

## **SECTION 12 UNIVERSITY COMMITTEES**

For the purposes of this Handbook section only, the term "academic faculty" shall include all categories of exempt employees listed in paragraphs 4.1.1, 4.1.2, and 4.1.3 above.

### **12.1 ATHLETIC BOARD**

#### **12.1.1 Function**

The Athletic Board shall deal with matters of intercollegiate athletic policy on behalf of CSM, including consideration of the effect of proposed changes in such policy upon athletic activities at CSM.

#### **12.1.2 Membership**

The appointed membership of the Athletic Board shall consist of the Faculty Athletic Representative and a presidential representative. Additionally, the Athletic Director shall serve as a voting, *ex officio* board member.

#### **12.1.3 Method of Operation**

The presidential representative shall serve as chairperson of the Athletic Board. The board shall meet upon the call of the chairperson as necessary for the proper handling of its business, but no less often than once during the fall semester and once during the spring semester of each academic year. At least two members must be present at a meeting to constitute a quorum sufficient to permit the board to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the board. The board shall provide written reports to the President and the Provost on its general activities, specific policy recommendations, and other relevant matters from time to time, as appropriate. All disputed procedural issues that arise regarding the conduct of the meetings of the board shall be resolved according to the most recent edition of *Robert's Rules of Order*.

#### **12.1.4 Method of Appointment**

The Faculty Athletic representative shall be nominated by the Faculty Senate and appointed by the President. The presidential representative shall be appointed by the President.

#### **12.1.5 Terms of Appointment**

The presidential representative shall serve for an indefinite term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

### **12.2 BOARD OF STUDENT MEDIA**

#### **12.2.1 Function**

The Board of Student Media shall act as advisor to the editorial staffs of the *Oredigger*, *High Grade*, *Mines Internet Radio* and to the Undergraduate Student Government (USG) in matters pertaining to student media. Specific duties of the board shall include advising the USG regarding the appointment and removal of the editors of the above organizations, reviewing the staffing levels of the above organizations, advising the editors/managers of the above organizations regarding all contractual and budget matters, and providing advice on the Student Publications Policies set forth in the Articles of Incorporation and Bylaws of USG.

### **12.2.2 Membership**

The appointed membership of the Board of Student Media shall consist of one at-large member of the USG; one member of the USG Executive Council; four academic faculty members; and one administrative faculty member. Additionally, the editors of the *Oredigger*, *High Grade* and *Mines Intent Radio* shall serve as voting, *ex officio* members of the board. The advisors of the *Oredigger*, *High Grade*, and *Mines Internet Radio*; the Director of Public Relations; and the Treasurer of USG shall serve as non-voting, *ex officio* members of the board.

### **12.2.3 Method of Operation**

The Board of Student Media shall elect one of the voting members listed in paragraph 12.2.2 above to serve as its chairperson. The board shall meet at least once per month during the fall and spring semesters. Upon the provision of reasonable notice to the membership, special meetings may be called at any time by the chairperson, or by the USG Executive Council member serving on the board. At least seven voting members must be present at a meeting to constitute a quorum sufficient to permit the board to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the board. All disputed procedural issues that arise regarding the conduct of the meetings of the board shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.2.4 Method of Appointment**

The at-large member of USG and the member of the USG Executive Council shall be nominated by USG and appointed by the President. The academic faculty board members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty board member shall be nominated by the Administrative Faculty Council and appointed by the President.

### **12.2.5 Terms of Appointment**

The student board members shall serve one-year terms. The academic faculty board members shall serve staggered two-year terms. The administrative faculty board member shall serve for a two-year term. All terms of appointment to the board shall be calculated on an academic year basis, rather than on a calendar year basis.

## **12.3 BUDGET COMMITTEE**

### **12.3.1 Function**

The Budget Committee shall be responsible for gathering and analyzing appropriate data regarding the budgetary requirements of CSM, preparing proposed annual budgets for CSM, preparing proposed budgetary revisions from time to time, and advising the President and the CSM administration on budgetary matters and long-range fiscal planning.

### **12.3.2 Membership**

The appointed membership of the Budget Committee shall consist of two academic department heads, three full-time academic faculty members, one college dean, and one full-time administrative faculty member. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost, the Executive Vice President for Finance and Administration, the Vice President for Student Life and Dean of Students, the Vice President for Research and Technology Transfer, and the Senior Vice President for Strategic Enterprises shall serve as voting, *ex officio* committee members. The Executive Director of the CSM Foundation shall serve as a non-voting, *ex officio* committee member.

### **12.3.3 Method of Operation**

The chairperson of the Budget Committee shall be the Executive Vice President for Finance and Administration. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least eight voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.3.4 Method of Appointment**

The academic department head committee members shall be nominated by the college deans and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The college dean shall be nominated by the Provost and appointed by the President. The administrative faculty committee member shall be nominated by the Administrative Faculty Council and appointed by the President.

### **12.3.5 Terms of Appointment**

The academic department head committee members shall serve for staggered two-year terms. The academic faculty committee members who do not represent the Faculty Senate shall serve for staggered three-year terms. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The administrative faculty committee member shall serve for a three-year term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

## **12.4 FACULTY HANDBOOK COMMITTEE**

### **12.4.1 Function**

The Faculty Handbook Committee shall be responsible for reviewing the Handbook on a regular basis, discussing proposed changes to the Handbook suggested by a committee member or a CSM-affiliated individual or group, preparing proposed amendments to the Handbook for consideration by CSM, and advising the President and the CSM administration on matters related to the Handbook.

### **12.4.2 Membership**

The appointed membership of the Faculty Handbook Committee shall consist of two academic department heads, four full-time academic faculty members, and one full-time administrative faculty member. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost, or a representative designated by the Provost, shall serve as a voting, *ex officio* committee member. The General Counsel and the Associate Vice President for Human Resources shall serve as non-voting, *ex officio* committee members.

### **12.4.3 Method of Operation**

The chairperson of the Faculty Handbook Committee shall be the Provost, or the Provost's representative. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least six voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the

conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

#### **12.4.4 Method of Appointment**

The academic department head committee members shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty committee member shall be nominated by the Administrative Faculty Council and appointed by the President.

#### **12.4.5 Terms of Appointment**

The academic department head committee members shall serve for staggered two-year terms. The academic faculty committee members who do not represent the Faculty Senate shall serve for staggered three-year terms. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The administrative faculty committee member shall serve for a three-year term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

### **12.5 SAFETY COMMITTEE**

#### **12.5.1 Function**

The Safety Committee shall be responsible for reviewing the safety practices of CSM on a periodic basis and advising the CSM administration regarding issues pertaining to the safety of CSM students, employees, and facilities. Subcommittees or working groups may be assembled as need arises and as approved by the Safety Committee.

#### **12.5.2 Membership**

The appointed membership of the Safety Committee shall consist of one academic department head, four academic faculty members, and two classified employees. Additionally, the President, the Provost, the Vice President for Research and Technology Transfer, the Director of Environmental Health and Safety, the Associate Vice President for Human Resources or a designated representative, the Director of Facilities Management or a designated representative, the Director of Student Life or a designated representative, the Director of Public Safety or a designated representative, and the Radiation Safety Officer shall serve as voting, *ex officio* committee members.

#### **12.5.3 Method of Operation**

The chairperson of the Safety Committee shall be the Director of Environmental Health and Safety. The committee shall meet upon the call of the chairperson as necessary for the proper handling of its business, but no less often than twice during the fall semester and twice during the spring semester of each academic year. At least ten members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. The committee shall provide written reports to the Board on its general activities, specific policy recommendations, and other relevant matters from time to time, as appropriate.

All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

#### **12.5.4 Method of Appointment**

The academic department head committee member shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate

and appointed by the President. The classified employee committee members shall be nominated by the Association of Classified Employees and appointed by the President.

### **12.5.5 Terms of Appointment**

The academic department head committee member shall serve for a one-year term. The academic faculty committee members shall serve for staggered two-year terms. The classified employee committee members shall serve for staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

## **12.6 STUDENT CONDUCT APPEALS BOARD**

### **12.6.1 Function**

The Student Conduct Appeals Board shall exist as a pool of potential members to serve on Student Appeal Committees as needed. However, grade appeals, residency appeals and appeals related to research misconduct are handled through separate processes.

### **12.6.2 Membership**

The appointed membership of the Student Conduct Appeals Board shall consists of two academic faculty members, two administrative faculty members, two state classified personnel system members, three undergraduate students and three graduate students. Additionally, the Vice President for Student Life and Dean of Students shall serve as the chairperson of the committee (a voting, ex officio committee member).

### **12.6.3 Method of Operation**

Members of the Appeals Board shall meet upon the call of the chairperson as necessary for the proper handling of appeals related to student conduct and academic misconduct matters. The board members will receive training from the Office of Student Life on issues related to student conduct and academic misconduct throughout the year. As needed, a group of board members will be selected by the chairperson, based on diversity of representation and availability, to serve with the chairperson on a Student Appeals Committee. A majority vote of the Committee members present shall be required for any action to be taken. In the case of a tie, the chairperson will cast the deciding vote.

### **12.6.4 Method of Appointment**

The academic faculty board members shall be nominated by the Dean of Students. The administrative faculty board members shall be nominated by the Administrative Faculty Council. The state classified board members shall be nominated by the Association of Classified Employees. The undergraduate student board members shall be nominated by the ASCSM Student Council. The graduate student board members shall be nominated by the Graduate Student Association. All nominations shall be officially appointed by the President.

### **12.6.5 Terms of Appointment**

The two academic faculty board members shall serve for staggered two-year terms. The two administrative faculty board members shall serve for staggered two-year terms. The two state classified board members shall serve for staggered two-year terms. The two state classified board members shall serve for staggered two-year terms. The three undergraduate student board members shall serve for one year terms. The three graduate student board members shall serve for one year terms. All terms of appointment to the board shall be calculated on an academic year basis, rather than on a calendar year basis and are renewable for one additional term.

## **12.7 CALENDAR COMMITTEE**

### **12.7.1 Function**

The Calendar Committee shall be responsible for establishing an official academic calendar for CSM, periodically reviewing the CSM calendar, and proposing revisions thereto. The committee shall consider proposals from the CSM community to change the calendar and make recommendations for appropriate changes to the President. During its consideration of proposed changes to the calendar, the committee shall ensure that all affected parties and representatives of affected groups are consulted and have an opportunity to comment on the impact of any proposed changes.

### **12.7.2 Membership**

The appointed membership of the Calendar Committee shall consist of one academic department head, two academic faculty members, one administrative faculty member, one classified staff member, one undergraduate student, and one graduate student. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost, the Vice President for Student Life and Dean of Students, and the Associate Vice President for Human Resources shall serve as voting, *ex officio* members of the committee. The Registrar and one representative from the CSM Foundation shall serve as a non-voting, *ex officio* member of the committee.

### **12.7.3 Method of Operation**

The Provost shall serve as chairperson of the Calendar Committee. The committee shall meet at least once per semester during the fall and spring semesters and at any other time deemed necessary by the committee. Upon the provision of reasonable notice to the membership, special meetings may be called at any time by the chairperson. At least six voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.7.4 Method of Appointment**

The academic Department Head committee member shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty representative shall be nominated by Administrative Faculty Council and appointed by the President. The classified staff committee member shall be nominated by the Association of Classified Employees and appointed by the President. The Foundation representative shall be nominated by the President of the CSM Foundation and appointed by the President. The undergraduate student committee member shall be nominated by USG and appointed by the President. The graduate student committee member shall be nominated by the GSG and appointed by the President.

### **12.7.5 Terms of Appointment**

The academic department head committee member shall serve for a two-year term. The academic faculty committee member who does not represent the Faculty Senate shall serve for a two-year term. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The student committee members shall serve for one-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

## **12.8 PROMOTION AND TENURE COMMITTEE**

### **12.8.1 Function**

The Promotion and Tenure Committee shall be responsible for evaluating the qualifications of all tenure/tenure-track, library and research faculty candidates for promotion and/or tenure and all candidates for tenured employment and providing advice and recommendations thereon to the Provost. The University Promotion and Tenure Committee represents the Mines faculty as a whole and is intended to provide a university-wide evaluation of a colleague's suitability for promotion and/or tenure. The responsibility of the University Promotion and Tenure Committee is to: (i) examine the evidence presented in each candidate's dossier, including the recommendations of the Departmental Promotion and Tenure Committee and Department Head, in relation to the appropriate criteria established by the institution; (ii) ensure that consistent standards are applied to all candidates; and (iii) make a written recommendation to the Provost regarding the candidate's suitability for promotion and/or tenure.

### **12.8.2 Membership**

The Committee shall consist of seven full-time, tenured, Professors or Librarians. Neither multiple representatives from the same academic department/division nor department heads shall be permitted to serve on the committee. The membership of the committee should equitably represent academic departments.

### **12.8.3 Method of Operation**

The Provost shall appoint the chairperson of the Promotion and Tenure Committee. A committee member who is a member of the same department as a promotion and/or tenure candidate under consideration shall be excluded from all participation in the discussion and voting of the committee with regard to that candidate. The committee shall meet at least once during the spring semester and at any other time deemed necessary by the Provost. At least four members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.8.4 Method of Appointment**

Promotion and Tenure Committee members shall be appointed by the Provost from a list of candidates provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee. If, on account of unavoidable absence from campus, illness, or recusal, a member becomes unavailable to serve and the committee finds that it has difficulty fulfilling the quorum requirement, the committee may request the Provost to appoint an alternate member to substitute for the unavailable member. The alternate member shall serve in the stead of the unavailable member for the duration of the period of unavailability.

### **12.8.5 Terms of Appointment**

All Promotion and Tenure Committee members shall serve staggered three-year terms. A minimum of three years must elapse before a former member may be re-appointed to the committee.

## **12.9 TEACHING FACULTY PROMOTION COMMITTEE**

### **12.9.1 Function**

The University Teaching Faculty Promotion Committee shall be responsible for evaluating the qualifications of teaching faculty candidates for promotion and providing advice and recommendations thereon to the Provost. The University Committee reviews the promotion application to insure that broadly understood institutional standards and uniformity of review are applied to all candidates across the institution.

### **12.9.2 Membership**

The Committee shall consist of seven full-time, Teaching Professors. Multiple representatives from the same academic department/division shall be permitted to serve on the committee. The membership of the committee, however, should equitably represent departments employing teaching faculty.

### **12.9.3 Method of Operation**

Annually, the Provost shall appoint the chairperson of the Teaching Faculty Promotion Committee. A committee member who is a member of the same department as a promotion candidate under consideration shall be excluded from all participation in the discussion and voting of the committee with regard to that candidate. At least four members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.9.4 Method of Appointment**

Teaching Faculty Promotion Committee members shall be appointed by the Provost from a list of candidates provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee. If, on account of unavoidable absence from campus, illness, or refusal, a member becomes unavailable to serve and the committee finds that it has difficulty fulfilling the quorum requirement, the committee may request the Provost to appoint an alternate member to substitute for the unavailable member. The alternate member shall serve in the stead of the unavailable member for the duration of the period of unavailability.

### **12.9.5 Terms of Appointment**

All Teaching Faculty Promotion Committee members shall serve staggered three-year terms. A minimum of three years must elapse before a former member may be re-appointed to the committee.

## **12.10 BIOSAFETY COMMITTEE**

### **12.10.1 Function**

The Biosafety Committee shall be responsible for advising the President and the CSM community concerning institutional control of "biohazardous agents" used in teaching and research. These agents include, but are not limited to: pathogenic organisms, biologically produced toxins, certain genetically engineered organisms, and certain recombinant DNA molecules. The committee shall regularly review institutional policies within its purview and recommend revisions thereto, as well as the adoption of appropriate new policies. The committee shall also regularly review existing safeguards utilized with current or proposed research involving biohazardous agents and recommend the implementation of institutional biohazard management procedures that are consistent with applicable governmental rules

and guidelines. In addition, the committee shall advise the President and the CSM community regarding the adequacy of institutional facilities, services, and equipment used to manage biohazardous agents.

### **12.10.2 Membership**

The membership of the Biosafety Committee shall consist of one academic department head and four academic faculty members. Additionally, the Director of Environmental Health and Safety and the Vice President for Research and Technology Transfer shall serve as voting, *ex officio* committee members. The membership of the committee should reflect the full range of microbiologic research activities taking place on the CSM campus, and at least three committee members should be engaged in research activities involving the field of Microbiology.

### **12.10.3 Method of Operation**

The chairperson of the Biosafety Committee shall be the Director of Environmental Health and Safety. The Committee shall meet once during the fall and spring semesters. Four of the members shall constitute a quorum. A majority vote of the quorum shall be required for any official action of the committee. Subject to the above, the meetings shall be conducted according to the latest edition of *Robert's Rules of Order*.

### **12.10.4 Method of Appointment**

The academic department head committee member shall be nominated by the Provost and appointed by the President, and the academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President.

### **12.10.5 Terms of Appointment**

The academic department head committee member shall serve for a one-year term, and the academic faculty committee members shall serve for staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

## **12.11 ASSESSMENT COMMITTEE**

### **12.11.1 Function**

The Assessment Committee shall be responsible for guiding CSM in matters pertaining to assessment of the program educational objectives and program outcomes of its undergraduate and graduate programs. The committee may also assess related non-academic activities as needed. In fulfilling its role, the committee will:

1. Review, on an annual basis, undergraduate and graduate assessment plans provided by each academic unit as required by the Provost.
2. Review, on an annual basis, documentation provided by each academic unit, which indicates how the unit has carried out its assessment plan, and what changes it has made to its academic programs as a result.
3. Recommend additional actions academic units could take to enhance their assessment efforts.
4. Help to implement CSM's assessment plan for its core undergraduate and graduate requirements, evaluate this plan and outcomes annually, and recommend actions based on these, and
5. Oversee the production of an annual institutional assessment report.

### **12.11.2 Membership**

The appointed membership shall consist of seven full-time academic faculty members, one from each College, the remainder chosen to be broadly representative of the academic degree programs. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Assessment Director, the Director of the Center for Innovative Teaching and Learning, and the Dean of the Graduate School shall serve as voting, *ex officio* committee members.

### **12.11.2 Method of Operation**

The Assessment Director shall be the chairperson of the Assessment Committee. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least five voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

### **12.11.3 Method of Appointment**

The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The Faculty Senate representative shall be appointed directly by the Faculty Senate.

### **12.11.4 Terms of Appointment**

The academic faculty committee members who do not represent the Faculty Senate shall serve for staggered three-year terms. The academic faculty member who represents the Faculty Senate shall serve for a renewable, one-year term. All terms of appointment to the committee shall be calculated on an academic year basis, rather than a calendar year basis.

## **12.12 THE PRESIDENT'S COMMITTEE ON DIVERSITY**

### **12.12.1 Function**

The President's Committee on Diversity shall be responsible for providing guidance and making recommendations to the President regarding campus diversity issues at CSM. In fulfilling its role, the Committee will:

- Promote practices and activities supporting CSM's Statement of Commitment to Diversity.
- Aid in the implementation of CSM's annual Diversity Plan.
- Examine and review campus diversity issues as identified by the administration.
- Serve as an advisory body to the President and members of the CSM administration on matters pertinent to campus diversity and appropriately within the purview of the Committee.

### **12.12.2 Membership**

The appointed voting members shall consist of representatives from the academic faculty, administrative faculty, classified staff, department heads, college deans and undergraduate and graduate students. Additionally, representatives from CSM's Human Resources, International Student and Scholars Services, Minority Engineering Program (MEP), and Women in Science, Engineering and Mathematics (WISEM) Program offices shall serve on the Committee as *ex officio*, voting members. These representatives will be designated by the Directors of these offices.

### **12.12.3 Method of Operation**

An Executive Committee will be elected from among the voting members of the Diversity Committee. The Executive Committee shall be comprised of the following executive officers: Diversity Committee Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Communication and Marketing Coordinator, and Programming Coordinator(s). The executive officers will be elected by the members of the Diversity Committee. In addition to the elected officers, the Special Advisor to the President for Diversity will serve on the Executive Committee as an *ex officio*, voting member. With the exception of the Special Advisor to the President for Diversity, Committee representatives must have served at least one year on the Diversity Committee to be eligible for election to the Executive Committee. A simple majority vote of the present Diversity Committee members shall be needed for election, provided that the quorum requirement is satisfied. Elections shall be held at the end of the spring semester.

The President's Committee on Diversity shall meet once a month to conduct business. Special meetings shall be called as necessary to address urgent business. Fifty percent (50%) of the voting Committee members, including two Executive Committee members, must be present to constitute a quorum. Committee members may be assigned to ad hoc groups and subcommittees for the purpose of handling special projects and campus events.

### **12.12.4 Method of Appointment**

The Diversity Committee shall solicit nominations for membership annually each spring semester. Nominations may be solicited, as needed, from the Faculty Senate, Provost, Administrative Faculty Council, Association of Classified Employees, Alumni Association, the Undergraduate Student Government, the Graduate Student Government, and industries with interests in CSM's areas of specialization. Nominees must be approved for membership by a majority vote of the present Diversity Committee members at the meeting, provided that the quorum requirement is satisfied.

### **12.12.5 Terms of Appointment**

All Committee members shall serve two-year terms, with the possibility of reappointment by a majority vote of the Committee members. All terms of appointment shall commence on May 1 and end on April 30 two years following the appointment.

## **12.13 CONFLICT OF INTEREST COMMITTEE**

### **12.13.1 Function**

The purposes of the Conflict of Interest Committee are to help facilitate the implementation of the university's conflict of interest policies as defined in Faculty Handbook Section 6 and the Conflict of Interest Policy, clarify faculty obligations to disclose and avoid conflicts, provide guidance both with respect to interpreting the university's conflict of interest and conflict of commitment policies and development of conflict management plans, annually review conflict of interest and conflict of commitment management plans, and address disputes. In fulfilling its role, the Committee makes recommendations to the President, Provost, the Deans, other Vice Presidents, the Faculty Senate, and/or the Director of Compliance, as is appropriate.

### **12.13.2 Membership**

The appointed voting members shall consist of three full-time, tenured faculty members, one teaching faculty member, and one administrative faculty member. The voting members who will serve in an *ex officio* capacity are: the Associate Provost; Director of Office of Research Administration; Director of Procurement; the administrator responsible for oversight of human subjects research; and the Director of Compliance and Policy. The non-voting members who will serve in an *ex officio* capacity are: the Director of Technology Transfer and the university's legal counsel.

### **12.13.3 Method of Operation**

The Director of Compliance and Policy shall act as Chair of the Committee. . The Committee shall meet at least once per academic semester. Six of the voting members shall constitute a quorum. A majority vote of the quorum shall be required for any official action of the committee. Subject to the above, the meetings shall be conducted according to the latest edition of *Robert's Rules of Order*.

### **12.13.4 Method of Appointment**

The academic faculty members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty member shall be nominated by the Administrative Faculty Council and appointed by the President.

### **12.13.5 Terms of Appointment**

All appointed committee members shall serve staggered two-year terms.

## **12.14 FACULTY GRIEVANCE COMMITTEE**

### **12.14.1 Function**

The Faculty Grievance Committee (Committee) is a standing committee from which panels will be chosen to hear faculty grievances.

### **12.14.2 Membership**

The Committee will consist of twenty-four (24) faculty members and a Chair and Vice Chair. Selected faculty, who accept appointments to the Committee, are expected to be available to serve on a Grievance Hearing Panel, unless excused by the Chair for extended absence from campus, medical reasons or conflict of interest (e.g., participation in the actions or decisions that led up to the grievance, close professional or personal relationships with the Grievant or Respondent, direct or indirect supervision of the Grievant or Respondent, or factors of a similar nature).

As *ex officio* members of the Committee, the Chair and Vice Chair will coordinate committee meetings, make determinations regarding whether matters contained in formal grievance filings fall within the jurisdiction of the Committee, participate in the selection process of initial grievance panels, assist with coordinating the annual committee training, and handle other matters that may arise.

### **12.14.3 Committee Member Appointment**

The President will make appointments in a manner that insures a diverse membership including not only gender, ethnicity, and age, but also diversity in terms of departmental representation, tenure/tenure-track and non-tenure-track faculty, and other factors. Appointments to the Committee will be recommended to the President as follows:

- A. Faculty Senate shall recommend twelve (12) academic faculty appointees from which no less than ten (10) will be appointed to the Committee by the President. From two (2) to four (4) appointees must be teaching faculty and no more than two (2) appointees may be from the same department or division.
- B. Administrative Faculty Council shall nominate eight (8) administrative faculty appointees from which no less than six (6) will be appointed by the President. No two (2) appointees may be from the same department.

- C. Academic Department Heads / Division Directors (DH/DD) shall recommend three (3) DH/DD appointees from which no less than two (2) will be appointed by the President.
- D. The Provost shall nominate eight (8) appointees who shall be academic faculty members at large from which no less than four (4) will be appointed by the President. At least two (2) of the nominees shall be non-tenure track faculty members, but no two (2) appointees may be from the same department or division.
- E. The President may appoint up to two (2) faculty.
- F. No Vice President, Associate Provost, Associate Vice President or employees of Legal Services may be appointed to the Committee.

#### **12.14.4 Chair and Vice Chair -- Appointment and Role**

The Chair and the Vice Chair of the Committee will be appointed by the President from nominations provided by the Faculty Senate and the Administrative Faculty Council. The President shall choose a nomination from each list. For the initial appointment to these positions, the term of appointment for the Vice Chair will be two (2) years and the Chair will be three (3) years. Thereafter, the appointments of these committee officers will be for three (3) years.

#### **12.14.5 Terms of Appointment**

Committee members will serve staggered three-year (3) terms with roughly one-third of the committee members being replaced each year. Committee members may serve consecutive terms if recommended and appointed.

#### **12.14.6 Method of Operation**

The Committee shall meet as needed and shall receive annual training in the grievance procedures, process, and concepts. In-house training will be coordinated through the Chair and Vice Chair.

#### **12.14.7 Grievance Hearing Panel**

Whenever there is a need to hold a formal grievance hearing (under the Grievance Procedure, Section 11.3 of the Faculty Handbook), a Grievance Hearing Panel (panel) will be chosen at random from the Committee membership. The panel will initially consist of five (5) members. No member of this initial panel may be from the same department as the grievant or the respondent, nor can any member of the Committee be selected for the panel if that member is involved in a matter being grieved. No two members of the panel should be from the same department. The respondent and grievant will each disqualify one member of the initial panel, resulting in a final panel of three (3) members. The order of disqualification will be determined by a coin toss.