

## Chapter 2: The Pacific University Governance System

### 2.1: Overview of Governance System

### 2.2 : Definition of Terms and Voting Eligibility

#### 2.2.1 Definition of Terms

#### 2.2.2 Voting Eligibility

#### 2.2.3 Governance Unit Voting Procedures

### 2.3 University Council and Faculty Senate

#### 2.4 University Council

#### 2.4.2 Membership: ~~Twenty-four~~ five (25)

The membership will consist of administrators, faculty, students, staff and alumni to ensure meaningful input and availability of information from the major University groups:

1. The President. (non-voting)
2. Provost. (serves as Chair of the Council)
3. Vice President for Finance and Administration, Vice President for University Relations and the Vice President for [Information Services](#), (non-voting) (3)
4. Academic Deans from the Colleges of Arts and Sciences, Education, Health Professions and Optometry (4)
5. Dean of Students.
6. Chairperson of the University Faculty. (serves as Vice-Chair of the Council)
7. Chair-elect of the University Faculty.
8. Chairperson of the [Staff Senate](#).
9. Two faculty elected by the College of Optometry to include the Chairperson of that faculty. (two-year overlapping terms recommended)
10. Two faculty elected by the College of Arts and Sciences to include the Chairperson of that faculty. (two-year overlapping terms recommended)
11. Two faculty elected by the College of Education to include the Chairperson of the faculty. (two-year overlapping terms recommended)
12. Two faculty elected by the College of Health Professions to include the Chairperson of the faculty. (two-year overlapping terms recommended)
13. Student Body President, College of Arts and Sciences.
14. Chair, Professional Student Council.
15. President of the Alumni Council or their designee.
16. [Vice](#) Chairperson of the [Staff Senate](#).

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#### 2.5: University Standing Committees

University standing committees are advisory to the President ~~and~~, the University Council, **and the Faculty Senate**, as well as to ~~other~~ specific senior administrators. ~~The Committees are also responsible for discharging their specific designated functions which are listed for each committee in this section and for reporting regularly to either the University Council or the Faculty Senate on their deliberations and activities. Committees are expected to prepare written reports for posting on the appropriate portion of the University's governance web-site.~~

The following University standing committees, **report to, and bring proposals for action to the University Council. The senior and the respective administrators to which whom each is linked is included in the following list:** ~~they are linked are as follows:~~

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1. Admissions and Financial Aid  
*Vice President of Student Affairs and Dean of Students*
2. Health and Safety Advisory Committee  
*Vice President for Finance and Administration*
3. Budget Advisory Committee  
*Vice President for Finance and Administration*
4. University Benefits and Compensation Committee  
*Vice President for Finance and Administration*
5. Undergraduate Community Council  
*Dean of Students*
6. Professional Student Council  
*Dean of Students*
7. University Technology Committee  
*Chief Information Officer*
8. Peer Review Board (see Chapter 5)  
*Dean of Students or designee*
9. Student Judicial Council (see Chapter 5)  
*Dean of Students or designee*
10. University Hearings Panel  
*Provost*
11. University Sustainability Committee  
*Provost*

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The following University standing committees, **report to, and bring proposals for action to the Faculty Senate:**

1. University Personnel Committee  
*Provost*
2. Curriculum and Standards  
*Provost*
3. Honors and Awards Committee  
*President*

4. University Standards & Appeals Board  
*Provost*
5. Institutional Review Board  
*Provost*

With the exception of the University Personnel Committee and the Institutional Review Board, whose faculty members are elected, and of those administrative officers who serve ex-officio, **either the University Council or the Faculty Senate** appoints members of the standing committees. Student members are nominated by their respective governing bodies.

**Staff members are nominated by the Staff Senate.** Faculty members are nominated by their respective academic units. In April of each year, this list will be submitted to the University Council **and the Faculty Senate** for approval.

Each committee will elect a chairperson and a secretary unless otherwise specified. Administrative members may serve in any of these roles, with the exception of the chairperson and vice-chairperson of the University Personnel Committee. Students will not normally serve as committee officers. The Chairperson is responsible for chairing the meetings, and distributing a written agenda at least three days before each meeting. The Chairperson is also responsible for reporting on committee activities to the University Council. The secretary is responsible for recording and maintaining a complete collection of approved and signed committee minutes. This record must be carried forward from one year to the next. With the exception of minutes recording confidential personnel actions or action on student appeals, all minutes should be ~~distributed to the President, the University Council members, posted on the University's governance web-site and placed in the library archives, and other designated points of dissemination.~~ The secretary is responsible for checking the completeness of the record maintained in the library.

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## 2.5.1 Standing Committees reporting to the University Council

### Admissions and Financial Aid Committee

#### 1. Functions:

The Admissions and Financial Aid Committee's responsibilities include the following:

1. Reviewing admissions standards and policies for the University.
2. Reviewing policies for the awarding of financial aid to eligible students of the University.
3. Acting as an appeal board for disputed admissions, decisions, and making recommendations to the Vice President for Student Affairs and Dean of Students.
4. Acting as an appeal board for disputed decisions on financial aid awards, and making recommendations to the Vice President for Student Affairs and Dean of Students.
5. Studying trends in the relationship between admissions and financial aid in order to monitor the effects of policy decisions.
6. Reviewing procedures and membership of any special selection committees used in admitting students to professional schools.

7. Coordinate faculty travel and recruiting responsibilities as they relate to admissions.
2. Membership and Officers: Twelve (12)
  1. Vice President for Student Affairs and Dean of Students
  2. Nine faculty members
    1. three Arts and Sciences faculty (should include one with professional schools advising experience)
    2. two Optometry faculty
    3. two faculty of the Health Professions
    4. two Education faculty
  3. Two students, one appointed by the Undergraduate Community Council and one appointed by the Professional Student Council
  4. The chair of the committee will normally be the Vice President for Student Affairs and Dean of Students

### Health and Safety Advisory Committee

The Health and Safety Advisory Committee is established to comply with the requirements of OAR 437-01-765 and federal OSHA guidelines. The committee is charged with the responsibility of developing, recommending for implementation, and coordinating health and safety activities in the campus community.

#### 1. Functions:

The Health and Safety Advisory Committee's responsibilities include the following:

1. To create and maintain a continuing interest in safety by all campus community members.
2. To anticipate and provide preventative solutions to campus safety hazards.
3. To conduct regular inspections of the campus facilities, grounds, and campus environment to identify safety issues, and to ascertain whether all safe practices are being followed.
4. To perform accident analysis, including written recommendations for future prevention.
5. To provide assistance in advising on the purchase of safe equipment, and to ensure that safety concerns are included in the design of equipment and building layout.
6. To establish disciplinary procedures.

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#### 2. Membership: Twelve (12)

1. A representative designated from Facilities Management
2. A representative designated from the College of Arts and Sciences faculty
3. A representative designated from the Professional Colleges faculty
4. A representative designated from Human Resources
5. A representative from the Staff [Senate](#).
6. The Director of Property and Auxiliary Services

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7. The Health and Safety Manager
8. A representative from Campus Public Safety
9. The Chemical Stockroom Manager/Hazardous Materials Manager
10. A representative from the Student Health Center
11. A representative from Student Life
12. A student representative
13. In compliance with government regulations, volunteers from the campus community will be added to the committee with the permission of their supervisors

3. Term of Office:

Representatives of the academic programs, Staff [Senate](#), Facilities, and Human Resources shall serve two year terms. Persons may serve more than one term.

4. Relationship between the Health and Safety Advisory Committee and other campus entities.
  1. The Campus Public Safety and Environmental Health and Safety officers are charged with providing an immediate response to accident and incident scenes, as well as the writing of incident reports.
  2. Human Resources is charged with providing the committee with OSHA accident summaries, copies of Supervisors' Accident and Illness Reports, incident reports, worker and supervisor analysis forms, and any appropriate summaries from the workers' compensation carrier.
  3. The Campus Public Safety and Environmental Health and Safety offices have the primary responsibility for preparing, scheduling, and presenting formal training programs to the campus community. These will be coordinated with Human Resources.

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**Budget Advisory Committee**

The University budget should reflect strategic institutional priorities, as well as ongoing and new operational needs, and should be constructed with campus representation. Though ultimate authority for budgetary decisions rests with the Board of Trustees, based on recommendations from the President and the recommended budget prepared by the Vice President for Finance and Administration, various university constituencies must have a meaningful voice in the allocation of funds. Constituencies represented on the Budget Advisory Committee include administration, faculty, staff, and students. The work of faculty and staff and the quality of student education rely on adequate funding; therefore, budgetary decisions should be informed by the views of these constituencies.

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a. Purpose

**1. Functions**

Functions of this committee include communication and commentary on current budgetary issues, recommendations for the use of strategic initiative funds, and participation in discussions regarding long-term university fiscal goals and policy.

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**1. Liaison and advisory role of the committee**

- a. The BAC is a liaison with University constituents regarding proposed operational budgets.
  - i. In February / March, the BAC receives a summary prepared by the Vice-President for Finance and Administration of proposed operational budgets for the next 3 fiscal years for academic and non-academic departments. BAC members review this summary with their constituents and assist constituents in addressing any concerns or questions to the appropriate person, committee or forum.
- b. The BAC provides advice regarding strategic initiative priorities, in accord with the current year's Strategic Initiative & Operational Budget Timeline.
  - i. In February, the BAC reviews with their constituents the final combined summary prepared by the Vice-President for Finance and Administration of academic and non-academic proposed strategic initiatives for the next three fiscal years, along with the President's Cabinet's prioritized list of university strategic initiatives for the next three fiscal years. The BAC then deliberates in committee and develops recommendations concerning these initiatives. The BAC's recommendations regarding strategic initiative priorities are conveyed to the President's Cabinet and University Council by written report.

**2. Communication role of the committee**

- 1. The BAC facilitates communication with the university community about the budget. Timpone 10/3/08 16:07  
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- 2. The BAC schedules and hosts a fall-term meeting each year for the university community to review the Three-Year Strategic Budget, based on the university's Strategic Plan. Timpone 10/3/08 16:08  
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- 3. The BAC schedules and hosts a spring-term budget forum each year for faculty, staff and students to discuss the three-year proposed operational and strategic budgets. Timpone 10/3/08 16:08  
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- 4. The BAC schedules and hosts a spring-term budget forum each year, coordinated by the undergraduate student representative to the committee, for students to discuss the three-year proposed operational and strategic budgets. Timpone 10/3/08 16:08  
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- 5. A summary of proposed strategic initiatives and the next three years' proposed budgets are published in a spring edition of the *Index*. Timpone 10/3/08 16:08  
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6. The BAC reviews executive summaries of the proposed Operations Budget, provided by the Vice-President for Finance and Administration, with its constituents to inform them and to receive any concerns/questions. BAC members convey their constituents' concerns/questions to the full BAC for discussion with the Vice-President for Finance & Administration.

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### 3. Membership: Eleven (11)

Members include:

1. Vice President for Finance and Administration
2. Provost/Vice President for Academic Affairs
3. Five faculty members, with three-year staggered terms, with three from the professional programs and two from the College of Arts and Sciences
4. Two students, with one-year terms, with one from the professional programs and one from the College of Arts and Sciences
5. Two staff members, with three-year staggered terms, [elected by the Staff Senate](#).

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Chair. The committee shall elect its chair from the committee's faculty and staff members. Because the committee's purpose is to provide a voice in the budget process outside of the administration, an administrator may not chair the Budget Advisory Committee.

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### 4. Meetings

The committee shall meet monthly, September through May; the committee may decide to cancel a meeting or to hold an additional meeting.

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### 5. Fiscal Policy

Policies developed by the administration that aid in setting budgetary goals and that aid in decision-making require vetting by the university community to achieve adequate concurrence. The Budget Advisory Committee provides the venue for the administration to present such policies and to receive community comments.

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## University Benefits and Compensation Committee

### 1. Functions:

The University Benefits and Compensation Committee is responsible for the following activities:

1. The regular review of university employee benefits and compensation policies.

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2. Analyzing benefits and compensation practices of similar institutions for comparison to the University's benefits and compensation policies.
3. Making recommendations to the University Council on issues pertaining to benefits and compensation.
2. Term of Office:  
Representatives serve three year staggered terms. Persons may serve more than one term. The chair will be selected by the committee from those that will return the following year, and will serve one year.
3. Membership: Twelve(12)
  1. Five faculty:
    1. two from the College of Arts and Sciences
    2. one each from the Colleges of Education, Optometry, and Health Professions
  2. Five staff members [elected by the Staff Senate](#)
    - 1.
  3. Director of Human Resources, *ex-officio*
  4. Vice President for Finance and Administration, *ex-officio*

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### ~~2.5.9 Undergraduate Community Council~~

- ~~1. For description see Section 2.7.2.a.~~

### ~~2.5.10 Professional Student Council~~

- ~~1. For description see Section 2.7.3.a.~~

### University Technology Committee

The University Technology Committee serves as a catalyst to explore the implications of new technologies as they impact the university community. It encourages exploration of topics of interest concerning how new technologies affect our educational mission, and how the University can best use promising innovations. It represents the diverse interests of the University community.

1. Functions
  1. To represent the university community in evaluating and recommending technology policies
  2. To facilitate and support innovative applications of educational technologies
  3. To evaluate and recommend the allocation of infrastructural resources.
2. Membership: Nine (9)  
The committee will consist of five faculty members, two staff members, one student member, and one at-large member. The Chief Information Officer will also sit on the committee ex-officio. Faculty will be selected by each of the following bodies: two from the College of Arts and Sciences, one from the College of Optometry, one from the College of Education, one from the College of Health Professions. [Staff representatives will be selected by the Staff Senate](#). The student member will be selected by the Associated Students of Pacific University. The at-large member will

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be selected by the Provost. The Chair and Secretary of the committee will be elected by the committee and will serve two-year terms.

3. Term of office:  
Faculty and Staff members will serve three year overlapping terms. The student member will serve a one year term.
4. Relationship: The committee serves in an advisory capacity and will report directly to University Council.

## University Sustainability Committee

### 1. Functions

1. To promote environmental awareness and sustainability among faculty, staff, and students.
2. To make policy recommendations to the University Council, Faculty Senate, Staff Senate and Student Governance designed to:
  1. promote a safe and healthy environment for all who live and work at the University.
  2. promote environmentally sound ecological (air, land and water) stewardship practices.
  3. promote throughout the University community conservation of resources, energy efficiency, waste reduction and recycling, pollution prevention, increased reliance on renewable resources, and other measures consistent with sustainable living.
  4. further long-range environmental planning by the University.
  5. assist the University in carrying out its civic responsibilities in the area of the environment.
3. To oversee a biannual University-wide assessment process to ensure strong environmental performance and to share the assessment with members of the University community.
4. To encourage faculty members to work with staff and students to develop to provide students opportunities within the framework of academic courses to conduct research on campus and local environmental issues; and to ensure that such research is shared with the Sustainability Committee and appropriate officials within and outside the University so that the results can be used to formulate improved policies and programs.
5. To encourage faculty members to incorporate the principles of sustainability into their courses.
6. To design and to coordinate environmental programs on campus as directed by the President.

2. Membership and Officers (14). The University Sustainability Committee will consist of the following members, appointed by the University Council:

1. Five faculty members:
  1. two Arts and Sciences
  2. one Optometry
  3. one Health Professions
  4. one Education
2. Five students, three nominated by the Pacific Undergraduate Community Council and two nominated by the Professional Programs Council
- ~~3.~~ Four representatives nominated by the Staff Senate
4. The committee shall elect its chair from among the committee's faculty and staff members.

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5. The Provost and Vice President of Finance and Administration will serve as *ex-officio* members of the committee *without vote*.

Faculty and staff membership is for a period of two years (staggered terms). Students may be appointed for one year.

### 2.5.23 Standing Committees reporting to the Faculty Senate

#### University Personnel Committee

1. Functions:

The University Personnel Committee's responsibilities include the following:

1. Recommending policies to the [Faculty Senate](#) for appointment, evaluation, promotion, tenure, and severance of faculty, senior administrators, (those who report directly to the President) and academic administrators. (those holding positions carrying academic rank)
2. Recommending individual faculty members to the President for indefinite tenure.
3. Reviewing, for consistency with standards, recommendations for promotion forwarded by the colleges. (Each college will have a college-level committee for making recommendations on promotions.) The University Personnel Committee may request reconsideration by the college-level committees, but may not reverse the college-level recommendations.
4. Making recommendations to the President on promotions for administrators holding academic rank, and for faculty whose appointments extend beyond or are outside one of the colleges. (for example, joint appointments)
5. Meeting with the President to review performance evaluations of senior administrators and selected academic administrators.
6. Making recommendations to the President on severance actions for individual faculty, senior administrators, and academic administrators.
7. Making recommendations to the President and the [Faculty Senate](#) for the creation or discontinuance of senior administrative positions.

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2. Membership: Sixteen (16)

The Personnel Committee will consist of the following members:

1. Eleven (11) elected (tenured) faculty members: These faculty should be members of their respective college-level committees dealing with personnel matters:
  1. Five tenured faculty elected by the Faculty of the College of Arts and Sciences.
  2. Two tenured faculty elected by the Faculty of the College of Education.
  3. Two tenured faculty elected by the Faculty of the College of Health Professions.
  4. Two tenured faculty elected by the Faculty of the College of Optometry.

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2. The Dean of Arts and Sciences, the Dean of Education, the Dean of Health Professions, and the Dean of Optometry.
3. The Provost. (non-voting member)
3. Term of Office:  
Faculty members will be elected to three-year terms. The college-level nominating committees shall place at least two names on the ballot for each vacancy. At least one nominee must be a tenured full or associate professor, and all nominees must be full-time tenured faculty. Nominations may also be made from the floor. No faculty member may serve more than two consecutive terms.
4. Voting Provisions:
  1. Policy decisions require a simple majority of the members present and voting for approval.
  2. Recommendations on individual personnel matters require eight votes for approval, or eight votes to negate a proposed action. No voting member who has not declared a conflict of interest, and who has participated in the deliberations may abstain from voting.
5. Relationship Between the University Personnel Committee and the College-Level Committees:  
Each of the four faculties of the University (Arts and Sciences, Optometry, Education, Health Professions) will have a faculty-level personnel committee, whose membership will include that faculty's representatives on the University Personnel Committee. Although the detailed responsibilities of the faculty-level committees will be determined by the respective faculties, they should include:
  1. Making recommendations on policies for promotion and tenure criteria, evaluation, appointments, and other related personnel issues to the dean or appropriate academic administrator, and to the faculty.
  2. Making recommendations to the dean or appropriate academic administrator for transmittal to the Provost for promotion of faculty within that college. (These recommendations will be reviewed for consistency with University standards by the University Personnel Committee. The University Personnel Committee may request reconsideration by the faculty-level committees, but may not reverse the faculty-level recommendations.)
  3. Making preliminary recommendations, either by formal vote or through general discussion via the dean or appropriate academic administrator, to the University Personnel Committee on tenure and severance cases.
  4. Making recommendations regarding second-year evaluations of faculty to the dean or appropriate academic administrator.
  5. Providing annual evaluations for all probationary faculty to the appropriate head of department, and to the dean or appropriate academic administrator.

Providing recommendations on the renewal of all faculty term and reappointment contracts to the dean or appropriate academic administrator.

### Curriculum and Standards Committee

1. Functions:

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The ~~all~~ University Curriculum and Standards Committee meets on an as-needed basis to review curricular issues which affect the University. Review does not imply approval responsibility. The committee may raise concerns and make recommendations to the responsible college or school or to the [Faculty Senate](#). This committee shall not become involved in curricular detail, such as the approval of individual course descriptions, or minor or major requirements within the colleges or schools, which are left to college-level and school groups. The issues for which the all-University committee might be convened include the following:

1. Review of general education requirements for graduation.
  2. Review of pre-professional requirements for professional schools.
  3. Review of general standards for graduate programs.
  4. Review of standards and policies used in defining and discouraging plagiarism and academic cheating.
  5. Review of requirements for interdisciplinary degrees involving more than one college or school.
  6. Review of requirements for major programs affecting significant numbers of pre-professional students. (i.e. Visual Science)
  7. Review of standards for grade usage and units of academic credit awarded.
  8. Review of policies involving the academic calendar.
2. Membership: Thirteen (13)

The members of the Curriculum and Standards committee should overlap with the membership of the faculty-level committees which handle curricular issues. They should include:

1. The Provost (Chair)
2. Four academic deans or program directors representing each of the four Colleges
3. The Registrar
4. Five faculty
  1. two from the College of Arts and Sciences
  2. one from the College of Optometry
  3. one from the College of Health Professions
  4. one from the College of Education
5. Two students, one appointed by the Undergraduate Community Council, and one appointed by the Professional Student Council

At the discretion of the faculty-level committees, individual representatives of the faculty-level committees may be substituted for assigned members of the all-University committees for discussion of particular issues.

### University Honors and Awards Committee

1. Functions:

The University Honors and Awards Committee is responsible for recommending to the President individuals for honorary awards. At least once each year the Committee shall solicit recommendations from the University Community for the following awards: University Service Award, Honorary Degree, Distinguished Professor,

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Honor of Merit to a faculty member, Community Service Award, and Emeritus status.

In addition the Committee shall:

1. Recommend new awards or changes in existing awards to the University Council.
  2. Recommend to the [Faculty Senate](#) the criteria to be used in determining eligibility for each of the six awards.
  3. Establish rules and procedures for processing each of six awards. (for example, determine who must vote and approve each recommendation from the Committee.) These rules and procedures are subject to review and approval by the [Faculty Senate](#).
2. Membership: Seven (7)  
Membership consists of the President or their designate, and six faculty members. The faculty members will be as representative of the academic areas of the University as is practicable, and should have a minimum of five years of service at Pacific. The faculty members will be appointed to overlapping three-year terms.

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### University Standards and Appeals Board

#### 1. Functions:

Each of the colleges of Pacific University will have a formal academic standards committee which will carry out academic policy review, hear and rule on issues of student academic progress, alleged unprofessional conduct, or issues of alleged violation of the Academic Code of Conduct.

Membership on college academic standards committees shall be determined by those colleges, according to standard procedures.

All requests for appeals of rulings by college academic standards committees shall be submitted in writing to the Provost within 10 school days after the ruling is received by the student. Appeals shall be considered by the University Standards and Appeals Board, which is a standing committee of the University. Appeals must be explicitly justified by at least one of the following reasons:

1. evidence of error in procedure by a college academic standards committee;
2. new evidence sufficient to alter a decision;
3. evidence that the sanction(s) imposed was not appropriate to the severity of the violation.

Following the receipt of the appeal, the Board shall convene to consider the appeal. On the basis of the available evidence, the Board will either deny the appeal, call for a hearing or when deemed appropriate, return the appeal to the original academic standards committee for reconsideration. Decisions of the University Standards and Appeals board are final.

#### 2. Membership: Seven (7)

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1. Provost (non-voting member)
2. Registrar (non-voting member)
3. Three faculty
  1. one from the College of Arts and Sciences
  2. one from among the graduate colleges
  3. one faculty member mutually agreed upon by the appellant and the Provost.
4. Two Students
  1. one appointed from the Undergraduate Community Council
  2. one appointed from the Professional Student Council

A faculty member will be elected to serve as chair of the committee. Membership for faculty is for a period of two years. (staggered terms) Students may be appointed for one year. The Provost shall appoint alternate members in cases of conflict of interest, or if a regular member is unavailable.

### Institutional Review Board

Foundation: The Institutional Review Board operates under the Code of Federal Regulations (CFR), Title 45 Part 46 and Title 21 Part 56, adopted by the Department of Health and Human Services and the Food and Drug Administration, commonly abbreviated 45 CFR 46 and 21 CFR 56, respectively. Where appropriate, references to the relevant sections of the CFR are included below.

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1. Functions: The Institutional Review Board assesses the relative risk(s) to human subjects participating in research projects. It reviews project proposals and oversees on-going projects consistent with federal regulations and international conventions.

2. Membership: Fourteen (14). The Institutional Review Board will consist of the following members:

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1. Twelve (12) elected members with vote. Ten (10) are faculty members, including at least two (2) faculty members representing the College of Arts and Sciences; at least one (1) faculty member representing each of the Colleges of Education and Optometry; at least one (1) faculty member representing each of the following Schools in the College of Health Professions: School of Professional Psychology, Physician Assistants, Occupational Therapy, Physical Therapy, Pharmacy, and Dental Health Science (45 CFR 46.107 and 21 CFR 56.107). Two (2) are members of the community who are not otherwise associated with Pacific University (45 CFR 46.107(d) and 21 CFR 56.107(d)); preference for one (1) member will be given if s/he can act as a formal advocate for protected populations, such as prisoners. Members are nominated by the university community, including administrators, and elected by the sitting members of the Institutional Review Board based on eligibility requirements delineated in 45 CFR 46.107 and 21 CFR 56.107. Elections are confirmed by the University Council

2. Two (2) ex officio members without vote. These are the Provost and his/her Administrative Assistant.

3. Term of Office:

1. Voting members are elected to staggered terms of three (3) years. Multiple terms are allowed.

2. Officers of the Institutional Review Board, including but not limited to Chair, Vice Chair, and Secretary, will be elected by the sitting members of the Institutional Review Board.

4. Voting Provisions:

3. Votes on research proposals will only be conducted in the presence of a quorum of voting members, defined as a majority of the members. In the event a voting member is recused, the remaining members must still constitute a quorum. (45 CFR 46.107(e) and 21 CFR 56.107(e))

4. Votes for approval require a simple majority of members present and eligible to vote. (45 CFR 46.108(b) and 21 CFR 56.108(c))

5. All deliberations and votes are confidential.

5. Relationship between the Institutional Review Board and other campus entities:  
45 CFR 46.112 and 21 CFR 56.112 – Review by institution

“Research covered by [these policies] that has been approved by an IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However, those officials may not approve the research if it has not been approved by an IRB.”

While Institutional Review Board decisions of disapproval are final, concerns regarding the review process will be addressed by the Provost.

## 2.6: Faculty Organization

### 2.6.1 University Faculty Participation in Governance

### 2.6.2 General Functions of the University Faculty and the Faculty Senate

### 2.6.3 All-University Faculty Meetings

### 2.6.4 University Faculty Officers

### 2.6.5 Role of the University Faculty Senate

### 2.6.6 Membership and Officers of the Faculty Senate

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### **2.6.7 Faculty Senate Procedures**

### **2.6.8 Academic Deans and Program Directors**

### **2.6.9 The Division Chairpersons**

## **2.7: Student Organizations**

Students at Pacific University govern themselves under their own constitution and through three distinct but interrelated groups: undergraduate students are represented by the Undergraduate Community Council (UCC); graduate and professional students are represented by the Professional Student Council (PSC); all students are represented by the Associated Students of Pacific University. (ASPU)

### **2.7.1 ASPU**

The Associated Students of Pacific University (ASPU) is the formal organization representing all students at the University. ASPU operates under its own University-adopted Constitution. Any major changes in the Constitution require approval by the University Council.

The main purpose of ASPU is to give students an opportunity to provide information, share concerns, participate in decisions affecting students, and to decide how student fee monies should be allocated.

ASPU shall serve as the communication link between students in the undergraduate college and in the professional college and schools.

ASPU will convene when a campus issue affecting all students arises. Recommendations are forwarded to the University Council.

ASPU is managed by the ASPU Executive Board whose membership will consist of three undergraduate students and three students from the professional students schools as follows:

1. The undergraduate representatives will be the Arts and Sciences Government Officers. (the President, the Vice-President, and the Budget Authority.)
2. Three members of the Professional Students' Council, including the chair.

The Arts and Sciences President and the Professional Students' Council Chair serve as co-chairs of the Executive Committee.

Issues will be decided by a majority vote. When a voting member is not present, there must be a written proxy, or the member must be contacted for their vote.

### **2.7.2 Undergraduate Student Government**

## Proposed changes to Chapter 2 from reconciliation task force 2/12/08

The function of the Undergraduate Student Government is to represent students in the undergraduate college in policy matters.

### 1. The Undergraduate Community Council

The Undergraduate Community Council's responsibilities include the following as they pertain to students in the College of Arts and Sciences:

1. Make recommendations on issues regarding undergraduate student life to be forwarded to the Dean of Students.
2. Make recommendations on budget and budget priorities to the Provost and to the appropriate budget units.
3. Make recommendations to the faculty via the appropriate committees, and to the Chair of the Arts and Sciences College faculty on issues pertaining to academic rules and curriculum in the College of Arts and Sciences.
4. Make recommendations to the appropriate responsible administrators on issues pertaining to admission and financial aid.
5. Advise on University-wide issues as appropriate.
6. Distribute and allocate student fees.
7. Nominate students to serve on University Standing Committees.
8. Preserve the Arts and Science College's identity as a self-defined, unified academic and social community within the larger structure of the University as a whole. Members of the Council will take the responsibility for communicating information derived from the Council's deliberations to their constituencies.

### 2. Membership: Twelve (12)

The Undergraduate Community Council will consist of the following members:

1. Five students from the College of Arts and Sciences, including the elected President and Vice President of the Arts and Sciences Student Government, and the Budget Authority serving one year terms.
  1. Three representatives from the residence halls (one from each hall) elected by the hall councils.
  2. Two elected representatives from off-campus students. The President or Vice President shall be counted as one of the off-campus members if applicable and the others will be elected.
2. Two members of the College of Arts and Sciences faculty appointed by the University Council, to serve a staggered two year term.
3. Three members of the University administration who shall serve as ex officio members, the College of Arts and Sciences (or designee), the Dean of Students, and the Director of Student Activities.

The elected President of the College of Arts and Sciences Student Government shall serve as chairperson of the Undergraduate Community Council.

### 3. Officers of Undergraduate Student Government

The Arts and Sciences Student Government will consist of a President, Vice President, and Budget Authority.

1. The President, elected from the undergraduate student body, will be responsible for the following:
  1. The President will chair the Undergraduate Community Council (UCC)
  2. The President will serve as a member of the University Council.
  3. The President will co-chair the Executive Board with the Professional Student Chairperson.
  4. The President will oversee the daily duties and responsibilities of the Undergraduate Student Government, ensure proper allocation of funds, and supervise the budgeting process for Arts and Sciences.
  5. The President will supervise the elections of Student Government, except when the President is running for re-election, in which case the Vice President will assume responsibility.
2. The Vice President, elected from the undergraduate student body, will be responsible for the following:
  1. The Vice President will serve as vice-chair of the U.C.C.
  2. The Vice President will serve as a member of the University Budget Committee.
  3. The Vice President will serve as a member of the ASPU Executive Board.
  4. The Vice President will assume partial responsibilities for the day-to-day functions of the Arts and Sciences Student Government.
3. The Budget Authority, elected from the undergraduate student body, will be responsible for the following:
  1. The Budget Authority will maintain the accounts of the finances of the Arts and Sciences student government.
  2. The Budget Authority will serve as a member of the ASPU Executive Board.
  3. The Budget Authority will prepare monthly financial statements for the President of Student Government and the Index.
  4. The Budget Authority will sign Van Request Forms, and ensure that each club has the money to pay for the vans in their account, or has otherwise made arrangements for payment.

### **2.7.3 Graduate Student Government**

Graduate students govern themselves through the Professional Student Council. Issues, policies and decisions affecting graduate students in Pharmacy, Dental Health Science, Optometry, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Professional Psychology and Education are reviewed by the Professional Student Council, and recommendations are forwarded to the appropriate committees or individuals. The Council allocates the professional student fee budget; serves as a means by which graduate students communicate between schools; and articulates common concerns to the University. Representatives of the Professional Student Council choose a chair each fall.

1. Professional Student Council

The Professional Student Council's responsibilities include the following as they pertain to students in the Colleges of Optometry, Health Professions and Education.

1. Provide a voice for the opinions and concerns of professional students.
2. Serve as a communicating link, both academically and socially, among the university community and the various colleges. (the Professional Colleges and the College of Arts and Sciences)
3. Make recommendations to the Pacific University administration and facilitate communication between professional students and the administration.
4. Advise on University-wide issues as appropriate.
5. Distribute and allocate student fees.
6. Nominate students to serve on University Standing Committees.

2. Membership: Ten (10)

The Professional Student Council will consist of the following members:

Eight voting members, consisting of a student representative from each of the Schools of Pharmacy, Dental Health Science, Professional Psychology, the School of Occupational Therapy, the College of Optometry, the School of Physical Therapy, the School of Physician Assistant Studies and the College of Education.