

**3.7.5** The institution publishes policies on the responsibility and authority of faculty in academic and governance matters. **(Faculty role in governance)**

**Judgment of Compliance**

Compliance

**Narrative**

The responsibility and authority of the faculty in academic and governance matters is well established and related policies are published in the Faculty Handbook.

In the fall of 2005 the President exercised his authority pursuant to Board of Regents Policy Manual: Section 300, Academic Affairs; Section 301 General Policy [\[1\]](#), to restructure the old handbook, which was a joint faculty and staff Handbook. He asked that a separate Faculty Handbook be developed in order to adapt and more effectively publish the academic methods and procedures that promote faculty governance and the University's academic programs, and simultaneously assign academic accountability in accordance with Board Policy Section 302.06, Faculty Rules and Regulations [\[2\]](#). The university now has a Staff Handbook and a separate Faculty Handbook. Having two separate handbooks has provided a more streamlined and efficient document for publishing the faculty governance process and faculty rules and regulations pursuant to Board Policy 302.06 [\[2\]](#) and the Albany State University Statutes [\[3\]](#).

The faculty representative and governance agency at Albany State University is the Faculty Senate, which publishes policies on the responsibility and authority of faculty in academic and governance matters in the Faculty Senate Constitution and By-Laws, Article I, Sections A, B, and C [\[4\]](#). Information regarding faculty governance is also published in the *Faculty Handbook*, Section: 310 The Faculty [\[5a\]](#), and Section: 300.01 Faculty Governance [\[5b\]](#). The faculty senate is comprised of representatives (senators) from each department. The number of senators per department is related to the number of faculty in the department to assure a fair representation. Faculty Senators are elected by the faculty in that department. Deans and chairs do not serve as senators but are non-voting associate members of the Senate.

The Faculty Senate, on behalf of the University faculty, is responsible for advising and recommending to the President, policies pertaining to academic areas (and other matters that affect academics) of the University. See the Faculty Senate Constitution, Article I [\[4\]](#).

Published among its many duties, the Senate shall:

- a. approves or disapprove curricula changes recommended by Departments and Schools of the University.
- b. have authority to establish committees, standing or otherwise, to assist the Senate in discharging its duties.
- c. meet on a regular monthly basis during the academic year.
- d. at the direction of the University faculty , consider any concern of interest to the faculty or a department or College, and make recommendations or express an opinion with reason thereto, to the university faculty, to the President, and

through the President, to the Board of Regents or the Chancellor.

At Albany State University the President advocates the shared governance philosophy with the faculty and supports the concepts that ensure shared governance (faculty governance) as a significant and integral responsibility of the Faculty Senate.

The authority of the Faculty Senate is embodied through its purpose as published in the Faculty Senate Constitution and By-Laws; that being to ensure that the institution's faculty has the means and authority to provide academic and governance advice with respect to the question of academic policy and institutional governance with particular emphasis upon the highest quality in matters of curricula, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected faculty senate. Additionally, published within the purpose of the Faculty Senate is its authority to execute the requests of the General University Faculty and make recommendations to that body on those matters, which must be voted on directly by the General University Faculty [4].

SECTION 320.03 of the Albany State University Faculty Handbook indicates the level and breadth of faculty governance at the university by virtue of the Faculty Senate Standing committees. The Faculty Senate By-Laws under ARTICLE II, Section F, provide that there shall be five standing committees of the Faculty Senate in addition to the Faculty Senate Executive Committee, They are: (1) The Committee on Curriculum and New Programs, (2) the Library and Educational Media Committee, (3) the Admissions and Academic Evaluation Committee, (4) the Faculty Grievance Committee, and (5) the Evaluations Committee. Recommendations for membership on the standing committees shall be made annually by the Faculty Senate and submitted to the Vice President for Academic Affairs for concurrence and subsequently listed in the University's Committee Membership Book, which is disseminated to each department and all committee members. Other Ad Hoc Faculty Senate Committees are formed by the Executive Committee and the general senate as needed

1. Committee on Curriculum and New Programs

- a. The Chairperson of the Committee on Curriculum and New Programs shall be the Vice President for Academic Affairs and its membership shall consist of all Deans, Chairpersons and a faculty representative from each department.
- b. The Committee on Curriculum and New Programs shall review and make recommendations to the Faculty Senate for: (1) new programs of instruction; (2) changes of major curricula, such as additions and deletions of course offerings, revised catalogue descriptions, changes in course number and credit hours; and (3) pedagogic methods and techniques designed to improve instruction.

2. Library and Educational Media Committee

- a. The membership of this committee shall consist of a faculty representative from each college, two student representatives, and the Library Director as an ex-officio member.

- b. The Library and Educational Media Committee shall act as liaison between the Library Director and the faculty. This committee shall study the needs of the library and media center and present recommendations concerning such needs to support and to enrich the instructional programs of the university. The committee shall also advise the Library Director on the allocation of book funds designated to the various departments of instruction.

3. Admissions and Academic Evaluation Committee

- a. The Admissions and Academic Evaluation Committee shall consist of representatives from the university faculty, the Registrar's Office, the Admissions and Financial Aid Office, the Counseling and Testing Office, and the Vice President for Academic Affairs. The Vice President for Academic Affairs shall serve as an ex-officio member.
- b. The Admissions and Academic Evaluation Committee shall serve in an advisory capacity to administrative officers. This committee shall review records of students applying for re-admission and shall make recommendations regarding this matter to the Registrar, Director of Admissions and the Vice President for Academic Affairs. The committee shall also review cases of appeal regarding admission or academic evaluations and present recommendations on this matter to the Vice President for Academic Affairs.

4. Faculty Grievance Committee

This committee shall activate itself only at the request of the University President, through the President of the Executive Committee and then only for the purpose of a specified filed grievance. This committee shall not stand or operate as a receiver of complaints or an ombudsman group hearing and acting on informal expressions of dissatisfaction. The Faculty Senate shall annually elect a chair and co-chair of the Faculty Grievance Committee. Refer to the Faculty Senate Constitution and By-Laws, Article II, Section F-1, C. [\[4\]](#)

5. Evaluations Committee

The Faculty Senate Evaluations Committee will work in consultation with the Director of Institutional Research who shall be resource member of this committee. The initial charge of the committee will involve determining when, how, and what courses and other academic instructional activities will be evaluated as a means of strengthening best practices in our instructional processes and course offerings, and ascertaining objective feedback from those we teach in order to compile immediate and longitudinal data for aiding in retention and student successes.

Additionally, the committee will be charged to work with the Institutional Research Director to establish and evaluate instruments and procedures (including timelines) for evaluating Department Chairs, College Deans, Vice President for Academic Affairs, and the President as a means of providing objective and appropriate feedback from faculty regarding their professional stewardship as a university administrator.

In years prior to the 2006-2007 academic years, hard copies of the Faculty Senate Constitution and By-Laws were manually distributed to departments and faculty. The Faculty and Staff Handbook was placed on the Albany State University Homepage during the 2004-2005 academic year. Presently, both documents are located on the Albany State University Home page under Academic Affairs and disseminated online to all constituents of the university.

During the opening conference held in August of each academic a PowerPoint overview is presented to all new faculty members at which time they receive information regarding published policies on the responsibility and authority of faculty in academic and governance matters. All faculty members are welcome to attend Faculty Senate meetings as observers or non-voting participants. Additionally, a special note which invites all faculty members is disseminated each month with the Faculty Senate meeting notice.

Faculty are strongly involved with departmental and college governance. All proposals for curriculum or policy changes must be passed by department and college faculty prior to moving to university faculty senate. Faculty serve as chairs and members of department and college committees, with the exception of the departmental faculty committee in whole which the department chair leads, or the college committee in whole which is lead by the dean.. Faculty members elect department and college committee members for the standing curriculum, evaluation and appeals committees. Faculty members are represented on University committees and taskforces. Faculty members are asked to volunteer for areas of interest for initiatives, such as the Strategic Planning, QEP development, and SACS preparation. Deans and Chairs are asked to recommend faculty representatives for university taskforces, when indicated, and standing university committees commonly have representation from the faculty senate or from departments. Committee assignment letters with the committee charge, name of chair and date of meetings (or first meeting) are distributed at the beginning of the fall. The list of committees and committee members is posted on the web.

### **Supporting Documentation**

- [1] [Board of Regents Policy Manual Section 300: Academic Affairs; 301 General Policy](#)
- [2] [Board of Regents Policy Manual Section 300: Academic Affairs; 302.06 Faculty Rules and Regulations](#)
- [3] [The Albany State University Statutes](#)
- [4] [Faculty Senate Constitution and By-Laws, Article I, A, B, and C](#)
- [5a] [Faculty Handbook, Section: 310 The Faculty](#)
- [5b] [Faculty Handbook, Section: 300.01 Faculty Governance](#)