

# **Shared Governance Document**

**University  
of  
North Alabama**

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# **The University of North Alabama Shared Governance Document Revised December 1, 2013**

## **A. Overview<sup>1</sup>**

This document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff, and administration at the University of North Alabama. We are committed to a common vision of the mission of the institution. Further, we recognize that the success of the institution and the morale of the faculty, staff, students, and administration are dependent upon the legitimate involvement of these constituencies in the planning and decision-making processes of the University.

Shared Governance is a means of university management in which each chief group in the university community participates in decision making. This participation must be authentic and based on the principles that each group has the largest influence in matters that concern it most and that decisions made by shared governance constituent groups must have actual influence in university decision making. Shared governance includes mutual participation in the development of policy and decisions in the areas of strategic and budget planning, faculty and staff welfare, selection and retention of academic and administrative officers, campus planning and development, and organizational accountability.

These shared governance guidelines are intended to elaborate details in the way that faculty, staff, students, and administration address certain issues. These guidelines express a mutual desire to work together harmoniously and shall be interpreted to be consistent with all applicable laws, regulations, and the Bylaws of the Board of Trustees. They represent a commitment of the parties, not a legal contract.

## **B. Constituent Roles**

### **1. The Faculty Role in Shared Governance**

The faculty is the intellectual core of the University of North Alabama. It delivers instruction, carries out research, performs service for its professions and the community, and participates in the management of the University through shared governance. In the areas of intellectual development and instruction, the interest of the faculty is primary. The faculty will exercise its role in shared governance through and by service in the Faculty Senate, in the academic colleges and departments, and on university strategic and task committees. The faculty's involvement in shared governance includes, but is not limited to, the areas of curriculum, subject matter and methods of instruction, university budgeting, research, faculty status, faculty employment and welfare, and those aspects of student life which relate to the educational process.

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<sup>1</sup> The conceptual ideas in this overview are based primarily on material from the following resources:

AAUP Statement on Governance: <http://www.aaup.org/statements/Redbook/Govern.htm>

AGB Statement on Governance: <http://www.agb.org/content/trusteeship/v4n5/PRESIDEN.HTM>

U. of Arizona "Memorandum of Understanding on Shared Governance": [http://w3fp.arizona.edu/senate/shared\\_governance.html](http://w3fp.arizona.edu/senate/shared_governance.html)

University System of Maryland Document on "Shared Governance: Definition, Rationale, Principles, and Recommendations": [http://www.inform.umd.edu/UMS+State/UMD-Projects/cusf/WEB/reports\\_to\\_USM/shared\\_governance.html](http://www.inform.umd.edu/UMS+State/UMD-Projects/cusf/WEB/reports_to_USM/shared_governance.html)

Illinois State Univ. Policy on Shared Governance: [http://www.policy.ilstu.edu/govern\\_doc/govn\\_statu](http://www.policy.ilstu.edu/govern_doc/govn_statu).

## **2. The Staff<sup>2</sup> Role in Shared Governance**

The purpose and role of the staff are to provide effective support structures for the University of North Alabama, provide educational support services, and complement educational programs. The role of the staff is to represent its areas of responsibility in shared governance. The staff will exercise its role in shared governance through and by service on the Staff Senate and on university strategic and task committees. The staff's involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, research, advancement, physical resources, and staff/service employment and welfare.

## **3. The Student Role in Shared Governance**

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, procedure, and budget decisions. The Student Government Association Senate (SGA)<sup>3</sup> serves as the collective voice of the student body. The role and responsibilities of the Senate are described in detail in the SGA Senate Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Director of Student Engagement maintain a close working relationship with the Student Government officers. Many other Recognized Student Organizations (RSOs) and groups provide valuable advice to the university administration on matters that are of particular interest to their membership or to students in general.

Students participate in the deliberations of official decision-making constituent groups at the University. Most important university committees that make or recommend institutional decisions include student members. However, students are not eligible to serve in vice chair and chair positions. The President of the SGA Senate meets regularly with the Board of Trustees to give student viewpoints on issues before the Board.

The university administration uses both formal and informal means in order to maintain an awareness of the needs and view of the students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of the University.

## **4. The Administration Role in Shared Governance**

The responsibility of administrators in shared governance is to form and articulate a vision for the University, to provide strategic leadership, and to manage its resources, finances, external affairs, and operations. Administrators participate in the shared governance process in a manner designed to foster the smooth, efficient, and effective management of the University, while involving faculty, staff, and students in decision making. The authority and duties of the President in this process are outlined in the Bylaws of the Board of Trustees and in the job

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<sup>2</sup> Definition of staff as outlined in the University of North Alabama Staff Senate Bylaws includes all regular, full- or part-time, exempt and non-exempt employees of the University other than faculty and with at least six months of service with the University – with the exception of the President, Vice Presidents, and deans.

<sup>3</sup>Note: In Section C below, the SGA Senate is included in the term “Senates” along with the Faculty Senate and the Staff Senate.

description of the President. The responsibilities and duties of other administrators are described in their respective job descriptions.

## **C. University Policy Change**

### **1. The Role of Shared Governance in University Policy Change**

Any individual or group of the University (the Originator) may recommend changes to university policy. A written proposal is submitted to the Chair of the Shared Governance Executive Committee (SGEC). The role of Shared Governance is to ensure that UNA jointly involves faculty, staff, students, and administration in the development of university policies. Collaboration with all potential stakeholders is expected at every step in the development of change in university policy. The constituent groups are encouraged to consult one another.

### **2. Shared Governance Procedure for Policy Change Recommendations**

The following procedure ensures that all proposals for policy change at UNA jointly involve the faculty, staff, students, and administration in the development of these policies. Because most faculty members are on nine-month contracts, the procedures and time lines described in this section apply to the nine-month academic calendar. Under normal circumstances, policy issues are not to be considered except during the nine-month academic year. Appendix A contains a flow chart briefly outlining this policy change procedure.

- A. A written proposal is submitted to the SGEC. Upon receipt of a proposal, the SGEC first determines if the issue is editorial in nature and does not affect current policies. If editorial, the issue is addressed by the SGEC and sent directly to the President for approval. If the issue does affect current policies, the SGEC will determine if it affects only faculty or staff or students. If so, (Case 1) the SGEC sends the proposal to the respective Senate(s) within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, to consider. If the SGEC determines that input from a Shared Governance committee or committees is warranted, the proposal will follow Case 2 (below) with the provision that it will only be sent to the affected constituency's Senate(s). If the issue affects more than one constituency, (Case 2) the SGEC must determine which Shared Governance committee(s) or Senate(s) the proposal will be sent to and distribute the written proposal to that committee(s) and the appropriate Vice President within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar. If the SGEC does not move on the proposal within the specified time limit, the Originator has the authority to distribute said proposal to the appropriate Shared Governance committee.
- B. **CASE 1:** If the SGEC sends the proposal to the Faculty Senate or the Staff Senate or the Student Government Association Senate, that constituent group in consultation with the Council of Academic Deans (in academic matters) and appropriate Vice President(s) considers the proposal and sends resulting recommendation(s) to the SGEC Chair for referral to the Executive Council and/or President. Where necessary, a group considering

a proposal may provide the SGEC and the President with an update of or seek input on its work in progress. In the event the appropriate constituent group fails to act within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, the SGEC sends the written proposal within 15 calendar days of the expiration of the review period to the President with its recommendation regarding implementation or returns the proposal to the Originator.

- C. **CASE 2:** Upon receipt of a proposal, a given Shared Governance committee must, within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar,
- 1) accept the proposal as is and send it, with written comments/recommendations, to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action,
  - 2) accept the proposal with amendments. Both the original proposal and the amended version with written comments/recommendations are sent to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action, or
  - 3) reject the proposal and return it to the SGEC Chair for referral to the Originator with written comments/recommendations, or
  - 4) notify the SGEC, via the SGEC Chair, that a study requiring additional time is necessary before a recommendation can be made and indicate a timeframe for completion of the study and recommendation.

In the event the appropriate Shared Governance committee fails to do any of the above within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, acquiescence is assumed and the SGEC distributes the written proposal within 15 calendar days of the expiration of the review period, not counting university holidays and breaks as published in the university calendar, to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate.

The Faculty Senate, the Staff Senate, and the Student Government Association Senate must provide written comments/recommendations to the SGEC within 45 calendar days of receipt of said proposal. No response constitutes acquiescence to the proposal by the constituent group not responding. The Faculty Senate, the Staff Senate, or the Student Government Association Senate may ask the SGEC for an extension of up to 30 days if significant issues are addressed in the written proposal and additional time is deemed warranted. After the SGEC receives responses through the above processes and reconciles the differences, if there are any, the SGEC submits a report with recommendations to the President. If the differences are irreconcilable, the SGEC will send the recommendations to the original Shared Governance committee to which it was assigned and/or the Originator.

- 1) Once a proposal has been accepted or accepted with modifications by the President, he/she may implement it as policy. The President, or his/her designee on behalf of the President, shall inform the campus community of the new policy/policy change via email.

### **3. The Role of the President in University Policy Change**

The President of the University may seek an expedited review should he/she deem that essential. Under normal circumstances, policy issues are not to be considered except during the nine-month academic year. The President may make exceptions and request an expedited review for those times when the health and wellbeing of the University, its faculty, staff, or students would be significantly and negatively impacted by lack of action.

## **D. Shared Governance Structure**

### **I. The Shared Governance Structure at UNA shall consist of three levels of committees:**

#### **A. The Shared Governance Executive Committee**

#### **B. Strategic Committees**

1. Strategic Planning and Budget Study Committee
2. Academic and Student Affairs Committee
3. Institutional Effectiveness Committee
4. Faculty/Staff Welfare Committee
5. Facilities and Infrastructure Committee

#### **C. Task Committees**

1. Animal Care and Use Committee
2. Artificial Intelligence (AI) Committee
3. Athletic Committee
4. Food Services Committee
5. Graphics Standards and Web Communications Committee
6. Institutional Review Board
7. International Programs/Offerings Committee
8. Multicultural Advisory Committee
9. Parking and Traffic Committee
10. Undergraduate Readmissions Committee
11. Research Committee
12. Safety and Emergency Preparedness Committee
13. Student Financial Services Committee
14. Technologies Advisory Committee

### **II. Reporting Structure:**

#### **A. The SGEC reports directly to the President.**

#### **B. The five Strategic Committees all report to the President through individual Vice Presidents as follows:**

1. The Strategic Planning and Budget Study Committee reports through the Provost and Executive Vice President for Academic Affairs.
2. The Academic and Student Affairs Committee reports through the Provost and Executive Vice President for Academic Affairs.

3. The Institutional Effectiveness Committee reports through the Provost and Executive Vice President for Academic Affairs.
  4. The Faculty/Staff Welfare Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
  5. The Facilities and Infrastructure Committee reports through the Vice President for Business and Financial Affairs (VPBFA).
- C. The Task Committees report to the President through the senior administrator as indicated in the reporting structure portion of the charge of the specific committee for each of these task committees and in the Shared Governance Organizational Structure in Appendix B.
- III. All committees are advisory to the President. As provided by the Bylaws of the Board of Trustees, the President and the Board of Trustees retain final decision-making authority on all issues presented via the governance structure.
- IV. Membership on all committees, other than membership by position and student members, is for staggered, three (3) year terms, with approximately one-third (1/3) of the members having terms expire each year. An individual may serve a maximum of two (2) consecutive three (3) year terms. After two consecutive terms on a committee, an individual must sit out for at least one (1) year before being eligible for re-appointment to that committee. Student members will serve one (1) year terms and may be reappointed. Adjunct faculty are not eligible to serve on shared governance committees. Newly appointed faculty are not eligible to serve on shared governance committees during their first year of service, unless a request is made in writing to the Faculty Senate President by the faculty member, and is accompanied by support from the faculty member's department chair. The SGEC will recommend appointments to the President for membership on all committees. Terms expire the day preceding the first day of the fall semester.

New terms begin on the first day of the fall semester. The President shall appoint all committees prior to the first day of each fall semester. Persons appointed to vacated positions will serve until the normal expiration of the term to which they were appointed. Students and non-voting members will not count towards quorums. A quorum at meetings is defined as a majority of the number of appointed members in attendance. If a voting member of a shared governance committee cannot attend a meeting, the member is responsible for selecting a proxy for that meeting. Non-voting and student members may also select proxies as needed. Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed. If a committee member is absent and fails to provide a proxy for three consecutive scheduled meetings (within one year beginning the first day of the fall semester), the committee chair can request of the Shared Governance Executive Committee that the position be declared vacant and a replacement be elected to complete the unexpired term. If a shared governance committee member's university position changes prior to completion of his/her appointed shared governance committee term such that the committee member no longer represents his/her constituency (e.g., faculty or staff accepting full-time administrative positions, staff becoming full-time faculty, or administrators becoming full-time faculty or staff, etc., including interim appointments lasting longer than one semester), that committee member shall forfeit his/her committee appointment. The committee chair shall declare the position vacant to



the Shared Governance Executive Committee and request a replacement be elected from the appropriate constituency to complete the unexpired term.

Where this document calls for members recommended to the SGEC by the Faculty Senate, Staff Senate, or Student Government Association Senate, the Faculty Senate and Staff Senate and Student Government Association Senate should solicit interested candidates for committee membership from the entire faculty or entire staff or entire student body, and submit a slate of candidates at least as large as the number of open positions. The SGEC will review the nominations and submit its recommendations for membership appointments to the President. The SGEC will, to the degree possible, honor individual candidate's committee preferences in its recommendations to the President. The constituent slates, however, are for service at large and as needed.

Nominations for membership on the SGEC require special consideration. Faculty nominated to the SGEC must be full-time tenured faculty with shared governance experience. Staff nominated to the SGEC must be full-time permanent staff with shared governance experience. Students nominated by the SGA Senate should have experience in high school or collegiate student government.

- V. Membership on some committees (e.g., Strategic Planning and Budget Study Committee) may require a commitment on the part of the appointee to first attend educational sessions designed to prepare the appointee for service on the committee. For example, appointment to the Strategic Planning and Budget Study Committee may require the appointee to attend educational sessions to provide the appointee with the necessary background on budgeting and budget documents to participate in discussions of this committee. Similarly, service on the Faculty/ Staff Welfare Committee may require background sessions in insurance and compensation issues.
- VI. The Shared Governance Structure at the University of North Alabama is envisioned as a separate but complementary structure on the Organizational Chart of the University as represented by the organizational structure model in Appendix B at the end of this document.
- VII. At the beginning of each year, the SGEC and all strategic committees will select a chair and a vice-chair from among the eligible voting committee members. Normally, the previous year's vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. One of the responsibilities of the by-position members of the committees having administrative oversight of the areas within the committee's charge is to coordinate with the chair of the committee for the smooth operation of the committee and the implementation of approved committee recommendations.
- VIII. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Shared Governance Committees in all cases to which they are applicable and in which they are not inconsistent with the regulations of the Shared Governance document and any special rules of order the Shared Governance Executive Committee may adopt as per RONR § 56, pp. 561-562. However, use of e-business on committees is permitted. All shared governance committees shall refrain from making statements unrelated to their respective charge, and the presidents of the

Faculty Senate, Staff Senate, and SGA Senate shall not sign any statement from a shared governance committee without the express consenting vote of their respective senates.

- IX. The SGEC recognizes that some committees may wish to establish subcommittees from time to time. Proposed subcommittees and the proposed charge and structure of their membership should be submitted to the SGEC as information. Membership of such subcommittees must be limited to members of the originating committee.
- X. The SGEC recognizes that some committees may wish to establish special work groups from time to time. Proposed work groups and the proposed charge and structure of their membership should be submitted to the SGEC for review and approval prior to their establishment by the committee. Membership of such work groups is not limited to members of the originating committee. The charge to such work groups must include an ending date for the work group's charge.
- XI. Individual units of the University (department level or equivalent) may establish committees intended to work on issues that do not significantly impact other units of the campus directly. The creation of such committees does not require SGEC approval but should be submitted to SGEC as an information item, if the work of the committee has the potential to impact other units on campus. New standing or ad hoc university committees must have prior review and approval by the SGEC. This review should result in a written recommendation to the President regarding the impact of the proposed new committee on the shared governance structure of the University. Requests for new committees that do impact other units of the campus must be presented to SGEC for approval and should contain the proposed structure, charge, membership, and reporting chain. The President retains the authority to establish taskforces, working groups, or committees following consultation with the SGEC.
- XII. All committee chairs, except where otherwise noted, will submit a year-end report to the senior administrator as specified in the committee's reporting structure, and send an electronic copy to the Chair of the SGEC. The year-end report must address the committee's charge and other matters of interest to the shared governance process, as indicated on the Annual Report template provided by the SGEC. This year-end report will ultimately go to the President and be posted to the Shared Governance Webpage.
- XIII. Individuals with administrative responsibility for a given area should not chair a strategic committee, but may chair a task committee. All members of committees who are serving by reference to a specific position are voting members unless otherwise specified.
- XIV. Governance Committee Composition and Charge

### **Shared Governance Executive Committee**

- A. Membership
  - 1. Four (4) full-time tenured faculty members recommended by the Faculty Senate with the concurrence of the President. The Chair is to be selected by the committee from among this group by mutual agreement of both the Committee

and the President. The Chair should be a tenured senior faculty member respected by all campus constituencies.

2. Two (2) Vice Presidents selected by the President
3. One (1) College Dean recommended by the Council of Academic Deans with the concurrence of the President
4. Two (2) staff members, at least one of whom must be below the rank of department chair/division director, recommended by the Staff Senate with the concurrence of the President
5. One (1) representative of the Student Government Association Senate, recommended by the Student Government Association Senate President with the concurrence of the University President
6. The presidents of the Faculty Senate and the Staff Senate in their particular year(s) of service in these leadership positions

B. Charge

1. To serve as the “Committee on Committees” and annually make recommendations to the President regarding membership on all university committees covered by the governance structure
2. To provide advice and counsel to shared governance committees in order to help these committees perform optimally
3. To conduct ongoing review of the structure and composition of all university committees and to make recommendations to the President regarding changes in structure or committee composition
4. To review all recommendations for the creation of new university committees, both standing and ad hoc, and to make recommendations to the President regarding their role and effect within the shared governance system
5. To conduct ongoing review and evaluation of the effectiveness of the shared governance system and to propose to the President any adjustments or modifications suggested by this review
6. To conduct an ongoing review of the effectiveness of communication of information within the shared governance system at all levels of the University and to make recommendations to the President regarding methods to improve communication where necessary
7. To serve as the advisor to the President (and others) on assignment of issues to appropriate deliberative constituent groups, including assignment of issues to the SGEC itself
8. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community

9. To receive all written proposed recommendations for policy change, distribute the written proposals to the appropriate Senate, Strategic, or Task Committee of Shared Governance within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, and send written notification to the proposal originator of the proposal's status
10. To ensure the complete, accurate, and timely placement of changes in the Shared Governance Document and to reconcile these changes with the Office of the President and Office of the Provost and Executive Vice President for Academic Affairs, for the official Shared Government Document archive (Appendix C)

C. The SGEC reports directly to the President of the University.

#### XIV. Strategic Committees: Composition and Charge

##### 1. Strategic Planning and Budget Study Committee

###### A. Membership

1. Vice Presidents
2. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
3. Five (5) faculty members, recommended to the SGEC by the Faculty Senate
4. Director of Athletics
5. Three (3) staff members at large, recommended to the SGEC by the Staff Senate
6. One (1) representative from the Student Government Association Senate appointed by the Student Government Association Senate President

###### Non-Voting Members

1. Provost and Executive Vice President for Academic Affairs or designee
2. Executive Director for University Priorities
3. Director of Institutional Research

###### B. Charge

1. To participate in all aspects of strategic planning, including:
  - Reviewing procedures for university strategic planning
  - Relating the strategic planning process to annual reports
  - Reviewing progress and recommending updates to the University's Strategic Plan annually
2. To conduct systematic reviews of expenditure needs and revenue needs including:
  - Reviewing and prioritizing recommendations from all areas of the University concerning financial resource needs, based on the University's Strategic Plan
  - Reviewing links between budget requests and departmental annual reports

- Reviewing results reported by the Institutional Effectiveness Committee to support assessment, evaluation, and improvement
  - Reviewing prioritized recommendations from the Facilities and Infrastructure Committee to monitor conformity with the University's Strategic Plan
  - Conducting systematic reviews of actual and planned expenditures
3. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
- C. This committee reports to the President through the Provost and Executive Vice President for Academic Affairs.

## 2. Academic and Student Affairs Committee

- A. Membership
1. Six (6) faculty members, one from each college and two at large, recommended to the SGEC by the Faculty Senate
  2. Four (4) staff members, to include one or more from Student Affairs, recommended to the SGEC by the Staff Senate
  3. Two (2) student members, recommended to the SGEC by the Student Government Association Senate President
  4. One member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
- Non-Voting Members
1. Provost and Executive Vice President for Academic Affairs or designee
  2. Vice President for Student Affairs or designee
  3. Chief Enrollment Officer
  4. Chief International Affairs Officer
  5. All other Council of Academic Deans members
- B. Charge
1. To originate, review, recommend and report in the following areas:
    - a. Academic and/or Student Affairs policies and issues as received from the SGEC
    - b. Student recruitment, retention, and admissions
  2. To communicate its deliberations and findings through the Provost and Executive Vice President for Academic Affairs to the President, and after discussion with the President, to the university community
  3. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
  4. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC
- C. This committee reports to the President through the Provost and Executive Vice President for Academic Affairs.

### 3. Institutional Effectiveness Committee

#### A. Membership

1. One (1) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
2. Two (2) staff members with institutional effectiveness (IE) reporting requirements, to be recommended to the SGEC by the Staff Senate
3. Two (2) faculty members with IE reporting requirements, to be recommended to the SGEC by the Faculty Senate
4. One (1) faculty member from Educational Technology Services, to be recommended to the SGEC by the Faculty Senate
5. One (1) staff member from the Office of Institutional Research, to be recommended to the SGEC by the Council of Academic Deans
6. One (1) member of the Strategic Planning and Budget Study Committee (SPBSC), to be selected annually by the SPBSC who will serve as liaison between the SPBSC and the IE Committee
7. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) liaison is an ex officio member of this committee

#### Non-Voting Members

1. The Academic Affairs official with IE and Assessment oversight

#### B. Charge

1. To recommend and develop procedures for planning and evaluating institutional effectiveness based on university goals, priorities, and the Strategic Plan
2. To review and evaluate the use of assessment by institutional units and recommend improvement in the assessment process where necessary
3. To review and evaluate the effectiveness of the institution's responses to assessment and evaluation in the form of budgetary or programmatic modifications
4. To review and evaluate the use of benchmarking by individual units for purposes of continual improvement of programs and/or services
5. To communicate activities to the university community
6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the President through the Provost and Executive Vice President for Academic Affairs.

#### **4. Faculty/Staff Welfare Committee**

##### **A. Membership**

1. Four (4) faculty members, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members, recommended to SGEC by the Staff Senate
3. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans

##### Non-Voting Members

1. Assistant Vice President for Human Resources
2. Vice President for Business and Financial Affairs
3. Campus Safety Officer

##### **B. Charge**

1. To review and make recommendations on matters relating to faculty and staff welfare, including compensation, benefits, health and safety, and quality and equity of work issues
2. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
3. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
4. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the President through the Vice President for Business and Financial Affairs.

#### **5. Facilities and Infrastructure Committee**

##### **A. Membership**

1. Associate Vice President for Facilities Administration and Planning or designee
2. One (1) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
3. Three (3) faculty, recommended to the SGEC by the Faculty Senate
4. Two (2) staff, recommended to the SGEC by the Staff Senate
5. One (1) student, recommended to the SGEC by the Student Government Association Senate President
6. Campus Safety Officer
7. Chief Information Officer

##### Non-Voting Members

1. Director of Disability Support Services
2. Provost and Executive Vice President for Academic Affairs or designee
3. Vice President for Student Affairs or designee
4. Vice President for University Advancement or designee

5. Vice President for Business and Financial Affairs or designee
6. Director of Athletics

B. Charge

1. To review and recommend updates to the campus master plan on a periodic basis
2. To make recommendations to the UNA Executive Council regarding campus space allocation to meet changing institutional needs
3. To evaluate recommendations concerning campus facilities that may need renovation or repairs as well as the need for new facilities or modified use of existing facilities
4. To make recommendations on the prioritization of needs for renovation and repairs to campus facilities and infrastructure, including major technology components
5. To review all of these needs in light of the long-range goals of the University
6. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
7. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
8. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the President through the Vice President for Business and Financial Affairs.

XV. Task Committees: Composition and Charge

**1. Animal Care and Use Committee**

A. Membership

1. Four (4) faculty, recommended to the SGEC by the Faculty Senate, at least one of whom must be a practicing scientist experienced in research involving animals, and at least one whose primary concerns are in a non-scientific area
2. Two (2) staff members recommended to the SGEC by the Staff Senate

Non-Voting Members

1. One local DVM

B. Charge

1. To review compliance with and administer the *Public Health Service Policy on the Care and Use of Laboratory Animals*
2. To examine the *Public Health Service Policy on the Care and Use of Laboratory Animals* annually for policy changes
3. To propose changes in university practices relating to laboratory animals
4. To oversee and enforce the University Animal Welfare Policy



5. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC
- C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## **2. Artificial Intelligence (AI) Committee**

- A. Membership
1. One (1) faculty member from each of the Colleges of Arts, Sciences, and Engineering, Sanders Business and Technology, Education and Human Sciences, Anderson Nursing and Health Professions, Collier Library and Information Services, and Educational Technology Services, recommended to the SGEC by the Faculty Senate
  2. Two (2) members of the staff, recommended to the SGEC by the Staff Senate
  3. One (1) member of the staff from Enrollment Marketing and Digital Communications, recommended to the SGEC by the Staff Senate
  4. One (1) student, recommended to the SGEC by the Student Government Association Senate President
  5. Chief Information Officer or designee
- B. Charge
1. To evaluate and guide AI training resources such as training and guest speakers for faculty, staff, and students
  2. To establish guidelines for the university's adoption of AI products like student-facing AI chatbots; while comparable to other software contracts, AI use might require additional review
  3. To evaluate and further recommend the use of plagiarism detection tools
  4. To create an AI Guidelines/Policy website
  5. To create a baseline, adaptable syllabus statement to be included in the university syllabus management tool, Simple Syllabus
  6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC
- C. The committee reports to the Provost and Executive Vice President for Academic Affairs.

## **3. Athletic Committee**

- A. Membership
1. Vice President for Business and Financial Affairs
  2. Vice President for Student Affairs

3. Director of Athletics
4. Director of Student Financial Aid or designee
5. Registrar
6. Associate Athletic Director – Business Affairs/Senior Woman Administrator
7. Title IX Coordinator
8. Chief Diversity Officer or designee
9. Six (6) faculty members, including the Faculty Athletics Representative, and five (5) recommended to the SGEC by the Faculty Senate
10. One (1) minority staff member from Athletics, recommended to the SGEC by the Division of Athletics
11. Three (3) student representatives, recommended to the SGEC by the Student Government Association Senate President

B. Charge

1. Ensure the proper role of athletics within the overall mission of the University
2. Ensure the integrity of the athletics program with regard to NCAA, ASUN Conference, state and federal law compliance, gender equity, and support for the principles presented by the Knight Foundation’s Commission on Intercollegiate Athletics
3. Review and monitor (as necessary, assist in developing) all compliance procedures and recommend institutional procedural changes based upon changes in NCAA rules
4. Assign and document responsibilities for compliance tasks
5. Work to maintain the proper perspective of athletic competition within the university life of the student-athlete
6. Monitor the academic performance and progress made by student-athletes
7. Oversee all programs designed to ensure the academic success, personal development and personal welfare of student-athletes
8. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
9. To submit a final written report electronically by the first day of the fall semester to the President with a copy sent to the Chair of the SGEC

C. This committee reports to the President.

**4. Food Services Committee**

A. Membership

1. Three (3) faculty members, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members – 1 from International Affairs, 1 from Housing and Residence Life, and 2 from the staff at large - recommended to the SGEC by the Staff Senate
3. Three (3) members of the student body recommended to the SGEC by the SGA Senate President
4. Student Government Association Senate President
5. Vice President for Business and Financial Affairs or designee

6. Assistant Director for Scheduling and Events

Non-Voting Members

1. Vice President for Student Affairs or designee
2. District Manager of Food Services
3. Director of Dining Services

Additional members may be added to this committee with approval of the SGEC.

B. Charge

1. To meet monthly each academic year to gain feedback and discuss issues, concerns, and new creative ideas for food services on campus
2. To make recommendations to the Vice President for Student Affairs and the Vice President for Business and Financial Affairs for the purpose of improving food services
3. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
4. To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the Vice President for Student Affairs.

**5. Graphics Standards and Web Communications Committee**

A. Membership

1. Director of University Media and Public Relations
2. Assistant Athletic Director – Communications
3. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
4. One (1) member of the faculty at large, recommended to the SGEC by the Faculty Senate
5. One (1) faculty member from each of the Colleges of Arts, Sciences, and Engineering, Sanders Business and Technology, Education and Human Sciences, Anderson Nursing and Health Professions, and Collier Library and Information Services, recommended to the SGEC by the Faculty Senate
6. Senior Graphic Designer
7. Principal Web Architect
8. One (1) student representative, recommended to the SGEC by the Student Government Association Senate President
9. Director of Educational Technology Services
10. Director of Admissions
11. Director of Alumni Relations

Non-Voting Member

1. Provost and Executive Vice President for Academic Affairs or designee

B. Charge

1. To serve as an advisory committee on the establishment and implementation of the university's uniform graphics standards policies
2. To gather and review information on the use of university graphics on and off campus, and assess university graphics standards in light of the information obtained
3. To review the UNA Web Page regularly and to recommend changes to the page to ensure that it contains accurate, up-to-date information consistent with the graphic standards of the University
4. To propose changes for the improvement of university graphic and web materials and their uniform use
5. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

B. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## 6. Institutional Review Board (IRB)

### A. Membership

1. Twelve (12) faculty members– recommended to the SGEC by the Faculty Senate:
  - Three (3) from Education and Human Sciences, to include at least one from Kinesiology,
  - Two (2) from Anderson Nursing and Health Professions,
  - One (1) from Sanders Business and Technology,
  - One (1) from Behavioral Sciences,
  - One (1) from Social Science,
  - Two (2) from Biology, Chemistry, Occupational Health Science, or Physics
  - An individual with primary concerns in non-scientific areas, and
  - An individual with primary concerns in scientific areas that traditionally do not use human research participants
2. One individual not affiliated with the University
3. One representative from the Alabama prison system

The Vice Chair has the authority to act in the role of Co-Chair when required by federal grant regulations.

### B. Charge

1. To review compliance with and administer the University of North Alabama policy on the Use of Human Research Participants
2. To examine the University of North Alabama policy on the Use of Human Research Participants annually and assess university practices in light of the information obtained
3. To propose changes in university practices relating to the use of human research participants

4. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  5. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC
- C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## **7. International Programs/Offerings Committee**

- A. Membership
1. Six (6) faculty members, with at least one representative from each college, recommended to the SGEC by the Faculty Senate
  2. Associate Vice Provost for International Affairs
  3. The International Affairs representative who directs the global learning/study abroad program
  4. One (1) staff member selected from the Offices of Admissions, Registrar, or Student Financial Aid, recommended to the SGEC by the Staff Senate
  5. One (1) international student representative, recommended to the SGEC by the Student Government Association Senate President
  6. Vice President for University Advancement
  7. One (1) faculty member who has successfully led a UNA credit-bearing study abroad program within the previous three years
  8. One (1) student member who has successfully completed a UNA sanctioned study abroad program within the previous three years
- B. Charge
1. To serve as an advisory committee to international programs/offering on campus
  2. To assist the Office of International Affairs with information related to international programs/offering on campus
  3. To provide a mechanism for coordinating all programs/offering within various colleges as well as other areas on campus
  4. To serve as a mechanism for international offerings/program development
  5. To appraise and approve the education abroad scholarship applications
  6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  7. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC
- C. The committee reports to the Provost and Executive Vice President for Academic Affairs.

## **8. Multicultural Advisory Committee**

### **A. Membership**

1. Eight (8) faculty members, 2 from each of the colleges chosen to reflect the diverse groups and cultures at the University of North Alabama and recommended to the SGEC by the Faculty Senate
2. Two (2) students, recommended to the SGEC by the Student Government Association Senate President
3. Two (2) members of the staff, recommended to the SGEC by the Staff Senate
4. One (1) member of the staff from International Affairs, recommended to the SGEC by the Staff Senate
5. One (1) member of the staff from Student Engagement, recommended to the SGEC by the Staff Senate

### Non-Voting Member

1. Chief Diversity Officer

### **B. Charge**

1. To serve as an advisory committee for the examination of issues of campus diversity and multiculturalism
2. To gather and review information on university diversity and multiculturalism and assess university performance in these areas in light of the information obtained
3. To propose changes in campus policies, procedures, and programs related to diversity and multiculturalism
4. To provide oversight, review, and nomination of the minority recipients of the Major Dwayne Williams Memorial Scholarship
5. To provide oversight, review, and nomination of the recipient of the President's Diversity Award to be announced annually at the UNA Awards Gala
6. To work closely with the Chief Diversity Officer regarding diversity issues
7. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
8. To submit a final written report electronically by the first day of the fall semester to the Chief Diversity Officer with a copy sent to the Chair of the SGEC

- C. This committee reports to the Chief Diversity Officer.

## **9. Parking and Traffic Committee**

### **A. Membership**

1. Four (4) members of the faculty, recommended to the SGEC by the Faculty Senate
2. Two (2) staff members, recommended to the SGEC by the Staff Senate
3. Three (3) students, recommended to the SGEC by the SGA Senate
4. Chief of University Police

- B. Charge
1. To serve as an advisory committee in areas including parking planning, allocation, and enforcement
  2. To provide a system of appeals for those receiving traffic citations
  3. To serve as a hearing tribunal by hearing appeals and rendering decisions as to the appropriateness of citations
  4. To hold hearings as regularly as possible to ensure the expeditious processing of appeals
  5. To review and recommend changes to the parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate
  6. To forward to the Vice President for Student Affairs for action any decision made by the Parking and Traffic Committee
  7. To gather and review information on university parking planning, allocation, and enforcement and related areas and assess university performance in these areas in light of the information obtained
  8. To propose changes in university parking planning, allocation, and enforcement and related areas
  9. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  10. To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC
- C. This committee reports to the Vice President for Business and Financial Affairs.

## **10. Undergraduate Readmissions Committee**

- A. Membership
1. Two (2) faculty members from the College of Arts, Sciences, and Engineering, recommended to the SGEC by the Faculty Senate
  2. Two (2) faculty members from the Sanders College of Business and Technology, recommended to the SGEC by the Faculty Senate
  3. Two (2) faculty members from the College of Education and Human Sciences, recommended to the SGEC by the Faculty Senate
  4. One (1) faculty member from the Anderson College of Nursing and Health Professions, recommended to the SGEC by the Faculty Senate
  5. Two (2) students, recommended to the SGEC by the SGA Senate

### Non-Voting Members

1. Director of Admissions
  2. The staff member with chief responsibility for coordinating international student admissions
- B. Charge
1. To serve as an advisory committee on undergraduate readmissions and allied issues
  2. To serve as a board of appeal on undergraduate readmissions

3. To gather information on undergraduate readmissions and allied issues and assess university performance in these areas in light of the information obtained
4. To propose changes in university policy and procedures on undergraduate readmissions and allied issues
5. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

## 11. Research Committee

### A. Membership

1. Five (5) faculty members, recommended to the SGEC by the Faculty Senate
2. One (1) associate dean or Council of Academic Deans member, recommended by the Council of Academic Deans
3. One (1) staff member from the Office of Institutional Research, recommended to the SGEC by the Staff Senate

### Non-Voting Member

1. Provost and Executive Vice President for Academic Affairs or designee

### B. Charge

1. To serve as an advisory committee on the university’s research function and related issues
2. To serve as a screening board, recommending action for university released time and non-released time research grants (not including those grants given through individual college research committees)
3. To gather information on the University’s research efforts and related issues, and assess university performance in these areas in light of the information obtained
4. To propose changes in university policies, procedures, and practices on research and related issues
5. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the Provost and Executive Vice President for Academic Affairs.



**12. Safety and Emergency Preparedness Committee**

- A. Membership
1. Chief of University Police
  2. One (1) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
  3. Chief Information Officer
  4. Associate Vice President for Facilities Administration and Planning
  5. Executive Director, Health and Well Being
  6. Director of Housing and Residence Life
  7. Assistant ITS Director for Network and Infrastructure
  8. Campus Safety Officer
  9. Five (5) faculty members, including one from Visual Arts and Design, one from Biology, one from Chemistry and Physics, one from Engineering and Industrial Professions, and one faculty member at large, recommended to the SGEC by the Faculty Senate
  10. One (1) student, recommended to the SGEC by the SGA Senate, who serves as an ex officio member of this committee

Non-Voting Members

1. Vice President for Student Affairs
2. A member of the Lauderdale County Emergency Management Agency

B. Charge

1. To serve as an advisory committee on the university's emergency/disaster preparedness and other safety and health matters
2. To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
3. To develop and edit the University Safety and Health Manual
4. To gather information about the university's emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained
5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters
6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the Vice President for Student Affairs.

**13. Student Financial Services Committee**

- A. Membership

1. Five (5) faculty members, recommended to the SGEC by the Faculty Senate
2. One (1) staff member, recommended to the SGEC by the Staff Senate
3. Controller for Auditing and Finance
4. Director of Athletics
5. Vice President for University Advancement

Non-Voting Members

1. Director of Student Financial Aid

B. Charge

1. To serve as an advisory committee in the area of student financial services
2. To serve as a board of appeal on financial aid awards
3. To gather information on student financial services and allied fields, and assess these services in light of the information obtained
4. To propose changes in student financial aid policies and procedures consistent with federal, state, and NCAA regulations and donor agreements
5. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
6. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

- C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

**14. Technologies Advisory Committee**

A. Membership

1. Five (5) faculty members, recommended to the SGEC by the Faculty Senate: two from the College of Arts, Sciences, and Engineering, one each from the Sanders College of Business and Technology, the College of Education and Human Sciences, and the Anderson College of Nursing and Health Professions
2. One (1) library faculty member, recommended to the SGEC by the Faculty Senate
3. One (1) staff member selected from the Offices of Admissions, Registrar, or Student Financial Aid, recommended to the SGEC by the Staff Senate
4. One (1) student, recommended to the SGEC by the SGA Senate
5. Principal Web Architect
6. Controller for Accounting Services

Non-Voting Members

1. Chief Information Officer
2. A faculty or staff representative from Educational Technologies Services
3. Chair of the Computer Science and Information Systems Department

B. Charge

1. To serve as an advisory committee in the areas related to technology development, acquisition, and management including networks, cable television, telephone system, computer laboratories and systems
2. To gather information on areas related to technology development, acquisition, and management, and to assess university needs and performance in light of the information obtained
3. To propose changes in areas related to technology development, acquisition, and management including policies, procedures, and products used
4. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
5. To submit a final written report electronically by the first day of the fall semester to the Provost and Executive Vice President for Academic Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the Provost and Executive Vice President for Academic Affairs.

XVI. Campus Committees Outside the Shared Governance Structure

**1. Teacher Education Council**

This committee reports to the Dean of the College of Education and Human Sciences.

**2. Commencement Committee**

A. This committee reports to the Provost and Executive Vice President for Academic Affairs.

B. All recommendations which concern substantive changes and procedures will be referred through the Provost and Executive Vice President for Academic Affairs to the appropriate Shared Governance committee.

**3. Homecoming Committee**

A. This committee reports to the Vice President for University Advancement.

B. All recommendations which concern substantive changes and procedures will be referred through the Vice President for University Advancement to the appropriate Shared Governance committee.

**4. Undergraduate Curriculum Committee**

This committee reports to the Provost and Executive Vice President for Academic Affairs.

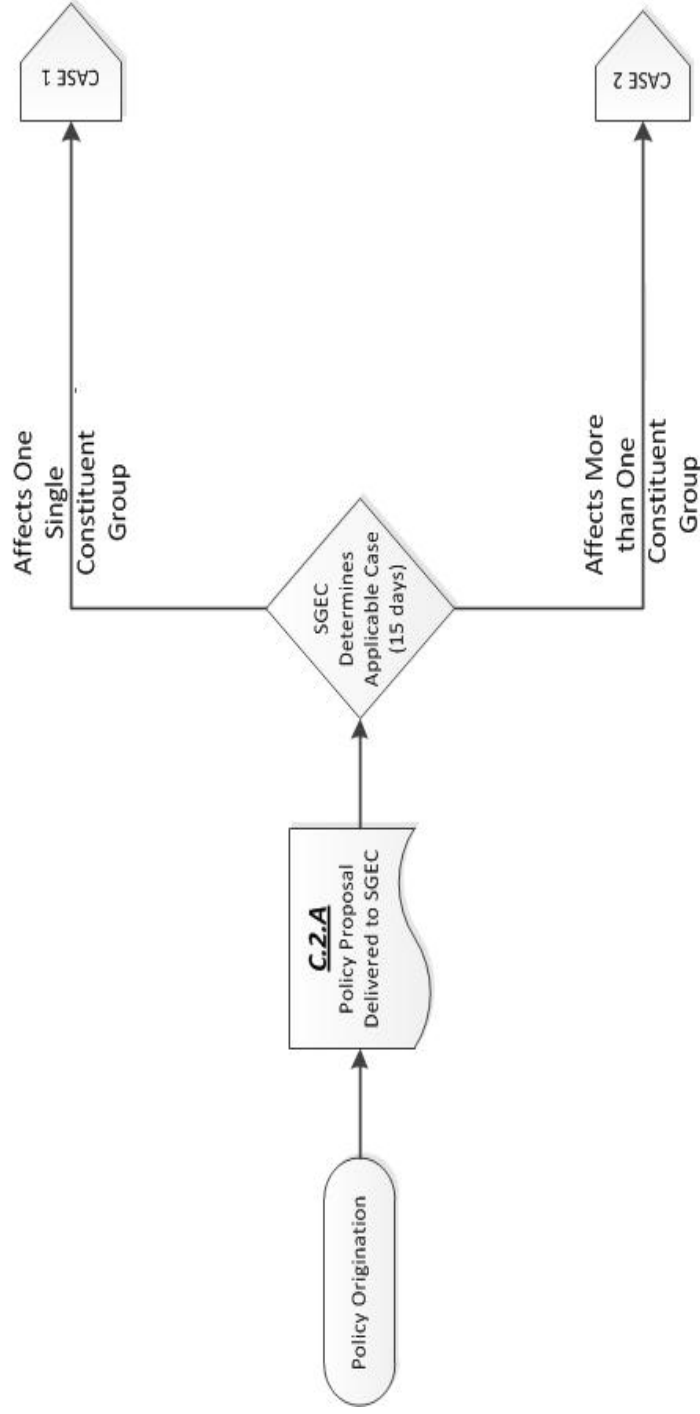
**5. Graduate Council**

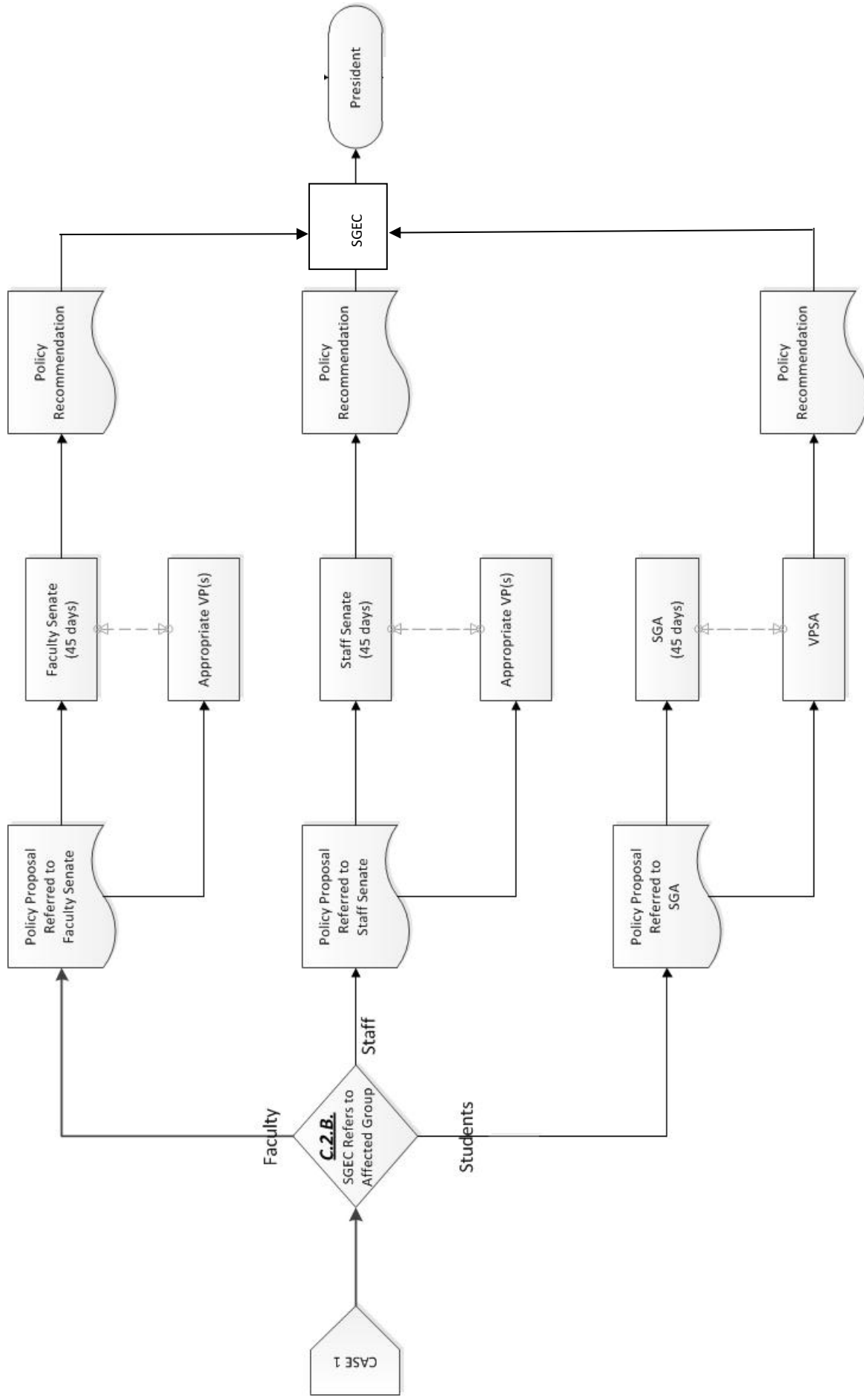
This Council reports to the President through the Provost and Executive Vice President for Academic Affairs.

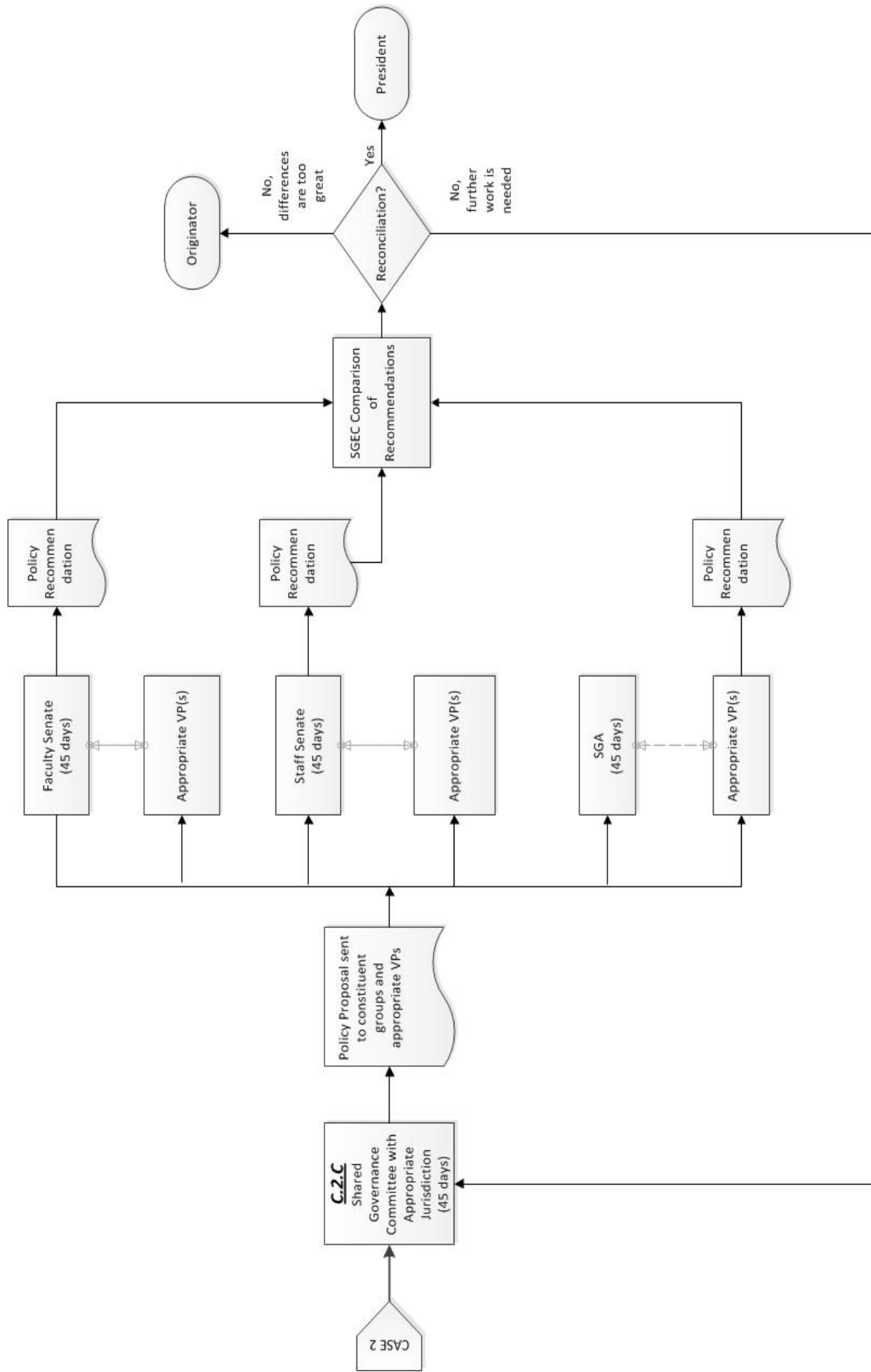
**6. Non-Traditional and Interdisciplinary Curriculum Committee (NTICC)**

This committee reports to the Provost and Executive Vice President for Academic Affairs.

Appendix A  
Shared Governance Procedure for Policy Change Recommendations  
Changes proposed by Faculty Senate Ad hoc Committee, 2/15/2011

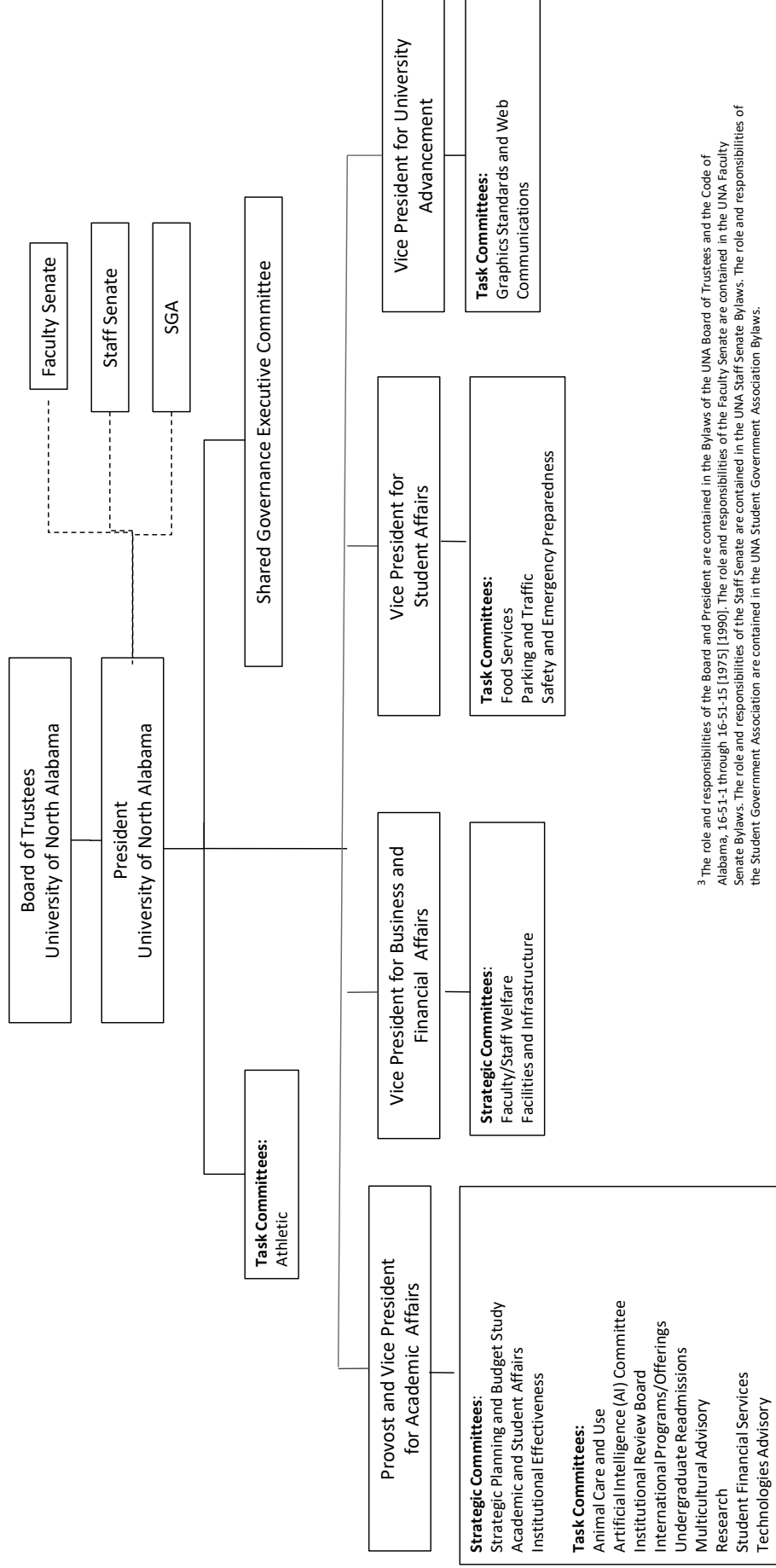






## APPENDIX B

### University of North Alabama Shared Governance Organizational Structure<sup>3</sup>



<sup>3</sup> The role and responsibilities of the Board and President are contained in the Bylaws of the UNA Board of Trustees and the Code of Alabama, 16-51-1 through 16-51-15 [1975] [1990]. The role and responsibilities of the Faculty Senate are contained in the UNA Faculty Senate Bylaws. The role and responsibilities of the Staff Senate are contained in the UNA Staff Senate Bylaws. The role and responsibilities of the Student Government Association are contained in the UNA Student Government Association Bylaws.

## APPENDIX C

### Archives for Official Shared Governance Documents

The Shared Governance Document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff, and administration at the University of North Alabama. As such, the complete, accurate, and timely placement of changes in the Shared Governance Document is paramount to the cooperative management of the University. Archiving an official copy of the Shared Governance Document is necessary to ensure the accuracy and timeliness of the guidelines to be followed by the constituent groups in the shared governance process of the University.

The Official Shared Governance Document will be kept in the Office of the President, the Office of the Provost and Executive Vice President for Academic Affairs, and the Office of the SGEC. Each office will maintain a hard copy and an electronic copy of the official Shared Governance Document. At the beginning of his/her term, the Chair of the SGEC will obtain both a hard copy and electronic copy of the official document, disseminate this to the members of the SGEC and assure the Shared Governance web site is updated. At the end of his/her term, the Chair of the SGEC will reconcile with the Office of the President and the Office of the Provost and Executive Vice President for Academic Affairs any changes that have been approved during the course of the year and will then pass along the updated hard copy and electronic copy to the new Chair of the SGEC. The SGEC office, the Office of the President, and the Office of the Provost and Executive Vice President for Academic Affairs will also house an official copy of shared governance records including SGEC meeting agenda and minutes.