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| Please fill out the fields below. Note the instructions/guidance scattered throughout the form. **A faculty body homed outside a college shall:**1. Be a majority of faculty, with not more than 50% of those faculty at or above the title of department chair; and
2. Include a student representative or other mechanism of student input to the committee on matters of proposals about the course content; and
3. Only permit the members who are regular full-time faculty employees (HRP&P 4.0) to vote on the educational policy items (GRVII.E.3-5); and
4. Be approved by the University Senate to fulfill this function.
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| 1. Basic Information |
| 1.a. | Does this request pertain to a faculty body for a course prefix only, a badge only, or course prefix and associated badge? | [ ]  Course Prefix Only  |
| [ ]  Badge Only |
| [ ]  Both Course Prefix and Badge |
|  |  |
| 1.b | Name of course prefix/badge: |  |
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| 1.c. | Name of proposer: |  |
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| 1.d. | Has the proposer spoken with the Provost’s office about the establishment of this new faculty body? |  [ ]  Yes [ ]  No |
|  | If “No,” ensure the Provost’s office is aware of this proposal prior to submission to the Senate Council office. |
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| 1.e. | What is the name of the educational program that the faculty body will oversee? |
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| 1.f. | Describe the educational program that the faculty body will oversee. |
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| 1.g. | Has the proposer consulted with any faculty who oversee or teach related or overlapping content? | [ ]  Yes [ ]  No |
|  | If “Yes,” describe who was consulted. If “No,” describe why such consultation is not necessary. |
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| 2. Responsible Dean |
| 2.a. | Provide the name of the person that the Provost has identified who will act as “dean,” for purposes of student academic offenses and for educational policy. |       |
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| 3. Responsible Faculty Body |
| 3.a. | Provide the name of the faculty body overseeing the educational policy (e.g. “ABC faculty advisory committee” or “badge council”). |  |
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| 3.b. | Nature of membership on the faculty body: Provide the composition of the faculty body. What is the number of faculty, staff, and student members (or other mechanism for student policy educational input)? Which members have administrative titles at/above the level of department chair? Which member is the chair? How will future chairs be identified? Which members have voting rights? |
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| 3.c. | Selection/Appointment of the members of the faculty body. How are individuals selected, solicited, nominated, etc. for the faculty body? Describe how the current membership of the faculty body will be considered regarding the appointment of new members. Who makes the final decision for an appointment? |
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| 3.d. | Terms of membership. How long is the membership term for each category of member (faculty, staff, and students)? What are conditions are there, if any, on reappointment to consecutive terms? Described staggered memberships, if any. |
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| 3.e. | Functions and responsibilities of the regular full-time faculty employees (i.e. “faculty membership”) of the body. Describe the function and responsibilities of the faculty membership of the body as it relates to matters of educational policy. (The faculty membership of the body will serve in the same way that a department or college faculty is responsible for matters of educational policy.) The description must document the authority of the faculty membership of the body to initiate, as well as disapprove and stop, proposals involving educational content and related educational policy.  |
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| 3.f. | Relationship of “dean” to faculty body. Describe the process/relationship of the faculty body and the official who will act as “dean” as it relates to proposals. How do these entities communicate and interact effectively? |
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| 3.g. | Relationship of faculty body to others. If the faculty body works in close alignment with a center or with another faculty body, include a description of that alignment, including how the alignment does not abrogate the authority of *this* faculty body to initiate, as well as disapprove and stop, proposals related to the educational content.[[1]](#footnote-2)  |
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| 3.h. | Procedures for meetings of the faculty body. Include information on the scheduling, notice, frequency, agenda, voting (including voting/nonvoting status of the faculty membership on educational policy matters), and minutes. How will members be notified of meetings?  |
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| 4. MISCELLANEOUS |
| 4.a. | Is there anything else to explain about this proposal for a new faculty body? |
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1. This provision does not preclude the “dean” from utilizing input from other administrators or committees in developing the dean’s administrative opinion about an educational policy proposal related to the badge. [↑](#footnote-ref-2)