

2 FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

Faculty decision-making is to be guided by the university's mission and goals, and the governance system outlined below is designed to implement these goals. Faculty participation in the decision-making process of the university is through the Faculty Assembly, the Faculty Executive, and the faculty committees. The faculty has non-voting representation on the standing committees of the board of trustees. Representatives to the board committees are assigned by the Faculty Executive. The president of the faculty or designate meets with the Academic Affairs Committee of the Board and addresses the board at regular meetings.

2.1 UNIVERSITY-WIDE GOVERNANCE

Whitworth's mission is to provide its diverse student body an education of the mind and heart, equipping its graduates to honor God, follow Christ, and serve humanity. Grounded in the Reformed and Evangelical traditions through its covenant relationship with the Presbyterian Church, Whitworth embraces a variety of Christian perspectives among its faculty and staff. This community of Christian scholars is committed to pursuing the challenging task of integrating faith perspectives into all aspects of life and learning. Whitworth aspires to be a community shaped by intellectual curiosity, faith development, civil debate, thorough discussion, and a call to love one's neighbor.

The following governance structures seek to implement the mission of Whitworth through formal relationship among the faculty, administration, staff, and students.

Operating within the constitution and by-laws of the university, which define the responsibilities and authority of the board of trustees, the board committees, and the president, the president's cabinet constitutes the highest internal level of decision-making authority. Decision-making within the five divisions of the university (Academic Affairs, Student Life, Admissions and Financial Aid, Institutional Advancement, Finance and Administration) is regulated by policies and manuals approved by the cabinet and the board, such as this Faculty Handbook, and all such processes are reported to the cabinet through the respective vice presidents. Decisions which have broad financial implications, campus-wide impact, and/or relate to or affect the academic and biblical integrity of the university as expressed in the mission and goals statement, require the endorsement of the cabinet. The cabinet may form committees and task forces to address such broad issues and concerns; such committees and task forces report to the cabinet.

2.2 ACADEMIC AFFAIRS GOVERNANCE

Decision-making within the academic affairs division of the university takes place through the following structure:

- 2.2.1 The Department Chairs Group
 - 2.2.1.1 Governance Calendar and Academic Time Schedule Committee (GCATS)
- 2.2.2 The Faculty Assembly
- 2.2.3 The Faculty Executive
 - 2.2.3.1 The Faculty President
 - 2.2.3.2 The Faculty Vice President

- 2.2.3.3 The Faculty Secretary
- 2.2.4 Major Standing Committees
 - 2.2.4.1 Curriculum Oversight, Vision and Approval Committee
 - 2.2.4.2 Teaching, Learning and Assessment Committee
 - 2.2.4.3 Faculty Economic Welfare Committee
 - 2.2.4.4 Faculty Research and Development Committee
 - 2.2.4.5 Faculty Promotion and Tenure Committee
 - 2.2.4.6 Faculty Review Committee
- 2.2.5 Other Faculty Assembly Committees
 - 2.2.5.1 Nominating Committee
 - 2.2.5.2 Faculty Affairs Committee
 - 2.2.5.3 Library and Information Resources Committee
 - 2.2.5.4 Student Life Committee
 - 2.2.5.5 Graduate Committee
 - 2.2.5.6 Speakers and Artists Program Committee
 - 2.2.5.7 Social Committee
- 2.2.6 Academic Departments
 - 2.2.6.1 School of Education
 - 2.2.6.2 School of Business
 - 2.2.6.3 School of Continuing Studies
 - 2.2.6.4 College of Arts and Sciences
 - 2.2.6.5 Intercollegiate College of Nursing
- 2.2.7 Department Chairperson
- 2.2.8 Faculty Athletic Representative

Generally, a faculty member shall serve on no more than two standing committees simultaneously and shall not chair more than one committee or task force.

The faculty president is a member ex-officio of all faculty committees with the exception of the Faculty Promotion and Tenure, Faculty Review and Faculty Affairs Committees. The president of the university is an ex-officio member of all faculty committees with the exception of the Faculty Executive and the Faculty Economic Welfare, Faculty Promotion and Tenure, Faculty Review, and Faculty Affairs Committees. The provost is an ex-officio member of all faculty committees with the exception of the Faculty Executive, the Faculty Economic Welfare Committee, and the Faculty Affairs Committee.

The provost may be invited to meet with the Faculty Executive or any faculty committee on a non-voting basis.

2.2.1 THE DEPARTMENT CHAIRS GROUP (DCG)

The Department Chairs Group upholds the university's educational goals through oversight of all academic disciplines, while facilitating and promoting collaboration across departmental lines. It is chaired by the faculty vice president and provost or provost's designee. It is responsible for big picture planning, oversight and the communication of academic vision to individual departments. Other responsibilities include determining academic calendars and schedules, administrative policy and procedures, and curriculum. The Faculty Assembly, the Faculty Executive, and the provost may assign further responsibilities to this group. The Department Chairs Group collaborates closely with COVAC and receives reports via the vice chair of COVAC on a regular basis.

Duties of the Department Chairs Group:

- Perform long range planning and focus on philosophical questions related to departments, programs, and excellence across the curriculum, e.g. graduate programs, off campus programs and course offerings, improving academic excellence, quality improvement of academic departments, interdepartmental exchanges, issues of curriculum support and delivery, faculty student ratio, overloading, departmental administrative structure, etc.
- Provide mentoring and training of department chairs for academic leadership, classroom evaluations, faculty reviews, etc.
- Function in an advisory role to COVAC via COVAC vice chair who attends Department Chairs Group meetings.
- Propose changes to the Faculty Handbook.
- Oversee and approve academic calendars and schedules as proposed by the Governance Calendar and Academic Time Schedule Committee.
- Create task force groups to look at issues (e.g. Jan Term task force).
- Serve as an advisory group to the provost.

Membership of DCG includes chairs of all academic departments and programs, designated directors, academic deans, the provost, the associate provost, the chair of the Graduate Committee, the vice chair of COVAC, the registrar, plus three student representatives (appointed by ASWU).

2.2.1.1 GOVERNANCE CALENDAR AND ACADEMIC TIME SCHEDULE COMMITTEE (GCATS)

GCATS is a subcommittee of the Department Chairs Group, and addresses issues of concern regarding the academic calendar and governance time schedule. As in other areas of governance, the faculty and the administration share the responsibility for determining the academic calendar and governance time schedule.

- Collaborates with the Department Chairs Group and the administration on changes to the schedule, including the weekly class schedule, academic schedule, governance schedule, etc.
- Sends recommendations to department chairs concerning changes and refinements to the academic and governance time schedules.
- Hears petitions regarding the time schedule and makes recommendations regarding approval of the petitions to department chairs.

The members of GCATS are appointed by the Department Chairs Group, and members from specific areas are appointed by their departments. Terms of service on GCATS are two-year terms with appointments staggered so that there is continuity on the subcommittee. The chair of GCATS is a faculty member and is elected from within the subcommittee and the chair serves a two-year term.

The membership of the committee consists of representatives from the faculty, administration, registrar's office, financial aid office, and ASWU:

- One athletics department faculty member representative.
- One music department faculty member.
- One faculty member from any of the science departments that teach lab courses. Whenever a science faculty member is needed, the Department Chairs Group will coordinate with the various science departments to select a representative.
- One representative from the graduate or continuing studies programs
- One faculty or administrative representative from education.

- One student representative from ASWU.
- The registrar or representative.
- One representative from the financial aid office.
- One representative from academic affairs.
- Two additional faculty members may be appointed at the discretion of the GCATS chair.

2.2.2 THE FACULTY ASSEMBLY

The Faculty Assembly meets to deliberate and decide major policy issues. Reports from committees or administrators may be presented in writing to the Faculty Assembly by way of the Faculty Executive.

Duties of the Faculty Assembly:

- Make major policy decisions regarding university curriculum, resulting in changes in the university catalog.
- Receive reports from its standing committees and task forces. Committees will report action items to faculty president for inclusion on the action agenda.
- Approve action items that come to the floor.
- Approve all Handbook changes that come to the floor.
- Approve changes to general education requirements.
- Formulate the sense of the faculty in issues such as faculty economic welfare, faculty staffing policies and procedures, promotion and tenure, and other university concerns, and present them to the administration and the board of trustees, as well as to committees.
- Conduct elections to faculty standing committees, and to elect the president, vice president, and secretary of the faculty.
- Determine who, other than regular faculty, will be granted voice and/or vote in the Faculty Assembly, and regularly to review such decisions.
- Appoint task forces to attend to faculty business.

The decisions of the Faculty Assembly resulting in changes in the university catalog and the Faculty Handbook require the ratification of the cabinet and the president, and when stipulated by the constitution and by-laws of the university or held necessary by the president, are submitted for final approval to the board of trustees. All regular faculty members are expected to attend Faculty Assembly.

2.2.2.1 MEMBERSHIP

All those defined as regular faculty in Section 1.1.1 are voting members of the Faculty Assembly. Emeriti faculty, as defined in Section 1.1.5, are voting members of the Faculty Assembly. Administrative faculty as defined in Section 1.1.3 have voice and vote in Faculty Assembly.

The dean of spiritual life shall have the right to vote in Faculty Assembly, if that person's academic qualifications would make him or her eligible to teach at Whitworth, and if his or her contract requires teaching a minimum of six credits per year.

At the beginning of each academic year, the faculty president publishes a list, in consultation with the provost, of all Faculty Assembly voting members.

The following persons are regularly invited to the meetings of the Faculty Assembly as guests and as such have voice but not vote. They are informed by the faculty secretary of forthcoming meetings:

- Two representatives of the WSU College of Nursing.
- Administrative and student life personnel who are committee members.

2.2.2.2 QUORUM

Sixty percent of the regular faculty (as defined by section 1.1.1) not currently on sabbatical or a leave of absence shall make a quorum for a Faculty Assembly meeting.

2.2.2.3 MEETINGS

Meetings of the Faculty Assembly are held monthly with specific dates announced at the beginning of each long term by the faculty president. The president of the faculty presides; in his or her absence, he or she appoints the vice president or another member of the Faculty Executive to function as president pro tempore. The minutes are recorded by the faculty secretary and distributed to all assembly members. The Faculty Executive establishes the agenda and distributes a written meeting announcement with the agenda prior to each meeting.

Special Faculty Assembly meetings called for the purpose of voting on action items must be announced by the faculty president in writing to the members forty-eight hours prior to the meeting. Such meetings may be convened by the Faculty Executive at its initiative, or at the written request of at least ten regular faculty members. At such special assembly meetings, only those items announced in the written notice will be the order of the day.

The Faculty Assembly normally votes by open ballot. The Assembly will vote by secret ballot at the discretion of the faculty president, of Faculty Executive, or by request of a faculty member to the faculty president.

2.2.2.4 TASK FORCES

The Faculty Executive and the Faculty Assembly may constitute and appoint task forces for particular assigned tasks; the faculty president ordinarily appoints their members. All Faculty Assembly standing committees (except Faculty Promotion and Tenure and Faculty Review) and appointed task forces and committees report regularly to the Faculty Assembly.

2.2.2.5 REPORTS

Committees and task forces will take minutes on their meetings and send a copy of all minutes to the faculty president and the faculty secretary.

2.2.3 THE FACULTY EXECUTIVE

The Faculty Executive is comprised of the faculty president, vice president, secretary, and the chairs of the following major standing committees: Faculty Research and Development Committee; Curriculum Oversight, Vision and Approval Committee; Teaching, Learning and Assessment Committee; and the Faculty Economic Welfare Committee.

Duties of the Faculty Executive:

- Monitor the governance process, insuring that business is assigned to the appropriate committee.
- Prepare the agenda for the Faculty Assembly.

- Approve the academic meeting schedule for each term.
- Handle other business referred by the Faculty Assembly or the administration of the university.
- Meet as necessary with the provost to coordinate the academic governance processes of the university.
- Provide advice and counsel to the provost.
- Appoint the Faculty Social Committee.
- Form task forces and appoint ad hoc committees and faculty representatives on all-university committees as needed.

2.2.3.1 THE FACULTY PRESIDENT

The president of the faculty is elected by the Faculty Assembly from a ballot prepared by Nominating Committee. This election takes place at the last Faculty Assembly of the fall in even-numbered years, for a two-year term to begin on the following June 1. The person may not be reelected to consecutive terms. This position comes with a course release of 3 semester credits for the academic year. The timing of the release and the course should be determined in consultation with the dean, the faculty member, and the faculty member's chair.

Duties of the faculty president:

- Chair all meetings of the Faculty Assembly and Faculty Executive.
- Prepare the agenda of the Faculty Executive.
- Represent the faculty at the meetings of the board of trustees, Academic Affairs Committee of the Board, and when invited, on the cabinet.
- Ensure the functioning of the Curriculum Oversight, Vision and Approval, the Teaching, Learning and Assessment Committee, the Faculty Promotion and Tenure Committee, the Faculty Research and Development Committee, the Faculty Affairs Committee, the Faculty Economic Welfare Committee, and the Faculty Nominating Committee.
- Appoint and monitor the task forces of the Faculty Assembly.
- Consult with the provost in the planning of faculty retreats, new faculty orientation, and other university events involving the faculty.
- Address the board of trustees at regular meetings.

2.2.3.2 THE FACULTY VICE PRESIDENT

The vice president of the faculty is nominated by the Nominating Committee for election at the next to last Spring Term meeting of the Faculty Assembly and is elected to serve for a two-year term and may not be reelected to consecutive terms.

Duties of the faculty vice president:

- Review and update Faculty Handbook.
- Co-chair meetings of the Department Chairs Group with the provost or provost's designee, and cooperate with the provost and the registrar to formulate the agenda.
- Fulfill the duties of the president when the president is unable to fulfill his or her duties.

2.2.3.3 THE FACULTY SECRETARY

The faculty secretary is elected by the Faculty Assembly for a two-year term and may not be reelected to consecutive terms.

Duties of the faculty secretary:

- Assist the faculty president in administrative tasks.
- Keep records and minutes of all formal deliberations of the Faculty Assembly and Faculty Executive.
- Coordinate all official communications to the faculty about Faculty Assembly business.
- Correspond on behalf of the Faculty Assembly and the Faculty Executive.
- Supervise the appropriate filing, in the office of the provost, of the minutes of all committees and task forces that report to the Faculty Assembly.
- Ensure a proper historical record of faculty activities is kept for the archives.

2.2.4 MAJOR STANDING COMMITTEES

The Faculty Assembly elects the chairs of each major standing committee (except for the FPTC and FRC) for a three-year term. The chairs of these committees (except for the FPTC and FRC) serve on the Faculty Executive. The Nominating Committee shall submit nominations for any vacancies.

The Major Standing Committees:

- Curriculum Oversight, Vision and Approval Committee [COVAC]
- The Teaching, Learning and Assessment Committee [TLAC]
- The Faculty Economic Welfare Committee [FEW]
- The Faculty Research and Development Committee [FRD]
- The Faculty Promotion and Tenure Committee [FPTC]
- The Faculty Review Committee [FRC]

All recommended changes in curricular matters or other questions of policy approved by a major standing committee will be reported directly to all faculty prior to the assembly at which they are intended to be approved. These proposed changes in writing would consist of a rationale and explanation, the nature of the proposed change, plus a summary of the arguments for and against. These proposals will be sent out at least six calendar days before the assembly, thus allowing interested parties to respond to the committee leadership and work through difficulties before the issue reaches the assembly floor. In addition, to ensure that faculty are aware of upcoming issues in committee meetings, COVAC and TLAC agendas will be published in advance and minutes of each major standing committee will be distributed via email or other electronic distribution.

The actions of each of the major standing committees are components of the academic decision-making process of the university and are reported to the Faculty Assembly either as reports for acceptance (where no further action is required) or as resolutions or recommendations for Faculty Assembly debate and vote. The minutes of COVAC and TLAC, of the Department Chairs Group, and of the Faculty Assembly, constitute the official record of the academic decision-making process; they must be approved by a majority vote of the quorum of their respective memberships at an officially convened meeting. The formal record of these minutes is maintained in the office of the provost. All action items of FEW and FRD must come to the Faculty Assembly for approval, thereby constituting the official record within the Faculty Assembly minutes.

Except for the Faculty Promotion and Tenure Committee, and the Faculty Review Committee, the chair of a major standing committee is nominated from the whole faculty by the Nominating Committee and elected by the Faculty Assembly for a three-year term. Except for the chair of COVAC, chairs may not be

re-elected to consecutive terms. Each of the four chairs serves on the Faculty Executive. From its faculty membership, each major standing committee elects a vice chair, and a secretary. It also elects the members of its standing committees ensuring appropriate rotation to provide continuity in these committees. It may establish other committees and task forces to carry out its business, and the chairperson ordinarily appoints their members. Each major standing committee establishes rules of procedure for its internal functioning.

The Faculty Promotion and Tenure Committee and the Faculty Review Committee elect their own chairs annually.

The Faculty Executive and the Faculty Assembly may constitute and appoint task forces and committees for particular assigned tasks; the faculty president ordinarily appoints their members.

The Faculty Assembly elects the membership of the Faculty Assembly standing committees (Nominating, Faculty Promotion and Tenure, Faculty Research and Development, Faculty Economic Welfare, Faculty Affairs, Faculty Review, TLAC, and COVAC) as well as the faculty president, vice president, secretary, and the chairpersons of the major standing committees.

Elections to faculty offices and to the Faculty Executive are normally for three years; committee memberships are normally for three years.

The Faculty Assembly may appoint non-faculty members to its committees.

2.2.4.1 CURRICULUM OVERSIGHT, VISION AND APPROVAL COMMITTEE (COVAC)

COVAC is charged with oversight of the university's curriculum.

Duties of COVAC:

- Consider and refine the vision of what our institutional curriculum should be, including general education.
- Consider curricular change and balance in the context of an institution of our type - undergraduate liberal arts with some professional, graduate and continuing studies programs.
- Share with faculty best practices to enhance curriculum.
- Approve all new courses (undergraduate and graduate), general education requirements, online courses, and service-learning courses.
- Evaluate proposed changes to majors, minors, & programs of study, including off-campus and continuing studies programs.
- Evaluate proposed new programs of study.
- Oversee general education requirements. When periodic review of the requirements suggests that changes are needed, this committee, perhaps along with some additional persons, proposes revisions as needed for faculty approval.
- Review courses that currently meet general education requirements on a periodic basis.
- Develop and oversee policies pertaining to curricular matters, and decide on petitions relating to curricular matters (graduation requirements, academic policies and procedures) when there is some question as to how the petition should be handled. (This gives the faculty the responsibility and authority to decide in situations where there is any question as to how the policy in a curricular matter should be resolved.)

The process for proposing new courses, majors, minors, or programs of study and for proposing changes to existing majors, minors or programs of study are available on SharePoint.

Subgroups of COVAC: Undergraduate Subgroup, Graduate Subgroup, Experiential Learning Subgroup (including service-learning and off-campus programs), Policies and Appeals Subgroup (See sections 2.2.4.1.1, 2.2.4.1.2, 2.2.4.1.3, and 2.2.4.1.4 for composition and duties of these subgroups.)

Schedule of meetings and workload:

Undergraduate and Graduate subgroups would meet once per month, or more often if needed. Experiential Learning subgroup would meet once per month. Policies and Appeals subgroup would meet as needed. COVAC would meet monthly for two hours.

Voting membership: Membership is determined by the number of full-time faculty (defined as Track I, Track II and Visiting) in each disciplinary cluster. The faculty will elect representatives based on the following ratios:

- 1-22 faculty: 1 representative
- 23-37 faculty: 2 representatives
- 38-52 faculty: 3 representatives
- 53-67 faculty: 4 representatives
- 68+ faculty: 5 representatives

Faculty Executive may appoint up to two additional members. All faculty members serve three-year terms.

Clusters:

1. Education
2. Business
3. Humanities and Fine Arts (Art, English, History, Music, Philosophy, Theatre, Theology, World Languages and Cultures)
4. Math and Sciences (Biology, Chemistry, Health Science, Kinesiology, Math and Computer Science, Engineering and Physics)
5. Social Sciences (Communication Studies, Library, Political Science, Psychology, Sociology)

No more than one representative in a cluster may come from a given department, unless there are fewer than three departments in a cluster. Once a representative is elected, he/she will complete the three-year term, even if changing faculty numbers adjust the number of representatives from a disciplinary cluster. Election needs will be assessed each March using the current year's faculty numbers. Faculty Assembly will vote to elect representatives as needed at the last Faculty Assembly of the academic year. Criteria for selection of cluster representatives:

- be interested in broad curricular issues, not merely the courses of their own departments
- agree to maintain regular communication with all departments in their cluster regarding matters coming before COVAC
- agree to work with faculty/departments to enhance the excellence of curricular proposals
- agree to represent the interests of all the departments in their cluster
- agree to participate in training regarding curricular issues, development, and best practices

Non-voting members: Registrar or representative, provost or representative, director of off-campus programs, director of service-learning, associate vice president for graduate admissions and continuing studies or representative, director of library or representative, two student representatives appointed by ASWU. COVAC and its subgroups may appoint additional members (faculty &/or staff) as needed to do their work.

Leadership:

The chair of COVAC serves a three-year term. The chair is a member of the Faculty Executive Committee. This position comes with a course release of 3 semester credits for the academic year. The timing of the release and the course should be determined in consultation with the dean, the faculty member, and the faculty member's chair. The administrative staff of academic affairs will provide support to the chair of COVAC as needed. The chair coordinates the work of the subgroups, moderates the meetings of the Committee, and meets with the Undergraduate Subgroup. The chair solicits volunteers for appointed positions and arranges for the training of members regarding curricular issues, development and best practices.

The chair-elect of COVAC serves a one-year term as a nonvoting member while observing the work of the chair to ensure a smooth transition. The chair-elect is elected from a ballot prepared by the Nominating Committee at the last Faculty Assembly of the spring of the current chair's second year. The chair-elect is not considered a cluster representative and does not prohibit another elected member from his or her department. The chair-elect term is separate from the three years of the chair term.

The vice chair of COVAC is elected by the committee from within its elected membership for a one-year term. The vice chair attends the meetings of the Department Chairs Group and delivers regular reports. The vice chair will also seek feedback from the Department Chairs Group regarding any proposed policy changes under consideration by COVAC.

2.2.4.1.1 UNDERGRADUATE SUBGROUP OF COVAC

This subgroup meets once per month, or more often if needed.

Duties of the Undergraduate Subgroup of COVAC:

- Recommend approval of new undergraduate courses/programs.
- Recommend approval of changes in status of existing courses in relation to GE (e.g., putting the course on or taking it off a list of courses fulfilling a particular requirement such as AD).
- Oversee common curriculum (Core and First-Year Seminar).
- Recommend approval of new general education courses.

This subgroup is concerned with these issues, so proposals should address them explicitly:

- Duplication of offerings
- Conflicts of interest
- Meeting stated general education descriptions, standards, and outcomes
- Meeting university mission

Processes for proposals regarding courses, majors, minors, or programs of study are available on SharePoint.

Voting Membership: Half of the elected representatives from each cluster, with a minimum of one from each. Assignment to this subgroup will be based on availability and interest.

Non-voting (ex-officio, advisory): Registrar or representative, head of the teacher certification program or representative, associate vice president for graduate admissions and continuing studies.

The Subgroup will elect a chair each year from among its faculty members. The chair represents the Subgroup to COVAC.

2.2.4.1.2 GRADUATE SUBGROUP OF COVAC

This subgroup meets once per month, or more often if needed.

Duties of the Graduate Subgroup of COVAC:

- Recommend approval of new graduate courses/programs
- Hold course proposal workshops, one-on-one help sessions, and provide sample syllabi

Processes for proposals regarding courses or programs of study are available on SharePoint.

Voting Membership: Directors of graduate programs, based on position; one faculty representative elected by Faculty Assembly to represent each of the graduate areas (e.g. athletic training, education, business and theology) serving three-year terms. At the last Faculty Assembly of the academic year the faculty elect one. If graduate areas are added, they will have similar representation in this subgroup.

Membership of Graduate Committee (advisory to the Graduate Subgroup):

- Directors of graduate programs
- Academic deans
- Administrative assistants/advisors of each graduate program
- Registrar or representative
- Representative from provost's office
- Director of admissions
- Two "at large" faculty members appointed by Faculty Exec Assembly.

Nonvoting (ex-officio, advisory): Director of Evening Teacher Certification Program, registrar or representative

The Subgroup will elect a chair each year from among its faculty members. The chair represents the Subgroup to COVAC.

2.2.4.1.3 EXPERIENTIAL LEARNING SUBGROUP OF COVAC

This subgroup assists in the development, oversight and approval of programs and courses that express Whitworth's commitment to experiential education. It is the body that considers coordination among the experiential learning opportunities we provide. This subgroup meets once each month.

Duties of the Experiential Learning Subgroup of COVAC:

- Provide training and mentoring to faculty developing experiential education curriculum.
- Develop and review guidelines for all programs relating to experiential learning.
- Develop guidelines to inform departments as they develop internship experiences.

- Design criteria to be used by the Undergraduate and Graduate subgroups as they consider courses with experiential learning components.
- Coordinate experiential learning experiences for students through the international education center, the Off-Campus Programs subcommittee, and service-learning office.
- Coordinate with SIRC to provide opportunities for long range planning discussions regarding undergraduate and graduate research development.
- Schedule and evaluate all Jan Term and semester long off campus program courses.
- Review information on proposed experiential learning courses for coordination.

Voting members:

- Two existing faculty members of COVAC
- One faculty member with fewer than six years at Whitworth appointed by COVAC
- One representative from the International Education Center
- One representative from the education department responsible for multicultural education placement

Nonvoting members (ex-officio, advisory):

- One representative from the internship office
- One representative from service-learning
- SIRC chair and undergraduate science research coordinator, on an as needed basis
- One or two student representatives selected by the subgroup

The Subgroup will elect a chair each year from among its faculty members. The chair represents the Subgroup to COVAC.

Procedures for proposals regarding experiential learning courses are available on SharePoint.

2.2.4.1.4 ACADEMIC POLICIES & APPEALS SUBGROUP OF COVAC

This subgroup deals with curricular policies and appeals regarding those policies when there is some question as to how they should be resolved. This subgroup meets on an as needed basis.

The Whitworth University registrar has the delegated authority to see that students adhere to the academic policies and requirements specified in the catalog. Academic petitions are requests for exceptions to graduation requirements, regular academic policies and procedures. Exceptions are not granted to supersede policies and procedures because of an inconvenience. The appeals process provides students and faculty with the possibility of a response outside the normal bounds of policy when extenuating circumstances are judged to warrant such a response.

(The Substitution/Waiver form is used for course replacements. The Petition form will be used for policy requests other than course substitutions or waivers, ex. missed deadlines, requests to take more than one P/NC course in one year, etc.)

The process for submitting academic petitions are available on the registrar's website.

Duties of the Academic Policies & Appeals Subgroup of COVAC:

- Review existing curricular policies (i.e. policies regarding transfer of courses or credits, AP or CLEP credits, substitution of course/experience for GE credit, request for early exam, plagiarism, amount of upper division work required for a major, etc.) as needed.
- Develop new curricular policy proposals as needed. New policies are sent to COVAC with rationale for final approval. The subgroup does not set policy, but makes recommendations to COVAC which then makes the final decision.
- Before making a final decision on proposed policy changes, the vice chair of COVAC will report the policy change proposals to the Department Chairs Group and receive that group's feedback and recommendations.
- Departments or programs may propose policies for consideration, or the registrar may raise issues that need policy, or the Department Chairs Group may identify an area of need.
- Review appeals to petitions that have been denied by the registrar's office. All decisions of the Academic Policies and Appeals Subgroup regarding student petitions are final and binding.
- Other responsibilities as deemed necessary by the associate provost.

Voting membership: Associate provost, two faculty members appointed by COVAC in the consultation with the associate provost.

Non-voting (ex-officio, advisory): registrar or representative

2.2.4.2 TEACHING, LEARNING AND ASSESSMENT COMMITTEE (TLAC)

The Teaching, Learning and Assessment Committee will cultivate and seek to advance faculty understanding of how faith, worldviews, and modes of inquiry influence classroom teaching, learning, and assessment. The Committee will oversee and assist all academic departmental programs in determining and monitoring whether student learning goals and objectives are being met. The academic affairs office may assist in this process.

Duties of TLAC:

- Promote faculty discussion of faith-learning integration and the influence of worldviews.
- Enhance faculty understanding of student learning and learning outcomes.
- Enhance faculty understanding of assessment and assessment techniques.
- Promote discussion of innovations in pedagogy and share information on new approaches to curriculum development and the use of technology.
- Expand faculty repertoires of teaching techniques both within the traditional classroom setting and beyond.
- Conduct regular reviews of the assessment strategies of all academic departmental programs in order to determine whether their stated learning outcomes are being adequately assessed and met. These reviews of academic departmental programs by the committee will include the following four review criteria:
 1. The existence of a satisfactory outcome assessment plan for each program;
 2. Clearly stipulated end-of-program outcomes that are measurable;
 3. A regular cycle of data collection using adequate measures;
 4. Evidence that collected data is being used to improve program outcomes, assessment methods, and curricular offerings.

TLAC will review each program on a rotating basis, with each program of study being subject to review at least every 4 years. TLAC will provide feedback identifying areas of strength and areas for improvement in the departmental assessment process.

Voting membership: eight faculty, one designated representative from student life and one from ASWU. If not represented among the membership, an additional voting member with teaching responsibilities in graduate programs will be appointed by Faculty Executive.

Non-voting (ex-officio, advisory): the director of assessment and accreditation, the director of shared curriculum, and the director of the Center for Faith and Learning. If not represented in the membership, an appropriate representative of the writing program will be chosen by TLAC. An additional non-voting member may be chosen by the provost.

Each year two faculty are elected in spring to serve a three-year term, and one member is appointed by Faculty Executive to serve a two-year term. Alternate years one of the two elected will be the chair, chosen in a separate, earlier ballot and will serve as chair-elect for one year before assuming the role of chair. The committee will choose a vice chair and secretary from among its members.

2.2.4.3 THE FACULTY ECONOMIC WELFARE COMMITTEE (FEW)

The Faculty Economic Welfare Committee advocates and cultivates the economic well-being of faculty as a whole.

The Faculty Economic Welfare Committee is a Faculty Assembly standing committee which consists of three members and a chair elected by the faculty to three-year terms, based upon a slate submitted by the Nominating Committee. Terms of office will be so arranged that never more than one new member will be elected in the same year. No member may serve more than six consecutive years.

Duties of the Faculty Economic Welfare Committee:

- Determine the sentiments of the faculty as a whole in matters relating to the economic well-being of its members.
- Conduct a continuing study of the salary trends at Whitworth University as compared to various appropriate categories of institutions of higher learning.
- Carry out investigations concerning the internal structure of the faculty salary schedule, fringe benefits, insurance plans, or any other matters of possible economic concern, with recommendations to the faculty.
- Report annually to the faculty concerning its findings on faculty economic welfare, with subsequent reporting of faculty actions or resolutions to the cabinet and to the president, and when appropriate to the Academic Affairs Committee of the Board (See 4.1.1).
- Work with the administration in the development of an equitable and workable salary schedule, including the regular review and improvement of that schedule, making this schedule available to all new and continuing faculty.
- Make confidential examinations of the records of the university concerning faculty salaries, particularly in instances where errors in the administration of the salary schedule may have been made, with subsequent clarification, which may include a correction of such errors, or a change in the salary schedule, or the initiation of a faculty grievance process through the Faculty Affairs Committee.

- Review the compensation and benefits policies and procedures of the university, as described in the faculty benefits handbook, preparing proposed changes and improvements for approval by the Faculty Assembly, and presenting such Faculty Assembly actions to the administration for negotiation and action.

Customarily the chair of this committee, or another faculty member designated by the Faculty Executive, is the faculty delegate to the Finance or Academic Affairs Committee of the Board of Trustees.

2.2.4.3.1 FACULTY REPRESENTATIVE ON RETIREMENT INVESTMENT COMMITTEE

The Faculty Economic Welfare Committee will recommend a faculty representative to serve on the Retirement Investment Committee. FEW's recommendation will be considered by the Faculty Executive, who will then forward the recommendation to the Whitworth University president, who will make the final appointment to the committee. This representative will serve a term of 3 years on the Retirement Investment Committee.

2.2.4.4 THE FACULTY RESEARCH AND DEVELOPMENT COMMITTEE (FRD)

The Faculty Research and Development Committee fosters the intellectual and scholarly growth of faculty and cultivates the intellectual ethos of the university. The Faculty Research and Development Committee is a faculty standing committee which consists of three members and a chair elected by the faculty, based upon a slate submitted by the Nominating Committee. Membership on the committee is for three-year terms. Terms of office will be arranged so that never more than one member will be elected in the same year.

It is the responsibility of this committee to foster the academic and scholarly development of the faculty. This committee reviews proposals for sabbaticals from regular, full-time faculty, and makes recommendations to the administration. The committee solicits faculty research proposals from regular faculty and recommends the disbursement of budgeted research funds to the administration. The committee plans and carries out faculty development days, in consultation with the provost. The committee advises the provost on matters concerning the scholarly research and development of faculty. The Faculty Assembly, Faculty Executive, and provost may assign other responsibilities to this committee. The committee reports on its actions to the Faculty Assembly.

2.2.4.4.1 INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) is a subcommittee of the Faculty Research and Development Committee. IRB safeguards the rights and welfare of all human research subjects pursuant to Title 45 Code of Federal Regulations, Part 46. The college requires all research involving human subjects that meets the federal definition of research to submit an application to the IRB for review prior to recruiting subjects or beginning research. Written approval from the IRB is required before recruiting subjects or beginning the research project. This approval must be renewed annually for on-going projects. Additionally, the IRB must be notified if any substantive changes are made to the research protocol or if any adverse events occur as a result of the research.

2.2.4.4.1.1 DUTIES OF THE IRB

- Reviews faculty, staff and student applications for research with human subjects.

- Takes action on research projects (actions may include approval, approval pending changes or disapproving a research projects. As per federal guidelines, IRB disapproval of a research project may not be overridden.
- Provides education for faculty, staff and students about human subjects research policies and procedures that appear in the Appendix.
- Reports to the Faculty Research and Development committee through its chair.
- Informs the Faculty Research and Development Committee and the provost each semester of approved and unapproved research proposals categorized by academic discipline and identifies any trends in campus research practices.

2.2.4.4.1.2 MEMBERSHIP OF THE IRB

- IRB membership will include both primary alternate members
 - Primary at large members, as required by federal government guidelines:
 - At least one physical/natural scientist.
 - At least one faculty member not a scientist (non-physical/natural scientist.)
 - At least one colleague knowledgeable about special research populations i.e. children, mentally ill, prisoners, etc.
 - At least one community member not directly connected to the institution.
 - At least one colleague knowledgeable of institutional and federal regulations. The IRB administrator will fill this assignment as ex officio member of IRB. The IRB administrator is appointed by the provost.
 - Primary departmental members:
 - Each academic department that submitted at least eight expedited or full board proposals in the previous academic year involving human subjects shall provide a committee member if their department is not already represented by the above configuration in category one. These departments may rotate department membership each year if they wish, provided they staff the committee with qualified people. However, such rotation must result in one person serving for the entire academic year.
 - Alternate members:
 - Alternate members can provide expertise in any of the areas specified for primary members. Per federal guidelines, alternate members must be listed on the IRB roster, but will not count towards the determination of a quorum. However, alternate members can replace primary members when they are unavailable and/or specific expertise is needed. In such cases, alternate members count toward fulfilling the quorum requirements of the IRB meeting.
 - The Director of Sponsored Programs will serve as a non-scientist alternate member as needed.
- Primary at large members will be appointed by Faculty Executive in consultation with the provost.-Primary departmental members will be nominated by the department and approved by Faculty Executive.
- Primary at large and departmental members shall serve staggered three-year terms.
 - Departments may rotate department membership each year if they wish, provided they staff the IRB committee with qualified people. However, such rotation must result in one person serving for the entire academic year.
- Primary members must be regular faculty (with the exception of the community member). Adjuncts and lecturers may not serve on the IRB committee.
- The chair will be a faculty member elected by the committee with the approval of the provost.

- A vice chair and secretary will be elected by the IRB committee.

2.2.4.5 THE FACULTY PROMOTION AND TENURE COMMITTEE (FPTC)

The Faculty Promotion and Tenure Committee evaluates and recommends faculty for promotion and tenure in order to acknowledge and encourage faculty achievement and to ensure standards of excellence.

Although the Faculty Promotion and Tenure Committee does not report to the Faculty Assembly or to the Faculty Executive, it is placed at this point in recognition of its importance to faculty self-governance.

Duties of the Faculty Promotion and Tenure Committee:

- Conduct the evaluations of faculty in their pre-tenure review, faculty requesting promotion in rank, and faculty eligible for tenure.
- Prepare recommendations to the administration regarding these decisions.
- Implement the evaluation procedures defined elsewhere in this Handbook.

The provost calls the first meeting in May of each year, at which time a chairperson and secretary are selected by vote of the committee. At the May meeting the provost presents the list of eligible faculty for pre-tenure review, tenure, and promotion to the committee. Responsibilities are assigned to individual committee members (7.6). Beginning at that first meeting, the committee initiates the evaluation procedure for all eligible faculty. The committee proposes revisions in the evaluation procedures defined in this Handbook to the Faculty Assembly. The committee reconvenes in September to begin the evaluation procedure for all eligible faculty.

The work of this committee is confidential. The committee's records are maintained by the academic affairs office. In consultation with the human resources office, the Faculty Promotion and Tenure Committee will have access to the university attorney or to an attorney of their choice in matters not clearly addressed by the Handbook or with legal issues.

Membership: The Faculty Promotion and Tenure Committee consists of six tenured faculty members of whom at least three hold the rank of full professor, plus the provost as an ex-officio member. The committee's composition shall include at least one elected male and one elected female member at all times. Its members are elected by the Faculty Assembly to three-year terms in elections held in the spring, for which the Nominating Committee prepares a slate of candidates. A member of this committee seeking promotion during his or her term of office will be replaced during the year in which the evaluation takes place; the selection of a one-year replacement will be handled by the Nominating Committee in the procedure described in 2.2.5.1. The election procedure will guarantee that there is rotation of membership so that normally two members will be elected each year.

2.2.4.6 FACULTY REVIEW COMMITTEE (FRC)

The Faculty Review Committee evaluates Track II and III colleagues in order to acknowledge and encourage faculty achievement and to ensure standards of excellence. Though different from the other Faculty Assembly standing committees in that it does not report to the Faculty Assembly or to the Faculty Executive, it is placed at this point in recognition of its importance to faculty self-governance.

The Faculty Review Committee is a Faculty Assembly standing committee which consists of four members. At least two members must be tenured faculty members. The other two members are either

tenured faculty or Track II or III colleagues with at least seven years teaching experience at Whitworth University. The committee's composition shall include at least one elected male and one elected female member at all times. Its members are elected by the Faculty Assembly to three-year terms in elections held in the spring, for which the Nominating Committee prepares a slate of candidates. A member of this committee up for review during his or her term of office will be replaced during the year in which the evaluation takes place; the selection of a one-year replacement will be handled by the Nominating Committee in the procedure described in 2.2.5.1. The election procedure will guarantee that there is rotation of membership.

The provost calls the first meeting in May of each year, at which time a chairperson and secretary are selected by vote of the committee. The provost presents the list of eligible faculty for fourth year review to the committee at the May meeting. Responsibilities are assigned to individual committee members. It is the task of this committee to conduct the evaluation of Track II and III faculty in their review every fourth year (7.7).

The work of this committee is confidential. The committee's records are maintained by the academic affairs office.

2.2.5 OTHER FACULTY ASSEMBLY COMMITTEES

Each other Faculty Assembly standing committee elects its own chairperson for a one-year term of office. The chair prepares the agenda for the committee, announces and convenes the meetings, maintains the minutes and records of the committee's business or appoints a secretary to do so, coordinates the committee's business with the Faculty Executive and the administration, when appropriate, and reports on behalf of the committee to the Faculty Assembly. The chair may appoint a chair pro tempore when he or she must be absent from a committee meeting. The chair's term of office concludes at the beginning of the first meeting of the committee in the Fall Term, unless specified otherwise.

Other Faculty Assembly Committees:

- Nominating Committee
- Faculty Affairs Committee
- Library and Information Resources Committee
- Student Life Committee
- Graduate Committee
- Speakers and Artists Program Committee
- Social Committee

2.2.5.1 THE NOMINATING COMMITTEE

The Nominating Committee prepares ballots for the Faculty Assembly elections with an eye to equitable sharing of governance duties.

Duties of Nominating Committee:

- Prepare ballots for faculty offices (president, vice-president, secretary, and the major standing committee chairs).
- Prepare ballots for the Faculty Assembly's election of faculty standing committees.
- Prepare ballots for other committees/task forces when requested by Faculty Executive.

- May advise the Faculty Executive with regard to involving all faculty in appropriate governance functions.
- Prepare and count ballots.

The following Faculty Assembly committees are elected by the Faculty Assembly, based upon nominations prepared by the Nominating Committee:

- Curriculum Oversight, Vision and Approval Committee – Members serve three-year terms. Membership is determined by the number of full-time faculty (defined as Track I, Track II and Visiting) in each disciplinary cluster, as follows:
 - 1-22 faculty: 1 representative
 - 23-37 faculty: 2 representatives
 - 38-52 faculty: 3 representatives
 - 53-67 faculty: 4 representatives
 - 68+ faculty: 5 representatives
- Graduate Subgroup of COVAC – one representative from each graduate area, nominated by those areas and recommended by the Graduate Committee, for three-year terms.
- Teaching, Learning and Assessment – six members for three-year terms including the chair-elect in alternate years.
- Faculty Economic Welfare – four members for three-year terms.
- Faculty Research and Development – four members for three-year terms.
- Faculty Promotion and Tenure – six members for three-year terms.
- Faculty Review – four members for three-year terms.
- Nominating – three members for three-year terms.
- Faculty Affairs – three members for three-year terms.

2.2.5.1.1 ELECTIONS

Ballots for Faculty Assembly elections of committee members are prepared by the Nominating Committee. All elections are by written ballot, unless this procedure is waived by a vote of the assembly. In order for an election to take place, a quorum of the Faculty Assembly membership must be present. A simple majority of the quorum present elects. If a member of a standing committee with no more than six months of his or her term remaining needs to be replaced, the Faculty Executive may appoint a faculty member to fill the vacancy. Such an appointment shall be made in consultation with the Nominating Committee, except for vacancies on COVAC, in which case the appropriate undergraduate cluster or the Graduate Committee would be consulted.

Faculty elections proceed in the following manner:

The Nominating Committee prepares ballots for all elections of faculty officers and members of faculty standing committees. At the last Faculty Assembly of the fall, the faculty president and COVAC chair are elected with terms of service to begin at the end of that academic year. At the next to last Faculty Assembly of the academic year, the faculty elects the vice president, the faculty secretary, the members of the Faculty Promotion and Tenure Committee, the members of the Faculty Economic Welfare Committee, and the chairs of the other major standing committees (TLAC, FRD, and FEW). The president is elected in the fall of even-number years for a two-year term, while the vice president and secretary are each elected in spring of even-numbered years for a two-year term.

To provide continuity for the Faculty Executive, the three-year terms of the chairs of COVAC, FRD and FEW will be arranged so that only one is replaced each year. The chair-elect of TLAC will be elected in spring of even-numbered years for a three-year term, serving as chair beginning odd-numbered academic years.

Before the last Faculty Assembly meeting of the academic year, the Faculty Executive announces all rotations of membership of major standing committees, and these committees, in their composition for the coming academic year, convene in order to elect their vice chairpersons and secretaries.

At the last Faculty Assembly meeting of the academic year, the faculty elects all the other committees and positions for which it is responsible. The faculty president announces the composition of the Faculty Executive for the next academic year, based upon elections of the committee chairpersons and the vice president.

2.2.5.2 THE FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee (FAC) is a faculty standing committee that consists of three tenured members, elected annually in the spring for three-year terms. Elections are so arranged that one new member is elected each year. No member shall serve more than three consecutive years. Committee members shall not come from the same department. The FAC's composition shall include at least one male and one female member at all times.

2.2.5.2.1 ACTIVATION

The Faculty Affairs Committee is activated by the Faculty Executive acting on its own initiative or at the request of a faculty member or the administration. While the Faculty Executive's role in this process is not to pre-adjudicate any issue before activating the Faculty Affairs Committee, the Faculty Executive shall only activate the FAC after first determining that the issue raised is substantial, is properly considered by the FAC pursuant to the provisions of this Handbook, and warrants activating the Faculty Affairs Committee. If the request to activate the Faculty Affairs Committee comes from a tenured faculty member who has been given notice of termination, the request must be granted automatically. The Faculty Executive must meet in executive session to activate the Faculty Affairs Committee.

Faculty members who request the Faculty Affairs Committee shall supply the faculty president with a written statement of appeal or grievance that sets forth the faculty member's reasons for requesting activation of the Faculty Affairs Committee.

2.2.5.2.2 DUTIES

It is the responsibility of the Faculty Affairs Committee to receive, review, assess, and recommend the resolution of appeals or grievances submitted in writing by any member or group of members of the faculty. The Faculty Affairs Committee does not make policy. The FAC does, however, make recommendations to the Faculty Executive and the administration regarding appeals of evaluation or termination decisions and propose solutions, seek to build consensus, and, in grievance cases brought before it, encourage Biblical reconciliation.

2.2.5.2.3 DEFINITIONS AND RESOLUTION OF AMBIGUITIES

Here and throughout the Handbook, the following definitions apply to actions involving activation of the Faculty Affairs Committee:

2.2.5.2.3.1 “Appeal” refers to a request for review of a negative evaluation decision (regarding promotion, tenure, pre-tenure, or quadrennial review) or a termination decision. Appeals are to be distinguished from requests for reconsideration made to the same body (FPTC or FRC) or individual(s) (the provost and/or president) that originally rendered the decision.

2.2.5.2.3.2 “Grievance” refers to a request for review of a matter not involving evaluation or termination decisions or any other decision for which an appeal (as defined above) would be the appropriate vehicle for recourse. “Grievance” refers to a formal claim of, and request for redress for, a breach, misinterpretation, or misapplication of policy or procedure, or an infringement of the rights of a party as set forth in this Handbook. As a formal action, grievance is made under Section 11.5 and is to be distinguished from a complaint, which is addressed more informally among the parties concerned, possibly with the involvement of an ombudsperson, as described in Sections 11.2 through 11.4.

2.2.5.2.3.3 Any ambiguity as to whether a particular complaint, grievance, reconsideration, or appeal procedure applies to a given situation shall be resolved by the provost in consultation with Faculty Executive, or by the provost alone if Faculty Executive is a party to the issue. If the provost is party to the issue, the ambiguity shall be resolved by Faculty Executive.

2.2.5.2.4 PROCESS

Faculty Affairs Committee procedures specific to particular categories of appeal or to grievances are set forth in Section 7.7 (for appeals of evaluation decisions), Section 10.4.4 and 10.6.4 (for appeals of termination decisions), and Section 11.5 (for grievance actions).

In its process, the Faculty Affairs Committee will strive for openness in its communication and avoid unnecessary use of confidentiality. However, it generally will not reveal to the appellant or grievant or to other parties documents written or testimony provided on condition or expectation of confidentiality without the author's or speaker's explicit consent.

2.2.5.2.5 LEGAL CONSULTATION

When legal consultation is imperative, including on matters not clearly addressed by the Handbook, Faculty Affairs Committee has access to an attorney of its choice. In considering termination decisions the Faculty Affairs Committee should refrain from consulting the college attorney to avoid a potential conflict of interest.

2.2.5.2.6 REPORTING AND RECOMMENDATION

- The Faculty Affairs Committee shall write a report of its review and assessment and submit it to the Faculty Executive. This report shall include a recommendation on specific action steps to resolve a dispute. The report may elaborate on the rationale for the committee's recommendation at its discretion. The Faculty Executive may request clarification, additional work, or dialogue prior to accepting a final report from the Faculty Affairs Committee.

- The Faculty Executive will distribute the final report and recommendation to key parties which must include the appellant or grievant and the provost. The Faculty Affairs Committee may recommend to Faculty Executive or to the appropriate administrator such changes in policy or practice as might prevent similar problems from occurring in the future. The deliberations and records of the Faculty Affairs Committee are confidential.

This committee, at its discretion at any point, may present to the Academic Affairs Committee of the Board of Trustees any matter that would require the informing and/or action of that committee or the board of trustees. The Faculty Executive and the administration shall be informed of all matters being taken to the board.

2.2.5.2.7 CONFLICTS OF INTEREST

Faculty Affairs Committee members must recuse themselves when a case before the Faculty Affairs Committee involves a department colleague, relative, or close friend, or otherwise presents a conflict of interest in the opinion of the individual FAC member or of a majority of the FAC. The faculty president, in consultation with Faculty Executive, will select a replacement for the recused Faculty Affairs Committee member to serve on that particular case.

Any time the Faculty Affairs Committee is activated, the Faculty Executive Committee should ensure there are no conflicts of interest present among Faculty Affairs Committee members or among Faculty Executive Committee members participating in the decision whether to activate.

2.2.5.3 LIBRARY AND INFORMATION RESOURCES COMMITTEE (LIRC)

Duties of LIRC:

- To advise the director of the library and the provost on any matters relating to the operation of the library and to the provision of information media in all formats, including print and electronic, in support of the university's academic programs.
- To advocate for the needs and perspectives of teaching faculty and students with the library staff.
- To advocate for the library with the university administration and with the faculty at large.
- To report as needed to the Faculty Assembly or other faculty committees.

Membership: LIRC shall consist of the director of the library, one additional library or information resources faculty or staff member, five faculty members from among the library liaisons, which have been selected by departments and programs, plus one student representative appointed by ASWU. A meeting of all library liaisons shall be called by the director of the library near the beginning of each academic year to elect members to LIRC. LIRC should include a diverse membership that is representative of departments or disciplines within the humanities, social sciences, natural sciences, and professional programs. The director of the library will serve as LIRC chair. Terms are for one year but renewable indefinitely.

2.2.5.4 STUDENT LIFE COMMITTEE

The Student Life Committee addresses issues of interface between the faculty and student life and may serve as a hearing body for student appeals. The committee consists of two members appointed by Faculty Executive plus the vice president for student life and other representatives from the student life division and the student body. Term of appointment is two years.

2.2.5.5 GRADUATE COMMITTEE

The Graduate Committee addresses all program and curricular matters associated with graduate programs offered at Whitworth University. It reviews and makes recommendations to the Department Chairs Group and to the Graduate Sub Group of COVAC regarding any proposals for new graduate programs. Decisions of the Graduate Committee are informed by strategic goals of the University with respect to: (1) new programs being proposed and; (2) resources available to sustain quality programs and increase the feasibility and viability of such programs. Voting members include the deans for each school/college, directors of graduate programs, and three other members appointed by Faculty Executive, including at least one who regularly teaches in a graduate program and one who does not. Terms for the appointed positions are two years. Ex-officio members include assistant directors of graduate programs, registrar, associate vice president for continuing studies and graduate admissions, and associate provost.

2.2.5.6 SPEAKERS AND ARTISTS PROGRAM COMMITTEE

The Speakers and Artists Program Committee oversees the educational program that brings visiting speakers and programs to campus. It reports to the Curriculum Oversight, Vision and Approval Committee. The five-member committee is appointed by the faculty president. Term of appointment is two years.

2.2.5.7 FACULTY SOCIAL COMMITTEE

The Faculty Social Committee plans and conducts social events for faculty to get better acquainted. The committee comprises two members appointed by Faculty Executive plus the provost. Term of appointment is two years.

2.2.6 ACADEMIC DEPARTMENTS

An academic department consists of all regular faculty, lecturers, and adjunct faculty appointed to it by the administration. Regular faculty members have voice and vote in all departmental meetings; lecturers and adjunct faculty are invited to departmental meetings and have voice but no vote. Regular faculty members may be members of more than one department by virtue of their appointments.

The academic department is responsible for (1) curriculum review and development within the discipline, subject to the necessary approvals through the governance system, and (2) the coordination of all academic concerns such as scheduling, faculty assignments, budgeting, etc., within the department. The department routes its decisions through the relevant committees or the Department Chairs Group as appropriate.

The academic department relates its discipline to the liberal arts goals of the university and the other disciplines which are taught within the university. It develops an academic community for the students who select a major or minor program within its discipline. Each department is represented by its chair in the Department Chairs Group.

2.2.6.1 THE SCHOOL OF EDUCATION

The school of education consists of the department of graduate studies in education and the department of teacher education. Also included in the school is the center for gifted education and

teacher enrichment. The two academic departments function as do other academic departments on campus, and the chairs of these departments function as do other department chairs. The dean of the school of education oversees the operation of the school and reports to the provost.

2.2.6.2 THE SCHOOL OF BUSINESS

The school of business consists of the departments of economics and business, organizational management, and the graduate studies in business. The three academic departments function as do other academic departments on campus, and the chairs of these departments function as do other department chairs. The dean of the school of business oversees the operation of the school and reports to the provost.

2.2.6.3 THE SCHOOL OF CONTINUING STUDIES

The school of continuing studies consists of the all degree completion programs. The director of the evening teacher certification (ETC) program reports to the dean of the school of education. The director of the organizational management (OM) program reports to the dean of the school of business. The associate vice president for graduate admissions and continuing studies oversees the operation of the school and reports to the provost.

2.2.6.4 THE COLLEGE OF ARTS AND SCIENCES

The college of arts and sciences consists of the departments of art, biology, chemistry, English, health sciences, history, communication studies, engineering and physics, kinesiology, mathematics and computer science, music, philosophy, political science, psychology, sociology, theatre, theology, and world languages and culture. The chairs of these departments function as do other chairs. The dean of the college of arts and sciences oversees the operation of the college and reports to the provost.

2.2.6.5 WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING

The faculty of the Washington State University College of Nursing (CON) constitute the nursing faculty for Whitworth University. These CON faculty members are employees of Washington State University. As such, all matters of appointment, salary and employee benefits, evaluation, rank and tenure are handled by WSU. The CON faculty participate in Whitworth University faculty governance at two points. Their representatives have voice and vote in academic and curricular matters.

- The dean, or an associate dean, of the CON serves as a member of the Department Chairs Group.
- Two CON faculty members are appointed by the dean of the CON to the Whitworth Faculty Assembly. Typically one of these is the person who serves as advisor for Whitworth pre-nursing students.

2.2.7 THE DEPARTMENT CHAIRPERSON

The department chairperson is appointed by the dean, in consultation with the faculty in the department. Recognizing that no single pattern is appropriate for all departments, flexibility in terms of length of service will be permitted. At the same time, a three-year appointment is the norm, although appointments are renewable.

2.2.7.1 DUTIES

The department chairperson shall exercise leadership in the following ways:

- prepare and oversee the departmental budget;
- prepare day and evening course schedules for the coming year and beyond;
- call and lead departmental meetings;
- attend the Department Chairs Group and report on its action to the departmental meeting;
- oversee the departmental curriculum, initiating quality review procedures and strategies to improve the departmental program(s);
- review curricular proposals for new courses and recommend those qualified to the appropriate subgroup of COVAC and to the dean;
- assist new faculty members in their orientation to the university, to the department, and their roles on the Whitworth faculty; work with the individuals so as to provide the best opportunities for success;
- conduct the first- and second-year evaluations, and provide written reports to the Faculty Promotion and Tenure Committee and the Faculty Review Committee for all formal evaluations of department members;
- actively encourage good performance by departmental personnel and deal with situations of unsatisfactory performance; recommend reappointment/ non-reappointment of all non-tenured departmental personnel to the dean and provost;
- typically serve as primary seeker for search committees seeking teaching and other staff for the department;
- hire day and evening adjunct faculty and lecturers in coordination with the appropriate academic administrator;
- review independent study proposals and coordinate the supervision of these and other field studies;
- supervise support personnel and work/study student(s);
- share coordination of the formal, periodic departmental review process with the academic affairs office;
- coordinate library ordering or delegate this function to another faculty member;
- oversee maintenance of equipment and inventories assigned to the department;
- read the names of departmental majors and those with related areas of concentration at the graduation ceremony;
- be attentive to departmental faculty loads and the timing of leaves of absence and sabbatical leaves so as to maintain a reasonable and workable balance among departmental members and a balance between university needs and individual strengths;
- meet annually with the dean to evaluate the department's performance and contribution to the university, and to develop a plan for improvement and assistance, if necessary;
- direct the departmental self-study.

The department chairperson may, with the approval of the dean, delegate various of these duties to other members of the department. The department may develop a collegial form of decision-making in which all of these duties are apportioned among its members. The chair is responsible for all formal reporting, to the Department Chairs Group, and to the dean. Department chairs should examine the department chairs handbook, which provides further guidance on how to carry out their tasks and duties.

2.2.7.2 COMPENSATION

Department chairpersons do not receive an additional stipend for the above-listed responsibilities. Instead, compensation normally is in the form of reduced teaching and committee loads. The extent of the load reduction will vary depending on the number of departmental faculty, the complexity of departmental affairs, and the instructional needs of the department. The appropriate reduction will be determined by the dean and provost in consultation with the individual department chairperson.

2.2.7.3 EVALUATION

The dean will work with each department chair to assure that he/she is doing effective work and that the department has adequate resources. Whenever a department chair is being evaluated for promotion or tenure, the dean shall file a letter with the Faculty Promotion and Tenure Committee regarding the quality and quantity of the individual's work as a chairperson.

2.2.8 FACULTY ATHLETIC REPRESENTATIVE (FAR)

The FAR shall:

- be appointed by the president of the university to represent the university in the development of sound educational policies for athletics, and shall report to the president;
- serve a three-year (renewable) term;
- have a budget in academic affairs to cover travel and telephone;
- be a regular member of the faculty, but not directly aligned with the athletic department of the university;
- have this assignment included on his or her course load sheet, and be granted a course release of 3 semester credits every two years (or 4.5 credits for the three year term). If the FAR serves only one three-year term, a four credit release will be granted. If the FAR serves two consecutive terms, a course release of 9 credits can be spread out over the full six year term. The timing of the release and the course should be determined in consultation with the dean, the faculty member, and the faculty member's chair.

The FAR shall:

- ensure that athletics does not intrude on the academic progress of students, and on the other side, that academics doesn't preclude an athlete from regular and reasonable participation in their sport;
- help any new athletic director (AD) or coach, as well as any new registrar or president, to become familiar with both conference and national rules and regulations;
- represent the faculty as a whole and serve as a liaison with all committees of the university that relate to athletics;
- participate in search and screening activities for athletic personnel;
- work closely with the AD in all athletic policy matters.

The FAR shall:

- be the university's voting representative at national, district, and conference meetings;
- function as a university liaison with other outside publics regarding athletics.

2.2.9 INTELLECTUAL PROPERTY COMMITTEE

The Intellectual Property Committee will be convened by the provost whenever he or she receives a Disclosure of Patentable Invention. Members of the Intellectual Property Committee are the provost or appointed designee, a representative of the office of sponsored research, and four faculty members (at

least two from STEM disciplines and at least one from the school of business), to be appointed by the provost. The Intellectual Property Committee will meet within thirty (30) days of receipt of a Patentable Invention Disclosure Form to evaluate the Invention and determine the disposition of Inventions in which the University has proprietary interest. A decision to exercise this right will be transmitted in writing to the inventor within ninety (90) days of the date of disclosure of the Invention to the Intellectual Property Committee.

- A. If the Intellectual Property Committee decides to pursue a patent, it may recommend the University alone, or with the assistance of an external organization such as a technology transfer company, make applications for patent. Title to any and all such patent applications and resulting patents shall be held by the University.
- B. Each Covered Person agrees to sign and provide any and all documents and provide any assistance reasonably necessary to obtain any patent protection or other protection the University may seek for any applicable Invention.
- C. The Intellectual Property Committee may decide to enter into agreements with the inventor(s) of an Invention or any other third party for the purpose of commercializing an Invention. Such agreements may include, among other things, licensing the Invention, assigning the Invention, or taking equity in a spin-off business that intends to commercialize the Invention.

If the Committee decides not to patent an Invention, or not to commercialize a patented Invention, the University will release to the inventor(s) its interest in the Invention in writing. However, the University will get a perpetual, royalty free license to use such released Invention for internal, research or non-commercial purposes.