

## ***D. UNIVERSITY COMMITTEES***

The Point Loma Nazarene University commitment to broad-based participation in decision-making is clearly evidenced in the committee structure of the University.

The present committee system was adopted in 2011 after an extensive study, and is modified periodically as needed.

### **1. Distinction Between Committee, Council, and Task Force**

Committees are defined as policy-recommending/making bodies, and councils as advisory bodies. Task forces are policy-recommending/making bodies of one to three years duration.

### **2. List of Committees and Councils**

The Faculty Council is described on the Faculty Council page, and a list of Task Forces is given on the Task Force page. Advisory Councils will be listed on the Advisory Council page.

**[Alphabetical List of Committees](#)**

**[Alphabetical List of Task Forces](#)**

**[Committee Reports to](#)**

**[Task Force Reports to](#)** (*Work-in-progress; please check back later*)

**[Percent of members from the Faculty \(Highest to Lowest\)](#)**

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### **Alphabetical List of Committees**

Click on [committee membership](#) to view membership of all committees.

Click on [committee name](#) to view structure of committee.

Click on [committee name in structure](#) for listing of committee membership.

[Academic Policies Committee](#)

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[Tenure Committee](#)

## Alphabetical List of Task Forces

*Work-in-progress – please check back later for listing.*

### Committee Reports to

Administrative Cabinet	Cabinet	President
Diversity Council	Cabinet	President
Institutional Effectiveness Committee	Cabinet	President
Intercollegiate Athletics Committee	Cabinet	President
Planning Action Council	Cabinet	President
Faculty Social Ethos Committee	Cabinet	Provost
Institutional Animal Care Committee	Cabinet	Provost
Special Events Advisory Committee	Cabinet	Provost
Instructional Technology Committee	Cabinet	Provost and Faculty
Campus Safety Committee	Cabinet	VP for Finance & Administrative Services
Emergency Preparedness Committee	Cabinet	VP for Finance & Administrative Services
Spiritual Life Committee	Cabinet	VP Spiritual Development
Student Development Committee	Cabinet	VP Student Development
Academic Policies Committee	Faculty	Faculty
Agenda Committee	Faculty	Faculty
Bench Committee	Faculty	Faculty
Enrollment Management Committee	Faculty	Faculty
Faculty Development Committee	Faculty	Faculty
Faculty Resources Committee	Faculty	Faculty
Faculty Status Committee	Faculty	Faculty
Faculty Committee on Diversity	Faculty	Faculty
General Education Committee	Faculty	Faculty
Graduate Studies Committee	Faculty	Faculty
Institutional Review Board	Faculty	Faculty
Instructional Technology Committee	Faculty	Faculty and Provost
Nominating Committee	Faculty	Faculty
Program Review Committee	Faculty	Faculty
Structural Governance Committee	Faculty	Faculty
Teacher Education Advisory Council	Faculty	Faculty
Tenure Committee	Faculty	Faculty

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## **Percent of members from the Faculty (Highest to Lowest)**

Teacher Education Advisory Council  
Institutional Animal Care Committee  
Institutional Review Board  
Faculty Development Committee  
Faculty Resources Committee  
Faculty Committee on Diversity  
Agenda Committee  
Special Events Advisory Committee  
Faculty Status Committee  
Program Review Committee  
Structural Governance Committee  
Nominating Committee  
Intercollegiate Athletics Committee  
Faculty Social Ethos Committee  
Planning Action Council  
Instructional Technology Committee  
Graduate Studies Committee  
Academic Policies Committee  
Institutional Effectiveness Committee  
Bench Committee  
Student Development Committee  
Spiritual Life Committee  
General Education Committee  
Enrollment Management Committee  
Diversity Council  
Emergency Preparedness Committee  
Campus Safety Committee  
Administrative Cabinet

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## **Percent of members from the Staff (Highest to Lowest)**

Administrative Cabinet  
Campus Safety Committee  
Emergency Preparedness Committee  
Diversity Council  
Enrollment Management Committee  
General Education Committee  
Spiritual Life Committee  
Student Development Committee  
Bench Committee  
Institutional Effectiveness Committee  
Academic Policies Committee  
Graduate Studies Committee  
Instructional Technology Committee  
Planning Action Council  
Faculty Social Ethos Committee  
Intercollegiate Athletics Committee  
Nominating Committee  
Structural Governance Committee  
Program Review Committee  
Faculty Status Committee  
Special Events Advisory Committee  
Agenda Committee  
Faculty Committee on Diversity  
Faculty Resources Committee  
Faculty Development Committee  
Institutional Review Board  
Institutional Animal Care Committee  
Teacher Education Advisory Council

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### 3. Definitions

**Faculty Eligibility for Committee Service:** Ballots for election of faculty members to committees shall not include adjuncts and persons with more than 50% administrative load. Appointments to committees may include adjuncts and persons with more than 50% administrative load.

**Full-Time Teaching Faculty:** Persons hired by PLNU whose load includes 50% or more of the normal full-time teaching professor's load in teaching activities (classroom, laboratory, studio, etc.).

### 4. Committee Elections and Formation

The composition of each committee, task force, or council is specified in the individual committee descriptions which follow. Committee membership originates in several different ways: faculty election, presidential appointment, Associated Student Body (ASB) nomination, Provost appointment, resident counselors' elections, etc. It is necessary to coordinate and compile these various processes in order to have a complete membership listing.

Normally, elections by the faculty are according to the following sequence: (1) Faculty Council membership; (2) Faculty Council Chair and Vice Chair; (3) Faculty Secretary; (4) Faculty Handbook Editor, (5) Faculty Status Committee; (6) Nominating Committee; (7) Nominating Committee's Chair; (8) faculty committee and task force membership, and (9) Bench Committee. This normally occurs during the months of March and April. Presidential appointments normally follow the electoral process.

The Nominating Committee conducts elections in a faculty meeting for committee or task force membership through the process of submitting only one nominee per vacancy with the privilege of additional nominations from the floor. All other requirements for membership remain the same. The exceptions to this procedure are for elections to the Faculty Status Committee and the Nominating Committee, which shall be by majority vote from three nominees per vacancy.

### 5. Organization of Committees

Other organizational provisions for the committees are as follows:

- a. New committee memberships and offices take effect on the Monday after commencement each year. New task force memberships begin following approval of the creation of the task force by the faculty and administrative cabinet. The chair shall serve for the duration of the task force.
- b. The schedule of meeting and reporting varies with each committee.
- c. Student representatives to the various committees are recommended by the ASB Board, with the exception of the representative to the Graduate Studies Committee, who is appointed by the Provost.
- d. The ten faculty committees with appointed chairs are: Enrollment Management, Faculty Status, Faculty Development, Faculty Resources, Institutional Animal

- Care, Institutional Review Board, Instructional Technology, Special Events Advisory, Structural Governance, and Tenure.
- e. Minutes of all committees are to be filed regularly with the faculty secretary.
  - f. The chairs shall be responsible for filing full sets of minutes and other records in the University Archives.

## **6. Description of Committees**

Complete, detailed descriptions of each committee, task force, and council follow. The essential records of each committee shall be passed on to the newly elected chair before July 1 of each year.

## **7. Creation of Task Forces**

The university has a history of valuable ad-hoc committee work. Most of these ad-hoc committees have done their work over a short period of time and disbanded. However, some ad-hoc committees require a more extended duration and produce a significant contribution to the university. The latter category is addressed by the concept of Task Forces.

When a task will take from 1-3 years, a task force will be created. The Structural Governance Committee will be advised by the ad-hoc committee chair, the administration, or the faculty, depending on the origination of the need, that a task force should be formed. The membership requirements, chair, major responsibilities, policies and procedures, and a sunset date should be presented to the Structural Governance Committee.

If a task force will be dealing with items within the realm of faculty governance, then the Structural Governance Committee will propose the task force and faculty membership to the faculty, and, if the proposal is approved, will follow usual committee procedures with regard to the task force. On the other hand, if a task force will be dealing with items of a strictly administrative nature, then the presentation of the specifications above to the nominating committee will be sufficient.

The sunset date is of particular importance to task forces. On or before the sunset date, the task force will complete its service. In the rare case that an extension is needed, a new sunset date of up to two years later will be proposed. If a task force needs to continue on beyond five years, then the task force should become a standing committee in the usual manner. While it is not advisable to remove all faculty members currently serving on another committee at the time of the creation of a task force from consideration for membership, wherever possible, task force members will not be appointed to new committee assignments.

## **8. Major Modification of the Committee Structure**

### **a) General**

Most functions related to committee management will be handled by the Nominating Committee. These changes are normally minor in nature and include, but are not limited to: committee name changes, editorial changes to membership, addition or deletion of two or

fewer members, changes in two or fewer responsibilities. Such changes occur frequently and do not normally warrant the creation of a Committee Structure Task Force.

When there is sufficient concern on the part of the faculty or administration about the committee structure or about individual committees, the concern will be brought to the standing Nominating Committee. The Nominating Committee will decide whether to bring a motion to the faculty as a whole to create a Task Force. The faculty will vote on the motion, with a simple majority needed to approve the creation of the Task Force. As a matter of course, the Nominating Committee will consider such a motion at least every five years and such a motion shall be brought from the Nominating Committee at least every ten years starting in 2020.

b) Structure and Function

The Committee Structure Task Force consists of a chair and four members-at-large.

The primary function of the Committee Structure Task Force is to review the responsibilities of, the need for, and the structures of all standing committees, including the formation, reorganization, or deletion of committees. Desirable changes will be proposed to the faculty as a whole for vote. Such changes, if approved, would be forwarded to the cabinet as recommendations.

The secondary function of the Committee Structure Task Force would be to conduct more narrow reviews at the request of the faculty. For instance, such reviews could be limited to the creation, reformation, or deletion of a single committee, or of its list of responsibilities.

c) Duration

The Committee Structure Task Force will be in place for no more than two calendar years. The duration must be set at the time of the creation of the Task Force.

d) Elections

Elections of the Committee Structure Task Force and its chair will be held when the faculty as a whole requests the formation of the Task Force. A slate of 12 candidates will be prepared by a committee, consisting of a representative from each academic department/school and the library. Departments/schools will select a representative and notify the current chair of the standing Nominating Committee. The chair of the standing Nominating Committee will call for the meeting and will serve as chair of the committee.

Elections are by ballot at a duly announced faculty meeting. Ballots will be held until at least two members are elected by a majority vote of those present and voting. For each of the first two ballots, the candidates (there may be more than two) receiving the two lowest numbers of votes will be dropped. Starting with the third ballot and continuing until at least two members are elected by a majority vote, the candidate (there may be more than one) receiving the lowest number of votes on the previous ballot will be dropped. For the first ballot after at least two members have been elected by a majority vote, the candidates with the lowest vote total (or totals) will be dropped and the remaining candidates will be ranked by each voter (1st, 2nd, and 3rd preference) and points will be assigned (1-1st, 2-2nd, 3-3rd, and 4 points for each unranked candidate). The points will be added from each ballot. The remaining members on the Task Force will be the candidates with the lowest point totals. In the case of a tie, the

candidates that are tied will be ranked again (1st, 2nd, and 3rd if necessary) to determine the remaining member on the Task Force. An election for the chair will also be by ballot, in the same manner as the ranking ballot above.

## Academic Policies Committee (APC)

**Committee reports to:** Faculty

**Frequency of reports:** As needed

**Make-up of committee:** Size: 10

**Members:**

**Elected by faculty: 9** Four faculty members at large who predominately teach in the undergraduate program. Their load shall include 50% or more of undergraduate teaching (classroom, laboratory, studio, etc.).

Four department chairs/school deans  
(or those who were elected to the committee as chairs/deans but no longer serve in that capacity).

One faculty member at large with fewer than five years of service at PLNU for a one year term

**Ex-officio:** Provost or designee

**Resource personnel:** Dean of the College of Social Sciences and Professional Studies  
Dean of the College of Arts and Sciences  
Vice Provost for Academic Administration

**Length of tenure for elected members:**

Three year staggered terms for all members except that a one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair:** Provost or designee

**Suggested frequency of meetings:** Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

**Other membership requirements:**

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

**Major responsibilities:**

1. Review undergraduate academic policies, programs, and curriculum.
2. Recommend to the faculty changes in academic policies and programs including:
  - a. curriculum
  - b. requirements for graduation
  - c. academic standards.

3. Consider student appeals for variance from standard academic policy as stated in the Catalog following the Vice Provost for Academic Administration's decision on the appeals submitted to her or him. The Vice Provost for Academic Administration will also make regular reports to the committee of his/her decisions.
4. Arbitrate final appeals for a change of grade.
5. Serve as an advisory body to the Provost and Cabinet on such matters as academic year calendar, weekly class schedule, etc.

### **Policies and procedures:**

Normally proposals for curricular change will be initiated by departments/schools or committees. APC may also initiate actions of its own or consider proposals from individuals. APC will conduct a detailed review of all revisions of curriculum, academic policies, and procedures.

1. Items which must be referred to the faculty after being reviewed and approved by the APC:
  - a. addition or elimination of any course, concentration, minor, or major
  - b. addition or elimination of a credential program
  - c. addition or elimination of a degree granted by the University
  - d. any change in General Education requirements
  - e. any special program for which new courses are needed
  - f. any change in academic regulations and requirements
  - g. addition or elimination of off-site (physical or virtual) existing programs or courses where the instruction is intended to be received over 25 miles from the PLNU San Diego main campus or at an international site.
  - h. addition of academic centers
2. APC will generally consider the following routine Catalog related items without referral to the faculty for further action.
  - a. revision of course descriptions including title, number or prerequisites
  - b. changes in concentration or major requirements if equal to the previously approved list of units (i.e., 24 for 24 units). Must conform to 1.a.
  - c. alternate year listing
  - d. cross-listing of courses (under two or more departments/schools)
  - e. restoration of a course to the Catalog after it has been eliminated due to having not been offered for three years
  - f. any substantive change in General Education courses, including methodology, content, or level
  - g. proposed use of CR/NC grade for courses other than General Education courses
  - h. changes in the name of a department/school major or concentration
  - i. any course for which at least 25% of the instruction is in a non-traditional format (other than, for example, lectures, labs, internships, and clinicals)
  - j. approval of content and quality of all existing programs and courses offered off-site (physical or virtual) within 25 miles of the PLNU San Diego main campus within the United States.

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## Administrative Cabinet

**Committee reports to:** President

**Frequency of reports:** Weekly

**Make-up of committee:** Size: 6

**Members:**

**Ex officio:**

President

Provost

Vice President for Finance and Administrative Services

Vice President for External Relations

Vice President for Spiritual Development

Vice President for Student Development

**Method for selecting chair:** President

In absence of President, Provost

In absence of Provost, Vice President for Finance and Administrative Services

**Suggested frequency of meetings:** Weekly

### **Major responsibilities**

1. To act as an advisory body to the President.
2. To formulate University-wide administrative policies.
3. To be responsible for decisions and supervision of daily operations of the University.
4. To develop budgetary procedures, review budgetary requests, and propose an annual budget for submission to the President and the Board of Trustees.

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## Agenda

**Committee reports to:** Faculty  
**Frequency of reports:** Each faculty meeting via the agenda  
**Make-up of committee:** Size: 4  
**Members:**  
**Ex officio:** President  
Provost  
Chair of the Faculty Council  
Secretary of the faculty

**Length of tenure for secretary:** Three years

**Chair:** Secretary of the faculty

**Suggested frequency of meetings:** One to two weeks prior to each faculty meeting

### **Major responsibilities:**

1. Responsible for preparing the agenda for each faculty meeting.
2. Responsible for monitoring effectiveness of faculty meetings and for taking any necessary steps to assure quality and efficiency.
3. Responsible for alerting the participants in forthcoming faculty meetings.

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## **Bench Committee**

**Committee reports to:** Faculty  
**Frequency of reports:** When needed  
**Make-up of committee:** Size: 24  
**Members:**  
**Elected by faculty:** 23 faculty members at large with 7 years or more of service at PLNU.  
**Ex officio:** Chair of the Nominating Committee

**Length of tenure for elected members:** Three year staggered terms

**Chair:** Chair of the Nominating Committee

**Suggested frequency of meetings:** As needed

### **Other membership requirements:**

1. These should be faculty members who have already served on committees.

### **Major responsibilities:**

1. In any three year term, a member could be expected to fill a vacancy for one semester or for one year at the discretion of the Nominating Committee.
2. When an elected member returns for the remainder of their term, the bench committee member will step aside.
3. Any member who has not served on another committee in their first year on the bench committee is eligible to be elected to a three year term on another committee.
4. Vacancies occurring on multi-person ballots after the election process will be filled by the Bench Committee for the remainder of that yearly cycle except for the Nominating Committee.
5. The Bench Committee will not fill Nominating Committee vacancies.

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## Campus Safety

**Committee reports to:** Vice President for Finance & Administrative Services

**Frequency of reports:** Annually

**Make-up of committee:** Size: 10

**Members:**

**Ex officio:** Associate VP for Human Resources  
Athletic Facilities Manager  
Director of Physical Plant  
Director of Public Safety  
Grounds Manager  
Housekeeping Manager  
Human Resources Associate  
Maintenance Manager  
Project Manager  
Radiation Safety Officer

**Chair:** Associate VP for Human Resources

**Suggested frequency of meetings:** As needed

**Major responsibilities:**

1. Promote safety consciousness on campus.
2. Identify campus safety hazards and facilitate their removal.
3. Ensure compliance with Federal/State OSHA requirements.
4. Review and analyze all employee injuries.

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## Diversity Council

<b>Committee reports to:</b>	The President
<b>Frequency of reports:</b>	Yearly
<b>Make-up of committee:</b>	Size: 10
<b>Members:</b>	
<b>Presidential appointments from the faculty:</b>	Four faculty members at large
<b>Presidential appointments from the staff:</b>	One staff member each from External Relations Finance & Administrative Services Spiritual Development Student Development
<b>Presidential appointments from the students:</b>	One student member
<b>Ex officio:</b>	Chief Diversity Officer

**Length of tenure for elected members:** Three year staggered terms

**Chair:** Chief Diversity Officer

**Suggested frequency of meetings:** Monthly

**Definition:** *When PLNU speaks of "diversity", we encompass the dimensions of race, ethnicity, gender, religion, cultural background, class, ability, or national origin. Diversity, as we understand it, means that the institution's many constituents are a mosaic of people united by a deep and abiding respect for our Christian heritage.*

### **Major responsibilities:**

1. Develop a strategic plan for diversity with annual goals to encourage increased recruitment and retention of diverse student, faculty, and staff.
2. Foster mutual respect, appreciation and understanding among the members of a diverse university community.
3. Disseminate information to members of the university community about "best practices" which encourage diversity.
4. Serve as a means of communication on diversity issues between and among the schools and other institutional units.
5. Assess the University's "cultural climate" and recommend changes based upon the data.
6. Sponsor programs and activities which encourage diversity.
7. Form sub-committees as needed.

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## Emergency Preparedness

**Committee reports to:** Vice President for Finance & Administrative Services

**Frequency of reports:** Annually

**Make-up of committee:** Size: 8

**Members:**

**Elected by faculty:** 1

**Ex officio:** Dean of Students/Residential Life  
Associate VP for Human Resources  
Chief Information Officer  
Director of Marketing & Creative Services  
Director of Wellness Center  
Director of Physical Plant  
Director of Public Safety

**Length of tenure:** Three year staggered term

**Chair:** Director of Public Safety

**Suggested frequency of meetings:** As needed

**Major responsibilities:**

1. Develop and maintain a plan to cope with a catastrophe--review and update annually.
2. Assure that proper preparation has been made to deal with disasters including:
  - a. Training personnel.
  - b. Liaison with community agencies.
  - c. Stockpile vital supplies.
  - d. Emergency communications.

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## **Enrollment Management Committee**

- Committee reports to:** Faculty
- Frequency of reports:** Annually or more frequently as needed
- Make-up of committee:** Size: 7
- Members:**
- Elected by faculty: 6** Five faculty members at large who predominately teach in the undergraduate program.  
Their load shall include 50% or more of undergraduate teaching (classroom, laboratory, studio, etc.).  
One faculty member at large with fewer than five years of service at PLNU for a one year term.
- Ex officio:** One member of the operations committee designated by the Associate Vice President for Enrollment
- Resource personnel:** Director of Academic Advising  
Director of Athletics  
Director of Wellness Center  
Associate Vice President for Enrollment  
Associate Vice President for Finance  
Vice Provost for Academic Administration  
Vice President for Finance & Administrative Services

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Monthly

**Major responsibilities:**

1. Review the results of environmental scanning done by the enrollment operations committee.
2. Keep apprised of demographic issues related to enrollment management of future students at PLNU (e.g. the make-up of K-12 classes).
3. Review and recommend policy to set the rubrics for the selection of incoming students.

4. Read a book or substantial collection of articles each year on the field of enrollment management, selected in consultation with the Associate Vice President for Enrollment.
5. The chair elect (or chair if there is no current chair elect) will serve on the enrollment operations committee.
6. Review and recommend policy relating to financial aid.
7. Review and recommend policy relating to the process of student recruitment.
8. Vote to accept or deny admission to applicants who do not meet the published criteria for undergraduate admission.

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## Faculty Committee on Diversity

<b>Committee reports to:</b>	Diversity Council
<b>Frequency of reports:</b>	At least yearly to the faculty
<b>Make-up of committee:</b>	Size: 8
<b>Members:</b>	
<b>Elected by faculty: 7</b>	Five faculty members at large not already serving on the Diversity Council One department chair/school dean (or immediate past chair/school dean) One faculty member at large with fewer than five years of service at PLNU for a one year term.
<b>Ex officio:</b>	One of the at large faculty members from the Diversity Council designated by the chair.

**Length of tenure for elected members:** Three year staggered terms for all members except for the one year term served by the at large faculty member with fewer than five years of service.

**Chair:** The ex-officio faculty member from the Diversity Council

**Suggested frequency of meetings:** Monthly

### **Other membership requirements:**

1. No department/school may have more than one elected participant.
2. All sub-committee members are expected to adopt a University-wide perspective rather than to represent a particular department/school.

### **Major responsibilities:**

1. Review issues of diversity that may enhance curriculum, instructional effectiveness, and the mentoring of diversity students.
2. Review practices and issues of climate that support/hinder the recruiting, hiring, mentoring, retaining, promoting, and tenuring of diversity faculty.
3. Identify and review ways to mentor diversity faculty for positions of administrative/university leadership.
4. Report findings to the Diversity Council, the Chief Diversity Officer, and the Provost.
5. Make recommendations related to diversity issues to existing committees and councils in harmony with the Diversity Council.

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## **Faculty Development Committee**

**Committee reports to:** Faculty

**Frequency of reports:** Fall/Spring

**Make-up of committee:** Size: 7

**Members:**

**Elected: 5**

Four faculty members at large.

One faculty member at large with fewer than five years of service at PLNU for a one year term.

**Ex officio:**

Manager of Instructional Technology

Director of the Center for Teaching and Learning

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Monthly

**Guidelines for the Nominating Committee:** The faculty members should have demonstrated teaching excellence and an interest in faculty development.

**Major responsibilities:**

1. Plan and implement faculty development efforts on campus.
2. Develop and publicize the faculty development calendar of events each year.
3. Provide oversight of new faculty mentoring programs.
4. Advise the provost on new faculty orientation programs.
5. Develop and oversee a formal program for conveying institutional ethos and the ways and means of faculty governance for the benefit of faculty early in their careers.
6. Develop and oversee teacher mentor programs to assist faculty members in improving their teaching skills.

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## Faculty Resources Committee

**Committee reports to:** Faculty

**Frequency of reports:** Fall/Spring

**Make-up of committee:** Size: 8

**Members:**

**Elected: 5**

One faculty representative from each of the three areas  
(Liberal Arts, Professional Studies, Graduate Studies)

One faculty member at large

One faculty member at large with fewer than five years of service at  
PLNU for a one year term.

**Ex officio:**

Faculty Council designee

One college dean (3 year rotating term)

Provost

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Monthly

**Major responsibilities:**

1. Review and rank applications for institutional grants and fellowships (sabbatical, RASP, etc.).
2. Represent campus-wide instructional equipment needs (non-technology) to the appropriate administrators.
3. Develop and oversee a means to recognize excellence in teaching, service, research and other scholarly endeavors.
4. Provide a statistical summary of sabbatical decisions at the first faculty meeting of the spring.

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## **Faculty Social Ethos Committee**

**Committee reports to:** Provost

**Frequency of reports:** As needed

**Make-up of committee:** Size: 6

**Members:**

**Elected by faculty: 4** Three faculty members at large with five or more years of service at PLNU.

One faculty member at large with fewer than five years of service at PLNU for a one year term.

**Ex officio:** Provost

**Appointed:** One dean appointed by the Provost

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The faculty member is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** As needed

**Major responsibilities:**

1. Plan faculty events to embody the ethos of Point Loma in social settings.
2. Advise administration on the logistical arrangements for such events.

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## Faculty Status Committee

<b>Committee reports to:</b>	Faculty
<b>Frequency of reports:</b>	Fall and Spring
<b>Make-up of committee:</b>	Size: 6
<b>Members:</b>	
<b>Elected by faculty: 7</b>	Three faculty members at large with two being tenured One faculty member at large with fewer than five years of service at PLNU for a one year term.
<b>Ex officio:</b>	Faculty Council Designee Provost
<b>Non-voting participant:</b>	President
<b>Resource personnel:</b>	Associate VP for Human Resources

\* The president is invited to participate in all meetings and discussions without affecting quorum, voting tallies, or proportions.

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Other stipulations:** Only one representative from any department/school, including (if possible) the Faculty Council designee.

### **Major responsibilities:**

1. Receive faculty applications for promotion from the Provost by the first Friday after Labor Day.
2. Recommend individuals to be granted rank advancement based on a 2/3 majority ballot vote to the President by the first Friday in November.
3. Communicate in writing the recommendation of the committee based on a majority vote to each applicant.
4. Recommend individuals to be granted emeritus status to the President by the last Friday in February.
5. Receive and review rank and step recommendations from College Dean concurrent with interview process and prior to the contract offer. If there is no committee response given within three working days, the recommendation for rank and step will stand.
6. Provide a report of promotion decisions at the faculty meeting in the spring.

7. Prior to the Board of Trustees meeting which deals with faculty compensation, the Chair shall request statistical summary of the faculty salary computation from the Administrative Cabinet, review the document, and provide counsel to the Administrative Cabinet on salary policy and benefits.
8. Make recommendations for policy and procedural changes regarding initial ranking policy, promotion, emeritus status, salaries, salary policies, and benefits to the faculty by their consent to the President.

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## General Education

<b>Committee reports to:</b>	Faculty
<b>Frequency of reports:</b>	Fall/Spring
<b>Make-up of committee:</b>	Size: 9
<b>Members:</b>	
<b>Elected by faculty:</b>	6
<b>Ex officio:</b>	Provost (or designee) Dean, College of Arts and Sciences Dean, College of Social Sciences and Professional Studies
<b>Resource personnel:</b>	Vice President for Student Development (or designee) Vice President for Spiritual Development (or designee)

**Length of tenure for members:** Three year staggered terms

**Chair:** Provost or designee (with voting rights)

**Suggested frequency of meetings:** Monthly

### **Major responsibilities:**

1. Periodic review of philosophy and design of general education program as they relate to institutional objectives.
2. Monitor and assess the General Education Program and make recommendations to the Academic Policies Committee.
3. Oversee First Year Experience (FYE).

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## Graduate Studies Committee

**Committee reports to:** Faculty

**Frequency of reports:** As needed

**Make-up of committee:** Size: 10

**Members:**

**Elected by faculty:** 7 Six with at least three faculty members from departments or schools that offer graduate programs.

One faculty member at large with fewer than five years of service at PLNU for a one year term.

**Ex-officio:** Provost (or designee)  
Dean of Social Sciences and Professional Studies

**Appointed:** One graduate student, appointed by the Provost (rotates among programs) annually

**Resource personnel:** Vice Provost for Academic Administration

**Length of tenure for elected members:** Three year staggered terms for all members except that a one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair:** Provost or designee

**Suggested frequency of meetings:** Biweekly with day and time of meetings established by the committee chair in the fall for the next academic year.

**Other membership requirements:**

1. No department/school may have more than one elected member.
2. All committee members are expected to adopt a university-wide perspective rather than to represent a particular department/school.
3. Any faculty/administrator may serve as a resource person at the invitation of the chair with all member privileges except voting.

**Major responsibilities:**

1. Review graduate academic policies, programs, and curriculum.
2. Recommend to the faculty changes in graduate programs including curriculum, requirements for graduation and certificates, academic standards, and policies regarding admission and retention.
3. Implement a full outcomes assessment program based on philosophical distinctives of graduate studies.
4. Review and assess research policies and practices in graduate studies.
5. Evaluate the viability of individual graduate programs on a five-year rotating cycle or more frequently as needed.

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## **Institutional Animal Care**

**Committee reports to:** Provost  
**Frequency of reports:** Once per semester when animal or research is ongoing or as needed  
**Make-up of committee:** Size: 5  
**Members:** Appointed 5 in accordance with the USPHS policy on Humane Care and use of Laboratory Animals

**Length of tenure:** Three year staggered terms

**Chair:** Elected by the committee

**Suggested frequency of meetings:** At least once per semester when animal use or research is ongoing or as needed.

### **Major responsibilities:**

(Note: committee responsibilities are in accordance with PHS Policy; a complete description of these responsibilities is on file with the Chair and with the Provost.)

1. Review all activities involving the care and use of the animals at the institution and in all its teaching locations.
2. Review all proposed new research projects or proposed significant changes in ongoing research projects involving the care and use of animals, with the authority to approve or withhold approval of the projects or changes.
3. Inspect at least once every six months, all of the animals facilities used by the institution.

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## **Institutional Effectiveness**

**Committee reports to:** President (or designee)

**Frequency of reports:** As needed

**Make-up of committee:** Size: 12

**Members:**

**Elected by faculty:** 5     One from the Arts  
   One from the Natural Sciences  
   One from Social Sciences  
   One from Professional Studies  
   One from Education

**Ex-officio:**                     Director of Institutional Effectiveness  
   One member of the General Education Committee  
   Provost (or designee)  
   Vice President for Finance and Administrative Services (or designee)  
   Vice President for External Relations (or designee)  
   Vice President for Spiritual Development (or designee)  
   Vice President for Student Development (or designee)

**Length of tenure for elected members:** Three year staggered terms

**Chair:** Director of Institutional Effectiveness

**Suggested frequency of meetings:** Monthly or as needed

**Major responsibilities:**

1. Advise the Director of Institutional Effectiveness on issues related to institutional assessment.
2. Facilitate the assessment program for the university in order to support institutional effectiveness.
3. Provide support for academic, administrative, and co-curricular leaders in their work to review program objectives, means of assessment, criteria for assessment, results of assessment, and use of results.
4. Receive and review annual assessment reports from all institutional units.
5. Ensure that the institutional assessment program is linked to the university's strategic plan and the academic planning process.

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## Institutional Review Board

<b>Committee reports to:</b>	Faculty
<b>Frequency of reports:</b>	Annual
<b>Make-up of committee:</b>	Size: 7
<b>Members:</b>	
<b>Elected by faculty:</b>	One faculty member at large Three members from distinct department/schools from the following: Biology, Communication and Theatre, Kinesiology, Psychology, School of Nursing, and Sociology and Social Work
<b>Ex officio:</b>	Vice President for Student Development (or designee) Student from ASB
<b>External:</b>	Member not affiliated with PLNU and not part of the immediate family of a person who is affiliated with PLNU

### **Length of tenure for elected members:**

- Three year staggered terms for all members except that the past chair shall serve an additional year if they are chair in their third year on the committee.
- The past chair is ineligible to be elected chair in their fourth year of service on the committee.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Frequency of meetings:** As needed

### **Additional membership requirements:**

1. No more than one elected faculty member from each department/school.
2. Consultation by the Nominating Committee with the department chairs/school deans is strongly encouraged.
3. No department/school should be represented in back-to-back terms.

### **Major responsibilities:**

1. To review all proposed research using human subjects, including surveys and questionnaires.
2. To ensure that all such proposed research meets ethical standards, including the protection of the rights and privacy of the participants.

## Institutional Review Board Guidelines

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## Instructional Technology Committee

**Committee reports to:** Faculty and Provost

**Frequency of reports:** Biannual

**Make-up of committee:** Size: 8

**Members:**

**Elected by faculty: 5** Four faculty, at least one from a department with a graduate program  
One faculty member at large with fewer than five years of service at PLNU for a one year term

**Appointed by Provost:** One staff member who works primarily in support of the academic program (such as a departmental assistant or lab supervisor)

One student at large

**Ex officio:** Chief Information Officer or designee

**Resource:** Computer Lab Manager

Manager of Instructional Technology

Director of Academic Computing (position eliminated; no replacement)

Director of Media Services

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Monthly

**Major responsibilities:**

1. Support faculty in their use of technology for instructional purposes.
2. Promote systematic communication between faculty and ITS staff.
3. Review and approve ITS's proposed selections for instructional technologies (e.g. media, software, and hardware).
4. Advise the Director of Academic Computing on all matters related to the use of instructional technologies.
5. Make recommendations for policy and procedural changes regarding instructional technologies.

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## Intercollegiate Athletics Committee

<b>Committee reports to:</b>	President (or designee)
<b>Frequency of reports:</b>	Annually to the President The faculty athletic representative shall report to the faculty each semester
<b>Make-up of committee:</b>	Size: 12
<b>Members:</b>	
<b>Elected by faculty: 5</b>	Four faculty members at large One additional faculty member at large of which has fewer than five years of service at PLNU shall serve a one year term
<b>Elected by the Head Coaches: 1</b>	One representative from among the head coaches
<b>Elected by the Student Athlete Advisory Committee: 2</b>	Two representatives from the Student Athlete Advisory Committee (SAAC)
<b>Ex officio: 4</b>	Compliance Coordinator Athletic Director Faculty Athletic Representative VP for Student Development (or designee)

**Length of tenure for elected members:** Three year staggered terms for all elected members (faculty and head coach) except:

1. A one year term shall be served by the at large faculty member with fewer than five years of service.
2. A one year term shall be served by the Student Athlete Advisory Committee representatives and may be consecutive for up to two years.

**Chair:** Elected by the committee from among the elected faculty members and the faculty athletic representative.

**Suggested frequency of meetings:** Monthly

**Other membership requirements:** No coaches may serve as elected faculty members. No more than one member from any department/school.

**Major responsibilities:** The Intercollegiate Athletics Committee is focused on the size, success, and maintenance of intercollegiate athletic programs at Point Loma Nazarene University.

1. Provides feedback on issues that involve the Athletic Department and its impact on students, student-athletes, the community, and the purposes and strategic goals of the University.

2. Advocate for the welfare of student-athletes, including travel departure policy, missed class time policy and other initiatives and concerns from student-athletes as presented by the Student Athlete Advisory Committee.
3. In order to safeguard opportunities for student-athletes to excel in academics, this committee will request and review an annual report from the Athletic Director regarding compliance with academic standards and performance. This report will include analysis of student-athlete admissions standards, academic progress, regular classroom attendance requirements, and graduation rates by team.
4. Advise and review copies of the Compliance Manual, Student-Athlete Handbook, Operating Policies Manual, and annual financial audit.
5. Promote greater understanding within the University community of intercollegiate athletics and the relationship between academics and athletics.
6. Faculty Athletic Representative will provide a report of any infractions at each Intercollegiate Athletics Committee meeting.
7. In order to carry out the committee's governance function, the Intercollegiate Athletics Committee shall be advised on:
  - a. Any proposed changes in departmental recruiting policies, academic advising, expectations regarding student-athlete schedules, or any other practice that could affect the academic or financial standing of students who are athletes. The Intercollegiate Athletics Committee need not be informed of all changes mandated by the national athletic governing body for student athletes, which fall under the purview of the Faculty Athletic Representative, although the Intercollegiate Athletics Committee should be notified of any major changes.
  - b. Any decisions, large donations, or commercial offers that potentially change the financial landscape of athletics.
  - c. Any decisions that potentially affect the campus environment, including athletic facility impact and usage.
  - d. Report on scheduling of competition or practice on Sunday.
  - e. Any proposed plans and policies on sports configurations.
  - f. In cases where an open search process is conducted for head coaching positions, an Intercollegiate Athletics Committee faculty member shall be included on the search committee. When the search is abbreviated, the athletics director shall consult with the Faculty Athletic Representative.

**Reporting:**

The Intercollegiate Athletics Committee shall report to the President (or designee) annually. At a minimum, this report shall be in the form of a written report submitted by the committee chair. The Faculty Athletic Representative will also make additional written or oral reports for the entire faculty each semester.

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## Nominating Committee

**Committee reports to:** Faculty

**Frequency of reports:** Spring

**Make-up of committee:** Size: 6

**Members:**

**Elected by faculty:** 4      One from Professional Studies  
One from a department with a graduate program  
Two from Liberal Arts or Library Sciences

**Ex officio:** Faculty Council representative  
Provost

**Length of tenure:** Three year staggered terms

**Chair:** Elected by the faculty as a whole from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Twice in the fall; first to nominate/appoint, second to appoint chairs (after elections).

**Other membership requirements:** The elected members shall have a minimum of five years' PLNU service and shall be elected by the faculty from a nominating slate of three persons for each position to be filled.

**Major responsibilities:**

1. Determine the faculty members eligible to serve for the following school year.
2. Provide the list of eligible faculty members to the Provost and President for any early faculty appointments prior to the creation of the ballots for committee elections and assignments.
3. Provide a list of eligible faculty candidates to the chairs of committees that do not report to the faculty in order to solicit their recommendations of those they would prefer to serve.
4. Nominate/recommend appointment of Faculty for all committees for the upcoming year, and fill vacancies from the Bench Committee as they occur.
5. Create a brief biographical sketch (a few sentences) for each candidate for any multi-candidate election listed below. These biographical sketches should be provided to the voters in the same manner as the ballot itself.
6. Nominate three candidates for representative to the Board of Trustees (three year staggered terms).
7. Nominate three candidates for the position of Faculty Secretary (three year term). The Faculty Secretary shall
  - serve on the Agenda Committee and will post relevant materials to a shared workspace available to faculty prior to each faculty meeting
  - arrange for taking and editing the minutes of the faculty meeting
  - pass on to the Faculty Handbook Editor all motions adopted by the faculty.

8. Nominate three candidates for the position of Faculty Handbook Editor. The Faculty Handbook Editor shall
  - inform the faculty of any and all changes implemented in the Handbook
  - verify that all changes that have been passed by the faculty are either implemented or announced that the change has not been performed
  - maintain a searchable system of previous versions (since 2010) of the Handbook
  - submit a paper version of the Handbook to the Library Archives on at least a yearly basis.
9. Nominate three candidates for each open position on the Faculty Status Committee.
10. Appoint a chair and a chair-elect for committees as designated in their descriptions.

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## Planning Action Council

<b>Committee reports to:</b>	President
<b>Make-up of committee:</b>	Size: 14-15
<b>Members:</b>	
<b>Elected:</b>	Four faculty members elected by faculty
<b>Ex officio:</b>	One Faculty Council representative (with voting privileges)
<b>Appointed:</b>	The Administrative Cabinet (five Vice Presidents and the President) One member of the Provost's Council (designated by the Provost) Associate Vice President for Enrollment Director of Institutional Effectiveness
<b>Resource:</b>	Selected specialists will participate in each of the quarterly meetings depending on the topics under discussion

**Length of tenure for members:** Three year staggered terms for elected faculty members; three year renewable terms for appointed members.

**Method for selecting chair:** The committee is co-chaired by the President and a co-chair appointed by the president (may be from within or outside committee membership).

**Other Membership Requirements:** It is recommended that the faculty members represent more than one college of the University, and that no department or school will have more than one elected faculty member. One of the four elected faculty members should be from a site other than the Point Loma main campus.

**Suggested frequency of meetings:** Quarterly, typically including one planning workshop in the fall.

### **Major responsibilities:**

1. Advise the President on strategic issues facing the University.
2. Assist in the identification and development of strategic priorities for the University.
3. Monitor the plans of major academic and administrative units to implement the University Strategic Plan.
4. Coordinate the work of other groups involved in planning and integrate their products into a coherent set of action plans.
5. Identify strategic issues and options through ongoing analysis of the University's internal strengths and weaknesses in relation to its external opportunities and threats.
6. Promote continuous assessment and benchmarking of planning efforts.
7. Ensure adequate communication about planning issues and processes with the University community.

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## Program Review Committee

**Committee reports to:** Faculty

**Frequency of reports:** Fall

**Make-up of committee:** Size: 7

**Members:**

**Elected by faculty: 5**

- A current or past department chair/school dean from the College of Arts and Sciences
- A current or past department chair/school dean from the College of Social Sciences and Professional Studies
- A faculty member at large representing graduate studies who has served on GSC or who has had significant experience with external accreditation
- A faculty member at large representing undergraduate studies who has served on APC or who has had significant experience with external accreditation
- A faculty member at large from the School of Education who has had significant experience with external accreditation

**Ex officio:** Provost or designee

WASC ALO

**Resource personnel:** Chair of APC (as needed)

Chair of GSC (as needed)

Director of Institutional Research (as needed)

VP for Finance or designee (as needed)

**Length of tenure for elected members:** Three year staggered terms

**Chair:** Provost or designee

**Suggested frequency of meetings:** Semi-monthly

**Major responsibilities:**

1. Provide, update, and implement Program Review guidelines.
2. Maintain and oversee the academic and academic co-curricular program review calendars and processes.
3. Provide support to academic units going through Program Review.
4. Provide evaluative feedback to academic units that have submitted Program Review documents.
5. Communicate with the chairs of APC and GSC when a program review has been completed and Program Review documents are available for viewing.

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## **Special Events Advisory Committee**

**Committee reports to:** Provost  
**Frequency of reports:** As needed  
**Make-up of committee:** Size: 9  
**Members:**  
**Elected by faculty:** 3  
**Ex officio:** President (or designee)  
Provost  
Vice Provost for Academic Administration  
Chief Academic Marshal  
Cultural events coordinator  
VP for External Relations

**Length of tenure for faculty members:** Three year staggered terms

**Method for selecting chair:** Elected by the committee

**Suggested frequency of meetings:** As needed

**Major responsibility:**

Advise administration on academic convocations such as commencement, presidential inauguration, etc.

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## Spiritual Life Committee

**Committee reports to:** Vice President of Spiritual Development

**Frequency of reports:** As needed

**Make-up of committee:** Size: 9

**Members:**

**Elected by faculty:** 3

**Ex officio:** Vice President of Spiritual Development

Director of Chaplaincy Ministries

Director of Community Ministries

Director of Discipleship Ministries

Director of International Ministries

Director of Worship Ministries

**Resource personnel:** ASB Director of Spiritual Life

Dean of Students

**Length of time for members:** Three year staggered terms

**Chair:** Vice President of Spiritual Development

**Suggested frequency of meetings:** Twice each semester

**Major responsibilities:**

1. Review overall programming for the office of Spiritual Development.
2. Serve as an advisory committee regarding communication about programs and increasing full campus engagement.
3. Review the campus community practices from a Wesleyan Perspective. Strategize to address areas of weakness.
4. Advise faculty on resources available for spiritual care of PLNU community members.
5. Advise the office of Spiritual Development on the spiritual care needs of PLNU community members.

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## **Structural Governance Committee**

**Committee reports to:** Faculty

**Frequency of reports:** Yearly

**Make-up of committee:** Size: 6

**Members:**

**Elected by faculty:** 6 Five faculty members at large elected with five years or more of service at PLNU.  
One faculty member at large with fewer than five years of service at PLNU for a one year term.

**Length of tenure for elected members:** Three year staggered terms for all members except:

1. The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.
2. A one year term shall be served by the at large faculty member with fewer than five years of service.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Suggested frequency of meetings:** Monthly

**Other membership requirements:**

1. Faculty members will have already served on committees.
2. No more than one member from any department or school.

**Major responsibilities:**

1. Review the structure and effectiveness of about five individual committees each year and publish the intended six-year schedule for future reviews in a shared workspace accessible to faculty.
2. A notice of reaffirmation of each vital and necessary committee shall be brought to the faculty and the Administrative Cabinet following such a review.
3. Any committee not receiving a notice of reaffirmation within any six year period shall be automatically deleted and reported to the faculty and the Administrative Cabinet.
4. Review submissions for the creation of new committees.
5. Recommend creations, modifications, and deletions of committees to the faculty and/or to the Administrative Cabinet.
6. Evaluate the staffing feasibility of proposed new committees with respect to available faculty, staff, and institutional resources.
7. Recommend to the faculty and the Administrative Cabinet minor changes which are necessary to continue the smooth operation of committees. These minor changes include, but are not limited to, committee name changes, editorial changes to membership, addition or deletion of two or fewer members, changes in two or fewer responsibilities.

8. Review the work of the Faculty Handbook Editor and oversee the maintenance of the Faculty Handbook, particularly as it pertains to faculty organization and faculty governance.
9. Coordinate a “Chairs’ Seminar” each spring for the purpose of supporting and training new and future committee chairs.
10. Request and collect the minutes of all faculty committee meetings and post these minutes in a searchable manner in a shared workspace accessible to faculty.

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## **Student Development Committee**

**Committee reports to:** Vice President of Student Development

**Frequency of reports:** As needed

**Make-up of committee:** Size: 7

**Members:**

**Elected by faculty:** 3

**Ex officio:** Vice President of Student Development

Dean of Students

Director Special Academic Services

Director of Wellness Center

**Resource personnel** ASB President (or designee)

Director of Chaplaincy Ministries

**Length of time for members:** Three year staggered terms

**Chair:** Vice President of Student Development

**Suggested frequency of meetings:** Twice each semester

**Major responsibilities:**

1. Review overall programming for the office of Student Development.
2. Serve as an advisory committee regarding communication about programs and increasing full campus engagement.
3. Review campus community practices from the perspective of Student Affairs theory and practice.
4. Explore effective strategies for increasing curricular and co-curricular collaboration.
5. Advise faculty on resources available through Student Development.
6. Advise the office of Student Development on resources needed by PLNU community members.

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## **Teacher Education Advisory Council**

**Committee reports to:** Faculty

**Frequency of reports:** Annual

**Make-up of committee:** Size: 17

**Members:**

**Ex officio:** Director of School of Education, San Diego  
Coordinator, Multiple Subjects Credential  
Coordinator, Single Subjects Credential

**Appointed:** Representative from each department/school involved in single or multiple subject credential programs, appointed by the chair/school dean

**Chair:** Director of School of Education, San Diego

**Suggested frequency of meetings:** Monthly

**Major responsibilities:**

1. Review and recommend Multiple subject, Single subject, and teacher candidates for admission to the Teacher Education Program.
2. Make recommendations to the School of Education regarding the academic competencies and qualifications of candidates and curricular matters.
3. Assist in the coordination of class scheduling and course sequencing; be kept current on academic and credential program advising; be apprised of Commission on Teacher Credentialing changes which affect certain credential programs; discuss waiver programs; and explore creative and effective methods of preparing teachers.

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## Tenure Committee

<b>Committee reports to:</b>	Faculty
<b>Frequency of reports:</b>	Fall and Spring
<b>Make-up of committee:</b>	Size: 6
<b>Members:</b>	
<b>Elected by faculty:</b>	Four faculty members at large, all tenured
<b>Ex officio:</b>	Faculty Council Designee Provost
<b>Non-voting participant:</b>	President

\* The president is invited to participate in all meetings and discussions without affecting quorum, voting tallies, or proportions.

**Length of time for members:** Three year staggered terms for all members

- The past chair shall serve an additional year if they are chair in their third year on the committee. The past chair is ineligible to be elected chair in their fourth year of service on the committee.

**Chair and Chair-Elect:** Appointed by the Nominating Committee from among the elected faculty members of the committee.

**Other stipulations:** Only one representative from any department/school, including (if possible) the Faculty Council designee.

### **Major responsibilities:**

1. Receive faculty applications for tenure from the Provost by the first Friday after Labor Day.
2. Designate at least one member of the committee to arrange a classroom visit for each tenure applicant. For library faculty, the committee member must make arrangements to observe and/or discuss the applicant's contribution towards PLNU's educational mission.
3. Schedule Tenure Committee interviews to meet individually with each tenure applicant.
4. Recommend individuals to be granted tenure based on a 2/3 majority ballot vote to the President by the first Friday in November.
5. Communicate in writing the recommendation of the committee to the tenure applicant.
6. Receive faculty applications for third-year review from the Provost by the second Friday of January.
7. Schedule, as necessary, interviews to meet individually with each faculty member undergoing a third-year review.
8. Brief summary of the third-year review findings will be given to the applicant and to the Provost. This process to be completed by the first Friday in April.
9. Provide a report of tenure decisions at a faculty meeting in the spring.
10. Make recommendations for policy and procedural changes regarding tenure and third-year review to the faculty by their consent to the President. [Back to top](#)