

# **Academic Faculty Bylaws**

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## **Article I - The Academic Faculty**

### **A. Responsibilities of the Academic Faculty**

1. The Academic Faculty shall be responsible for providing instruction in accordance with objectives defined by Colorado Revised Statutes, 1995, 23-41-105; and in accordance with provisions of the Faculty Handbook.
2. The Academic Faculty shall be responsible for the implementation of policies and procedures relevant to its primary task and for the making of recommendations to the administration concerning such policies and procedures.
3. The Academic Faculty shall establish academic standards and regulations, degree requirements and qualifications, shall approve curricular changes, and shall certify all degree candidates.

### **B. Membership of the Academic Faculty**

For the purposes of Academic Faculty governance the academic faculty shall include professors, associate professors, assistant professors, professors of practice, teaching professors, teaching associate professors, teaching assistant professors, research professors, research associate professors, research assistant professors, librarians, associate librarians and assistant librarians. In addition, members of the Administration who hold academic rank shall be considered academic faculty. Upon written request to and approved by the Faculty Senate, faculty on transitional retirement, emeritus, adjunct and visiting professors (all ranks) may be granted voting status.

### **C. Officers of the Academic Faculty**

1. The Presiding Officer of the Academic Faculty shall be the President of the Faculty Senate, except at the first and last Academic Faculty meetings of each academic year. At those meetings the Provost or Provost's Designee shall preside.
2. The Secretary of the Academic Faculty shall be the Secretary of the Faculty Senate. The secretary of the Faculty Senate is also the Chair of the Leadership Nomination Committee.
3. There shall be a Program Assistant to the Faculty Senate who need not be a member of the Academic Faculty.
4. The Grand Marshal of Academic Processions shall be the current Faculty Senate Distinguished Lecturer. The President of the Faculty Senate shall lead the Academic Faculty in all academic processions.

#### D. Method of Operation of the Academic Faculty

1. Delegation of Authority: The Academic Faculty shall delegate its authority, as described in the Academic Faculty Bylaws, to the Faculty Senate, except for substantive amendments to Articles I and II A, B, C, D, E of the bylaws. (Editorial changes and changes of titles, e.g. Executive Vice President for Academic Affairs to Provost, are not to be considered substantive changes.)
2. Meetings: The Academic Faculty shall meet at least once each semester. Other meetings of the Academic Faculty shall be held on call of the Faculty Senate, the President of the Faculty Senate, the Provost or according to the provisions of Article III.
3. Agenda: The agenda for meetings of the Academic Faculty shall be determined by the President of the Faculty Senate.
4. Quorum: At meetings of the Academic Faculty a quorum shall consist of a majority of the Academic Faculty not on leave.
5. Parliamentary Authority: The Academic Faculty shall be governed by the most recent edition of *Robert's Rules of Order* in all cases in which it does not conflict with the bylaws or special rules of the day.
6. Minutes: The Academic Faculty shall keep minutes of its meetings. The minutes shall be posted on the Senate's webpage upon approval.
7. Suspension of Bylaws: A bylaw may be suspended for a given meeting by a vote of two-thirds of the members present, a quorum at the meeting being required.
8. Amending the Bylaws: After written notice of at least one week, the bylaws may be amended by a vote of two-thirds of the Academic Faculty present at a meeting of the Academic Faculty, a quorum being present, or by two-thirds of the ballots cast by the Academic Faculty.
9. Voting: Balloting by the Academic Faculty for the election of Senators, amendments to the Bylaws, or other matters may be conducted by mail, electronically or other forms approved by the Faculty Senate. However, balloting can be conducted only during the academic year. All Academic Faculty must be notified at least a week in advance of balloting. When voting is conducted via mail or electronically, all Academic Faculty will be allowed a minimum of two weeks to cast their ballots.

## Article II - The Faculty Senate

### A. Responsibilities of the Faculty Senate

1. The Faculty Senate (hereafter referred to as the Senate) shall promote shared governance through cooperation and understanding among the various constituencies that comprise the School by: providing a forum for the Academic Faculty to express its views to the Administration and the Board of Trustees; encouraging the involvement of the Academic Faculty in the overall operation of the School; and fostering and maintaining a stimulating atmosphere for teaching, scholarship and service.
2. The Senate shall create and maintain an archival record of the minutes of all meetings of the Senate, official correspondence and policies of the Senate and other official documents designated by the Senate or the President of the Faculty Senate.
3. The Senate shall formulate, debate and adopt recommendations, establish policies, and communicate the results of its deliberations to the Academic Faculty, the students, the Administration and/or the Board of Trustees as appropriate.
4. The Senate shall represent the interests of the Academic Faculty in discussions and decisions regarding academic issues, enrollment and financial exigencies, degree/program discontinuance, and faculty welfare.
5. The Senate shall approve the appointments of all persons who represent the Academic Faculty on institutional committees and councils.
6. The Senate shall collect data and information to aid in its mission.

### B. Membership of the Faculty Senate

1. The Senate shall consist of fifteen members.
2. Regular Senate membership shall include the following. At least eight Senators must be tenured professors with a minimum of five years of experience as members of an academic faculty, including at least two at Mines. At least three of the Senators must be at the rank of Professor. The remaining seats may be filled by members of the Academic Faculty with at least two years of experience at Mines.
3. Senators shall serve three-year staggered terms.
4. No Senator may hold an administrative appointment at the level of department head or division director or above.
5. No more than two Senators shall be from the same academic department, division, or locus of appointment. Persons holding joint appointments shall be considered to be members of all departments/divisions in which they hold appointments.

6. Any academic department, including the Library, without representation on Senate may elect a representative from within its ranks to serve on Senate. This representative shall be a full participant in all discussions, including executive sessions, but shall not have voting rights.

#### C. Officers of the Faculty Senate

1. The President of the Senate shall be a tenured full professor, with at least one year of service on the Senate, and may serve no more than thirty-six consecutive months as President. The President of the Senate shall be elected by the Academic Faculty from the candidates nominated by the Senate near the end of the academic year preceding the President's term. In the event no full professor is currently serving on Senate, or none are willing to serve, the Senate shall issue a call for nominations from the faculty and hold an election to select a new president. In the event this process produces an even number of senators, the Senate shall request that one member circulate off or volunteer to serve in non-voting capacity. In the event of no volunteers, an untenured member selected at random will be selected to circulate off or serve in non-voting capacity, at his or her discretion. In the event this process does not produce a new Senate president, an associate professor currently serving on Senate becomes eligible for selection.
2. The Chair of the Executive Committee of the Senate shall be the President of the Senate. The Executive Committee will consist of the President of the Senate, the Secretary, and one or more additional Senators as the Senate President sees fit, to be nominated by the Senate President and confirmed by the Senate.
3. The Secretary of the Senate shall be nominated by the Senate President and confirmed by the Senate and shall serve a one-year renewable term. The chair of the Leadership Nomination Committee also serves as the Secretary of the Faculty Senate and is a standing member of the Executive Committee of the Faculty Senate.

#### D. Method of Operation of the Faculty Senate

1. The Senate shall meet in open session at 2:00PM on the second and fourth Tuesday of each month during the academic year except when they fall during regularly scheduled vacation or break periods. Special meetings of the Senate may be called at other times by the President of the Senate or a majority of the Senate with a twenty-four-hour written notice.
2. At the discretion of the President of the Faculty Senate, the Senate or its Executive Committee may meet in executive session to discuss legal or personnel matters.
3. The President of the Senate shall preside at all meetings of the Senate and its Executive Committee. In the absence of the President of the Senate, the Secretary or, if unavailable, the President's designee, may preside.
4. A quorum is required for the conduct of business by the Senate. A quorum is defined to be seven members of the Senate.

5. The most recent edition of *Robert's Rules of Order* shall be the parliamentary authority on all applicable issues except where they may conflict with the bylaws or special rules or special rules of order of the Academic Faculty.
6. The Senate shall keep regular minutes of its meetings. The minutes shall be kept on file or archived on the Senate website.
7. The Senate shall communicate to the faculty how recommendations of the Senate are acted upon by the Colorado School of Mines Administration and the Board of Trustees.
8. The Senate shall be authorized to create and dissolve standing and ad-hoc committees as required to carry out its responsibilities and fulfill its objectives. The function and membership of the Standing Committees of the Senate may be modified by a simple majority vote of the Faculty Senate.
9. The Faculty Senate should make every effort to vote on pertinent matters during meetings of the Faculty Senate, with votes recorded in the minutes. When absolutely necessary (such as for time-sensitive items), the Senate may vote electronically, but all such votes shall be recorded in the minutes of the pertinent Senate meeting.

#### E. Election Procedures for the Faculty Senate

1. Those eligible may run for open Senate seats via submission of a letter of intent to the Chair of the Leadership Nomination Committee. The letter of intent should indicate willingness to serve on the Senate, specify the nominee's home departments/divisions, and address the candidate's goals in serving on Senate as well as pertinent professional accomplishments; it must be received no later than one week prior to the date established by the Senate for balloting.
2. Balloting for Senators shall be conducted on a date determined by the Senate. The ballot shall indicate those nominees eligible to serve as per the stipulations in Article II.B.2. The ballot shall indicate the locus of appointment of each nominee. The voter may select as many nominees as there are available seats. Ballots violating these requirements will not be counted.
3. Open seats will be filled by those nominees from the respective lists who receive the most votes so as to assure the stipulations in Article II.B.2 are met. Among the nominees receiving enough votes to exceed the limit of two Senators from a given department, division or locus of appointment, those receiving the fewer votes will be disqualified. Partial terms will be filled by those elected by the smallest plurality.
4. Newly elected Senators will meet with current Senators near the end of the spring term to nominate candidates for President from the ranks of the eligible Senators. The Senate will conduct a Presidential election according to the stipulations in Article II.C.1, at a date set by the Senate, ordinarily before the end of the spring term. The person receiving the most votes is elected. In the event of a tie, a re-election among the tied candidates will be held immediately.

5. For all uncontested elections, the Senate may approve positions by acclamation.
6. Vacated seats will remain vacant until the next regularly scheduled election unless the vacancy will exceed three months. In that case, a replacement, who must meet eligibility requirements of the seat to be filled, nominated by the Executive Committee and approved by a majority of the Senate, will serve the remainder of the three-year term unless the Senate votes to hold a campus-wide election to fill the vacancy.
7. Newly elected Senators and the President of the Senate shall assume their seats at the first meeting of the Academic Faculty in the next academic year.
8. Any vacancy in the position of the Faculty Member of the Board of Trustees will be filled under the supervision of the Senate. The process will begin with an announcement of a special election, typically two months before an impending vacancy. Eligible faculty must indicate their willingness to serve by submitting a letter to the Chair of the Committee on Committees a least one week before the announced election date. The Senate will oversee balloting. By State statute, two-thirds of the eligible faculty must vote. In the event of a tie, a re-election among the tied candidates will be held immediately.

F. Standing Committees and Councils of the Senate and Faculty Representatives (See the Appendix for the method of operation and membership of each committee.)

1. Academic Standards Committee
2. Leadership Nomination Committee
3. Faculty Oversight Committee on Sports and Athletics
4. Executive Committee of the Senate
5. Graduate Council
6. Research Council
7. Undergraduate Council
8. Readmissions Committee
9. Representative to the Colorado Faculty Advisory Council
10. Faculty Athletic Representative
11. Faculty Senate Distinguished Lecturer Committee
12. Library Committee
13. Faculty Survey Committee

## **Article III Initiative and Referendum**

### **A. Formal Faculty Initiatives to the Senate**

Any member of the Academic Faculty may propose an action to the Senate. If the Senate rejects the proposed action, the provisions of Article III.B may be invoked. If the Senate fails to act within its next three meetings following the receipt of the proposal by the Senate, the inaction by the Senate shall be deemed to be a rejection.

### **B. Referendum (of Senate action to Academic Faculty)**

An action of the Senate may be challenged by any member of the Academic Faculty. The challenge must be presented to the President of the Senate within one month of that decision's being made, include a written statement of the reasons for the challenge and be signed by at least twenty members of the Academic Faculty.

The President of the Senate must call a meeting of the Academic Faculty within two weeks of receiving the challenge. The meeting to consider the challenge must be held within one month of the receipt of the challenge by the President of the Senate (exception - no meetings of the Academic Faculty shall be called during regularly scheduled vacation periods). A majority of the Academic Faculty must approve a reversal of the challenged action of the Faculty Senate.



## **Appendix**

### **A. Committees of the Faculty Senate**

#### **1. Academic Standards Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed each academic year by the Senate.

**FUNCTION:** The committee will hear and decide student appeals on grades and respond to referrals from the Undergraduate Council regarding academic standards.

**METHOD OF OPERATION:** Following the procedure described in the Catalog, a student may file an appeal to the Faculty Senate if previous efforts to address an issue with the instructor have not been successful. Upon receiving this appeal, the Chair of the committee will make an independent assessment of the appeal's merit. If the appeal is found to be without merit, the Chair can deny the grade appeal. If the appeal is found to have merit, the Chair will convene a committee including two additional members of the Academic Faculty to hear the appeal. The makeup of the committee will be approved by the Senate.

#### **2. Leadership Nomination Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed each academic year by the Senate. The Chair may recommend up to four members of the Academic Faculty, to be appointed by the Senate to serve one year terms.

**FUNCTION:** (1) To recommend to the Senate new committees and changes in of existing committees; (2) to review annually Senate committees and their membership and to recommend changes to the Senate; (3) to act as a nominating committee as directed by the President of the Senate; (4) to conduct elections as called for by these bylaws or by the Senate; and (5) to recommend to the Senate for nomination to the President of the School, faculty for membership on standing committees of the University.

**METHOD OF OPERATION:** The committee shall meet at the call of the Chair. By April 1 of each year, the committee shall obtain from the office of the Provost a current list of the academic faculty by rank. The committee shall poll the faculty in order to determine each person's interest in committee service. After considering the membership of each standing committee of the Senate and the University, the committee shall recommend to the Senate a list of nominees for committee membership. The list of committee nominees will be given to the Provost. In the case of potential legal conflict due to a committee appointment, the Senate and the Provost will work together to resolve the issue. A member of the committee may not participate in the administration of an election in which that person is a candidate.

### **3. Faculty Oversight Committee on Sports and Athletics:**

**MEMBERSHIP:** The Faculty Athletics Representative shall serve as Chair of the committee; five faculty members will be appointed by the Senate for staggered three-year terms; a Senator will be appointed by the Senate for a one-year term; the Vice President for Student Life and Dean of Students and the Director of Athletics shall serve in a non-voting *ex officio* capacity. Members, other than the Vice President and Director, shall not hold administrative or coaching positions in the Athletics Department or in institutional sports programs. Faculty appointees can serve no more than three years in any four-year period. The Committee shall recommend to the Faculty Senate as the Faculty Athletics Representative either a current member or a past faculty member of the Committee who has served a three-year term. The Faculty Athletics Representative will serve a three-year term and shall be eligible for reelection.

**FUNCTION:** The committee shall represent the faculty in providing academic oversight of intercollegiate athletics and other institutional sports programs in order to evaluate their contribution to the educational mission of the School and to the quality of student life. The committee shall report to the Senate and make recommendations when necessary.

**METHOD OF OPERATION:** The committee shall meet at least once each semester at the call of the Chair or on request of the Senate.

### **4. Executive Committee of the Senate**

**MEMBERSHIP:** The President of the Senate is the Chair; additional members as provided for in Article II.C of the Faculty Bylaws.

**FUNCTION:** To serve as a channel of communication between the Senate and the administration.

**METHOD OF OPERATION:** The committee shall meet at the call of the Chair.

## 5. Graduate Council

**MEMBERSHIP:** A Senator appointed by the Senate for a renewable one-year term as Chair, and a representative from each of the academic departments or divisions, the Library and the following programs/entities: Materials Science, Geochemistry, Nuclear Science and Engineering, Hydrologic Science and Engineering, Underground Construction and Tunneling, the Library, and a representative from the Graduate Student Government (GSG). Non-voting members include the Registrar and the Dean of Graduate Studies. All representatives shall be elected by their respective departments, divisions, or programs and shall serve two-year terms. Representatives from Applied Mathematics and Statistics; Chemical and Biological Engineering; Computer Science; Electrical Engineering; Geology and Geological Engineering; Humanities, Arts, and Social Sciences; Metallurgical and Materials Engineering; Mining Engineering; and Underground Construction and Tunneling shall be elected in the spring of even-numbered years. Representatives from Chemistry; Civil and Environmental Engineering; Economics and Business; Engineering Design and Society; Geochemistry; Geophysics; Hydrologic Science and Engineering; Library; Materials Science; Mechanical Engineering; Nuclear Science and Engineering; Petroleum Engineering; and Physics shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** To make recommendations to the Senate on matters such as graduate student recruiting, teaching assistant allocation, procurement of computer and library resources, graduate student admission procedures, graduate student record keeping, thesis and dissertation formats, thesis and dissertation deadlines and other administrative matters, degree requirements, graduate curriculum, grading systems, thesis and dissertation standards, new and modified course changes, new and modified degree programs, minors, certificates, admission standards, and other academic matters. Other issues regarding post-baccalaureate education, including special programs, continuing education, the library, and the computing center are also within the purview of the Council. Recommended program proposals are then forwarded to Faculty Senate for approval.

**METHOD OF OPERATION:** The Council shall meet at least once each month between August and February and at other times as needed to align with the Catalog production. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the administration or the Senate; the Chair shall establish agendas based on these suggestions. Issues to be voted on must be presented at least one regularly scheduled meeting prior to the vote. Power to act on adjustments in curricula that involve individual graduate courses is delegated by the Senate to the Council. The Senate representative will communicate recommendations of the Graduate Council to the Senate for approval by the Senate. Recommendations to the Senate for approval will be presented to the Senate at least two weeks prior to a vote of the Senate. The Senate president will communicate final action on those recommendations to the Provost and other parties as appropriate.

## 6. Research Council

**MEMBERSHIP:** A Senator appointed by the Senate for a two-year term as Chair, a representative from the Library, up to one representative from each of the academic departments and divisions, and the following programs: Materials Science, Geochemistry, Nuclear Science and Engineering, Hydrologic Science and Engineering, Underground Construction and Tunneling. In addition, each department or division may propose one Research Faculty of any rank to the Dean of their portfolio, who will select one portfolio representative for Research Council on campus. If no elected member also serves on the Vice President for Research and Technology Transfer Research Advisory Board, then the Research Council Chair will attend the monthly Research Advisory Board meetings. Non-voting members include the Director for Environmental Health and Safety and representatives from the Office of Research Administration, Graduate Student Government (GSG), and Undergraduate Student Government (USG). All voting representatives shall be elected by their respective departments or divisions and shall serve two-year terms. Representatives from the Earth and Society Programs portfolio, Underground Construction and Tunneling, and the Library shall be elected in the spring of even-numbered years. Representatives from the Energy and Materials Programs portfolio, and Materials Science, Geochemistry, Nuclear Science and Engineering, Hydrologic Science and Engineering shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** The role of Research Council is to make recommendations to the Senate on matters pertaining to the Mines research enterprise as agreed on each academic year by the members of Research Council, Senate and the Vice-President for Research and Technology Transfer. Research Council will make a recommendation each academic year by the end of March to Senate on the ranking of the academic research awards.

**METHOD OF OPERATION:** The Council shall meet at least once each month during the regular academic year and at other times as needed. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the Administration, or the Senate, and by the Faculty at large; the Chair shall establish the agenda based on these suggestions. The goals for each academic year will be agreed on by Research Council and approved by Senate by their second meeting of the academic year. Issues to be worked on will result in a report or presentation to Senate and an actionable vote by Senate as appropriate by the end of the academic year, or throughout the year as needed. Immediately following each vote, the Senate will notify the Vice-President for Research and Technology Transfer or the Provost of recommendations of the Research Council as appropriate.

## 7. Undergraduate Council

**MEMBERSHIP:** A Senator appointed by the Senate for a renewable one-year term as Chair, and a representative from each of the academic departments or divisions, the Library, and a representative from the Undergraduate Student Government (USG). Non-voting members includes the Registrar. All representatives shall be elected by their respective departments, divisions, or programs and shall serve two-year terms. Representatives from Applied Mathematics and Statistics; Chemical and Biological Engineering; Computer Science; Electrical Engineering; Geology and Geological Engineering; Humanities, Arts, and Social Sciences; Metallurgical and Materials Engineering; and Mining Engineering shall be elected in the spring of even-numbered years. Representatives from Chemistry; Civil and Environmental Engineering; Economics and Business; Engineering, Design and Society; Geophysics; Library; Mechanical Engineering; Petroleum Engineering; and Physics shall be elected in the spring of odd-numbered years. Elections are to be held during the spring semester with terms of service to begin the following August.

**FUNCTION:** To make recommendations to the Senate on undergraduate matters such as exam scheduling, grading systems, instructional development and excellence, instructional support, and other administrative matters; degrees, minors and ASIs; modifications in the "core" curricula and in degree requirements; credit hour requirements and course changes; and other academic matters. Recommended program changes are then forwarded to the Faculty Senate for approval. Issues dealing with academic standards shall be referred to the Academic Standards and Faculty Affairs Committee.

**METHOD OF OPERATION:** The Council shall meet at least once each month between August and February and at other times as needed to align with the Catalog production. A quorum is required for the conduct of business by the Council. A quorum is defined to be a majority of the voting members of the Council. The Council shall consider issues suggested by its membership, the Administration or the Senate; the Chair shall establish agendas based on these suggestions. Issues to be voted on must be presented at least one regularly scheduled meeting prior to the vote. Power to act on adjustments in curricula that involve individual undergraduate courses (non-core) is delegated by the Senate to the Council. The Senate representative will communicate recommendations of the undergraduate council to the Senate for approval by the Senate. Recommendations to the Senate for approval will be presented to the Senate at least two weeks prior to a vote of the Senate. The Senate president will communicate final action on those recommendations to the Provost and other parties as appropriate.

## **8. Readmissions Committee**

**MEMBERSHIP:** Twelve members of the Academic Faculty, one of whom must be a Senator, shall be appointed by the Senate. The senate representative shall serve a renewable one-year term and the remaining faculty representatives shall serve three-year terms. New appointees shall be selected from among those of the faculty having a minimum of two years of service with the School.

**FUNCTION:** (1) To act for the Academic Faculty on applications for readmission from students who have been suspended for scholastic reasons; (2) consider appeals from students who have been suspended or dismissed for scholastic reasons; and (3) consider cases involving scholastic standing referred to it by the Associate Vice President of Student Life.

**METHOD OF OPERATION:** The committee shall have six regularly scheduled meetings each year: one in the fall prior to the start of the first semester, one in the middle of the fall semester prior to fall break; one in the fall prior to the close of the first semester, one in the winter prior to the start of the second semester; one in the middle of the spring semester prior to spring break; and one in the spring prior to the close of the second semester. Special meetings may be called at other times by the chairs of the respective subcommittees. The committee shall be furnished complete academic records by the Registrar's Office of all students considered by it and may also call upon the Associate Vice President of Student Life or any faculty member for information concerning any student.

## **9. Representative to the Colorado Faculty Advisory Council (CFAC)**

The CFAC representative shall be appointed by the Senate.

## **10. Faculty Athletics Representative**

The Faculty Athletics Representative shall be appointed by the Senate, as in 3 above. An individual so designated shall be a member of the faculty and shall not hold an administrative or coaching position in the athletics department or in other institutional sports programs. The Faculty Athletics Representative shall be responsible for certifying student athlete eligibility for participation in intercollegiate athletics. The Faculty Athletics Representative shall be an *ex officio* member and Chair of the Faculty Oversight Committee on Sports and Athletics. Term is for three years without restriction as to reappointment.

## **11. Faculty Senate Distinguished Lecturer Committee**

**MEMBERSHIP:** Normally, the three immediate past Distinguished Lecturers, each of whom serves for three years.

**FUNCTION:** To nominate potential Faculty Senate Distinguished Lecturers; and to assist the Lecturer with preparations, as required.

**METHOD OF OPERATION:** Calls for nomination in December, reviews the nominations, and then submits a list of 3-4 nominees to Senate by 1 March, together with a

recommendation for selection. Senate makes a selection, and the Distinguished Lecturer is formally announced at the current year's Distinguished Lecture or at the annual faculty awards ceremony, usually at the final Faculty Forum in the spring semester.

## **12. Library Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed each academic year by the Senate. Additional membership will be comprised of: three members of the Academic Faculty, appointed by the Senate to serve three-year terms; the University Librarian, with no term limit; one additional library member of the Academic Faculty recommended by the University Librarian and appointed by the Senate to serve a three-year term, one member of the undergraduate student body, recommended by the Undergraduate Student Government to serve a one-year term; one member of the graduate student body, recommended by the Graduate Student Government to serve a one-year term.

**FUNCTION:** (1) To serve as a channel of communication between faculty, students, and the Library. (2) To serve as an advisory body on matters relating to the development of Library resources and services, policies and procedures relating to the operations and facilities of the Library, and the allocation of Library funds. (3) To report on and advocate for the needs of the Library and the impact of Library services to the Mines academic community. The committee shall report regularly to the Senate, making recommendations as appropriate.

**METHOD OF OPERATION:** The committee shall meet at least twice each semester at the call of the Chair or on request of the Senate.

## **13. Faculty Survey Committee**

**MEMBERSHIP:** The committee shall be chaired by a member of the Senate who shall be appointed for a renewable one-year term by the Senate. The Chair may recommend up to four members of the Academic Faculty, to be appointed by the Senate to serve one-year terms.

**FUNCTION:** The committee will work with administration and on-campus resources (e.g., Trefny Innovative Instruction Center) to administer faculty surveys, compile data, and report results.

**METHOD OF OPERATION:** The committee shall meet at least four times during the regular academic year and at other times as needed. Prior to reporting data, the committee will seek input and recommendations from administration and share results with Faculty Senate. Determination will be made as to the most effective method to report results with the campus.