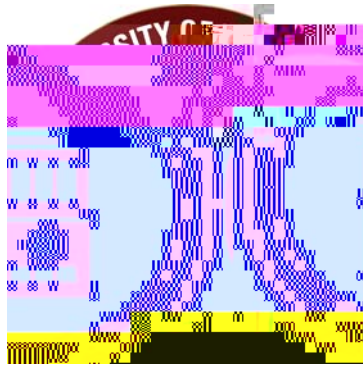


UNIVERSITY OF LOUISIANA AT MONROE



SHARED GOVERNANCE PROCEDURES

ULM Shared Governance Procedures

Definition

Provost and Vice President for Academic Affairs

The Provost, as the chief academic officer of the University, provides leadership and coordination in matters relating to instruction and research, including matters of curriculum and the recruitment and development of a strong faculty.

Vice President for Business Affairs

The Vice President for Business Affairs, as the chief financial officer, provides leadership and coordination in the areas of Personnel, Purchasing, Property, Comptroller and Fiscal Operations, Post Office, and Printing Services.

Vice President for Student Affairs

The Vice President for Student Affairs, as the chief administrative officer of the University in matters dealing with student life, provides leadership and coordination in areas involving student activities, facilities, and services.

Vice President for University Advancement

The Vice President for University Advancement, as chief administrative officer of the University in matters dealing with alumni and development, provides leadership and coordination of activities related to the University and promotion and communication of University activities which relate to and serve both the University and its alumni.

THE COLLEGES

ULM has a College of Graduate Studies and five (5) separate and distinct academic colleges. The chief administrative officer of each College is its Dean.

Graduate Studies

The College of Graduate Studies develops and implements initiatives to meet the needs of the University related to graduate programs, strategic planning, accreditation, state/federal mandates, long-term planning, and other focuses as assigned. The Dean provides oversight for Graduate Studies programs, admissions, and related research/grant issues.

Arts and Sciences

Agriculture /Biology /Chemistry /Communication /Criminal Justice and Social Work /English/ Family and Consumer Sciences /Foreign Languages /Geosciences /History /Gerontology, Sociology, and Political Science /Mathematics and Physics /School of Visual and Performing Arts

Business Administration

Accounting / Aviation / Computer Information Systems / Computer Science / Construction Management / Economics / Entrepreneurship / Finance /General Business / Management / Marketing / Risk Management and Insurance

Education and Human Development

- ensures ongoing assessment of the department's success in fulfilling its mission, reaching its goals, and maintaining program accreditation;
- recruits and retains faculty consonant with the department's mission and goals;
- through ongoing consultation involves faculty and other relevant constituents in broad decision making and planning;
- nurtures leadership in the department to enhance programs and goals;
- makes thoughtful, timely decisions;
- works to attract and maintain a diverse faculty, student body, and staff; and
- embodies the highest ethical standards in the role of academic leader.

Departmental Management

The academic DH efficiently and effectively:

- makes assignments that enhance the strengths and minimize the weaknesses of all individuals in the department;
- coordinates the scheduling of departmental course offerings;
- manages the department budget efficiently (if assigned by Dean);
- conducts effective annual performance evaluations of faculty and staff and communicates the results of those evaluations;
- collaborates with the faculty, the Dean, and other administrative and external agencies in matters related to innovative resource generation and economic, cultural, and educational development initiatives;
- implements university, college, and department policies;
- manages staff, departmental equipment and technology, and physical facilities; and
- ensures smooth daily operation of the department.

Communication

The academic DH:

- serves as an advocate, both inside and outside the University, for the department's and faculty's perspective, concerns, and needs, including those of the students it serves;
- communicates information regarding policies, procedures, decisions, and relevant activities and events to all departmental constituencies;
- responds tolerantly, patiently, and open-mindedly to faculty, staff, and students;
- promotes morale and departmental cohesiveness by, for example, promoting and recognizing achievements of members of the department;
- works collegially with other DHs, the Dean of the College, and other campus personnel; and
- demonstrates empathy, concern, and ethical behavior in relations with students, faculty, staff, and administrators.

Professional Development

The academic DH:

- undertakes teaching, research, scholarly and/or creative activities, as appropriate to the department's mission and allowed by the duties entailed in departmental leadership;
- promotes quality teaching and accurate advising by department faculty;
- reviews and recommends changes in the annual projection of workload activities by faculty;
- actively mentors faculty members through the tenure and promotion process; and
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Staff is defined as professional unclassified persons whose primary function is to support the activities of the administration, faculty, and students at various levels and in various units within the institution. Classified university employees, not included in this definition, have governance opportunities under civil service regulations.

STUDENTS

ULM is committed to providing a quality educational experience for students both within and outside the classroom. A high degree of interaction among students, faculty, and the University community is essential. Students provide an important voice in University decision making. In addition to the campus involvement and input through the Student Government Association, the large number of University committees having student members is an indicator of the importance of the students' role in decision making. (See the Student Policy Manual and Organizational Handbook.)

UNIVERSITY-WIDE COUNCILS

Academic Affairs Council (18 members)

As an advisory council to the Provost and a forum for communication, the Council recommends standards, policies, and procedures for student admission, retention, and graduation, and for faculty recruitment, evaluation, promotion, tenure, and termination. It addresses policy development pertaining to curricula and degree requirements, as well as the total instructional program of the University. Academic requirements, academic budgets, salary schedules, academic personnel practices, and standards of excellence are the responsibilities of this Council. The Council is chaired by the Provost, and membership includes the Associate Provost, Associate Provost of Enrollment Management, Academic Deans, the Dean of the Graduate School, the Chairs of the Undergraduate Curriculum Council and the Research Council, the Director

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Affairs who will review these recommendations. UCC membership consists of representation from each college.

Faculty Athletic Council (16 member

Radiation Safety Committee (6 members)

The Radiation Safety Committee establishes policies, guidelines, and procedures for radiation safety, act on all radioactive material use applications, and to review the overall use of all radioactive material, sources, and devices at ULM. Membership is for three years of continuous service; the University's radiation safety officer term is indefinitely.

President for Academic Affairs. Staff members are appointed by the Vice President for Student Affairs. One faculty or staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University department heads, or other ULM recognized organization presidents.

The Student Conduct Policy and appropriate procedures can be found in the Student Handbook.

The Faculty Appeals Committee

The Faculty Appeals Committee is an ad hoc committee appointed by the President of the University. This committee, which consists of a least one person from each College and includes at least one DH, and one academic Dean, acts as a referral body to hear grievances which have not been previously resolved. Serving as a hearing and recommending body, the Committee reports its findings and recommendations to the President. The Faculty Appeals Committee may deny a hearing if they feel a hearing is not appropriate. The Faculty Appeals procedure can be found in the Faculty Handbook.

Equal Employment Opportunity (EEO) Advisory Committee

The University of Louisiana at Monroe is committed to offering all employees and students or users of University facilities a campus environment free from all forms of sexual and workplace harassment. No employee (staff, faculty, and administrator) or student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. All members of the University community should be treated with dignity and fairness without harassing conduct, which stifles productivity and hampers academic and professional motivation.

The Anti-Discrimination and Harassment Policy and the Equal Employment Opportunity Policy and procedures for filing a complaint can be found at <http://www.ulm.edu/hr/policies.html> . The Policy calls for an EEO Advisory Committee that will consist of no less than three members and no more than five members and may include faculty, administrators, staff and students in a mix suitable to deal with the complaint. Prior training is required for appointment to an EEO Advisory Committee.

SPECIAL ADMINISTRATIVE EVALUATION COUNCIL

The Administrative Evaluation Council (AEC) will be formed to evaluate the performance of the President and Provost. Objective performance criteria for the President and Provost will be developed by AEC members, the President and Provost. Members will include the chairs of all university standing committees, councils and the Faculty Senate President. The AEC will meet every September to discuss with the President and Provost goals for the previous year, goals for the present year, and criteria for evaluation of yearly goals. The performance report developed by the AEC will be considered a personnel action and will be sent only to the President and Provost. Any public release of President or Provost Performance information must be approved by the President or Provost respectively.