November 8, 2012
Stevens Institute of Technology
Faculty Senate

Note: Light blue highlight identifies changes based on the Nov 7 Special Meeting of the Faculty. Yellow highlight refers to edits based on comments at Oct 3 faculty meeting. Points raised and suggested changes, if any, highlighted below and in the text for convenience. Text deleted since the Oct 3 faculty meeting is not captured.

General Changes/Edits/Suggestions

1. **Comment:** How integrate Faculty BOT Committee representatives on the Faculty Committees?
   **Proposed Solution:** Add these links in the respective committees as non-voting members.
   **To do:** done

2. **Comment:** Guarantee that at least one representative from each school of ICC.
   **Proposed Solution:** change
   **To do:** done

3. **Comment:** What are the procedures that are necessary to follow for approving these changes (i.e. two faculty meetings for changes to the Faculty Handbook)
   **Proposed Solution:** fix this.
   **To do:** Done

4. **Question:** Why does APAR need to get involved in resource evaluation in curricular matters?
   **Proposed Solution:** first determine origin of this--is it in the original existing FH description or did we make it up? (in existing FH description)
   **To do:** deleted this sentence; done

5. **Can we add Dean of Graduate Life involvement to AOA Committee per the email from Barbara Gossett?**
   **Proposed Solution:** yes
   **To do:** done

6. **Update the charge of the Academic Appeals Committee to reflect changes in student disciplinary process posted at stevens.edu/provost/policies/student_affairs.html**
   **Proposed Solution:** edited accordingly (remove ‘Dean of Student Life’)
   **To do:** done

7. **Instead of both FS appointees to APAR having to be tenured, change to one can be non-tenure stream faculty at rank equivalent to Professor. (One non-tenure stream is also voted in).**
   **Proposed solution:** add changes to document
   **To do:** done

8. **minor editing and formatting changes to the APAR description.**
   **Proposed solution:** make changes, highlight in working document
   **To do:** done
Institute Curriculum Committee-related

9. Comment: What is the relationship between the Academic Council and the Institute Curriculum Committee?
Proposed Solution: Academic Council members appoint members of the UCC through the school committees.
To do: done (no change)

10. Comment: Clarify the roles of the Schools vs the Administrative committees vs the Academic Council and CAO/Provost regarding who approves vs advises; Better describe what each Faculty Committee does…
Proposed Solution: Clarified in the updated Proposal.
To do: done

11. Question: Clarify the role of the Institute Curriculum Committee in “approving” courses and curricula vs. the language of the proposal in which the action of the committee related to undergraduate curricula is to “make recommendation” to the Chief Academic Officer.
Proposed Solution: clarify language.
To do: done

12. Question: Clarify curriculum approval needed for required undergraduate courses taught in support of programs outside of the school and necessary for accreditation (example: CAL courses taught for engineering undergrads)
Proposed Solution: considered several different solutions here; however, it was determined that it is already existing policy that such changes must be approved by the school curriculum committees of both the ‘developer’ and the ‘customer’ units. Thus with this clarification it was determined that no change was necessary in the charge of the USC.
To do: done (no change)

13. Question: add concept of responsibility of the individual School curriculum committees in the charge of the Undergraduate Studies Committee
Proposed Solution: reword as appropriate
To do: done

14. Question: What is the role of the ICC with respect to the Academic Council?
Proposed Solution: The Academic Council serves an administrative function whereas the ICC is a Faculty function, has members directly elected by the Faculty, and reports to the Faculty Senate. Academic Council members appoint members of their individual school curriculum committees who then serve on the Undergraduate Studies Committee.
To do: done; no change to text (see also Comment 9 above)
15. Question: consider renaming the Institute Curriculum Committee (options include: Academic Programs, Academic Content, etc)
Proposed Solution: after consideration, the existing name was considered to best capture the charge of the committee
To do: N/A (done)
PROPOSED NEW COMMITTEE STRUCTURE

The objectives of this proposal to change the faculty committee structure are:

- Better align the committee structure with the Stevens organizational structure and clarify relationships between the administration and the faculty
- Align the committee structure with major strategic initiatives of the Institute so that work can be achieved through the faculty committee structure rather than through temporary task forces.
- Streamline and reduce redundancies in the current committee structure, eliminate committees whose charges have become outdated, and re-energize the faculty committee system to optimize the efficiency and effectiveness while maximizing their impact on the workings of the Institute

Overview of proposed changes:

- The proposed new structure reduces the total number of committees from 13 to 8.
- The following committees are unchanged and thus, not considered in this document: Faculty Senate, Faculty P&T committee and its associated Review Panel Committee.
- A number of the committees combine the functions of existing committees as shown in the table below.

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<tr>
<th>NEW COMMITTEE</th>
<th>PREVIOUS COMMITTEE(S)</th>
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<td>1. Faculty Senate</td>
<td>4.3.5 Faculty Council</td>
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<tr>
<td>2. APAR</td>
<td>4.3.1 APAR Facilities Committee (appointed by the president)</td>
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<td></td>
<td>4.3.10 Library Committee</td>
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<tr>
<td>3. Research and Entrepreneurship</td>
<td>4.3.2 Academic Research Committee</td>
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<td>4. Academic Appeals Committee</td>
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<td>5. Committee on Committees</td>
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<td>6. Faculty P &amp; T committee</td>
<td>4.3.6 Faculty Promotions &amp; Tenure Committee</td>
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<tr>
<td>7. Institute Curriculum Committee</td>
<td>4.3.8 Graduate Curriculums Committee</td>
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<td>4.3.12 Undergraduate Curriculums</td>
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<tr>
<td>8. Academic Operations and Affairs</td>
<td>4.3.9 Graduate Student Affairs Committee</td>
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<td>Committee</td>
<td>4.3.11 Undergraduate Academic Standards Committee</td>
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<td>4.3.13 Undergraduate Promotions Committee</td>
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<td>4.3.14 Undergraduate Student Affairs Committee</td>
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1. FACULTY SENATE (UNCHANGED)

2. ACADEMIC PLANNING AND RESOURCES COMMITTEE (NEW)

Charge: This committee provides advice to the Institute and represents the Faculty on all issues related to the financial, human and physical resources of the Institute. APAR will be empowered to form subcommittees as required to accomplish its tasks.

Financial and Human Resources. APAR will play a key consultative and participatory role in the planning and budgetary processes of the Institute and monitor and report on planning and financial matters to the faculty. It will be consulted at an early stage in these processes so that it can provide faculty input before final decisions are made.

Physical Resources. APAR will monitor and report on the condition and allocation of physical space such as classrooms and laboratories. It will also oversee the activities of its Library Sub-Committee.

Library. APAR shall work with the Librarian and with faculty and students to ensure that the library is capable of meeting the present and future educational and scholarly requirements of students and faculty.

Membership: The committee will consist of tenured Faculty members and non-tenure stream faculty at the rank equivalent to Professor. Four tenured faculty and one non-tenure stream faculty will be elected. The Faculty Senate will appoint the other two members, one of whom must be tenured. There will be at least one faculty member from each school, but no more than three from any given school. Terms will be for three years and staggered. Faculty elected to the Finance, Investment, and Facilities Board of Trustees Committees will be invited to attend without vote. The committee will elect its chair.

3. RESEARCH AND ENTREPRENEURSHIP COMMITTEE (NEW)

Charge: The Research and Entrepreneurship Committee acts as an advisory body to both the administration and faculty on all matters pertaining to research and entrepreneurial activities of the Institute. The Research and Entrepreneurship Committee will monitor policies that impact faculty research such as grant support, research overhead distribution, laboratory infrastructure, and IT support. Members of the committee will participate in decisions related to the selection of competing Stevens grant proposals when the number of such proposals is limited by the funding agency. In addition, the Research and Entrepreneurship Committee will select three members of the Stevens faculty to serve on the Institute-wide Patent Committee as identified in Section 4.5.1 of the Faculty Handbook, at least two of whom must have been elected to the Research and Entrepreneurship Committee. This Patent Committee shall carry out its duties assigned as specified in the patent policy of the Institute.

Membership: The voting membership will consist of tenure and non-tenure stream faculty. The Vice Provost for Research and the Vice Provost for Innovation and Entrepreneurship (or equivalent positions) will serve as ex-officio members without vote. Others may be invited by the committee to attend without vote. Four members of the tenure-stream faculty and one full-time non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected for a two-year term. Faculty elected to the Research &
Technology Commercialization Board of Trustees Committee will be invited to attend without vote. The Committee will elect its chairperson from the five elected members.

4. ACADEMIC APPEALS COMMITTEE (UPDATED)

Charge: This Committee will hear appeals by students on any action taken by the offices of the Chief Academic Officer, the Dean of the Graduate School, the Honor Board, or any other undergraduate or graduate juridical group relating to academic matters with the exception of the Academic Appeals Committee. It will not deal with non-academic matters.

It may affirm or reverse an academic action, modify a decision, or return the matter to the body having original jurisdiction with an explanation of its reasons for doing so. The Committee shall be responsible for its own standards and procedures, subject to faculty rules, but continuity is to be encouraged. The committee will file its detailed actions with the Chief Academic Officer.

The Chief Academic Officer has the authority to affirm, reverse or modify an action of the Committee and shall inform the Committee of all actions resulting from appeals of its actions.

Membership: The voting membership will consist of tenure and non-tenure stream faculty. Four tenure stream faculty members and one full-time non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected by the faculty. Two tenure stream faculty will be appointed by the Chief Academic Officer. Terms will be for two years. The committee will elect its chair.

5. COMMITTEE ON COMMITTEES (UPDATED)

Charge: This Committee will solicit and propose nominees from the faculty for the standing committees of the Faculty and for faculty representatives on the Board of Trustees (BoT) and on BoT committees. It will conduct the elections, and shall from time to time review election procedures. At the request of the Faculty Senate, the Committee on Committees will identify and recruit members of the Faculty to serve on various committees and appointments.

By the last faculty meeting of each academic year, the Committee shall compile a list of members, including the chairperson of each committee and distribute the list to the Faculty. The Committee will also collect, compile, and distribute annual reports from each faculty committee.

Membership: The voting membership will consist of tenure and non-tenure stream faculty. Four tenure stream faculty members and one full-time non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected by the Faculty for a two-year term. The committee will elect its chairperson from its members.

6. FACULTY PROMOTIONS & TENURE COMMITTEE (UNCHANGED)
INSTITUTE CURRICULUM COMMITTEE (NEW)

Charge: The Institute Curriculum Committee will serve as the Faculty liaison with the Administration on any issues that impact the promotion, delivery, or assessment of the Curriculum, including efforts to enhance the pedagogy of teaching at Stevens. In particular, the Chief Academic Officer will bring to Institute Curriculum Committee for discussion and advice all significant matters coming to his/her attention that cut across the different Schools and impact the Institute Curricula. The Committee may be called upon by the Administration or the Faculty Senate to participate in proactive strategic-level planning with regards to the Stevens Curriculum. The Committee may, when appropriate, also work with the Administration to oversee extra-curricular elements that directly impact student learning, such as experiential learning and career development. The Committee will work with the Administration to address issues at the interfaces of the different schools and at the interface between undergraduate and graduate studies. In addition, the Institute Curriculum Committee will oversee the efforts of the Undergraduate Studies and Graduate Curriculum Committees as described below.

Membership: The voting membership will consist of seven full-time faculty members. Three tenured faculty members will be elected. The remaining four faculty members (who may be tenure or non-tenure stream) will be appointed by the Faculty Senate from the membership of the Undergraduate Studies Committee and the Graduate Curriculum Committee, respectively, in a manner which balances representation with respect to undergraduate or graduate focus and ensures that there will be at least one faculty member from each school. Terms will be for two years; appointed faculty may serve multiple terms. The committee will elect its chair. The Chief Academic Officer (or his/her designee) will be invited to attend without vote. Others may be invited by the committee to attend without vote. The Committee will elect its chair from those members who are tenure stream faculty but not members of the administration.

Undergraduate Studies Committee

Charge: In recognition of the fact that at the undergraduate level many curricular decisions are the responsibility of the individual school Curriculum committees, the primary function of this sub-committee is to systematically foster communication and cooperation among the different academic units of the Institute. All significant curricular changes originating at the school curriculum committee level must be brought before the Undergraduate Studies Committee before implementation. The Undergraduate Studies Committee will then review these changes and provide written feedback to the school curricular committee, the Institute Curriculum Committee, and the Chief Academic Officer. To close the loop, the school committee will reply to this feedback in writing prior to implementation. The goal of this process is to encourage refinement of these academic proposals prior to their implementation while facilitating communication of such changes to the entire Faculty. Members of Undergraduate Studies Committee will brief their respective School curriculum committees on its proceedings.

Membership: The Dean of each School will appoint two (2) members of their respective School (Undergraduate) Curriculum committees to the Undergraduate Curriculum Committee, at least one of whom must be a tenure-stream faculty. A ninth member will be appointed by the Faculty Senate from the tenure-stream faculty. These nine members comprise the voting membership of the committee. The non-voting membership will consist of the Chief Academic Officer (or his/her designee) and two undergraduate students appointed or elected in a manner determined by the
students. Others may be invited by the committee to attend without vote. The Committee will elect its chair from those members who are tenure stream faculty but not members of the administration.

**Graduate Curriculum Committee**

*Charge:* This sub-committee will be concerned with maintaining the strength of graduate education at Stevens. The sub-committee will review academic standards, graduate curriculum, financial aid and the academic status of graduate students. The sub-committee will approve specific courses and programs, formulate policy and the details of its implementation subject to existing faculty rules, and recommend policies governing the awarding of financial aid to graduate students. The sub-committee will assist the Dean of the Graduate School in the award of financial aid.

*Membership:* One full-time faculty member will be appointed by the Department Director (or equivalent) from each department (or equivalent) that offers graduate degree or program, and will serve for a period of time determined by the Department Director (or equivalent). These appointees comprise the voting membership and may consist of tenure and non-tenure stream faculty. The non-voting membership will consist of The Dean of the Graduate School, the Registrar, and two graduate students appointed or elected in a manner determined by the students. Others may be invited by the committee to attend without vote. The Committee will elect its chair from those members who are tenure stream faculty but not members of the administration.

**8. ACADEMIC OPERATIONS AND AFFAIRS COMMITTEE (NEW)**

*Charge:* This Committee will interface with the Administration regarding policies relating student academic affairs and appropriate implementation strategies for these policies. Such policies shall include, but are not limited to, those relating to student satisfaction, student success, retention, and academic advising at both the undergraduate and graduate level. The Committee will consult with the Administration, and propose to the faculty, standards of scholarship, education, grading, tests, examinations, attendance, admissions, and the award of advanced standing and transfer credit. The Committee shall also establish general guidelines for the maintenance of discipline on campus and will concern itself with the Honor System insofar as it affects academic standards. Lastly, the committee shall serve as a liaison between the Faculty and students through the appropriate undergraduate and graduate student organizations, and make recommendations for the improvement of student community life at Stevens to any appropriate body.

*Membership:* The voting membership will consist of tenure and non-tenure stream faculty. Four tenure stream faculty and one full-time non-tenure stream faculty member at a rank equivalent to Assistant Professor or above with at least three years of service at Stevens will be elected by the Faculty. In addition, the Chief Academic Officer and the Faculty Senate will each appoint one additional member from the tenure or non-tenure stream subject to the above constraints. Terms will be for two years. Additional members of the committee will include The Dean of the Graduate School, the Dean of Undergraduate Academics, the Dean of Student Life, and the Dean of Graduate Student Affairs (or their equivalent positions). Two undergraduate and two graduate students will also be members of the committee but have a vote only on matters related to student affairs. The students will be appointed or elected in a manner determined by the students. Others may be invited by the committee to attend without vote. Faculty elected to the Student Enrollment and Success and the Alumni Affairs Board of Trustees Committees will be invited to attend without vote when warranted. The Committee will elect its chair from those members who are tenure stream faculty but not members of the administration.