

COLLEGE OF HUMAN SCIENCES

PREFACE

"The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity." (Preamble to the Charter and By-Laws of the General Faculty of Oklahoma State University)

In keeping with the University philosophy of faculty governance, the purpose of faculty governance in the College of Human Sciences is to provide an opportunity for faculty to formulate guidelines by which equitable decisions are made. The faculty governance process should support the mission and goals of the College and provide for faculty deliberation and decision making on issues affecting the College of Human Sciences.

This document outlines the faculty governance structure for the College of Human Sciences. It includes: (1) procedures for voting on issues brought before the College and (2) the structure of the faculty advisory committee and (3) responsibilities of college committees.

SECTION 1

NAME

The name of the organization shall be the Faculty of the College of Human Sciences Oklahoma State University.

MEMBERSHIP

Definition of faculty:

All faculty at both the Stillwater and Tulsa campuses, including instructors, tenure track or clinical assistant, associate, or full professors, lecturers, adjunct professors, assistant extension specialists, visiting instructors and visiting professors have the right and obligation to place items on the agenda and speak on matters under consideration.

Voting Membership:

All faculty members holding an appointment of 50% or greater in the College of Human Sciences have the privilege of voting in elections and on formal resolutions.

Quorum:

A quorum shall consist of a simple majority of the voting membership. Proxy authorizations shall be counted in determining a quorum.

Proxy:

Votes may be cast by proxy. Notification of proxy authority shall be delivered in writing to the Chair of the Faculty Advisory Council (FAC) twenty-four hours prior to the meeting.

Votes:

Voting for elections and faculty resolutions will take place by the voting membership on a written or electronic ballot. For college wide voting the Assistant to the Dean for Administrative Services in the dean's office will receive and count the ballots and report the results to the FAC chair. For department/school voting, the administrative assistant in the department/school will receive and count the ballots and report the results to the academic unit's FAC representative.

MEETINGS

The College of Human Sciences faculty shall meet at least once a semester and at other times upon call of the Dean, FAC chair, or by petition of twenty-five percent (25%) of faculty with voting membership.

The purpose of the meeting shall be stated in the call.

Every faculty member shall be offered notice and an agenda at least one week in advance of the meeting.

A majority vote of the faculty present at the meeting can add an item for discussion to the agenda.

SECTION 2

FACULTY ADVISORY COUNCIL

Purpose:

The Faculty Advisory Council (FAC) shall advise the Dean about issues involving the faculty, the general welfare of the College, and other issues brought by the faculty, staff, students, or College of Human Sciences administrators. The FAC representative will maintain communication with the unit they represent by soliciting input and questions posed to the FAC and reporting these back to the council. FAC representatives are requested to make monthly reports at unit faculty meetings.

Composition:

The FAC will be composed of four department/school representatives and one at-large representative. Each department/school and At-Large representative will be elected for a two-year term. Elections for vacated positions will take place in the spring (results should be confirmed on or before the last day of April) for the following academic year. All tenure-track faculty (except for those holding at least 50% administrative appointments) are eligible to be elected to the FAC. The College of Human Sciences representative to the OSU Faculty Council will serve as an *ex officio* member of the FAC.

Each department/school will elect one departmental/school representative and will nominate one eligible faculty member for the At-Large representative position. Design, Housing & Merchandising (DHM) and Nutritional Sciences (NSCI) representatives will be elected in even-numbered years; Human Development and Family Science (HDFS) and Hotel and Restaurant Administration (HRAD) representatives in odd-numbered years.

Prior to a department/school election, the current department/school FAC representative will lead the department/school in compiling a slate of candidates to present to the voting membership in the department. Department/school voting members will vote on the nominated candidates by written ballot or by another method that is amenable to unit faculty. A majority vote will elect the department/school FAC representatives. The four representatives for the At-Large position will be placed on the ballot for election by the College faculty by written or electronic balloting. Current FAC representatives (including the At-Large representative) may not be elected for a consecutive term.

In the event of a resignation or departure of a FAC representative, an election in the department/school will be held to select a representative to fulfill the remainder of the vacated position. The At-Large representative will be replaced by an election of the voting membership of the College.

Department/school or At-Large representatives who are not performing their responsibilities on the FAC, or who are not representing their constituency, can be recalled by a petition from a simple majority of the department/school or College voting membership.

In addition to the elected representatives on the FAC and the College of Human Sciences representative to the OSU Faculty Council, the FAC will include (on a rotating basis) the Associate Dean for Academic Programs and Services, the Associate Dean for Extension and Engagement, or the Associate Dean for Research and Graduate Studies. Associate Deans are non-voting *ex officio* members of the FAC and will serve one-year terms on a rotating basis. Additionally the President (or designee) of the College of Human Sciences Partners Group will be extended a standing invitation to attend FAC meetings as an *ex officio* member.

Structure:

Chair: The FAC members will elect a chair from within the group at the last meeting in the spring semester.

Responsibilities of the Chair:

1. The chair, with input from the Dean of the College of Human Sciences, will develop and distribute the agenda for scheduled FAC meetings to all members of the FAC. The day and time of regular monthly meetings will be determined by consulting with members of the FAC and the Dean of the College of Human Sciences prior to the beginning of the academic year. All efforts will be made to accommodate scholarly activity, teaching/instruction, and extension/engagement schedules to allow FAC representatives the opportunity to attend monthly meetings.
2. The chair will also develop and distribute to all College faculty, the agenda for the College of Human Sciences faculty meetings. The College of Human Sciences faculty meetings are listed in the major events calendar for the College and held on the third Tuesday of each month (generally, September and October in the fall semester and January and February of the Spring semester). If a College of Human Sciences faculty meeting is canceled or rescheduled, the chair is responsible for notifying the administrative staff in the Dean's office.
3. The chair or designated alternate will conduct all FAC and General Human Sciences Faculty meetings by:
 - Preparing agendas and confirming presenters.
 - Working with the college Technology office to ensure that equipment is prepared and functioning correctly during the College of Human Sciences faculty meetings.
 - Presiding at monthly FAC meetings and College of Human Sciences faculty meetings.

4. The chair will represent the faculty to the Dean, administrators, and to the faculty.
5. The chair will work with the FAC to conduct an orientation for incoming FAC members each year including a review of the faculty governance document and the role and responsibilities of the representatives.
6. The chair will work with the FAC to select a member of the council to represent the FAC on the College of Human Sciences Executive Council for the academic year.
7. The chair is invited to represent College faculty on the College of Human Sciences Partners Group.

Responsibilities of School/Department Representatives:

1. The department/school representatives will solicit input and questions from respective units to be addressed by the FAC and will report on department/school concerns or questions at the monthly FAC meeting.
2. The school/department representatives will represent respective units at all scheduled FAC meetings and report on FAC discussions to their respective department/school faculty. Each representative is expected to provide a monthly report of FAC discussions at a department/school faculty meeting.

Responsibilities of At-Large Representative:

1. The At-Large representative will solicit input or questions from all Human Sciences faculty and will report on College concerns or questions at the monthly FAC meeting.
2. The At-Large representative will represent all College of Human Sciences faculty at scheduled FAC meetings.

Responsibilities of the College of Human Sciences Representative to the OSU Faculty Council:

1. The representative will solicit input from the FAC for issues under consideration by the OSU Faculty Council.
2. The representative will represent the College of Human Sciences FAC and College faculty on the OSU Faculty Council.
3. The representative will report to College of Human Sciences faculty on issues under consideration and those acted upon by the OSU Faculty Council (via College of Human Sciences faculty meetings, email, and/or other appropriate communication methods).

Meetings:

Meetings of the FAC will be held monthly during the academic year. The Associate Dean for Research and Graduate Studies will be asked to report on college research activities to the committee annually during the spring semester. Meeting dates, times, locations, and agenda will be provided electronically to FAC members prior to the meeting.

Executive summary reports of monthly meetings will be available to all members of the FAC at least one week prior to the next monthly FAC meeting. Each month, one FAC representative will volunteer to record the minutes of the meeting and generate an executive summary in a timely manner. Executive summary reports for each month will be available upon request if a request is made within 30 days of the previous FAC meeting. Requests for executive summary reports can be made by contacting any elected member of the FAC.

SECTION 3

COLLEGE OF HUMAN SCIENCES COMMITTEE STRUCTURE

ACADEMIC AFFAIRS COMMITTEE

Purpose:

The Academic Affairs committee will provide a forum for ensuring the College of Human Sciences curriculum reflects the vision, mission, and goals of the College of Human Sciences through undergraduate, graduate, and outreach instructional programs. The Academic Affairs committee will also examine long-range planning of programs and resources.

Composition:

The Academic Affairs committee will be composed of one faculty representative elected from each department/school, one graduate student, and one undergraduate student. Faculty representatives will serve a two-year staggered term. HDFS and HRAD representatives will be elected in even-numbered years; DHM and NSCI representatives will be elected in odd-numbered years. The graduate student representative will be the current President of the Graduate Students in Human Sciences organization, or may be appointed by the Associate Dean of Research and Graduate Studies, and will serve a one-year term. The undergraduate member will be elected from the College of Human Sciences Student Council, or may be appointed by the Associate Dean for Academic Programs and Services, and will serve a one-year term.

A chair of the Academic Affairs committee will be elected annually by the faculty representatives comprising the committee. The secretary role will rotate through the group. Minutes will be recorded and made available upon request. The Associate Dean for Academic Programs and Services will be the administrative liaison to this committee.

Responsibilities:

Specific tasks of this committee may include but are not limited to the following:

1. Function as a reaction committee to review goals of the College, related to curriculum, instructional outreach, and innovative instructional programs.
2. Annually review College of Human Sciences goals and programming to assess the status of progress and needed changes.
3. Provide leadership in multi-departmental/school reviews.
4. Examine proposed changes in existing degree plans and departmental/school names and make recommendations to the College of Human Sciences Executive Council.
5. Review proposed new or modified undergraduate and graduate courses and make recommendations to the College of Human Sciences Executive Council.
6. Provide direction for the Honors program and ensure a representative from the college serves on the University Honors Committee.
7. Provide direction for scholar development to encourage application for national and international fellowships, scholarships and other opportunities.
8. Serve as a liaison (coordinating unit) between the University General Education Committee and the College of Human Sciences.
9. Conduct studies as necessary relative to core courses, enrollment, and retention.

STUDENT, FACULTY, AND STAFF AWARDS AND RECOGNITION COMMITTEE:

Purpose:

The Human Sciences Student, Faculty, and Staff Awards and Recognition Committee will promote the awarding of undergraduate and graduate student scholarships and honors and provide oversight for recommendations of College of Human Sciences faculty and staff for honors, awards and recognition.

Subcommittees:

The Student, Faculty, and Staff Awards and Recognition Committee will be comprised of two subcommittees: 1) the Student Scholarships and Honors Subcommittee and 2) the Faculty and Staff Honors, Awards, and Recognition Subcommittee. An administrative liaison from the Office of the Associate Dean for Academic Programs and Services (*ad hoc* committee member) will work with the Student Scholarships and Honors Subcommittee. An administrative liaison from the Dean's Office or the Office of the Associate Dean for Research and Graduate Studies (*ad hoc* committee member) will work with the Faculty and Staff Honors, Awards, and Recognition Subcommittee. Minutes of each meeting will be recorded by a committee member and made available upon request.

Subcommittee Leadership:

At the first committee meeting of each academic year, subcommittee leaders will be identified/selected. Two co-chairs will be selected for the Faculty and Staff Honors, Awards, and Recognition Subcommittee (one faculty co-chair and one staff co-chair). The administrative liaison will provide leadership to the Student Scholarships and Honors Subcommittee.

Committee Composition:

One faculty representative will be elected from each department/school; these four faculty members will serve on both subcommittees. In addition to the four elected faculty representatives, the following individuals will serve on the Faculty and Staff Honors, Awards, and Recognition Subcommittee: 1) one previous faculty award winner appointed by the Dean (e.g., Regents Distinguished Teaching or Research Award, Regents Professor designation, etc.), 2) two previous outstanding staff award recipients (one exempt and one non-exempt staff member) appointed by the Dean, 3) one additional staff member appointed by the Dean, and 4) one graduate and one undergraduate student. Faculty representatives will serve a two-year staggered term. DHM and NSCI faculty representatives will be elected in even-numbered years; HDFS and HRAD faculty representatives will be elected in odd-numbered years. The graduate student representative will be the current Secretary of the Graduate Students in Human Sciences organization, or may be appointed by the Associate Dean of Research and Graduate Studies, and will serve a one-year term. The undergraduate representative will be selected from the College of Human Sciences Student Council, or may be appointed by the Associate Dean for Academic Programs and Services, and will serve a one-year term. (*Students may serve more than one term.*)

Subcommittee Responsibilities:Faculty and Staff Honors, Awards and Recognition Subcommittee

1. Explore and promote opportunities for faculty and staff recognition and awards.
2. Assist in planning winter celebration to recognize award recipients.

Student Scholarships and Honors Subcommittee

1. Be responsible for leading efforts in respective academic units to publicize information on how to apply for undergraduate Human Sciences scholarships.
2. Follow approved College process for reviewing summaries of undergraduate student application information and scoring each applicant.
3. Collaborate as a subcommittee to rank all undergraduate scholarship applications.
4. Identify undergraduate student recipients for all available college scholarships, ensuring that each recipient meets the donor- and college-established criteria.
5. Assist with other tasks related to undergraduate student honors and recognition as needed.

FACULTY REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE:**Purpose:**

The Faculty Reappointment, Promotion and Tenure (RPT) Committee will cultivate high academic standards and continued professional growth of faculty members. The RPT Committee will coordinate the Reappointment, Promotion, and Tenure process for the College of Human Sciences.

Composition:

The RPT will be composed of one tenured faculty representative of professor rank elected from each department/school (excluding administrators who are represented at other points in the RPT process). Faculty representatives will serve a two-year staggered term. HDFS and HRAD representatives will be elected in even-numbered years; NSCI and DHM representatives will be elected in odd-numbered years. The Dean of the College of Human Sciences will serve as the administrative liaison to this committee.

The chair will be elected from the group. The secretary role will rotate among members of the committee.

Responsibilities:

1. Ensure that departments/schools maintain a mentoring process for the College of Human Sciences tenure track faculty.
2. Review input from the faculty about their efforts to meet the criteria in the Reappointment, Promotion, and Tenure process.
3. Develop a documentation format for the Reappointment, Promotion, and Tenure process. Once developed, review and revise the documentation format as needed.
4. Provide or coordinate each spring a seminar for all faculty including information about requirements for Reappointment, Promotion, and Tenure (RPT) and how the documentation to support RPT requests should be prepared.
5. Provide the Dean of the College of Human Sciences with a professional opinion about the qualifications of each candidate for reappointment, promotion, or tenure. The committee examines the documentation provided by the faculty member, the department's/school's standards, and the Statements of Recommendation provided by the department/school RPT committee and department head/school director for fairness in procedure; and reviews at the departmental level for consistency within the college.

GRADUATE COUNCIL:

Purpose:

The Graduate Council will provide a forum for the continuous examination of the vision, mission and goals of the College of Human Sciences as they are reflected in the graduate program and coordinate curriculum, policy and recruitment to enhance graduate programs.

Composition:

The Graduate Council will be composed of one faculty representative who is the graduate coordinator from each department/school and one graduate student with the Associate Dean of Research and Graduate Studies serving as an administrative liaison. The graduate student representative will be the current Vice-President of the Graduate Students in Human Sciences organization, or may be appointed by the Associate Dean of Research and Graduate Studies, and will serve a one-year term.

Responsibilities:

Specific tasks of this committee may include but are not limited to the following:

1. Function as a reaction committee to review goals of the college related to graduate curriculum, extension, and innovative instructional programs.
2. Examine proposed changes in existing graduate programs and make recommendations to the Human Sciences Executive Council.
3. Review and/or propose new or revised graduate courses and programs and make recommendations to the Human Sciences Executive Council.
4. Conduct studies relative to core graduate courses, enrollment and retention, careers and employment as well as other issues impacting the profession.
5. Develop a mechanism of tracking and improving graduate recruitment, enrollment, retention, and graduation.
6. Develop selection procedures for graduate scholarship recipients.
7. Publicize available graduate scholarships in the College of Human Sciences and the university.
8. Select Human Sciences graduate student recipients for awards, scholarships, and fellowships.

EXTENSION & ENGAGEMENT COMMITTEE:

Purpose:

The Extension & Engagement Committee will provide a forum for the continuous examination of the vision, mission and strategic goals of the College of Human Sciences as they are reflected in the Extension and Engagement programs of the college. This committee provides counsel on the direction and enhancement opportunities of Extension/Engagement programs that serve stakeholders, industry, families, consumers and communities across Oklahoma, the region, nation and the world.

Composition:

The Extension & Engagement Committee is composed of one representative of each department/school. Faculty representatives will serve a two year staggered term. HRAD and HDFS representatives will be elected in even-numbered years, DHM and NSCI members will be elected in odd-numbered years. Two District Program Specialists and one Program Evaluation Specialist will be nominated by the Associate Dean for Extension & Engagement [ADEE] for a two-year term. A representative from the OCES Communications/Marketing Department will also serve on this committee. Each Human Sciences' Department Head/School Director or representative is an *ex officio* member of this committee. The graduate student representative will be the current Activities Chair of the Graduate Students in Human Sciences organization, or may be appointed by the Associate Dean of Research and Graduate Studies, and will serve a one-year term. The undergraduate representative will be selected from the College of Human Sciences Student Council, or may be appointed by the Associate Dean for Academic Programs and Services, and will serve a one-year term. (*Students may serve more than one term.*) The ADEE will serve as the administrative liaison to this committee.

Responsibilities:

Specific tasks of this committee may include but are not limited to the following:

1. Review goals of the college related to Extension & Engagement programs.
2. Examine proposed changes in existing Extension & Engagement programs and make policy and funding recommendations to the Human Sciences Executive Council, as appropriate.
3. Examine Extension & Engagement instruction, its effectiveness and the impact on the population served. Review impacts and make recommendations for annual impact statements.
4. Advise on mechanism of tracking and improving audience recruitment, enrollment, retention, and graduation from Extension & Engagement activities.
5. Promote nominations for engagement awards (both in- and out-of-state); for students, staff and faculty in the categories of *Service Learning Extension Delivery Success*; and *Outstanding Engagement*.

Meetings:

1. Committee meets quarterly each calendar year. Additional meeting times may be proposed by the ADEE when necessary to accomplish the annual goals or address unanticipated issues.

TECHNOLOGY COMMITTEE**Purpose:**

The Technology Committee will formulate and recommend plans for technology that support the academic, research, and outreach functions and recommend expenditures of college student technology fees/revenue.

Composition:

The Technology Committee is composed of one faculty representative from each department and school, two undergraduate students, and two graduate students. The Associate Dean for Academic Programs and Services will solicit nominations from each Department and School for faculty and student representatives to serve on this committee. In even-numbered years NSCI and HRAD

nominate the graduate student representatives and DHM and HDFS nominate the undergraduate student representatives. In odd-numbered years DHM and HDFS nominate the graduate student representatives and NSCI and HRAD nominate the undergraduate student representatives.

The faculty member representing the college on the University Technology Services Fee (UTSF) Committee and the Director, Human Sciences Technology, will serve as *ex officio* members. A representative from the Office of the Human Sciences Associate Dean for Academic Programs and Services will serve as the administrative liaison to this committee. The Director of Finance for Human Sciences attends meetings to provide oversight of the student technology fee account.

The chair of the committee will be a faculty member elected by the membership of the committee at the first meeting in the fall semester. The secretary role will rotate among members of the committee. Minutes will be recorded and made available upon request.

Responsibilities:

1. Receive technology updates from representatives of the UTSF. Ensure that technology expenditures directly benefit Human Sciences students.
2. Assess and prioritize expenditures of student technology fees.
3. Assess immediate and long-term needs for technology to support instruction.
4. Review proposals for enhancement of student learning through use of technology

ASSESSMENT COMMITTEE

Purpose:

The mission of the assessment committee is to serve as representatives from academic units to ensure that assessment activities are implemented throughout the college and ensure that assessment activities are used for academic improvement.

Composition:

The Assessment Committee is composed of one faculty representative from each department and school, one undergraduate student, and one graduate student. The Associate Dean for Academic Programs and Services will solicit nominations from each department/school for faculty and student representatives to serve on this committee. Faculty representing the college on the University Assessment and Academic Improvement Council shall serve as *ex officio* members. A representative from the Office of the Associate Dean for Academic Programs and Services will serve as the administrative liaison to this committee.

Responsibilities:

1. Ensures that academic departments/school develop and implement assessment plans for the academic programs within the College of Human Sciences.
2. Develop proposals to the University for funding to support implementation of the college and departments/school assessment plans.
3. Ensure that departments/school develop and submit annual assessment reports to the University Office of Assessment and Testing.
4. Plan and oversee the data collection for college-wide assessment projects.
5. Seek student input in the development and implementation of the assessment plans and activities.

SECTION 4

AMENDMENTS

Amendments to the Faculty Governance Statement are to be submitted in writing or electronically to the College of Human Sciences faculty by e-mail, at a regularly scheduled meeting, or at a special called meeting. Voting will take place by written or electronic ballot within no less than 7 days after which the proposed changes were made available to faculty. The voting period will be open for at least 14, but no more than 21 days. All voting will be completed within 30 days of submission of the proposed amendments. Two-thirds (2/3) of the voting membership can amend the Faculty Governance Statement.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised will be the Parliamentary authority for the faculty advisory committee and general faculty meetings.

Faculty Governance Statement approved March 1, 1991.

Revised: 11/29/00

Revised 12/10; Approved 1/14/11

Revised 4/12 to reflect College Name Change

Revised 4/14 to clarify committee structure and representation