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FRG Agenda Item for Faculty Council

1 message

Jaclyn Piatak <jpiatak@uncc.edu>

Tue, Mar 16, 2021 at 8:01 PM

To: Joel Avrin <jdavrin@uncc.edu>, Matt Wyse <mwyse@uncc.edu>

Cc: "Brown, Lesley" <labrown@uncc.edu>

Hi Joel,

Thank you again for having Lesley and I at the last FEC meeting and for your help in moving this forward.

We'd like the Faculty Council to consider the attached 1) newly proposed draft Faculty Research Grants Committee (FRGC) policy document that formalizes the FRGC processes and 2) proposed revisions to the Standing Rules of the Faculty Council to correct the structure of the committee.

Many thanks,
Jaclyn

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2 attachments

**Standing_Rules_03-12-20 (lab edits).doc**

454K

**FRG Committee Structure & Process 3.2021.pdf**

60K

Date: March 16, 2011
To: Faculty Council
From: Jaclyn Piatak, Chair, Faculty Research Grants Committee
CC: Lesley Brown, Director, Research & Economic Development
Re: Faculty Research Grant (FRG) Program

Proposal

We would like to propose putting the policies and procedures for the Faculty Research Grants program in writing. Currently, the policies and procedures can only be found by looking through historical Faculty Council meeting minutes.

The last major changes to the Faculty Research Grants Program were voted on by Faculty Council on March 23, 2005. The FRG Overview provided here is meant to codify the procedures the Faculty Research Grants Committee (FRGC) has used 2005. In most cases current FRGC practice reflects only minor tweaks to the changes made in 2005. However, there are three substantive changes from previous Faculty Council actions that we would like to have approved.

1. We propose that faculty on research or clinical assignments as well as Atkins Library faculty be eligible for all features of the FRG Program, including the Resubmission Program. Previous actions by Faculty Council had excluded these faculty from participating in the Resubmission Program, but the Faculty Research Grants Committee recognizes the important contribution these faculty make to research at UNC Charlotte, and we believe these faculty should be allowed to participate fully in the FRG Program.
2. The full FRG Committee meets at the beginning of Fall semester to establish the scoring procedures to be used in selecting proposals for funding. After that, the three subcommittees work independently without reconvening with the full committee. The previous 2005 proposal approved by Faculty Council intended the ad hoc subcommittees to formally reconvene with the elected members of the committee to have their work approved. Because each subcommittee includes elected members, and because the FRG Chair oversees the work of the three subcommittees, the FRGC believes this extra step is unnecessary, and we would like to eliminate it.
3. We are asking to revise the unwritten rule that unexpended funds from the Resubmission Program should go back to the larger pool to fund senior faculty whose proposals weren't funded in the Fall semester. Instead, we propose the following: Any subcommittee that doesn't expend all of its funds allocated to the Resubmission Program will return the unexpended funds to the larger pool to fund additional proposals submitted by new assistant professors.

Faculty Research Grants Program Overview

1. Structure of the Committee

The Faculty Research Grants Committee (FRGC) consists of 10 elected members, with one member elected from each College and three from the College of Liberal Arts and Sciences because of the size of its faculty. Additionally, one member is elected from Atkins Library.

The full FRGC is organized into three subcommittees: Arts and Humanities; Science, Technology, Engineering and Mathematics; and Social Science, Business, Health and Education. Members are assigned to the subcommittees based on their disciplinary expertise. The faculty member submitting the proposal selects which subcommittee will read the proposal. Each subcommittee will evaluate proposals in the context of disciplinary expectations and conventions using the FRGC criteria, which are posted on the FRG website. The FRG Subcommittees, working with the Director of the Center for Research Excellence, will provide written feedback in a timely manner that will be shared with faculty whose proposals were declined for funding.

In addition to the elected members of the FRGC, the Director of the Center for Research Excellence, acting on behalf of the Vice Chancellor for Research and Economic Development, will invite five ad hoc reviewers to fill out the subcommittees to five members each. Ad hoc committee members are assigned to subcommittees based on their disciplinary expertise. Ad hoc committee members serve for one year only and do not vote on policy or procedure changes.

2. Eligibility

The FRG program is available to all full-time faculty with the title of assistant professor or higher whose job description includes professional expectations for research. In addition to tenure-track and tenured faculty, this includes Atkins Library faculty and faculty on research or clinical appointments.

Members of the FRGC are eligible to apply; however, they neither rank nor participate in the discussion of their proposals. The FRGC chair submits the score for any proposals submitted by an FRGC member.

Part-time faculty, EHRA staff, lecturers, visiting professors, adjunct professors, postdoctoral associates, and faculty on phased retirement are NOT eligible to apply. Faculty with active FRGs who enter phased retirement must give up the remaining funds.

A faculty member may participate in only one proposal for the FRG program. Additionally, an award recipient may hold only one (1) FRG during any single 18-month award period.

3. FRGC Process

The full FRGC meets at the beginning of the Fall semester to establish the scoring procedures to be used in evaluating proposals. After this first meeting, the subcommittees work independently to select which proposals to fund.

All FRGC members, whether elected or ad hoc, are required to declare if they have a conflict of interest with any of the proposals submitted to their subcommittee. The FRGC defines a conflict

of interest in the following manner: any proposal from a spouse or partner, any proposal from a collaborator whose receipt of funds would benefit the committee member, or any proposal where the committee member feels s/he can't provide an objective evaluation. When a committee member declares a conflict of interest, the FRGC Chair supplies the score for that proposal.

4. FRG Resubmission Program

In order to provide support for newly appointed junior faculty, those first- or second-year assistant professors who submit a proposal and are turned down by the FRGC will be allowed to revise their proposal (working with a faculty mentor in their department) and re-apply in the same current funding cycle. Faculty mentors are assigned by the department chair. The FRGC will reserve a separate pool of money to fund these resubmitted proposals. Any subcommittee that doesn't expend all of its funds allocated to the Resubmission Program will return the unexpended funds to the larger pool to fund additional proposals submitted by new assistant professors. New assistant professors who submit a joint proposal with a more senior faculty member (*i.e.*, anyone who is not a first- or second-year assistant professor) will have their proposal considered in the "Continuing Faculty" category and will lose the right to resubmit during the current funding cycle if their proposal is declined for funding. In order to participate in the Resubmission Program, a faculty member must have submitted a proposal to the Fall competition and have written reviews from the committee. The FRGC will not accept first-time proposal submissions in the Resubmission Program.

5. External Proposal Requirement

All faculty who are funded through the FRG program are required to submit a proposal to an external funding agency before they may reapply to the FRG program. Faculty must submit an external proposal between the submission date of their previously funded FRG proposal and the current FRG submission date. The external proposal does not have to be related to the FRG project. The Center for Research Excellence will help faculty identify appropriate external funding opportunities and give guidance where needed on writing external proposals. A proposal is "counted" as submitted to an external agency once it has been approved in the Office of Research Services and Outreach (ORSO) electronic research administration system. All external proposals must be routed through official University channels prior to submission to the agency. Service contracts in recharge units and consulting agreements are not considered proposals for the purposes of this requirement.

6. FRG Budget Options

FRG awards are 18-month grants. The normal start date is January 15 after the Fall semester review of proposals, but faculty may elect to delay their start date until July 1 in order to have funds available during two summers.



UNC CHARLOTTE

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STANDING RULES OF THE FACULTY COUNCIL

THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

September 1979

Amended by Faculty Council on November 20, 1980
on March 4, 1982
on November 18, 1982
on January 26, 1984
on April 26, 1984
on February 7, 1985
on March 4, 1985
on May 2, 1985
on April 3, 1986
on May 1, 1986
on February 19, 1987
on March 3, 1988
on May 10, 1989
on September 17, 1992
on April 15, 1993
on September 21, 1995
on March 28, 1996
on January 23, 1997
on February 19, 1998
on April 16, 1998
on November 12, 1998
on February 18, 1999
on April 22, 1999
on April 19, 2001
on March 2002
on February 20, 2003
on March 2003
on April 2003
on September 2003
on September 23, 2004
on September 15, 2005
on March 30, 2006
on March 26, 2009
on April 23, 2009
on November 19, 2009
on September 23, 2010
on February 17, 2011
on November 17, 2011

on February 23, 2012
on March 22, 2012
on April 24, 2014
on April 23, 2015
on April 20, 2017
on March 14, 2019
on February 13, 2020
on March 12, 2020

**STANDING RULES OF THE FACULTY COUNCIL OF
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**ARTICLE I
DEFINITIONS AND SOURCES OF AUTHORITY**

The composition, powers, duties, meetings, quorum, parliamentary authority and recall provision of the Faculty Council are defined in Article VII of the Constitution of the Faculty. Officers of the Faculty and of the Faculty Council are listed in Article IV of the Constitution.

**ARTICLE II
PURPOSE OF THESE STANDING RULES**

It is the purpose of these Standing Rules to establish normal operating procedures for the Faculty Council. The Constitution of the Faculty (Article VII, Section 2) gives the power to conduct the affairs of the Faculty to the Faculty Council. It further provides (Article V, Section 7) that “the Executive Committee and all other Committees shall report regularly to the Faculty Council.” It specifies the functions over which the Faculty, through the Faculty Council, will have authority. The articles that follow specify the relationships among the Faculty Council, the Faculty Executive Committee, and other Faculty Committees. This document supersedes the By-Laws of the Executive Committee of the Faculty as ratified March 21, 1973 and subsequently amended.

**ARTICLE III
FACULTY EXECUTIVE COMMITTEE (FEC)**

Section 1: The composition, powers, and duties of the Faculty Executive Committee are established in the Constitution of the Faculty, Article V.

Section 2: The Faculty Executive Committee shall be responsible for establishing the agenda of the Faculty Council and for ensuring that Faculty business is handled with dispatch. All matters coming to the Faculty for consideration by the Faculty Council under the provisions of Article III, Section 3 of the Constitution (except for curriculum proposals) shall be addressed to the President of the Faculty. When the issue is appropriate to the

charges of more than one committee, the President may refer the matter to more than one committee. The President however, shall designate the appropriate standing or special committee that is to draft a single recommendation, which may include minority recommendations, for the Executive Committee.

The President will establish the latest date by which the recommendation is to be completed for Executive Committee review. At its discretion, the Faculty Executive Committee may refer a committee recommendation back to that or another committee for reconsideration or revision, but the standing or special committee to which the matter was initially referred may then require direct transmittal of its recommendation to the Faculty Council.

Section 3: Meetings of the Faculty Executive Committee

- A. The Executive Committee shall establish regular meeting times. The Faculty President may call special meetings in addition to regularly scheduled meetings in order to conduct the affairs of the Faculty. The Secretary of the Faculty shall distribute, with one week's notice to all members, a full agenda for each meeting.
- B. All meetings shall be conducted according to the rules contained in Robert's Rules of Order, Newly Revised.
- C. A Quorum shall consist of two thirds of the Executive Committee.

**ARTICLE IV
MEETINGS OF THE FACULTY COUNCIL**

The Constitution of the Faculty (Article VII, Section 3) specifies that the Faculty Council shall have at least three regularly scheduled meetings per year. As a standing procedure, regular meetings will be held at least three times each semester on a schedule to be determined at the beginning of the academic year by the Executive Committee. The agenda for each meeting, regular or special, will be distributed by the President at least one week prior to the meeting. When the Faculty Council takes actions on a recommendation from a Standing or Special Committee, the Secretary of the Faculty will report this action to the originating committee in a timely manner.

ARTICLE V COMMITTEES

Section 1: Committees of the Faculty:

- A. Committees of the Faculty are of two types: the first type includes those responsible for action relating to Section 3, Paragraph A of Article III of the Faculty Constitution, for which the Faculty assumes primary policy-making responsibility. The second type includes those committees responsible for actions described in Section 3, Paragraph B of Article III of the Faculty Constitution, concerning which the Faculty has consultative responsibilities, but which do not lie totally within Faculty jurisdiction. In addition to submitting all proposals to the Executive Committee for Faculty Council review, all committees of either type will submit annual written reports to the Faculty Council prior to the last scheduled Faculty Council meeting of each academic year. This report will include information on committee workload, the status of unfinished business, newly established procedures, and general effectiveness.
- B. The Faculty membership of each standing committee concerned with primary policy-making and academic planning responsibilities of the Faculty shall consist of the following except the Academic Planning and Budget Committee, the Faculty Research Grants Committee, and the Honors Council:
1. One Faculty member elected by each college except the College of Liberal Arts and Sciences, which will elect three representatives. Each college will elect one alternate to serve in the absence of an elected member;
 2. One member elected by the Library;
 3. Chairperson elected by the University Faculty;
 4. The Undergraduate Course and Curriculum Committee, Faculty Academic Policies and Standards Committee, the Faculty Advisory Summer Sessions Committee, and the University College Faculty Council will include one full-time undergraduate member selected by the Student Government Association;
 5. The Faculty Academic Policies and Standards Committee, the Faculty Advisory Summer Sessions Committee will include one full-time graduate member selected by the Graduate Student Association;

6. The Faculty Research Grants Committee will consist of ~~two members~~one member elected by each college except the College of Liberal Arts and Sciences which will elect ~~six~~three members. Atkins Library will elect one member.
7. The Faculty Welfare Committee, Faculty Employment Status Committee, Faculty Information and Technology Services Advisory Committee, Faculty Scholarship of Teaching and Learning Grants Committee and the Faculty Advisory Summer Sessions Committee will include one part-time faculty member selected by the Part-Time Faculty Committee. Membership on this committee does not constitute employment at the University.
8. The term of membership for members and the chairpersons of standing committees shall be two years beginning with the conclusion of the April Faculty Council meeting. To insure continuity, terms of Faculty elected by the colleges shall be staggered so that one half of these members are elected each year.
9. Nominations for an election of chairperson shall be as provided in Article VI of the Faculty Constitution for at-large members of the standing committees of the faculty. The Nominations Committee shall give preference to candidates that have previously served on the relevant committee.

Section 2: Committee Actions between Academic Years

- A. It shall be general policy that faculty committees function only during the academic year (beginning with Convocation and ending with Commencement).
- B. When as determined by the President of the Faculty or in his/her absence the Chancellor, committee action is required between Commencement and Convocation, the following procedures shall apply:
 1. If a majority of committee members on nine month appointments is available, the committee shall function as during the year.
 2. If a majority of committee members on nine month appointments is not available:
 - a. For cases in which committee action is not mandated by law, the Code of

the University of North Carolina, or the policies of UNC Charlotte, the Chancellor or delegated faculty executive officer shall make the decision after consultation with those committee members who are available.

- b. For cases in which committee action is required by law, the Code of the University of North Carolina, or the policies of UNC Charlotte, the Faculty President or his/her designee shall appoint replacements for absent members, and an attempt shall be made to maintain the department/college balance of the original committee.
- c. Summer committee work shall be on a voluntary basis with no sanctions against those refusing to serve.

(These procedures do not apply to the Faculty Grievance Committee and the Faculty Hearing Committee whose members are elected by the Faculty in accordance with the Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte or the Procedures for Resolving Faculty Grievances Arising from Section 607(3) of The Code of the University of North Carolina.)

Section 3: Standing committees concerned with primary policy-making and academic planning responsibilities of the Faculty:

A. Faculty Academic Planning and Budget Committee (FAPBC)

- 1. The Academic Planning and Budget Committee provides advice to the Provost in the following areas:
 - a. Design of the academic planning process to be used in the revision of the campus academic plan and the related college and departmental plans.
 - b. Review and comment upon proposed revisions of campus, college, and departmental academic plans.
 - c. Annual allocation of faculty positions in terms of their relationship to the academic plan of the campus and its constituent units.
 - d. Development of budgetary strategies and options in light of projected increases in or reductions to the Academic Affairs budget, including the annual budgetary reversion.
 - e. Review and provide feedback to the Provost with respect to budgetary decisions concerning the continuing budget and reversion management.

2. Establish and approve final versions of the campus academic plan.
3. Submit the approved campus plan to the Faculty Executive Committee and the Faculty Council for approval.
4. Periodically review the governing documents of the Faculty, including the Constitution and the Standing Rules, and make recommendations regarding changes therein to the Faculty Executive Committee.
5. The membership of the committee is comprised of the following:
 - a. President of the Faculty and the President-elect or Past President of the Faculty
 - b. Two at large members of the Faculty Executive Committee (elected by the Faculty Executive Committee for two-year non-overlapping terms)
 - d. Two senior members of the Faculty to be appointed by the current Faculty President and Provost and Vice Chancellor of Academic Affairs
6. The Chair of the FAPBC shall be elected by its members at the beginning of each Fall semester, and shall serve until the following year's election. The current President shall not be eligible to serve as Chair of the FAPBC.
7. Term of membership for each member is a two-year term with the exception of the President of the Faculty who would normally serve for four years (i.e., one year as President-elect, two years as President, and one year as past President of the Faculty).
8. The chairperson of the committee shall submit an annual report to the Faculty Council prior to the end of the academic year.

B. Nominations, Honors, and Awards Committee (NHAC)

1. The NHAC is responsible for developing slates of candidates and nominees for at-large elected positions in faculty governance, for the O. Max Gardner Award, and for making recommendations to the Board of Trustees regarding Honorary Degrees. The Committee may develop its own rules and procedures subject to the special requirements of each of these responsibilities as specified below.

2. Membership. In addition to the membership specified by Article V, Section 1.B(1, 2, 3) of the Standing Rules, the currently serving President-Elect or Past President of Faculty Council will serve on the NHAC.
3. Nominations. Nominations for open positions for Officers of the Faculty, chairs and at-large members of Standing Committees shall proceed as specified in Article VI, Section 1 of the Constitution of the Faculty.
4. O. Max Gardner Award. Each Fall semester the NHAC selects a UNC Charlotte Faculty nominee for the prestigious University system wide O. Max Gardner award. In order to complete this charge, the committee shall solicit nominations from each college and its Dean; collect required letters of support for inclusion in the nominee's dossier; solicit necessary information from the nominee in preparation of the dossier; prepare the faculty letter of support for inclusion in the dossier; notify the Faculty Executive Committee and Faculty Council of their recommendation; and forward all materials to the Chancellor in a timely manner for final recommendation.
 - a. The President-Elect of the Faculty shall assume the responsibility for coordinating these activities during the year they are serving on the NHAC.
5. Honorary Degrees. The Board of Trustees has the legal right to grant honorary degrees in the name of the University. The Faculty will advise the Board of Trustees on this matter through the NHAC, working with the Trustees and the Chancellor to suggest individuals for honorary degrees. On the matter of Honorary Degrees the NHAC shall keep its deliberations confidential at all times, and shall report only to the Board of Trustees and the Chancellor rather than to the Faculty Council.

C. Undergraduate Course and Curriculum Committee (UCCC)

1. The function of the UCCC shall be to review and make recommendations on curriculum and course proposals.
 - a. Unless otherwise directed by the Faculty Council, the UCCC may not receive any curriculum proposal for consideration until it has been approved by the

college (or administrative unit not within a college) which would be responsible for administering the program.

- b. Each college (or administrative unit not within a college) shall determine the internal processes (such as departmental approval, etc.) which shall be necessary for curriculum approval within that unit. However, student participation at the college and departmental levels is strongly recommended.
 - c. Upon approval by the college or administrative unit not within a college the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.), who shall forward the proposal to the UCCC for review and recommendation.
 - d. Throughout the entire consideration process from the smallest base unit (such as a department) through the Faculty Council, it is presumed that the principle of recommendation and referral shall be applied, that appropriate consultation with affected units throughout the University shall occur, and that any pertinent written communication (e.g., objection, minority reports, etc.) shall become part of the proposal. Lack of appropriate consultation with affected units will result in the return of the proposal to the originating unit.
2. In reviewing the proposal, it is incumbent upon the UCCC to ensure:
 - a. that appropriate units of the University have been given an opportunity to comment on the substance of the proposal and that pertinent written communications have become part of the proposal, and
 - b. that the quality and content of the proposals are consistent with the current academic plan.
 3. Proposals submitted to UCCC will be reviewed as follows:
 - a. When the proposal involves major changes (50% or more) in requirements of a program of study or initiation or deletion of an academic program, it will be placed on the agenda of the next UCCC meeting. If approved, the proposal will be placed on a consent calendar and distributed to members of the Faculty Council.

- b. When a proposal involves establishing a new undergraduate course, changing an existing course, or a minor revision of a program (less than 50%), then the chairperson of the UCCC either approves the proposal or refers the proposal back to the originating unit. If approved, the chairperson of UCCC forwards the proposal to Academic Affairs. Academic Affairs sends an approval letter to all appropriate parties (originating unit, deans, Registrar's Office, etc.).
4. Faculty Council shall conduct its review as follows:
- a. When the proposal involves major changes (50% or more) in requirements of a program of study or initiation or deletion of an academic program, the Faculty Council shall announce approval, disapproval, or referral of the proposal and if appropriate, the effective date for implementation or subsequent action.
 - b. Throughout the calendar year for proposals appearing on the consent calendar, there shall be a one week period during which any Council member may register an objection with the Faculty President, causing that proposal to be considered at FEC and Faculty Council meetings. If no objection is raised, the Faculty Council approval is registered after one week.

D. Faculty Academic Policy and Standards Committee (FAPSC)

- 1. The function of the FAPSC shall be to review and make recommendations on all proposals concerning admissions, academic standing, degree requirements, grading systems, honors programs, and all other matters of academic policy and standards.
 - a. Ideas for new policy and standards and modifications of existing policy and standards may originate anywhere in the University community.
 - b. Initial consideration of any formal proposal dealing with a new or modified academic policy or standard must be by the appropriate academic unit.
 - c. Each college (or administrative unit not within a college) shall determine the internal processes (such as departmental approval, etc.) which shall be necessary for approval of proposals dealing with a new or modified academic policy or standard. However, student participation at the college and departmental levels is strongly recommended.

- d. Upon approval by the college (or administrative unit not within a college) the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.) who shall forward the proposal to the FAPSC for review and recommendation.
2. On occasion the FAPSC may be charged by the Faculty Council or the FEC to formulate a recommendation on a matter not having arisen from a base-level and other units concerned.

E. Faculty Welfare Committee

1. The function of the Faculty Welfare Committee shall be to advise and consult with university leadership on policies, processes and practices, as well as the enforcement of same, regarding the welfare of the faculty and their families including matters related to the workplace environment that can affect recruiting, retention, professional development and morale of faculty. These issues could include, but not be limited to affordable and available faculty housing, faculty and university services, working environment, diversity, safety, wellness, public transportation, and child care/elder care.

F. Faculty Employment Status Committee (FESC)

1. The function of the Employment Status Committee shall be to recommend University policy on matters of reappointment, promotion, tenure, and conditions of service; and to approve instruments and procedures to evaluate administrators.
2. Whenever the Employment Status Committee approves procedures or instruments for the evaluation of administrators it shall send a copy of the approved materials to all members of the Faculty Council and one copy to each department and departmentalized college. Such approval by the FESC is final unless reversed by Faculty Council.

G. Faculty Research Grants Committee (FRGC)

1. The function of the Faculty Research Grants Committee shall be to set guidelines, subject to Faculty Council approval, to be followed in recommending Faculty

Research Grant proposals for funding, and to review and make recommendations on the proposals submitted to it. The FRGC shall among its members determine the process and/or method for evaluating grant proposals submitted.

2. The Director of the ~~Office of Proposal Development~~Center for Research Excellence shall be an ex-officio, non-voting member of the Faculty Research Grants Committee.

H. Faculty Scholarship of Teaching and Learning (SOTL) Grants Committee:

1. The function of the Faculty Scholarship of Teaching and Learning (SOTL) Grants Committee shall be to set guidelines for the recommendation of funding proposals. These guidelines are subject to the approval of the Faculty Council. The Faculty SOTL Grants Committee shall among its members determine the process and/or method for evaluation grant proposals submitted.
2. The Director of the Center for Teaching and Learning shall be an ex-officio, non-voting member of the Faculty SOTL Grants Committee.

I. Faculty Advisory Summer Sessions Committee

1. The function of the Faculty Advisory Summer Sessions Committee shall be to consult with and make recommendations to the University administration on summer sessions policies.
2. The Director of Extension and Summer Programs is an ex-officio, non-voting member of the Faculty Advisory Summer Sessions Committee.

J. Honors Council

1. The Honors Council functions as a standing committee of the general Faculty.
2. Membership of the Honors Council will be composed as provided by the “Structure and Election Process for Honors Council” document. Representatives to the Honors Council shall elect their own chair annually.
3. The membership and term of service on the Honors Council will be determined according to the “Structure and Election Process for Honors Council” document.

4. The Honors Council shall serve as the Faculty advisory body to the Executive Director of the Honors College.

K. Competitive Grants Committee

1. The function of the Competitive Grants Committee shall be to establish policies and procedures for the review of proposals for funding from off-campus sources where the granting agency limits the number of proposals to be considered from a single campus.
2. In the case of those proposals which are to be evaluated by sub-committees, the sub-committees will be made up of elected representatives from departments which are eligible to submit proposals in each program for funding.
3. The Office of Academic Affairs will determine when a local competition is necessary and will notify the chairperson of the Committee of a forthcoming competition. The chairperson will preside at subcommittee meetings as a non-voting member. Recommendations will be forwarded to the Office of Academic Affairs and a report of the committee and sub-committee actions will be sent to the Faculty Council.
4. The Director of the Office of Proposal Development shall be an ex-officio, non-voting member of the Competitive Grants Committee.

L. Graduate Council

1. The function of the Graduate Council shall be to initiate, develop, review and make recommendations concerning graduate education and Graduate School policy. In addition, the Council will serve in an advisory capacity to the Dean of the Graduate School.
 - a. Unless otherwise directed by the Faculty Council, the Graduate Council may not receive any curriculum proposal for consideration until it has been approved by the college (or administrative unit not within a college) which would be responsible for administering the program.
 - b. Each college (or administrative unit not within a college) shall determine the internal processes (such as departmental approval, etc.) which shall be

- necessary for curriculum approval within that unit. However, student participation at the college and departmental levels is strongly recommended.
- c. Upon approval by the college (or administrative unit not within a college) the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.), who shall forward the proposal to the Graduate Council for review and recommendation.
 - d. Throughout the entire consideration process from the smallest base unit (such as a department) through the Faculty Council, it is presumed that the principle of recommendation and referral shall be applied, that appropriate consultation with affected units throughout the University shall occur, and that any pertinent written communication (e.g., objection, minority reports, etc.) shall become part of the proposal. Lack of appropriate consultation with affected units will result in the return of the proposal to the originating unit.
2. In reviewing the proposal, it is incumbent upon the Graduate Council to ensure that appropriate units of the University have been given an opportunity to comment on the substance of the proposal. Any pertinent written communication shall become part of the proposal.
 3. Proposals submitted to the Graduate Council will be reviewed as follows:
 - a. When the proposal involves changes in requirements of a program of study or initiation or deletion of an academic program, it is expected that within four weeks of receipt of the proposal the Graduate Council will submit its recommendation to the Faculty Executive Committee who shall place the proposal on the agenda of the next meeting of the Faculty Council, with or without endorsement or comment.
 - b. When the proposal involves addition, revision, or deletion of an individual course, then the recommendation of the Graduate Council will be placed on a consent calendar distributed to members of the Faculty Council.
 4. The exceptions to the procedures cited above are those matters requiring action by the Graduate Faculty as called for in the Bylaws of the Graduate Faculty. In those cases the recommendation of the Graduate Council to the FEC will be delayed pending action of the Graduate Faculty.

5. Faculty Council shall conduct its review as follows:
 - a. When the proposal involves changes in requirements of a program of study or initiation or deletion of an academic program, the Faculty Council shall announce approval, disapproval, or referral of the proposal and if appropriate, the effective date for implementation or subsequent action.
 - b. Throughout the calendar year for individual course proposals appearing on the consent calendar, there shall be a one week period during which any council member may register an objection with the Faculty President, causing that course to be considered at FEC and Faculty Council meetings. If no objection is raised, the Faculty Council approval is registered after one week.
6. Membership of the Graduate Council will be composed as provided in the Bylaws of the Graduate Faculty, except that the chairperson will be elected by the graduate Faculty from its membership.
7. The Annual Evaluation of the Dean of the Graduate School: By April 1, the Dean of the Graduate School will submit a self-assessment of progress toward annual goals for the previous year and new goals for the coming year. The Graduate Council will solicit input from the Faculty engaged in graduate education on the effectiveness of the Dean in meeting the goals for the coming year. The findings will be summarized by the Council. The summary and any committee comments and recommendations will be forwarded to the Provost by the end of the spring semester for use in the annual evaluation of the Dean. The Provost's assessment will be forwarded to the Dean and the Graduate Council by September 15.

M. University College Faculty Council

1. The University College Faculty Council is responsible for policies related to the General Education Program. The Council works with the Dean of University College who is responsible for the administration of the Program.
2. The Council is also responsible for the following:
 - a. Assessment of the General Education Program. This council is responsible for the assessment of the General Education Program, especially the assessment of student learning outcomes.

- b. Verification of General Education Courses. The Council is charged with verifying that Liberal Studies (LBST) courses offered as General Education courses meet the guidelines for such courses and are then processed to the Undergraduate Course and Curriculum Committee.
 - c. Revision of the General Education Program. Should there be deemed a need for revision in the General Education Program, this council is charged with determining how that revision should be developed and charged with the development of the necessary documents to go into the faculty governance process to consider said changes.
 - d. The annual evaluation of the Dean of University College. By April 1, the Dean of University College will submit a self-assessment of progress toward annual goals for the previous year and new goals for the coming year. The Council will solicit input from the Faculty engaged in general education and freshman seminars on the effectiveness of the Dean in meeting the goals of the previous year and on the scope and appropriateness of the Dean's goals for the coming year. The findings will be summarized by the Council. The summary and any committee comments and recommendations will be forwarded to the Provost by the end of the spring semester for use in the annual evaluation of the Dean. The Provost's assessment will be forwarded to the Dean and Council by September 15.
3. In addition to the Faculty members elected to the University College Faculty Council, the following are ex officio, non-voting members: Senior Associate Provost, Associate Dean of University College, Director of Freshman Mathematics, and Director of Freshman Writing.

N. Faculty Legacy Scholarship Committee

1. The function of the Faculty Legacy Scholarship Committee (FLSC) shall be to review and make recommendations to the Faculty Council on all aspects and considerations attendant to the Faculty Legacy Scholarships. The FSLC will rely on the *Vision and Principles* document to guide its early work and decision making in overseeing the Faculty Legacy Scholarship in all of its implications. The FLSC shall be accountable

in the entirety of its deliberations to the Faculty Council. FLSC responsibilities shall include:

- a. Receiving account information from the UNCC Foundation at end of spring and fall semesters;
 - b. Disseminating general account information based on aggregate data on a semi-annual basis to participating departments and colleges (identifiable faculty information will not be contained in department/college reports); and
 - c. Delivering to Faculty Council once each semester a simple, unelaborated report on relevant fund information (e.g., dollar amounts, scholarships awarded, aggregate faculty contributions without identifiable faculty data, URL portal changes, and funds' totals, etc.)
2. The FLSC shall monitor receipt and awarding of legacy scholarship funds, including account transparency and accuracy, their dispositions, and their supported scholarships and summarize these for Faculty Council in semi-annual reports.
 3. The FLSC shall determine appropriate changes in its charge and reporting parameters and submit its recommendations to Faculty Council for approval and implementation.
 4. The FLSC shall monitor its activities and relationships with the UNCC Foundation in order to:
 - a. Improve accountability reporting and practices;
 - b. Increase operational efficacy of distributing scholarship funds;
 - c. Revising performance expectations of the FLSC or the UNCC Foundation in pursuit of the program's aim; and
 - d. Review the formal agreement between UNCC Faculty and the UNCC Foundation and recommend to Faculty Council changes designed to improve transparency, control, accountability, and stewardship of the Faculty Legacy Scholarship funds and its integrity.
 5. Members of the committee shall serve staggered two-year terms. In the first election, random drawing of lots will determine which members serve two year terms and which serve three year terms; thereafter, all members serve two year terms.

Committee membership shall be comprised of the following:

- a. a chairperson elected biennially by the faculty;

- b. one at large member from each of the seven academic colleges, university college, and the library;
- c. one *ex officio*, nonvoting representative appointed each by the UNC Charlotte Foundation, from the Office of Financial Aid, and from The Graduate School.

Section 4: Grievance and Hearing Committees

A. Grievance Committee

1. The Grievance Committee shall be elected by the Faculty. It shall consist of twelve Faculty members who have permanent tenure with representation from each Faculty tenure track rank. No department chair or senior administrative officer shall serve on the Committee. The Committee shall elect its chairperson each year.
2. The Committee members shall serve staggered four-year terms and may serve no more than two consecutive terms. The term of office shall begin on the first day of the academic year. Committee members may be recalled by a two-thirds vote of the faculty present at a general Faculty meeting. A quorum will consist of five members.
3. The Grievance Committee shall operate in accordance with the procedures specified in Sections VII and VIII of the Procedures for Resolving Faculty Grievances Arising from Section 607(3) of the Code of the University of North Carolina.
4. Procedures for nomination and election to the Grievance Committee shall be provided in Article VI of the Faculty Constitution.
5. Reporting of the Grievance Committee to the Faculty will be of a summary nature only, focused on general policy recommendations and problems encountered in the functioning of the Committee.

B. Hearing Committee

1. The Hearing Committee shall consist of sixteen members. The Committee members shall be permanently tenured Faculty members who are elected by the Faculty. No department chair or senior administrative officer shall serve on the Committee. The Committee shall elect its chairperson each year.

2. Committee members shall serve four-year terms and may serve no more than two consecutive terms. The term of office shall begin and end at the end of the academic year (Spring Semester). A quorum will be seven Faculty to review a petitioner's initial request for review.
3. At the completion of the Faculty member's term, they will be given the option to go onto an advisory list for future petitioners.
4. A Hearing Committee shall be constituted and shall operate in accordance with the procedures specified in Sections 7, 8, and 9 of the Tenure, Policies, Regulations, and Procedures of the University of North Carolina at Charlotte.
5. Nomination and election to the Hearing Committee shall be as provided in Article VI of the Faculty Constitution.
6. Reporting by the Hearing Committee to the Faculty will be of a summary nature only, focused on general policy recommendations and problems encountered in the functioning of the Committee.

Section 5: University Mediation Coordinator/Associate Faculty Ombuds (UMC)

A. Selection of the UMC

The UMC is a senior Faculty member with permanent tenure who has appropriate knowledge of the University's mediation process. The UMC also serves as Associate Faculty Ombuds as a substitute for the Faculty Ombuds as needed. The UMC shall be appointed by the Faculty President in accordance with appointment procedures approved by the Faculty. The UMC shall serve a three year term, which is renewable, for a maximum of six consecutive years. The UMC shall not serve on any departmental or college reappointment, promotion, or tenure committee where a conflict of interest exists, or on either the Faculty Hearing or Faculty Grievance Committees concurrent with appointment as the UMC, and shall not be an active participant or advisor on behalf of any party in any grievance during his or her term(s) as UMC.

- B. The UMC shall operate in accordance with Sections V, VI, VII, and VIII of the Procedures for Resolving Faculty Grievances Arising from Section 607(3) of The Code of The University of North Carolina.

Section 6: Standing Committees Concerned with Matters not Totally within Faculty Jurisdiction.

A. Faculty Advisory Library Committee (FALC)

1. The function of the Faculty Advisory Library Committee shall be to advise and consult with the Library staff, students, faculty, and the University administration about matters pertaining to the operation of the University Library.
2. The membership of the Faculty Advisory Library Committee shall consist of:
 - a. one Faculty member elected by each college except the College of Liberal Arts and Sciences which will elect three representatives.
 - b. two students to be selected by the Student Government Association as follows:
 - 1) one student to be selected by the Student Government Association, and
 - 2) one student to be selected by the Graduate and Professional Student Government.
 - c. the Librarian serving in an ex-officio capacity with voting privileges
3. Although membership of the Faculty Advisory Library Committee shall include both Faculty and students, the committee shall be accountable primarily and fully to the Faculty Council.
4. The term of membership for members of the FALC shall be two years for Faculty and one year for students with a maximum of two consecutive terms. To ensure continuity, terms of Faculty members shall be staggered so that one-half of the Faculty members are elected each year.
5. The chairperson of the FALC shall be elected each spring by the members of the committee. All members of the committee are eligible to serve as chairperson except the ex-officio member.

B. Faculty Information and Technology Services Advisory Committee (FITSAC)

1. The function of the Faculty Information and Technology Services Advisory Committee shall be to advise and consult with the Information and Technology Services staff, students, faculty, and the University administration about matters pertaining to the operation of ITS.
2. The membership of FITSAC shall consist of:

- a. One Faculty member elected by each college except the College of Liberal Arts and Sciences will elect three representatives.
 - b. Three students to be selected by the Student Government Association as follows:
 - 1) One graduate student
 - 2) One commuter undergraduate student
 - 3) One resident undergraduate student
 - c. The Associate Provost for Information and Technology Services serving in an ex-officio capacity with non-voting privileges.
3. Although membership of the FITSAC shall include both Faculty and students, the Committee shall be accountable primarily and fully to the Faculty Council.
 4. The term of membership for members of the FITSAC shall be two years for Faculty and one year for students with a maximum of two consecutive terms. To ensure continuity, terms of Faculty members shall be staggered so that one-half of the Faculty members are elected each year.
 5. The chairperson of the FITSAC shall be elected each spring by the Faculty at large for a two-year term.

C. Part-Time Faculty Committee (PTFC)

1. The function of the Part-Time Faculty Committee shall be to consult and advise university leadership on policies, processes and practices, as well as the enforcement of same, pertaining to the welfare of part-time faculty as it is related to the workplace environment that can affect recruiting, retention, professional development and morale of faculty. These issues could include, but are not be limited to part-time faculty workload policies, employment status, working environment, support, continuity, productivity, and diversity.
2. The membership of the Part-Time Faculty Committee shall consist of:
 - a. One part-time faculty member and one alternate chosen by each academic college and the Library except the College of Liberal Art and Sciences, which will choose three representatives and three alternates. The part-time faculty

members for this committee will be determined by each college through a faculty election process.

- b. The Coordinator of Academic Policies, Procedures, and Faculty Governance serving in an ex-officio capacity with non-voting privileges.
3. The Part-Time Faculty Committee shall be accountable primarily and fully to the Faculty Council.
4. The term of membership shall be for two years with a maximum of two consecutive terms. To ensure continuity, terms of part-time members shall be staggered so that one-half of the part-time faculty members are elected each year. To begin this rotation a random drawing will determine which members will serve only one year.
5. The committee chairperson shall be a full-time faculty member elected by its members at the committee's last meeting each spring. The Nominations, Honors, and Awards Committee will provide the Part-time Faculty Committee with a slate of at least two full-time faculty from which to select their chairperson.
6. Membership on this committee does not constitute employment at the University.

D. Special and Ad Hoc Committees

1. Committees may be organized for special purpose where their proposed functions are not under the jurisdiction of an existing committee. They will in each case be designated to terminate either upon completion of specified tasks or on a specified date.
2. Whenever possible, assignments should be given to the most appropriate standing committee rather than to a newly created committee.
3. Faculty opinion on any ad hoc committee constituted by any segment of the University community can be considered representative of the Faculty only if faculty delegates are appointed by the Faculty Council.

E. Procedures for Soliciting Faculty Representation on Standing and Ad-Hoc Committees Outside the Faculty Governance Structure

1. Requests for faculty representation on standing or ad hoc committees should be submitted by the convening authority in writing to the Faculty Executive Committee. That request should identify the name and purpose of the committee, its structure, its aim and responsibility, whether it is a policy making or advisory body, the requested number of faculty representatives, the duration of the appointment, the anticipated meeting schedule, the expected workload, and the general qualifications of suitable candidates. If it is an ad hoc committee, its expected establishment and disestablishment dates should also be provided.
2. The FEC will consider the request at its next scheduled meeting. If the request is approved, the Faculty President will extend an invitation to Faculty Council members and to all eligible faculty members soliciting interest in serving on the committee. This will constitute Faculty Council appointment. Interested faculty members will be instructed to contact the convening authority directly.
3. The convening authority will review candidates and select a candidate or candidates to join the committee, reporting that selection to the Faculty President. The process would be repeated as needed to fill committee vacancies that occur. The Faculty President will ensure that faculty members serving on these extra-Council committees are recognized on the Faculty Council Web site and in other relevant documents.
4. Faculty members serving on extra-Council committees will periodically, at the request of the Faculty President, report their committee activity to the FEC.

Section 7: Reports from Ad Hoc and Standing Committees of the Faculty

Chairs of Ad Hoc and Standing Committees shall provide annual reports of their committee's action to the Faculty President. These reports shall be made available on the Faculty Governance website. The annual reports shall include at least:

- Name of the committee
- Committee members with designation of chairperson
- The specific charge as received with an indication of the initiator

- The method of operation which was employed in gathering information upon which the report and recommendations were based
- A narrative including critical dates and related recommendations and rationale.

Section 8: Procedures for Submitting Motions from Committees to the Faculty Executive Committee

- A. According to *Robert's Rules*, *motions* are proposals for action by the group (the Faculty Council, in this instance). *Motions* from committees to the FEC must be in writing and should begin with a clear statement such as, "The _____ Committee moves that we establish an ad hoc committee to consider the issue of ...," or "The _____ Committee moves that we adopt the following proposal:..." Subsequent language in the motion should also be clear, describing precisely what it is the committee is proposing. Using clear, actionable language will focus discussion in the Faculty Council meeting and reduce the risk of misunderstanding or confusion, especially when it comes to voting on the measure.
- B. A *Resolution* is a type of motion that expresses a statement of policy, principle, sentiment or feeling. A *resolution* generally has a preamble (one or more "whereas" statements) followed by a declarative conclusion (one or more "therefore be it resolved" statements).
- C. *Motions*, including *resolutions*, submitted by committees to the FEC for Faculty Council agenda inclusion will be considered on their merits by FEC members. The FEC, after discussion, may exercise several options:
1. The FEC may vote to place the item on the Council agenda. Doing so does not necessarily imply FEC endorsement of the motion but rather that the FEC deemed the item worthy of Council discussion and vote. The FEC may forward the item to the Council with or without comment. If a comment is included, that comment may express support for or opposition to the item.
 2. The FEC may ask the submitting Committee representative on the FEC to effect specific and minor changes to the *motion* with the stipulation that, assuming those changes are made, the item may go forward to the Faculty Council.
 3. The FEC may defer a vote and request that the submitting Committee further refine the *motion* or submit additional material, supporting data, or other items to facilitate a more informed determination. The revised *motion* or the original motion with additional material will then be considered at a subsequent FEC meeting.

4. The FEC may vote against the item and decline to forward the item to the Council. In that case, the FEC should normally provide its reasoning to the submitting Committee.
- D. When a *motion* reaches the Faculty Council in this manner, it is considered a motion to the floor and need only be seconded to begin discussion. The motion is then subject to treatment under *Robert's Rules*. In that sense, the *motion* may be voted for or against, postponed, referred to committee, objected to, divided, rescinded after approval, amended, laid on the table, withdrawn, reconsidered, etc.

ARTICLE VI FACULTY ASSEMBLY DELEGATES

- Section 1: Authority. UNC Charlotte is allocated five delegates to the Faculty Assembly of the University of North Carolina.
- Section 2: Election. Four Faculty Assembly delegates shall be elected by the entire Faculty for terms of three years staggered so that at least one delegate is elected each year. They shall be elected in the spring, and begin their terms of office at convocation following election. The fifth delegate shall be the currently serving Past President or President-Elect of the Faculty, or his or her designee.
- Section 3: Alternate. There shall be two alternate delegates to the Faculty Assembly. These people shall automatically be the last two persons who have completed their terms of service as delegates and are willing to serve as alternates. The Faculty President shall ask the individuals who have served most recently to serve as alternates and, if either or both of them cannot serve, shall go to the person or persons who finished their term of service the year before to ask them to serve. This process shall continue until two experienced former delegates are found to serve as alternates. The names of the alternates shall be submitted to the Faculty Executive Committee and the Faculty Council for official election.
- Section 4: Notification. The names, addresses, and phone numbers of the complete five-member, two alternate delegation shall be sent each spring to all the members of the delegation and to the President and Secretary of the Faculty Assembly.

**ARTICLE VII
WRITTEN POLICY OF THE FACULTY**

All policies adopted by the Faculty in accordance with its prerogatives to make policy as set forth in Article III, Section 3a of the Constitution of the Faculty of The University of North Carolina at Charlotte shall be preserved in written form. These policies shall be set forth in one of the following permanent written documents: 1) The Faculty Constitution, 2) The Bylaws of the Graduate Faculty, 3) These Standing Rules, 4) the UNC Charlotte Catalog, or 5) the Faculty Handbook. The Office of Academic Affairs shall take care to assure that each policy that is adopted by the Faculty Council is included in the updated edition of these documents.

**ARTICLE VIII
AMENDMENTS**

These Standing Rules are intended to represent operating procedures upon which there is a consensus in the Faculty Council. They may be amended at any time by a simple majority of those present and voting on the Council.