

CHAPTER III ADVISORY ORGANIZATIONS

The university recognizes the importance of advisory organizations in general policy development and encourages the active participation of faculty members in such organizations. Participation shall be considered a responsibility of the faculty. The recommendations of official university advisory organizations shall be subject to review and action by the president and The Texas State University System Board of Regents.

1. FACULTY SENATE.

The Faculty Senate shall function as the official coordinating body of faculty views relating to the academic activities of the institution and shall provide policy advisement for the administration on all matters pertaining to the welfare, conduct, and involvement of the faculty. The charter and bylaws of the Faculty Senate are located in Appendix B of this handbook.

2. STAFF SENATE.

The Staff Senate shall advise the president on matters concerning university policies and procedures relating to staff employees. The chair and members of the council shall be elected by the staff.

3. UNIVERSITY COUNCILS.

- 3.1 **ACADEMIC COUNCIL.** The Academic Council shall advise the provost on matters pertaining to academic policy and the quality of instruction in all academic programs of the university. The council shall review program proposals in any field of study, inform department chairs of all academic policies recommended by the council, recommend policies pertaining to academic procedures, and recommend changes in academic matters that will improve instruction and standards. The council shall include the deans, the senior associate provost, the associate provost for research, the dean of graduate studies, the registrar, the executive director of continuing and distance education, the Faculty Senate president, the president of the Council of Instructional Departments, the director of the honors program, the director of developmental studies, the executive director of general studies, the director of academic services, the director of the Texas Academy for Leadership in the Humanities, the director of institutional research and reporting, the assistant vice president for information systems, and the president of the Student Government Association. The council shall be chaired by the provost.
- 3.2 **ATHLETIC COUNCIL.** The Athletic Council shall advise the president on matters of policy relating to intercollegiate athletics. Appointed by the president, members of the Athletic Council shall be selected from the faculty, department chairs, deans, administrative staff, and student body. The chair of the Athletic Council shall be designated by the president as the institution's representative to the Southland Conference. Along with the director of athletics and the senior women's athletic administrator, the institutional representative shall be a member of the advisory council, which is the operating body of the conference. The institutional representative shall be the individual designated by the president to cast the university's vote at sessions of the advisory council. In the absence of the president (who is a member of the Board of Directors of the conference), the institutional representative shall represent the university in meetings of the Board of Directors and cast the institution's vote. Likewise, in the absence of the president, the chair of the Athletic Council shall be authorized to represent the university at meetings of the NCAA.
- 3.3 **COUNCIL OF INSTRUCTIONAL DEPARTMENTS.** The Council of Instructional Departments shall advise the president and provost on policies and actions for the improvement of departmental administration and more effective communication within the organizational structure of the university. The council shall review and make recommendations concerning academic policies and procedures that affect departmental operations. Council membership shall consist of the academic department chairs. Members of the council shall elect their officers. The constitution and bylaws of the council are included in Appendix C of this handbook.
- 3.4 **UNDERGRADUATE CURRICULUM COUNCIL.** The Undergraduate Curriculum Council shall report to and advise the provost on matters concerning the undergraduate curriculum, new programs, the core curriculum, graduation requirements, and related curricular issues. The council shall include one tenured faculty member at the rank of assistant professor or higher for each 25 full-time faculty members per college, with a maximum of six faculty representatives per college. In addition, the council shall include a representative from the Faculty Senate, Council of Instructional Departments, and Student Government Association. All members, as well as the chair, shall be elected. The registrar and the

- senior associate provost shall serve as *ex officio*, non-voting members.
- 3.5 EDUCATOR PREPARATION COUNCIL. The Educator Preparation Council shall advise the provost on policies and programs relating to professional education curricula and standards. The membership of the council shall consist of four faculty representatives from the College of Education and Human Development; two faculty representatives from the College of Arts and Sciences; and one faculty representative from the College of Business, the College of Engineering, and the College of Fine Arts and Communication. Members of the council shall be elected from and by the full-time faculty. The dean of the College of Education and Human Development shall chair the council.
- 3.6 EXECUTIVE COUNCIL. The Executive Council shall advise the president on policies and procedures for the university. The provost, the vice president for finance and operations, the vice president for university advancement, the vice president for student affairs, the senior associate provost, the athletic director, the director of public relations, and the executive assistant to the president shall be members of the council. Others may serve on an ad hoc basis as determined by the president. The president shall chair the council.
- 3.7 GRADUATE COUNCIL. The Graduate Council shall advise the dean of graduate studies on policies and procedures relating to the graduate programs of the university. Graduate Council members shall be elected by and from graduate faculty members in departments which offer graduate degrees. The membership of the council shall consist of a graduate faculty representative from each of the colleges (two from Arts and Sciences). The chair of the council shall be the graduate dean.
- 3.8 HONORS COUNCIL. The Honors Council shall advise the provost on policies, procedures, courses and curricula related to the university's honors program. The director of the honors program shall serve in an *ex officio* capacity and chair the council. Two faculty members shall be elected from and by the full-time faculty in each college and the library (four from Arts and Sciences). A representative from the Council of Instructional Departments and the assistant director of the honors program (in *ex officio* capacity) also shall serve on the committee.
- 3.9 RESEARCH COUNCIL. The Research Council shall advise the associate provost for research on matters pertaining to the research programs and activities of the university. Members of the council shall be elected from and by the full-time faculty. The membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences) and the library. The council shall be chaired by the associate provost for research.
- 3.10 RISK MANAGEMENT COUNCIL. The Risk Management Council shall advise the vice president for finance and operations on policies and programs relating to risk standards and exposure. The membership of the council shall consist of two faculty representatives—one from engineering and the other from nursing—plus a variety of staff members from relevant areas of the university and the Lamar Institute of Technology. The vice president for finance and operations shall chair the council.

- 3.11 **STUDENT ADVISING AND RETENTION COUNCIL.** The Student Advising and Retention Council shall advise the provost on policies and procedures for effective student advisement and retention. Members of the council shall be elected from and by the full-time faculty from those concerned with advising and retention issues. The membership of the council shall consist of a faculty representative from each of the colleges (two from Arts and Sciences) and developmental studies, plus an *ex officio* representative from the Texas Academy for Leadership in the Humanities, general studies, adult studies, and student affairs. The registrar shall serve as an *ex officio* member. The chair of the council shall be elected from and by the membership.

4. UNIVERSITY COMMITTEES.

- 4.1 ACADEMIC INFORMATION TECHNOLOGY COMMITTEE. The Academic Information Technology Committee shall advise the provost on matters relating to computer services for faculty and instructional needs. The 27 member committee shall consist of three faculty representatives from the College of Arts and Sciences, two representatives from each of the other colleges, and one representative from the library. In addition, there shall be a representative from the Lamar Institute of Technology, the Student Government Association, the Faculty Senate, the Council of Instructional Departments, University Advancement (*ex officio*), and the Academic Council. Also, the coordinator of media services (*ex officio*); the coordinator of library systems (*ex officio*); the chair of computer science (*ex officio*); the assistant vice president for information technology; the director of academic computing; the director of continuing and distance education; the director of data, voice and networking; the chair of the Administrative Information Technology Committee; and the senior associate provost shall serve on the committee. The faculty representatives shall be elected by and from the full time faculty, and the other members shall serve because of their positions. The chair shall be elected from the membership.
- 4.2 ADMINISTRATIVE INFORMATION TECHNOLOGY COMMITTEE. The Administrative Information Technology Committee shall advise the vice president for finance and operations on matters relating to computer services for the administrative sections of the university. This 22 member committee shall complement the Academic Information Technology Committee. Membership shall consist of representatives from information systems; data, voice and networking; the computer center; academic services, the library, the physical plant; finance; university advancement; microcomputer support; human resources; administrative systems; the registrar/records office; institutional research and reporting; and the Student Government Association. In addition, the vice president for finance and operations, the chair of the Academic Information Technology Committee, and representatives from the Lamar Institute of Technology, Lamar State College-Port Arthur and Lamar State College-Orange shall serve. The chair and members shall be appointed by the vice president for finance and operations.
- 4.3 ADMISSIONS COMMITTEE. The Admissions Committee shall serve as an advisory and review body for the provost. This committee also shall hear admissions appeals and review and evaluate admissions criteria. The membership of the committee shall consist of a faculty representative from each college (two from Arts and Sciences), plus a representative from the library. The director of academic services shall serve as an *ex officio* member. Members shall be elected by and from the full-time faculty. The chair shall be elected by the members.
- 4.4 ANIMAL CARE COMMITTEE. The Animal Care Committee shall advise the provost on matters pertaining to the care and treatment of research animals. The membership of the committee shall consist of three faculty representatives plus two representatives from the community. The associate provost for research shall serve as an *ex officio* member and chair the committee. The faculty

members shall be elected by and from the full-time faculty and the community members shall be appointed by the provost.

- 4.5 BUDGET DEVELOPMENT COMMITTEE. The Budget Development Committee shall advise the provost and president about funding for new or expanded initiatives. The committee shall solicit budget requests from faculty and staff and make recommendations. Membership shall consist of a faculty representative from each of the colleges, a representative from the library, a representative from the staff, the president of the Council of Instructional Departments, the president of the Student Government Association, the Faculty Senate president, and a representative from the Deans' Council. The vice president for finance and operations, and the director of institutional research shall serve as *ex officio* members. The committee shall be chaired by the senior associate provost. Faculty and library representatives shall be elected by and from the full-time faculty.
- 4.6 CLASSIFICATION AND COMPENSATION COMMITTEE. The Classification and Compensation Committee shall advise the associate vice president for human resources and the president on issues pertaining to the classification and compensation of staff positions. Membership shall include two representatives from human resources and the Staff Senate, along with a representative from the library, student affairs, records, the Gulf Coast Research Center, the faculty, information systems and finance. The associate vice president for human resources shall serve as an *ex officio* member. All members and the chair shall be appointed by the president.
- 4.7 CONTINUING EDUCATION COMMITTEE. The Continuing Education Committee shall advise the executive director of continuing and distance education and the provost on policies and programs related to the university's external service mission. The committee shall include one faculty representative elected from and by the full time faculty from each college and the library (two from Arts and Sciences), one representative from the Faculty Senate and the Council of Instructional Departments. The executive director shall serve as an *ex officio* member and chair the committee. Students and community representatives from southeast Texas may be assigned to advisory councils for specific programs.
- 4.8 DISTANCE EDUCATION COMMITTEE. The Distance Education Committee shall advise the executive director of continuing and distance education and the provost on policies and procedures pertaining to Lamar's delivery of distance education, including two-way interactive delivery, televised courses, web courses, off-campus courses, and related forms of distance education. The members shall include three elected members of the Academic Information Technology Committee, four elected members of the Administrative Information Technology Committee, and a representative of the Student Government Association. The executive director of continuing and distance education shall chair the committee and serve in an *ex officio* capacity.
- 4.9 FACULTY PROMOTION COMMITTEE. The Faculty Promotion Committee shall make recommendations to the provost concerning promotions of faculty members (see Chapter II, section 12). The Faculty Promotion Committee shall be comprised of one tenured faculty member from each college and the library. Members shall be elected by and from the full-time faculty (with at least one year of service) in each college/library. In no instance shall a member of the

committee vote or pass a recommendation on a candidate's promotion to an academic rank higher than his or her own. The committee shall elect its chair.

- 4.10 **FACULTY PROMOTION REVIEW COMMITTEE.** The Faculty Promotion Review Committee shall advise the president on issues concerning promotion policies and guidelines directed to it by promotion committees. In addition, the committee shall act as an appellate body for promotion recommendations made by the provost. The committee shall consist of a faculty member from each college (two from Arts and Sciences) and the library, plus two department chairs and a dean. Members of the committee shall be appointed by the president. The committee shall elect its chair.
- 4.11 **FACULTY SALARY EQUITY COMMITTEE.** The Faculty Salary equity committee shall advise the president on matters pertaining to salary equity, both internal and external equity. The committee shall monitor salaries, by rank and discipline, against those for peer institutions. The committee shall consist of a tenured faculty member elected from each college and the library. The director of institutional research and reporting, the associate vice president for human resources and the senior associate provost shall serve as non-voting *ex officio* members. The committee shall elect its chair.
- 4.12 **FACULTY TENURE COMMITTEE.** The Faculty Tenure Committee shall make recommendations to the provost concerning the granting of tenure to faculty members (see Chapter II, subsection 15.3.12). The committee shall be comprised of one faculty member from each college and the library. Members shall be elected by and from the tenured faculty. The committee shall elect its chair.
- 4.13 **FISHER LECTURE SERIES COMMITTEE.** The Judge Joe J. Fisher Lecture Series Committee shall select the Fisher Lecturer and make arrangements for the lecture. The committee shall consist of an elected faculty member from each college (two from Arts and Sciences—one from the liberal arts and one from the sciences) and the library, plus the Student Government Association president and a representative from the Deans' Council, Council of Instructional Departments, Faculty Senate, Lamar Institute of Technology, Lamar State College-Port Arthur, and Lamar State College-Orange. The senior associate provost, a representative of Judge Fisher's family, and three representatives from university advancement shall serve as *ex officio* members. The chair shall be elected by members.
- 4.14 **HISTORICALLY UNDERUTILIZED BUSINESS (HUB) COORDINATING COMMITTEE.** The Historically Underutilized Business Coordinating Committee shall advise the vice president for finance and operations on laws, policies and procedures pertaining to purchases from HUBs. The committee shall consist of a representative from the library, finance and user services, plus the director of the physical plant. All representatives shall be appointed by the vice president for finance and operations who also shall chair the committee.
- 4.15 **INSTITUTIONAL PATENT COMMITTEE.** The Institutional Patent Committee shall advise the president on issues, policies and laws pertaining the patents and copyrights. Membership shall consist of three appointed

faculty members. The provost, the vice president for finance and operations, and the dean of engineering shall serve as *ex officio* members. The associate provost for research also shall serve as an *ex officio* member and shall chair the committee. All members shall be appointed by the president.

- 4.16 **INSURANCE AND BENEFITS COMMITTEE.** The Insurance and Fringe Benefits Committee shall advise the vice president for finance and operations on matters pertaining to insurance and benefits for university employees. Members shall include two representatives from Lamar University, the Lamar Institute of Technology, Lamar State College-Port Arthur, and Lamar State College-Orange. The associate vice president for human resources, the director of risk management, and a representative from the payroll office shall serve as *ex officio* members. The chair and members of the committee shall be appointed by the Council of Lamar Presidents.
- 4.17 **INTERNATIONAL STUDENT AFFAIRS COMMITTEE.** The International Student Affairs Committee shall advise the provost on matters affecting the welfare of international students enrolled at Lamar University. Membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences); a representative from Student Affairs, and two student representatives. The director of the Lamar Language Institute, the director of International Student Affairs, the vice president for research and dean of graduate studies, the director of academic services, the international student liaison, a representative from the international admissions office, the director of the study abroad program and the presidents of the various international student associations shall serve as *ex officio* members. The faculty representatives shall be elected from and by the full time faculty. The chair shall be elected by the members.
- 4.18 **LIBRARY COMMITTEE.** The Library Committee shall advise the dean of the library and the provost on matters pertaining to library services and resources. Membership shall consist of a faculty representative elected from and by the full time faculty from each of the colleges (two from Arts and Sciences) and a representative from the Student Government Association and the Lamar Institute of Technology. The library dean shall serve as an *ex officio* member. The chair of the committee shall be elected by the members.
- 4.19 **LONG RANGE PLANNING COMMITTEE.** The Long Range Planning Committee shall advise the president in the formulation of long range and strategic plans for the university. Members of the Executive Council and the physical plant director along with a faculty representative from each college, and representatives from the Faculty Senate, Council of Instructional Departments, Staff Senate, Deans' Council, and the Student Government Association shall serve on the committee, which shall be chaired by the president.
- 4.20 **PARKING AND TRAFFIC ADVISORY COMMITTEE.** The Parking and Traffic Advisory Committee shall advise the vice president for student affairs on issues pertaining to campus parking and traffic. Membership shall consist of two faculty members, three student members, two staff members, and a faculty and student representative from LIT. The chief of police, the director of the Physical Plant, a representative from the finance office, and the director of parking shall serve as *ex officio* members. Members and the chair shall be appointed by the vice president for student affairs.

- 4.21 **PERFORMANCE EVALUATION/MERIT SALARY INCREASE APPEALS COMMITTEE.** As described in Section 43.7.2, faculty members shall have the right to appeal the most recent merit-based salary increase recommendation. Appeal shall be made to the dean, in writing, within ten working days of notification of the salary increase recommendation. An appeal of the dean's response must be made, in writing, to the provost within ten working days of receipt. In this case, the provost shall convene the University Performance Evaluation/Merit Salary Increase Appeals Committee for review and recommendation regarding the appeal. Membership shall consist of a dean who is elected by the members of the Academic Council of Deans and who will chair the committee; a department chair, elected by the membership of the Council of Instructional Departments; one elected faculty member from each academic college and the library, and one faculty member elected at-large.
- 4.22 **RECORDS MANAGEMENT COMMITTEE.** The Records Management Committee shall advise the university records manager on the inventory, retention, and disposal of university records, open and confidential records, and vital records. In addition, the committee shall assist the manager with state records laws, the management of university forms, and related matters. Membership shall include two staff and two faculty members. The university records manager and the university risk manager shall serve as *ex officio* member, and the records manager shall serve as chair. Members shall be appointed by the president.
- 4.23 **REGISTRATION AND GRADING COMMITTEE.** The Registration Committee shall advise the registrar and the provost on policies and procedures for student registration and grade reporting. Membership shall consist of a faculty representative elected from and by the full time faculty from each of the colleges (two from Arts and Sciences), plus a representative from the records office, student affairs, continuing and distance education, and the Lamar Institute of Technology. The registrar, the director of academic services, the director of services for students with disabilities, the director of institutional research, the director of cashiering, the assistant vice president for finance, the coordinator of International Student Services, and two representatives from the computer center shall serve as *ex officio* members. The chair shall be elected by the members.
- 4.24 **SAFETY AND HEALTH COMMITTEE.** The Safety and Health Committee shall advise the vice president for finance and operations on matters pertaining to safety and public health in the university community. The committee shall review institutional compliance with public health and safety laws. Members shall be appointed by the vice president for finance and operations and shall include the president of the Student Government Association; four representatives from the physical plant; a faculty representative from engineering and nursing; two representatives from the Lamar Institute of Technology and a representative from university housing. The chief of police, the director of the physical plant, the university risk manager, the university safety specialist, a representative from the chemistry department and a representative from continuing education shall serve as *ex officio* members. The risk manager and safety specialist shall serve as chair and secretary of the committee.

- 4.25 SALARY ADMINISTRATION REVIEW COMMITTEE. The Salary Administration Review Committee shall advise the president on general guidelines for salary administration and act as an appellate body for salary administration decisions. Membership shall consist of a faculty representative from each of the college (two from Arts and Sciences) and the library; plus a representative from information systems, student affairs and the physical plant. The associate vice president for human resources, the president of the Faculty Senate and the president of the Staff Senate shall serve as *ex officio* members. The chair and members of the committee shall be appointed by the president.
- 4.26 SCHOLARSHIP COMMITTEE. The Scholarship Committee shall advise the director of academic services and provost on the scholarship programs of the university. Membership shall consist of a faculty representative from each of the colleges (two from Arts and Sciences). The director of academic services and the director of the honors program shall serve as *ex officio* members. The chair shall be elected by the members.
- 4.27 SICK LEAVE POOL COMMITTEE. The Sick Leave Pool Committee shall advise the vice president for finance and operations on policy and requests pertaining to the sick leave pool. Members shall include the director of risk management, the director of the student health center, two representatives from human resources and a representative from the Lamar Institute of Technology, the professional staff and the classified staff. All members and the chair shall be appointed by the vice president for finance and operations.
- 4.28 STUDENT DISABILITY ISSUES COMMITTEE. The Student Disability Issues Committee shall advise the director of services for students with disabilities and the provost on issues pertaining to campus services and accommodations for students with documented disabilities. Membership shall consist of a representative, appointed by the provost, from residence life; communication disorders; university advancement; continuing and distance education; data, voice, and video networking; the library; the student health center and human resources. In addition, three students elected by and from the Student Government Association shall serve along with the director of the physical plant and the director of service for students with disabilities who shall also serve as chair.
- 4.29 STUDENT SERVICES FEE COMMITTEE. The Student Services Fee Committee shall advise the vice president for student affairs on matters relating to the allocation of student service fees. Membership shall consist of five student representatives appointed by the vice president. In addition, two faculty representatives, the vice president for finance and operations, and the vice president for student affairs shall serve as *ex officio* members. Members of the committee shall be appointed by the vice president for student affairs, who shall chair the committee.

- 4.30 TELECOMMUNICATIONS COMMITTEE. The Telecommunications Committee shall advise the vice president for finance and operations on matters relating to the data, voice and video networking services of the university. Members shall include four representatives from the Academic Information Technology Committee (appointed by the chair), four representatives from the Administrative Information Technology Committee (appointed by the chair), and a student representative appointed by the vice president for finance and operations. The director of data, voice and video networking shall serve as an *ex officio* member and shall chair the committee.
- 4.31 UNIVERSITY INFORMATION TECHNOLOGY COMMITTEE. The University Information Technology Committee shall form serve as the umbrella organization for information technology issues on campus. Membership shall include the chairs of the Academic Information Technology Committee and the Administrative Technology Committee, the provost, the vice president for finance and operations, the assistant vice president for information technology, and a representative from the Faculty Senate and Student Government Association. The provost shall chair the committee.

- 5.1 APPOINTMENT GUIDELINES. The following guidelines shall apply in the appointment of members of university councils and committees:
- 5.1.1 Appointments shall normally be for three year terms.
 - 5.1.2 Appointments shall be approved by the president, or the appropriate executive officer, prior to the annual publication of committee appointments.
 - 5.1.3 Appointees shall not serve on the same committee for a second or subsequent appointment without an interval of at least one academic year, unless approved by the president or appropriate executive officer.
 - 5.1.4 With the exception of *ex officio* appointments, no appointee shall serve simultaneously on more than one standing university committee, unless approved by the president.
 - 5.1.5 Officials making university committee appointments should seek the concurrence of appointees and notify their immediate supervisors.
- 5.2 COLLEGE AND DEPARTMENT COMMITTEES. College and departmental committees shall be convened by chairs and deans, as needed or required, to facilitate the policy and decision-making needs of the departments and colleges. Faculty members shall be expected to serve on these committees.