APPOINTED MEMBERSHIP

**Academic Advising Council**
Type of Committee: Appointed
Oversight by: Vice President for Enrollment Management
Reports to: Vice President for Enrollment Management

The Academic Advising Council provides recommendations related to academic advising. The charge is broad and includes the following specific areas: (1) initial academic advising of all new students prior to their first academic term of enrollment; (2) ongoing academic advising and mentoring of students through graduation; (3) rules and processes related to initial and ongoing advising; (4) software tools used in academic advising; and (4) training of faculty and staff involved in academic advising. The Council is appointed by the Vice President for Enrollment Management.

**Academic Standards Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

Because the University is both legally and morally responsible for the quality of its graduates, the Committee on Academic Standards has as its central purpose the establishment and maintenance of standards and requirements in keeping with accepted norms for institutions of higher education. To accomplish these goals the committee evaluates existing standards and proposes adjustments as needed. The committee develops procedures for the initiation and execution of changes or appeals concerning academic standards. The primary concerns of the committee are admission standards, probation policies, certification procedures, counseling policies, and exit standards for both undergraduate and graduate students. The committee actively solicits input from students, faculty, and administrators. It is appointed by and presents its recommendations to the Provost, and is composed of at least one representative from each academic college serving three-year terms. Members are eligible for reappointment.

**Applied and Experiential Learning Council**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Council provides direction, oversight, and management of applied and experiential learning activities. Membership is comprised of coordinators/directors of one of the ALE categories, or an appointment by the provost. Members serve three year terms and are eligible for reappointment. The council meets monthly and is chaired by the Director of Transformative Learning.
**Athletic Council**
Type of Committee: Appointed
Oversight By: Vice President of Student Affairs
Reports to: Vice President of Student Affairs

The Athletic Council serves as an advisory body and reports directly to the Vice President of Student Affairs. The responsibilities of the Athletic Council include reviewing programs and program goals, the success of athletic programs, and athletic operating budgets submitted annually by the Athletics Director; approving letter award winners as recommended by the head coaches through the Athletics Director, and various athletic department policies; and assisting with fund raising campaigns, public relations efforts, or other activities integral to a successful athletic program.

Membership: The Athletic Council, appointed by the President of the University, is composed of the NCAA faculty representative and members of the faculty, staff, administration, alumni, and student body. The President appoints the chair of the council. Ex officio members of the council include the Vice President for Intercollegiate Athletics, Senior Women’s Administrator, and Athletics Compliance Officer. Members will serve 3 year terms with staggered rotation of terms. Members are eligible to be reappointed upon expiration of their term.

**Commencement & Convocation Committee**
Type of Committee: Appointed
Oversight By: Vice President of Student Affairs
Reports to: Vice President of Student Affairs

The Commencement and Convocation Committee is an advisory/working committee responsible for all graduation ceremonial arrangements, including music, staging, seating, programs and procession of faculty. It is also responsible for the Freshmen Convocation ceremonial arrangements, including music, staging, seating, and programs, procession of students and faculty, and candle-lighting ceremony. The committee consists primarily of faculty and staff who help organize the graduation exercise. The committee consists primarily of faculty and staff who help organize the commencement and convocation ceremonies. The chair of the committee reports to the Vice President for Student Affairs.

Membership:
- Executive Director of Student Services (chair)
- VP of Student Affairs (ex officio)
- Faculty Senate Representative
- Informational Technology Representative
- Marketing and Communication Representative
- Environmental Services Representative
- Graduation Coordinator
- Outreach Representative
- Athletics Facilities
- Faculty Representative
- Academic Dean
- Staff Council Representative
- University Bands
- Academic Affairs Administrative Representative
- Registrar
- Risk Management
- Police
Council on Committees
Type of Committee: Appointed
Oversight By: Executive Cabinet
Reports To: Chief of Staff

The Council provides a structure and facilitates the process of organizing university committees on an annual basis. It provides division heads with recommendations concerning the composition and charge for each university committee, its chair, its faculty, staff, and student members. Final decisions concerning university committees are left to division heads according to their oversight responsibilities. The Council also establish and monitors systems for committee reporting and committee chair training. The chair of the Council is the chief of staff and membership consists of one representative from each division who is appointed by their respective division head. Associate members include the president of the Faculty Senate, president of the Staff Council, and president of the Student Government Association.

Digital Media Advisory Committee
Type of Committee: Appointed
Oversight By: Vice President for Institutional Advancement
Reports to: Director of Web Strategies

The University Web Advisory Committee is charged with the responsibility of advising Web Services concerning the content and growth of Tarleton’s existing web presence. The scope of the committee includes assisting Web Services in establishing procedures and processes that will help strengthen Tarleton’s web presence, approve new content for the website, and review, approve, and help prioritize new project requests for internally and externally facing content. The committee is responsible for reviewing outsourced web services project requests prior to the purchasing/procurement process to determine how the project fits into the long-term objectives of the University and its web presence. Membership of the Web Advisory Committee includes University Web Administrator (chair) and representatives from Academic Affairs, Finance and Administration, Student Life, Institutional Advancement, and Enrollment and Information Management. The Executive Director of Information Technology Services and the Assistant Vice President for Marketing and Communications will serve as ex officio members. If a member is unable to attend a meeting, a representative should attend in their place. Length of individual member service may be up to 3 years. Members are eligible for reappointment upon expiration of their term.
**Distance Learning Advisory Council**  
Type of Committee:  Appointed  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

The Distance Learning Advisory Council considers issues relating to online and hybrid instruction for Tarleton State University, and, when appropriate, offers recommendations to the Provost. In discharging its responsibilities and consistent with A&M System policy, the committee confines its advisory function to matters of institutional procedure and practice rather than policy. Committee review and recommendations may be sought regarding the identification of distance education issues/needs of faculty and students at Tarleton, distance learning technologies to be investigated and piloted for academic use, development of procedures for insuring compliance with University and TAMUS policies, identification of best practices for online learning, faculty oversight in the development of online and blended programs, direction for institutional initiatives and resources needed for providing high-quality distance education, and identifying requirements/best practices for online education required for University accreditation for Tarleton State University. Membership is comprised of one faculty representative from each college and each outreach location, and one student representative. The Council is chaired by the Director of the Center for Instructional Innovation, with the AVP for Curriculum, Assessment, and Faculty Affairs serving as ex-officio. Membership on the Council is a minimum of two academic years. Members are eligible to be reappointed upon expiration of their term. The Council meets twice annually.

**Educator Preparation Council**  
Type of Committee: Appointed  
Oversight By: Executive Vice President and Provost, Academic  
Reports to: Executive Vice President and Provost, Academic

The Educator Preparation Council recommends policy concerning all aspects of educator preparation and determines admission of students to the Educator Preparation Program and clinical teaching. It is composed of one faculty member from each academic department that supports an educator certification program. The length of member service is determined by each department head with a representative on the council. Membership is composed of one faculty member from each academic department with an educator certification program as well as program directors for each of the professional certification areas. Other members include the Dean of the College of Education, The Director of the alternative certification program (TMATE), the registrar, the Graduate Dean, and representatives from the advising center and library. The Director of Teacher Education serves as chair, with the Director of Field Experiences, the Coordinator of Testing, Certification and Program Accountability, and Educator Preparation Services program specialists serving as ex officio members. The President of the student organization, Tarleton Professional Educators, serves as a student representative. The Educator Preparation Council serves as the appellate body for those students who have been denied admission to the educator preparation program or to clinical teaching.
**Employee Benefits Committee**
Type of Committee: Appointed
Oversight By: Vice President for Finance and Administration
Reports to: Vice President for Finance and Administration

Description:
The Employee Benefits Committee (EBC) represents University employees on matters of employee welfare, including proposed and actual state of Texas, The Texas A&M University System, and Tarleton State University rulings concerning employee benefits. General areas of interest include, but are not restricted to, insurance, retirement, leave, and vacation policies.

Membership:
Chair – Senior Manager of the Employee Services Department.
Members - The committee is composed of eleven members of the faculty, staff, and administration chosen from volunteers and appointed by the VP for F&A. The Committee nominates and conducts the election for Tarleton’s SEBAC (System Employee Benefits Advisory Committee) representative who also serves on the EBC. Committee service is for three years, with one-third of the membership rotating off every year. Members are eligible to be reappointed upon expiration of their term.

Meetings: Semi-annually, or as needed.

**Environmental Advisory Council**
Type of Committee: Appointed
Oversight By: Vice President for Finance and Administration
Reports to: President

Description:
The Environmental Advisory Council was established in response to System Policy 24.04 Environment. The purpose of the Council is to: promote an understanding of natural resource conservation and environmental health through formal and informal education of students, faculty, staff, and the surrounding community; encourage research to monitor and reduce the size of an individual’s and an organization’s environmental footprint and to maintain and restore natural system processes; serve as an institutional model of environmental excellence through compliance with regulations and continually strive to minimize adverse impacts on and improve the functioning of local and global ecological systems; and serve as a resource to other University committees.

Membership:
Chair – A Risk Management and Safety Department Representative serves as chair.
Members - Membership will include the following, ex officio: one Staff Representative, one Department of Wildlife, Sustainability, and Ecosystem faculty, one Texas Institute for Applied Environmental Research researcher, and two Department of Chemistry, Geosciences, & Physics faculty. Additional members are appointed by the VPFA and Committee Chair from volunteer requests through the university committee selection process, limited to 15 members including the Chair and three students. In addition, a representative of Facilities (SSC) will provide staff support to the committee. Council service is for three years, with one-third of the membership rotating off every year. Members are eligible to be reappointed upon expiration of their term.

Meetings: Quarterly or as needed.
Faculty Development Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic
Reports to: Executive Vice President and Provost, Academic

The Faculty Development Committee is responsible for the administration of funds allocated to individuals, faculty groups, or departments for activities or projects that enhance faculty development. The committee encourages proposals from all full-time faculty and provides 75% of actual expenses, up to a maximum of $1,000, in matching funds for activities that relate to the enhancement of teaching or professional skills. The committee reviews proposals for faculty development activities and provides grants based on the merits of the proposed projects. The Committee is composed of two faculty from each college, and a Faculty Senate Representative. The Director or Associate Director of the Center for Instructional Innovation serves as the committee chair. Committee members serve for three-year staggered terms.

Faculty-Student Research Advisory Council
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Faculty-Student Research Advisory Council has primary responsibility for recommending rules related to university research funds allocated to faculty and assisting in the selection of appropriate faculty to receive such funds. The committee is expected to encourage proposals from all faculty members interested in research; advise faculty members on the procedure for submitting proposals; review proposals; recommend which proposals should be funded and the amount of funding; transmit those recommendations through appropriate channels; and require progress reports, final reports, and copies of publications resulting from research projects. The Faculty-Student Research Advisory Council makes recommendations on other research applications when directed by the Provost and Executive Vice President for Academic Affairs. The committee also acquires information on sources of research funding in disciplines of interest to Tarleton faculty and makes this information available to faculty. The committee is made up of members from each undergraduate college with at least one member also being a member of the Graduate Faculty. The committee reports to the Provost and Executive Vice President for Academic Affairs.
General Education and Academic Assessment Committee

Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The General Education and Academic Assessment Committee provides general oversight and monitoring of core curriculum and provides support for academic deans, department heads, program coordinators, and faculty in their efforts to develop assessment programs for General Education courses, academic programs, and other programs that impact student learning. The committee has the following key responsibilities:

- Review and approve General Education course curriculum.
- Conduct an annual audit of General Education and academic program assessment reports for compliance and quality and provide feedback to those preparing reports.
- Identify and develop assessment tools and make those available to colleagues.
- Plan and deliver workshops and assessment development opportunities.
- Evaluate external assessment tools and make recommendations for campus adoption.
- Evaluate external requirements in the area of assessment and make recommendations for campus compliance.
- Perform other activities pertaining to academic assessment as requested.

Membership in the Academic Assessment Committee consists of:

- Six academic department heads (one from each college) who will serve as Department Head Representatives. These Department Head Representatives will represent their college’s fellow department heads and serve as an assessment liaison to their fellow department heads, faculty, and their college dean.
- The assistant/associate dean of each college. The assistant/associate deans serve as the College Assessment Coordinator for their college and act as an assessment liaison for the dean, faculty, and staff.
- Six faculty members, one from each college, will serve as Faculty Assessment Coordinators. These faculty members will serve as liaisons to their college faculty for the development of academic program assessment plans and reports for student learning outcomes. Each college’s Faculty Assessment Coordinator and Department Head Representative must come from a different academic department. Each Faculty Assessment Coordinator will receive ¼ released time over 9 months for this role.
- The non-program based student learning units in Academic Affairs will be represented by one at-large faculty member.
- The Director of Academic Assessment will chair the committee.
- The AVP for Curriculum, Assessment, and Faculty Affairs (ex-officio).

Approval voting for General Education course curriculum is restricted to the six Department Head representatives on the committee and the chair. The chair is nonvoting except in case of a tie. The rest of the committee serve in an advisory role for the General Education course curriculum approval process.
Graduate Council
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Graduate Council, working with academic administration, is responsible for providing leadership to the University in the development and improvement of all phases of the graduate program. The primary responsibilities of the Graduate Council are: to serve in an advisory capacity to the Dean of the College of Graduate Studies; to make recommendations to the President of the University through administrative channels on academic policies affecting the graduate program; to act as a liaison between administration and the graduate faculty; and to approve graduate faculty membership.

The Graduate Council is chaired by the Dean of the College of Graduate Studies and consists of a faculty member from each department offering graduate degree programs and one graduate student representative. Graduate Council members are appointed by the dean of each college from among graduate faculty who hold full graduate faculty membership status. If there are no full members in a department, the appointment may be made from the associate membership of the department. The college determines the term of membership on the Graduate Council.

Institutional Animal Care and Use Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Institutional Animal Care and Use Committee (IACUC) oversees all aspects of animal care and use programs for teaching and research at the university. The IACUC reviews all animal use protocols, ensures compliance with federal regulations, inspects animal facilities and laboratories, and oversees training and educational programs. The IACUC serves as a resource to faculty, investigators, technicians, students, staff, and administrators and provides guidance for all animal use procedures with the highest scientific, humane, and ethical principles. Membership is comprised of a faculty chair, a veterinarian, research and non-research scientists, and community representatives. The Institutional Official (AVP for Research and Sponsored Projects) appoints members for three year terms. Members may be reappointed for an unlimited number of terms. The committee meets monthly and reports to the President and Provost through the AVP for Research and Sponsored Projects.

Institutional Biosafety Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The IBC (Institutional Biosafety Committee) is charged by Federal law with the planning and implementation of the Campus Biosafety Program with a purpose to ensure the health and safety of all personnel working with Biohazardous agents. The IBC makes certain that research conducted at the university is in compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules and the Select Agent Rule, drafts campus biosafety policies and procedures, and reviews individual research proposals for biosafety concerns. The IBC meets on an ad hoc basis and is chaired by the AVP for Research and Sponsored Projects.
Institutional Review Board For Human Subjects
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Institutional Review Board (IRB) reviews and authorizes all research work involving human subjects. The IRB is charged with determining and certifying that all human subjects’ research projects conducted by Tarleton State University faculty, students, and staff conform to the regulations and policies regarding the health, welfare, safety, rights, and privileges of human subjects. Federal and state regulations mandate that research involving human participants must be reviewed and approved by an IRB provided for in its assurance filed with the Office of Human Research Protections and subject to continuing review by the IRB. The IRB is responsible for providing guidance and oversight for the human participant protection program and for helping to maintain compliance with applicable laws, regulations, and policies. Membership is composed of full-time faculty, staff and community volunteers with expertise related to specialized areas of human subject's research. IRB Committee members must attend meetings, keep current on CITI Human Subjects Training requirements and participate in documented proposal reviews and discussion of risk. Additionally, members must participate in local, regional, TAMUS or national educational opportunities (PRIMR) to improve the IRB process. The IRB meets monthly or as needed.

Interdisciplinary Degree Programs Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Interdisciplinary Degree Programs Committee reviews, screens, and approves all programs and student credentials for applied degree programs (BAAS, BAT, BAS, BSAS) at the institution. The Committee also reviews any proposed changes or modifications to applied degree curricular structures and reviews and applies policies. The committee consists of (at a minimum) a representative(s) from each academic college which offers an applied degree and a representative from enrollment management. Members serve three year terms and are eligible for reappointment.

Library Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Library Committee advises the University Librarian and the University administration on broad policies relating to the libraries and library services. Members serve as liaison between faculty members and library personnel; assist in the process of allocating and expending funds for academic department library materials; foster communication with and keeps faculty and other constituency groups informed of major library issues; and makes recommendations concerning changes in library policy and, if warranted, sends those recommendations through normal administrative channels for further action. The Library Committee is composed of one faculty member from each academic department, the Acquisitions librarian, three representatives from student government, and the University Librarian (ex officio). Terms are for four years (with eligibility for reappointment), and the committee meets annually in the fall or as needed.

Research and Scholarship Events Committee
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
The Research and Scholarship Events Committee serves to strengthen student participation in research across the institution. Membership consists of two faculty from each academic college. The committee is chaired by the Associate Dean of Research and Graduate Studies, with the Dean of the College of Graduate Studies serving as ex-officio. Members serve three years terms and are eligible for reappointment.

**Revive Wellness Advisory Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Revive Wellness Advisory Committee’s purpose is to encourage all Tarleton employees to achieve and maintain an improved level of personal health by providing programs, services and educational opportunities that effectively promote and support healthy lifestyle choices. The committee will consist of no less than six members and no more than 16 members. Task force members will serve two years, with a proportion of members rotating off each year. The chair of the committee will serve two consecutive years. There will be three permanent members to the committee-- the Director of the Health Center, the Recreational Sports Fitness and Wellness Coordinator, and the Director of Employee Services.

**Reserve Officer Training Corps (ROTC) Advisory Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Reserve Officer Training Corps (ROTC) Advisory Committee serves as an advisory group to the Provost and Executive Vice President for Academic Affairs and the President. This committee will assist the Provost and Executive Vice President for Academic Affairs and the U.S. Army ROTC Detachment Commander in developing new techniques or ideas that will ensure high quality recruiting, retention, training, and the continuance of historic tradition for the Texas Battalion. The membership consists of faculty, staff, and students selected based on their knowledge of ROTC and demonstrated desire to assist the ROTC Detachment Commander in the critical areas of recruiting and retention.

**Speaker Symposium Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Speaker Symposium Committee has the responsibility of planning and sponsoring special symposia that emphasize critical issues, current themes, and topics of interest. The purposes of the symposia are to bring renowned speakers to campus for presentations on timely and relevant issues and to stimulate campus dialogue pertaining to ideas. The symposia will reflect a variety of themes, including the arts, the social sciences, the sciences, technology, and the professions. These programs are designed for broad participation, including students, faculty, and administrators as well as members of the Stephenville community and surrounding areas. Members serve three year terms and are eligible to be reappointed upon expiration of their term. Committee meets once per semester or as needed.

**Study Abroad and Global Exchange Advisory Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Study Abroad and Global Exchange Advisory Committee promotes study abroad and international student and faculty exchange; recommends university rules and guidelines related to study abroad programming, including risk management and the distribution of the International Education Fee Scholarship. The committee is expected to encourage participation in study abroad recruitment and fundraising events, advise faculty on the procedures for proposing faculty-led programs, and review and recommend sustained study abroad portfolios for each College. The committee is made up of members from each College with one member also being a representative from Risk Management. The committee reports to the Provost and Executive Vice President for Academic Affairs.

**State Employee Charitable Campaign Committee (SECC)**
Type of Committee: Appointed
Oversight By: Vice President for Institutional Advancement
Reports to: Vice President for Institutional Advancement

The SECC is responsible for coordinating and implementing the campus State Employee Charitable Campaign, and serving as Tarleton representatives for the community United Way Campaign and for helping to promote the university’s faculty/staff campaign. The committee consists of three members (faculty and staff) who serve three-year terms. Members are eligible for reappointment upon expiration of their term.
University Budget Council  
Type of Committee: Appointed  
Oversight By: Vice President for Finance and Administration  
Reports to: Vice President for Finance and Administration

The University Budget Council (UBC) provides recommendations to the President and the Executive Cabinet in response to specific charges each year related to alignment of the budget with university resources, giving particular attention to mission, long-term goals, and annual priorities. The UBC assures that the process used to develop the budget is inclusive and transparent, educates the campus community on fiscal matters and decisions required in the budget, and supports a process to allocate resources for the betterment of Tarleton State University.

Membership:
Chair – Vice President for Finance and Administration
Members - Members of the UBC, including the chair, are appointed by the President of the University and are representative of major program functions of the university.

Membership is limited to 26 faculty, staff and administrators, composed of the Faculty Senate President, the College Deans (or their department head designee), a department head from each college, and a representative from each of the following offices: SGA, Advancement and External Relations, Athletics, Academic Affairs, Enrollment Management, the President, and Student Affairs. The VPFA will serve as UBC Chair and ensures that the committee is appropriately staffed.

Meetings: As Needed

University Calendar Committee  
Type of Committee: Appointed  
Oversight by: Vice President for Enrollment Management  
Reports to: Vice President for Enrollment Management

The University Calendar Committee is charged with developing 3-year University Calendar that supports the goals and needs of the University. This committee reports to the President through the Office of the Vice President for Enrollment Management. It is composed of a chair selected from the senior faculty, one faculty member from each college, representative from the Educator Preparation Services, one representative from each vice president’s office and the President’s Office, the Registrar, the Director of Admissions, the Executive Director of Academic Advising, a representative from Outreach and Off-Campus Programs, and a representative from the Faculty Senate, Student Government, and Staff Council. Each fall, this committee will submit the calendar for review by Student Government, Staff Council, and Faculty Senate and approval by the Academic Council.
**University Curriculum Committee**  
Type of Committee: Appointed  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs  

The University Curriculum Committee is a working group that (1) develops criteria and procedures to evaluate proposed courses and curricula in terms of their contribution to the objectives and needs of the University; (2) applies these criteria and procedures to all proposed courses and curricula and forwards the results of its action to the Academic Council; (4) studies courses and curricula in light of legislative and Coordinating Board directives and (5) generally is responsible for examining and evaluating courses and programs of study at the University. The membership of the Curriculum Committee consists of the chairperson (appointed by the Provost and Executive Vice President for Academic Affairs) and two members from each college and a faculty senate representative. Ex officio members are the Associate Deans from each academic college, the AVP for Curriculum, Assessment, and Faculty Affairs, the Executive Director of Academic Advising Services, and the Curriculum and Catalog Coordinator. The membership term is two years. The chair is nonvoting except in case of a tie.

**University Discipline Appeals Committee**  
Type of Committee: Appointed  
Oversight By: Assistant Vice President of Student Affairs  
Reports to: Vice President of Student Affairs  

The University Discipline Appeals Council reviews decisions rendered by the Dean of Students in student disciplinary matters, upon written appeal of the student. The committee is bound by the parameters and procedures as noted in the Code of Student Conduct in the Student Handbook.

Membership:  
Comprised of three faculty members, two staff members, and two students. The Vice President of Student Affairs is ex officio.

Meetings: As needed by request
University Effectiveness and Evaluation Committee
Type of Committee:  Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The University Evaluation and Effectiveness Committee is responsible for oversight of co-curricular and administrative unit assessment activities. The council is co-chaired by the AVP for Academic Administration and the Executive Director of Institutional Research and Effectiveness. Membership consists of the coordinator for institutional effectiveness, and a representative from the each of the divisions of student affairs, finance and administration, and advancement and external relations, as well as one representative from the office of the president, TIAER, and athletics. Members serve three year terms and are eligible for reappointment. The committee meets four times annually: September, November, February, and April.

The committee has the following responsibilities:
− Conduct an annual audit of assessment reports for compliance and quality and provide feedback to those preparing reports
− Identify and develop assessment tools and make those available for use
− Evaluate external requirements in the area of institutional effectiveness and make recommendations for campus compliance
− Perform other activities pertaining to institutional effectiveness as requested

University Planning Council
Type of Committee: Appointed
Oversight By: President
Reports to: Chief of Staff

The University Planning Council is a working, advisory group to assist the president with university-wide issues concerning the vision, mission, and goals of the university as written in the strategic plan. The focus is on advancing planning efforts, being strategic, and making recommendations based on future trends. The Council is chaired by the chief of staff and its members are appointed by the president. Terms of appointment to the Council are for three years, with a proportion of members rotating off each year. Members are eligible to be reappointed upon expiration of their terms. Meetings are held once each long semester of the academic year or more often as necessary.

Membership:
• Co-Chairs – Chief of Staff and Vice President for Finance and Administration
• Executive Cabinet – ex officio
• Appointed representatives from each university division and Athletics
• President of Faculty Senate and President of Staff Council

Meetings:
Once each long semester of the academic year or more often as necessary.
**University Scholarship Committee**
Type of Committee: Appointed
Oversight by: Vice President for Enrollment Management
Reports to: Vice President for Enrollment Management

The University Scholarship Committee reports to the Vice President for Enrollment Management. The charge of this committee is to review and score scholarship applications based upon an established rubric. A sub-committee of this group will be identified to assist with determining scholarship recipients for institutional scholarships except for those specifically assigned to another body. The membership of the committee shall include a minimum of two (2) faculty members per each academic department, four (4) university staff members. Ex officio members are the Executive Director of Student Financial Assistance Services, Director of Scholarships, the Director for Business Services and Controller, the Vice President for Enrollment Management, and the Assistant Vice President for Development. Chair of this committee will be appointed by the Vice President for Enrollment Management. To maintain a level of expertise and stability on the committee, members generally serve multi-year appointments.

**University Survey Review Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The University Survey Review Committee assists in the review of all administrative surveys to ensure all requirements for posting are met, and provides a forum for feedback to survey owners prior to distribution of the final "published" survey. Non-administrative research instruments must be reviewed by the Tarleton State University Institutional Review Board. Student organization surveys should be reviewed by Student Activities. University-sponsored data collection tools are available to assist in conducting research-related and administrative surveys. Data collection tools may be used for the purpose of, but not limited to, graduate student research, undergraduate student research, faculty research, staff research, administrative surveys and student organization surveys. The Executive Director of Institutional Research and Effectiveness chairs the committee, and membership is composed of one faculty from each academic college, a member of student affairs, and other members as needed. Members serve three year terms and are eligible for reappointment.

**Writing Intensive Committee**
Type of Committee: Appointed
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Writing Intensive committee provides guidance to and support for the Writing Intensive Director in administering the Writing Intensive Program. The committee assists the Director in assessing writing artifacts from the freshman year to the senior year, administering or removing WI designations from courses, and approving or disapproving student requests for WI credit.

Membership:
Members of the committee are full time tenure-track, or non-tenure track, faculty. Ideally, members will be committed to their own writing, as well as teaching student writing at all levels. The Writing Intensive Director works in conjunction with deans to select members of this committee. There are no term restrictions for membership on this committee.
APPOINTED AND POSITION-BASED MEMBERSHIP

Admissions Disclosure Review Committee

Type of Committee: Appointed & Position-Based
Oversight By: Vice President for Enrollment Management
Reports to: Vice President for Enrollment Management

This committee has responsibility for the review of any undergraduate or graduate student application, in which a criminal conviction or a substantiated or pending conduct charge from any postsecondary institution involving acts of violence or sexual misconduct is noted. The committee will review any and all available facts and information related to the disclosures to determine each designated applicant’s eligibility to continue the process for admission to the university.

Membership:
- Title IX (chair)
- Undergraduate Admissions (ex officio)
- College of Graduate Studies (ex officio)
- University Police
- Academic Affairs Administrator (Associate Provost, Academic Administration)
- Dean of Students
- Student Counseling Center
- Representative from:
  - Faculty Senate President (or designee)
  - Staff Council President (or designee)

Campus Ethics, Compliance, and Enterprise Risk Management Committee

Type of Committee: Appointed & Position-Based
Oversight By: Vice President for Finance and Administration
Reports to: Executive Cabinet

Description:
The CECERMC reports to the Executive Cabinet and is charged to:
- Develop an Ethics and Compliance Program (program) that provides effective processes to identify and manage key risks, including the risk of non-compliance with state and federal laws and regulations and system and university policies, regulations and procedures. The program will address the elements of an effective compliance program as detailed in the Federal Sentencing Guidelines;
- Develop a risk-based Ethics and Compliance Annual Work Plan that identifies key areas of compliance risks facing Tarleton and establishes a mitigation and monitoring plan for those risks;
- Communicate instances of non-compliance to the Institutional Compliance Officer;
- Follow-up on compliance findings to ensure appropriate corrective action has been taken;
- Continuously assess the effectiveness of institutional compliance activities including the effectiveness of the group, itself; and
- Develop an annual Enterprise Risk Management report that is submitted to the Executive Cabinet and System Risk Management.
Campus Ethics, Compliance, and Enterprise Risk Management Committee (continued)

Membership:
Chair – The University Compliance Officer
Members - a representative from each organizational division and the Department of Athletics, appointed by their respective VP and rotating every three years, as well as the following permanent positions:
- Information Security Officer
- Athletics Compliance Officer
- Research Compliance Officer
- Assistant VP for Employee Services or designee
- Assistant VP for Business Services or designee
- Chief of Police
- University Compliance Coordinator
- Director of Facilities Planning and Construction

Appointed members are eligible to be reappointed upon expiration of their term.

Meetings: Quarterly or as needed to address mitigation of risk, to provide appropriate resources for compliance and to ensure appropriate action for noncompliance issues are brought to attention. System-required quarterly and annual compliance reports are submitted to the President for review and signature.

Clery Act and Drug-Free Schools and Communities Act Compliance Committee

Type of Committee: Appointed & Position-Based
Oversight By: Vice President of Finance and Administration/Director of Risk Management and Compliance
Reports to: Vice President of Finance and Administration

Tarleton State University has charged this council with the enhancement of communication and coordination regarding compliance efforts required under the Jeanne Clery Act and Drug-Free Schools and Communities Act. This council is tasked with; the review of the annual crime report as provided by University Police Department, implementation of new practices and policies based on national best practices, the preparation and publication of the Annual Security and Fire Safety Report, and the preparation and publication of the Bi-Annual Drug and Alcohol Abuse Prevention Report. Membership on this committee will remain permanent based on job responsibilities within their departments and to the University.

Membership:
- University Compliance Officer (Chair)
- Title IX/Clery Coordinator
- Violence Prevention Coordinator
- Judicial Affairs Officer
- University Chief of Police
- University Compliance (representative)
- Marketing & Communication (representative)
- Student Health Services (representative)
- Employee Services (representative)
- Student Affairs (representative)
- Academic Affairs (representative)
- Faculty Senate (representative)

Meetings: Meeting frequency is monthly with additional meetings scheduled if situations arise that require their immediate attention
**Developmental Education Advisory Council**
Type of Committee: Appointed and Position-Based
Oversight by: Vice President for Enrollment Management
Reports to: Vice President for Enrollment Management

The Developmental Education Advisory Council is charged with implementation of the Texas Success Initiative (TSI) requirements and exploration of innovative alternatives to replace traditional developmental education. THECB compliance, requisite documentation reporting in collaboration with other Enrollment Management offices is could also be a portion of the responsibilities. Membership is composed of the Director, Student Development and Mentoring (Chair), staff member(s) who work directly with TSI liable students, the AVP for Strategic Student Success Initiatives, leadership from Academic Testing and the Academic Advising Center, Developmental Education Faculty and Department Heads (English, Math), TSI Admissions Coordinator, a representative from faculty senate, and five appointed faculty members.

**Enrollment Communications Committee**
Type of Committee: Appointed and Position-Based
Oversight by: Vice President for Enrollment Management
Reports to: Vice President for Enrollment Management

This committee has responsibility for developing and coordinating student communications across variety of platforms including CRM, Student Success Technologies, and Artificial Intelligence Assistants. This committee will focus on leveraging and highlighting distinctive academic program experiences to encourage and support prospective students to enrollment, and continuing students through successful degree completion. The committee will further work to ensure that communications developed will be distinct and non-redundant with existing communications.

Membership:
- Co-chairs: EM Communications Manager and COGS Communications Manager
- One representative (appointed by Provost) from each academic college (including COGS)
- One representative (appointed by respective VPs) from Finance and Administration, Student Affairs, Institutional Advancement
- VP of Enrollment Management or designee (ex officio)
- Dean of College of Graduate Studies or designee (ex officio)

**Homecoming Steering Committee**
Type of Committee: Appointed and Position-Based
Oversight By: Vice President for Student Affairs & Vice President for Institutional Advancement
Reports to: Vice President for Student Affairs & Vice President for Institutional Advancement

The Homecoming Steering Committee reports to the Vice President for Student Affairs and the Vice President for Institutional Advancement. The committee is responsible for planning and coordinating all student and alumni activities held in conjunction with the annual Tarleton Homecoming. The committee includes faculty and staff members and representatives of the Tarleton Alumni Association, and collaborates with subcommittees consisting of Student Government Association and Student Programming Association membership.
**Homecoming Steering Committee** (continued)
Membership:
Vice President for Student Affairs (ex officio)
Vice President for Institutional Advancement (ex officio)
Tarleton Alumni Association President or Incoming President
Student Government Association Representatives (3)
University Police
Marketing and Communication
Assistant Athletic Director
Risk Management
SSC Representative
University Bands
Assistant Director of Student Involvement
Student Affairs Facilities and Special Events
Faculty/Staff Representatives as needed

Meetings: Ongoing throughout the year

**Space Advisory Council**
Type of Committee: Appointed and Position-Based
Oversight By: Vice President for Finance and Administration
Reports to: Vice President for Finance and Administration

Description:
The Space Advisory Council will review and make recommendations to Tarleton’s Executive Leadership Cabinet on space usage, assignment and/or new space development. The council members should be familiar with higher education space standards, the university’s facilities inventory, and current assignment of space. The council will review requests for additional space, reassignment of space, construction projects and longer-term projections of space need and make appropriate recommendations, keeping in consideration costs of altering facilities, and longer-term plans for university spaces. In reviewing all requests, the council will consider the alignment between the request and the university’s strategic plan. The council may advise the President on matters pertaining to the future growth of the university; and perform other assignments as requested by the President or council oversight.

Membership:
- Associate Vice President for Academic Affairs
- Associate Vice President for Enrollment Management
- Director of Facilities Planning and Construction
- Executive Director of Facilities and Special Events for Student Affairs
- Appointed Representative, Deans Council
- Appointed Representative, Faculty Senate
- Appointed Representative, Staff Council
- Appointed Representative, Student Government Association
- Chief Information Officer serves as ex-officio member
- Vice Presidents serve as ex-officio members

Meetings: Monthly
**Staff/Employee Awards Committee**  
Type of Committee: Appointed and Position-Based  
Oversight By: Vice President for Finance and Administration  
Reports to: President

Description:  
The Staff/Employee Awards Committee will review, rank and recommend Staff Recognition Award nominees to the Executive Leadership Cabinet.

Membership:  
Chair – The chair will be the Director of Employee Services  
Members - There will be three appointed members with voting privileges. One appointed member is also a member of the Staff Council. Appointed members will have three-year terms and are eligible for reappointment upon expiration of their term. Position-based members will be Employee Relations liaison (Employee Services), Executive Cabinet liaison (Chief of Staff) and External Relations liaison. Previous year’s university award winners serve on the committee for one year with voting privileges in the university awards process.

Meetings: Quarterly or as needed.

**Strategic Enrollment Management Executive Council (SEMEC)**  
Type of Committee: Appointed and Position-Based  
Oversight by: Vice President for Enrollment Management  
Reports to: Vice President for Enrollment Management

SEMEC serves as an oversight body that sets the direction of enrollment management at the university. It develops, annually reviews, and revises as needed a strategic enrollment plan (SEP) that focuses on student success. The SEP integrates recruitment, retention, marketing, and programmatic offerings in support of the university’s mission, strategic plan, and long-term enrollment goals. Chair: Vice President for Enrollment Management; 15 (excluding chair) members representing each division of the university and the full-time faculty; Term of Office for Members: 3 years.

**Student Fee Advisory Committee**  
Type of Committee: Appointed and Position-Based  
Oversight By: VPSA Representative (ex-officio)  
Reports to: Vice President for Student Affairs to the President

Description:  
This committee is charged with recommending funding allocations for student services fees including health and medical services, student center facilities, and recreational sports. The committee shall review the type, amount, and expenditure of the fees to be charged for the next academic year. In early fall, departments present to the Board budgets and requests for increased funding. Each proposal is evaluated on an individual basis. This recommendation will need to be sent to the Vice President for Student Affairs President. The Vice President for Student Affairs will review the recommendation with the President prior to the Board of Regents meeting.

Please see Sec. 54.5032 for detailed information about the process.
Student Fee Advisory Committee (continued)

Membership:
- 5 students who are enrolled in six or more credit hours will be appointed by Student Government (3 students for two-year terms and 2 students for one-year term)
- 4 members who are representative of the entire institution is appointed by the President or designee
- Recommended composition:
  - 2 Faculty/Staff Representatives
  - 2 Student Representatives

Or
- 4 student representatives (Non-SGA)

Meetings: As Needed

University Equity Committee

Type of Committee: Appointed and Position-Based

Oversight By: Vice President of Student Affairs

Reports to: Vice President of Student Affairs

Charge: Proactively review and improve policies and procedures, with urgency and purpose, to facilitate an inclusive and equitable learning environment for students, faculty and staff through conversations with policy makers and stakeholders.

Mission: The mission of the Equity Task Force is to nurture and respond to student, faculty and staff needs through an inclusive and equitable campus environment by creating opportunities, raising awareness and recommending strategies that transform Tarleton and beyond.

The committee’s charge is broad and touches all areas of the campus. It is responsible for monitoring, evaluating, developing and implementing activities that support the success of university goals related to equal access and inclusiveness for students, faculty and staff. In addition, the committee provides a forum for addressing barriers that impede or policies that may discriminate against underrepresented populations not limited to areas of academic performance, campus life, and activities. This committee will assess overall campus climate and provide proactive approaches to diversity issues.

Suggested Membership:
- Vice President of Student Affairs-ex officio
- Director of Diversity and Inclusion-Chair
- Assistant Vice President of Student Affairs
- Staff Council Representative
- Faculty Senate Representative
- Academic Affairs Administrative Representative
- Director of Counseling Services
- Residence Life
- University Police
- Student Involvement
- Athletics
- Disability Support
- Staff and Faculty
University Project Management Committee for Information Technology

Type of Committee: Appointed and Position-Based
Oversight By: Vice President for Finance and Administration
Reports to: Vice President for Finance and Administration

Description:
The University Project Management Committee (UPMC) for IT reviews proposals that involve information technology that either directly or indirectly support university initiatives. The UPMC will evaluate project proposals, recommend for/against, and prioritize as appropriate. Proposals may be escalated to the Cabinet for decision, if needed.
The Committee will report to the VPFA using an annual summary of recommendations made and any process concerns.

Membership:
Chair – The Chief Information Officer serves as chair.
Members – Leaders in their respective divisions (e.g. AVP, Director, Assistant Director, Manager):
- Academic Affairs – four representatives
- Enrollment Management
- Academic Department Head
- Academic Dean
- Institutional Advancement
- Student Affairs - two representatives
- President of Faculty Senate or designee
- University Controller or designee
- Director of Support Services or designee
- Director of Web Services
- Director of the Center for Instructional Innovation or designee

Open positions are appointed by the respective division head. Committee service is for three years, with one-third of the open positions rotating off every year. Members are eligible to be reappointed upon expiration of their term.

Meetings: Monthly or as appropriate.
POSTION-BASED MEMBERSHIP

**Academic Council**
Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

The Academic Council considers matters of major importance to the faculty, students, curriculum, and academic standards of the university. Subject to the approval of the President, the Academic Council has jurisdiction over matters of academic policy and procedure. The Academic Council establishes requirements for admission to or continuance in the university, sets standards and guides of conduct for faculty and students, and defines policies and general regulations in the interest of students' welfare and the excellence of instructional offerings. The Provost and Executive Vice President for Academic Affairs chairs the Academic Council. Membership consists of academic AVPs, college deans, associate/assistant deans, academic department heads, the university librarian, and academic executive directors and directors. Ex officio members include the Vice President for Student Affairs, the Vice President for Finance and Administration, the Vice President for Institutional Advancement and External Relations, the Registrar, Financial Services Director, the President of the Faculty Senate, and a representative of the Student Government Association. The Academic Council meets monthly during the academic year, and less frequently during the summer terms. The Provost may call a special meeting at any time or if requested to do so by a two-thirds vote of the Faculty Senate.

**Academic Innovation & Planning Council**
Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

The Academic Innovation and Planning Council serves as a means of collaboration and communication among the Provost and Executive Vice President for Academic Affairs, the academic deans, and the academic AVPs in order to effectively conduct the business of the division of academic affairs.

**Administrative Review Committee**
Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

The Administrative Review Committee is composed of the academic deans, with the Provost and Executive Vice President for Academic Affairs serving as nonvoting chair. This committee evaluates and ranks candidates for tenure and/or promotion and recommends to the Provost and Executive Vice President for Academic Affairs that each candidate's request for tenure and/or promotion be approved or denied.
**Banner Steering Committee**

Type of Committee: Position-Based  
Oversight By: Vice President for Finance and Administration  
Reports to: Vice President for Finance and Administration  

Description:  
The Banner Steering committee is responsible for the governance of the university’s student information system (SIS). References to SIS refer to the student information system and associated solutions. The governance structure is intended to foster collaboration, communication and decision making regarding the governance of the SIS with appropriate input from key stakeholders. The objectives of the committee are:  
- Ensure the management of and investment in the SIS is a strategic priority.  
- Review and prioritize desired capabilities for the SIS and its related systems.  
- Understand and remove barriers to achieving access to information, desired capabilities and effective use of the SIS by the institution.  
- Approve and prioritize requests for significant SIS-related projects.  
- Monitor the portfolio of activities and investments related to the SIS and maintain alignment with institutional priorities.  
- Review SIS security policy and procedures.  
- Provide regular feedback regarding direction, funding, and strategy for the SIS and its related products to the Executive Sponsors.

Membership:  
Chair – Chief Information Officer.  
Members - The committee members are permanent and based on the position:  
- Director Undergraduate Admissions  
- Registrar  
- Executive Director of Student Financial Assistance Services  
- IT Manager III, Enrollment Management  
- Director of Administrative Services for Business Services Vice President for Enrollment Management  
- Manager of Graduate Services  
- Director of the ITS Project Management Office (ex officio)  
- Director of Application Support for Information Technology Services

Meetings: Once per long semester and as-needed determined by the committee.

**Collaboration & Communication Team**

Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

CCT serves as a means of collaboration and communication among members of the divisions of Academic Affairs, Enrollment Management, Finance and Administration, and Student Affairs in order to effectively collaborate on matters necessary to conduct the business of the institution.
**Dean’s Council**  
Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

Dean’s Council serves primarily as a means of communication between the Provost and Executive Vice President for Academic Affairs and the academic deans to keep them informed on the status of various programs and to discuss academic issues. Membership consists of the academic deans and AVPs. The council gives advice to the Provost and Executive Vice President for Academic Affairs on various academic matters.

**Emergency Management Council**  
Type of Committee: Position-Based  
Oversight By: Vice President for Finance and Administration  
Reports to: Vice President for Finance and Administration

The Emergency Management Council (EMC) assists the Emergency Management Coordinator in an advisory capacity in the development of training plans, in providing input for new initiatives, reviewing after-action reports and by assisting during and after a critical incident. Responsibilities that are more specific are as follows:

- Perform annual review of the university emergency management plan and provide feedback to the Emergency Management Coordinator. Facilitating communication of the emergency response plan through updates to the appropriate website and written materials as needed.
- Each committee representative or alternate will respond when an incident occurs and serve in the Emergency Operations Center or meeting.
- Assist with After-Action Reviews after an emergency, exercise or drill.
- Review annual training and exercise plans and provide input and recommendations.

Membership:
Chair – Director of Risk Management and Compliance.  
Members - The following departments will be represented on the Emergency Management Committee:
- Emergency Management Coordinator
- University Police
- Risk Management and Compliance
- Information Technology
- Employee Services
- Student Affairs
- Marketing and Communication
- Facilities Planning and Construction
- Maintenance Services
- Academic Affairs
- Disability Services
- Additional ad-hoc consultants (i.e. legal, consultants)

The representative from each unit should be a key administrator for the operational area, thereby facilitating timely decisions. Due to the number of operational areas represented, each area is limited to one representative, with one alternate to attend when the regular representative is not available. The members will be appointed by the VPFA upon recommendation by the Committee Chair. Meet quarterly or as needed.
**Executive Leadership Cabinet**

Type of Committee: Position-Based  
Oversight By: President  
Reports To: President

Description:
The Executive Leadership Cabinet serves as a means of communication between the President and the executive team to keep members informed on issues of importance and to discuss matters related to the operation of the University. Membership includes the Provost and Executive Vice President for Academic Affairs, Vice President for Institutional Advancement, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for Enrollment Management, and the Chief of Staff to the president. The Cabinet meets at least once a month to ensure smooth operation and coordination of campus projects and activities among the divisions of the University and the Office of the President.

Membership:  
- Chair – President  
- Provost and Executive Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Institutional Advancement, Vice President for Finance and Administration, Vice President for Enrollment Management, Vice President for Intercollegiate Athletics, and Chief of Staff.

Meetings: Weekly

**Provost’s Council**

Type of Committee: Position-based  
Oversight By: Executive Vice President and Provost, Academic Affairs  
Reports to: Executive Vice President and Provost, Academic Affairs

Provost’s Council serves as a means of collaboration and communication among the Provost and Executive Vice President for Academic Affairs and the academic AVPs in order to effectively conduct the business of the division of academic affairs.

**Title IX Compliance Committee**

Type of Committee: Position-Based  
Oversight By: Vice President for Finance and Administration  
Reports to: President

Description:  
Tarleton State University has charged the Title IX Compliance Committee to enhance communication and coordination within the university regarding Title IX incidents to strengthen compliance with Title IX requirements regarding discrimination, harassment, and related retaliation based on sex. As well as being charged with heightening awareness across the university regarding the types of discrimination and harassment prohibited by Title IX along with how to properly report complaints. This committee is also tasked with the coordination of compliance efforts related to Civil Rights Compliance as noted in System Regulation 08.01.01.
**Title IX Compliance Committee** (continued)

Membership:

- Title IX Coordinator (Chair)
- President’s Chief of Staff, ex officio
- VP for Student Affairs
- Director of Employee Services
- Athletics Compliance Officer
- Violence Prevention Coordinator
- Judicial Affairs Officer
- Director of Institutional Research
- University Police Chief
- Representative from:
  - University Compliance
  - Marketing & Communication
  - Academic Affairs
  - Outreach & Off Campus Programs
  - Campus Survivor Advocacy
  - Title IX Investigator

Meetings: Monthly with additional meetings scheduled if situations arise that require their immediate attention.

**Trademark and Licensing Advisory Committee**

Type of Committee: Position-Based
Oversight By: Vice President for Institutional Advancement
Reports to: AVP for Marketing & Communications

The Trademark and Licensing Committee reviews marks and logos of the University Trademark and registration, helps in the development of guidelines for granting licenses, advises Marketing and Communications on licensing policies and procedures, and assists with the development of external agreements/partnerships. The committee also suggests opportunities for growing the licensing program, provides input to the external licensing company on its representation of the university, reviews annual revenue reports and makes recommendations to the executive cabinet regarding the use of licensing revenue and program performance.
ELECTED MEMBERSHIP

College Review Committees for Promotion and Tenure
Type of Committee: Elected
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

Each undergraduate college selects a College Review Committee for Promotion and Tenure, which evaluates candidates for tenure and/or promotion. Composition, service, and election criteria are articulated in SAP 12.02.99.T0.01, Procedures for Implementing Tenure, Section 1.1, College Review Committee.

Committee on Academic Freedom, Responsibility, and Tenure
Type of Committee: Elected
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: President

The Committee on Academic Freedom, Responsibility, and Tenure reports to the President. It is composed of nine members with three members elected each year in the spring to a three-year term beginning at the outset of the next academic year. This committee fulfills the role of the "hearing committee," as described in paragraph 8.2 of The Texas A&M University System Policy on Academic Freedom, Responsibility, and Tenure.

The CAFRT shall be comprised of tenured teaching faculty members. This designation excludes Department Heads, Deans, and the Provost, or individuals acting in those capacities, who have direct responsibilities in the tenure and promotion process. Membership is comprised of one representative per college and three at-large members. Members serve three year terms arranged on a rotating basis so that one-third of the members (two college representatives and one at-large representative) are replaced each year. The new CAFRT members are elected during the spring semester by the faculty. Faculty members who are full-time employees with the rank of instructor and above are eligible to vote for members of the committee. The Provost’s office publishes the ballot, and the election is held electronically through the Office of Institutional Research and Reporting. No faculty member may serve on both the CAFRT and the University Grievance Committee.

After the college representatives have been selected, at-large members are selected from slate of all remaining tenured teaching faculty with the individuals receiving the most votes elected as the at-large members. In the event of a tie, a second vote of the faculty members with the highest votes will be conducted. In the event of a tie after the second vote, subsequent votes of the faculty members with the highest votes will be conducted until one individual receives the most votes.

If a position on the CAFRT becomes vacant, the next individual in the sequence of votes described above will be appointed to serve.

Near the beginning of each academic year, the Provost and Executive Vice President for Academic Affairs or designee will convene the Committee on Academic Freedom, Responsibility, and Tenure to assist the committee in selecting officers for the year (a chair and vice chair).
**Faculty Senate**
Type of Committee: Elected
Oversight By: Executive Vice President and Provost, Academic Affairs
Reports to: Executive Vice President and Provost, Academic Affairs

The Faculty Senate is composed of full-time teaching personnel of rank of instructor or higher, other than heads of departments, and one professional librarian. Each academic department has one representative on the Faculty Senate. The representatives are elected by their departmental colleagues excluding the head of the department. In the case of a department having only one eligible member, such member is automatically the department representative. Members of the Faculty Senate serve three-year terms and cannot succeed themselves. The Faculty Senate elects its officers (president, president-elect, secretary/treasurer, parliamentarian, and past president) from among its membership. The election of Faculty Senate members and officers is held in May, and they take office the following September.

The Faculty Senate is the principal means of liaison between the faculty and the administration and is concerned with all matters pertaining to the faculty in general. It reports to the Provost and Executive Vice President for Academic Affairs, the Academic Council, and the President. The President of the Senate serves as the Faculty Senate representative to the Academic Council.

Any faculty member who desires to bring a matter before the Faculty Senate for consideration and action may do so through the departmental representative. If the departmental representative does not agree to bring the issue to the Faculty Senate, the faculty member will be permitted to do so himself/herself at any regular meeting of the Senate. Such faculty member will be permitted to participate in the discussion of the matter but will not be permitted to vote. Regular meetings of the Faculty Senate are held monthly. The President of the Senate may call a meeting at any time he/she deems it advisable, provided at least one day's notice is given. The Senate President shall call a meeting of the Faculty Senate if he/she receives a petition to do so that is signed by at least ten faculty members.

**Staff Council**
Type of Committee: Elected
Oversight By: Vice President for Finance and Administration
Reports to: President

Description:
The Staff Council represents the staff of the University in all matters of general interest to staff. The Council is the principal means of communication between the staff and the administration. It is empowered to act for and on behalf of staff and expresses opinions of staff on matters laid before the Council. The Council reports independently to the President or through a vice president, designated by the President, who serves in an advisory capacity to the Council. The Council will prepare an annual report for the VPFA describing the actions taken and concerns discussed during the year.

Membership:
Chair and Chair-Elect – Elected by Staff Council Members
Members - Elected members of the Staff Council are full-time staff employees below the level of vice president. Each occupational category elects to the Council one representative for every 20 employees. These delegates serve three-year terms.

Meetings: Monthly