



Member Selection Procedures for Academic Affairs Councils

In 2020 the Faculty Senate approved the selection processes for University Council, Graduate Council and Undergraduate Council as per below:

UNIVERSITY COUNCIL - Provost/Vice Chancellor for Academic Affairs

In general, all major academic matters involving policy, development of programs, degree offerings, calendar and some aspects of student life fall within the purview of the University Council. Matters that cannot be resolved by other committees and recommendations of the Graduate Council and Undergraduate Council may be submitted to the Council for review and decision. Responsibilities include, but are not limited to, the following:

- academic calendar including final examination scheduling, class recesses, registration periods, and related issues
- graduation requirements for all degrees including grading policies and computation of GPA, residency requirements, semester-hour credit requirements, transfer credit, and thesis/dissertation requirements
- academic policies governing all students such as Final Examination Policy, Academic Conduct Policy, Student-Initiated Withdrawal Policy, Academic Probation & Suspension Policy, and use of the Q symbol
- policies governing retention and progression of students in academic programs
- curriculum requirements including proposed changes in the TCU Core Curriculum Requirements and related school/college requirements, proposed addition or deletion of degree programs, and proposed (significant) programmatic changes
- annual review of all international consortia relationships and education contractual agreements
- such matters as brought to the Council by the Provost/Vice Chancellor for Academic Affairs.

Faculty membership on University Council is normally restricted to full-time faculty, excluding lecturers.

SELECTION PROCESS

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three-year terms. The list of candidates for each college shall consist of all eligible (i.e. full time) faculty.

The Faculty Senate appoints two At-Large Members from the list of active Senators to three-year terms or may appoint senators to fill the remainder of unfinished terms for those who rotate off the Senate. The FSEC will elect two senators and the Senate will vote to approve the elected senators. Approval will be by simple majority.

Ex-Officio Members automatically include the Deans, the Registrar, the head Librarian, the Director for Institutional Effectiveness. Student members automatically include the elected President and VP of the SGA and a Graduate Student Member.

GRADUATE COUNCIL - Assoc. Provost for Research & Dean of Graduate Studies

In general, the Graduate Council reviews and recommends policies and practices pertain to graduate academic affairs; reviews and acts on all graduate curricula changes (courses and programs) emanating from the school/colleges or the Office of Graduate Studies and Research; periodically reviews graduate programs for consistency within the University's mission and individual program integrity.

Recommendations of the Graduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- unit course offerings (including additions/deletions) applicable to degree and certificate programs: note that 5000-level courses are considered both graduate and undergraduate;
- addition or deletion of majors;
- addition or deletion of degree programs;
- requirements for masters and doctoral degrees;
- policies governing program admission and continued matriculation;
- graduate grading policies and practices;
- criteria for graduate financial aid;
- criteria and procedures for appointment to the Graduate faculty;
- such matters as brought to the Council by the Provost/ Vice Chancellor for Academic Affairs.

Faculty membership on Graduate Council is normally restricted to full-time faculty, excluding lecturers. In order to serve on the Graduate Council, an individual must be a member of the Graduate Faculty.

SELECTION PROCESS

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three-year terms. The list of candidates for each college shall consist of all eligible (i.e. full time and a member of the Graduate Faculty) faculty.

Appointed members are appointed by the Deans of each Academic College. The *ex officio* members of the graduate council are the associate deans from each college charged with oversight of graduate programs + the Registrar + a graduate student selected by the graduate student senate.

UNDERGRADUATE COUNCIL – Associate Provost for Undergraduate Affairs

In general, the Undergraduate Council reviews and recommends policies and practices pertaining to undergraduate academic affairs; reviews and acts on all undergraduate curricula changes (courses and programs) emanating from the schools/colleges; periodically reviews undergraduate programs for consistency within the University's mission and individual program integrity. Recommendations of the Undergraduate Council will be forwarded to the Provost/Vice Chancellor for Academic Affairs for review and approval or referral to the University Council as appropriate.

Responsibilities include but are not limited to the review and recommendation as appropriate of the following:

- unit course offerings (including additions/deletions) applicable to degree and certificate programs; note that 5000-level courses are considered both undergraduate and graduate;
- addition or deletion of majors and minors;
- addition or deletion of degree and certificate programs;
- requirements for bachelor's degrees;
- policies governing program admission and continued matriculation;
- undergraduate grading policies and practices;
- policies involving credit by examination, experiential learning and other nontraditional course credit experiences;
- such matters as brought to the Council by the Provost/Vice Chancellor of Academic Affairs.

Eligibility for membership on Undergraduate Council is normally restricted to full-time faculty, excluding lecturers.

SELECTION PROCESS AND COMMENTS

Comments

Operationally the At-Large members are selected by the Provost on the recommendation of the Deans of the colleges mentioned below. There are no documents that describe the criteria used to select the four At-Large faculty members. Discussion within the CuC surmises that the four appointees are from the three colleges with the largest numbers of faculty (and consequently with the largest enrollments - AddRan Humanities and Social Sciences, Business, and Science and Engineering). Those who set up the UC may have been attempting to lower the load on the elected college faculty members since it is more likely that those serving for the larger colleges may potentially have a larger-load.

Proposed Selection Process

Faculty are elected by the faculty of each academic college (except that for AddRan where separate Humanities and Social Sciences faculty are elected) to three-year terms. The list of candidates for each college shall consist of all eligible (i.e. full time) faculty.

Each year the number of faculty in each college (or in each branch in AddRan) be evaluated and At-Large members be appointed from the four largest faculty bodies.