A list and description of the composition and charge of current standing University committees follows the Senate Constitution.)*

The Senate shall have the responsibility for providing the President with a list of faculty nominations for University committees. The Senate shall also have the right to place items on the agenda of University committees and to request that the chair of any University committee inform the Senate of committee activities. Each standing University committee shall have a written statement of its operating procedures on file with the responsible member of the central administration. All University-level committees at Auburn, whether Senate committees, University committees, or ad hoc committees are ultimately advisory to the President.

Section 3. Committee Chair: Unless otherwise specified in these Articles, the chair of each Senate committee shall be selected by the Rules Committee for a renewable one-year term. During the spring semester each committee chair shall be responsible for providing the Steering Committee of the Senate with a written report on its activities for the past year. In case of a committee chaired by someone who is not a member of the Senate, the chair shall be seated in the Senate with all rights and privileges except the right to vote.

Section 4. Steering Committee: The Steering Committee shall consist of the chair of the Senate as chair, the Provost, the chair-elect, the secretary, the secretary-elect, and the immediate past chair of the Senate together with two faculty members appointed by the President and two faculty members appointed by the Rules Committee and approved by the Senate. Appointees shall serve two-year staggered terms. The committee shall act for the Senate on those matters requiring attention between meetings of that body and shall assist the chair of the Senate in setting the agenda for Senate meetings. In addition, it shall be concerned with the academic affairs of the University, with particular attention given to the need for developing and recommending policies under which these affairs are conducted. It shall work closely with other Senate committees to aid them in their assignments and shall receive an annual written report from each committee chair describing the committee's activities for the past year. Minutes reporting formal action taken by the Steering Committee shall be given to each member of the Senate and discussed, as desired, at the meeting of the Senate following their distribution.

Section 5. Rules Committee: The Rules Committee shall consist of the chair of the Senate as chair, the chair-elect, the immediate past-chair, the secretary, the secretary-elect, and six members elected by the Senate. Elected members shall serve two-year staggered terms. Election of members to two-year terms shall be held by secret ballot at each March meeting of the Senate. Candidates who receive a majority vote shall be elected, and their appointment shall become effective the following August. Nominations shall be made from the floor at the Senate's February meeting. Information about the candidates shall be distributed to all Senators with the agenda for the March meeting. All members of the committee must be members of the Senate at the time of their election. Election to fill the unexpired term of an elected member of the Rules Committee shall be held at the first meeting of the Senate after the vacancy occurs. No elected member can succeed himself or herself as an elected member except when he or she is filling an unexpired term. The committee shall serve as the Committee on Committees. All questions concerning Senate procedures shall be referred to this committee, and it shall recommend to the Senate the disposition to be made of any dispute concerning the operation of the Senate. It shall ensure that unit senators are duly elected, and that no unit of the University is denied the representation to which it is entitled under these Articles. The committee should make periodic studies of the Senate with respect to its objectives and its role in faculty governance, and should recommend changes that should be made to enable the Senate to better serve the University.

Section 6. Academic Computing Committee: The Academic Computing Committee shall consist of nine faculty members; the Executive Director of the Division of University Computing, or designee; two undergraduate students nominated by the President of the Student Government Association; and one graduate student nominated by the President of the Graduate Student Organization. The committee shall review on an annual basis the status and needs of academic computing and shall recommend action and policies, or policy changes, with regard to academic computing.

Section 7. Academic Program Review Committee: The Academic Program Review Committee shall consist of one member of each college or school and nonvoting representatives appointed by the Provost, the Vice President for Research, the Vice President for Outreach, and the Dean of the Graduate School. The chairperson of the committee shall be a faculty member. No faculty member shall serve more than two consecutive three-year terms. The committee shall: 1) review the final written products (the self-study, the review team's report, and the dean's plan) resulting from each year's round of academic program reviews and confer with the Provost on ways to strengthen the academic program review process, and 2) review any proposals to discontinue, merge, or otherwise restructure any academic program and confer with the Provost and reach a decision on the feasibility of the proposal.

Section 8. Academic Standards Committee: The Committee on Academic Standards shall consist of the Provost or his designee as ex-officio, the Registrar as non-voting and continuing, and nine faculty members. The committee shall study policies governing scholastic standards for all students regarding admission to the University, continuation in residence, and graduation, and make recommendations to the Senate. In addition, the committee shall recommend approval or disapproval of all college, school, and department requests to establish additional standards for admission in individual programs or curricula.

Section 9. Administrator Evaluation Committee: The Administrator Evaluation Committee shall consist of five faculty members, a representative designated by the Provost and holding faculty rank and tenure; one administrative/professional member nominated by the Administrative and Professional Assembly, and one staff member nominated by the Staff Council. The chair of the committee will be selected from the five faculty members. The committee shall oversee and/or conduct a periodic evaluation of University administrators involved in the University's teaching, research, and extension programs and provide a report of aggregate data to the Senate.

Section 10. Calendar and Schedules Committee: The Calendar and Schedules Committee shall consist of the Registrar as secretary, six faculty members, one administrative and professional member nominated by the Administrative and Professional Assembly, one staff member nominated by the Staff Council, and one student nominated by the Student Government Association. The committee shall submit a proposed University Calendar for approval by the Senate. It shall recommend policies concerning scheduling to promote effective use of the University's facilities.

Section 11. Core Curriculum and General Education Committee: The Core Curriculum and General Education Committee shall consist of the Provost or designee as chair, and faculty membership, to be distributed as follows: There shall be seven representatives from the core areas: 1) composition or literature 2) fine arts 3) history 4) mathematics 5) natural sciences 6) philosophy 7) social sciences and one from each of the remaining colleges or schools, excluding the Graduate School; and one from the University Libraries. The Director of Assessment shall serve as a non-voting, *ex officio* member of the committee. The committee shall have the responsibility of recommending goals for general education and the Core Curriculum and monitoring the University's effectiveness in fostering student achievement of these goals. Toward this end, the committee shall oversee the assessment of student learning in the Core, including the evaluation of courses, and may recommend to the University Senate changes in the Core Curriculum and general education.

Section 12. Curriculum Committee: The Curriculum Committee shall consist of the Provost or designee as chair, the Registrar or designee as secretary, the Dean of the Graduate School or designee, and one faculty member from each college or school. The committee shall recommend approval or disapproval of requests for undergraduate and graduate curriculum changes. Graduate curriculum matters, including requests involving 6000-level courses, shall come to the Curriculum Committee following approval by the Graduate Council. In addition, the committee shall review overall curriculum patterns and course content of the instructional program other than the University Core Curriculum and shall recommend to the Senate curriculum changes needed by the University.

Section 13. Faculty Salaries Committee: The Faculty Salaries Committee shall consist of the Provost or designee, the Executive Vice President or designee, the Executive Director of Planning and Analysis or designee as a non-voting member, and five faculty members. Faculty members shall serve three-year staggered terms. The committee shall examine the salaries of all University Faculty within the institution and in comparison to those at other universities and shall make recommendations to the University Budget Advisory Committee as to the most effective means of remedying existing salary inequities and ensuring the maintenance of equity in the salary structure.

Section 14. Faculty Handbook Review Committee: The Faculty Handbook Review Committee shall consist of the Provost or designee and six faculty members. The committee shall receive and solicit suggestions for changes and updating of the Faculty Handbook and recommend to the University Senate such changes as it deems appropriate.

Section 15. Graduate Council: The Graduate Council shall consist of the Dean of the Graduate School as chair, the Associate Dean of the Graduate School as non-voting vice chair, the Assistant to the Dean of the Graduate School as non-voting secretary, and 12 - 15 faculty members, with at least one from each school or college with a graduate program, and a graduate student nominated by the Graduate Student Organization. Faculty members shall be appointed by the dean of the Graduate School from a list of nominees provided by

the Senate Rules Committee. The list of nominees shall, at a minimum, exceed the number of openings by two and shall contain at least two nominees from any school or college without a continuing representative. Faculty members must be full members of the Graduate Faculty. The council shall review requests for curriculum changes in courses that may be taken for graduate credit, review and recommend approval of all proposals for new graduate programs and modifications to existing programs, review existing programs, recommend regulations and policies for the Graduate School, and assist the dean of the Graduate School in carrying out those regulations and policies.

Section 16. Lectures Committee: The Lectures Committee shall consist of the Associate Provost or designee serving as chair, three faculty members, one graduate student nominated by the Graduate Student Organization and two undergraduate students nominated by the Student Government Association. The committee is a companion to the student-run University Program Council and shall augment the instructional programs of the University by supporting speakers of distinctive scholarship and accomplishment who would be of interest to students, faculty, and staff.

Section 17. Library Committee: The Library Committee shall consist of the Dean of Libraries; one library faculty member and one faculty member from each school or college; one undergraduate student nominated by the Student Government Association and one graduate student nominated by the Graduate Student Organization. The committee shall recommend policies governing the distribution of funds for acquiring library materials, policies for the selection and location of such materials, and library services to be offered.

Library Appeals Committee: The Library Appeals Committee is a subcommittee of the Library Committee. It shall consist of five members and five alternates. These shall be a faculty member, appointed by the chair of the Library Committee, who serves for two years, the first as an alternate and the second as chair; a librarian, appointed by the Dean of Libraries, who serves for two years, the first as an alternate; a staff member, appointed by the chair of the Staff Advisory Council, who serves for two years, the first as an alternate; a graduate student, nominated by the Graduate Student Organization, who serves a renewable one-year term; and an undergraduate student, nominated by the Student Government Association, who serves a one-year renewable term. The committee shall hear all appeals of library fines and other charges and render binding judgments.

Section 18. Non-tenure Track Faculty Committee: The Non-tenure Track Faculty Committee shall consist of three tenured faculty members, three instructors, and three other non-tenure track faculty members, two department heads/chairs, and one representative of the central administration, all with staggered three-year terms. The committee will consider the special concerns of non-tenure track faculty and may propose policies relating to the status, function, and rights of non-tenure track faculty within the University. Each fall the committee chair will inform all non-tenure track faculty of the committee's existence and purpose..

Section 19. Competitive Research Grant Committee: The Competitive Research Grant Committee shall consist of the Associate Provost and Vice President for Research as chair, the Associate Vice Presidents for Research as non-voting members, and 13 faculty members. Each school or college shall be represented by at least one faculty member. The committee shall establish policy for the Grant-in-Aid programs and review and recommend proposals for funding.

Section 20. Retention Committee: The Retention Committee shall consist of the Assistant Provost for Undergraduate Studies, the Director of the Student Success Center, the Director of Financial Aid, five faculty members, and two students. The faculty members will serve 3-year rotating terms. The committee shall be responsible for continuous monitoring of the retention of undergraduate students and for recommending retention initiatives and working with the appropriate deans and student affairs staff to establish them.

Section 21 Teaching Effectiveness Committee: The Teaching Effectiveness Committee shall consist of the Provost or designee and 13 faculty members, an undergraduate student nominated by the Student Government Association, and a graduate student nominated by the Graduate Student Organization. Each school or college shall be represented by at least one faculty member. The committee shall review what is currently in place in

the University with respect to appropriate and reasonable teaching assignments. The committee shall establish policy for the Teaching Grant-in-Aid program and review and recommend proposals for funding. It shall also evaluate existing resources for teaching, provide systematic approaches to faculty evaluation, offer formal faculty development programs, and recognize excellence in teaching.

Section 22. Faculty Grievance Committee: The Faculty Grievance Committee shall consist of one elected member from each of the academic schools or colleges, one elected member from the Library, one elected member from the non-tenure track faculty members of the Cooperative Extension System who are not included in academic departments; and one elected member from the non-tenure track faculty in University Extension who are not included in academic departments. No member shall serve more than two consecutive three-year terms. The chair shall be elected from within the Grievance Committee and shall serve one year as chair-elect before assuming duties of the chair as provided in Article 6, Section 3. The committee shall evaluate grievances filed by faculty members and decide whether grievances should proceed to a hearing. Results of the hearing will be forwarded to the President as recommendations for redress. The committee shall follow the Faculty Grievance Procedure outlined in Article 6 of the Senate Constitution.

Section 23. Faculty Welfare Committee: The Faculty Welfare Committee shall consist of the Executive Vice President, the Director of Payroll and Benefits, eight faculty members, and one staff member nominated by the Staff Council and one administrative and professional member nominated by the Administrative and Professional Assembly. The committee shall look into and make recommendations concerning faculty benefits and welfare programs of the University.

Section 24. Faculty Research Committee: The Faculty Research Committee shall consist of nine faculty members rotated from different colleges with no more than one representative from each college. The chairs of the Institutional Biosafety Committee, the Institutional Review Board for Protection of Human Subjects in Research, and the Institutional Animal Care and Use Committee shall serve as *ex-officio* members of the committee. The Associate Provost and Vice President for Research, the Associate Vice President for Research, and the Graduate Dean shall serve as non-voting, *ex-officio* members of the committee. All faculty members shall serve three-year staggered terms. The committee chair shall be selected from among the nine faculty representatives. The committee shall be responsible for bringing research related concerns to the Vice President for Research, and for reporting appropriate research matters and policies back to the Senate.

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Article 5: Procedures

Section 1. Meetings: The Senate shall have one regular meeting each month during the months of September through July, except December, as scheduled by the Rules Committee. These regular meetings should be scheduled a year in advance and must be scheduled at least 30 days in advance. Special meetings may be called by the chair of the Senate at the request of the Steering Committee or the Rules Committee. A special meeting shall be called by the chair within seven days after receiving a petition signed by at least 40 percent of the members of the Senate. Notice listing the agenda shall be sent by the chair or secretary at least 48 hours before each meeting.

Section 2. Parliamentary Rules: Senate meetings shall be conducted in accordance with Robert's Rules of Order, Revised, with the following exceptions:

a. A motion of substance not directly related to an item on the agenda, properly made and seconded, shall be placed on the agenda of the next meeting and not voted on before that meeting.

b. A two-thirds majority vote shall be required to table a motion.

Section 3. Agenda: The agenda for each meeting shall contain:

- a. Those matters requested by the Steering Committee,
- b. Any motion governed by Section 1 of this Article,
- c. Items requested by any committee of the Senate.

Items in a. and b. shall be listed ahead of items in c. The order in which the items appear on any agenda may be changed by a majority vote of the Senate.

Section 4. Quorum: A quorum shall consist of a majority of the members of the Senate. Substitutes shall be counted toward filling a quorum.

Section 5. Minutes: The secretary shall maintain minutes of each meeting that shall include a list of those absent and the names of the substitutes.

Section 6. Titles of Positions: When a title of a University position referred to in these Articles is changed, the corresponding changes in these Articles shall be pro forma unless an objection is made by the Rules Committee or by the Board of Trustees.

Section 7. Amendments: These Articles may be amended by a two-thirds vote of the total membership of the Senate and approval of the Board of Trustees.

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Article 6: Faculty Grievance Procedure

Section 1. Purpose: This procedure provides members of the faculty with a means of presenting grievances to other members of the faculty for evaluation and recommendation to the President.

Section 2. Definition: A grievance is a complaint of alleged

- a. violation of academic freedom;
- b. unfair or wrong use of procedures in matters concerning renewal of appointments or nomination for tenure or promotion--the point of the alleged grievance being not whether tenure or promotion was granted, but whether correct procedures were followed;
- c. administrative mishandling in such matters as performance evaluations, departmental assignments, or other working conditions; or
- d. improper or unethical activities such as failure to honor commitments, harassment, or discrimination.

A grievance may be filed by one or more faculty members affected; it may be directed against the action of one or more administrators or other members of the faculty.

Section 3. Grievance Committee Meetings: Within the first two weeks of the Fall semester, or as soon as the

new members of the committee are elected, the chair of the Grievance Committee shall convene the Grievance Committee for the purpose of electing a chair-elect from the second-year committee membership. In the event that the chair becomes vacant, the chair-elect shall assume the responsibilities of the chair and shall convene the Grievance Committee to elect a new chair-elect from the second-year committee membership within 30 days. The chair of the Grievance Committee shall serve from the first meeting of the Committee within the first two weeks of fall semester until the end of the following summer term. The Grievance Committee shall meet on call by the chair as set forth in Section 4.b. If the chair should fail to call a meeting as specified in Section 4, then the chair of the Senate shall convene the committee and preside over its functions. The quorum for the Grievance Committee shall consist of a majority of the elected membership. Committee members who cannot attend the meeting to review the case are allowed to cast absentee votes on whether or not a hearing is merited after examination of the material sent to the Grievance Committee concerning the case. Absentee votes will not count toward the quorum.

Section 4. Functions of the Chair of the Grievance Committee: The duties of the chair shall be:

- a. to receive statements of alleged grievances under this procedure;
- b. to call meetings of the Grievance Committee, as necessary, to review these statements and select members of hearing committees;
- c. to inform all persons who are a party to the alleged grievance of the names of faculty members available to serve on a hearing committee;
- d. to clarify for the parties any questions relating to the procedure per se; and
- e. to maintain committee records.

Section 5. Grievance Procedure:

a. A statement of an alleged grievance from members of the faculty shall be made in writing to the chair of the Grievance Committee within six months of the occurrence giving rise to the alleged grievance. This statement shall contain a brief account of events leading to the alleged grievance, specifying how the grievor was affected by the action in question; a concise listing with dates of steps taken to resolve the issue, including appeals; identification of the alleged grievance as related to Article 6, Section 2 of the Grievance Procedures; and a brief specification of the redress sought. A hearing may be requested only after the alleged grievance has been clearly identified with the person(s) against whom it is being directed and after reasonable efforts to resolve it, including appeal to immediate superiors, have failed.

b. Upon receipt of a complaint, the Faculty Grievance Committee is to determine:

1. whether the persons involved are subject to this procedure;
2. whether the issue under consideration constitutes a grievance; and
3. whether the faculty members filing the grievance have complied with the conditions of Section 5.a.

c. If the above conditions are met, the Grievance Committee (1) shall supply to the parties involved in the grievance a written statement of the grievance to be heard; and (2) shall then compile a list of seven members of the faculty who shall be available to serve on a hearing committee. Each member on the list must have been a member of the faculty for at least five years and must have given consent to serve and assurance that there is no direct personal involvement in the case.

- d. The chair shall supply a copy of this list to each of the people involved in the grievance. Each of the opposing parties may strike two names from the list.
- e. The Grievance Committee shall select three persons from the remaining list (if more than three names remain) as the Grievance Hearing Committee and shall name one of them as chair. The chair shall designate the time and place of the meetings, which shall be private.
- f. The chair of the Grievance Committee, upon the request of the chair of Grievance Hearing Committee, shall make available to the Grievance Hearing Committee a second or third-year member of the present Grievance Committee to serve in an advisory capacity on procedural matters. Observers shall be allowed only if agreeable to all parties, including the Grievance Hearing Committee. A University secretary designated by the chair of the Grievance Hearing Committee may be asked to assist the Committee in its clerical functions.
- g. There shall be no formal rules of evidence. Questions of procedure shall be resolved by the chair of the Grievance Hearing Committee. Personal contact concerning the grievance between the Grievance Hearing Committee and participants in the hearing prior to the formal meeting shall be limited to procedural matters only. All proceedings of the hearing shall be recorded on tape.
- h. Each party may present its own witnesses and, if it so desires, the Committee may also call witnesses of its own. A list of witnesses to be heard shall be submitted to all parties ten days in advance of the hearing. With permission of the chair of the Grievance Hearing Committee, this time may be reduced to five days. The presence of witnesses at the hearing is the responsibility of the party calling the witnesses. University employees shall be excused from their regular duties to participate in the hearing. Each witness may be questioned by the parties and by members of the Committee in accordance with procedures established by the chair of the Grievance Hearing Committee prior to the beginning of the hearing.
- i. The Grievance Hearing Committee shall have access to all information from University sources which it considers necessary to reach a decision in the case unless it is determined by the President that the information sought is confidential and not subject to release. Tenure and promotion records and records specified in the Family Educational and Privacy Act shall be considered as confidential and not subject to release.
- j. The decision of the Committee shall be based exclusively on evidence presented at the hearing. A majority vote of the Committee shall determine the decision. All participants in the hearing should keep matters of grievances confidential.
- k. The close of the formal hearing shall take place no later than 30 days following its opening. A recommendation to the President with copies sent to all parties to the grievance and to the Grievance Committee shall be made in writing by the chair of the Grievance Hearing Committee within 30 days of the close of the formal hearing. Extensions to these time limits shall be granted only upon mutual agreement by the Grievance Committee and the chair of the Grievance Hearing Committee.
- l. Tapes, exhibits, and other documents pertinent to the hearing shall be retained in the University's confidential files for six years following the close of the case. At the end of this period, they shall be destroyed in accordance with University procedures established by the University Records Manager.
- m. The final disposition of the case, including a summary of all actions to be taken, shall be made known in writing to all parties to the grievance, the members of the Grievance Hearing Committee, and the chair of the Grievance Committee by the appropriate administrator within 60 days of the filing of the Grievance Hearing Committee's report to the President. In unusual instances in which a decision cannot be reached within 60 days, the President shall give written notification to the persons noted above and indicate a date on which a decision can be expected.

Section 6. Right to Representation: In this procedure each party involved in the hearing may be accompanied by another person of his or her choosing. The opposing party shall be given prior notification of representation in order to have a representative present if desired. This time period may be reduced to five days, with

permission of the chair of the Grievance Hearing Committee.

Section 7. Withdrawal of Grievance: Members of the faculty bringing the case may withdraw a grievance at any time subject to agreement by both parties, and such withdrawal shall be without prejudice.

Section 8. Reprisals: No reprisal shall be brought against any person for participating in any way under this procedure. Such reprisal would be grounds for instituting another grievance.

Section 9. Procedural Review: The Steering Committee shall be responsible for reviewing the procedure and appointing biannually an ad hoc committee to make recommendations of any changes that might be needed.

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3. STANDING UNIVERSITY COMMITTEES

The following standing University committees report to the President of Auburn University. Shown adjacent to the name of each standing committee is the university officer currently designated by the President as the official responsible for the relevant committee.

Academic Honesty (Provost)

Admissions Appeals (Associate Provost for Undergraduate Studies)

Advisory Committee for Drug-free Campus and Workplace (Vice President for Student Affairs)

Alumni Professorships (Provost)

Campus Health and Wellness (Vice President for Student Affairs)

Concessions Board (Vice President for Student Affairs)

Design Review Committee (President)

Distinguished University Professor (Provost)

Faculty Dismissal Hearing (President)

Foy Union Board (Vice President for Student Affairs)

Fraternities and Sororities (Vice President for Student Affairs)

Graduation (Provost)

Institutional Animal Care and Use (Vice President for Research)

Institutional Biosafety (Vice President for Research)

Institutional Review Board for Use of Human Subjects in Research (Vice President for Research)

Insurance and Benefits (Executive Vice President)

Intercollegiate Athletics (President)

International Students (Vice President for Student Affairs)

Master Plan Committee (President)

Multicultural Diversity Commission (President)

Patent and Invention Disclosure (Vice President for Research)

Persons with Disabilities (President)

Post-Tenure Review (President)

Promotion and Tenure (President)

Radiological Safety (Executive Vice President)

Recreational Services (Associate Provost for Undergraduate Studies)

Residency Appeals (Associate Provost for Undergraduate Studies)

Student Academic Grievance (Provost)

Student Communications Board (Vice President for Student Affairs)

Student Discipline (Vice President for Student Affairs)

Student Insurance (Executive Vice President)

Student Social Life (Vice President for Student Affairs)

Traffic and Parking (Executive Vice President)

Traffic Appeals (Executive Vice President)

University Budget Advisory (President)

University Safety (Executive Vice President)

University Scholarship (Vice President for Student Affairs)

A description of the responsibilities of the standing University committees identified above follows. Faculty and staff committee members shall serve three-year staggered terms unless otherwise specified. Students serve one-year terms. Deliberations of committees dealing with grievance; student or faculty dismissal; discipline; promotion and tenure; and other personnel matters must remain confidential.

Academic Honesty (Provost): The Academic Honesty Committee shall consist of nine faculty members and three additional faculty alternates; two undergraduate students and four undergraduate student alternates nominated by the Student Government Association; one graduate student and one graduate student alternate nominated by the Graduate Student Council and approved by the President of Auburn University. The chair shall be designated by the President of Auburn University from among the faculty members of the committee. The committee shall administer the provisions of the Student Academic Honesty Code contained in the Constitution of the Student Government Association, published each year in the Tiger Cub. (20 members)

Admissions Appeals (Associate Provost for Undergraduate Studies): *The Admissions Appeals Committee shall consist of the Provost or designee; the Vice President for Student Affairs or designee, who shall serve as chair; Director of Academic Support Services; Director of Admissions and Records or designee; Marketing and Recruiting representative from Admissions and Records; Director of Student Financial Services or designee; together with six faculty members. The committee shall recommend admission and readmission procedures for undergraduate students and shall act upon all appeals for admission and readmission. Appeals of committee decisions shall be made to the Provost. (11 members)*

Advisory Committee for a Drug-free Campus and Workplace (Vice President for Student Affairs): *The Advisory Committee for a Drug-free Campus and Workplace shall consist of the following persons from Auburn University, main campus: three faculty members; one representative from the Administrative and Professional Assembly; one member of the staff; one graduate student, one undergraduate student, and one undergraduate student alternate each serving a one-year term; and one representative each from the Alabama Cooperative Extension System, University Health Center, Health Behavior Assessment Center (Psychology Department), Auburn Public Safety, Human Resources, Housing and Residence Life, Office of the Vice President for Student Affairs, Office of the Vice President for Research, Coordinator of Student Counseling Services, who will serve as chair, all serving continuing appointments; and the following persons from AUM: two faculty members and one staff member serving three-year staggered terms; a student serving a one-year term; and a representative of the AUM Police Department. The committee shall promote the development of the University's drug prevention program; establish procedures to ensure the annual distribution to each student and employee of descriptions of the legal and medical risks associated with drug and alcohol abuse and of any drug or alcohol counseling, treatment, rehabilitation or re-entry programs available to employees and students; and evaluate the University's drug prevention program biennially to determine its effectiveness. (22 members)*

Alumni Professorships (Provost): *The Alumni Professorships Committee shall consist of the Provost or designee as chair, and six faculty members who are current or former Alumni Professors. The committee shall review nominations for Alumni Professorships, and shall make recommendations to the President about appointments to these positions, based on the nominees' contributions to the University's mission. (7 members)*

Campus Health and Wellness (VP Student Affairs): *The Campus Health and Wellness Committee shall consist of the Director of Auburn University Medical Clinic; Senior Program Advisory, VP Student Affairs; VP Student Affairs; Director of Recreational Services or designee; Coordinator for Student Counseling Services; five faculty members, one of whom shall serve as chair; one representative from Administrative and Professional Assembly; one representative from Staff Council; two graduate students, four undergraduate students, and one undergraduate student alternate. This committee shall 1) serve in an advisory capacity to the Auburn University Medical Clinic and 2) work with Auburn University Medical Clinic and the Lifetime Wellness and Fitness Program in Recreational Services to provide comprehensive and specific health and wellness programs to the broader campus population. (19 members)*

Campus Recreation Committee (VP Student Affairs): *The Recreational Services Committee shall consist of the chair of the Concessions Board, a representative of Student Affairs, the VP Student Affairs or designee, and the Director of Recreational Services; three faculty members, one Administrative and Professional Assembly member, one staff member, two graduate students, three undergraduate students, and one undergraduate student alternate. The committee shall work with Campus Recreation to evaluate the recreational needs of the University population and advise as to how best to meet these needs through campus recreational programs and recreational facilities. The committee shall also act as an advocate for Campus Recreation. (15 members)*

Concessions Board (VP Student Affairs): *The Concessions Board shall consist of the Assistant Vice President for Auxiliary Services; three faculty members, one of whom shall serve as chair; one Administrative and Professional Assembly member; one staff member; two graduate students, three undergraduate students, and one undergraduate student alternate. The committee shall review proposals for the use of monies from the*

Concessions Fund. (12 members)

Design Review Committee (President): The Design Review Committee shall consist of the University Architect as Chair, the University Planner as Vice-Chair, the University Engineer, the Facilities Division Director of Design/Construction, Facilities Division Director of Maintenance/Operations, four faculty serving three-year staggered terms (three must be a registered Architect/ Licensed Architect/ Engineer/ Builder). On-Call Resource Team: the faculty and staff of the entire University including but not limited to the Facilities Division, Office of Information Technology, Risk Management and Safety, Institutional Research and Assessment and the Office of Development shall be on call to assist with the charge of the committee as specific conditions dictate. Meetings will be twice per semester, more or less, as agenda dictates. The Design Review Committee ensures compliance with institutional plans and guidelines. The Committee shall review project designs and make recommendations regarding acceptable compliance with institutional plans, design guidelines, The Image and Character of Auburn University and the Auburn University Comprehensive Campus Master Plan. Review shall emphasize quality of open space and landscape; architectural form and exterior appearance; primary interior spaces; and the contribution of the project to immediate surroundings and the larger campus and community context. Design review may involve projects of capital improvement, renovation, adaptation, infrastructure and occasionally maintenance. The Committee reserves the right to review or waive review of any project that impacts the appearance and development of the campus. (9 members)

Distinguished University Professors (Provost): The Distinguished University Professors Committee shall consist of the Provost or designee as chair, and six faculty members currently holding chaired professorships. The committee shall review University Professorship nominations annually and make recommendations to the President about appointments to the position. (7 members)

Faculty Dismissal Hearing (President): The committee shall hear requests to dismiss tenured faculty members and make recommendations to the President following the procedure outlined in Chapter 3 of the Faculty Handbook.

Election process: Each college and school will elect one faculty to serve on the Faculty Dismissal Hearing Committee. The libraries will collectively elect one faculty member for the Faculty Dismissal Hearing Committee. Out of the pool of elected faculty members, the Senate Rules Committee will nominate nine members for the Dismissal Hearing Committee. The Dismissal Hearing Committee shall not have more than one member representing the same college or school or the libraries. (9 members)

Restrictions: Faculty members must be tenured and should hold the rank of professor. The chair of the committee shall be elected by the committee.

Foy Union Board (VP Student Affairs): The Foy Union Board shall consist of the VP Student Affairs as chair; a representative from Student Affairs; the President of the University Club; the Executive Vice President or designee; the Student Media Advisor; a representative of the Office of Diversity and Multicultural Affairs; the Director of Food Services or designee; one faculty member; eleven students: Student Government Association Administrative Vice President as secretary, the Student Government Association President or designee, a representative of the Interfraternity Council, President of the Black Student Union, a representative of the Panhellenic Council, a representative of the National Pan-Hellenic Council, a representative of the University Program Council, a representative from Student Media, the President of the Graduate Student Council or designee, and two other students nominated by the Student Government Association President and approved by the Student Government Association Senate, and one student alternate nominated by the Student Government Association. The committee shall make recommendations to the President of Auburn University for all programs, services, space allocations, and long-range planning related to Foy Union. (20 members)

Fraternities and Sororities (VP Student Affairs): The Fraternities and Sororities Committee shall consist of the VP Student Affairs; Senior Program Advisor, VP Student Affairs; the Program Advisors for Student Life (nonvoting) who advise sororities and fraternities; Coordinator of Greek Life (nonvoting); Greek Life

Administrative Assistant will serve as committee secretary (non voting); six faculty members; one faculty alternate; two graduate students; four undergraduate students to include: Interfraternity Council representative, Panhellenic Council representative, National Pan-Hellenic Council representative, one independent student, one independent student alternate, and one undergraduate student alternate nominated by the Student Government Association. The committee shall recommend and implement policies involving fraternities and sororities, initiate appropriate action in response to violations of these policies, and serve as a judicial review body when actions of the Panhellenic Council, National Pan-Hellenic Council, or Interfraternity Council are appealed. (21 members)

Graduation (Provost): The Graduation Committee shall consist of the Graduation Marshall as chair, the Provost or designee, the University Registrar or designee, the Director of the Student Activities Center/Coliseum or designee, a representative of the President's Office, Dean of the Graduate School or designee, and one AUM faculty member serving as a continuing/nonvoting members; twelve faculty members; one graduate student nominated by the Graduate Student Council; one undergraduate student and one undergraduate student alternate nominated by the Student Government Association. The committee shall be responsible for overseeing the organization of each semester's graduation exercises, and membership shall rotate among the colleges and schools. (22 members)

Institutional Animal Care & Use (Vice President for Research): The Institutional Animal Care and Use Committee shall consist of no fewer than fifteen members. The following shall serve continuing appointments: the Director of Research Compliance (OVPR) Non-voting; the Associate Director for Biomedical Animal Resources or designee; and the Associate Director responsible for Agricultural Animal Resources. The following shall serve three-year rotating appointments: at least eight faculty members representative of animal-user disciplines (scientists, animal-users); at least one faculty member representing non-animal-user disciplines; and at least two members from the community who have no other current affiliation with the University and whose immediate families are not affiliated with the University. Rotating membership vacancies shall be filled for compliance with the regulations and, to the extent possible, with similarly qualified individuals. In addition to the qualifications noted above, one committee member must be a veterinarian. The chair of the committee shall be a faculty member serving the second or third year of that person's term. The committee shall oversee the use of all animals by Auburn University, whether for research, instruction, demonstration, production, or maintenance purposes. The committee is mandated by government regulations and fulfills certain functions that allow Auburn University to be certified to receive government funds. This committee meets 12 months per year. (15 members)

Institutional Biosafety (Vice President for Research): The Institutional Biosafety Committee shall consist of continuing members, faculty, staff or Administrative and Professional Assembly personnel, and community members. Continuing members shall consist of the Director of Research Compliance (non-voting), the Associate Director of Risk Management and Safety (who will act as secretary to the committee); and the Biological Safety Officer or designee and Assistant Biological Safety Officer as an Alternate. Faculty shall consist of five members on rotating three-year terms staggered such that two rotate on/off each year. Faculty shall be selected on the basis of experience and expertise in infectious disease research, experience and expertise in recombinant DNA (rDNA) technology, and the capability to assess the safety of biological research and to identify any potential risk to public health or the environment. At all times one faculty member will be an animal pathogen containment expert. The University Veterinarian will be a continuing/ex officio. The chair shall be selected by the President from those faculty members entering their second or third year of committee service. Staff or Administrative and Professional Assembly personnel shall consist of one member representing either the staff career ladders such as laboratory technician or the administrative/professional career ladders such as research associate/research assistant, medical technologist, etc. This will be a rotating three-year membership. Community members shall not otherwise be affiliated with Auburn University and shall consist of two outside members who represent the interest of the surrounding community with respect to health and protection of the environment (e.g. officials of state or local public health or environmental protection agencies, members of other local governmental bodies, or persons active in medical, occupational health, or environmental concerns in the community). These will be rotating, staggered, three-year memberships. The Institutional Biosafety Committee (IBC) is charged to

formulate policy and procedures related to the use of biohazardous agents, including human, animal, and plant pathogens, other infectious agents, toxins, and rDNA. As mandated by the National Institutes of Health, experiments involving human gene therapy, formation of transgenic animals or plants, and the generation and/or use of rDNA must be reviewed and approved by the IBC. Auburn University also requires IBC review and approval for use of Risk Group 2 or higher biohazardous agents. This committee meets 12 months per year. (14 members)

Institutional Review Board for Protection of Human Subjects in Research (Vice President for Research): The Institutional Review Board for Protection of Human Subjects in Research shall consist of no fewer than 11 members who meet the following criteria: Eight faculty members, at least one faculty member whose primary concern is in a scientific area; at least one faculty member whose concern is in a non-scientific area; at least two members from the community (and one community alternate) who has no other current affiliation with the University and whose immediate family has no affiliation with the University; the General Counsel for the University and a physician shall serve as continuing, voting appointments on this committee; the Director of Research Compliance. Research shall serve as continuing, non-voting on this committee; faculty from disciplines typically involved in human subject research comprise the remaining members. A physician and any community members are recommended by the Associate Provost and Vice President for Research after consultation with the Institutional Review Board; final approval is by the President. At least one member qualifying as a prisoner representative (administrative position, not specifically a faculty member) who will be nominated by VP for Research and appointed by the President and would serve a 3 year term with the option of renewal. The community members serve three-year terms, which can be renewed. All other appointments are three-year, rotating assignments, and members completing appointments are replaced by individuals of similar backgrounds and experience. Faculty members may succeed themselves if requested by the faculty member and approved by the Office of the Vice President for Research. The chair of the committee shall be a faculty member serving in at least the second year of that person's term. The IRB functions to protect the rights and welfare of human research participants. As such, the IRB shall review all research activities involving human subjects for compliance with federal guidelines and ethical research principles. The IRB has the authority to approve, require modifications in (to secure approval), and disapprove research proposals and to suspend or terminate research that is not conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects. (15 members)

Insurance and Benefits (Executive Vice President): The Insurance and Benefits Committee shall consist of the Director of Payroll and Benefits, the Assistant Vice President of Human Resources, the Executive Director of Risk Management and Safety, the Chair of Staff Council, the Immediate Past Chair of the Staff Council, the Chair of Administrative and Professional Assembly Welfare Committee, and one administrator from AUM; four faculty members from the main campus and one from AUM. It shall also include three Administrative and Professional Assembly members who shall serve three-year staggered terms, and one AUM Staff Council member who shall serve a three-year term. The committee shall communicate information about insurance and other employee benefit programs to faculty and administration and consider and recommend improvements in insurance coverage. (16 members)

Intercollegiate Athletics (President): The Committee on Intercollegiate Athletics shall consist of fourteen (14) voting members and four (4) non-voting members, all serving at the pleasure of the President in an advisory capacity. Voting members shall include the following members: the Faculty Athletics Representative, the Executive Vice President, the VP Student Affairs, the Dean of Enrollment Services, the President of the Student Government Association or designee, the Chair of the Staff Council, the Executive Director of Internal Auditing; six faculty members serving three-year staggered terms; and one Administrative and Professional Assembly member serving a three-year term. Ex-officio non-voting members of the committee shall consist of the President or designee, the Provost and Vice President for Academic Affairs or designee, the Athletics Director or designee, and the Associate Athletics Director for Compliance. The Chair and Vice-Chair of the Committee shall be selected annually by the President (excluding students and Athletics Department employees). The number of terms in which a person may serve as Chair or Vice-Chair shall not be limited. Members of the Committee should have an interest in intercollegiate athletics, and preference shall be given to individuals who have either a fundamental knowledge of intercollegiate athletics or

experience serving on other committees or task forces which have a nexus to intercollegiate athletics. In keeping with NCAA Bylaws, at all times, individuals from the administration and/or University Faculty (as defined in the University Faculty Constitution) must constitute a majority of the Committee. The committee shall 1) recommend to the President the policies for the operation of the intercollegiate athletics program at Auburn, 2) monitor for the President all aspects of the program for compliance with University policies and with NCAA and SEC legislation, and 3) assist the President and the Director of Athletics on any aspect of the intercollegiate athletics program for which advice or assistance is requested. The Committee shall meet once a quarter and additionally as called by the President of the University. (18 members)

International Students (Associate Provost for Diversity and Multicultural Affairs): The International Student Committee shall consist of the Associate Vice President for Academic Affairs and Dean of the Graduate School; the Director of Admissions and Records; the Assistant Director of Admissions and Records or designee; Senior Program Advisor, VP Student Affairs; the International Student Organization Advisor; the Assistant Vice President of Enrollment Management; the Director of International Education; the VP Student Affairs; four faculty members; two graduate students, two undergraduate students, at least two of whom shall be international students, and one undergraduate student alternate. The committee shall consider issues and concerns that directly relate to international students on the Auburn University campus. (17 members)

Master Plan Committee (President): The Master Plan Committee shall consist of the University Planner as Chair, the University Architect as Vice-Chair, Senior Associate Provost, University Engineer, one Administrative and Professional Assembly member, four faculty serving three-year staggered terms (three of the four must be a registered architect/ engineer/ planner/ builder). On-Call Resource Team: the faculty and staff of the entire University including but not limited to the Facilities Division, Office of Information Technology, Risk management and Safety, Institutional Research and Assessment and the Office of Development shall be on call to assist with the charge of the committee as specific conditions dictate. Meetings will be once per semester, more or less, as agenda dictates. The Master Plan Committee formulates/adopts institutional plans and guidelines and keeps them current. The Committee reviews development of all land holdings of Auburn University and makes recommendations regarding facilities, planning, transportation planning, land planning, infrastructure and site development activities. The Committee oversees the continuing administration, maintenance, implementation, change and update of all Auburn University master plans and supporting documents, including design guidelines, The Image and Character of Auburn University and the Auburn University Comprehensive Campus Master Plan (9 members)

Multicultural Diversity Commission (President): The Commission on Multicultural Diversity shall consist of the Assistant Vice President for Human Resources/Affirmative Action Officer or designee; the Assistant Provost of Multicultural Affairs; the Assistant Vice President for Student Life; a representative each from the Office of the Provost, International Admissions, and Communications and Marketing; seven faculty, serving three-year terms; one Administrative and Professional Assembly member, serving a two-year term; two staff members, serving a two-year term; one graduate student, serving a one-year term; one undergraduate student and one undergraduate student alternate, serving a one-year term. The chair (tenure-line faculty member of the commission) will be appointed by the President to direct the work of the commission. The commission will provide a permanent and very visible forum for deliberating and developing policies and initiatives on matters of diversity, tolerance, and inclusiveness. (19 members)

Patent & Invention Disclosure (Vice President for Research): The Patent and Invention Disclosure Committee shall consist of the Director of Technology Transfer and nine faculty members representing key areas of University research such as Engineering, Pharmacy, Sciences and Mathematics, Agriculture, and Veterinary Medicine, as well as representation from faculty with expertise in areas such as marketing and economics. Members shall be appointed to three-year rotating terms. The chair shall be elected by the committee from one of the nine faculty members. The committee is charged with providing advice and recommendations as needed by the Office of Technology Transfer and the Vice President for Research on issues such as the technical merit and commercial potential of technology disclosures. (10 members)

Persons with Disabilities (President): The Committee for Persons with Disabilities shall consist of the Provost or designee, the Assistant Vice President for HR/AA Officer or designee, Associate Provost for Diversity and Multicultural Affairs or designee, the Director of International Education, the Director of the Program of Students with Disabilities, the Director of Distance Learning and Outreach Technology, the University Architect, the Senior Associate Athletics Director or designee, and the Executive Director, Educational Support Services; four faculty members; one Administrative and Professional Assembly member; one staff member; one graduate student; one undergraduate student, and one undergraduate student alternate. (The Graduate Student Council and the Student Government Association should seek recommendations for students from the Office of Students with Disabilities). The committee shall promote a positive University policy in regard to program accessibility for people with disabilities, educate the campus community as to the needs of disabled individuals, and promote the removal of architectural barriers on campus. (18 members)

Post-Tenure Review (President): This is a special committee appointed by the President from nominees provided by the Rules Committee of the University Senate. The committee shall review dossiers of faculty participating in the University's Post-Tenure Review procedure and advise the President. Eight faculty currently holding tenure and the rank of Professor; Provost, as chair (faculty members cannot serve in any regular administrative position, including department head/chair, at the time of their service on this committee) (9 members)

Promotion & Tenure (President): The Promotion and Tenure Committee shall consist of the Provost as chair and eleven faculty members, at least nine of which will be tenured faculty. The faculty members will be from the tenure-track faculty, the clinical faculty, or the research faculty. Non tenure-track clinical faculty members and non tenure-track research faculty members will not vote on tenure. Any academic year in which there is no clinical faculty member on the committee, a resource person for the clinical track will be appointed as a standby member of the committee. Any academic year, in which there is no research faculty member on the committee, a resource person for the research track will be appointed as a standby member of the committee. The resource person for the clinical track will be a faculty member holding the rank of professor who is in the clinical track, or in the event that no professor in the clinical track is available to serve on this committee, the resource person will be a tenured faculty member who works in a department or school that has clinical track faculty. The resource person for the research track will be a faculty member holding the rank of professor who is in the research track, or in the event that no professor in the research track is available to serve on this committee, the resource person will be a tenured faculty member who works in a department or school that has research track faculty. The three new faculty members coming onto the committee each year shall be appointed by the President of the University from a list of four nominees provided by the Senate Rules Committee. Each standby faculty member shall be appointed by the President of the University from a list of two nominees provided by the Senate Rules Committee. In cases in which the President is unable to complete the staffing of the committee from the list of nominees provided by the Rules Committee, the President may require the Rules Committee to nominate additional faculty members. Faculty members cannot serve in any regular administrative position including that of department head/chair at the time of their service on the committee. Tenure-track faculty members must be tenured and should hold the rank of professor; clinical faculty members should hold the rank of clinical professor; and research faculty members should hold the rank of research professor. The committee shall review departmental and school or college recommendations on candidates for promotion and tenure and make recommendations to the President. The Associate Provosts and Vice Presidents for Research and University Outreach shall serve as non-voting members. (14 members)

Radiological Safety Executive Vice President): The Radiological Safety Committee shall consist of the Associate Director of the Space Research Institute, the Radiological Safety Officer, the Associate Director of Risk Management and Safety, the Assistant Vice President for Facilities or designee, the Physics Department Head or designee, and representatives of the largest radiation sources on campus; six faculty members with at least three of the faculty having knowledge of the safe use of ionizing radiation, including at least one faculty member with knowledge of laser safety and operation and one with knowledge of the use of radiation in experimental biological systems. The chair of the committee shall be a faculty member serving in the second or third year of that person's three-year term; the Radiological Safety Officer serves as committee

secretary. The committee is delegated authority for radiological safety at the University. Committee responsibilities include establishment of policies and procedures, compliance with appropriate state and federal regulations, review of all applications and licenses for the use of ionizing and non-ionizing radiation at Auburn University, and assurance that each person working with radioactive materials and radiation-producing devices is qualified by training and experience to safely perform such work. (12 members)

Residency Appeals (Associate Provost for Undergraduate Studies): The Residency Appeals Committee shall consist of the Director for Admissions and Records or designee; the Director of Institutional Research and Assessment; four faculty members, with one serving as chair as elected by the members of the committee. The committee reviews requests from students to be grandfathered under the previous residency policy. In addition, the committee serves as a review board for any student who wishes to appeal the residency requirements. (6 members)

Student Academic Grievance (Provost): The Student Academic Grievance Committee shall consist of one administrator from a relevant field and one alternate; three faculty members and one alternate; two undergraduate students and one alternate; one graduate student and one graduate student alternate. The committee shall resolve academic grievances of students that result from actions of faculty or administrators. The Tiger Cub, Auburn University's student handbook, provides the guidelines for this procedure. Faculty members shall serve three (3) year terms, and their appointments shall be arranged so that one (1) faculty member is replaced each year. Their terms of service shall start in fall semester of the year of their appointment. The chairman of the Committee shall be appointed from among these faculty members nominated by the Senate Rules Committee in consultation with the President of the University. No person shall serve as chairman for more than three (3) years. (11 members)

Student Communications Board (VP Student Affairs): The Student Communications Board shall consist of the VP Student Affairs or designee as chair; the Executive Vice President or designee; a representative from Communications and Marketing; one English faculty member from the Professional and Technical Writing program; one faculty member from the College of business; the Student Government Association President; the Department Chair of Communication and Journalism; one graduate student; seven undergraduate students representing the Black Student Union, International Student Union, Interfraternity Council, National Panhellenic Council, Panhellenic Council, Student Government Association and Omicron Delta Kappa; and four professional representatives, one each from print media, broadcast media, magazine, technical publications or scholarly journals, and one specializing in the business management various forms of media. The board shall provide overall supervision for the financial and editorial management of student publications and broadcasts funded by Student Activities Fees. (19 members)

Student Discipline (VP Student Affairs): The Discipline Committee shall consist of eleven faculty members, one of whom will be chair; the Program Advisor for the VP Student Affairs (non-voting); one Administrative and Professional Assembly member; 10 undergraduate students; and two graduate students. The committee shall conduct hearings into alleged violations of the University Code of Student Discipline and make recommendations to the Vice President for Student Affairs regarding the handling of violations. The University Code of Student Discipline can be found in the Tiger Cub, Auburn University's student handbook. (25 members)

Student Insurance (Executive Vice President): The Student Insurance Committee shall consist of the Vice President for Student Affairs or designee, who shall serve as chair; Executive Vice President or designee; Director of the Office of Risk Management and Safety or designee; AUM VP Student Affairs or designee; Student Government Association President or designee; Student Government Association Treasurer or designee; Graduate Student Council President or designee; AUM Student Government Association President or designee; the Director of the Auburn University Medical Clinic or designee and the Director of the Auburn University Pharmacy Center or designee shall serve as non-voting members; one faculty member; one graduate student appointed by the Graduate Student Council President; and three undergraduate students appointed by the SGA President. The committee shall supervise the management practices of the Student

Accident and Sickness Insurance Plan, in an effort to serve the best interests of the student body, and make recommendations to the administration concerning the Plan. (15 members)

Student Social Life (VP Student Affairs): The Student Social Life Committee shall consist of one faculty member; continuing members of the committee shall be the VP Student Affairs or designee as chair, a representative of the President's Office, the Assistant Vice President of Communications and Marketing or designee, the Director of the Student Activities Center/Coliseum, a representative of the Office of Diversity and Multicultural Affairs, the University Program Council Student Coordinator, the Student Government Association President or designee, the Graduate Student Council President or designee, the Interfraternity Council President, the Panhellenic Council President, a representative of the National Pan-Hellenic Council, the President of the Black Student Union or designee, the President of the International Student Organization or designee and the treasurer of the University Program Council; the Program Advisor for the University Program Council and the Treasurer for the University Program Council are non-voting members. The committee shall promote the welfare of the Auburn University student body and greater Auburn community through a well-planned and coordinated program of entertainment and social activities. (17 members)

Traffic & Parking (Executive Vice President): The Traffic and Parking Committee shall consist of the University Engineer as chair, the University Architect as Vice-Chair, the University Planner, the Director of Parking and Transit, the Director of Public Safety and Security or designee, Athletic Director or designee, the Manager of Parking Services; Americans with Disabilities Act Coordinator or designee; three faculty members; two Administrative and Professional Assembly members; two staff members serving two-year staggered terms; one graduate student; four undergraduate students, one of whom must be a resident of University Student Housing, and one undergraduate student alternate. The committee shall accept suggestions, comments, and complaints relative to the parking of vehicles and the movement of vehicular/pedestrian traffic on campus. Its primary concerns shall be the safety and well-being of students, faculty, staff, vendors, and visitors and the orderly and efficient parking/movement of vehicles and persons. The committee shall be expected to make recommendations regarding parking lot zoning, and zone enforcement procedures; costs and procedures for vehicle registration; procedures and regulations for parking and traffic movement during athletic events, pavement markings, signage, signalization, site lighting, handicapped parking/access, pedestrian malls, shuttle-bus systems, and bicycles/skateboards, etc. It is recommended that an appointee to this committee not serve on any traffic appeals board. (21 members)

Traffic Appeals Board (Executive Vice President): The Traffic Appeals Board consists of three boards: Tuesday Traffic Appeals Board, Wednesday Traffic Appeals Board, and Thursday Traffic Appeals Board. The membership composition is the same for each board. Each shall consist of three faculty members; one Administrative and Professional Assembly member; one member of the Staff Council; one graduate student; one graduate student alternate; two undergraduate students; two undergraduate student alternates. The faculty should have three-year staggered terms; students serve one-year terms. The boards shall arbitrate disputes arising from the Auburn Public Safety and Parking Services issuance of parking and traffic citations. The boards shall not arbitrate citations involving moving offenses (e.g., speeding, failure to display signals) which shall instead be referred to the City of Auburn court system. The boards shall fairly and consistently interpret and apply the Auburn University Traffic and Parking Regulations developed by the Traffic and Parking Committee. The boards shall not make regulations nor render engineering/policy decisions. The boards are judicial in character but are encouraged to provide input related to new regulations, or proposed changes of existing regulations, to the Traffic and Parking Committee as they feel appropriate. It is recommended that an appointee to this committee not serve on the Traffic and Parking Committee. (11 members per Board)

University Budget Advisory (President): The University Budget Advisory Committee shall develop recommendations for the President of Auburn University regarding the preparation of the annual budget for the University. The following shall serve continuing appointments: Executive Vice President as chair; the Provost; the Chair and Chair-elect of the Administrative and Professional Assembly; the Chair and Chair-elect of the Staff Council; the Chair of the University Senate and the Chair of the Faculty Salaries Committee; the President of the Student Government Association and the President of the Graduate Student

Council shall serve one-year terms. Each school or college and the libraries shall be represented alternately by a faculty member and an administrator; the administrator position shall alternate between a dean and a department head/chair. There shall be at least nine faculty members, one vice president, five deans, and four or five department heads/chairs every year. The faculty, vice president, deans, and department heads/chairs will serve two-year terms. (28 members)

University Safety (Executive Vice President): The University Safety Committee shall consist of no fewer than 15 members. The following shall serve continuing appointments: the Associate Director of Risk Management and Safety as chair; Chief of the Auburn Public Safety; the Assistant Vice President for Facilities or designee; the Director of Intercollegiate Athletics or designee; the Associate Director of the Alabama Agricultural Experiment Stations or designee; the University Architect; the Assistant Vice President for Human Resources or designee; the President of the Graduate Student Council or designee and the President of the Student Government Association or designee shall serve on an annual basis; the Director of Physical Plant at AUM; a representative from the University Safety Office at AUM; the Director of the Alabama Cooperative Extension System or designee; one representative from the Administrative and Professional Assembly; and the Executive Director of Information Technology or designee. Four faculty members shall serve three-year rotating terms; three from the main campus and one from AUM. The committee shall assist in establishing and maintaining a comprehensive safety program that shall help Auburn University achieve the goal of providing a safe and healthful environment for the faculty, staff, students and visitors on the main campus, at AUM, and throughout the broad networks of the Alabama Agricultural Experiment Stations and the Alabama Cooperative Extension System. (18 members)

University Scholarship (Vice President for Student Affairs): The University Scholarship Committee shall make scholarship recommendations to the President. The Director of Student Financial Services and the Director of the Scholars Program shall serve continuing appointments. The committee shall also consist of six faculty members; three undergraduate students and two graduate students. (13 members)

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4. FACULTY PARTICIPATION IN SENATE AND UNIVERSITY COMMITTEES

Standing University committees are appointed by and are advisory to the President. These committees may be under the purview of a member of the University's central administration who shall be responsible for convening these committees at regular intervals and whenever the need for committee action arises. Each standing committee shall have a written statement of its operating procedures. A list of all members of all standing Senate and University committees shall be distributed each fall by the Office of the President.

In the spring of each year, faculty members are given an opportunity to express interest in serving on Senate and University standing committees and to nominate others for those committees. Using this information, the Senate Rules Committee submits nominations for membership on Senate committees to the Senate for approval and makes recommendations to the President for membership on University committees. When a University committee requires its members to have particular expertise, the Rules Committee may consult with administrative officers prior to submitting its list of nominations. For University committees for which three or fewer faculty positions come open, the Rules Committee shall provide a list of nominees exceeding the number of openings by one; for University committees for which four or more faculty positions come open, the Rules Committee shall provide a list of nominees exceeding the number of openings by two. In cases in which the President is unable to complete the staffing of a University committee from the list of nominees provided by the Rules Committee, the President may require the Rules Committee to make additional nominations, and may propose other individuals who would be more appropriate for the particular Committee's needs.

Committee appointments shall become effective at the beginning of the fall semester and shall expire at the end of the summer term. Chairs of standing University committees are designated by the President.

In addition to the standing committees described in the Senate constitution and those listed in this chapter, there are typically a number of ad hoc committees. This group includes search committees, review committees (e.g.: for the Alabama Commission on Higher Education [ACHE] and for the Southern Association of Colleges and Schools [SACS]), and committees to address specific short-term problems. Faculty members are appointed to these committees by administrators involved in the issue at hand, in consultation with the Senate Rules Committee, as appropriate.

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5. FACULTY PARTICIPATION IN THE SELECTION AND EVALUATION OF ADMINISTRATORS

A. SELECTION OF UNIVERSITY-WIDE ADMINISTRATORS

The Board of Trustees has established the following policies concerning the selection of administrators (Board Policies Manual, B-1-2)

The Board of Trustees, in accordance with State of Alabama statutes, has the power and responsibility to . . .organize the institute by appointing a corps of instructors, who shall be styled the faculty of the university and such other instructors and officers as the interest of the university may require. . . ' To assist in that process, the Board may delegate aspects of that responsibility to the President of the University.

Described in the paragraphs below are procedures to be followed in the selection and appointment of key administrators of the university. The Board has primary responsibility for appointment of the President, and relies upon the President's recommendations in the appointment of the Provost, AUM Chancellor, Vice Presidents and Director of Intercollegiate Athletics.

President: As identified in the Bylaws of the Board of Trustees, the President of the University is elected by and serves at the pleasure of the Board of Trustees. The President is the Chief Executive Officer of the University, and terms of employment and areas of responsibility are outlined in the Bylaws. When the position of University President becomes vacant, the Board of Trustees shall constitute the search and selection committee, whose responsibility it shall be to identify candidates for the presidency. At its discretion, the Board may rely upon the assistance of one or more advisory committees composed of Trustees, Auburn and AUM faculty and students, Alumni Association members, and others. Such advisory groups, if utilized, shall be appointed by the President Pro Tempore of the Board of Trustees, who shall serve as the chair of each. Appointment to the office of President is by the Board of Trustees, who fix the term and conditions of employment.

Provost and AUM Chancellor: Appointment to the positions of Provost at Auburn University and Chancellor at AUM shall be by the President of Auburn University, upon prior approval by the Board of Trustees. Search committees assembled to identify candidates for these positions shall include at least one member of the Board of Trustees. The Provost, as the University's second most senior administrator, shall have the responsibility, under the direction of the President, for coordination and

oversight of the University's academic, research and extension programs. The Chancellor bears similar responsibility for overall administration of the Montgomery campus. Trustees shall participate in these searches on a rotating basis, so that involvement can be shared. (The procedure for obtaining Board approval will be determined jointly by the President, Board President Pro Tempore, and the Trustees who serve on the search committee.)

Vice Presidents and Director of Intercollegiate Athletics: Appointment to Vice Presidential positions and the Director of Intercollegiate Athletics shall be by the President, upon prior consultation with the Board of Trustees. Search committees assembled to identify candidates for these positions shall include at least one member of the Board of Trustees, on a rotating basis. When the President has received the committee's reports, the Board will be informed of the person the President plans to appoint. Such notice shall include a copy of the individual's vita and other relevant information. (The procedure for consulting with the Board will be determined jointly by the President, Board President Pro Tempore, and the Trustees who serve on the search committee.)

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B. SELECTION OF DEANS AND DEPARTMENT HEADS/CHAIRS

Deans: Deans are appointed by the President upon recommendation of the Provost and with the advice of search committees whose composition should reflect the primacy of faculty interest in the position. The faculty members on such search committees shall be selected so as to ensure broad representation of the programs in the school or college involved, as well as other interests within the University, and shall be selected in consultation with departmental faculty.

Department Heads/Chairs: Auburn University adheres to the "Joint Statement on Government of Colleges and Universities" adopted by the American Council on Education, the Association of Governing Boards of Universities and Colleges, and the American Association of University Professors regarding the selection of department heads/chairs: "The chair or head of a department. . . should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with the department members' judgment." Appointment of department heads/chairs are made by the President, upon recommendation of the Provost.

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C. EVALUATION OF ADMINISTRATORS

Auburn University adheres to the principle that there should be periodic review of the performance of the President and other academic administrators. The purpose of such periodic reviews should be the improvement of the performance of the administrator during his or her term of office. The University Senate's Administrator Evaluation Committee is charged with the responsibility of soliciting information from the faculty that may be used to achieve improved administration.

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6. POSITION DESCRIPTIONS

A. PRESIDENT

Reports to: the Auburn University Board of Trustees

Summary of Major Duties and Responsibilities: *The President of the University is elected by and serves at the pleasure of the Board of Trustees. The Board shall fix the length and terms of the President's employment. The President is the chief executive officer of the University and, subject to the control of the Board, shall manage, direct and be responsible for the conduct of all the affairs of the University, except those which by law or the Board's By-Laws are made the specific responsibility of other persons. The President shall have the power, in the name of the University, to make and execute, or authorize the making and execution of, all contracts and written instruments made in the ordinary course of the operations of the University, except those which must be specifically approved and authorized by the Board. The President shall prepare and submit to the Board of Trustees an annual report to correspond with the fiscal year of the University and, in addition, any other report deemed appropriate or as the Board may require. The Provost and the Chancellor of Auburn University at Montgomery shall be appointed by the President upon prior approval of the Board. Vice Presidents and the Director of Intercollegiate Athletics shall be appointed by the President, upon prior consultation with the Board.*

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B. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Reports to: the President

Summary of Major Duties and Responsibilities: *The Provost and Vice President for Academic Affairs is the chief academic officer of the University and represents the President during his or her absence from the Auburn University main campus. The Provost administers all academic programs involving instruction, research, and extension and is responsible for advising the President on matters relating to overall planning, allocation of resources, and the development and evaluation of these programs. The Provost's duties and responsibilities include, but are not limited to: maintaining the quality of teaching, research and extension programs; encouraging a sound communication program that allows for orderly sharing of views among the President's Office, appropriate vice presidents, deans, directors, department heads, faculty, staff, students, alumni and friends; guiding decisions affecting University faculty in such areas as recruitment, employment, promotion, tenure, and termination, salary and wage structure, conditions of employment, and facilitating compliance with the University's affirmative action program; chairing the Promotion and Tenure, and Curriculum committees, and serving on the Senate Steering Committee; overseeing the University Library; supervising the allocation and expenditure of funds for summer term instruction; University Computing, which oversees master planning and sets strategic direction for computing services at Auburn University; provides support for administrative and academic computing utilizing mainframe, networking, microcomputer and PC resources as appropriate; Telecommunications/ETV, which manages the Auburn University telephone system, campus data network, satellite uplink facility and educational television station; overseeing the enforcement of the Academic Honesty Policy, faculty*

and student academic grievance procedures, and hearing appeals of negative decisions of the Admissions Appeals Committee; coordinating overall aspects of research activity and, in cooperation with the Associate Provost and Vice President for Research, providing for adequate resources, time and incentives to promote an environment conducive to effective faculty research; coordinating the overall extension and public service programs of the University and, in cooperation with the Associate Provost and Vice President for Outreach, overseeing and coordinating the programs of the Alabama Cooperative Extension System and the University's other extension and outreach units. The Provost supervises the Associate Provost for Academic Affairs, the Vice President for Research, the Vice President for Outreach, and the academic deans and the Dean of Libraries.

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C. EXECUTIVE VICE PRESIDENT

Reports to: the President

Summary of Major Duties and Responsibilities: The Executive Vice President oversees the University's budgeting process including the planning, preparation, implementation, management, control and evaluation of the budget. The Executive Vice President oversees the overall financial reporting of the University, which includes a proper system of internal controls to ensure appropriate and accurate accountability of revenue, expenditures, assets and liabilities; serves as the leader and manager of the University's business and financial department; provides leadership for and manages the University's endowments and operating cash pool; and oversees the University's Auxiliary Services, including the University Bookstore, Auburn University Dining, Housing and Residence Life, and University Printing Service. The Executive Vice President chairs the University Budget Advisory Committee and advises the President and Board of Trustees on all matters relating to the fiscal health of the University.

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D. VICE PRESIDENT FOR STUDENT AFFAIRS

Reports to: the President

Summary of Major Duties and Responsibilities: The Vice President for Student Affairs provides leadership in the development of general goals and objectives in the Division of Student Affairs. Directing activities, programs and services inherent to student needs, this individual is administratively responsible for Admissions, Registration/Records, Financial Aid, Student Development Services (Vocational Counseling, Testing and Placement), Student Health Services (including Personal Counseling and Health Education), Student Union Building, Student Activities Center and the Aquatics Center. In addition to developing and implementing the budget for the

division, this Vice President oversees the University Discipline Code, the Speech and Demonstration Policy and the University Advertising Policy. This individual serves on several continuing University/Senate Committees as well as numerous ad hoc committees. Charged with representing student needs to the administration while implementing central administration policy concerning students, this person works in concert with the Provost to address the total educational experience of students.

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E. VICE PRESIDENT FOR AUXILIARY SERVICES

Reports to: the President

Summary of Major Duties and Responsibilities: The Vice President for Auxiliary Services provides leadership and direction of several support functions critically important to the welfare and effectiveness of Auburn University. Responsibilities include planning, direction, supervision, problem solving and advising the President and Board of Trustees on matters related to these support functions. The Vice President for Auxiliary Services oversees the following divisions: 1) Auburn-Opelika Robert G. Pitts Airport, which ensures safe operation of the airport in compliance with all FAA regulations; oversees master planning and coordinates all aspects of airport capital improvement; coordinates aviation management and flight training programs; manages the air transportation services; provides maintenance services for owned and leased aircraft. 2) Facilities, which oversees master planning for campus land use and capital construction; coordinates design and construction of new facilities; responsible for routine and preventive maintenance of campus facilities; manages building services (custodial care); provides utilities and energy management services; maintains campus landscaping and grounds; 3) Personnel Services, which oversees all aspects of human resource management for University staff and administrative/professional employees, including employment, wage and salary administration, classification, employee relations and human resource development; maintains official personnel records for all University employees; and 4) Police, which ensures a safe and secure environment for all campus constituencies by providing law enforcement services, including patrol and investigative measures as deemed appropriate; oversees campus traffic and parking services.

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F. ASSOCIATE PROVOST AND VICE PRESIDENT FOR RESEARCH

Reports to: the Provost

Summary of Major Duties and Responsibilities: The Associate Provost and Vice President for Research serves as the chief research officer of Auburn University, overseeing and coordinating all major aspects of research activity. A primary function is to provide adequate resources, time and

incentives to promote an environment conducive to effective faculty research. Toward this end, the Associate Provost and Vice President for Research provides relevant administrative structure and support services, encourages faculty involvement in research activity, and pursues various sources for research funding (particularly extramural contracts and grants). This Vice President establishes working relationships with private, state and federal funding agencies, facilitates handling of contracts and grants (particularly as regards pre-award activities and negotiations with funding agencies), and protects the University's interests in these agreements with external agencies. The Alabama Agricultural Experiment Station and several institutes and centers report to the Associate Provost and Vice President for Research. Additional duties include administrative responsibility for research involving human subjects, animal welfare, patents and copyrights, State-funded energy research, research grants-in-aid, the Research Trust Fund, and safety and environmental health within the University.

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G. ASSOCIATE PROVOST AND VICE PRESIDENT FOR UNIVERSITY OUTREACH

Reports to: the Provost

Summary of Major Duties and Responsibilities: The Associate Provost and Vice President for Extension is the University's leading proponent of extended outreach programs and is the Provost's advisor on matters relating to extension activities. This Vice President is responsible for oversight and coordination of the outreach programs at Auburn University. Primary among these programs is the Alabama Cooperative Extension Service (ACES). The Associate Provost and Vice President for Extension, through the Director of ACES, assures that the highest quality outreach programs are developed and maintained for Alabamians. Through other units of University Extension, such as Auburn University Conference Center, Auburn University Satellite Uplink, Center on Aging, Center for Governmental Services, Distance Learning and Outreach Technology, Auburn Technical Assistance Center, this person administers outreach educational programs to individuals, business and industry, and public agencies.

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H. DEAN OF THE GRADUATE SCHOOL

Reports to: the Provost

Summary of Major Duties and Responsibilities: *The Dean of the Graduate School is the Provost's principal advisor on graduate programs and the person responsible for general administration of the University's graduate programs. Working in concert with the Graduate Council, the Graduate Dean assures maintenance of graduate program quality standards, reviews programs and curricula, coordinates planning and development of graduate offerings in conjunction with academic departments and schools, develops a qualified graduate faculty, and serves as spokesperson for the University's graduate programs. This dean also serves on the Alabama Commission on Higher Education's Council of Graduate Deans.*

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I. ACADEMIC DEAN

Reports to: the Provost

Summary of Major Duties and Responsibilities: *The dean bears final responsibility for the conduct of all programs of instruction, research and extension carried out by faculty and staff in the respective college or school. Along with the academic department heads, the dean coordinates instructional program development and maintenance of quality, departmental research and public service programs, faculty recruitment and development, and any special programs of the college/school. The dean serves as the official representative of the college/school in relations with the central administration, other University units, alumni, other institutions, professional organizations, the public, and private foundations and governmental agencies--particularly for the purpose of developing external financial support. This person represents the college/school's interests at the central administrative level and develops the unit's budget request annually. The dean supervises allocation of funds in the college/school budget and oversees the consequent expenditures.*

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J. ACADEMIC DEPARTMENT HEAD OR CHAIR

Reports to: the college or school dean

Summary of Major Duties and Responsibilities: *The department head or chair serves as senior faculty member and administrator of the academic department. At the departmental level, this person is responsible for faculty recruitment and development, instructional program development, and quality enhancement, coordination of departmental research and service programs, evaluation of personnel and, through the dean, represents the department's interest to units inside and outside the University. The department head also maintains relationships with students, other administrators, University councils and committees, alumni, professional organizations, and various other public and private groups. In conjunction with the college or school dean, the department head develops the*

department's annual budget request, and administers expenditure of the allocated funds, and other resources available to the department.

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