AUSTIN PEAY STATE UNIVERSITY

STANDING COMMITTEES
ADVISORY COMMITTEES
COUNCILS

2018-2019
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Standing Committees

Standing committees are appointed annually by the president or the appropriate vice president governing each committee after consultation with the faculty senate president, staff senate president, and the student government association president. The faculty senate, staff senate, and student government association, may poll their members and provide recommended members of specific committees based on membership composition as designated in the following pages. The president or the appropriate vice president appoints the chair of each standing committee.

The president or the appropriate vice president, after consultation with the committee chair, faculty senate president, staff senate president, and student government association president, take the following actions at the beginning of any academic year:

1. Temporarily suspend appointment based on previous inactivity
2. Permanently discontinue a standing committee based on inactivity or other appropriate reason
3. Add a new standing committee
4. Combine committees to avoid duplication and to increase efficiency
5. Change the composition of a committee

The purpose of the standing committees is to assist the conduct of university proceedings in designated areas.

Actions and recommendations of the committees are subject to review and approval of the appropriate vice president and/or president as noted in the following pages.

Advisory Committees

Advisory committees are appointed by the president for 1-3 year terms for selected academic programs, centers, and other appropriate areas. The dean of the respective area is responsible for recommending members after consultation with the director of each program.

The president may, after consultation with the vice president and appropriate dean, take the following actions at the beginning of any academic year:

1. Temporarily suspend appointment based on previous inactivity
2. Permanently discontinue an advisory committee based on inactivity or other appropriate reason
3. Add a new advisory committee
4. Change the composition of a committee

The purpose of advisory committees is to provide advice and counsel on areas such as program curriculum, mission, activities, placement of graduates, etc.

Actions and recommendations of the committee are subject to review and approval of the appropriate vice president and/or president as noted in the following pages.
Councills

Councills are appointed annually by the president of the university after consultation with the appropriate vice president or other appropriate campus governing body. Composition of the councillors and designation of president or chair of each are listed on the following pages.

Councills are permanent governance bodies and can be changed only by mutual agreement of the president and the respective council’s voting membership.

The purpose of the councillors is to make governance recommendations to the president of the university and to provide a representative forum for discussion of issues which are of concern to the respective groups.

Meeting Agendas, Minutes and Annual Reports

All standing committees, advisory committees, and councillors will maintain agendas and minutes of all meetings. In addition, each will submit to the president or the appropriate vice president an annual report electronically on the designated form (see p. vi) by June 30 of each year.
ACCESSIBLE UNIVERSITY ADVISORY COMMITTEE

**Membership:** University Attorney, Director of Disability Services, Director of Equal Opportunity and Affirmative Action, Director of Physical Plant Operations, Director of University Design and Construction, Director of Student Counseling Center, Associate VP for Finance, Associate VP/Chief Information Officer for Information Technology, Director of Distance Education, Vice Provost/Associate VP for Academic Affairs, Faculty Senate Representative, Staff Senate Representative, SGA Representative, Director of Woodward Library.

**Description:** The committee has the responsibility to review and recommend policies related to accessibility and to identify potential problem areas or barriers to full participation in programs, activities and facilities. The committee will serve as a collective resource for the campus community. The committee will monitor compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, and any other pertinent laws. The committee will promote educational programs, training opportunities and/or professional development for faculty and staff. The committee will advise the president and senior leadership regarding access compliance.

(Approver: VPSA)

ADMISSION STANDARDS COMMITTEE

**Membership:** 7 Faculty (in the event a faculty member cannot participate in a meeting, the faculty member may designate his/her temporary replacement for that meeting from within the tenured or tenure track members of the faculty member’s college), director of admissions, graduate admissions, representative from enrollment management and academic support, registrar, director of student financial aid, and vice president for student affairs. Faculty members will serve a three-year term and can serve two consecutive terms. When consecutive faculty terms have been served, a three-year break must occur before serving again.

**Description:** The committee has the responsibility to review applications of students who do not meet the stated admission requirements for the university. The committee may waive certain aspects of the admission requirements and admit no more than 10% of all accepted students. The committee will review the progress of these students and will recommend full admission status when they have satisfactorily completed the stipulations for conditionally admitted students. The appellate source for further consideration after the University Admissions and Standards Committee is the Dean of Enrollment Management or such other person as the president may designate. The committee will meet at least once at the beginning of each semester and may meet other times as needed. The Director of Admissions will serve as a non-voting chair of the committee.

(Approver: Provost/VPAA)

ATHLETIC COMMITTEE

**Membership:** 6 Faculty, 3 Administrative/Professional staff outside athletics, 2 ex officio (director of athletics and senior woman administrator in athletics), Director of Equal Opportunity and Affirmative Action, 4 students recommended by the Director of Athletic Academic Services, Faculty Athletics Representative.

**Description:** The committee will regularly review issues associated with the welfare of student athletes participating in intercollegiate athletics in OVC and NCAA sports to ensure that the
University and the Athletics Department maintain the proper balance between participation in athletics and academic achievement. The committee will prepare an annual report and other reports as needed, advising the president and the faculty senate of the athletic department’s performance with respect to its academic and athletic goals and with respect to the welfare of the student-athletes participating in OVC and NCAA sports. The committee will communicate the concerns of student-athletes participating in intercollegiate athletics to the faculty senate and the university community, including the athletics department, the university administration, academic departments, the faculty as a whole, and other groups as warranted. (Approver: VPEA)

COMMENCEMENT COMMITTEE

Membership: Executive Assistant to the President (Chair), Registrar, Provost or designee, Coordinator of Athletic Facilities, Asst. Dir. of Safety Environ Comp, Director of Public Safety, Executive Director of Public Relations and Marketing, ROTC representative, 4 Department of Communications representatives, Department of Music representative, Director of University Facilities, SGA President, Assistant to the Provost, Executive Administrative Assistant to the President, ADA Coordinator, 2 Faculty Representatives (1 from either COAL, COSTEM and 1 from either COBHS, COE, or COB who are readers or the marshal)

Description: The committee has the responsibility for assisting the president and provost in the planning and implementation of commencement exercises at the university. (Approver: Provost/VPAA)

CONFLICT OF INTEREST COMMITTEE

Membership: 6 Faculty (with a strong research background), one from each college and Library, 1 Staff, and 2 ex officios (university attorney and chief audit officer - non-voting). Faculty members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee shall evaluate conflict of interest disclosures as well as allegations or concerns raised relating to possible conflicts of interests and shall make determinations regarding what actions may be required to manage, reduce or eliminate conflicts of interests. Recommendations of the committee concerning the rights and responsibilities of all parties will be referred to the President for final determination. (Approver: President)

DIVERSITY COMMITTEE

Membership: 6 faculty, 2 students, director of Hispanic cultural center (ex officio), director of African American cultural center (ex officio), director of study abroad and international exchange, director of admissions, representative from financial aid (ex officio), director of equal opportunity and affirmative action (ex officio) liaison of academic affairs (ex officio), coordinator of the military student center (ex officio), director of human resources, associate director of disability services, coordinator for Hispanic cultural center (ex officio), chief diversity officer (ex officio), 1 community member (ex officio).

Description: The committee is responsible for developing strategies to attract and retain a diverse student body and to recruit, retain, advance, recognize, and promote a diverse faculty and staff.
The committee recommends diversity related programs and initiatives, and review and assesses data. The committee should also develop strategies to encourage interaction among the university’s diverse groups to enrich the educational experience and to prepare leaders to live and work in a competitive global community. Finally, the committee should seek to provide guidance to the university community regarding ways of incorporating diversity in substantive and significant ways into teaching, learning and research.
(Approver: President)

**EMERGENCY MANAGEMENT COMMITTEE**

**Membership:** 1 member from each of the following areas: physical plant, information technology, university facilities, student affairs, APC@FC. 1 faculty representative, 1 staff representative and one student representative. The Director of Public Safety will serve as chair.

**Description:** The committee has the responsibility to analyze emergency management initiatives and evaluate their effectiveness for emergency preparedness, response, recovery and mitigation. The committee will review emergency plans and make recommendations for revisions or changes to the Director of Public Safety. The purview of the committee shall be limited to emergency management and business continuity planning.
(Approver: VPFA)

**ENVIRONMENTAL HEALTH AND SAFETY ADVISORY COMMITTEE**

**Membership:** 3 faculty – one from each of the following colleges: CoAL, CoBHS, and CoSTEM. One representative from Athletics, Finance and Administration, and Student Government Association. There will be 6 ex officio members. One from Public Relations, Public Safety, University Counsel, Human Resources, the Assistant Director of the Physical Plant Operations, and the Assistant Director of Safety and Environ Comp. The Assistant Director of Safety and Environment Comp will be the permanent chair.

**Description:** The committee has the responsibility for developing procedures and necessary activities to ensure Austin Peay State University complies with applicable requirements outlined in the Environmental, Health, and Safety Policy. It will establish the University Environmental Health and Safety (EHS) Manual and incorporate/refer to existing EHS plans/policies such as Public Safety Emergency Procedures Plan, and any other EHS plans developed by any division of the University. The committee will regularly review and evaluate campus security programs based on analysis of trends, statistics and guidance on public safety and crime awareness training to prevent/reduce crime on campus and in the university community. The committee will review and evaluate campus departmental safety programs and performance annually. The review and evaluation will consist of analysis of current trends and comparison of University statistics to state and national statistics. The committee will provide guidance and make recommendations on campus and departmental safety issues.
(Approver: VPFA)

**FACULTY HANDBOOK COMMITTEE**

**Membership:** 1 tenured faculty member from each college and Library and 1 at large member, Vice Provost/Associate VP for Academic Affairs (ex officio). Members will serve 3 year terms and can serve two consecutive terms. When consecutive terms have been served, a three-year
break must occur before serving again. When a new chair is appointed, the former chair will remain as ex officio for at least one year for continuity.

**Description:** The committee has the responsibility for reviewing and revising the faculty handbook to ensure that it is maintained in an up-to-date fashion. The committee will be responsible for revising the handbook on an annual basis and submitting a proposed revised Faculty Handbook to the Office of Academic Affairs so that it is available to faculty for electronic distribution at the beginning of each academic year.

(Approver: Provost/VPAA)

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**FACULTY HONORS AND AWARDS COMMITTEE**

**Membership:** Faculty (7) – 1 from each college and Library, 1 from APC@FC, 4 ex officio (vice provost/associate vice president academic affairs, assistant to provost, associate vice president/dean of students, administrative assistant in academic affairs). New members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

**Description:** The Faculty Honors and Awards Committee is responsible for Austin Peay State University’s faculty awards. The Committee serves as the coordinating entity for university departments to nominate and vote on award recipients. The Committee consults with the President and Provost to ensure the timely presentation of these awards. Faculty awards are presented at the Fall Faculty meeting in August for the preceding academic year.

Faculty Awards
- APSU National Alumni Association Distinguished Professor Award
- Chamber of Commerce Distinguished Faculty Award for Community Service
- Richard M. Hawkins Award
- Socrates Award

(Approver: Provost/VPAA)

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**FACULTY RETENTION, TENURE, PROMOTION (RTP) POLICY COMMITTEE**

**Membership:** 1 tenured faculty member from each college and Library; 1 at large member; and Vice Provost/Associate VP for Academic Affairs (ex officio). Members will serve 3 year terms and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again. When a new chair is appointed, the former chair will remain as ex officio for at least one year for continuity.

**Description:** The committee has the responsibility for reviewing and proposing revisions to policies, guidelines, and forms related to faculty retention, tenure, and promotion. The committee will work with the Provost and his staff to propose RTP policy and guideline revisions to the Faculty Senate as needed.

(Approver: Provost/VPAA)
FACULTY & STAFF GRIEVANCE COMMITTEE

**Membership:** 11 Faculty, 10 Staff – Members will serve 3 year terms. Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

**Description:** In the event a grievance is submitted to the president, three members of the committee and an alternate will be appointed as a Grievance Panel to hear the grievance. The majority of members must be from a peer group. The president will appoint the panel chair. Details relative to procedures and responsibilities can be found in APSU Policy 1:017. Ordinarily, a member will serve a three-year term.

(Approver: Provost/VPAA)

FEE ADJUSTMENT APPEALS COMMITTEE

**Membership:** 3 Faculty – 2 from Clarksville campus and 1 from APC@FC, 2 full-time students, 2 student affairs professionals (one which will serve as assistant chair)

**Description:** This committee has the responsibility for considering and rendering decisions on fee adjustment appeals denied by the Dean of Enrollment Management and Academic Support Services. Students may appeal adverse decisions in writing to the committee within ten working days of the date of denial. The committee will meet four times each year in March, May, October and December—to consider such appeals; the committee chair will notify the appellant of the committee’s decision via e-mail within five days of the date of the decision.

(Approver: VPFA)

FINANCIAL AID AND SCHOLARSHIPS APPEAL BOARD COMMITTEE

**Membership:** 2 Faculty, 2 Staff, faculty athletics representative, and 2 ex officio (director of student financial aid, representative from athletics)

**Description:** This appeal board hears the following appeals:

1. Those cases where students do not maintain appropriate grades to retain their scholarships. If students believe there has been an extenuating circumstance, they may appeal to the board in an effort to retain the scholarship.
2. Those cases where students that are participating in the College Work-Study Program appeal decisions relative to their appointments to work positions.
3. Those cases where students wish to appeal the non-renewal of athletic aid. This committee will meet when the director of financial aid deems it is appropriate or when a student files an appeal with the director.

The director of financial aid serves as a resource person.

(Approver: VPEA)

GENERAL EDUCATION COMMITTEE

**Membership:** All 11 members of the committee will be appointed by the provost (in compliance with the Tennessee Board of Regents critical competencies mandate) in consultation with the Provost’s Council and faculty senate president. Members will serve 3 year terms and can serve
two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Membership includes 4 faculty from the college of arts and letters, two of whom must be from written and oral communication disciplines; 2 faculty from the college of science, technology, engineering, and mathematics, ensuring that one faculty member will be from the math department; 2 faculty from the college of behavioral and health sciences; 1 faculty from college of business; 1 faculty from college of education; 1 faculty from the library. Among the 11 members, at least one will be a faculty member assigned to APC@FC and one will be a dean from one of the five academic colleges and will serve as committee chair.

**Description:** The committee will have responsibility for ensuring that critical competencies (written communication, oral communication, math skills, and critical thinking skills) are evaluated. The committee will also address development of APSU’s student learning outcomes. In addition, the committee will review and vote on all changes and additions to university core courses and will advise the University Curriculum Committee for their final decision. An annual report will be provided to the provost regarding progress in meeting goals to instill in students the four critical competencies.  
(Approver: Provost/VPAA)

**HOMECOMING COMMITTEE**

**Membership:** 1 faculty, Director of Alumni Relations and Director of Student Life and Engagement will be co-chairs, SGA President, Director of Public Safety, SOC President, Director of Bands, Executive Director of Public Relations and Marketing, Associate Director of Athletics, Director of University Center.

**Description:** The committee has the responsibility for developing the activities for homecoming each year. In addition to agreeing on a theme and disseminating information relative to the theme and proposed activities, the committee will assist the appropriate administrative personnel in the development of these activities.  
(Approver: VPEA)

**INQUIRY COMMITTEE ON RESEARCH AND SCHOLARSHIP MISCONDUCT**

**Membership:** 1 tenured faculty member from each college and Library. The committee shall elect its own chair, who will serve for a term of 1 year. Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

**Description:** The committee is responsible for coordinating investigations into any alleged research and scholarship misconduct. Although the committee will be notified by the chair of the Institutional Review Board of any allegations of research or scholarly misconduct, any member of the academic community can notify the committee of alleged research and scholarly misconduct. After the committee has investigated alleged misconduct, it will file a report with the provost recommending sanctions when appropriate.  
(Approver: Provost/VPAA)
INSTITUTIONAL EFFECTIVENESS COMMITTEE

Membership: 2 co-committee chairs and 1 committee co-chair elect recommended by the Provost/VP of Academic Affairs and confirmed by the President, 1 college dean and 1 department chair appointed by Provost/VP of Academic Affairs, 11 faculty appointees by faculty senate representing each college and Library, 5 appointees by Student Affairs, 3 appointees by Finance and Administration, 1 staff senate appointee, 1 appointee by Athletics, 1 committee advisor-Vice Provost/Associate VP Academic Affairs, 1 past co-chair. There are 6 ex officio members: Provost, VP for Student Affairs, VP for Finance and Administration, Faculty Senate President, Student Government Association President, 1 appointee by External Affairs. Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee will support the University’s commitment in establishing outcomes assessment as an ongoing and integral part of its culture and emphasis on quality programs and services. To accomplish this charge, the committee provides oversight, guidelines and resources for program-and unit-level implementation of assessment and evaluation activities. The committee reviews departmental institutional effectiveness reports of academic programs and non-academic units. The committee’s work supports activities pertaining to SACSOC standards of institutional effectiveness and does not supplant the work of existing committees with a targeted role in assessment (e.g., General Education committee) or the work of discipline-specific accreditation or academic audit committees.
(Approver: Provost/VPAA)

INSTITUTIONAL REVIEW BOARD

Membership: 6 faculty members. 1 from each college and Library, plus one at large member, 1 student, and 2 ex officio (community representative and dean of graduate studies). The dean of the college of graduate studies or his or her designee will serve as chair. Members of the board are appointed for three-year renewable terms. There are no limits on reappointment.

Description: The committee is responsible for implementation and enforcement of federal laws and regulations governing human research as well as APSU Policy 2:002, Research Involving Human Subjects. APSU's agreement with the U. S. Department of Health and Human Services Office of Human Subjects Protection requires that APSU policy apply to all research involving human subjects, and all other activities which, even in part, involve such research, regardless of sponsorship, if one or more of the following apply:

1. The research is sponsored by this institution; or
2. The research is conducted by or under the direction of any employee or agent of the institution in connection with his or her institutional responsibilities; or
3. The research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution; or
4. The research involves the use of this institution’s non-public information to identify or contact human research subjects or prospective subjects.

The committee reviews and approves all planned/proposed research, development, and related activities involving human subjects to ensure that applicable federal laws and regulations protecting humans who volunteer to serve as research participants. APSU policy requires all research protocols involving human subjects to be reviewed whether or not such research is
Members of the board are appointed for three-year renewable terms. There are no limits on reappointment.
(Approver: Provost/VPAA)

INTELLECTUAL PROPERTY AND COMMERCIALIZATION COMMITTEE

Membership (to include individuals with experience in intellectual property matters):
2 staff members, at least 4 faculty members (representing diverse disciplines) 3 ex officio members (executive director of research and sponsored programs, university attorney, and member from information technology. Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The purpose of this committee is to serve the intellectual property (IP) interests of APSU, its personnel (either full-time, part-time, or temporary employees), its enrolled students, and any other persons using APSU facilities and resources. To fulfill this purpose, the committee will evaluate and/or research information and statements submitted to the committee by employees to determine if the IP was either derived from work supported by or through the institution or involved a significant use of the institution’s resources. The committee submits to the President its recommendation relative to: 1) the ownership of the intellectual property, 2) the need to seek protection (including patent and copyright), 3) the distribution and assignment of royalties, 4) the acceptance of related third-party agreements, 5) commercialization of the intellectual property, and 6) any deviation of APSU Policy 2:047 as appropriate to the situation or circumstances surrounding the intellectual property.
(Approver: Provost/VPAA)

INTERNATIONAL RECRUITMENT AND ADMISSION COMMITTEE

Membership: One faculty representative from each college and Library. One student representative from the SGA. International Recruiter, ex officios (Advancement representative, Director of Study Abroad & International Exchange, Human Resources representative, English Language Institute representative, Public Relations/Marketing representative, Associate Provost of Research & Dean of College of Graduate Studies, VP for External Affairs, Associate Provost for Enrollment Management, Assistant VP for Student Affairs/Director of Housing, Residence Life and Dining Services, and Executive Director of Extended and International Education). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee is responsible for developing, reviewing and making recommendations to recruit, admit, and enroll international students at APSU.
(Approver: Provost/VPAA)

ONLINE COURSE COMMITTEE

Membership: 8 Faculty, 2 Staff (1 of whom is from information technology) 2 Students, 2 ex officio (director of distance education and 1 staff from distance education). Members will serve
a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee is responsible for promoting distance education initiatives that directly support the institution’s mission, values and strategic objectives. The committee is also responsible for developing research centered best practices, policies and procedures that promote quality online/hybrid teaching and learning; examining institutional and instructional support mechanisms to ensure online/hybrid students have adequate and equitable access to services; advising institution on how to continuously improve online/hybrid faculty support and training; evaluating and recommending emerging technologies and technological infrastructure that support student learning in online/hybrid courses; and establishing and monitoring processes for the assessment of online learning effectiveness. (Approver: Provost/VPAA)

PARKING COMMITTEE

Membership: 3 Faculty, 4 Staff, 5 Students and 3 ex officio (director of physical plant and director of public safety and director of housing).

Description: The committee has the responsibility to review campus parking regulations and zoning, and compiling requests/recommendations from the campus community. The committee will provide recommendations to the director of public safety and the director of the physical plant for efficient parking operations. The purview of the committee shall be limited to matters of parking, traffic flow, roads and lighting.

(Approver: VPFA)

RESIDENCY APPEALS COMMITTEE

Membership: 5 Faculty, 1 Staff, 2 Students and 3 ex officio (coordinator of graduate admissions, director of admissions and registrar). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee has the responsibility for assisting the Office of Admissions in the determination of student residency status of any student when a question arises concerning this matter. As part of the APSU residency appeals process, the committee may be utilized by the Director of Admissions to assist in the review of applications of students who may not meet the stated admissions requirements for the university. If the Director of Admissions calls on this committee, and the committee chooses to waive certain aspects of the requirements, it may do so. The committee will meet at least once at the beginning of each semester; convening prior to Spring, Spring II, Summer, Fall and Fall II semesters as necessary. Additionally, the committee may meet at other times as necessary.

(Provost/VPAA)

SEXUAL ASSAULT RESPONSE TEAM ADVISORY COMMITTEE

Membership: Assoc. VP for Student Affairs and Dean of Students/Deputy Title IX Coordinator, Director of Equal Opportunity and Affirmative Action/Title IX Coordinator, Chair of Military Science, Counselor for Counseling Program SAC, Director of Public Safety and Chief of Police, Assoc. Director of Housing/Residence Life and Dining Services, 1 Faculty, Associate Athletic
Director or Senior Woman Administrator, 2 Students, Coordinator Fraternity/Sorority Affairs, Director of Student Conduct/Case Manager.

Description: The committee has the responsibility to assist in the coordination of sexual misconduct and sexual assault prevention initiatives. The committee is a collaboration that includes campus leaders who have formal responsibilities for various prevention and reporting initiatives, and those who have expressed an interest in these initiatives.
(Approver: VPSA)

SPACE ALLOCATION COMMITTEE

Membership: 2 faculty, 1 student, 1 staff, SGA President or designee, the Provost/VP Academic Affairs, VP for Finance and Administration, (chair), VP for External Affairs, VP for Student Affairs, Director of University Design and Construction (ex officio), Director of University Center, Faculty Senate President.

Description: All university buildings and land belong to the University as a whole and are subject to assignment and reassignment to meet the institution’s overall priorities and needs. The space allocation committee is charged with the responsibility and authority for reviewing and recommending all individual space requests, campus wide space plans, and new space planning to the President. Recommendations to the President are made after careful review of all relevant factors including: adherence to the master plan, compatibility with existing use of space, university strategic priority and cost, space utilization report, legal, environmental and external mandates. Requests regarding the allocation of academic space are to be directed to the Provost.
(Approver: VPFA)

STUDENT ACADEMIC GRIEVANCE COMMITTEE

Membership: 6 Faculty, one from each college and Library, 2 Students, 1 non-voting ex officio (VP of Student Affairs of his/her designee). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee has the responsibility for hearing and reviewing grievances from students relative to concerns with their academic programs, grade appeals, or other areas where the students may feel grieved. An appeal of a committee decision may be made to the provost.
(Approver: Provost/VPAA)

STUDENT ACADEMIC SUSPENSION APPEAL COMMITTEE

Membership: 11 Faculty, two from each college (including one from APC@FC) and one from Library, 4 Students and 1 ex officio (registrar). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee, which will be structured into three subcommittees with one designated for the Fort Campbell program, will address questions related to student appeals for the waiver of policies relative to suspension. At the beginning of each term, the committee will meet and make decisions relative to student requests to waive the rules of suspension. The
committee will review each appeal and render a decision. The decision of the committee is final.  
(Approver: Provost/VPAA)

STUDENT NON-ACADEMIC GRIEVANCE COMMITTEE

**Membership:** 3 Faculty members, 3 staff members – one of whom is from student affairs, 3 students appointed by the president of the SGA, and the Director of Equal Opportunity and Affirmative Action (ex officio)

**Description:** The purposes of the committee are to:
1. Hear student’s grievances and complaints about the actions and performances of University personnel in non-academic matters
2. Determine the validity of the grievance or complaint
3. Report their findings to the appropriate supervising authority
4. Recommend action to be taken.
(Approver: VPSA)

STUDENT WELLNESS STEERING COMMITTEE

**Membership:** Associate Dean, College of Behavioral and Health Sciences; Chair, Department of Health and Human Performance; Chair, Department of Psychological Science and Counseling; Chair, Department of Social Work; Chair, School of Nursing; Director, Counseling and Health Services (Committee Chair); Director, University Recreation; Ft. Campbell Faculty Member; Vice President for Student Affairs; and one student.

**Description:** The Student Wellness Steering Committee is responsible for monitoring the work of committees devoted to student wellness. Reporting committees include, but are not limited to, Alcohol and Other Drug (AOD) Committee, Health Promotion Committee, and Mental Health and Wellness Committee. The steering committee will nominate chairs and members of committees to Faculty Senate. The steering committee will ensure delivery of effective strategic planning, policy development, population assessment, internal and external communication, and community building in the interest of creating a culture of student wellness at the University.
(Approver: VPSA)

**Student Wellness Committee**  
**Alcohol and other Drugs (AOD) Committee**

**Membership:** selected in consultation with the Student Wellness Steering Committee and this subcommittee’s Chair. Recommend 50/50 balance of faculty and staff members, one staff member from Athletics, and at least one student member.

**Description:** in consultation with the Student Wellness Steering Committee, the AOD Committee will engage in population assessment, community building, education, policy development, strategic planning, and reporting around key areas of student health and wellness pertaining to alcohol, drug, and marijuana use. In the interest of strategically addressing these and other areas of student health and wellness, the committee will administer the CORE survey to the student population once every three years and will use data and analytics derived from these assessments to set priorities and assign tasks.
Student Wellness Committee
Health Promotion Committee

Membership: selected in consultation with the Student Wellness Steering Committee and this subcommittee’s Chair. Recommend 50/50 balance of faculty and staff members, one staff member from Athletics, and at least one student member. 

Description: in consultation with the Student Wellness Steering Committee, the Health Promotion Committee will engage in population assessment, community building, education, policy development, strategic planning, and reporting around key areas of student health, including exercise, nutrition, sexual health, sleep, and smoking cessation. In the interest of strategically addressing these and other areas of student health, the committee will administer the National College Health Assessment to the student population once every three years and will use data and analytics derived from these assessments to set priorities and assign tasks.

(Approver: VPSA)

Student Wellness Committee
Mental Health and Wellness Committee

Membership: selected in consultation with the Student Wellness Steering Committee and this subcommittee’s Chair. Recommend 50/50 balance of faculty and staff members, one staff member from Athletics, and at least one student member. 

Description: in consultation with the Student Wellness Steering Committee, the Mental Health and Wellness Committee will engage in population assessment, community building, education, policy development, strategic planning, and reporting around key areas of student mental health, including anxiety, depression, stress, and suicide prevention/postvention. In the interest of strategically addressing these and other areas of student health, the committee will administer the Healthy Minds Survey (or similar assessment) to the student population once every three years and will use data and analytics derived from these assessments to set priorities and assign tasks.

(Approver: VPSA)

STUDY ABROAD COMMITTEE

Membership: One faculty representative from each college and Library who has experience with study abroad programs, Director of International Education (ex officio), Dean of Students (ex officio), Director of Student Financial Aid and Veterans Affairs (ex officio), Faculty Member – Past Committee Chair (ex officio), Faculty Member – Campus Representative, Cooperative Center for Study Abroad (ex officio). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The primary function of the committee is to promote study abroad as a high impact practice at Austin Peay State University. The committee also seeks to support and encourage more students to participate in academically sound study abroad experiences. In addition, the committee is charged with making policy recommendations and reviewing proposed study abroad programs involving academic credit.

(Approver: Provost/VPAA)
SUSTAINABLE CAMPUS FEE COMMITTEE

Membership: 3 faculty members (with 1 from APC@FC), 3 staff members, 3 students (3 of whom should be on-campus residents), 1 representative from Student Affairs, the Manager of Dining Services (ex officio), the Assistant Director Safety Environ Comp, Sustainability Coordinator. Members will serve a three-year term.

Description: The committee has responsibility for advising the president and vice president for finance and administration relative to the development of on-campus sustainability initiatives. The committee shall meet at least once each semester to recommend projects and funds distribution to the president. In addition, the committee shall prepare a status report for publication at the end of each fiscal year for all program activities. Members should demonstrate reasonable knowledge about clean, renewable energy practices, as well as familiarity with efficiency and conservation principles. Initiative recommendations should focus primarily on direct demonstrable campus sustainability benefits, energy efficiency and utility conservation, alternative fuels, and sustainable design.
(Approver: VPFA)

TAF ALLOCATION COMMITTEE

Membership: 3 faculty, 1 staff, 3 students, associate vice president/chief information officer of technology, 1 representative from the office of information technology, I.T. Technical Clerk, executive director for Fort Campbell Center (or their appointee), director of distance education. Faculty, staff and student representatives will serve a two-year term. The associate vice president/chief information officer will co-chair this committee. The other co-chair will be elected by the group and must have served on a prior TAF allocation committee for at least two years.

Description: The committee reviews the faculty, staff, and/or administrative proposals for funding by the Technology Access Fees (TAF) and recommends funding identified proposals to the Information Technology Advisory Committee as a whole for final approval.
(Approver: VPFA)

TITLE IX and GENDER EQUITY COMMITTEE (for Intercollegiate Athletics)

Membership: Faculty Athletics Representative, Senior Woman Administrator, 1 male head coach, 1 female head coach, Student Athlete Advisory Committee (SAAC) President, Athletics Director or designee, President Office designee, Title IX Coordinator, Community member, staff senate representative, student representative from athletics, Finance and Administration Representative. The students serving should be diverse in gender and ethnicity.

Description: This committee will serve as an advisory body to the President on issues related to Title IX and gender equity in APSU’s intercollegiate athletics programs; to field requests from campus and the community regarding the addition of sports; to develop an effective method of surveying skills, interests and abilities (the 3rd prong) and annually evaluate those survey results; to routinely monitor and document participation levels of the underrepresented sex sports programs; to conduct an annual review of the gender equity plan; to provide review, direction, and support in the development of plans to enhance gender equity in athletics and compliance with Title IX; and to educate campus on gender equity issues. (Approver: VPEA)
UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES COMMITTEE

Membership: 10 faculty representatives (2 from College of Science, Technology, Engineering, and Mathematics, 2 from College of Arts and Letters, 2 from College of Behavioral and Health Sciences, 1 from College of Business, 1 from College of Education, 1 from the Library, and 1 from APC@FC), Director of Office of Student Research and Innovation (OSIR), Associate Provost for Research/Dean of Graduate Studies (ex officio). Members will serve a 3-year term and 1 member will serve a fourth year as (ex officio). In the event a faculty cannot participate in a meeting; the faculty member may designate his/her temporary replacement for that meeting from within the tenured or tenure track members of the faculty members’ college.

Description: The committee has the responsibility of facilitating and supporting the diverse projects of the APSU Office of Student Research and Innovation (OSIR). (Approver: Provost/VPAA)

UNIVERSITY ANIMAL CARE AND USE COMMITTEE

Membership: 6 Faculty (including one non-scientist), 1 Student, 1 Community Representative, 1 veterinarian, 2 ex officio (assistant director of safety environ comp; director of research and sponsored programs) – Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again. *Time served restrictions may be waived in the case of any member whose knowledge/expertise is critical to the committee’s work.

Description: The committee has the responsibility for ensuring that Austin Peay is in compliance with the requirements of the Federal Animal Welfare Act (7 U.S.C. 2131 et seq.) and its amendments, the PHS Policy on the Humane Care and Use of Laboratory Animals, and other Federal statutes and regulations relating to animals. (Approver: Provost/VPAA)

UNIVERSITY CALENDAR COMMITTEE

Membership: 1 representative from each of the following: academic dean, academic department chair, faculty senate, staff senate, student government, registrar’s office*, student affairs*, human resources*, finance/bursar’s office*, university facilities*, and the executive director of the Ft. Campbell Center. The chair or co-chairs will be appointed from this group. Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee has responsibility for making recommendations to the president regarding key academic and other major university dates. These include spring break, fall break and holidays not already designated by the APSU Board of Trustees. APSU Policy 2:027, Academic Calendars and Student Registration, will provide the framework for the calendar with flexibility as noted for individual campuses. (Approver: Provost/VPAA)
UNIVERSITY CURRICULUM COMMITTEE

Membership: 20 members- 3 members from among the vice presidents, deans and directors (or comparable positions) shall be appointed by the President, for terms of three years each with one term expiring each year. 7 elected by the full-time faculty from among tenured teaching faculty (including department chairpersons), for terms of three years each with at least two terms to expire each year. 1 elected from the current membership of the faculty senate with term of service for one year. 2 undergraduate students to serve a term of one year, which must have been in resident for three of the four preceding terms. 1 graduate student for a term of one year. 3 members shall be appointed by the President from among the full-time tenured teaching faculty (including department chairs) with terms of three years each with one expiring each year. The Provost and Vice President for Academic Affairs and the President of the university shall be permanent members, the Registrar (ex officio)

Description: The committee receives proposed changes in curriculum and makes final recommendations to the President of the University. The Committee may initiate studies of academic and/or curricular concern and make resultant recommendations to the President of the University. It may deliberate and make recommendations relative to curricular and/or academic proposals submitted to it through usual academic offices or by faculty organizations. In addition, the Committee advises on matters which the President may submit to the Committee for its consideration. The General Education Standing Committee shall report to the Provost and Vice President for Academic Affairs or the University Curriculum Committee. When either the Provost and Vice President for Academic Affairs or the University Curriculum Committee desires review of CORE courses or CORE issues, this standing committee will be available for this purpose. (Approver: Provost/VPAA)

UNIVERSITY LIBRARY ADVISORY COMMITTEE (formerly Library and Institutional Memberships/Subscriptions Committee)

Membership: 7 Faculty (one from each college, Library, and graduate studies), 2 Staff (1 of whom is non-library) 2 Students, 1 ex officio (director of the library services). Members will serve a three-year term and can serve two consecutive terms. When consecutive terms have been served, a three-year break must occur before serving again.

Description: The committee serves as a faculty, student, and staff advisory body to the Director of Library Services. The committee’s primary role in representing campus faculty, students and staff include:
1. Advising on general policies regarding collections, services, instructional programs and infrastructure, as well as on major new initiatives and assessment processes.
2. Advising on budget allocations necessary to provide the type and quality of library resources and services needed by the university community.
3. Advocating on behalf of the library regarding funding needs relevant to the library’s services, resources, and infrastructure.
4. Participating in strategic visioning and goal setting.
5. Considering broad national issues pertinent to scholarly communication, open access, and the role of the university library in teaching and research, and communicating its perspectives, as appropriate, within the committee and externally to the university community.
6. Facilitating communication with and obtaining feedback from the university community with regard to library collections, programs, services, infrastructure, and communication mechanisms. The chair of the University Library Advisory Committee also serves as an ex officio member of the Woodward Library Society (friends of the library) Board of Directors.

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UNIVERSITY POLICY COMMITTEE

**Membership:** Vice president of finance and administration, vice president of academic affairs, vice president of student affairs, VP for External Affairs, Legal Affairs, faculty senate chair, staff senate president, student government association president.

**Description:** The committee has the responsibility for making recommendations to the President concerning the implementation, revision, or revocation of non-academic policies.

UNIVERSITY TENURE AND(promotion appeals) BOARD

1 faculty member from all colleges and library, 1 faculty member chosen by faculty senate, 1 faculty member chosen by the President. 1 dean chosen by President to chair the committee

*Deans of colleges and submit representatives by Sept. 1st after fall semester begins. Committee needs to be in place by October 1.*
ADVISORY COMMITTEES

AFRICAN AMERICAN CULTURAL CENTER ADVISORY COMMITTEE

Membership: 3 Faculty, 3 Staff, 3 Students, 2 Community Representatives, 1 ex officio (director of the African American Cultural Center)

Description: The advisory committee has the responsibility for:

1. advising the director of the center on the development of student retention activities
2. developing guidelines for programs in consultation with the director
3. recommending speakers for the African American Cultural Center events
4. implementing other ideas, programs and activities relative to creating an environment conducive to the educational needs of African American students as well as the entire student body
5. advising the director of the center on outreach efforts and other projects that will increase university-wide awareness and appreciation of African American culture and heritage.

(Approver: Vice President for Student Affairs)

HISPANIC CULTURAL CENTER ADVISORY COMMITTEE

Membership: 3 Faculty, 3 Staff, 3 Students, 2 Community Representatives, 2 ex officio (Director of Student Life and Engagement and Cultural Director of the Hispanic Cultural Center. The faculty advisor will serve as chair).

Description: The advisory committee has the responsibility for:

1. recommending the development of student retention activities
2. developing guidelines for programs
3. recommending speakers for the Hispanic Cultural Center events
4. implementing other ideas, programs and activities relative to creating an environment conducive to the educational needs of Hispanic students as well as the entire student body
5. directing outreach efforts and other projects that will increase university-wide awareness and appreciation of Hispanic culture and heritage.

(Approver: Vice President for Student Affairs)
COUNCILS
University councils are composed of elected representatives of constituent groups and function as part of the shared governance structure of the institution. Through formal action, they provide recommendations for changes in policy, curricular and other areas. The president of the university considers their recommendations and makes final decisions on areas appropriate for shared governance.

GRADUATE ACADEMIC COUNCIL

Membership: GAC is chaired by the College of Graduate Studies Dean and is comprised of a single representative from each graduate degree program*, a representative from Faculty Senate, a representative from the Office of the Registrar, a representative from the Library, a representative from Financial Aid, two graduate student representatives selected by the GAC chair, and a representative from Office of Student Research & Innovation. Graduate degree program representatives are selected by department chairs. Only faculty representatives from graduate degree programs and the Library have voting privileges.

*Should a department have multiple graduate degree programs then the number of representatives will be determined by the Dean of the degree program’s College and the Dean of the College of Graduate Studies.

Description: The Graduate Academic Council (GAC) receives and deliberates additions and amendments to graduate courses and curricula as well as policies/regulations/guidelines impacting graduate programs, and makes recommendations to University Academic Council and/or other University officials. GAC may initiate studies that are concerned with the welfare of graduate programs.

(Approver: Provost/VPAA)

PROVOST’S COUNCIL

Membership: Provost and the Provost’s direct reports.

The Provost’s Council meets regularly and assists in the approval of policies, procedures, or processes related to academic matters.

RESEARCH COUNCIL

Membership: RC is chaired by the Associate Provost for Research and is comprised of representatives from each college (2 CoB, 2 CoE, 3 CoAL, 3 CoBHS, 3 CoSTEM), a representative from Faculty Senate, a representative from the Office of the Research and Sponsored Programs, a representative from the Library, and a representative from Office of Student Research & Innovation. At least one of the representatives from each college should have strong affiliations with a graduate program within the college. Only faculty representatives will have voting privileges.

Description: The Research Council (RC) monitors the research environment of APSU and deliberates additions and amendments to policies/regulations/guidelines impacting research activities and/or APSU employees engaged in research. The RC may initiate studies that are
concerned with the welfare of research and advises the University in matters concerning research. The RC may engage in additional responsibilities as determined by the RC chairperson. (Approver: Provost/VPAA)

TEACHER EDUCATION COUNCIL

Membership: Membership by academic position is provided for the: Dean of the Martha Dickerson Eriksson College of Education, Director of Teacher Education and Partnerships; Dean of the College of Graduate Studies (ex officio); Provost and Vice President for Academic Affairs (ex officio); Certification Officer (ex officio), and Graduate Coordinators for the Martha Dickerson Eriksson College of Education. All these members have voting rights, except for the Director of Teacher Education, who serves as chairman of the council, and the ex officio members. In addition, a minimum of one member shall be appointed from each of the academic areas involved in teacher education, one undergraduate student, and one graduate student. All members shall be appointed by the Provost upon recommendation from the Dean of the College of Education.

Description: The Teacher Education Council shall have responsibilities for oversight of all phases of the teacher education program in the context of the existing academic governance structure. Its responsibilities include the development and approval of policies pertaining to teacher education. It is the designated unit of the University for all basic programs and shares the responsibility for advanced programs with the Graduate and Research Council.

FACULTY SENATE

Membership: One Senator per seven university faculty members (or major fraction thereof) in each of the following areas: Natural Sciences, Social Sciences, Humanities, Business, Education, Arts, and Sciences

Description: The senate is the representative organization of the university faculty. It considers matters which concern the faculty as well as a wide variety of matters relating to the progress and future development of the university. The senate makes recommendations to the president, as well as to other university administrators.

STAFF SENATE

Membership: Is based on a ratio of one representative and one alternate per 20 employees (or major fraction thereof) from all areas of the university to be governed by the constitution and by-laws.

Description: The staff senate is the official body through which staff may contribute to and be involved in the governance of the university. It operates in an advisory capacity and may investigate, consider and act upon any matter its members think appropriate or relevant to concerns and interests of staff members. Other matters which may be referred to it by the president or other university administrators will be appropriately considered.

Revised Sept. 27, 2018