

Standing Committees of Troy University



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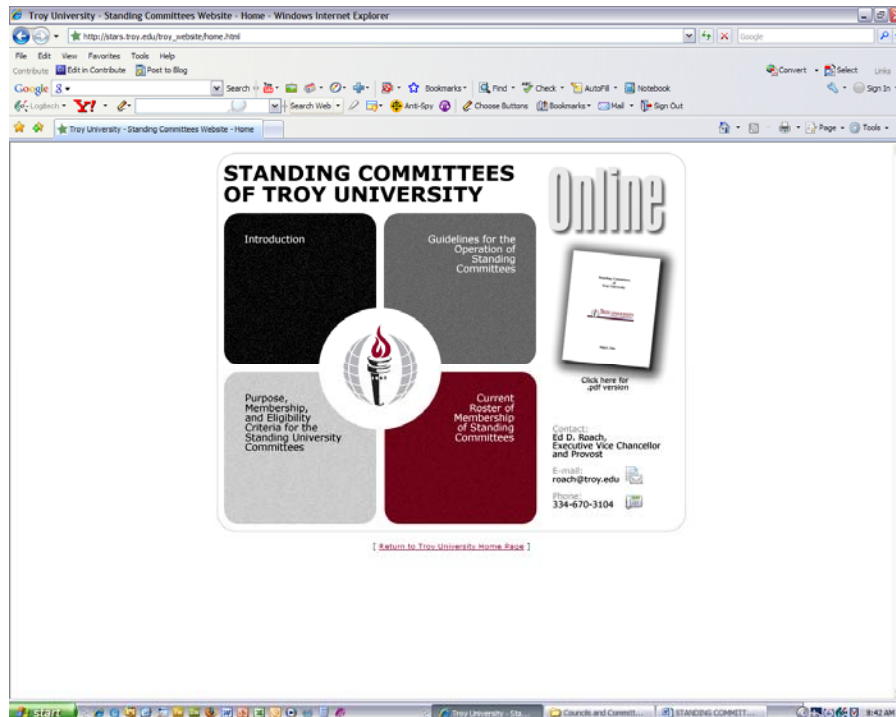
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The current web address is:

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At some point, this website will be moved to Troy University's INTRANET. At such time, faculty and staff will be notified of the change and the existing site will re-direct users to the INTRANET site.

NOTE: Some portions of this document change annually (i.e., committee/council rosters, terms, minutes of meetings, etc.). To provide you with quick access to this information, the current .pdf document has links to this information as it is maintained and updated on the website.



WEBSITE ENTRY SCREEN



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STANDING COMMITTEES AND COUNCILS OF TROY UNIVERSITY

INTRODUCTION



Administrative decisions are, in large measure, the result of the work performed by committees and councils that help to implement policy and give counsel in University matters. Faculty members serve on all university-wide standing committees and most councils; some are elected by their colleagues while others are appointed by the Chancellor. One or more students serve on a number of committees; students are appointed by the Chancellor upon recommendation of the Student Government Association and the Senior Vice Chancellor for Student Services and Administration. The role of the standing and ad hoc committees is an extremely important one in the structure of University governance. The structure of the standing committees of Troy University, and the policies governing committee assignments are outlined in the **Guidelines for the Operation of Standing Committees**. A current roster of the membership of standing committees and councils is published by the Executive Vice Chancellor and Provost and distributed to all faculty and staff, usually by October 1st of each year.



GUIDELINES FOR THE OPERATION OF COMMITTEES

Note: Because the University Activities Committee and the Student Publications Board operate under special charters, they are exempt from the policies governing standing committees and councils.

Limits of Membership

A Faculty member should serve on no more than three standing committees at any one time. Exceptions may be essential but should be documented.

Committee Chairs

A Faculty member should not serve as chair of more than one standing Committee at any one time. Exceptions may be essential but should be documented.

Part-time and Adjunct Faculty

Part-time and adjunct faculty members may serve on standing or adhoc committees only when documentation exists to demonstrate that such service is appropriate.

Appointment, Replacement, and Removal

Faculty members will be notified in writing of appointments to Standing Committees. A roster of names of members of all committees will be published by the Executive Vice Chancellor and Provost. Written notice from the Committee Chair and appropriate approval are required for the removal of a Committee member. [Note: For unexpired terms of elected committee members, replacements must be elected. For unexpired terms of appointed committee members, the dean or division head will recommend to the Provost or appropriate Vice President the replacement to complete the unexpired term. Written notice and appropriate approval are required for all replacements to Standing Committees. Partial terms will be treated as full terms when determining eligibility for reelection or appointment.)

Student Committee Members

Student Committee members recommended for appointment by the SGA President shall also be reviewed and approved by the Senior Vice Chancellor for Student Services and Administration.

Faculty Committee Chairs

A Committee Chair may be elected or appointed by the Chancellor depending on the nature and purpose of the committee. Whenever it is logical and feasible, elected committees shall be chaired by a faculty member, not by a member of the professional staff or administration.

Term Length and Rotation

The beginning date for appointments will be August 1 and the ending date will be July 31. Term lengths on all university-wide standing committees will be three years. One third of each committee's membership will rotate off each year in accordance with the procedures of the Constitution of the Faculty Council adopted in March of 2005. Committee members are eligible to be re-elected or re-appointed to one three year term. After two consecutive terms, the member must remain off the committee for the equivalent of one three year term before re-election or re-appointment.



Annual Review of Standing Committees

All Standing Committees shall be reviewed annually and not later than 15 April of each year by the Faculty Senate in consultation with the appropriate Senior Vice Chancellor(s) to recommend to the Chancellor whether or not a particular committee is functioning or should be dissolved.

Committee Deliberation

Faculty members, professional staff members, and other University employees may request an appearance at a regularly scheduled meeting of a standing Committee, ad hoc committee, or council which is considering a matter of general professional concern.

Action on Committee Recommendations

The Chair of a Standing Committee shall be notified of the action taken on all recommendations submitted by that Committee. In turn, the Chair shall communicate the action taken to the members of the Committee.

Election of Committee Chairs

Most Standing Committees and some Councils elect the Chairs; however, certain exceptions may be made.

Term of Elected Chairs

An elected Standing Committee Chair normally serves as Chair no longer than two consecutive years. In some cases, there may be a need to allow an elected Chair to serve additional terms as directed by the Chancellor of the University.

The Chancellor and Standing Committees

The University Chancellor serves as an exofficio member of all standing committees and councils and in the absence of the Chancellor, a designated representative serves as an exofficio member of all standing committees and councils.

Willingness to Serve On Committees

All eligible faculty members are available for appointment or election to standing committees. Faculty are assumed to be willing to serve on committees as part of their responsibility to the University. To assist in committee appointments, faculty members will be given the opportunity annually to indicate any committees on which they would like to serve.

Appointment to ad hoc Committees or Task Forces

Participation by faculty members on an ad hoc committee for a period of more than six months shall constitute service equal to that of appointment to a standing committee. The Executive Vice Chancellor and Provost will consult with each respective dean and the Faculty Senate when establishment of a significant ad hoc committee is anticipated. The Guidelines for Standing Committees apply to all such temporary groups.



Process for Selection of Faculty Representatives

The following process should be used to select faculty representatives:

1. On March 15, the Executive Vice Chancellor and Provost will forward a list of anticipated vacancies in faculty representation for the next academic year, for each standing committee, to the Faculty Senate and each academic dean.
2. As a part of the annual review of the University Standing Committee structure, the Faculty Senate will notify each School/College or Department, of the anticipated vacancies in their respective areas, or the faculty at large.
3. Where a vacancy occurs, the appropriate Academic Dean and the respective Faculty Advisory Senate representative(s) shall work together to develop a list of faculty members to recommend to the Chancellor for appointment to the committees.
4. The Academic Dean and Faculty Senate representatives should oversee the process of selection at the School/College level. On committees where all representatives are elected, the School/College should select a representative for the Committee vacancy, using a process for selection which affords all members of the college an opportunity for collegial input and participation. On committees where representatives are appointed directly, the School/College should submit a list of names for consideration for the identified vacancy. These names should be endorsed by the School/College, using a process of selection which affords all members of the School/College an opportunity for collegial input and participation.
5. The Faculty Senate and the Dean shall consider faculty based upon their interest in the vacancy and shall request their consent prior to recommendation for appointment.
6. Recommendations for appointment or service for the anticipated vacancies shall be forwarded to the Executive Vice Chancellor and Provost no later than June 1 each year. A final slate of faculty representatives, both elected and/or recommended for appointment, shall be forwarded to the Chancellor by July 1 for final appointment for the forthcoming academic year.

Monitoring of the Guidelines

Monitoring of adherence to the Guidelines for Operation of Committees is the task of the Executive Vice Chancellor and Provost. The process should ensure continued rotation of membership at specified intervals to promote breadth of faculty participation and renewal of committee vitality.

Assignments of Administrative Support

Each Committee is assigned a specific senior administrative officer as a contact person in the university. This administrative officer should coordinate the transmission of recommendations or communications from the committee assigned to the appropriate source to facilitate a timely response to the committee.



**PURPOSE, MEMBERSHIP, AND ELIGIBILITY CRITERIA
FOR THE STANDING UNIVERSITY COMMITTEES**



ATHLETIC ADVISORY COMMITTEE

Purpose: This committee will advise the Chancellor on matters related to athletics and may recommend policies for the effective administration of the Athletic Department and for the general and academic welfare of student-athletes. Additionally, this committee will review and approve the competitive schedule of each sport for the purpose of ensuring that student-athletes do not miss any more classes than is appropriate and necessary.

Membership: (13 members)

One faculty member is appointed by the Chancellor from the elected members of the Faculty Advisory Council, and two faculty members are appointed from the faculty-at-large by the Chancellor. Two students are appointed by the President of the SGA. Three alumni and/or athletics contributors are appointed by the Chancellor.

By Position:

Senior Vice Chancellor for Student Services and Administration
Senior Vice Chancellor for Finance and Business Affairs

Eligibility: This committee will consist of four faculty members, at least one appointed by the Chancellor from the elected members of the Faculty Advisory Council who will regularly report to the FC, the Faculty Athletics Representative; the Senior Vice Chancellor for Student Services and Administration; the Senior Vice Chancellor for Finance and Business; two students appointed by the SGA President; and three alumni and/or athletic contributors appointed by the Chancellor. The Chair of this committee will be elected from the faculty or administrators on the committee. Recommendations of the committee can be approved by a simple majority vote of the committee. Although not a member of the committee, the Director of Athletics shall assist in preparing the agenda and should be present at meetings to respond to questions and participate in discussions.

Administrative Contact Person: Senior Vice Chancellor for Student Services and Administration



**Click here to view committee/council webpage.
Webpage includes current rosters and link to minutes.**



ENROLLMENT MANAGEMENT COMMITTEE

Purpose: This Committee reviews policies and procedures related to the area of enrollment management (admissions, retention, financial aid, and registration) and makes appropriate recommendations to the Academic Council and administration. This committee will forward all recommendations concerning changes to admission standards to the Academic Council.

Membership: (22 members)

By Position:

Senior Vice Chancellor for Student Services, Chair
 Associate Provost/Dean of Undergraduate Studies
 Associate Provost/Dean of the Graduate School
 Dean of Enrollment Services
 Dean of International Programs or designee
 University Registrar
 Associate Vice Chancellor for Financial Aid
 Dothan Campus Enrollment designee
 Troy Campus Enrollment designee
 Montgomery Campus Enrollment designee
 Phenix City Campus Enrollment designee
 University College Enrollment designee

Elected Representatives (voting members):

College of Arts and Sciences: (2)
 College of Education: (2)
 College of Business: (2)
 College of Communication and Fine Arts: (2)
 College of Health and Human Services: (2)

Eligibility: The committee shall consist of two (2) faculty representatives elected from each of the five (5) academic colleges and those appointed by position.

Administrative Contact Person: Senior Vice Chancellor for Student Services and Administration



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 Webpage includes current rosters and link to minutes.**



FACULTY SENATE

Purpose: The Faculty Senate is a formal body for the collective input of the faculty on appropriate matters of the University. The Faculty Senate has a special charge to assist the University in fulfilling its mission and achieving its goals, to serve the educational needs of students, to enhance faculty morale and professionalism, to maintain effective communication with University administration, and to assume responsibility for the shared governance of the University in accordance with established guidelines or recognized accrediting agencies and learned societies of American higher education.

Membership: (26 members)

Six (6) members are at-large members and are designated to guarantee that each campus within TROY University (Dothan, Montgomery, Phenix City, Troy, and University College) is represented on the Senate, and one (1) will be designated to represent the University Libraries. Twenty (20) seats are allocated to represent the faculty by college, with each college within the University represented proportional to the number of full-time faculty employed with it. Candidates for these seats will come from any campus of TROY University. Every five years an accounting of full-time faculty will be made to determine if the allocations for each college should be revised.

The initial allocation of seats per college is:

- College of Arts & Sciences: (7)
- College of Communication and Fine Arts: (2)
- College of Education: (4)
- College of Health & Human Services: (2)
- College of Business: (5)

Eligibility: Full-time, tenure-track faculty with a minimum of one year service prior to the beginning of their Council term. Council members should be willing to perform the work necessary to render constructive service to the University.

Administrative Contact Person: Executive Vice Chancellor and Provost & Faculty Council President



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FACULTY DEVELOPMENT COMMITTEE

Purpose: This Committee is responsible for administering the program of research, professional development, tuition assistance and sabbatical leaves. Recommendations of this Committee should be consistent with the goals of the University and the specific colleges and schools. The dean of each academic college shall approve specific faculty development requests prior to submission to the Committee.

Membership: (11 Members)

Appointed Representatives: (6 appointed members)

Committee Chair: (non-voting, designated by the Executive Vice Chancellor and Provost)

University College: (1)

Dothan Campus: (1)

Montgomery Campus: (1)

Phenix City Campus: (1)

Troy Campus: (1)

Elected Representatives: (5 elected members)

College of Arts and Sciences: (1)

College of Business: (1)

College of Education: (1)

College of Communication and Fine Arts: (1)

College of Health and Human Services: (1)

Eligibility: The membership of the Committee shall consist of one elected faculty member from each of the five (5) academic colleges of the University, one appointed faculty member at large from each campus, and one appointed faculty member from University College. An Associate Provost designated by the Executive Vice Chancellor and Provost shall serve as the non-voting Chair of the Committee.

Administrative Contact Person: Executive Vice Chancellor and Provost



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GRADUATE ACADEMIC COUNCIL

Purpose: This Council advises the Executive Vice Chancellor and Provost concerning all phases of the graduate program development and delivery, specifically long-range planning, curriculum development, revision, and policy decisions. The Council has the responsibility for review of all graduate policy waivers and approval of all proposed revisions and modifications for all graduate degree programs, subject to review and approval by the Provost, Chancellor and the Board of Trustees. The Graduate Academic Council agenda is prepared by the Associate Provost/Dean of the Graduate School for the Executive Vice Chancellor and Provost. Agenda items are submitted through the deans of academic colleges.

Membership: (18 members)

Representatives must be Graduate Faculty with preferably three consecutive years of full-time service as a graduate faculty member. Exceptions to these criteria may be made with the concurrence of the Graduate Dean.

Elected Representatives (voting members):

College of Arts and Sciences Graduate Program: (5)

College of Education Graduate Program: (5)

College of Business Graduate Program: (5)

College of Communication and Fine Arts Graduate Program: (1)

College of Health and Human Services Graduate Program: (2)

Non-voting members by position:

University Registrar or designee

Dean of Library Services or designee

Dean, International Programs or designee

Dean of Academics, University College or designee

Associate Vice Chancellor for Financial Aid

Director of Institutional Research or designee

Director of eCampus or designee

Dean of Enrollment Services or designee

By Position & Ex Officio:

Deans of each college & Associate Provosts

Executive Vice Chancellor/Provost & Dean of the Graduate School

Eligibility: Representatives must be Graduate Faculty with preferably three consecutive years of full-time service as a graduate faculty member. Exceptions to these criteria may be made with the concurrence of the Graduate Dean.

Administrative Contact Person: Associate Provost/Dean of Graduate School



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GOVERNMENT RELATIONS COMMITTEE

Purpose: The Government Relations Committee was established in 2003 to help direct and communicate the Government Relations role and mission within the university community.

Membership: (8-10 members)

Appointed Representatives:

Selected by the Senior Vice Chancellor for Advancement and External Relations and the respective campus Vice Chancellors

Member by Position:

Director of State/Federal Governmental Affairs

Eligibility: Designees are from all campuses. They are individuals whose activities involve them in raising funds for the TROYPAC and/or governmental relations activities of their respective campus.

Administrative Contact Person: Senior Vice Chancellor for Advancement & External Relations



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INSTITUTIONAL EFFECTIVENESS COMMITTEE

Purpose: The Committee will validate that TROY University engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that results in continuing improvement, and demonstrates that the institution is effectively accomplishing its mission. The Committee will also ensure TROY University identifies expected outcomes for its education programs and its administrative and education support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results.

Membership: (19 members)

Appointed Representatives:

Senior Vice Chancellor for Administration and Student Services Designees (2)
 Senior Vice Chancellor for Advancement Designee (1)
 College of Arts & Sciences Faculty Designee (1)
 College of Business Faculty Designee (1)
 College of Education Faculty Designee (1)
 College of Communications & Fine Arts Faculty Designee (1)
 College of Health and Human Services Faculty Designee (1)
 Executive Vice Chancellor and Provost Dean Designee (1)
 Executive Vice Chancellor and Provost Department Chair Designee (1)
 University Libraries: (1)

Student Representative: (2 students)

Chancellor-Designated Undergraduate Student (1)
 Chancellor-Designated Graduate Student (1)

Members by Position: Associate Vice Chancellor for Institutional Research, Planning, & Effectiveness (IRPE), Chair

University College IRPE Representative (1)
 Phenix City IRPE Representative (1)
 Dothan IRPE Representative (1)
 Montgomery IRPE Representative (1)
 Troy IRPE Representative (1)

Eligibility: The Associate Vice Chancellor for Institutional Research, Planning, and Effectiveness chairs the Committee. The College Deans will nominate a faculty member from their College to the Executive Vice Chancellor and Provost. The Senior Vice Chancellors nominate a representative from their area to the Chancellor. The Executive Vice Chancellor and Provost will nominate a Dean and a Department Chair to the Chancellor. Two student representatives (one undergraduate student/one graduate student) will be appointed by the Chancellor.

Administrative Contact Person: Senior Vice Chancellor for Student Services and Administration.



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INSTITUTIONAL REVIEW BOARD

Purpose: This Board functions to ensure protection of the rights and welfare of human and animal subjects involved in research endeavors conducted by TROY faculty, professional staff, and students. All research projects involving human or animal subjects must be screened and approved by this Board to ensure compliance with applicable federal, state, and institutional guidelines prior to commencement of the project.

Membership: (15 members)

Appointed Representatives:

College of Arts and Sciences (1)
 College of Business Faculty (1)
 College of Education Faculty (1)
 College of Communications & Fine Arts Faculty (1)
 College of Health and Human Services Faculty (1)
 Troy Dothan Campus (1)
 Troy Montgomery Campus (1)
 Troy Phenix City Campus (1)
 Troy Campus (1)
 University College (3 separate Regional representatives)

Appointed Community Professional Representatives: (2)

Members by Position:

Director of Sponsored Programs

Ex officio

Dean, Graduate School

Eligibility: Faculty representatives are to be appointed by the deans from the faculty who are knowledgeable of (but not necessarily actively engaged in) research or who teach the research courses in each College. The Vice Chancellor for University College will appoint three faculty members from separate University College Regions. The Executive Vice Chancellor and Provost and Campus Vice Chancellors will appoint knowledgeable Community Professional Representatives from the Dothan, Montgomery, Phenix City, or Troy communities.

Administrative Contact Person: Associate Provost/Dean of Graduate School and IRB Chair



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LIBRARY ADVISORY BOARD

Purpose: This committee serves as a liaison among libraries, academic departments and students, focusing on special problems which are brought to the attention of members by their constituencies. It makes recommendations to the Dean of University Libraries on general library policies and on the needs of the libraries.

Membership: (12 members)

Appointed Representatives:

College of Arts and Sciences (1)
 College of Business (1)
 College of Communication and Fine Arts (1)
 College of Education (1)
 College of Health and Human Services (1)
 Troy Dothan Campus Library (1)
 Troy Montgomery Campus Library (1)
 Troy Phenix City Campus (1)
 Troy Campus (1)
 University College (1)
 Students (2)

Ex officio

Dean, University Libraries

Eligibility: Faculty members are to be appointed by the deans from the faculty who are knowledgeable about library services generally and the library needs of their college or school. The library directors at Dothan, Montgomery and Troy shall each appoint a librarian to represent their campus. Phenix City Campus Academic Dean shall appoint a representative. There shall be one representative appointed by the Vice Chancellor for University College. The Executive Vice Chancellor and Provost shall appoint a student from the student body at large. The SGA President will recommend a student for appointment to the committee. The Dean of University Libraries will serve as an ex officio member and will coordinate with the various groups to ensure that representatives are appointed.

Administrative Contact Person: Executive Vice Chancellor/Provost



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MARKETING AND COMMUNICATION COMMITTEE

Purpose: The Marketing and Communication Committee assesses the environment to determine and implement the level of responsiveness required in the integration of TROY's comprehensive marketing and communication programs.

Membership: (19 members)

Appointed Representatives:

Executive Vice Chancellor/Provost Designees (4)
 Senior Vice Chancellor for Advancement and External Relations Designees (4)
 Senior Vice Chancellor for Student Services Designee (3)
 Senior Vice Chancellor for Administration Designee (1)
 Vice Chancellor for Global Campus Designee (3)
 Montgomery Campus Vice Chancellor Designee (1)
 Phenix City Campus Vice Chancellor Designee (1)
 Dothan Campus Vice Chancellor Designee (1)
 Athletic Director (1)

Student Representative:

Senior Vice Chancellor for Student Services Designated Student (1)

Member by Position:

Associate Vice Chancellor for Marketing and Communication, Chair

Eligibility: The Associate Vice Chancellor for Marketing and Communication chairs the Committee. The Executive Vice Chancellor/Provost nominates four positions – one to represent the Provost Office, Director of Bands, and two faculty positions. The Senior Vice Chancellor for Advancement and External Relations nominates four positions – the Associate Vice Chancellor for Marketing and Communication, a development representative, the Director of University Relations, and University Relations Coordinator with publications responsibilities. The Senior Vice Chancellor for Student Services nominates three positions – two positions from Student Services and one appointment from the student population. The Senior Vice Chancellor for Administration nominates one position from technology. The Vice Chancellor for University College nominates three positions – one from Global Campus, one from eCampus, and the Dean of International Programs. The three Campus Vice Chancellors nominate one position from their campuses. The Athletic Director nominates one position. The agenda is set by the Associate Vice Chancellor for Marketing and Communications.

Administrative Contact Person: Senior Vice Chancellor for Advancement & External Relations



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PERSONNEL ADVISORY COMMITTEE

Purpose: This Committee serves as an advisory Committee in matters related to affirmative action and equal employment opportunities, fringe benefits, manpower needs and requests, employee grievances and the revision of the faculty and staff handbooks. This Committee or a subcommittee thereof may, upon request of the Chancellor, conduct hearings on various personnel matters. In addition, a subcommittee appointed by the chair selects the McKinley Award recipient.

Membership: (15 members)

Appointed by Position:

Director of Human Resources, Chair
Senior Vice Chancellor for Finance and Business Affairs
Executive Vice Chancellor and Provost

Appointed Representatives:

Classified Employees: (3)
Faculty Members:(6)
(3 members appointed by Chancellor,
3 members elected by Faculty Senate)
Professional Staff:(3)

Resource Person:

Human Resources Staff Member (non voting)

Eligibility: Voting members shall include faculty members, professional (non-faculty) employees, and classified employees. Committee members are to be appointed by the Chancellor with the exception of three faculty members elected by the Faculty Senate. The Director of Human Resources shall serve as Chair of this Committee. A staff member from Human Resources will record the minutes of meetings and serve as a non-voting resource person. Representation on this Committee shall be diverse. Appointed members normally do not serve more than one term on this Committee.

In handling grievances or matters solely related to one constituency group, i.e. faculty, classified, or professional non-faculty, a subcommittee comprised of the appropriate constituency members and the Director of Human Resources shall make a recommendation on the matter. The Senior Vice Chancellor for Finance and Business Affairs, for staff issues, or the Executive Vice Chancellor and Provost, for faculty issues, may participate in such actions as deemed appropriate.

Administrative Contact Person: Senior Director of Human Resources



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REGISTRATION MANAGEMENT COMMITTEE

Purpose: This Committee advises the Provost concerning all phases of registration for the university, specifically procedures and planning related to the coordinating of registration activity. The Registration Management Committee is responsible for ensuring consistency in matriculation processes for all locations of the university. Proposals and recommendations made by the committee are referred to the Provost for final review.

Membership: (16 members)

Members by Position:

University Registrar (1)
Associate Registrars (5)
Dean of Enrollment Management

Other Membership:

Associate Vice Chancellor for Financial Aid (or designee)
Vice Chancellor for Financial Affairs (or designee)
Senior Vice Chancellor for Student Affairs (or designee)
Vice Chancellor for University College (or designee)
Vice Chancellor for Montgomery (or designee)
Vice Chancellor for Dothan (or designee)
Vice Chancellor for Phenix City (or designee)
Associate Provost, Dean of Graduate Studies (or designee)
Associate Provost, Dean of Undergraduate Studies (or designee)

Eligibility: Representatives should be appointed from each major functional area of the university: Academic Records; Financial Aid; Financial Services; Provost Office; Academic Advising, and Student Services.

Administrative Contact Person: Executive Vice Chancellor/Provost



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SAFETY, SECURITY, AND ENVIRONMENTAL COMMITTEE

Purpose: This committee is tasked with reviewing, evaluating and providing recommendations on campus safety, security and environmental issues for each of the campuses to the University administration. This committee will serve as a crisis review/response team for campus crises that arise, to include weather emergencies. The group shall conduct periodic reviews of campus safety plans and crisis response plans and make changes as needed. The committee shall assist in all facets of preparation and communication in the event of a crisis or threat to any of the campuses.

Membership and Eligibility Criteria: The members of this committee are selected from the university administration and staff and are appointed by the Chancellor. The Senior Vice Chancellor for Student Services chairs the committee.

(17 members)

Appointed by Position

- Dean of Student Services (Troy), Chair
- Dean of Student Services (Montgomery, Phenix City, Dothan)
- Chief of University Police (Troy and Montgomery)
- Associate Provost
- Director of University Relations
- Director of Physical Plant
- Director of Information Technology
- Director of Radio/TV
- Associate Director of Athletics
- Evening Administrator (Dothan)
- Director of Student Health Services
- Director of Auxiliary Services
- Director of Human Resources

Administrative Contact Person: Dean of Student Services



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STUDENT SERVICES COUNCIL

Purpose: This body serves as the policy and communication conduit for all student service programs, and provides for the information sharing as well as review development and revision of policies. The Student Services Council serves as the policy implementation body for university approved policies and procedures. The Dean of Students will coordinate with the Senior Vice Chancellor to refer policy recommendations and revisions to the Chancellor's Cabinet as appropriate. The agenda is prepared by the Office of the Dean of Students together with recorded minutes of all meetings.

Membership and Eligibility Criteria: Members serve on the council by virtue of their student services positions. Dean of Students (Troy) chairs the council. The SGA president serves as an ex-officio member.

(9 members)

Appointed by Position:

Dean of Students
 Director, Student Involvement/Leadership (university-wide position)
 University Police Chief
 International Student Advisor
 Director, Health Center
 Project Coordinator, SAVE Project
 Coordinator of Recreation Facilities
 Coordinator of Transportation
 Coordinator of Facilities
 Assistant Director of Housing
 SGA President (ex-officio)

Administrative Contact Person: Senior Vice Chancellor for Student Services and Administration



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UNDERGRADUATE ACADEMIC COUNCIL

Purpose: This Council advises the Executive Vice Chancellor and Provost concerning all phases of the undergraduate academic program, specifically long-range planning, curriculum review, development and revision, and policy decisions. The Undergraduate Academic Council is responsible for the approval of all proposed revisions and modifications for all undergraduate degree programs. The Undergraduate Academic Council agenda is prepared by the Associate Provost/Dean of Undergraduate Studies for the Executive Vice Chancellor and Provost. Agenda items will be submitted by deans of academic colleges.

Membership: (20 members)

Members of the Undergraduate Academic Council are elected at the College level. The members elect the Chair.

Elected Representatives (voting members):

College of Arts and Sciences: (5)
 College of Education: (5)
 College of Business: (5)
 College of Communications and Fine Arts (2)
 College of Health and Human Services (2)
 University Libraries: (1)

Non-voting members by position:

Associate Vice Chancellor for Financial Aid
 University Registrar or designee
 Dean of Library Services or designee
 Dean, International Programs or designee
 Dean of Academics, University College or designee
 Director of Institutional Research or designee
 Director of eCampus
 Dean of Enrollment Services or designee
 Deans of each college
 Associate Provosts
 Director of General Studies Program
 Director of Honors Program

Eligibility: Representatives must hold the rank of Assistant Professor or above, be tenured, or tenure track, and have three consecutive years of full-time service prior to election.

Administrative Contact Person: Associate Provost/Undergraduate Dean



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UNIVERSITY DEVELOPMENT COMMITTEE

Purpose: The University Development team was established to support the mission of Troy University and the Division of Advancement and External Relations by developing strategies to communicate with, involve, and solicit gifts from alumni, donors, and friends.

Membership: (11 members)

Appointed Representatives:

Director of Development/Major Gifts
Director of Annual Giving
Director of Alumni
Coordinator of Prospect Research
Coordinator of Stewardship and Donor Relations
Regional Directors of Development (3)
Director of Development-Annual Fund Athletics
Assistant Director of Development - Athletics
Associate Director of Athletics - External Affairs
Director of Special Events

Member by Position:

Associate Vice Chancellor for Development, Chair

Eligibility: The Associate Vice Chancellor for Development chairs the Committee. Remaining

Administrative Contact Person: Senior Vice Chancellor for Advancement & External Relations



**Click here to view committee/council webpage.
Webpage includes current rosters and link to minutes.**



UNIVERSITY REVIEW COMMITTEE

Purpose: This committee makes recommendations to the Executive Vice Chancellor and Provost concerning the tenure and/or promotion of faculty members. A detailed description of the policies defining the responsibilities and composition of this committee can be found in sections of the *Faculty Handbook* dealing with Policies on Promotion in Academic Rank; Policies on Tenure, Procedures for Review, Promotion in Rank, and/or Advancement to Tenure; or Promotion and Tenure Process. The URC is responsible for the annual review of the promotion and tenure process and approval of any updating of the college or departmental criteria.

Membership: (17 members)

One elected senior faculty member from each of the five academic colleges and the Troy Library faculty; the academic deans, plus the Associate Provost and Dean of the Graduate School, the Associate Provost and Dean of Undergraduate Studies, and the Dean of Library Services; two members of the Faculty Senate elected by their membership; and the Executive Vice Chancellor and Provost, who is a non-voting member.

1. Faculty members are elected by a vote of the their college's faculty at the first college faculty meeting in the fall to serve alternating two-year terms for their College Review Committees (CRC).
2. Faculty members on the URC serve as elected members on their respective CRCs and are subsequently elected to serve on the URC by their CRC voting members at the conclusion of the CRC review of candidates.

Eligibility: All faculty members, to include those elected from within the Faculty Senate, must be full-time, tenure-track faculty at the minimum rank of Associate Professor, and not under consideration for promotion or tenure during the year in which they serve on the URC. Faculty members representing their academic colleges must have been elected by their colleges to serve on their College Review Committee, and subsequently elected by their CRC peers per the policies and procedures outlined in the *Faculty Handbook*. Academic and Library Deans and the Executive Vice Chancellor and Provost serve by virtue of their position.

Administrative Contact Person: Executive Vice Chancellor/Provost



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