

**Faculty Senate Committee Charges and Reporting Schedule  
Academic Year 07-08**

	<i><u>Report to Executive Committee</u></i>	<i><u>Report to Faculty Senate</u></i>
Academic Affairs Committee .....	March 26, 2008	April 9, 2008
Charter and By-Laws Committee.....	March 26, 2008	April 9, 2008
Comm. on the Evaluation of Univ. Administrators ....	February 27, 2008	March 12, 2008
Committee on Benefits.....	January 30, 2008	February 13, 2008
Committee on Committees.....	Monthly	Monthly
Committee on Faculty Participation in Governance ...	January 30, 2008	February 13, 2008
Committee on the Status of Women .....	January 30, 2008	February 13, 2008
Curriculum Committee .....	Monthly if needed	Monthly if needed
Faculty Awards Committee .....	October 31, 2007 (w)	Nov. 14, 2007 (w)
Faculty Handbook Committee .....	March 26, 2008	April 9, 2008
Faculty Load Committee.....	April 30, 2008	May 14, 2008
Faculty Research Committee .....	April 30, 2008	May 14, 2008
Faculty Salary Study Committee .....	May 28, 2008	June 11, 2008
Faculty Senate Budget Committee.....	February 27, 2008	March 12, 2008
Fine Arts Series Committee .....	September 26, 2007 (w)	Oct. 10, 2007 (w)
Mentor Committee .....	February 27, 2008	March 12, 2008
Oversight Committee on the Core Curriculum .....	April 30, 2008	May 14, 2008
Scholarship Committee .....	February 27, 2008	March 12, 2008
Teaching Fellows/Teaching Assistants Committee ....	November 28, 2007	December 12, 2007
University Elections Committee .....	March 26, 2008	April 9, 2008
University Library Committee .....	April 30, 2008	May 14, 2008
University Review Committee.....	March 26, 2008	April 9, 2008
University Writing Committee.....	May 28, 2008 (w)	June 11, 2008 (w)

(w) Indicates that only a written report will be submitted to the Faculty Senate Executive Committee and to the Faculty Senate for approval. Otherwise, all Committee Chairs should plan to attend both meetings to present the report and answer questions.

**Unless otherwise noted, committee term dates begin September 1 and end August 31; committee members serve a term of three years; and each committee should elect a chair from among its membership at the first meeting of the fall semester.**

### **Academic Affairs Committee**

(12 members: 8 faculty representing one from each senate voting group, 1 academic dean elected by the academic deans, the Registrar, and 1 student appointed by the SGA, and the vice president for academic affairs or his/her designee.) The chair traditionally serves for two years. Terms: faculty members 3 years, student member and academic dean 1 year.

- Carry out the annual review of undergraduate admissions standards.
- Monitor the agenda and minutes of the Graduate Council, and make recommendations accordingly.
- Work with the Oversight Committee on the Core Curriculum, the Curriculum Committee, and the Associate Deans regarding the five-hour reduction in the core in order to ensure that the reduction reflects UNT's values.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Academic Affairs Committee might have with respect to implementation of its recommendations.
- Continue to monitor the online catalog process to be sure that academics remains a priority.
- Ensure that the standardized form for removing incomplete grades on EIS has been adopted.

### **Charter and Bylaws Committee**

(3 senators elected by the senate. The committee shall elect a chair from among its members)

- Examine the Faculty Senate Charter and Bylaws to ensure consistency and alignment.
- Develop a Senate Operating Procedures Manual, pulling out operating procedures from the Bylaws.
- Respond throughout the year to any additional issues that may emerge.
- Monitor Charter and Bylaws to reflect administrative position name changes and department/school/college name changes.
- Examine new status of department chairs to ascertain if chairs can continue to serve on Senate and Senate committees: or if bylaws need to be changed in regard to department chairs.

### **Committee on Benefits**

(8 faculty, one from each voting group, representative of 4 faculty ranks, and 2 ex-officio members: the VP for Fiscal Affairs and the Director of Human Resources. The committee shall elect a chair from among its members.)

- Evaluate the effectiveness of the Employees Assistance Program and make recommendations as needed.
- Collaborate with UNT Staff Council on areas of mutual concern.
- Respond throughout the year to any additional issues that may emerge.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Benefits Committee might have with respect to implementation of its recommendations.

### **Committee on Committees**

(Composed of 12 senators: 1 from each of the 9 constituency groups, elected by senators in those groups; the Chair, Vice-Chair, and Secretary of the Senate. The Committee shall elect a chair from among its members. The chair's term begins in May.)

- Fill vacancies on committees as they become open.
- Review lists of committees and committee vacancies, working with the Faculty Senate administrative assistant to ensure that all terms and appointments are correctly recorded in both print and web page editions of the committee roster.
- Review inactive committees and make recommendations concerning either their reactivation or deletion. In AY 2007-2008, this includes but is not limited to an examination of the inactive Visiting Lecture/Seminar Series Committee.
- Design and implement a survey of members of UNT's standing and administrative committees in order to learn what issues and frustrations committees face.

### **Committee on the Evaluation of Administrators**

(8 tenured faculty, one from each senate voting group; 4 university administrators appointed by the Provost. The committee shall elect a chair from among its members.)

- Early in the fall semester, examine questions on all survey forms to evaluate their usefulness and propose new items or changes when appropriate.
- Early in the fall semester, discuss lessons learned during the AY 2006-07 administrator evaluations. In addition, analyze the results of the feedback survey carried out after last year's evaluations, and make recommendations for changes as necessary.
- Work closely with the Senate's administrative assistant to ensure a smooth transfer of the evaluation process from the office of the VPAA to the Senate.
- Evaluate and monitor how the results are utilized.
- Recommend how these results can best be used by the administration to improve the quality of administrative activity.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Committee on the Evaluation of Administrators might have with respect to implementation of its recommendations.

### **Committee on Faculty Participation in Governance**

(Consists of 10 members: 8 senators, one from each senate voting group; one faculty member selected from the University Review Committee and one faculty member selected from the University Tenure Committee. The committee shall elect a chair from among its members. Terms: shall coincide with his/her Senate term at the time of the election. No faculty member shall serve more than 3 consecutive years.)

- Using the resolution tracking system on the Faculty Senate website, follow up on how administrators have/have not addressed resolutions proposed by this committee or other committees and approved by the Senate.
- Conduct an in-depth analysis of tenured and tenure-track faculty recruitment and hiring practices across academic units, identifying any gaps in faculty participation in the process.
- Conduct an in-depth analysis of the recruitment and hiring practices regarding deans for each college/school, identifying any gaps in faculty participation in the process.
- Meet with the Faculty Load Committee and in consultation with that committee make specific recommendations on how service can be rewarded and encouraged on campus.
- Bring to the Senate's attention any other complaints of violations and/or inconsistencies of charters of schools, colleges, and departments.
- Gather information from the following committees on problems each may have had with respect to implementation of recommendations: Faculty Senate Budget Committee, University Library Committee, Academic Affairs Committee, Committee on Benefits, Committee on the Evaluation of Administrators, Committee on the Status of Women, Faculty Handbook Committee, Faculty Load Committee, Faculty Research Committee, and Faculty Salary Study Committee.
- Evaluate process being used by Provost with faculty participation developing governance bylaws/standards for College of Engineering.

### **Committee on Status of Women**

(Consists of 8 faculty members representing a variety of disciplines, nominated by the Committee on Committees and approved by the Faculty Senate. The Chair on this committee also serves on the UNT League for Professional Women. Term: Three years.)

- Do an analysis of workload distribution (with focus on class loads and especially service activities such as committee assignments, advising, etc.) across departments to evaluate whether there is an imbalance between male and female faculty members' assignments. The analysis would include comparisons of total assignments as well as at each faculty level, i.e., assistant, associate, etc.
- Track the use of exit interview process that was implemented in 2006-2007 and see how the results are being reported and used by UNT administrators.
- Based on the exit interview data and any other source of information deemed appropriate, review and make suggestions regarding the retention of women faculty members.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Committee on the Status of Women might have with respect to implementation of its recommendations.
- Monitor the annual dissemination of data on hires, promotion, and tenure and report those data to the Senate.
- As per suggestion from 2006-07 committee report, encourage representatives from multiple groups on campus that represent women's issues to attend committee meetings and work with the committee.
- Track President Bataille's stated intention that she would make the 2002 report concerns a priority as soon as a permanent Provost is hired.
- Ensure that new Provost has a copy of the committee's concerns as stated in the 2006-07 report to the Senate.

### **Curriculum Committee**

(Consists of 18 faculty members elected by the Faculty Senate: 2 faculty members representing each senate voting group plus 2 at-large faculty members; 5 students selected by the Student Government Association; the deans of those colleges and schools that offer an undergraduate degree; the Registrar; and the Provost & VP for Academic Affairs or his/her designee as Chair. No more than 1 faculty member may be elected from any subunit within a senate voting group and the 5 students shall represent different areas of study. Terms: faculty members, 3 years, student members, 1 year.)

- While this committee functions as an administrative committee in many respects, it is a committee of the Faculty Senate. The faculty members of the Curriculum Committee should be concerned with the academic integrity of the institution, the quality of course and programmatic offerings, and the realization that the institution is diverse and that the academic programs it offers will be similarly diverse.
- Work with the Oversight Committee on the Core Curriculum, the Academic Affairs Committee, the Associate Deans, and the faculty at large in the process of defining the elements in the new UNT core curriculum that will become effective in fall 2010. This includes conceptualizing the core as a unique whole, identifying exemplary objectives for the institutional option, incorporating key goals across the full core curriculum, and developing appropriate means of ongoing assessment.
- Develop a final list of undergraduate curriculum changes to comply with Texas law that directs all undergraduate programs to require no more than 120 hours unless there is an approved compelling academic reason to exceed that limit.
- Make recommendations in a timely manner to the Senate's Executive Committee and Senate in order to work them through the approval chain and to meet catalog deadlines.

### **Faculty Awards Committee**

(Consists of 10 members: 1 faculty member from each of the eight voting groups, and 2 at-large members, all elected by the Faculty Senate. The committee shall elect a chair from among its members. Term: three years.)

- Review, adopt, and publicize the criteria for awards and a timetable that will allow for timely decisions on awards made by the committee.
- Follow established procedure for processing awards.
- Provide a report that lists each award given by this committee to the Faculty Senate.
- Work with Human Resources and the Staff Council to develop recommendations for longevity service awards.

### **Faculty Handbook Committee**

(Consists of 5 members: 4 faculty members elected by the Senate and 1 member appointed by the Provost & VP for Academic Affairs to serve as chair. Terms: faculty members - 3 years. The member appointed by the Provost shall serve at the pleasure of the Provost.)

- Track progress made in aligning the language of the Faculty Handbook and the Policy Manual regarding the tenure and promotion process as policy changes are instituted.
- On an ongoing basis, examine the Faculty Handbook and the Policy Manual for alignment, especially as policies change.
- Monitor developments throughout AY 2007-2008 to determine if any additional changes should be made to the revised Faculty Handbook.
- Determine which policies slated for annual review will affect the Faculty Handbook.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Faculty Handbook Committee might have with respect to implementation of its recommendations.
- Meet monthly with the President's Chief of Staff to ensure that any policy change or new policy that gets approved is shared with the Committee.
- Be available for review and comment on any policy changes.
- Examine faculty handbooks of peer institutions to find best practices and helpful models.
- Track the process for policy change or the subtraction/addition of any policy related to faculty.

### **Faculty Load Committee**

Requires 10 members: 8 faculty members, one from each senate voting group, elected by the Faculty Senate, and 2 ex-officio members, designated by the Provost and VP for Academic Affairs. The committee shall elect a chair from among its members. Terms: faculty members - 3 years.

- In conjunction with the Faculty Salary Study Committee, study the impact of any changes to the summer 2007 schedule on faculty employment and salary.
- In cooperation with the Committee on Faculty Participation in Governance, make specific recommendations on how service can be rewarded/encouraged on campus.
- Work with the Faculty Salary Study Committee, the Faculty Research Committee, and the Faculty Senate Budget Committee to share information and identify issues of mutual concern regarding workload, research support, salaries, and other budget issues affecting faculty.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Faculty Load Committee might have with respect to implementation of its recommendations.
- Work with the Provost/Vice President of Academic Affairs to develop a policy for a more flexible system of work load allocation to maximize the efficiency with which we use for faculty resources and to provide adequate credit for the work effort expended in each category.
- In light of the committee's 2007 report, ensure that the recommendations and concerns are communicated to and discussed with the Provost, including preparing a list of concerns and recommendations to the Senate Executive Committee, Senate, and Provost.
- Complete the proposed survey of Department Chairs concerning the current workload policies and prepare as soon as possible a report to use in advising the faculty and Provost.

## **Faculty Research Committee**

(Consists of 10 members: 8 tenured faculty members elected by the Faculty Senate - one from each senate voting group, the dean of the Toulouse Graduate School, and the Vice President for Research, who will serve as chair of the Committee. The Chair of the committee has the authority to appoint up to two additional non-voting members, subject to the approval of the Faculty Research Committee, for the purpose of advising on proposals. Terms: faculty members - 3 years.)

- Make recommendations to the Faculty Senate regarding policies and procedures needed to ensure a coordinated effort in securing research monies for the University.
- In accordance with the Faculty Handbook, review proposals and award grants and fellowships.
- Evaluate existing non-monetary resources and identify additional resources needed to support the faculty in applying for external research funding, particularly from federal sources.
- Carry out the survey designed by the Committee during AY 2005-06 regarding faculty opinions as to the quality of service provided by the research office.
- Conduct a self-evaluation regarding the role and function of the Faculty Research Committee. In particular, this evaluation should involve the Committee's role in the allocation of internal research grants and the appropriateness of decentralizing allocation decisions to the college/school level. Should the Committee's recommendations include such a decentralization, the Committee should also recommend measures by which such a change could be fairly implemented.
- Establish plans for increasing research funding (both internal and external) to support faculty scholarship.
- Work with the Faculty Load Committee, the Faculty Salary Study Committee, and the Faculty Senate Budget Committee to share information and identify issues of mutual concern regarding workload, research support, salaries, and other budget issues affecting faculty.
- Serve as members of the Research Council that assists the Vice President for Research and Technology Transfer in developing research policy and dealing with research issues.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Faculty Research Committee might have with respect to implementation of its recommendations.
- Work with the VP for Research to design and implement a system under which the Office of Research Services (ORS) evaluates and rewards its staff based on value of grants and contracts awarded through that office.
- Work with the VP for Research to design and implement a system under which each faculty member using the ORS performs an evaluation that is used in the merit reward system in order to improve services.
- Work with the VP for Research to ensure that the office of Legal Services provides timely response to contract reviews, and report any problems in this area to the Faculty Senate.
- Work with the Provost to create a Faculty Research Board consisting of faculty with active and funded research programs to allocate available research space.
- Gather from ORS the records of all co-PIs and the sharing fraction among the PIs of the indirect costs recovered.
- Ensure that the percentage of indirect costs that is returned to the PIs is not lower than 20%.
- Working with the Provost and VP for Research, re-establish the University Patent Committee to review the viability of IP disclosures and to advise the VP for Research and Technology Transfer.

### **Faculty Salary Study Committee**

(Requires 11 members elected by the Faculty Senate according to the following: 1 member from each of the 8 senate voting groups and 3 members elected at-large. Elections shall be such that no single subunit is represented by more than 1 member. The committee shall elect a chair from among its members. Terms - 3 years.)

- In conjunction with the Faculty Load Committee, study the impact of any changes to the summer 2007 schedule on faculty employment and salary.
- Work with the Faculty Load Committee, the Faculty Research Committee, and the Faculty Senate Budget Committee to share information and identify issues of mutual concern regarding workload, research support, salaries, and other budget issues affecting faculty.
- Monitor the process by which faculty merit raises (including “excellence” raises) and market adjustments are allocated.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Faculty Salary Study Committee might have with respect to implementation of its recommendations.
- Do a follow-up to last year’s report to ensure that the Provost has identified and established a procedure to facilitate recognition of performance in research with excellence raises.

### **Faculty Senate Budget Committee**

(The Committee shall consist of 8 faculty members elected by the senate, one from each of the senate voting groups, with preference for at least 3 senators on the committee at all times. The committee will elect a chair from among its members. Terms: 3 years, staggered so that the terms of no more than three members expire in any given year.)

- Examine the results of the survey of faculty satisfaction with the Office of Research Services (ORS) that were to be conducted by the Faculty Research Committee during AY 2006-07. Where appropriate, make additional recommendations to those already made by the Budget Committee in its May 2006 report regarding the ORS.
- Evaluate the function of Purchasing and Payment Services (PPS).
- Meet with the University Budget Committee. Given the stated faculty priorities of faculty raises, graduate student stipends, library materials, research, and size of the tenured and tenure-track faculty, monitor the implementation of these priorities.
- Work with the Faculty Salary Study Committee, the Faculty Research Committee, and the Faculty Load Committee to share information and identify issues of mutual concern regarding workload, research support, salaries, and other budget issues affecting faculty.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the Budget Committee might have with respect to implementation of its recommendations.
- Ensure that the individuals preparing the Over/Under Report include the allocation of funding based on the sharing fractions among co-PIs of indirect costs recovered.
- Monitor and participate in budget hearings; report to Senate Executive Committee.

### **Fine Arts Committee**

(Composed of 18 faculty, staff, and students members – 5 faculty elected by the UNT Faculty Senate; 5 staff members appointed by the UNT Staff Council; two ex officio faculty or staff members appointed by the Vice President for Student Development; and 6 student representatives appointed by the President of the UNT Student Government Association. The term of service is 3 years, with the exception of student members whose terms shall be 1 year. The VP for Student Development shall designate one of the two ex officio members he/she names to the committee to serve as co-chairperson of the committee. The President of the SGA shall appoint the student co-chairperson.)

- Develop and present a well-balanced cultural program of the performing, visual, and literary arts for presentation on the campus during AY 2006-07.
- Publicize presentations in a timely manner throughout the academic year.
- On an ongoing basis, seek additional funding for the committee’s cultural programs of the performing, visual, and literary arts.
- Enhance cooperative communication with colleges, schools, and departments on campus to identify future programs and support for fine arts series programs and presentations.

### **Faculty Mentor Committee**

(Composed of 11 members: 9 faculty members elected by the Faculty Senate (one from each voting group and one at-large member), one staff member selected by the Dean of Students and one student selected by the Student Government Association. The Chair shall be elected from the members. Terms: Faculty 3-years, students 1-year.)

- Establish a vital and active senate mentoring process for faculty.
- Design and implement the survey suggested in the Committee's AY 2005-06 report.
- Conduct a literature review of research on mentoring university faculty.
- Conduct a review of each college and school regarding the faculty mentoring processes employed by each.
- Based on information from the literature, and the review of each college and school, assemble a "best practices" document that contains recommendations applicable to any academic unit.
- Itemize all mentoring activities on campus that are ongoing; evaluate coordination among those activities.

### **Oversight Committee on the Core Curriculum**

(Composed of 11 members: 8 tenured faculty members appointed by the Executive Committee (one from each of the eight senate voting groups), and 3 tenured faculty members appointed by the chair of the University Curriculum Assessment Committee. The three appointed by UCAC may be any tenured/tenure track faculty member. The chair shall be appointed by the Executive Committee. The term of each member is three years. Terms shall be staggered so that the terms of no more than four members expire in any given year.)

- Work with the Office of the Provost and the University Curriculum Assessment Committee (UCAC) to ensure that core course assessments are submitted on time as required.
- If the committee deems it appropriate, given current core requirement revisions, review submissions from departments with courses in the core and make recommendations to the Faculty Senate regarding continuance in the core.
- Make recommendations concerning information received from the UCAC.
- Work with the Academic Affairs Committee, the Curriculum Committee, and the Associate Deans regarding the five-hour reduction in the core in order to ensure that the reduction reflects UNT's values.
- Monitor and evaluate submission guidelines posted on the assessment website.
- Report to the Senate the programs/departments that are not in compliance with required submission of core course assessment.
- Continue working through Office of Institutional Analysis to get a content analysis picture of standardized tests to see if they meet the needs of UNT.

### **Scholarship Committee**

(Composed of 13 members: 8 faculty members, 1 from each senate voting group, elected by the Faculty Senate; 1 member appointed by the director of the Office of Development; 1 member appointed by the director of the Office of Financial Aid; 2 students selected by the Student Government Association; and the director of the University Scholarship Office, ex-officio, who shall serve as chair of the committee. Terms: faculty members, member appointed by the vice president for development and the member from the Office of Financial Aid shall serve 3 years. Students - 1 year.)

- Screen candidates and award University scholarships according to procedures and guidelines.
- Evaluate procedures of processing scholarship requests and notifications.
- Provide data on scholarships not renewed and assess the impact on student retention.
- Prepare a report on how scholarships were distributed, criteria for awarding scholarships and renewal of scholarships. Include in this report a summary of reasons for rejecting scholarship renewals, and the timeline for scholarship applications, acceptances, and rejections notification.
- Make recommendations to the advancement Office regarding scholarship priorities and needs and provide that office with the report presented to the Faculty Senate to assist in establishing these priorities.
- Analyze and critique how policy changes in the Office of Development impact scholarship availability and disbursement.

### **Teaching Fellows/Teaching Assistants Committee**

(Composed of 8 faculty members elected by the senate, 1 from each of the senate voting groups. The committee shall elect a chair from among its members. Terms: 3 years, staggered so that no more than 3 vacancies are created in any one year.)

- Carry out the survey regarding how departments evaluate TFs that the Committee designed in AY 2005-06. Report the findings from this survey.
- Develop a pedagogy session for TFs. The Committee's recommendations should include session content, frequency of the sessions (annually, or otherwise), and who might be charged with the responsibility of holding these sessions (for example, the Committee may recommend that the Committee takes this on as one of its functions), and how these sessions should be publicized.

### **University Elections Committee**

(Composed of 8 senators. The Faculty Senate Executive Committee shall designate the Chair of the Committee from among the committee members. Three-year terms.)

- Conduct University elections according to approved procedures.
- Review election procedures and make recommendations for improvement as appropriate.

### **University Library Committee**

(Composed of 15 members: 8 faculty members, one from each Senate voting group elected by the Faculty Senate; one undergraduate student selected by the Student Government Association; one graduate student appointed by the Graduate Student Council; one alumnus appointed by the Vice President of Development; the Dean of the Graduate School (ex-officio); the Provost & VP for Academic Affairs (ex-officio); the Associate VP for University Planning (ex-officio); and the Dean of the Libraries (ex-officio). The committee shall elect a chair from among the members of the committee. Terms: faculty members 3 years staggered so that no more than 3 faculty members expire in any given year. Students 1-year terms, alumni 2-year terms.)

- Monitor all policies and procedures concerning the library budget allocations. Indicate any areas where changes/improvements need to be made and provide recommendations to the Faculty Senate and the Dean of Libraries.
- Report needs of the UNT libraries and how these relate to the UNT community as a whole.
- Provide projections on the impact on libraries for AY 2006-07 of the budgeting process.
- Monitor how the addition of the UNT Dallas campus is affecting the library budget situation.
- In cooperation with the Dean of Libraries, gather data regarding library spending at UNT on a per-student and a per-faculty basis. Gather similar data from schools in our peer group (Texas Tech, University of Houston, and University of Texas at Arlington) as well as some other universities that are members of the Association of Research Libraries (ARL). To the extent that such data are available over a number of years, collect these as well. Report comparative results to the Faculty Senate and the Dean of Libraries.
- At least once per semester report to the Committee on Faculty Participation in Governance regarding any issues of concern the University Library Committee might have with respect to implementation of its recommendations.

### **University Writing Committee**

(Composed of 13 members; 1 representative from each college or school, each nominated by the respective Dean and approved by the Faculty Senate; the Director of the University Writing Center; the Director of the writing program in the English department; and 1 at-large faculty member selected by the Senate. Terms: 3 years, staggered so that no more than 3 vacancies are created in any 1-year. The committee shall elect its own chair from among the membership. Terms of the administrative members are not limited.)

- Review policies and procedures for the University Writing Award; make recommendations for changes as appropriate.
- Select winners for AY 2007-08 in accordance with policies and procedures. Send a list of recipients to the Faculty Senate.
- Identify any University activities that celebrate writing (e.g., University-sponsored readings, lectures, and workshops), and make recommendations to the Faculty Senate regarding ways to involve recent winners of the University Writing Award in these activities.
- Make other recommendations for action to the Faculty Senate as appropriate.