



**UNC CHARLOTTE**

The University of North Carolina at Charlotte  
9201 University City Boulevard  
Charlotte, NC 28223

**STANDING RULES OF THE FACULTY COUNCIL**

**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**September 1979**

Amended by Faculty Council on November 20, 1980  
on March 4, 1982  
on November 18, 1982  
on January 26, 1984  
on April 26, 1984  
on February 7, 1985  
on March 4, 1985  
on May 2, 1985  
on April 3, 1986  
on May 1, 1986  
on February 19, 1987  
on March 3, 1988  
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on April 15, 1993  
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on March 28, 1996  
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on February 19, 1998  
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on April 2003  
on September 2003  
on September 23, 2004  
on March 30, 2006

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

**ARTICLE I  
DEFINITIONS AND SOURCES OF AUTHORITY**

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

**ARTICLE II  
PURPOSE OF THESE STANDING RULES**

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

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

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

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

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

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

Section 3: Meetings of the Faculty Executive Committee

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

**ARTICLE IV  
MEETINGS OF THE FACULTY COUNCIL**

The Constitution of the Faculty (Article VII, Section 3) specifies that the Faculty Council shall have at least three regularly scheduled meetings per year. As a standing procedure, regular meetings will be held at least three times each semester on a schedule to be determined at the beginning of the academic year by the Executive Committee.

The agenda for each meeting, regular or special, will be distributed by the President at least one week prior to the meeting. When the Faculty Council takes actions on a recommendation from a Standing or Special Committee, the Secretary of the Faculty will report this action to the originating committee in a timely manner.

## **ARTICLE V COMMITTEES**

Section 1: Committees of the Faculty are of two types:

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

- e. The Faculty Academic Policies and Standards Committee, the Faculty Advisory Summer Sessions Committee will include one full-time graduate member selected by the Graduate Student Association;
- f. The Faculty Research Grants Committee will consist of two members elected by each College except the College of Arts and Sciences which will elect six members.
- g. The term of membership for members and the chairpersons of standing committees shall be two years beginning with the conclusion of the April Faculty Council meeting. To insure continuity, terms of Faculty elected by the colleges shall be staggered so that one half of these members are elected each year.
- h. Nominations for an election of chairperson shall be as provided in Article VI of the Faculty Constitution for at-large members of the standing committees of the faculty. The Nominations Committee shall give preference to candidates that have previously served on the relevant committee.

Section 2: Committee Actions between Academic Years

- A. It shall be general policy that faculty committees function only during the academic year (beginning with Convocation and ending with Commencement.)
- B. When as determined by the President of the Faculty or in his/her absence the Chancellor, committee action is required between Commencement and Convocation, the following procedures shall apply:
  - 1. If a majority of committee members on nine month appointments is available, the committee shall function as during the year.
  - 2. If a majority of committee members on a nine month contract is not available:
    - a. For cases in which committee action is not mandated by law, the Code of the University of North Carolina, or the policies of UNC Charlotte, the Chancellor or delegated faculty executive officer shall make the decision after consultation with those committee members who are available.
    - b. For cases in which committee action is required by law, the Code of the University of North Carolina, or the policies of UNC Charlotte, the Faculty

President or his/her designee shall appoint replacements for absent members, and an attempt shall be made to maintain the department/college balance of the original committee.

- c. Summer committee work shall be on a voluntary basis with no sanctions against those refusing to serve.

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

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

A. Faculty Academic Planning and Budget Committee (FAPBC)

1. The Academic Planning and Budget Committee, provides advice to the Provost in the following areas:
  - a. Design of the academic Planning process to be used in the revision of the Campus Academic Plan and the related college and departmental plans.
  - b. Review and comment upon proposed revisions of campus, college, and departmental academic plans.
  - c. Annual allocation of faculty positions in terms of their relationship to the academic plan of the campus and its constituent units.
  - d. Development of budgetary strategies and options in light of projected increases in or reductions to the Academic Affairs budget, including the annual budgetary reversion.
  - e. Review and feedback to the Provost with respect to budgetary decisions concerning the continuing budget and reversion management.
2. Establish and approve final versions of the campus academic plan.
3. Submit the approved campus plan to the Faculty Executive Committee and the Faculty Council for approval.
4. The membership of the committee is comprised of the following:
  - a. President of the Faculty and the President-elect of the Faculty

- b. Two at large members of the Faculty Executive Committee (elected by the Faculty Executive Committee for two-year non-overlapping terms)
  - c. The past President of the Faculty
  - d. Senior member of the faculty to be appointed by the current faculty president and Provost and Vice Chancellor of Academic Affairs
5. The Chairperson will be the Past President of the Faculty
  6. Term of membership with the exception of the President of the Faculty who would normally serve for three years (i.e., one year as President-elect, one year as President, and one year as past President of the Faculty), each member serves a two-year term.
  7. The Chairperson of the committee shall submit an annual report to the Faculty Council prior to the end of the academic year.

B. Undergraduate Course and Curriculum Committee (UCCC)

1. The function of the UCCC shall be to review and make recommendations on curriculum and course proposals.
  - a. Unless otherwise directed by the Faculty Council, the UCCC may not receive any curriculum proposal for consideration until it has been approved by the college, or administrative unit not within a college, which would be responsible for administering the program.
  - b. Each college, or administrative unit not within a college, shall determine the internal processes (such as departmental approval, etc.) which shall be necessary for curriculum approval within that unit. However, student participation at the college and departmental levels is strongly recommended.
  - c. Upon approval by the college, or administrative unit not within a college, the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.), who shall forward the proposal to the UCCC for review and recommendation.
  - d. Throughout the entire consideration process from the smallest base unit (such as a department) through the Faculty Council, it is presumed that the principle of recommendation and referral shall be applied, that appropriate consultation

with affected units throughout the University shall occur, and that any pertinent written communication (e.g., objection, minority reports, etc.) shall become part of the proposal. Lack of appropriate consultation with affected units will result in the return of the proposal to the originating unit.

2. In reviewing the proposal, it is incumbent upon the UCCC to insure:
  - a. that appropriate units of the University have been given an opportunity to comment on the substance of the proposal and that pertinent written communications have become part of the proposal, and
  - b. that the quality and content of the proposals are consistent with the current Academic Plan.
3. Proposals submitted to UCCC will be reviewed as follows:
  - a. When the proposal involves major changes (50% or more) in requirements of a program of study or initiation or deletion of an academic program, it will be placed on the agenda of the next UCCC meeting. If approved, the proposal will be placed on a consent calendar and distributed to members of the Faculty Council.
  - b. When a proposal involves establishing a new undergraduate course, changing an existing course, or a minor revision of a program (less than 50%), then the chair of the UCCC either approves the proposal or refers the proposal back to the originating unit. If approved, the chair of UCCC forwards the proposal to Academic Affairs. Academic Affairs sends an approval letter to all appropriate parties (originating unit, deans, Registrar's Office, etc.).
4. Faculty Council shall conduct its review as follows:
  - a. When the proposal involves major changes (50% or more) in requirements of a program of study or initiation or deletion of an academic program, the Faculty Council shall announce approval, disapproval, or referral of the proposal and if appropriate, the effective date for implementation or subsequent action.
  - b. For proposals appearing on the consent calendar, there shall be a two week period during which any council member may register an objection with the Faculty President, causing that proposal to be considered at

FEC and Faculty Council meetings. If no objection is raised, the Faculty Council approval is registered after two weeks.

C. Faculty Academic Policy and Standards Committee (FAPSC)

1. The function of the FAPSC shall be to review and make recommendations on all proposals concerning admissions, academic standing, degree requirements, grading systems, honors programs, and all other matters of academic policy and standards.
  - a. Ideas for new policy and standards and modifications of existing policy and standards may originate anywhere in the university community.
  - b. First consideration of any formal proposal dealing with a new or modified academic policy or standard must be by the appropriate academic unit.
  - c. Each college or administrative unit not within a college shall determine the internal processes (such as departmental approval, etc.) which shall be necessary for approval of proposals dealing with a new or modified academic policy or standard, However, student participation at the college and departmental levels is strongly recommended.
  - d. Upon approval by the college or administrative unit not within a college the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.) who shall forward the proposal to the FAPSC for review and recommendation.
2. On occasion the FAPSC may be charged by the Faculty Council or the FEC to formulate a recommendation on a matter not having arisen from a base-level and other units concerned.

D. Faculty Employment Status Committee (FESC)

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

- E. Faculty Research Grants Committee (FRGC)
1. The function of the Faculty Research Grants Committee shall be to set guidelines, subject to Faculty Council approval, to be followed in recommending Faculty Research Grant proposals for funding, and to review and make recommendations on the proposals submitted to it. The FRGC shall among its members determine the process and/or method for evaluating grant proposals submitted.
  2. The Director of the Office of Proposal Development shall be an ex-officio, non-voting member of the Faculty Research Grants Committee.
- F. Curriculum and/or Instructional Development and Academic Program Improvement Grants Committee (CID/API):
1. The function of the Curriculum and/or Instructional Development and Academic Program Improvement Grants Committee shall be to set guidelines, subject to the approval of the Faculty Council to be followed in the recommendation for the funding of proposals submitted to it. The CID/API Grants Committee shall among its members determine the process and/or method for evaluation grant proposals submitted.
  2. The Director of the Faculty Center for Teaching and e-Learning shall be an ex-officio, non-voting member of the CID/API Grants Committee.
- G. Faculty Advisory Summer Sessions Committee
1. The function of the Faculty Advisory Summer Sessions Committee shall be to consult with, and make recommendations to, the University administration on summer sessions policies.
  2. The Director of Extension and Summer Programs is an ex-officio, non-voting member of the Faculty Advisory Summer Sessions Committee.
- H. University Honors Council
1. The University Honors council shall function as a standing committee of the general Faculty, but shall report to the Dean of the College of Arts and Sciences. Decisions on admission and certification of honor students need not be reviewed by the FEC or the Faculty Council; this reporting procedure is required for policy proposals only. Proposal from the Honors Council must in all cases be forwarded

by the Dean of Arts and Sciences to the Faculty Executive Committee, but may indicate either endorsement or opposition.

2. Faculty representatives on the University Honors Council shall be elected from departments offering honors programs, as specified in the “Report on the Honors Program” approved by the faculty on April 17, 1975.
  3. The membership of the University Honors Council shall include one undergraduate student member with at least 6 hours of Honors course work, to be selected by the Student Government Association in consultation with the Director of Honors and Scholars.
  4. The term of membership for Faculty representatives shall be two years. One half of the members are to be elected each year.
- I. Competitive Grants Committee
1. The function of the Competitive Grants Committee shall be to establish policies and procedures for the review of proposals for funding from off-campus sources where the granting agency limits the number of proposals to be considered from a single campus.
  2. In the case of those proposals which are to be evaluated by sub-committees, the sub-committees will be made up of elected representatives from departments which are eligible to submit proposals in each program for funding.
  3. The Office of Academic Affairs will determine when a local competition is necessary and will notify the chairperson of the Committee of a forthcoming competition. The Chairperson will preside at subcommittee meetings as a non-voting member. Recommendations will be forwarded to the Office of Academic Affairs and a report of the committee and sub-committee actions will be sent to the Faculty Council.
  4. The Director of the Office of Proposal Development shall be an ex-officio, non-voting member of the Competitive Grants Committee.
- J. Graduate Council
1. The function of the Graduate Council shall be to initiate, develop, review and make recommendations concerning graduate education and Graduate School

Policy. In addition, the Council will serve in an advisory capacity to the Dean of the Graduate School.

- a. Unless otherwise directed by the Faculty Council, the Graduate Council may not receive any curriculum proposal for consideration until it has been approved by the college, or administrative unit not within a college, which would be responsible for administering the program.
  - b. Each college, or administrative unit not within a college, shall determine the internal processes (such as departmental approval, etc.) which shall be necessary for curriculum approval within that unit. However, student participation at the college and departmental levels is strongly recommended.
  - c. Upon approval by the college, or administrative unit not within a college, the proposal shall proceed to the administrative executive officer of that unit (e.g., Dean, Director, etc.), who shall forward the proposal to the Graduate Council for review and recommendation.
  - d. Throughout the entire consideration process from the smallest base unit (such as a department) through the Faculty Council, it is presumed that the principle of recommendation and referral shall be applied, that appropriate consultation with affected units throughout the University shall occur, and that any pertinent written communication (e.g., objection, minority reports, etc.) shall become part of the proposal. Lack of appropriate consultation with affected units will result in the return of the proposal to the originating unit.
2. In reviewing the proposal, it is incumbent upon the Graduate Council to insure that appropriate units of the University have been given an opportunity to comment on the substance of the proposal. Again any pertinent written communication shall become part of the proposal.
  3. Proposal submitted to Graduate Council will be reviewed as follows:
    - a. When the proposal involves changes in requirements of a program of study or initiation or deletion of an academic program, it is expected that within four weeks of receipt of the proposal the Graduate Council will submit its recommendation to the Faculty Executive Committee who shall place the

proposal on the agenda of the next meeting of the Faculty Council, with or without endorsement or comment.

- b. When the proposal involves addition, revision, or deletion of an individual course, then the recommendation of the Graduate Council will be placed on a consent calendar distributed to members of the Faculty Council.
4. The exceptions to the procedures cited above are those matters requiring action by the Graduate Faculty as called for in the Bylaws of the Graduate Faculty. In those cases the recommendation of the Graduate Council to the FEC will be delayed pending action of the Graduate Faculty.
5. Faculty Council shall conduct its review as follows:
  - a. When the proposal involves changes in requirements of a program of study or initiation or deletion of an academic program, the Faculty council shall announce approval, disapproval, or referral of the proposal and if appropriate, the effective date for implementation or subsequent action.
  - b. For individual course proposals appearing on the consent calendar, there shall be a two week period during which any council member may register an objection with the Faculty President, causing that course to be considered at FEC and Faculty Council meetings. If no objection is raised, the Faculty Council approval is registered after two weeks.
6. Membership of the Graduate Council will be composed as provided in the Bylaws of the Graduate Faculty, except that the Chair will be elected by the graduate faculty from its membership.

K. Faculty Committee on General Education

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

- b. Verification of General Education Courses. The Committee is charged with verifying that Liberal Studies (LBST) courses offered as General Education courses meet the guidelines for such courses and are then processed to the Undergraduate Course and Curriculum Committee.
  - c. Revision of the General Education Program. Should there be deemed a need for revision in the General Education Program, this committee is charged with determining how that revision should be developed and charged with the development of the necessary documents to go into the faculty governance process to consider said changes.
3. In addition to the faculty members elected to the Faculty Committee on General Education, the following are ex officio, non-voting members: Senior Associate Provost, Associate Dean of General Education, Director of Freshman Mathematics, and Director of Freshman Writing.

Section 4: Grievance and Hearing Committees

A. University Mediation Coordinator

1. The University Mediation Coordinator is appointed by the Faculty President in accordance with the following procedure:
  - a. The Faculty President issues a call for nominations for UMC with a closing date that allows time for the following steps to be completed before the end of the spring semester.
  - b. The list of nominations is presented to the Faculty Executive Committee which then selects those nominees it wishes to interview.
  - c. FEC conducts brief interviews with the candidates selected, discussing such matters as the candidates' interest and experience relating to the position of UMC.
  - d. FEC makes its recommendation to the Faculty President. This may be a priority ranking or another form of recommendation.
  - e. The Faculty President appoints the UMC who takes office at the conclusion of the final Faculty Council meeting of the academic year. The UMC term of office is specified in the Procedures for Resolving Faculty Grievances Arising from Section 607(3) of The Code of The University of North Carolina.

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

B. Grievance Committee

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

C. Hearing Committee

1. The Hearing Committee shall consist of sixteen members. The Committee members shall be Permanently Tenured Faculty Members who are elected by the Faculty. No department chair or senior administrative officer shall serve on the Committee. The Committee shall elect its chair each year.
2. Committee members shall serve four-year terms and may serve no more than two consecutive terms. The term of office shall begin and end on the first Day of the academic year. Committee members may be recalled by a two-thirds vote of the Faculty present at a general Faculty meeting.

3. A Hearing Committee shall be constituted and shall operate in accordance with the procedures specified in Sections 7, 8, and 9 of the Tenure, Policies, Regulations, and Procedures of the University of North Carolina at Charlotte.
4. Nomination and election to the Hearing Committee shall be as provided in Article VI of the Faculty Constitution.
5. Reporting by the Hearing Committee to the Faculty will be of a summary nature only, focused on general policy recommendations and problems encountered in the functioning of the Committee.

Section 5: Standing Committees Concerned with Matters not Totally Within Faculty Jurisdiction.

A. Faculty Advisory Library Committee (FALC)

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

B. Honorary Degree Advisory Committee

1. The Board of Trustees has the legal and moral right to grant honorary degrees in the name of the University. The Faculty assumes no responsibility for the awarding of honorary degrees. The Faculty is willing, however, to advise the Board of Trustees on this matter through the activity of the Honorary Degree Advisory Committee. The Committee is charged to work with the Trustees and the Chancellor to suggest individuals for honorary degrees.
2. The Honorary Degree Advisory Committee shall be composed of five faculty members, each to be elected for a two-year term, with two or three members elected each year. The chairman shall be elected by the committee from among those serving their second year.
3. At least one faculty member to serve as an alternate voting member will be nominated by the FEC and elected by the Faculty Council. Additional nominations may be made by any member of the Faculty Council at the time of election. An alternate who fills a vacancy on the committee shall serve until the next regularly scheduled election of committee members.
4. Nomination and election to the Honorary Degree Advisory Committee shall be as provided in Article VI of the Faculty Constitution.
5. The Committee shall keep all of its deliberations confidential at all times and shall report only to the Board of Trustees and the Chancellor.

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

1. The function of the Faculty Information and Technology Services Advisory Committee shall be to advise and consult with the ITS staff, students, faculty, and the University administration about matters pertaining to the operation of Information and Technology Services.
2. The membership of FITSAC shall consist of:
  - a. One faculty member elected by each college except the College of Arts and Sciences will elect three representatives.
  - b. Three students to be selected by the student government as follows:
    - 1) One graduate student
    - 2) One commuter undergraduate student

- 3) One resident undergraduate student
    - c. The Associate Provost for Information and Technology Services serving in an ex-officio capacity with non-voting privileges.
  - 3. Although membership of the FITSAC shall include both Faculty and Students, the committee shall be accountable primarily and fully to the Faculty Council.
  - 4. The term of membership for members of the FITSAC shall be two years for Faculty and one year for students with a maximum of two consecutive terms. To insure continuity, terms of Faculty members shall be staggered so that one-half of the Faculty members are elected each year.
  - 5. The Chair of the FITSAC shall be elected each spring by the faculty at large for a two-year term.
- D. O. Max Gardner Award Committee
- 1. The O. Max Gardner Award Committee selects a UNC Charlotte faculty nominee for this prestigious university system wide award each year. In order to complete this charge, the committee shall:
    - a. Elicit nominations from each college faculty and its Dean
    - b. Collect required letters of support for inclusion in the nominee's dossier
    - c. Assist the nominee in the preparation of the dossier
    - d. Prepare the faculty letter of support for inclusion in the dossier
    - e. Notify the Faculty Executive Committee and Faculty Council of their recommendation
    - f. Forward all materials to the Chancellor for final recommendation
  - 2. Membership – The membership of the committee is comprised of three senior faculty members plus the president-elect of the faculty.
  - 3. Chairperson – The president-elect of the faculty shall serve as Chairperson
  - 4. Reporting – The committee's nominee with supporting materials must be forwarded to the Chancellor in a timely manner in order to complete the application process. A report to the Faculty Council will be made during the January meeting each year.
- E. Other Committees – Faculty representatives on the following committees must periodically, but at least once each year, report to the Faculty Council:
- 1. Academic Calendar Committee

2. Space Advisory Committee
3. Traffic, Parking, and Mass Transit Committee
4. Admissions Advisory Committee
6. Student Financial Aid Committee

F. Special and Ad Hoc Committees

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

Section 6: Reports from Ad Hoc and Standing Committees of the Faculty shall include, when appropriate, at least the following sections:

- Name of the committee
- Committee members with designation of chairperson
- The specific charge as received with an indication of the initiator
- The method of operation which was employed in gathering information upon which the report and recommendations were based
- A narrative including critical dates and related recommendations and rationale.

## **ARTICLE VI FACULTY ASSEMBLY DELEGATES**

Section 1: Authority. UNC Charlotte is allocated five delegates to the Faculty Assembly of the University of North Carolina.

Section 2: Election. Four Faculty Assembly delegates shall be elected by the entire faculty for terms of three years staggered so that at least one delegate is elected each year. They shall be elected in the spring, and begin their terms of office at convocation

following election. The fifth delegate shall be the President-Elect of the Faculty, or his or her designee.

Section 3: Alternate. There shall be two alternate delegates to the Faculty Assembly. These people shall automatically be the last two persons who have completed their terms of service as delegates and are willing to serve as alternates. The Faculty President shall ask the individuals who have served most recently to serve as alternates and, if either or both of them cannot serve, shall go to the person or persons who finished their term of service the year before to ask them to serve. This process shall continue until two experienced former delegates are found to serve as alternates. The names of the alternates shall be submitted to the Faculty Executive Committee and the Faculty Council for official election.

Section 4: Notification. The names, addresses, and phone numbers of the complete five-member, two alternate delegation shall be sent each spring to all the members of the delegation and to the President and Secretary of the Faculty Assembly.

## **ARTICLE VII WRITTEN POLICY OF THE FACULTY**

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

## **ARTICLE VIII AMENDMENTS**

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