

SECTION 12 UNIVERSITY COMMITTEES

Many university committees include members of the academic faculty. Eligible members are as defined in Handbook Section 4.2. Other members of the academic faculty of the whole may serve on university committees with the approval of the Provost.

12.1 ATHLETICS BOARD

12.1.1 Function

The Athletics Board shall deal with matters of intercollegiate athletic policy on behalf of Mines, including consideration of the effect of proposed changes in such policy upon athletic activities at Mines.

12.1.2 Membership

The appointed membership of the Athletics Board shall consist of the Faculty Athletic Representative and a presidential representative. Additionally, the Athletics Director shall serve as a voting, *ex officio* board member.

12.1.3 Method of Operation

The presidential representative shall serve as chairperson of the Athletics Board. The board shall meet upon the call of the chairperson as necessary for the proper handling of its business, but no less often than once during the fall semester and once during the spring semester of each academic year. At least two members must be present at a meeting to constitute a quorum sufficient to permit the board to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the board. The board shall provide written reports to the President and the Provost on its general activities, specific policy recommendations, and other relevant matters from time to time, as appropriate. All disputed procedural issues that arise regarding the conduct of the meetings of the board shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.1.4 Method of Appointment

The Faculty Athletics representative shall be nominated by the Faculty Senate and appointed by the President. The presidential representative shall be appointed by the President.

12.1.5 Terms of Appointment

The presidential representative shall serve for an indefinite term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.2 BOARD OF STUDENT MEDIA

12.2.1 Function

The Board of Student Media shall act as advisor to the editorial staffs of the *Oredigger*, *High Grade*, *Mines Internet Radio* and to the Undergraduate Student Government (USG) in matters pertaining to student media. Specific duties of the board shall include advising the USG regarding the appointment and removal of the editors of the above organizations, reviewing the staffing levels of the above organizations, advising the editors/managers of the above organizations regarding all contractual and budget matters, and providing advice on the Student Publications Policies set forth in the Articles of Incorporation and Bylaws of USG.

12.2.2 Membership

The appointed membership of the Board of Student Media shall consist of one at-large member of the USG; one member of the USG Executive Council; four academic faculty members; and one administrative faculty member. Additionally, the editors of the *Oredigger*, *High Grade* and *Mines Internet Radio* shall serve as voting, *ex officio* members of the board. The advisors of the *Oredigger*, *High Grade*, and *Mines Internet Radio*; the Director of Communications or designee; and the Treasurer of USG shall serve as non-voting, *ex officio* members of the board.

12.2.3 Method of Operation

The Board of Student Media shall elect one of the voting members listed in paragraph 12.2.2 above to serve as its chairperson. The board shall meet at least once per month during the fall and spring semesters. Upon the provision of reasonable notice to the membership, special meetings may be called at any time by the chairperson, or by the USG Executive Council member serving on the board. At least seven voting members must be present at a meeting to constitute a quorum sufficient to permit the board to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the board. All disputed procedural issues that arise regarding the conduct of the meetings of the board shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.2.4 Method of Appointment

The at-large member of USG and the member of the USG Executive Council shall be nominated by USG and appointed by the President. The academic faculty board members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty board member shall be nominated by the Administrative Faculty Council and appointed by the President.

12.2.5 Terms of Appointment

The student board members shall serve one-year terms. The academic faculty board members shall serve staggered two-year terms. The administrative faculty board member shall serve for a two-year term. All terms of appointment to the board shall be calculated on an academic year basis, rather than on a calendar year basis.

12.3 BUDGET COMMITTEE

12.3.1 Function

The Budget Committee shall be responsible for gathering and analyzing appropriate data regarding the budgetary requirements of Mines, preparing proposed annual budgets for Mines, preparing proposed budgetary revisions from time to time, and advising the President and the Mines administration on budgetary matters and long-range fiscal planning.

12.3.2 Membership

The appointed membership of the Budget Committee shall consist of two academic department heads, three full-time academic faculty members, one dean, and one full-time administrative faculty member. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost, the Executive Vice President for Finance, Administration, and Operations, the Vice President for Student Life, the Vice President for Research and Technology Transfer shall serve as voting, ex officio committee members.

12.3.3 Method of Operation

The chairperson of the Budget Committee shall be the Executive Vice President for Finance, Administration, and Operations. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least seven voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.3.4 Method of Appointment

The academic department head committee members shall be nominated by the deans and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The dean shall be nominated by the Provost and appointed by the President. The administrative faculty committee member shall be nominated by the Administrative Faculty Council and appointed by the President.

12.3.5 Terms of Appointment

The academic department head committee members shall serve for staggered two-year terms. The academic faculty committee members who do not represent the Faculty Senate shall serve for staggered three-year terms. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The administrative faculty committee member shall serve for a three-year term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.4 FACULTY HANDBOOK COMMITTEE

12.4.1 Function

The Faculty Handbook Committee shall be responsible for reviewing the Handbook on a regular basis, discussing proposed changes to the Handbook suggested by a committee member or a Mines-affiliated individual or group, preparing proposed amendments to the Handbook for consideration by Mines, and advising the President and the Mines administration on matters related to the Handbook.

12.4.2 Membership

The appointed membership of the Faculty Handbook Committee shall consist of two academic department heads, four full-time academic faculty members, at least one of which is a Teaching Faculty member, and one full-time administrative faculty member. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost, or a representative designated by the Provost, shall serve as a voting, *ex officio* committee member. The General Counsel and the Associate Vice President for Human Resources and Title IX shall serve as non-voting, *ex officio* committee members.

12.4.3 Method of Operation

The chairperson of the Faculty Handbook Committee shall be the Provost, or the Provost's representative. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least six voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.4.4 Method of Appointment

The academic department head committee members shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty committee member shall be nominated by the Administrative Faculty Council and appointed by the President.

12.4.5 Terms of Appointment

The academic department head committee members shall serve for staggered two-year terms. The academic faculty committee members who do not represent the Faculty Senate shall serve for staggered three-year terms. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The administrative faculty committee member shall serve for a three-year term. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.5 SAFETY COMMITTEE

12.5.1 Function

The Safety Committee shall be responsible for reviewing the safety practices of Mines on a periodic basis and advising the Mines administration regarding issues pertaining to the safety of Mines students, employees, and facilities. Subcommittees or working groups may be assembled as need arises and as approved by the Safety Committee.

12.5.2 Membership

The appointed membership of the Safety Committee shall consist of one academic department head, four academic faculty members, and two classified employees. Additionally, the Provost or designee, the Vice President for Research and Technology Transfer, the Director of Environmental Health and Safety, the Associate Vice President for Human Resources and Title IX or designee, the Director of Facilities Management or a designated representative, the Director of Student Life or a designated representative, the Director of Public Safety or a designated representative, and the Radiation Safety Officer shall serve as voting, *ex officio* committee members.

12.5.3 Method of Operation

The chairperson of the Safety Committee shall be the Director of Environmental Health and Safety. The committee shall meet upon the call of the chairperson as necessary for the proper handling of its business, but no less often than twice during the fall semester and twice during the spring semester of each academic year. At least ten members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. The committee shall provide written reports to the Board on its general activities, specific policy recommendations, and other relevant matters from time to time, as appropriate.

All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.5.4 Method of Appointment

The academic department head committee member shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The classified employee committee members shall be nominated by the Association of Classified Employees and appointed by the President.

12.5.5 Terms of Appointment

The academic department head committee member shall serve for a one-year term. The academic faculty committee members shall serve for staggered two-year terms. The classified employee committee members shall serve for staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.6 STUDENT CONDUCT APPEALS BOARD

12.6.1 Function

The Student Conduct Appeals Board shall exist as a pool of potential members to serve on Student Appeal Committees as needed. However, grade appeals, residency appeals and appeals related to research misconduct are handled through separate processes.

12.6.2 Membership

The appointed membership of the Student Conduct Appeals Board shall consists of four academic faculty members, two administrative faculty members, two state classified personnel system members, three undergraduate students and three graduate students. Additionally, the Vice President for Student Life and Dean of Students shall serve as the chairperson of the committee (a voting, ex officio committee member).

12.6.3 Method of Operation

Members of the Appeals Board shall meet upon the call of the chairperson as necessary for the proper handling of appeals related to student conduct and academic misconduct matters. The board members will receive training from the Office of Student Life on issues related to student conduct and academic misconduct throughout the year. As needed, a group of board members will be selected by the chairperson, based on diversity of representation and availability, to serve with the chairperson on a Student Appeals Committee. A majority vote of the Committee members present shall be required for any action to be taken. In the case of a tie, the chairperson will cast the deciding vote.

12.6.4 Method of Appointment

The academic faculty board members shall be nominated by the Dean of Students. The administrative faculty board members shall be nominated by the Administrative Faculty Council. The state classified board members shall be nominated by the Association of Classified Employees. The undergraduate student board members shall be nominated by the Undergraduate Student Government. The graduate student board members shall be nominated by the Graduate Student Government. All nominations shall be officially appointed by the President.

12.6.5 Terms of Appointment

The two academic faculty board members shall serve for staggered two-year terms. The two administrative faculty board members shall serve for staggered two-year terms. The two state classified board members shall serve for staggered two-year terms. The two state classified board members shall serve for staggered two-year terms. The three undergraduate student board members shall serve for one-year terms. The three graduate student board members shall serve for one year terms. All terms of appointment to the board shall be calculated on an academic year basis, rather than on a calendar year basis and are renewable for one additional term.

12.7 CALENDAR COMMITTEE

12.7.1 Function

The Calendar Committee shall be responsible for establishing an official academic calendar for Mines, periodically reviewing the Mines calendar, and proposing revisions thereto. The committee shall consider proposals from the Mines community to change the calendar and make recommendations for appropriate changes to the President. During its consideration of proposed changes to the calendar, the committee shall ensure that all affected parties and representatives of affected groups are consulted and have an opportunity to comment on the impact of any proposed changes.

12.7.2 Membership

The appointed membership of the Calendar Committee shall consist of one academic department head, two academic faculty members, one administrative faculty member, one classified staff member, one undergraduate student, and one graduate student. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Provost or designee, the Vice President for Student Life or designee, and the Associate Vice President for Human Resources or designee shall serve as voting, *ex officio* members of the committee. The Registrar shall serve as a non-voting, *ex officio* member of the committee.

12.7.3 Method of Operation

The Registrar shall serve as chairperson of the Calendar Committee. The committee shall meet at least once per semester during the fall and spring semesters and at any other time deemed necessary by the committee. Upon the provision of reasonable notice to the membership, special meetings may be called at any time by the chairperson. At least six voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.7.4 Method of Appointment

The academic Department Head committee member shall be nominated by the Provost and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty representative shall be nominated by Administrative Faculty Council and appointed by the President. The classified staff committee member shall be nominated by the Association of Classified Employees and appointed by the President. The undergraduate student committee member shall be nominated by USG and appointed by the President. The graduate student committee member shall be nominated by the GSG and appointed by the President.

12.7.5 Terms of Appointment

The academic department head committee member shall serve for a two-year term. The academic faculty committee member who does not represent the Faculty Senate shall serve for a two-year term. The academic faculty committee member who represents the Faculty Senate shall serve for a renewable, one-year term. The student committee members shall serve for one-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.8 PROMOTION AND TENURE COMMITTEE

12.8.1 Function

The Promotion and Tenure Committee shall be responsible for evaluating the qualifications of all tenure/tenure-track, library and research faculty candidates for promotion and/or tenure and all Candidates for tenured employment and providing advice and recommendations thereon to the Provost. The University Promotion and Tenure Committee represents the Mines faculty as a whole and is intended to provide a university-wide evaluation of a colleague's suitability for promotion and/or tenure. The responsibility of the University Promotion and Tenure Committee is to: (i) examine the evidence presented in each Candidate's dossier, including the recommendations of the Departmental Promotion and Tenure Committee and Department Head, in relation to the appropriate criteria established by the institution; (ii) ensure that consistent standards are applied to all candidates; and (iii) make a written recommendation to the Provost regarding the Candidate's suitability for promotion and/or tenure.

12.8.2 Membership

The Committee shall consist of seven full-time, tenured, Professors or Librarians. Neither multiple members from the same academic department/division nor Department Heads shall be permitted to serve on the committee.

12.8.3 Method of Operation

The Provost shall appoint the chairperson of the Promotion and Tenure Committee. A committee member who is a member of the same department as a promotion and/or tenure candidate under consideration shall be excluded from all participation in the discussion and voting of the committee with regard to that candidate. The committee shall meet at least once during the spring semester and at any other time deemed necessary by the Provost. At least four members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.8.4 Method of Appointment

Promotion and Tenure Committee members shall be appointed by the Provost from a list of nominees provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee. If, on account of unavoidable absence from campus, illness, or recusal, a member becomes unavailable to serve and the committee finds that it has difficulty fulfilling the quorum requirement, the committee may request the Provost to appoint an alternate member to substitute for the unavailable member. The alternate member shall serve in the stead of the unavailable member for the duration of the period of unavailability.

12.8.5 Terms of Appointment

All Promotion and Tenure Committee members shall serve staggered three-year terms. A minimum of three years must elapse before a former member may be re-appointed to the committee.

12.9 TEACHING FACULTY PROMOTION COMMITTEE

12.9.1 Function

The University Teaching Faculty Promotion Committee shall be responsible for evaluating the qualifications of teaching faculty Candidates for promotion and providing advice and recommendations thereon to the Provost. The University Committee reviews the promotion application to insure that broadly understood institutional standards and uniformity of review are applied to all Candidates across the institution.

12.9.2 Membership

The Committee shall consist of seven full-time Teaching Professors. Neither multiple members from the same academic department/division nor Department Heads shall be permitted to serve on the committee.

12.9.3 Method of Operation

Annually, the Provost shall appoint the chairperson of the Teaching Faculty Promotion Committee. A committee member who is a member of the same department as a promotion candidate under consideration shall be excluded from all participation in the discussion and voting of the committee with regard to that candidate. At least four members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.9.4 Method of Appointment

Teaching Faculty Promotion Committee members shall be appointed by the Provost from a list of candidates provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee. If, on account of unavoidable absence from campus, illness, or recusal, a member becomes unavailable to serve and the committee finds that it has difficulty fulfilling the quorum requirement, the committee may request the Provost to appoint an alternate member to substitute for the unavailable member. The alternate member shall serve in the stead of the unavailable member for the duration of the period of unavailability.

12.9.5 Terms of Appointment

All Teaching Faculty Promotion Committee members shall serve staggered three-year terms. A minimum of three years must elapse before a former member may be re-appointed to the committee.

12.10 BIOSAFETY COMMITTEE

12.10.1 Function

The Biosafety Committee shall be responsible for advising the President and the Mines community concerning institutional control of "biohazardous agents" used in teaching and research. These agents include, but are not limited to: pathogenic organisms, biologically produced toxins, certain genetically engineered organisms, and certain recombinant DNA molecules. The committee shall regularly review institutional policies within its purview and recommend revisions thereto, as well as the adoption of

appropriate new policies. The committee shall also regularly review existing safeguards utilized with current or proposed research involving biohazardous agents and recommend the implementation of institutional biohazard management procedures that are consistent with applicable governmental rules and guidelines. In addition, the committee shall advise the President and the Mines community regarding the adequacy of institutional facilities, services, and equipment used to manage biohazardous agents.

12.10.2 Membership

The membership of the Biosafety Committee shall consist of one academic department head and four academic faculty members. Additionally, the Director of Environmental Health and Safety and the Vice President for Research and Technology Transfer shall serve as voting, *ex officio* committee members. The membership of the committee should reflect the full range of microbiologic research activities taking place on the Mines campus, and at least three committee members should be engaged in research activities involving the field of Microbiology.

12.10.3 Method of Operation

The chairperson of the Biosafety Committee shall be the Director of Environmental Health and Safety. The Committee shall meet once during the fall and spring semesters. Four of the members shall constitute a quorum. A majority vote of the quorum shall be required for any official action of the committee. Subject to the above, the meetings shall be conducted according to the latest edition of *Robert's Rules of Order*.

12.10.4 Method of Appointment

The academic department head committee member shall be nominated by the Provost and appointed by the President, and the academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President.

12.10.5 Terms of Appointment

The academic department head committee member shall serve for a one-year term, and the academic faculty committee members shall serve for staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.

12.11 ASSESSMENT COMMITTEE

12.11.1 Function

The Assessment Committee shall be responsible for guiding Mines in matters pertaining to assessment of the program educational objectives and program outcomes of its undergraduate and graduate programs. The committee may also support related non-academic activities as needed. In fulfilling its role, the committee will:

1. Develop resources to support continuous improvement at Mines, such as best practices and recommendations for program-level assessment, example assessment plans, suggested roles for department assessment representatives, and professional development opportunities.
2. Serve in an advisory capacity for academic units, providing guidance and feedback on assessment plans, assessment evidence, potential actions to support continuous improvement, and ABET program review.

3. Inform the collection, reporting, and sharing of university-level data, collaborating with IR to identify and develop reports of relevant institutional data and guiding the development and use of university-wide surveys.
4. Support the development and implementation of an institution-level assessment plan, based on institution-level student outcomes, including an assessment of the core undergraduate and graduate requirements, and in collaboration with other relevant groups on campus.
5. Generate a periodic report of institution- and department-level assessment activities.

12.11.2 Membership

The appointed membership shall consist of the academic faculty serving as graduate and undergraduate assessment representatives from each department and the Senior Assessment Associate of the Trefny Center. One of the academic faculty members must be a Faculty Senator and shall serve as a representative of the Faculty Senate. Additionally, the Director of the Trefny Innovative Instruction Center, the Dean of the Graduate School, and the Dean of Undergraduate Studies shall serve as voting, *ex officio* committee members.

12.11.2 Method of Operation

The Senior Assessment Associate shall be the chairperson of the Assessment Committee. The committee shall meet at least once per month during the fall and spring semesters. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. At least five voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to the most recent edition of *Robert's Rules of Order*.

12.11.3 Method of Appointment

The academic faculty committee members will be designated by their departments, based on their roles as undergraduate and/or graduate assessment representatives(s), and these individuals will be appointed to the Committee by the President. The Faculty Senate representative shall be appointed directly by the Faculty Senate, unless one of the assessment representatives already serves on the Senate, in which case this individual will serve as the Faculty Senate representative.

12.11.4 Terms of Appointment

The academic faculty committee members who do not represent the Faculty Senate shall serve while they act as assessment representatives for their department. As such, their terms of appointment may vary, based on department needs and structures, but are recommended to be at least 2-3 years. The academic faculty committee members will cycle off the Assessment Committee when their role as department assessment representatives ends.

The academic faculty member who represents the Faculty Senate, if not also a department assessment representative, shall serve for a renewable, one-year term.

All terms of appointment to the committee shall be calculated on an academic year basis, rather than a calendar year basis.

12.12 THE PRESIDENT'S COMMITTEE ON DIVERSITY

12.12.1 Function

The President's Committee on Diversity shall be responsible for providing guidance and making recommendations to the President regarding campus diversity issues at Mines. In fulfilling its role, the Committee will:

- Promote practices and activities supporting Mines' Statement of Commitment to Diversity.
- Aid in the implementation of Mines' annual Diversity Plan.
- Examine and review campus diversity issues as identified by the administration.
- Serve as an advisory body to the President and members of the Mines administration on matters pertinent to campus diversity and appropriately within the purview of the Committee.

12.12.2 Membership

The appointed voting members shall consist of representatives from the academic faculty, administrative faculty, classified staff, department heads, deans and undergraduate and graduate students. Additionally, representatives from Mines' Human Resources, International Student and Scholars Services, Minority Engineering Program (MEP), and Women in Science, Engineering and Mathematics (WISEM) Program offices shall serve on the Committee as *ex officio*, voting members. These representatives will be designated by the Directors of these offices.

12.12.3 Method of Operation

An Executive Committee will be elected from among the voting members of the Diversity Committee. The Executive Committee shall be comprised of the following executive officers: Diversity Committee Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Communication and Marketing Coordinator, and Programming Coordinator(s). The executive officers will be elected by the members of the Diversity Committee. In addition to the elected officers, the Special Advisor to the President for Diversity will serve on the Executive Committee as an *ex officio*, voting member. With the exception of the Special Advisor to the President for Diversity, Committee representatives must have served at least one year on the Diversity Committee to be eligible for election to the Executive Committee. A simple majority vote of the present Diversity Committee members shall be needed for election, provided that the quorum requirement is satisfied. Elections shall be held at the end of the spring semester.

The President's Committee on Diversity shall meet once a month to conduct business. Special meetings shall be called as necessary to address urgent business. Fifty percent (50%) of the voting Committee members, including two Executive Committee members, must be present to constitute a quorum. Committee members may be assigned to ad hoc groups and subcommittees for the purpose of handling special projects and campus events.

12.12.4 Method of Appointment

The Diversity Committee shall solicit nominations for membership annually each spring semester. Nominations may be solicited, as needed, from the Faculty Senate, Provost, Administrative Faculty Council, Association of Classified Employees, Alumni Association, the Undergraduate Student Government, the Graduate Student Government, and industries with interests in Mines' areas of specialization. Nominees must be approved for membership by a majority vote of the present Diversity Committee members at the meeting, provided that the quorum requirement is satisfied.

12.12.5 Terms of Appointment

All Committee members shall serve two-year terms, with the possibility of reappointment by a majority vote of the Committee members. All terms of appointment shall commence on May 1 and end on April 30 two years following the appointment.

12.13 CONFLICT OF INTEREST COMMITTEE

12.13.1 Function

The purposes of the Conflict of Interest Committee are to help facilitate the implementation of the university's conflict of interest policies as defined in Faculty Handbook Section 6 and the Conflict of Interest Policy, clarify faculty obligations to disclose and avoid conflicts, provide guidance both with respect to interpreting the university's conflict of interest and conflict of commitment policies and development of conflict management plans, annually review conflict of interest and conflict of commitment management plans, and address disputes. In fulfilling its role, the Committee makes recommendations to the President, Provost, the Deans, other Vice Presidents, the Faculty Senate, and/or the Director of Compliance, as is appropriate.

12.13.2 Membership

The appointed voting members shall consist of three full-time, tenured faculty members, one teaching faculty member, and one administrative faculty member. The voting members who will serve in an *ex officio* capacity are: the Associate Provost for Operations; Director of Office of Research Administration; Director of Procurement; the administrator responsible for oversight of human subjects research; and the Director of Compliance and Policy. The non-voting members who will serve in an *ex officio* capacity are: the Director of Technology Transfer and the university's legal counsel.

12.13.3 Method of Operation

The Director of Compliance and Policy shall act as Chair of the Committee. . The Committee shall meet at least once per academic semester. Six of the voting members shall constitute a quorum. A majority vote of the quorum shall be required for any official action of the committee. Subject to the above, the meetings shall be conducted according to the latest edition of *Robert's Rules of Order*.

12.13.4 Method of Appointment

The academic faculty members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty member shall be nominated by the Administrative Faculty Council and appointed by the President.

12.13.5 Terms of Appointment

All appointed committee members shall serve staggered two-year terms.

12.14 FACULTY GRIEVANCE COMMITTEE

12.14.1 Function

The Faculty Grievance Committee (Committee) is a standing committee from which panels will be chosen to hear faculty grievances.

12.14.2 Membership

The Committee will consist of twelve (12) faculty members and a Chair. Selected faculty are expected to be available to serve on a Grievance Hearing Panel, unless excused by the Chair for extended absence from campus, medical reasons or a conflict of interest (e.g., participation in the actions or decisions that led up to the grievance, close professional or personal relationships with the Grievant or Respondent, direct or indirect supervision of the Grievant or Respondent, or factors of a similar nature).

The Associate Vice President for Human Resources and Title IX shall serve as Chair in an *ex officio* capacity and will coordinate training, schedule committee meetings, make determinations regarding whether matters contained in formal grievance filings fall within the jurisdiction of the Committee, participate in the selection process of initial grievance panels, and handle other matters that may arise.

12.14.3 Committee Member Appointment

The President will make appointments in a manner that ensures a diverse membership with respect to gender, ethnicity, age, departmental representation, tenure/tenure-track and non-tenure-track faculty, and other factors. Appointments to the Committee will be recommended to the President as follows:

- A. Faculty Senate shall recommend eight academic faculty appointees (potentially including Department Heads). No more than two appointees may be from the same department or division.
- B. Administrative Faculty Council shall nominate four administrative faculty appointees. No more than two appointees may be from the same department or division.
- C. No Vice President, Vice Provost, Associate Provost, Associate Vice President or employees of Legal Services may be appointed to the Committee.

12.14.4 Terms of Appointment

Committee members will serve staggered three-year terms with roughly one-third of the committee members being replaced each year. Committee members may serve consecutive terms if recommended and appointed.

12.14.5 Method of Operation

The Committee shall meet and receive training in the grievance procedures, process, and concepts as needed.

12.14.6 Grievance Hearing Panel

Whenever there is a need to hold a formal grievance hearing under the Grievance Procedure, Section 11.3 of the Faculty Handbook, a Grievance Hearing Panel (panel) will be chosen at random from the Committee membership. The panel will initially consist of five members. No member of this initial panel

may be from the same department as the grievant or the respondent, nor can any member of the Committee be selected for the panel if that member is involved in a matter being grieved. No two members of the panel should be from the same department. The respondent and grievant will each disqualify one member of the initial panel, resulting in a final panel of three members. The order of disqualification will be determined by a coin toss.

12.15 RESEARCH ADVISORY BOARD

12.15.1 Function

The Research Advisory Board shall advise and make recommendations to the Vice President for Research and Technology Transfer (VPRTT) in matters pertaining to research at Mines. This Advisory Board will be responsible for reviewing, evaluating, and recommending changes to university research practices, infrastructure, and policies, and for helping to communicate their recommendations and other research initiatives to the campus at large.

12.15.2 Membership

The membership of the Research Advisory Board shall consist of research-active Academic Faculty representing each academic department, as well as one member representing the Faculty Senate. Additional members from staff and student organizations may be recommended by the VPRTT as needed.

12.15.3 Method of Operation

The Research Advisory Board, chaired by the VPRTT, shall meet at least once per month. Subcommittees of the Advisory Board will be assembled and tasked by the VPRTT to evaluate and recommend changes to specific research practices, infrastructure, and policies. In addition to Research Advisory Board members, these subcommittees may include additional members from across campus as needed to address the assigned topic.

12.15.4 Method of Appointment

Research Advisory Board members may be nominated by the Deans and Department Heads and will be appointed by the President based on recommendations from the VPRTT in consultation with the Deans and Department Heads.

12.15.5 Terms of Appointment

Research Advisory Board members shall serve a two-year, renewable term.

12.16 Technology Fee Committee

12.16.1 Function

The Technology Fee Committee shall be responsible for overseeing the allocation and utilization of student Technology Fee revenue. This includes the solicitation and review of proposals requesting technology fee funding, and the subsequent selection of proposals for funding. Responsibilities also

include the creation and update of general guidelines regarding the use of technology fee revenue, the process for solicitation of proposals, and the subsequent approval for the use of those funds. The committee shall also recommend, as appropriate, changes in the amount of the fee, subject to institutional guidelines on student fees.

12.16.2 Membership

The appointed membership of the Technology Fee Committee shall consist of:

- Three undergraduate students,
- Two graduate students,
- Four full-time academic faculty members,
- One academic Department Head,
- Chief Information Officer or their designee (Chair, non-voting), and
- Director of Instructional & Learning Technologies / CCIT (Co-Chair, non-voting)

12.16.3 Method of Operation

The chairperson of the Technology Fee Committee shall be the Chief Information Officer. The committee shall meet at least once per semester during the fall and spring semesters to determine the allocation of technology fee funding to specific uses. Additionally, it may meet more often as needed to execute the function of the committee as noted above and to ensure funding allocations are made in a knowledgeable and equitable manner.

At least seven voting members must be present at a meeting to constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee.

12.16.4 Method of Appointment

The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The academic Department Head committee member shall be nominated by the Deans and appointed by the President. The undergraduate student committee members shall be nominated and appointed by the Undergraduate Student Government. The graduate student committee members shall be nominated and appointed by the Graduate Student Government.

12.16.5 Terms of Appointment

All voting committee members shall serve staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than on a calendar year basis.