

SECTION FOUR

CAMPUS COMMITTEES

4 CAMPUS COMMITTEES**4.1 COLLEGE-WIDE POLICIES FOR CAMPUS COMMITTEES**

4.1.1 **Assignment of Committees to a Governance Body.** All standing committees are assigned to one of the main governance bodies—the Community of Educators, College Council, Ranked Faculty Meeting, Administrative Council, and Staff Council. These main governance bodies have the authority to modify the membership and responsibilities of their respective standing committees as well as create or delete standing committees.

4.1.2 **“Regular” and “Advisory” Committees.** There is a distinction between regular standing committees and advisory standing committees. Regular standing committees make recommendations to one of the councils, Community of Educators Senate, or the Ranked Faculty Meeting. In contrast, advisory committees are those standing committees that advise other persons or groups on campus or facilitate the implementation of established programs.

4.1.3 **Types of Committee Responsibilities.** The responsibilities of each regular standing committee fall into two categories. An action function is one where the committee possesses delegated authority to make decisions. A recommending function is one where the committee decision goes as a recommendation to another person or deliberating body for action (identified parenthetically for each recommending function). These functions will be clearly delineated in all descriptions of committee responsibilities.

4.1.4 **Ad Hoc Task Force.** An ad hoc task force can be established by the President, Provost, Community of Educators Senate, Ranked Faculty Meeting, any council, and any standing committee as they deem necessary to fulfill their responsibilities. When College-wide issues that require input from both the College Council and the Community of Educators emerge, the President will create a College-wide ad hoc task force to address those issues. When created, a task force must have a clear mission, governance protocol, and timetable for deliberation and action.

4.1.5 **Committee Minutes.** The chair of each standing committee has the responsibility of overseeing the keeping of minutes of all committee meetings. Minutes must include the following: (1) list of members who were present, (2) summary of all official actions, and (3) the complete text of any policies and/or programs approved. All minutes must be regularly filed with the appropriate administrative office:

4.1.5.1 Community of Educators Committees: Office of the Provost

4.1.5.2 College Council Standing Committees: Office of the President

4.1.5.3 Ranked Faculty Meeting Committees: Office of the Provost and Human Resources

4.1.5.4 Administrative Council Committees: Relevant Vice Presidents and Human Resources

4.1.5.5 Staff Council Committees: Relevant Vice Presidents and Human Resources

- 4.1.6 **The President's and Provost's Relationship to Committees**
- 4.1.6.1 The President, as the Chief Executive Officer of the College, has the privilege of attending meetings of each governance body and standing committee (except executive sessions of these governance bodies). The President has voting privileges only in those bodies and committees of which he/she is designated as a voting member.
- 4.1.6.2 The Provost, given his/her supervisory role over the curriculum and cocurriculum, has the privilege of attending meetings of the Community of Educators or Community of Educators standing committees (except executive sessions of these governance bodies). The Provost has voting privileges only in those bodies and committees of which he/she is designated as a voting member.
- 4.1.7 **Academic Department Clusters.** Department clusters serve as a mechanism to provide, on occasion, breadth of perspective on selected committees and task forces. They do not constitute separate deliberating or governance bodies.
- 4.1.7.1 Cluster 1
- a. Communication
 - b. English
 - c. Modern Languages
 - d. Music
 - e. Philosophy
 - f. Theatre
 - g. Visual Arts
- 4.1.7.2 Cluster 2
- a. Biblical and Religious Studies
 - b. Human Development and Family Science
 - c. History
 - d. Politics
 - e. Psychology
 - f. Sociology and Social Work
- 4.1.7.3 Cluster 3
- a. Education
 - b. Engineering
 - c. Management and Business
 - d. Mathematical Sciences
- 4.1.7.4 Cluster 4
- a. Biological Sciences
 - b. Chemistry and Biochemistry
 - c. Health and Human Performance
 - d. Nursing
 - e. Nutrition and Dietetics
- 4.1.8 **Policies Related to Committee Membership**
- 4.1.8.1 A person elected or appointed to a committee may serve up to a maximum of two consecutive terms.

- 4.1.8.2 As a general rule, employees will not be required to serve on any standing committees. However, since committee work is a part of the institutional service expected of term-tenure track and clinical track faculty members, they are expected to be willing to serve on at least one standing committee in a given academic year.
- 4.1.8.3 Committee assignments involving ranked faculty will generally be carried out during the regular academic year. If major committee assignments require significant involvement of ranked faculty during the summer months, additional remuneration will be given at the same weekly rate as for teaching summer school.
- 4.1.8.4 When the description of a committee member indicates a given member or that member's "designee," this means that the given member has the choice of either serving on the committee for the year or designating someone else to serve on the committee for the year.
- 4.1.8.5 Members of the Community of Educators Senate and all Community of Educators standing committees are not allowed to appoint a proxy to serve on their behalf when they are absent from a meeting.
- 4.1.9 **Determining Membership on Committees**
- 4.1.9.1 Persons are assigned to campus committees in one of the following ways:
- Serve as an *ex officio* member
 - Elected in a campus-wide election
 - Appointed by a person or representative group
- 4.1.9.2 In general, elected positions tend to be weightier (more time-consuming, more significant to the particular constituency affected), whereas appointed positions tend to demand less time and deal with more narrow issues and responsibilities.
- 4.1.9.3 *Ex Officio Position.* The member serves by virtue of the office he/she fills. *Ex officio* members are full members with both voice and vote. For some *ex officio* committee positions, policy may allow an *ex officio* member to appoint a designee for his/her position. When this occurs, the designee will serve in this position as the official member with voice and vote for the full year.
- 4.1.9.4 *Elected Position.* A governance position to which a person is elected by a balloting process that includes the entire constituency from which that person is chosen. For each elected position, two things must be clear:
- The candidate pool from which the person is elected
 - The voting constituency for that particular election
- 4.1.9.5 *Appointed Position.* A governance position to which a person is appointed by a person or group. An appointment happens in one of three ways:
- Appointment by a person (e.g., the Provost). In these cases, the person with the authority to make the appointment does so, and the appointment does not need to be confirmed by anyone else.
 - Appointment by a representative body. These appointments may need to be confirmed by a larger body; e.g., the Ranked Faculty Affairs Committee has, in the past, had its appointments confirmed by the Ranked Faculty Meeting.
 - Appointment by a department. Individual departments are free to determine how these appointments are done; e.g., one department may give the chair the authority to make its appointments, another department may form a subcommittee to make its appointments, and a third department may decide to conduct its own internal elections, etc.

- d. For each appointment, two factors must be clear:
 - 1. The pool from which the person is appointed
 - 2. The appointing body or person
- e. Governance bodies making appointments should take into account gender diversity on committees as appropriate.

4.2 COLLEGE COUNCIL STANDING COMMITTEES**4.2.1 Administrative Technology Committee** [Revised 10/1/02, College Council]**4.2.1.1** Membership

- a. Chair, to be appointed by the Vice President for Finance (as supervisor of ITS), in consultation with the Provost, the Vice Presidents, and the Director of Information Technology Services
- b. Director of Information Technology Services
- c. Assistant Director of Administrative Computing
- d. Director of Facilities and Conference Services
- e. Director of Purchasing
- f. Director of Financial Operations and Controller
- g. College Webmaster
- h. One representative of users of each major administrative software module appointed by the director in the respective area: Business Office (IFAS), Registrar (RIM and DegreeWorks), Admissions (SAM), Financial Aid (AID), College Development (HAR), Student Affairs (AFF), and Human Resources (HRIS)
- i. One each from College Services, Dining Services, External Programs, Alumni Relations/Publications/Public Relations, Building and Property Services and the Philadelphia staff, appointed by the director(s) in the respective area(s)
- j. Non-voting resource personnel, appointed by the chair and Director of Information Technology Services on an annual basis

4.2.1.2 Recommending Functions

- a. Respond in an advisory capacity to items related to administrative use of technology in the consolidated Information Technology Services budget (Information Technology Committee).
- b. Respond in an advisory capacity to major policy and planning initiatives related to administrative use of technology (Information Technology Committee).
- c. Respond in an advisory capacity to proposals for major changes in services provided to administrators and other staff by Information Technology Services (Information Technology Committee).
- d. Promote the interests and concerns of administrative units in areas related to Information Technology Services (Information Technology Committee).

4.2.2 Information Technology Committee [Revised 10/1/02, College Council]**4.2.2.1** Membership

- a. Director of Information Technology Services, Chair
- b. Vice President for Finance
- c. Chair of the Educational Technology Committee
- d. Two faculty members from the Educational Technology Committee, appointed by the Chair of the Educational Technology Committee in consultation with the Educational Technology Committee to two-year staggered terms
- e. Chair of the Administrative Technology Committee
- f. Two members of the Administrative Technology Committee who shall be the Webmaster and the Director of Financial Operations and Controller
- g. One student appointed by the Student Government Association

4.2.2.2 Recommending Functions

- a. Recommend changes to major policies related to information technology (Provost and/or Vice President for Operations).
- b. Respond in an advisory capacity regarding the development of the annual Information Technology Services budget (Director of Information Technology Services).
- c. Draft and recommend a long-range plan for technology that is updated on a regular basis in coordination with the general College planning process (Provost, College Council).

4.2.2.3

Action Functions

- a. Establish general policies for Information Technology Services.
- b. Approve changes in services provided by Information Technology Services.
- c. Approve yearly the “strategic” plan drafted by Information Technology Services that includes specific hardware and software initiatives.
- d. Consult with the Educational Technology Committee and/or the Administrative Technology Committee on matters of relevance to each committee.

4.2.3

Risk Management Safety Advisory Committee

4.2.3.1

Membership

- a. Director of Facilities and Conference Services, Chair
- b. College Legal Counsel
- c. Director of Disability Services
- d. Director of Human Resources
- e. Director of Public Relations
- f. Director of Building and Property Services
- g. Public Safety Training Officer
- h. Director of Public Safety
- i. Vice President for Operations
- j. One representative from each of the following areas/departments of the College (each representative will serve a two-year term):
 1. Academic Administration, appointed by the Provost
 2. Visual Arts, appointed by the Department of Visual Arts
 3. Theatre, appointed by the Department of Theatre
 4. Intercollegiate Athletics, appointed by the Director of Athletics
 5. School of Health and Natural Sciences, appointed by the School Dean
 6. Dining Services, appointed by the Director of Dining Services
 7. Engineering, appointed by the Department of Engineering
 8. Health and Human Performance, appointed by the Department of Health and Human Performance
 9. Nursing, appointed by the Department of Nursing
 10. Philadelphia Campus, appointed by the Director of the Philadelphia Campus
 11. Messiah College Press, appointed by Director of College Services
 12. Student Affairs, appointed by the Vice Provost/Dean of Students

4.2.3.2

Recommending Function. Serve in an advisory capacity to the President by identifying local, state, and federal laws and regulations (e.g. occupational health and safety, environmental conditions, emergency preparedness, and Americans with Disabilities Act, etc.) as they relate to College operations.

4.2.3.3

Action Functions

COMMUNITY OF EDUCATORS HANDBOOK

Section 4: Campus-Wide Committees

- a. Periodically evaluate the workplace to identify conditions that might harm employees' health or safety.
- b. Develop policies relative to compliance with relevant local, state, and federal laws and regulations.
- c. Assess needs and inform the President concerning funds required to implement such policies.
- d. Seek out the best available information on hazards and risks and communicate safe work practices to all departments and employees.
- e. Advise and coordinate safety and health workplace training and monitor effectiveness.
- f. Assign the responsibility for prompt investigation by supervisors/department heads of all safety and compliance issues to find out their cause and to recommend corrective measures to avoid reoccurrence.

4.3 JOINT JURISDICTION OF COLLEGE COUNCIL AND COMMUNITY OF EDUCATORS**4.3.1 Educational Technology Committee****4.3.1.1 Membership**

- a. Chair, appointed by the Provost in consultation with the Director of Information Technology Services
- b. One representative from each School, appointed by the Dean of each School, to three-year staggered terms
- c. One library educator, appointed by the Director of Murray Library to a three-year term
- d. One Cocurricular Educator, appointed by the Vice Provost/Dean of Students to a three-year term
- e. Director of Information Technology Services
- f. Assistant Director of Academic Computing
- g. Two students appointed by the Student Government Association

4.3.1.2 Recommending Functions

- a. Develop and maintain a philosophy and strategic plan for educational technology (Community of Educators, Information Technology Committee, College Council).
- b. Develop and promote proposals for resolving issues and concerns of educators and students in areas related to Information Technology Services (Provost and/or Standing Academic Committees and/or Information Technology Committee).
- c. Make programmatic and personnel recommendations related to educational technology (Provost and/or Standing Academic Committees and/or Information Technology Committee).
- d. Develop recommendations related to educational technology in the consolidated Information Technology Services budget (Information Technology Committee).
- e. Respond in an advisory fashion to proposals for major changes in services provided to faculty, students, and/or the College as a whole by Information Technology Services (Information Technology Committee, College Council).

4.3.1.3 Action Functions

- a. Solicit input from educators and students on issues, concerns, and needs related to Information Technology Services.
- b. Communicate the status of initiatives and developments within Information Technology to educator groups.

4.3.2 Gender Concerns Committee [Revised 3/4/03, College Council]. The guiding purpose of the Gender Concerns Committee is the education, encouragement, and empowerment of students and employees to become agents for change and transformation concerning gender issues on campus and beyond.

4.3.2.1 Membership. The majority of members should be appointed with a view toward overall gender balance in the committee.

- a. Provost, Chair (or designee)
- b. Director of Human Resources
- c. Highest-ranking female administrator (if Provost is not a woman)
- d. Vice Provost/Dean of Students (or designee)

- e. College Pastor (or designee)
- f. Two members of the Community of Educators, one of whom must be a faculty member (Ranked Faculty, Librarian, Curricular Administrator), appointed by the Community of Educators Steering Committee to two-year staggered terms
- g. Two staff or administrative employees, appointed by the Director of Human Resources to two-year staggered terms
- h. Three students, one male and two females, appointed by the Student Government Association

4.3.2.2

Recommending Functions

- a. Develop goals, programs, policies, and institutional practices that create a welcoming and supportive campus climate for women and men (College Council or Administrative Offices).
- b. Develop recommendations that address issues of concern related to gender brought by members of the College Community (College Council, Cocurricular Education Council, Academic Council, Community of Educators Senate).
- c. Monitor annual hiring, committee representation, and student recruitment for gender equity and make recommendations to remedy inequities if they are found to exist (College Council, Community of Educators Senate).
- d. Develop recommendations for effective policies and procedures that assure prompt and fair procedures for addressing incidents related to sexual harassment, sexist or demeaning language, or other forms of gender discrimination (College Council or Administrative Offices).

4.3.2.3

Action Functions

- a. Director of Faculty Development, Director of Human Resources, Vice Provost/Dean of Students, and other appropriate College personnel in the creation and implementation of orientation programs related to gender for educators, staff, and students.
- b. Initiate and encourage regular and ongoing education as well as special events for educating and training members of the College Community on issues related to gender, including gender privilege and gender reconciliation.
- c. Collaborate with and encourage the development of campus women's and men's groups that focus on gender-related concerns.

4.3.3

Racial Justice and Multicultural Education Committee (Micah) [Approved 1/24/06, College Council]

4.3.3.1

Membership. The membership of the committee shall include students, educators, and administrative staff. A majority of the members shall be persons of color.

- a. Provost (or designee), Chair
- b. Director of Human Resources
- c. Dean of Enrollment Management
- d. Vice Provost/Dean of Students
- e. Associate Dean for Multicultural Programs
- f. College Pastor (or designee)
- g. Coordinator of Multicultural Student Recruitment
- h. Counselor for Students of Color, International Students and missionary kids

- i. Six members of the Community of Educators, at least three of whom must be faculty members, appointed by the Provost to two-year staggered terms
- j. Five students of color and one international student, appointed by the Associate Dean of Multicultural Programs (in consultation with the Student Government Association Vice President of Educational Programs) to a one-year term
- k. A staff employee, appointed by the Director of Human Resources to a two-year term

4.3.3.2**Recommending Functions**

- a. Develop goals, programs, policies, and institutional practices that create a welcoming and supportive campus climate for students and employees of color and of all nationalities and ethnicities (College Council or Administrative Offices).
- b. Encourage curriculum development and cocurricular programs that promote racial justice and multicultural learning (Academic Council or Cocurricular Education Council).
- c. Propose ways to dismantle racist practices and policies that exist within the College (College Council or Administrative Office).

4.3.3.3**Action Functions**

- a. Organize training events that develop awareness and understanding of racism and cultural diversity.
- b. Assure prompt and fair procedures for addressing incidents related to racial or ethnic harassment or discrimination.
- c. Conduct periodic reviews of institutional policies and governance structures to assure that they support the needs of students and employees of color (reported to Community of Educators and College Council).
- d. Conduct an annual review of the progress of the College in recruiting students, educators, and employees of color (reported to Community of Educators and College Council).
- e. Educate, encourage, and empower students and employees to become agents of change and transformation on our campus and beyond.

4.4 COMMUNITY OF EDUCATORS STANDING COMMITTEES**4.4.1 Academic Council****4.4.1.1 Membership**

- a. Provost, Chair
- b. Dean, School of the Arts
- c. Dean, School of Education and Social Sciences
- d. Dean, School of Health and Natural Sciences
- e. Dean, School of the Humanities
- f. Dean, School of Mathematics, Engineering, and Business
- g. Assistant Provost/Dean of Curriculum
- h. Vice Provost/Dean of Students
- i. Dean for External Programs
- j. Registrar
- k. Associate Dean of General Education and Common Learning
- l. Director of the Murray Library
- m. Two Department Chairs from different Schools, elected by the faculty for two-year staggered terms
- n. Three ranked faculty members who are not Department Chairs
 1. From different Schools
 2. Elected by the faculty for three-year staggered terms
 3. Cannot serve more than two successive terms
 4. Elected after the Department Chair representatives to ensure that all five Schools are represented by either a Department Chair or a ranked faculty member
- o. Student Government Association Vice President of Educational Programs

4.4.1.2 Recommending Functions

- a. Academic policies that do not directly affect the cocurricular program (Community of Educators). Such policies include, but are not limited to, the following:
 1. Academic Grading System
 2. Class Attendance
 3. Course Syllabi
 4. Examinations
 5. Directed Study, Independent Study, Internships, Department Practica
 6. Repeating Courses
- b. Academic Policies that directly affect the cocurricular College-wide programs (Community of Educators). Such policies include, but are not limited to, the following:
 1. Graduation Requirements
 2. Academic Calendar
 3. Course Scheduling/Registration
 4. Academic Advising Policies
 5. Cocurricular Eligibility while on Academic Probation

- c. Periodically review the College-Wide Educational Objectives in relationship to the curricular program. If modifications in the College-Wide Educational Objectives are needed, it shall recommend that the Provost form an ad hoc study committee (Community of Educators, Provost, President, Board of Trustees).
- d. Periodically review the Parameters for the Curriculum, College-Wide Curricular Principles, Curricular Principles for Academic Majors, and Curricular Principles for General Education and propose modifications (Community of Educators, Provost).
- e. Determine new academic programs or delete existing programs within the context of an approved Strategic Plan (Community of Educators, Provost, President, Board of Trustees).
- f. Recommend new major international programs (Community of Educators, Provost, President, Board of Trustees).
- g. Recommend changes in the organizational structure of educational programs (Provost, President, Board).
- i. Recommend additions and changes in academic degree offerings (Provost, President, Board).

4.4.1.3

Action Functions

- a. Advise the Provost on academic matters and administrative issues related to the academic program.
- b. Review academic petitions from students who have been placed on academic suspension or dismissal. Review appeals of cocurricular ineligibility due to academic probation. These actions will be performed by the Academic Appeals Subcommittee. The Subcommittee's action on all appeals will incorporate a holistic approach, which involves a consideration of the cocurricular institutional record of the student. The Subcommittee will be chaired by the Registrar and will include the Vice Provost/Dean of Students (or designee), Assistant Provost/Dean of Curriculum and two members of the Academic Council who will be elected by the Academic Council to two-year staggered terms. Petitions for exceptions to curricular requirements go to the appropriate academic department and/or the Registrar as the designee of the General Education Committee.
- c. Approve non-major international programs. All such actions will be attached to the Community of Educators Senate agenda and are final unless challenged in writing by three educators from two different departments. All appeals must be made to the Provost in writing within seven days after the Academic Council action is reported. Such appeals will then be brought to the Community of Educators Senate for final action.
- d. Formulate new cross-department curricular programs (e.g., honors programs, pre-professional programs, service-learning, etc.) and/or propose changes in those programs (Curriculum Committee).
- e. Periodically review the results of College-wide assessment of student learning and consider their implications for the College's overall academic program.

- 4.4.2 **Admissions and Financial Aid Committee**
- 4.4.2.1 Membership
- a. Dean of Enrollment Management, Chair
 - b. Registrar
 - c. Vice Provost/Dean of Students (or designee)
 - d. Two non-administrative faculty members (i.e. Ranked Faculty or Librarian), appointed by the Community of Educators Steering Committee to two-year staggered terms
 - e. Director of Admissions
 - f. Director of Student Recruitment
 - g. One student appointed by the Student Government Association
- 4.4.2.2 Recommending Functions
- a. Develop policies for student enrollment and financial aid (Community of Educators).
 - b. Review packaging policies for Financial Aid (Dean of Enrollment Management).
- 4.4.2.3 Action Functions
- a. Review questionable applications and determine conditions for admission.
 - b. Develop eligibility requirements for scholarships within the context of an approved long-range plan.
 - c. Act on applications of students seeking readmission to Messiah College.
 - d. Award Competitive Merit Scholarships.
- 4.4.3 **Awards and Recognition Committee**
- 4.4.3.1 Membership. The Chair, who will be one of the School Deans, shall be elected every two years by the committee members during the spring semester. A Chair may serve in that role for maximum of four consecutive years.
- a. Dean, School of the Arts
 - b. Dean, School of Education and Social Sciences
 - c. Dean, School of Health and Natural Sciences
 - d. Dean, School of the Humanities
 - e. Dean, School of Mathematics, Engineering, and Business
 - f. Vice Provost/Dean of Students or designated representative
 - g. One ranked faculty member and one cocurricular educator appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
- 4.4.3.2 Recommending Function. Develop philosophy, policies, and procedures related to campus-wide student awards (Community of Educators).
- 4.4.3.3 Action Functions
- a. Oversee the nomination and selection process for the following student awards: Merit Scholars, Boyer Scholars, and Who's Who (mailings, etc., will be coordinated by the Office of the Provost or designee).
 - b. Review any new proposals of campus-wide student awards.
 - c. Present nominations for all student awards to the appropriate group as determined by accepted policy.

- 4.4.4 **Boyer Center Campus Advisory Committee**
- 4.4.4.1 Membership
- a. Provost, Co-Chair
 - b. Executive Director of The Boyer Center, Co-Chair
 - c. Director of the Murray Library
 - d. Director of Faculty Development
 - e. Vice Provost/Dean of Students
 - f. One cocurricular educator, appointed by the Community of Educators Steering Committee to a two-year term
 - g. Two faculty members, appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
- 4.4.4.2 Recommending Functions
- a. Provide on-campus counsel for the development and direction of the Boyer Center (Provost/Executive Director of The Boyer Center).
 - b. Serve as a liaison between the campus community and Center functions (Provost/Executive Director of The Boyer Center and/or Community of Educators).
- 4.4.5 **Cocurricular Education Council** [Revised 9/25/01, Community of Educators Senate]
- 4.4.5.1 Membership
- a. Vice Provost/Dean of Students, Chair
 - b. College Pastor
 - c. Associate Dean for Residence Life
 - d. Associate Dean for Multicultural Programs
 - e. Associate College Pastor
 - f. Director of Counseling and Health Services
 - g. Director of Orientation and Leadership Programs
 - h. Director of Community Development
 - i. Director of Athletics
 - j. School Dean, appointed by Provost to a two-year term
 - k. One faculty member elected by the faculty to a two-year term
 - l. One member of the Department of Biblical and Religious Studies, appointed by the Department to a two-year term
 - m. One cocurricular educator elected by the cocurricular educators for a two-year term
 - n. Two students, appointed by the Student Government Association
- 4.4.5.2 Recommending Functions
- a. Develop and periodically review the College's philosophy of cocurricular education in the context of College mission and identity, College-Wide Educational Objectives, and cocurricular principles; and suggest changes (Community of Educators, President, Board of Trustees).
 - b. Develop and periodically review cocurricular education programs and establish major new programs, or delete such existing programs (Community of Educators, President, Board of Trustees).
 - c. Periodically review cocurricular education policies and recommend

modifications (Community of Educators). Such policy areas will include, but not be limited to, the following:

Chapel program

Cocurricular involvement eligibility while on chapel, academic, and disciplinary probation

Counseling services

Discipleship program

Health services and wellness education

Intercollegiate athletics

Issachar's Loft

Leadership education

Multicultural education and international student programs

Orientation

Recreational sports

Residence life

Student activities

Student media

4.4.5.3 Action Functions

- a. Approve changes in existing cocurricular programs within the context of College-Wide Educational Objectives and cocurricular principles.
- b. Review and coordinate out-of-class educational programs throughout the academic year.

4.4.6 **Community Involvement Advisory Committee**

4.4.6.1 Membership

- a. Dean for External Programs, Chair
- b. Director of the Agapé Center for Service and Learning
- c. Director of the Internship Center
- d. Director of Service-Learning
- e. Director of Career Development
- f. Director of Teacher Education
- g. Director of the Harrisburg Latino Community/Messiah College Partnership
- h. Two ranked faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
- i. One student appointed by the Student Government Association

4.4.6.2 Recommending Functions. Serve in an advisory capacity to any member of the council responsible for implementing a College program involving the local, regional, national, or international community (Provost).

4.4.6.3 Action Functions

- a. Establish and implement procedures for processing or referring off-campus community inquiries or requests for educational services.
- b. Monitor all educational services provided for off-campus communities.
- c. Monitor the maintenance of a database of off-campus contacts, agencies, and other organizations relevant to all educational services provided for off-campus communities.
- d. Provide for adequate orientation and preparation of all students who will interact with off-campus communities through College educational services.

- 4.4.7 **Community Standards Committee** [Revised 9/25/01, Community of Educators Senate]
- 4.4.7.1 **Membership** [Approved 10/10/05, Community of Educators Senate]
- a. Director of Community Development, Chair
 - b. College Pastor (or designee)
 - c. School Dean, appointed by the Provost to a two-year term
 - d. Department Chair, appointed by the Provost to a two-year term
 - e. Associate Dean of Students and Residence Education
 - f. Associate Dean for Multicultural Programs/Special Assistant to the Provost for Diversity Affairs
 - g. Two educators from the Community of Educators who are not ranked faculty members, appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
 - h. Two ranked faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
 - i. Vice Provost/Dean of Students
 - j. Two students appointed by the Student Government Association
- 4.4.7.2 **Recommending Functions**
- a. Periodically review the Community Covenant and recommend changes (Community of Educators, College Council, President, Board of Trustees).
 - b. Develop and review major changes in student behavioral standards and policies that support the Community Covenant and advance a campus ethos consistent with institutional mission (Community of Educators).
- 4.4.7.3 **Action Functions**
- a. Facilitate and develop ways of encouraging students to understand and live according to the Community Covenant and the student behavioral standards and policies of Messiah College.
 - b. The College Review Board will serve as a subcommittee of the Community Standards Committee with the following membership and responsibilities [Revised 11/4/2003]:
 1. *Membership* (all members serve on the Community Standards Committee)
 - (a) Ranked faculty member in second year of service, Chair
 - (b) Ranked faculty member
 - (c) Two students
 - (d) Two educators appointed by the Community Standards Committee
 - (e) Director of Community Development (serves in coordinating and advisory capacity with voice but not voting privileges)
 - (f) Vice Provost/Dean of Students (serves in coordinating and advisory capacity with voice but not voting privileges)
 2. *Action Functions*
 - (a) Handles all student disciplinary matters involving major or repeated violations.
 - (b) Handles all appeals from other hearing bodies under the guidelines outlined in the Student Handbook.
 3. *Appeals*. All appeals of the College Review Board decisions are heard by the Provost whose decision is final.

4.4.8 Curriculum Committee**4.4.8.1 Membership**

- a. Assistant Provost/Dean of Curriculum, Chair
- b. Associate Dean of General Education and Common Learning
- c. Registrar (non-voting member and secretary)
- d. Two Department Chairs from two different Schools, elected by the faculty to two-year staggered terms
- e. Three ranked faculty members who are not Department Chairs:
 1. From three different Schools,
 2. Elected by the faculty to three-year staggered terms
 3. Elected after the Department Chair representatives to ensure that all five Schools are represented by either a Chair or a ranked faculty member
- f. One student appointed by the Student Government Association

4.4.8.2 Membership Requirements

- a. No department may have more than one ranked faculty member on the Committee.
- b. All committee members will reflect a campus-wide perspective rather than a particular department or discipline.
- c. No member may serve for more than two consecutive terms.
- d. The Provost may attend meetings at his/her prerogative.
- e. The Dean of the School and/or the Chair of an academic department have the option of being present at the Curriculum Committee when proposals from their respective School and department are considered.
- f. Members of the Committee shall abstain from voting on proposals submitted by their own academic department.

4.4.8.3 Recommending Function: Review all curricular requirements and courses for approved new academic programs within the context of foundational curricular principles and parameters (Academic Council or Community of Educators in the case of structural change in General Education).

4.4.8.4 Action Functions

- a. Coordinate periodic reviews of the curricular program(s) on the basis of foundational curricular principles.
- b. Approve, as proposed, policy/policies for the effective administration of the curriculum, e.g., cross-listing of courses, credit by examination, credit granted for external programs, etc.
- c. Approve changes in requirements and addition, modification, or deletion of courses for all curricular programs, within the context of foundational curricular principles and parameters, including internships, practica, and other field studies.
- d. All Curriculum Committee actions will be sent to the Community of Educators for informational purposes. These actions are final unless challenged in writing by three faculty members from two different departments. All appeals must be made to the Provost in writing within seven days of the date of the Curriculum Committee action mailing. Such appeals will then be brought to the Community of Educators Senate for final action.

- 4.4.9 **First Year Experience Committee** [Approved, 10/26/04, Community of Educators Senate]
- 4.4.9.1 Purpose. The First Year Experience Committee provides oversight to the purpose, objectives, and programs associated with the first college year. The First Year Experience Committee reviews curricular and cocurricular strategies to ensure a smooth transition from high school to the first college year and to ensure that all first year students begin the process of understanding what it means to be an educated person according to the institution's mission and values.
- 4.4.9.2 Membership
- a. Chair (member of the Community of Educators, appointed by the Provost to a three-year term)
 - b. Associate Dean of General Education and Common Learning
 - c. Director of Academic Advising
 - d. Director of the Core Course
 - e. Associate Dean of Student Affairs
 - f. Director of Student Programs or designee
 - g. Director of Career Development
 - h. Director of Admissions Technology and Communications
 - i. College Ministries representative, appointed by the Provost
 - j. One librarian appointed by the Community of Educators Steering Committee to a three-year term
 - k. One ranked faculty member appointed by the Community of Educators Steering Committee to a three-year term
 - l. One sophomore student appointed by the Vice Provost/Dean of Students
- 4.4.9.3 Recommending Functions
- a. Periodically review the purpose and objectives of the First Year Experience (Community of Educators Senate).
 - b. Propose new educational programming (Cocurricular Education Council/Academic Council/General Education Committee [as appropriate], Community of Educators Senate).
 - c. Propose revisions in existing programming (Cocurricular Education Council/Curriculum Committee/General Education Committee [as appropriate]).
- 4.4.9.4 Action Functions
- a. Annually document and review approved programming.
 - b. Coordinate annual programming.
 - c. Assess the First Year Experience program.
 - d. Act as liaison between the First Year Experience programming, admissions programming, and the advising of first year students.
 - e. Adopt the annual common text in consultation with the General Education Committee and the Core Steering Committee.
 - f. Research trends and best practices in First Year Experience.
 - g. Advise administrative offices, academic departments, and campus committees regarding the First Year Experience.

- 4.4.10 **General Education Committee**
- 4.4.10.1 Membership
- a. Associate Dean of General Education and Common Learning, Chair
 - b. Assistant Provost/Dean of Curriculum
 - c. Registrar
 - d. Four ranked faculty members, one from each cluster, appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
 - e. One librarian, appointed by the librarians to a two-year term
 - f. Director of Writing Across Curriculum
 - g. One cocurricular educator, appointed by the Community of Educators Senate Steering Committee to a two-year term
 - h. One student appointed by the Student Government Association
- 4.4.10.2 Recommending Functions
- a. Periodically review the Curricular Principles for General Education and propose appropriate modifications (Academic Council, Community of Educators).
 - b. Periodically review the structure of General Education requirements and propose modifications (Curriculum Committee, Community of Educators).
 - c. Review and recommend courses for the General Education program (Curriculum Committee).
 - d. Develop guidelines that satisfy General Education requirements for departments or individual students with unique circumstances, e.g., major overlap with General Education, students with disabilities, etc. (Curriculum Committee).
- 4.4.10.3 Action Functions
- a. Establish course parameters for all IDS courses within the faculty-approved structure for the General Education program.
 - b. Review appeals from students regarding the satisfying of curricular requirements.
 - c. Consult, as appropriate, with representatives of other educational units (e.g., international, library, service-learning) regarding the concerns of their areas for General Education.
- 4.4.11 **Institutional Review Board** [Approved 3/2/2004, Community of Educators Senate]
- 4.4.11.1 General Guidelines for Membership
- a. The Institutional Review Board (IRB) will be comprised of at least six voting members.
 - b. Appointed members to the IRB will be sufficiently qualified in their experiences and expertise and sensitive to community attitudes so as to be respected for their advice and counsel in safeguarding the rights and welfare of human subjects.
 - c. An IRB member shall not participate in the review of any project in which he/she is involved as a researcher or subject, thus avoiding even the appearance of a conflict of interest.
 - d. All attempts will be made to ensure diversity among board members, including gender, ethnicity, and primary discipline (e.g., School).
 - e. All IRB members (other than *ex officio* members) will be appointed by the Dean of the School of Health and Natural Sciences, in consultation with the Provost and IRB Chair, to three-year staggered terms.
 - f. The IRB Chair will be nominated by the Dean of the School of Health and Natural Sciences and approved by the Provost for a three-year term.

- 4.4.11.2 Membership
- a. Chair
 - b. One ranked faculty member from the Natural Sciences
 - c. One ranked faculty member from outside the Natural Sciences
 - d. One cocurricular educator who is a non-scientist
 - e. One external reviewer (a person who is not otherwise affiliated with the College or an immediate family member of a person who is affiliated with the College)
 - f. Director of Foundation Relations and Sponsored Programs (*ex officio*)
 - g. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children under 18), the IRB will include at least one ad hoc member who has a primary concern for the welfare of these subjects.
- 4.4.11.3 Functions. The IRB operates under the rules set forth in the Code of Federal Regulations 45 CFR 46 and *The Belmont Report*, both publications of the U.S. Department of Health and Human Services. The primary duties of the IRB are as follows:
- a. Approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by federal, state, and local regulations and College institutional policies. (The Provost has the authority to overrule an IRB approval of a research protocol based on institutional considerations. The Provost does not have the authority to overrule an IRB rejection.)
 - b. Protect human subjects from undue risk and deprivation of human rights and dignity, including extinction from studies of no scientific merit.
 - c. Ensure that participation by subjects is both confidential and voluntary, as indicated by a well-articulated informed consent process.
 - d. Maintain an equitable balance between potential benefits of the research to the subjects and/or society and the risks assumed by the subject.
 - e. Determine that the research design and study methods of a protocol are appropriate to the objectives of the research and the field of study.
 - f. Ensure compliance of research protocols with the regulations of the Department of Health and Human Services and other funding agencies when appropriate.
- 4.4.12 **International Student Advisory Committee**
- 4.4.12.1 Membership
- a. Director of Multicultural Student Programs and Recruitment, Chair
 - b. Dean of Enrollment Management
 - c. Associate Dean for Multicultural Programs
 - d. Associate Dean for Residence Life
 - e. Coordinator of Multicultural Student Recruitment
 - f. Dean for External Programs
 - g. Registrar
 - h. English-as-a-second-language faculty member appointed by the Department of Modern Languages to a two-year term
 - i. Academic English Program faculty member appointed by the Department of Modern Languages to a two-year term
 - j. Student President of ISA/MU Kappa
- 4.4.12.2 Action Function. Review and address special needs that international students may encounter at the College.

- 4.4.13 **Library Committee**
- 4.4.13.1 Membership
- a. Director of Murray Library, Chair
 - b. One librarian, appointed by the Community of Educators Senate Steering Committee to a two-year term
 - c. Four ranked faculty members, one from each cluster, appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
 - d. Two students appointed by the Student Government Association
- 4.4.13.2 Recommending Function. Develop policies for the Library relative to acquisition and use of the Library materials and Library services. (Community of Educators)
- 4.4.13.3 Action Functions
- a. Approve policies regarding conduct in the Library.
 - b. Approve the annual distribution of budgeted funds for book, periodical, and other Library purchases by academic departments.
- 4.4.14 **The Oakes Museum Committee** [Approved 11/7/05, Community of Educators Senate]
- 4.4.14.1 Membership
- a. Director of The Oakes Museum, Chair
 - b. Dean, School of Health and Natural Sciences
 - c. Chair of the Department of Biological Sciences (or designee)
 - d. Two members from the Community of Educators from outside the Department of Biological Sciences (two-year staggered terms) appointed by the Dean, School of Health and Natural Sciences
 - e. One student with a major in the Department of Biological Sciences, appointed by the Chair of the Department of Biological Sciences to a one-year term
- 4.4.14.2 Recommending Functions
- a. Periodically review the Museum’s mission statement, policies, programming and outcomes, and propose appropriate modifications (Provost, Community of Educators).
 - b. Advise the Director on ways to facilitate and enhance fulfillment of the Museum’s mission (Director).
- 4.4.14.3 Action Functions
- a. Oversee the Museum’s educational and research activities.
 - b. Oversee the Education Program Review.
 - c. Establish and periodically review acquisition and de-accessing policies for the Museum’s collections.
 - d. Establish policy and act on requests for the loan of Museum collections and equipment by College and non-college groups.
- 4.4.15 **Peace and Conflict Studies Committee** [Approved 2/17/2004, COE Senate]
- 4.4.15.1 Membership (Attention will be given to School diversity in all appointments.)
- a. Director of the Sider Institute, Chair
 - b. Three ranked faculty members who teach one of the courses in the Peace and Conflict Studies minor, appointed by the Director of the Sider Institute to three-year staggered terms

- c. One cocurricular educator appointed by the Provost in consultation with the Director to a three-year term
- d. One educator appointed by the Director to a three-year term
- e. Two students appointed by the Director

4.4.15.2

Recommending Functions

- a. Periodically review the mission and goals of the Peace and Conflict Studies Initiative (Community of Educators Senate).
- b. Propose curricular and cocurricular programming (Academic Council/Cocurricular Education Council, Community of Educators Senate).
- c. Approve changes in existing Peace and Conflict Studies curricular programming (Curriculum Committee).

4.4.15.3

Action Functions

- a. Establish criteria for developing and recommending elective courses for the Peace and Conflict Studies minor.
- b. Advise the Director of the Sider Institute and support the work of the Peace and Conflict Studies Initiative.
- c. Periodically assess the effectiveness of the Peace and Conflict Studies Initiative, in general, and the Peace and Conflict Studies minor, in particular.

4.4.16

Pre-Health Professions Advising Committee [formerly Pre-Medical Committee]

4.4.16.1

Membership. The Chair shall be elected for a three-year term by the committee membership.

- a. Five faculty members from the Departments of Biological Sciences and Chemistry and Biochemistry, appointed by the departments to two-year staggered terms, with at least one representative from each of the disciplines of biology and chemistry
- b. One ranked faculty member from outside the Departments of Biological Sciences and Chemistry and Biochemistry appointed by the Community of Educators Steering Committee for a two-year term
- c. Dean, School of Health and Natural Sciences (*ex officio*, non voting)
- d. Coordinator of Pre-Health Professions Advising (*ex officio*, non voting)
- e. Assistant Director of Career Development (*ex officio*, non voting).

4.4.16.2

Recommending Functions

- a. Recommend curricular requirements and courses that will benefit students in the pre-med program (appropriate Academic Department(s), Curriculum Committee).
- b. Recommend criteria for student enrollment and continuation in the pre-med program (Academic Council, Community of Educators Senate).

4.4.16.3

Action Functions

- a. Accept students into the pre-med program for preparation for medical school or other doctoral-level health programs such as osteopathy, dentistry, podiatry, optometry, and veterinary medicine.
- b. Provide oversight of the process of advising pre-med students and preparing them for making application to medical schools and other doctoral-level health professional programs.

- c. Serve as a source of information regarding medical schools and other doctoral level health professional programs, admissions tests, and procedures for applying to medical schools.
- d. Provide letters of recommendation and other evaluative information to medical schools upon request by students enrolled in the pre-med program.

4.4.17 Presidential Scholars Lecture Series Committee**4.4.17.1 Membership**

- a. Provost, Chair (or designee from the Provost's Office)
- b. President (or designee from the President's Office)
- c. Chair of the Community of Educators
- d. Two faculty members, appointed by the Community of Educators Steering Committee to two-year staggered terms
- e. One cocurricular educator, appointed by the Community of Educators Senate Steering Committee to a two-year term
- f. One student, appointed by the Student Government Association

4.4.17.2 Recommending Functions

- a. Recommend an annual budget for the lecture series (Provost).
- b. Periodically review the purpose and structure of the lecture series and recommend changes (Community of Educators).

4.4.17.3 Action Functions

- a. Design and oversee a lecture series each year, solicit lecture proposals, and select and invite lecturers and respondents.
- b. Coordinate with personnel in appropriate departments of the College to facilitate arrangements for the lectures.

4.4.18 Professional Growth Committee**4.4.18.1 Membership**

- a. Director of Faculty Development, Chair
- b. Eight faculty members, appointed by the Community of Educators Senate Steering Committee to two-year staggered terms
- c. One cocurricular educator, appointed by the Community of Educators Senate Steering Committee to a two-year term

4.4.18.2 Action Functions

- a. Provide an avenue for the expression and dissemination of educational ideas, with emphasis on the practice of teaching.
- b. Provide informal opportunities for professional development.
- c. Provide activities to facilitate personal and spiritual growth and social interaction.
- d. Provide counsel to the Provost in planning the fall retreat.

4.4.19 Provost's Cabinet [Approved 9/14/04, Community of Educators Senate]

4.4.19.1 Responsibilities. The Provost's Cabinet primarily serves as an advisory group to the Provost. It is responsible to the Community of Educators in relationship to program review policy and implementation.

- 4.4.19.2 Membership [Revised 9/28/05]
- a. Provost
 - b. Assistant Provost/Dean of Curriculum
 - c. School Deans
 - d. Vice Provost/Dean of Students
 - e. Dean of External Programs
 - f. Associate Dean of General Education and Common Learning
 - g. Director of Faculty Development
 - h. Dean of Enrollment Management
 - i. Associate Dean of Multicultural Programs
 - j. College Pastor
 - k. Director of Library
- 4.4.19.3 Recommending Function. Periodically review the College’s philosophy and procedures for educational program reviews as presented in “A Conceptual Framework for Assessing Institutional Effectiveness” and propose appropriate modifications (Community of Educators Senate).
- 4.4.19.4 Action Functions
- a. Discuss and advise the Provost on academic and educational programs and policies.
 - b. Periodically review progress and implementation of “A Conceptual Framework for Assessing Institutional Effectiveness.”
 - c. Assure that program units have the support and resources for their reviews.
 - d. Coordinate with the Office of the Provost and individual Deans to provide training opportunities for program units to help them select and/or prepare valid assessment instruments and to analyze and interpret assessment results.
 - e. Annually report to the Community of Educators Senate and the Institutional Planning and Finance Subcommittee on the status of educational program reviews.
 - f. Annually review College-wide institutional assessment data and inform and advise relevant program units and governance bodies.
- 4.4.20 **Religion and Society Lectures Committee**
- 4.4.20.1 Membership. The Chair shall be elected yearly by the committee.
- a. Two ranked faculty members from the Department of Biblical and Religious Studies, appointed by the Department of Biblical and Religious Studies to two-year staggered terms
 - b. One ranked faculty member from the Department of History, appointed by the Department of History to a two-year term
 - c. One ranked faculty member from the Department of Politics, appointed by the Department of Politics to a two-year term
 - d. One faculty member, appointed by the Community of Educators Senate Steering Committee to a two-year term
 - e. Provost
- 4.4.20.2 Recommending Function. Recommend an annual budget for the Religion and Society Lecture Series (Provost).

- 4.4.20.3 Action Functions
- a. Design and oversee a program for each year, select speakers, and invite them.
 - b. Work with the College Pastor and personnel in other departments of the College to facilitate scheduling, publicity, and quality of time-use of the annual lectures.
- 4.4.21 **Senior Year Experience Committee** [Approved 10/26/04, Community of Educators Senate]
- 4.4.21.1 Purpose. Messiah College recognizes the senior year to be a critical educational and transitional phase. The Senior Year Experience Committee provides oversight to the purpose, objectives, and programs associated with the senior year at Messiah College. The Senior Year Experience Committee reviews curricular and cocurricular strategies to ensure a smooth transition to post-college life and to ensure that all students summarize and synthesize four years of undergraduate education and consider living a life beyond the campus in accord with the institution's mission and values.
- 4.4.21.2 Membership
- a. Chair (member of the Community of Educators appointed by the Provost to a three-year term)
 - b. Associate Dean of General Education and Common Learning
 - c. Vice Provost/Dean of Students (or appointee)
 - d. Director of Student Programs or designee
 - e. Director of Career Development
 - f. Assistant Director for Alumni and Parent Relations
 - g. College Ministries representative appointed by the Provost
 - h. Two ranked faculty, who teach or have taught senior capstone courses, appointed by the Community of Educators Steering Committee to two-year staggered terms.
 - i. Two senior class members appointed by the Vice Provost/Dean of Students
- 4.4.21.3 Recommending Functions
- a. Periodically review the purpose and objectives of the Senior Year Experience (Community of Educators Senate).
 - b. Propose new educational programming (Cocurricular Education Council/Academic Council/General Education Committee [as appropriate], Community of Educators Senate).
 - c. Propose revisions in existing educational programming (Cocurricular Education Committee/Curriculum Committee/General Education Committee [as appropriate]).
- 4.4.21.4 Action Functions
- a. Annually document and review approved programming.
 - b. Coordinate annual programming.
 - c. Assess the Senior Year Experience program.
 - d. Oversee and develop end-of-year programming and events for seniors.
 - e. Review and establish communication and marketing initiatives (e.g., website) to encourage access and awareness of resources, programs, and activities related to the Senior Year Experience.
 - f. Research trends and best practices in Senior Year Experience.
 - g. Advise administrative offices, academic departments, and campus committees regarding the Senior Year Experience.

- h. Form a subcommittee to coordinate Senior Week. The subcommittee will consist minimally of the Assistant Director for Alumni and Parent Relations (chair), the Director of Career Development, the two senior class members, and the Director of Larsen Student Union.

4.4.22

Service Learning Committee

4.4.22.1

Membership

- a. Director of the Agapé Center for Service and Learning, Chair (*ex officio*)
- b. Dean of External Programs (*ex officio*)
- c. Associate Dean of General Education and Common Learning (*ex officio*)
- d. A minimum of one faculty representative from each of the Schools, appointed by the Director of the Agapé Center in consultation with the School Dean and the Provost
- e. Appointed members will serve three year staggered terms.

4.4.22.2

Recommending Functions

- a. Develop a philosophy of Service-Learning, including foundational definitions (Academic Council, COE Senate);
- b. Develop parameters and criteria for Service-Learning courses (Academic Council, COE Senate);
- c. Develop programming in which Service-Learning plays a central role (Appropriate Standing Committees as needed, COE Senate).

4.4.22.3

Action Functions

- a. Encourage Service-Learning curriculum/course development across the disciplines.
- b. Advise the Director of the Agapé Center for Service and Learning on ways to facilitate and enhance the Service-Learning program.
- c. Coordinate campus-wide Service-Learning scholarship, research, and assessment efforts.
- d. Approve Service-Learning courses using approved Service-Learning parameters and criteria.
- e. Approve student and faculty applications for Service-Learning scholarship and grant opportunities.
- f. Create and organize faculty development opportunities to increase awareness and understanding of Service-Learning across the disciplines.
- g. Conduct periodic reviews of institutional Service-Learning policies and procedures.
- h. Conduct campus-wide reviews that assess the progress of institutionalizing Service-Learning in the curriculum.
- i. Develop guidelines that satisfy Service-Learning requirements for departments or individual students with unique circumstances.

4.4.23

Teacher Education Committee

4.4.23.1

Membership

- a. Chair of the Department of Education, Chair
- b. Teacher Certification Officer
- c. Director of Teacher Education
- d. Assistant Provost/Dean of Curriculum

- e. Ranked faculty members, one from each of the following certification programs, appointed by their respective departments: Biology, Biology with Environmental Education, Chemistry, Early Childhood Education, Elementary Education, English, French, German, Health and Physical Education, Mathematics, Music, Social Studies (History), and Spanish
- f. One student appointed by the Messiah College Education Association

4.4.23.2

Recommending Functions

- a. Develop policies relative to all areas of teacher certification (Academic Council, Community of Educators).
- b. Review departmental proposals for adding or deleting teacher certification programs, or for modification of existing teacher certification programs, and submit recommendations to the appropriate committee (Academic Council or Curriculum Committee, depending on the nature of the proposal, Community of Educators).

4.4.23.3

Action Functions

- a. Approve all applicants for admission to Teacher Certification Programs.
- b. Approve all applicants for admission to the Professional Semester.
- c. Conduct periodic evaluations of Teacher Certification Programs.

4.5 RANKED FACULTY MEETING COMMITTEES**4.5.1 Ranked Faculty Affairs Committee****4.5.1.1 Membership**

- a. Ranked Faculty Chair, Chair
- b. Ranked Faculty Vice Chair
- c. Immediate Past Chair of the Ranked Faculty
- d. Four term-tenure track or clinical track faculty members, one from each cluster, elected by the ranked faculty to two-year staggered terms
- e. One lecturer, elected by the ranked faculty to a two-year term
- f. Provost (or designee from the Office of the Provost)
- g. Secretary of the Ranked Faculty Meeting (voice but not vote)

4.5.1.2 Recommending Functions

- a. Recommend policies related to the composition of membership, internal organization, and internal governance of the Ranked Faculty Meeting (Ranked Faculty Meeting, Provost, President).
- b. Recommend additions, deletions, and modifications to standing committees and the creation of ad hoc committees as deemed necessary to carry out the Ranked Faculty Meeting assigned responsibilities (Ranked Faculty Meeting, Provost, President).
- c. Formulate policies and procedures for the nomination and selection of ranked faculty membership on college standing committees (Ranked Faculty Meeting, Provost, President).
- d. Recommend policies relative to duties and responsibilities of ranked faculty members such as normal teaching load, release time, summer service, and teaching load equivalents (Ranked Faculty Meeting, Provost, President, Board of Trustees).
- e. Recommend policies for promoting ranked faculty scholarship and development (Ranked Faculty Meeting, Provost, President).

4.5.1.3 Executive Recommending Functions. For the recommending functions indicated below, the committee shall meet in executive session, without the Provost or the designated Office of the Provost representative.

- a. Serve in an advisory capacity for the setting of the Ranked Faculty Meeting agenda (Ranked Faculty Chair, Provost).
- b. Make recommendations to Ranked Faculty Meeting regarding term-tenure track faculty, clinical track faculty, lecturer, and adjunct faculty salaries within established College parameters. Based on input from the Ranked Faculty Meeting, formulate final recommendation (Provost, President).
- c. Make recommendations to Ranked Faculty Meeting regarding benefits (Ranked Faculty Meeting, College Council).
- d. Serve as a means for expression of ranked faculty questions or concerns related to ranked faculty issues or college welfare (Provost and Ranked Faculty Chair who, after consulting with the committee, shall submit the question or concern to the appropriate College person or group in accordance with established governance responsibilities, including possible referral of the issue to the Ranked Faculty Meeting).

- e. Consider and make recommendations concerning changes in the *Community of Educators Handbook* (Community of Educators, Provost, President).

4.5.2 **Scholarship and Development Committee**

4.5.2.1 Membership [Revised 5/2/2005, Ranked Faculty Meeting]

- a. Director of Faculty Development, Chair
- b. Five ranked faculty members, one from each School, elected by the ranked faculty to two-year staggered terms

4.5.2.2 Recommending Functions

- a. Periodically review and recommend changes in the structure and funding of the Ranked Faculty Development and Grants Program (Ranked Faculty Meeting, Provost).
- b. Periodically review and recommend changes in the sabbatical leave policies (Ranked Faculty Meeting, Provost).
- c. Receive and make recommendations for sabbatical leaves (Provost, President).

4.5.2.3 Action Functions

- a. In consultation with appropriate faculty groups, determine the institutional emphases of the curricular and scholarship grants for a particular year.
- b. Publicize, review proposals, and award yearly grants for various programs.

4.5.3 **Term-Tenure and Promotion Committee**

4.5.3.1 Membership

- a. Three Professors, elected by term-tenure track faculty members to three-year staggered terms (The chair of the committee will be one of these three Professors, and will be elected annually by the full committee membership.)
- b. One Associate Professor, elected by term-tenure track faculty members to a two-year term, staggered with Assistant Professor term.
- c. One Assistant Professor, elected by term-tenure track faculty members to a two-year term, staggered with Associate Professor term.
- d. Provost

4.5.3.2 Recommending Functions

- a. Develop policies for ranked faculty appointment, promotion, term tenure, and dismissal, in consultation with the Director of Human Resources (Ranked Faculty Meeting, Provost, President, Board of Trustees).
- b. Develop policies for evaluation of ranked faculty (Ranked Faculty Meeting).

4.5.3.3 Executive Recommending Functions

- a. Evaluate and recommend ranked faculty for promotion and term tenure (Provost, President, Board of Trustees).
- b. Formulate recommendations in cases where policies call for consideration of faculty dismissal, in conjunction with the Director of Human Resources (Provost, President).