

University of Delaware Faculty Handbook

Section IV Councils and Administrative Committees of the University

A. Organization of the University

Please see Administrative Organization of the University website.

B. Councils and Committees

The President and other administrators are assisted in their responsibilities by a number of councils and committees. Those councils which have direct bearing on academic programs are described in this handbook. The faculty committee structure was described in Chapter I.

1. Provost's Executive Committee (PEC)

The Provost's Executive Committee is the principal advisory body to the Provost on policy regarding the conduct of academic programs, and it serves as a general forum for the discussion and resolution of problems relating to the administration of academic programs. The Provost's Executive Committee serves as a principal mechanism for communication to and from the academic departments on conduct of academic programs.

The Provost's Executive Committee is composed of the Provost, the Vice Provost for Academic Programs and Planning, the Vice Provost for Research, all Academic Deans, and the Director of Libraries.

(rev. 6/95, 2/98 Provost's Office)

2. Academic Program Review and Planning

Academic Program Review and Planning (APRP) is a function of the Office of the Provost in conjunction with the University Faculty Senate and is coordinated by the Vice Provost for Academic Programs and Planning. It is designed to evaluate the quality, productivity, and role of each academic unit and program in the fulfillment of the University's mission and strategic goals. (The term "unit" herein refers to an academic department, a college, or to a program.) APRP serves to encourage self-study and planning within units, to ensure comparability among review reports, and to strengthen the linkages connecting the planning agendas and practices of individual units with those of their colleges and of the University as a whole. Reviews inform budgetary planning decisions at every level of administration. APRP replaces the Council on Program Evaluation (COPE).

The Provost and Deans select units for review. Academic units will normally be reviewed at ten year intervals, but this schedule may be accelerated in individual cases at the discretion of the Provost. Wherever possible, APRP reviews will be combined with accreditation or

other mandated reviews. The Senate Academic Priorities Review Committee will have the opportunity to suggest programs or programmatic areas for review. The Vice Provost for Academic Programs and Planning coordinates all reviews, working with the unit under review and with the review panel to ensure that the process will be fair, efficient, and effective.

Each review is conducted by a review panel, composed of five members, all from disciplines related to that of the unit under review. The Review Panel members will be selected as follows:

- one University of Delaware member or external member chosen by the Dean of the college whose unit is under review, or, in the case of the review of a college, by the Provost.
- one University of Delaware member chosen by the Faculty Senate Committee on Committees and Nominations.
- one University of Delaware member from the faculty of another unit or external member chosen by the unit under review.
- two external members representing the discipline of the unit under review chosen by the Vice Provost for Academic Programs and Planning in consultation with the head of the unit and the Dean of the unit's college.

Further information on the Academic Program Review and Planning process may be obtained online at <http://www.udel.edu/provost/progreview.html> or from the Office of the Vice Provost for Academic Programs and Planning, 234 Hullahen Hall, 831-2147.

(Rev. 12/7/92; 2/98; Provost's Office 9/99; editorial update 8/00)

3. Advisory Councils

Each of the vice presidents and deans has one or more advisory councils to assist in meeting the responsibilities of that office. The composition of these councils shall reflect the various personnel that constitute that office or college and those groups of students served by that office or college.

(Rev. 5/92)

4. University Council on Teacher Education (UCTE)

The University Council on Teacher Education advises the Provost and the Dean of the College of Human Resources, Education and Public Policy on all matters relating to teacher education at the University. It formulates policy recommendations in keeping with its primary responsibility to assist the University in fulfilling its mandate for excellence and national leadership in the field of teacher education. Accordingly, it will review, at least annually and more often if deemed necessary by the Provost, the Dean, or the Executive Committee of the Council, all teacher education programs offered by the University. In so doing, it will assess the need for these programs (and any others currently not offered) for the State, region, and nation and make appropriate recommendations. It will serve as a major liaison between the College of Human Resources, Education and Public Policy and other Colleges and Divisions of the University also interested or involved in teacher training, bringing to the attention of relevant bodies particular needs or requirements in teacher education. Close cooperation in teacher education among all faculties will be

encouraged and assisted by the Council in every possible way.

In practice, the work of the Council is carried out by its Executive Committee, which is composed of no more than two members from each participating college, typically the college's associate dean and teacher education coordinator. The Executive Committee is chaired by the Dean of the College of Human Resources, Education and Public Policy, who is a nonvoting member of the group.

The Executive Committee will meet once each month during the academic year, or more often as required. It will consider issues and questions concerning teacher education, draft policy statements, set other agenda items for presentation to the Council at its semi-annual meetings and, in general, act on behalf of the Council between its sessions.

The Council will meet twice each year during regular academic terms; special meetings may be called upon due notification to the membership by the Provost, the Dean, or the Executive Committee of the Council.

(rev. 6/95, UCTE; editorial update 2/98)

5. Faculty-Trustee Committee on Honorary Degrees and Awards

The Committee on Honorary Degrees considers all nominations for honorary degrees. Its recommendations for the awarding of honorary degrees are referred to the University faculty or its Senate. The committee reports its recommendations together with the action of the faculty to the Executive Committee of the Board.

Nominations for honorary degrees may be made to the Chairperson of the Board of Trustees, the President of the University, or the Chairperson of the Committee on Honorary Degrees. Honorary degrees, once approved by the Board, may be conferred at any time the Board directs.

The committee consists of seven members, four of whom are members of the Board of Trustees appointed by the Chairperson of the Board, and three of whom are members of the University faculty appointed by the President of the University.

6. Athletic Governing Board

The Athletics Governing Board voting membership includes the President of the University, two faculty representatives (one man, one woman), the Director of Athletics and Recreation Services, a representative of the Alumni Association, one at-large representative who serves as an administrator, professional staff or faculty member at the University, the Senior Woman Administrator and two senior student representatives (one man, one woman). The faculty and alumni members are appointed by the Faculty Senate Committee on Committees and the Alumni Association, respectively. The student representatives are the male and female letterwinners with the highest cumulative grade point averages after the junior year. The at-large and senior woman administrator representatives are appointed by the President.

The Director of Athletics shall serve as Secretary of the Board. The Chairperson and Vice

Chairperson shall be appointed annually by the Chairperson of the Board of Trustees from among the members of the Athletics Governing Board. Non-voting members shall include one male and one female coach representing aid/no-aid and team/individual sport programs, and four junior student-athletes (two female, two male) with the highest index at the end of their sophomore year. At least one of the four students will be a minority.

The Athletics Governing Board, under the direction of the Trustee Committee on Student Life and Athletics and the Board of Trustees, has responsibility for the university's intercollegiate athletics programs for men and women. The regular meetings of the Athletics Governing Board are held after each sport season during the academic year. Special meetings may be called by the President of the University or Chairperson, as needed. The Athletics Governing Board reports its activities to the Athletics Visiting Committee of the Board of Trustees and the Trustee Committee on Student Life and Athletics.

(Rev. AGB, 3/98)

7. Employee Advisory Councils

Two employee councils serve as advisory bodies to the Vice President for Administration.

a. Professional Advisory Council (PAC)

The PAC is composed of elected representatives of the University's professional staff. PAC representatives are elected by professional employees from twenty-four districts that are primarily arranged by department and discipline considerations.

b. Salaried Staff Advisory Council (SSAC)

The SSAC is composed of elected representatives of the University's salaried staff. SSAC representatives are elected by salaried staff from nineteen districts that are established mainly by geographical location.

The Council members serve two-year terms and meet monthly with the Vice President for Administration. In addition to offering advice and counsel to the Office of the Vice President on personnel related matters, the Councils provide a forum for employee concerns to be presented and discussed. The Councils further serve to facilitate communication between staff and central administration, by having representatives serve on commissions and committees such as the Commission on the Status of Women, the Commission to Promote Racial and Cultural Diversity, the Benefits and Cost Containment Committee, and others. The PAC and SSAC utilize ad hoc and standing committees to address matters of interest and special concerns.

(Editorial update 2/98)

8. Risk Management Advisory Council

The responsibilities of the Risk Management Advisory Council are to administer and coordinate the Trustee's policy on risk management by:

- a. Maintaining an effective liaison with University faculty, professional and salaried staff members, and students with the goal of having each individual assume personal responsibility for appropriate identification and management of risk.
- b. Taking the necessary steps to assure that risks are reduced in a cost effective manner

at the University in areas that include occupational health and safety, property conservation, security, and environmental protection.

- c. Recommending policy and procedures and budgetary requirements to the President with respect to identification and management of risk.
- d. Keeping the President informed as to the status of risk management and occupational health and safety at the University.

The Council is chaired by the Assistant Vice President for Administrative Services. The membership of the Council, appointed by the President, is comprised of individuals representing various academic, administrative, and operational units concerned and involved in maintenance and implementation of risk management and safety at the University.

(Editorial update 2/98)

9. Radiation Safety Committee

The purpose of the Radiation Safety Committee is to promote the best practice in safe handling and use of radioisotopes and radiation producing devices throughout the University campus, regional campuses, affiliated institutions and properties throughout the State of Delaware. The establishment of a Radiation Safety Committee is required by the federal government before an institutional program for the use of radioisotopes in research and development under a broad scope will be licensed.

Membership consists of faculty or professional staff experienced in handling radioisotopes, the use of radiation producing devices, the practice of radiation protection, or those who have a desire to institute practices of safety in regard to radiation, and includes the areas of agriculture, biological sciences, chemistry, engineering, health sciences, marine studies, nursing, physics, the Vice Provost for Research, and the Radiation Safety Officer.

10. Biohazard Committee

The Biohazard Committee proposes policies and procedures to provide for the safe use and handling of biologically hazardous materials in teaching and research and to assure protection of humankind, animals, and their environment from such materials.

Members are appointed by the Provost from among faculty who are users of biologically hazardous materials; membership includes the Director of Occupational Health and Safety.

11. Commission on the Status of Women

The main purpose of the Commission on the Status of Women is to suggest and assist in the implementation of programs that stimulate thinking regarding the basic social changes occurring in today's society as newly defined roles for women and men emerge. When requested by the University Affirmative Action Coordinator, the Commission cooperates in the analysis of the University's performance with respect to fulfilling equal employment obligations. As requested by appropriate departmental, college, or University committees,

the Commission presents their views on policies and procedures related to the evaluation and advancement of faculty, professional, and staff members. The Commission keeps current the *Women's Handbook* and issues an annual report on the Status of Women in the University Community.

The Commission reports to the President and consists of 16 members, the majority of whom are women: four faculty members, at least one of whom is of senior rank; one administrator from an academic unit; one member from Continuing Education and Statewide Programs; two professionals; one person from Student Life; two staff; two graduate students; two undergraduate students; and the University Affirmative Action Coordinator.

12. The President's Commission to Promote Racial and Cultural Diversity

The President's Commission to Promote Racial and Cultural Diversity (the Commission replaces the Minority Affairs Board) was created to guide the University in creating an educational community that is intellectually, culturally, and socially diverse, enriched by the contributions and full participation of people from different backgrounds. The Commission is charged to promote equity and diversity throughout the fabric of University life for the purpose of enriching the existing intellectual and social community.

The Commission reports to the President and is composed of an executive director, a chairperson, and faculty, staff, and student members. Members are appointed by the President and serve staggered terms of office of three years; student members serve one-year terms.

13. University Council on International Programs

The University Council on International Activities advises the Provost on all matters relating to international research, education, and service at the University. To recognize such activities as an integral part of the institution's mission and to insure their quality, the Council formulates policy recommendations and reviews programs. The Council also serves as a major liaison among offices, departments, colleges, and divisions of the University to coordinate and facilitate the development of international programs.

The Council is chaired by the Dean of the College of Arts and Science, and its membership consists of representatives with interest in and responsibility for international programs. It meets at least twice each year during regular academic terms, and special meetings are called upon due notification of the membership.

(Editorial update 2/98)

Last updated 8/22/00.

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Please direct questions to Academic Programs and Planning.