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## **THE CONSTITUTION OF THE FACULTY OF FAIRMONT STATE UNIVERSITY**

Approved: This is most recent known version that dates from 2012; the approval date is unknown, though this appears this version was approved prior to 2005.

Acknowledging the principle of shared governance, and recognizing the participatory and advisory role of the faculty and its responsibility for the educational outcomes and corresponding internal affairs of this institution, we, the Faculty of Fairmont State University, do adopt this Constitution to establish procedures whereby this responsibility can be discharged.

We accept that the Board of Governors is charged with the responsibility of establishing policy with respect to the operation of the institution. Further, we recognize that the Board of Governors has placed upon the President of the University full authority and responsibility for its operation. It is within these limits that the Faculty accepts its role in the planning and governance of the institution and of advisement to the President on matters of institutional policy.

### **ARTICLE I. Name, Purpose, Jurisdiction and Definition**

**Section 1.** The name of this organization shall be the Faculty of Fairmont State University, hereafter referred to as the Faculty.

**Section 2.** The purpose of this constitution is to provide for the participation of the Faculty in the formulation, implementation, and review of institutional policy and to provide the means for the Faculty to initiate action on matters with which it is directly concerned. These areas of Faculty concern shall include, but shall not necessarily be limited to, the following:

- a. Standards for admission, selection, and retention of students.
- b. Requirements for the granting of degrees.
- c. Curricular requirements for general education.
- d. Additions and deletions of courses.
- e. Development of programs of research, experimentation, and instruction.
- f. Development of library, laboratories and other instructional aids.
- g. Such other academic affairs which are not directly administrative in nature.

### **ARTICLE II. Membership**

The Faculty shall be composed of all full-time teaching or administrative personnel of Fairmont State University who hold academic rank.

### **ARTICLE III. Organization**

**Section 1.** The principal officer of the Faculty shall be the President of the University who is directly responsible to the Fairmont State University System Board of Governors.

**Section 2.** In the performance of his/her duties as chief administrator of this University, the President shall cooperate and work with the Faculty in accord with the administrative principles established by the Fairmont State University Board of Governors.

**Section 3.** The principal agent of the Faculty in the exercise of its policy-determining function shall be known as the Faculty Senate. The Faculty hereby delegates to the Faculty Senate the power to act as its representative body in carrying out the purposes expressed in Article 1, Section 2.

**Section 4.** The Faculty may review any action of the Faculty Senate. Such review may be initiated by written petition to the President of the University by any twenty or more Faculty members who are not members of the Faculty Senate. The total Faculty may by a majority vote reverse any action of the Faculty Senate.

**Section 5.** Committees may be organized by the President to assist in the fulfillment of his /her role as chief administrator of the University.

#### **ARTICLE IV. Meetings**

**Section 1.** The Faculty shall meet when called into session by the President upon his/her own initiative, upon request by the Faculty Senate, or upon written request of twenty or more Faculty members.

**Section 2.** Written notice of the time and place of all Faculty meetings shall be forwarded by the most reasonable and convenient channels to each Faculty member at least forty-eight hours in advance of such meeting.

**Section 3.** The President of the University or his/her designated representative shall preside over Faculty meetings.

**Section 4.** Policy determination shall be by majority vote of members present, and policies shall be effective after passage by the Faculty and approval by the President.

#### **ARTICLE V. Amendments**

Amendments to this constitution may be made by a two-thirds (2/3) vote of the Faculty. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty(30) days before Faculty vote is taken.

#### **Addenda**

1. In the event that any provision of this constitution shall conflict with the Rules and Regulations of the Fairmont State Board of Governors, such Rules and Regulations shall govern.
2. Unless otherwise provided in this constitution, all proceedings shall be governed by **Robert's Rules of Order.**

## THE CONSTITUTION OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY

Revised: May 2025

Commented [RN1]: Date updated.

### ARTICLE I. Name, Purpose, and Jurisdiction

**Section 1.** The name of this society shall be the Faculty Senate of Fairmont State University.

**Section 2.** The Faculty Senate shall act as the principal agent of the Faculty of Fairmont State University in policy determination and communication with administration and the Board of Governors.

**Section 3.** Throughout this Constitution and Bylaws, the expression "University" shall denote Fairmont State University; the expression "Faculty" shall denote the full-time faculty of Fairmont State University, unless otherwise specified; the expression "Faculty member" shall denote a member of the same. Faculty Equivalent Academic Professional (FEAP) with full-time classroom instruction duties shall be considered full-time faculty for the purposes of voting in Senate elections (including academic unit elections for Senate representatives) but not eligible to serve as Senators. Dean, Chairs, and faculty with 50 percent or more administrative duties may not serve as Senators.

### ARTICLE II. Membership

**Section 1.** Unless otherwise specified the term "election" shall denote election conducted by electronic secret ballot distributed through Fairmont State University's official email system. Any academic unit may choose to elect unit representatives by other means.

**Section 2.** Each Academic Unit of the University shall elect one senator for each ten full-time faculty members or fractions thereof.

- a. For the purposes of this Constitution, the definition of academic unit shall be the same as set forth in the Bylaws of the Faculty Senate and such definition is incorporated herein by reference. The term of senators so elected shall be two years.
- b. Academic Units with five or fewer full-time faculty members (as defined in this Constitution) may choose to cede representation on one or more elected committees and/or on Senate to faculty from the College in which the Unit resides. The Academic Unit faculty must agree by a majority to cede representation; the College faculty as a whole must agree to provide representation; the Unit must inform the President of the Senate in writing of the decision. The period of ceding representation is two years.
- c. To be eligible for election to the Senate, a candidate shall have been a Faculty member at Fairmont State University for at least two complete academic years by the September following their election. However, this requirement may be waived if no qualified person is available. If a vacancy in an unexpired term of an elected Senator occurs, it shall be filled by a special election in the appropriate Academic Unit.
- d. The Library is designated as an academic support unit and is permitted to elect one senator.
- e. Senator elections shall be conducted by the Academic Unit's meeting of the academic year that falls prior to the penultimate Senate meeting of the academic year. Deans and Chairs shall neither be eligible to vote, except in case of a tie, nor be elected at such

elections. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as Senators.

**Section 3.** Academic Affairs shall elect two Senators who meet the time qualifications for Senate membership stated in Article II, Section 2.c (above).

- a. The term of office for Senators so elected shall be two years. The election of these Senators shall be conducted at Academic Affairs meeting that falls prior to the penultimate Senate meeting of the academic year. Senators representing Academic Affairs may include deans, chairs, or faculty with 50 percent or more administrative duties.
- b. The President of the University and the Provost and Academic Vice-President shall not be eligible to be elected to the Senate by Academic Affairs.
- c. If a Senator elected by Academic Affairs should relinquish the position on Academic Affairs for any reason, that person's name shall be removed from the Senate roll immediately, and a vacancy shall be considered to exist. If a vacancy in an unexpired term of a Senator from Academic Affairs occurs, the vacancy shall be filled by a special election conducted by Academic Affairs.

**Section 4.** The Fairmont State University representative to the Advisory Council of Faculty (ACF) shall be elected by the full faculty. The representative to the ACF is responsible for representing the interests of the faculty to the ACF and reporting on ACF meetings to the Faculty Senate.

- a. The representative shall be a full, voting member of Senate.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative. No person shall serve as both a Senator from an academic unit and the ACF representative.
- c. In accordance with West Virginia Code §18B-6-2(b)(2), the term of office for the representative will be two years. Representatives shall be eligible to succeed themselves.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year. The election of the representative will occur in odd-numbered years. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Faculty Senate Executive Committee.

**Section 5.** The Fairmont State University faculty representative to the Fairmont State Board of Governors (BOG) shall be elected by the full faculty. The representative is responsible for representing the interests of the faculty to the BOG and reporting on BOG meetings to the Faculty Senate.

- a. The representative shall be a full, voting member of Senate. In accordance with West Virginia Code Section §18B-2A-1(d)(2), the term of office for the faculty representative will be two years. The faculty representative is eligible to succeed himself or herself for three additional terms, not to exceed a total of eight consecutive years.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.

- c. No person shall serve as both a Senator from an academic unit and the BOG representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year. The election of the representative will occur in odd-numbered years. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Executive Committee.

**Section 6.** Two members of the student body of Fairmont State University serve as members-at-large in the Faculty Senate.

- a. Student members shall be selected by the entire student body in a manner determined by Student Government. Such selection shall occur at the first meeting of the Student Government for the current academic year. The term of office for student members shall be one academic year.
- b. To be eligible to serve in the Faculty Senate a student must be a full-time student. The student must have an overall grade point average of at least two and two tenths (2.2) at the time of election.
- c. No student shall be eligible to serve on the Executive Committee.
- d. A vacancy in an unexpired student term shall be filled by Student Government.

**Section 7.** Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

### **ARTICLE III. Officers**

**Section 1.** The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and two at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms. The Senate shall biennially elect a treasurer, who may serve no more than two consecutive two-year terms.

**Section 2.** The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees.

- a. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator.
- b. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

**Section 3.** If the President of the Senate shall resign or for any reason be removed from the office during an academic year, the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President.

- a. The new president shall complete the term of the previous president.
- b. If the new president presides at the entirety of two or fewer regular meetings of the Senate, they shall be eligible for re-election twice. Otherwise, they shall be eligible for re-election to the office of the president only once.

**Section 4.** The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

**Section 5.** The Secretary of the Senate shall record the proceedings of each meeting of the Senate and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty.

**Section 6.** The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster shall also maintain appropriate files for retaining Senate records.

#### **ARTICLE IV. Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly at times to be decided by the Senate Executive Committee.

**Section 2.** Special meetings may be called by the President of the Senate, the President of the University, or upon the written petition to the President of the Senate by any five Senators or any twenty members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each Senator at least forty-eight hours in advance of each meeting.

#### **ARTICLE V. Amendments**

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate followed by the approval of a two-thirds (2/3) vote of the Faculty members present at a General Faculty meeting. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

#### **Addenda**

In the event that any provision of this Constitution shall conflict with the Policies of the Fairmont State Board of Governors, such BOG Policies shall govern.

Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.

## **FAIRMONT STATE UNIVERSITY FACULTY SENATE BYLAWS**

Revised: Spring 2025

### **ARTICLE I. Membership**

Membership of the Senate is as defined in Article I, Section 3 of the Constitution. Academic Units are defined by the following list:

Current Structure (2021-2022 Academic Year):

College of Nursing

- ASN
- BSN

College of Education, Health & Human Performance

- Department of Education
- Department of Health and Human Performance

College of Business & Aviation

- Department of Marketing & Management Studies
- Department of Accounting, Economics, & Finance
- Department of Aviation

College of Liberal Arts

- Department of Humanities
- Department of Behavioral Sciences
- Department of Social Sciences

College of Science & Technology

- Department of Natural Sciences
- Department of Computer Science & Mathematics
- Department of Architecture, Art, & Design
- Department of Engineering Technology

Library

### **ARTICLE II. Meetings**

**Section 1.** Regular meetings of the Faculty Senate shall be held each month during the academic year, on dates and at times to be determined and announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each Senator at least ten days prior to the first meeting of the fall semester. Senators are expected to make themselves available for extended business and discussions when necessary.

**Section 2.** Except where specifically prohibited in these Bylaws, the terms “written notice” and “written communication” shall be construed to include all forms of electronic communication.



Only electronic notifications or communications sent via Fairmont State University's email system shall be deemed to satisfy the requirement of written notice and written communication.

**Section 3.** At the last regularly scheduled Senate meeting of each academic year, which shall be held after the annual Academic Unit Senate elections, the Senate shall elect new officers for the following year.

**Section 4.** The Senators present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

**Section 5.** Any member of the University community with a direct interest in the business of any Senate meeting shall have the right to attend such meeting. Subject to recognition and approval of the presiding officer of the Senate, this attendee may plead his/her case to redress interests relevant to the business of the Senate.

**Section 6.** A Senator unable to be in attendance for a particular meeting should send a substitute representative from the same Academic Unit who meets the requirements for Faculty Senate membership. The individual designated as a substitute shall assume the seat and vote for the absent member, provided that notice of such substitution is given to the President and Secretary of the Senate prior to the call to order of the meeting.

**Section 7.** When meeting in person, all members of the Senate entitled to vote shall be seated directly around the table.

**Section 8.** The presence of at least fifty percent (50%) of the members or their substitutes shall constitute a quorum. The Faculty Senate Executive Committee shall designate whether a meeting is in person or remote.

**Section 9.** Meetings of the Senate shall be conducted in accordance with the current edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

### **ARTICLE III. Officers**

**Section 1.** During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

**Section 2.** The Senate shall, by secret ballot, elect biennially during the final Senate meeting of the academic year a President.

**Section 3.** The Senate shall, by secret ballot, elect annually during the final meeting, a Vice President, a Secretary, a Webmaster, a treasurer, and two members-at large to the Executive Committee from among its membership.

**Section 3.** The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived upon a majority vote of the Senate.

**Section 4.** The term of office for the President of the Senate shall be two years. If the President of the Senate shall resign or for any reason be removed from the office during an academic year the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President until the end of the former president's term.

**Section 5.** If both the President and Vice President resign or are removed from office simultaneously, the Secretary of the Senate shall immediately call an emergency meeting of the Senate—at which meeting the Secretary shall preside—to elect a new President and Vice President.

**Section 6.** The President of the Senate may not serve more than two full consecutive terms (*cf.* Constitution, Article III, Section 3(b)).

**Section 7.** The Vice President, Secretary, Webmaster, and at-large Executive Committee members shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, in any position except the presidency, members must cycle off for at least one year.

**Section 8.** The term of office for the Treasurer shall be two years. The treasurer shall be eligible to serve for two consecutive terms. Senators appointed to fill a treasurer vacancy shall begin a new two-year term, which shall include any part of a year served as a result of being appointed mid-year. If a Treasurer serves for two consecutive terms, they are not eligible to serve in a different Executive Committee position until they have cycled off the Executive Committee for at least one year. Any treasurer who has served more than three years (including partial years resulting from appointment) is not eligible to serve as President until they have cycled off the Executive Committee for at least one year.

**Section 9.** In the event that a vacancy on the Executive Committee occurs, the Faculty Senate President shall appoint a replacement from among the sitting Senators, except for the Vice President, who must be elected by the full Senate.

**Section 10.** The Academic Unit whose Senator will be serving as President of the Senate will be required to elect a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

#### **ARTICLE IV. Executive Committee**

**Section 1.** The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; the Treasurer; and two elected Senators, who shall be chosen by the Senate.

**Section 2.** It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor.
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate.
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate.
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting.
- e. Recommend formation of such ad hoc committees within the Senate as may seem desirable.
- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws.
- g. Prepare and submit reports on the work of the Senate to the University President and the Faculty.

**Section 3.** It shall be the duty of the Vice President to serve as President, should the need arise as outlined in Article III, Section 4 above. The Vice President shall also preside at any Senate meetings at which the President is unable to attend.

**Section 4.** It shall be the duty of the Secretary to record meeting minutes and maintain attendance records for all Senate meetings.

**Section 4.** It shall be the duty of the Webmaster to maintain the Faculty Senate webpage, In addition, the Webmaster shall publish meeting minutes once they are approved by Senate, publish such other material as may assist Senators in the execution of their duties, and Archive records and ensure that published information is accurate.

**Section 5.** It shall be the duty of the Treasurer to maintain accurate records of Senate expenses and manage the Senate's budget, ensuring that disbursements are made properly and in accordance with all relevant laws and regulations. The treasurer shall publish quarterly reports to the Senate, as well as an annual report in April each year.

## **ARTICLE V. Voting Procedure**

**Section 1.** Policy determination shall be by majority vote of the Senators present provided a quorum is constituted. Policies shall be effective after passage by the Senate and approval by the President of the University. The latter may interpose a veto on any Senate action, in which case the Senate may direct the President of the Senate to invite the President of the University to present a rationale for the veto.

**Section 2.** The presiding officer of the Senate shall not vote except in the case of a tie.

**Section 3.** A written, secret ballot shall be used in all elections.

**Section 4.** Any matter introduced in the Senate will be classified as either major or minor business. This classification will be made by the Executive Committee for items placed on the agenda and by the presiding officer for items introduced from the floor. However, a classification may be changed by a majority vote of the Senators present. An item classed as minor may be

discussed, amended and disposed of at the meeting in which it is introduced. An item classed as major will require two meetings for final disposition.

Discussion of a major item shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

**Section 5.** A voice vote shall be used to decide all major items of business, unless a Senator requests a secret ballot.

**Section 6.** On any matter before the Senate, a vote of two-thirds (2/3) of those Senators present shall be empowered to end debate.

#### **ARTICLE VI. Faculty Senate Committees – Rules of General Application**

**Section 1.** Standing and ad hoc committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

**Section 2.** All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. Ad hoc committees may have additional or different rules and processes, which are subject to Senate approval.

**Section 3.** Each committee shall meet at least once each semester. Notice shall be provided to the President of the Senate by the Committee Chair if a committee does not satisfy this meeting requirement.

**Section 4.** Notice of all regular meetings of committees shall be announced through the Faculty Senate page of the Fairmont State University website. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

**Section 5.** All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4. Committee Chairs shall provide the Senate Webmaster with a list of meeting dates to be published on the Senate website. Committees without regularly scheduled meetings shall provide the Senate Webmaster with reasonable notice.

**Section 6.** Each committee shall keep adequate records of committee business. Committee matters of general importance to the University shall be reported promptly to the President of the Senate, who shall report to the Executive Committee to determine further action.

**Section 7.** At the close of each semester, each committee shall send a report of its activities in writing to the Senate Executive Committee. Additional reports may be requested by the Senate at any time.

**Section 8.** Committees shall conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or

policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

**Section 9.** For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be:

Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance and Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

**Section 10.** Faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement to fill the unexpired term. However, a faculty member may request a change in membership if early termination of membership is desired. Furthermore, to allow as many faculty as possible to serve on the various Senate committees, and thus create a broad knowledge base about University policies, after serving for two years on any Senate committee, faculty members should choose to serve on a different committee.

**Section 11.** The committee chair from the previous academic year, acting in an ex-officio manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the ex-officio Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

**Section 12.** The newly elected chair is responsible for notifying the Senate President and Webmaster of their election. They are also responsible for calling meetings and submitting reports to Senate. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees (*cf.* Article VII, Section 3 below)

**Section 13.** Ex-officio members of standing committees shall not vote on committee matters.

## **ARTICLE VII. Committee Assignments**

**Section 1.** At the regularly scheduled first Senate meeting of the spring semester, the President of the Senate shall appoint, and the Senate shall affirm, five members of the Faculty Senate to serve as the Committee on Committees, designating one of the five appointees to serve as chairperson. The Chairperson of the previous year's Committee on Committees shall be an ex-officio member.

**Section 2.** The Committee on Committees shall oversee all processes for nominating new committee members to all Senate Committees each year, unless noted below. This includes nominating faculty members to voluntary committees (Article IX below) and working with department chairs and deans to fill elected committees (Article VIII below). When nominating faculty members for two-year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming ex-officio members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

**Section 3.** One student representative shall be selected to serve on each voluntary faculty committee (Article IX below) for each ten faculty members or fraction thereof on the committee. Unless otherwise noted below, students may not serve on elected faculty committees.

**Section 4.** The first reading of the proposed committee assignments will be at the regularly scheduled final Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate meeting of the following academic year.

**Section 5.** Quorum for all Faculty Senate committees shall be 51% of membership, unless otherwise stated below.

#### **Article VIII. Elected Committees**

**Section 1.** The committees listed in this article (Article VIII) shall each consist of one elected member from each academic unit, plus any additional members as stated.

**Section 2. APPEALS COMMITTEE.** The Appeals Committee shall conduct timely and fair hearings related to student academic appeals, grade appeals, academic integrity, and other matters referred to the Appeals Committee as outlined in current policy and procedures contained in the Faculty and Student Handbooks, in accordance with all relevant laws and regulations. In addition, the Appeals Committee shall promote faculty and student awareness of the appeals process and maintain a procedure for appeals review in relation to relevant University policies.

a. Role and Function

- i. Appeals referred or directed to the committee may require meetings during the summer months and over winter break. If needed, committee members must be willing to serve during these times. Hearings shall be conducted in-person.
- ii. The Appeals Committee shall meet within one month of the start of Fall Semester to review relevant policies, procedures, and regulations, including relevant sections of the Faculty and Student Handbooks.
  1. The Appeals Committee shall advise the Senate, the chair of the Handbook Committee, and the Provost if they believe that there is a conflict between any of these sources.
- iii. The Appeals Committee shall work closely with university administrators to understand and accurately implement the policies and procedures related to its work

b. Privacy Requirements

- i. The facts, names, and opinions of the parties involved in the hearings, the specific details of the adjudicative process, and the opinions of committee members in the deliberative process, are private matters for which all members must take care to protect.
  1. The committee's annual report shall provide a summary of hearings conducted throughout the calendar year. However, care should be taken to ensure that the report does not include details, personally identifying information or hearing outcomes. The report shall include the aggregate number of appeals heard and nothing more. Other activity shall be reported as usual.
- ii. Any committee member who either by intent or neglect fails to protect the privacy of the individuals involved in the committee's work, shall be subject to removal from the Appeals Committee by vote of the Senate. Any member so removed shall not be eligible to serve on the Appeals Committee for five years.
  1. A committee member so removed may be replaced through an election by the relevant academic unit.

**Commented [RN2]:** Appeals Committee has been overhauled at the request of the Committee. The Policies and Procedures document has been scrapped and procedures inserted.

**Section 3. CURRICULUM COMMITTEE.** The Curriculum Committee shall review and recommend proposals affecting the academic programs of the University, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

- a. To carry out this responsibility, the Curriculum Committee shall perform the following functions:
  - i. Vet all curriculum proposals that have been recommended by a college, department or unit and reported to the Provost and Vice President for Academic Affairs.
  - ii. Act as the primary curriculum committee for Honors, Library, and the Office of Provost curriculum proposals.
  - iii. Act upon any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals.
  - iv. Undertake research into the successes and failures of the University curriculum.
  - v. Develop guidelines that will assist the University in curriculum development.
- b. The Curriculum Committee reports to the Faculty Senate. All five functions of the Committee will result in recommendations reported to the Faculty Senate for action.
- c. If there is a substantive change by the Faculty Senate in proposals passed by the Curriculum Committee, then the Faculty Senate shall return the amended proposals to the Curriculum Committee for further action one time.
- d. The following individuals or their designees shall serve ex officio: The Provost and Vice President for Academic Affairs, the Registrar, the Dean of each College, and any faculty member whose proposal is being considered by the committee.
- e. Two students may be selected to serve on this committee

**Section 4. FACULTY DEVELOPMENT COMMITTEE.** The Faculty Development Committee shall publicize and solicit applications for Faculty Development grants and awards; and

select the recipients for final approval by the President of the University.

- a. In the event a committee member applies for a Faculty Development grant, the committee member should recuse themselves during the period of deliberation and subsequent vote.
- b. The Provost and Vice President for Academic Affairs or designee shall serve as an ex-officio member.

**Section 5. FACULTY PERSONNEL COMMITTEE.** The Faculty Personnel Committee shall make recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, emeritus status, and sabbaticals; and the committee shall handle the business directed to it by the Faculty Senate Executive Committee.

- a. The Faculty Personnel Committee shall consist of five faculty members elected by each College of the University. Only tenured faculty holding at least the rank of Professor shall be eligible to serve on the Faculty Personnel Committee, and all such eligible faculty members shall have the right to run for the position. Department chairs are ineligible to serve on the committee unless they are chair in an interim capacity.
- b. All committee members so elected shall serve for three years. If a vacancy on the committee occurs, a special election of the college shall be held to fill the remaining term. There shall be no term limits for members. However, faculty electorates should seek to balance the needs of preserving the academic culture of the university, harnessing new perspectives, and cultivating new leadership within their college.
- c. The method of voting shall be determined by the faculty of the academic units within the college. If, after two weeks shall have passed since college faculty were notified by their dean of the need for an election, the faculty of a college fail to nominate anyone for election, then the dean of the college may appoint an eligible faculty member. The term of faculty so appointed shall end on the first day of Fall Semester in the following year, at which point the dean must call for an election to fill the position.
- d. If a college does not have any qualified faculty members, the President of the Senate shall hold a special election in the Faculty Senate to fill the position. Any qualified faculty member not already on the committee from any college shall have the right to run for this position. Members so elected shall serve for the full term or remainder of any term for the college.
- e. College-wide elections shall be held every three years in the Spring Semester, based on the following:  
2023, 2026, 2029, 2032, etc.: College of Science and Technology, College of Liberal Arts  
2024, 2027, 2030, 2033, etc.: College of Nursing, College of Education  
2025, 2028, 2031, 2034, etc.: College of Business and Aviation
- f. Members' terms begin and end on the first day of Fall Semester. Any member's term always ends on the first day of Fall Semester in the years indicated above regardless of the number of years served.

**Commented [RN3]:** We need to close a loophole about dept. chairs serving on Personnel Committee.

**Commented [RN4]:** Term limits are now their own subsection.

**Section 6. GENERAL STUDIES COMMITTEE.** The General Studies Committee shall oversee the University's Core Curriculum.



- a. To carry out its charge, the General Studies Committee shall perform the following functions:
  - a. Review courses submitted for inclusion in the Core Curriculum.
  - ii. Create and oversee the outcomes governing the Core Curriculum and the listing of courses fulfilling them in the University catalog.
  - iii. Manage assessment data on the effectiveness of the Core Curriculum and compile reports on this annually.
  - iv. Conduct a review of the Core Curriculum program on a five-year cycle.
  - v. Formulate, review and maintain policies and procedures to operate the Core Curriculum.
- b. All committee functions will result in recommendations reported to the Faculty Senate for final action.
- c. The Provost and Vice President for Academic Affairs and/or designee, the Faculty Director of General Studies, and the Executive Director of Academic Advising and Career Success shall serve as ex-officio members.

**Section 7. LIBRARY COMMITTEE.** The Library Committee shall study library needs in view of academic programs and advise the librarians on matters of general library policy, the development of library resources, and allocation of library budget. The Director of the Library shall serve as an ex-officio member.

**Section 8. PRESIDENTIAL PERCEPTION SURVEY COMMITTEE.** The Presidential Perception Survey Committee shall administer the annual Presidential Perception Survey and compile and distribute the results.

- a. Only tenured faculty or librarians with at least five years of experience at Fairmont State shall be eligible to serve on this committee.
- b. To carry out its charge, the Presidential Perception Survey Committee shall:
  - i. Annually review the survey instrument and process of administration and recommend changes to the Faculty Senate.
  - ii. Oversee the distribution of the approved survey instrument to the Faculty, either through direct action of the committee or through a third-party survey provider approved by the Faculty Senate.
  - iii. Compile the results of the survey.
- c. The distribution of the results of the survey shall be as follows:
  - i. The full results shall be given to the Faculty Senate Executive Committee, which shall distribute the results further to the President of the University and the Board of Governors.
  - ii. Faculty members and Senators not on the Executive Committee shall receive the aggregated quantitative results of the survey, but not the comments from the survey
- d. Additionally, the PPSC will conduct and administer any other surveys as directed by the Faculty Senate.

**Commented [RN5]:** We have moved some things around a bit and also encoded how the results of the survey are to be distributed.

## **Article IX: Voluntary Committees**

**Section 1.** The committees listed in this section shall consist of interested faculty from the academic units.

**Section 2. ADMISSIONS AND CREDITS COMMITTEE.** The Admissions and Credits Committee shall serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review general University policies adopted by these offices and recommend any appropriate changes. The committee shall be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration. The Registrar, the Coordinator of the LEAD Center, the Admissions Manager, and the Manager of Recruiting shall be ex-officio members.

**Section 3. ANIMAL CARE AND USE COMMITTEE.** The Animal Care and Use Committee shall Function as the official institutional agency for ensuring the ethical and legal use of vertebrate animals in the normal course of classroom and research use conducted by any individuals affiliated with the institution in accordance with the Health Research Extension Act of 1985. Public law 99-158.

Pursuant to its charge, the Animal Care and Use Committee may Nominate additional members to ensure inclusion of the following; a Doctor of Veterinary Medicine either certified (e.g., by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the institution, at least one practicing scientist experienced in research involving animals, at least one member from a nonscientific background, drawn from inside or outside the institution, and at least one public member to represent general community interests in the proper care and use of animals. The Committee shall submit nominees to Senate for approval.

**Section 4. ATHLETICS COMMITTEE.** The Athletics Committee shall:

- a. Review and recommend policies that involve athletics in their relation to students and academics.
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the Institution in this specialized area.
- c. Act as a liaison between faculty, students and administration.
- d. Review the athletic budget allocations and inter-collegiate schedules at the beginning of each academic year.
- e. Periodically review compliance with MEC, NCAA, and Title IX policies and regulations.
- f. Meet at the end of each academic year and as needed during the academic year as determined by the Committee Chair.

The Director of Athletics, University NCAA Academic Representative, and the Faculty Athletic Representative shall act as ex-officio members.

**Section 5. COMMON BOOK COMMITTEE.** The Common Book Committee shall publicize the book chosen for the year through appropriate programming and media support; choose a book for the following year; and plan faculty development activities to help faculty integrate next year's book into classes.

**Section 6. FACULTY WELFARE COMMITTEE.** The Faculty Welfare Committee shall recommend programs for the welfare of the faculty.

**Section 7. INSTITUTIONAL REVIEW BOARD.** The Institutional Review Board shall function as the official institutional agency for ensuring the ethical and legal use of humans and animals in the normal course of research conducted by any individuals affiliated with the institution.

**Section 8. INTERNATIONAL EDUCATION COMMITTEE.** The International Education Committee shall investigate, promote, and coordinate all phases of international education among students and faculty. The Provost and Vice President for Academic Affairs or designee, the International Student Advisor, one student chosen by the Student Government, and one international student chosen by the International Student Advisor shall serve on the committee.

**Section 9. LEGISLATIVE ADVOCACY COMMITTEE.** The Legislative Advocacy Committee shall inform faculty concerning higher education legislation as it is proposed and as it proceeds through the legislative process. Disseminate membership lists of legislative committees and addresses of pertinent legislators. Work in cooperation with similar committees on the other state college and university campuses. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.

The faculty representatives to the Board of Governors and Advisory Council of Faculty shall serve as ex-officio members.

**Section 10. STUDENT PUBLICATIONS BOARD.** The Student Publications Board chairperson shall call a meeting with the Chair of Humanities, the student publications faculty advisors, and current editors of *The Columns*, *Tracts*, and *Whetstone* each year to interview and elect editors for the publications for the following year, and to conduct any other relevant business pertaining to the development and staffing of student publications.

**Section 11. STUDENT FINANCIAL AID APPEALS COMMITTEE.** The Student Financial Aid Appeals Committee shall recommend to approve or deny the financial aid appeals related to the student financial aid program; and make recommendations to the Financial Aid ex-officio member in attendance.

The Director of Financial Aid or designee shall serve as an ex-officio member.

**Section 12. TECHNOLOGY COMMITTEE.** The Technology Committee shall study issues that relate to faculty and student use of the information technologies made available by the University on and off campus, advise personnel in the IT department regarding the needs of faculty in terms of programs, systems, assistance, and training, and serve as a liaison between the faculty and the Chief Information Officer. The Chief Information Officer of the University shall serve as an ex officio member.

#### **Article X. Joint Committees**

**Section 1. BOOKSTORE/TEXTBOOK COMMITTEE.** [Based on BoG policy #54-Bookstore Policy] Fairmont State University shall have a Bookstore/Textbook Committee to advise faculty, student government, administration and the Board of Governors on issues related to textbook affordability and initiatives, textbook selection guidelines, educational opportunities and

strategies designed to keep the cost of textbooks low. This committee shall include a member of the Board of Governors' Academic Affairs Committee, faculty, administrators, students, staff, and bookstore representatives. The Bookstore/Textbook Committee shall meet at least annually with the members of the Board of Governors to present recommendations and reports concerning the Bookstore and textbook affordability, and bring the annual report to the Senate.

**Section 2. FACULTY HANDBOOK COMMITTEE.** This Committee shall undertake an annual revision of the Faculty Handbook. This is a joint Senate and administrative committee. Each College of the University will be represented by one elected faculty member. The Provost will appoint three faculty members, one of whom will be from the Dean's Council. The Provost will also serve as a member of the Committee. Each fall, the Provost will provide members with professional development regarding best practices in the creation and maintenance of faculty handbooks. The Committee will be chaired by one of its faculty members elected by the membership. The Committee will update and revise the Handbook each spring. Upon approval by the Committee, the document will be sent to Senate for review and approval. After Senate approval, the Committee will submit the Handbook to the Provost. University Counsel and the Director of Human Resources will serve as ex-officio members.

#### **ARTICLE XI. Amendment of Bylaws**

**Section 1.** Amendments of Bylaws of the Faculty Senate shall be made only at a regular meeting thereof, by a two thirds (2/3) vote of at least a quorum of the Faculty Senate. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Senate at least thirty days prior to the meeting. A copy of such a proposition shall be provided in the call for the next regular meeting, and a copy sent to each Senator at least ten days before the date of the next regular meeting at which time the amendment will be presented for Senate action.

## **Fairmont State Committee Procedures**

Revised: May 2025

### **Section 1: Introduction and Scope**

**Subsection a:** This document has two purposes. The first is to inform faculty about the current procedures of the committees with which they may need to interact or work with to accomplish various facets of their work. The second is to alleviate the need to adjust the bylaws for circumstantial changes to committee procedures that do not affect the substantive work of the committee.

**Subsection b:** This document is subordinate to the Bylaws of the Faculty Senate as well as any policies or laws to which the Bylaws themselves are subordinate.

**Subsection c:** Committee procedures herein are considered binding on the committees represented. Faculty have a right to expect that committees will abide by these procedures as much as possible. Faculty who believe that a committee is in violation of these procedures should notify the President of Faculty Senate.

**Subsection d:** Committees with procedures herein should review their portion of this document within 30 days of the start of the fall semester and recommend any changes to the Faculty Senate Executive Committee.

**Subsection e:** Changes to this document may only be proposed by recommendation of the committee or by a Senator.

**Subsection f:** Recommendations to change this document shall come before Senate as minor items of business.

**Subsection g:** This document only contains information relating to the procedures by which the various committees pursue their charges. These procedures must be pursuant to the charge as stated in the Faculty Senate Bylaws. Procedures may not be added to this document that substantively alter or add to the charge of the committees as reflected in the Senate Bylaws.

## **Section 2: Regular Meeting times**

### **Elected Committees:**

Appeals Committee: No regular meeting

Curriculum: Fourth Tuesday, 12:30

Faculty Development: Third Thursday, 12:30

Financial Aid Appeals: No regular meeting

Faculty Personnel: No regular meeting

General Studies: Third Thursday, 12:30

Library Committee: No regular meeting

Presidential Perception: No regular meeting

### **Voluntary Committees:**

Admissions and Credits: As needed

Animal Care and Use Committee: No regular Meeting

Athletics: No regular meeting

Common Book: Second Tuesday, 12:30-1:30

Faculty welfare: Fourth Thursday, 12:30

IRB: No regular meeting

International Ed: Second Thursday, 12:30

Legislative Advocacy: no regular meeting

Student Publications: No regular meeting

Technology Committee: No regular meeting

### **Joint Committees:**

Handbook Committee: No regular meeting

### **Section 3: Procedures of the Appeals Committee**

#### **General Hearing Procedure**

- a. All hearings must be conducted with all relevant parties present.
- b. The Appeals Committee shall not conduct a hearing for an appeal unless the proper process for the appeal has been followed by the appellant. The Appeals Committee shall immediately notify the President of the Senate and/or the Provost if it determines that a member of the university is failing to abide by stated university policy with regard to a particular appeal.
- c. The Appeals Committee shall determine by majority vote any ex officio members that need to serve in a hearing based on the applicable policies and procedures, as well as considerations of the particular appeal.
- d. The committee chair shall be responsible for setting the date and time of the hearing, in consultation with all relevant parties, including the members of the Appeals Committee.
- e. Appeals Committee members shall disclose potential conflicts of interest to the committee chair before any hearing takes place. The chair may ask members to recuse themselves.
  - i. The chair may consult with the University General Counsel to determine whether a member should not participate in the hearing.
  - ii. If a member refuses to recuse themselves, the matter shall go to the full Appeals Committee, where a simple majority may enforce the chair's decision.
  - iii. If a member of the committee recuses themselves, the chair of the member's department shall be notified and given two business days to appoint a temporary replacement.
- f. Following the hearing, the committee must render a decision within five business days.
  - i. Deliberation toward a recommendation shall be conducted only by Appeals Committee members actually present at the hearing; ex officio members shall not participate in the deliberation.
  - ii. The recommendation must be supported by a majority of the members present at the hearing.
- g. The committee chair shall report the recommendation to the Provost or as directed by specific policies that relate to the nature of the appeal
  - i. The committee will not disclose the recommendation to any other individual besides the Provost.
  - ii. The committee is not responsible for disseminating its recommendation to any of the parties or to anyone else.

## **Section 4: Procedures of the Curriculum Committee**

### **General Meeting Information:**

The Curriculum Committee meets monthly on the fourth Tuesday of each month. (If an especially large number of proposals comes to our committee in a given month, we may schedule a supplementary meeting, if needed. This is relatively rare.)

The location varies somewhat, but since Fall 2023, the committee has met in 320 ED.

### **Expectations for Faculty Committee Members:**

Faculty on the Curriculum Committee are expected to read all curriculum proposals and bring questions/comments/concerns to each meeting. The amount of time required each month varies depending on the number of curriculum proposals being put forward.

Faculty are not expected to meet during the summer.

### **Important Deadlines:**

- Second Tuesday of November: Any curriculum revision, new course, or new minor that is intended to go into effect the following fall semester.
- Second Tuesday of January: Discontinuation of a major, minor, or course to go into effect the following fall semester.
- Second Tuesday of April: Course revisions, pre-requisite/co-requisite changes to go into effect the following fall semester.

### **Forms:**

The Fairmont State Curriculum Development Website houses all Curriculum forms:

<https://www.fairmontstate.edu/academics/affairs/curriculum/default.aspx>

### **General Process within the Committee:**

Curriculum proposals go through two readings, which means most proposals spend a minimum of two months in the Curriculum Committee. (Occasionally, in the event of minor changes to programs, the committee may decide to waive the time between first and second reading. In those instances, the proposals only spend one month in Curriculum Committee.)

#### **General Process after the Proposal Leaves the Committee**

Once the Curriculum Committee passes a proposal for second reading, it moves on to Faculty Senate, where it also sits for two readings (about two months), unless Faculty Senate votes to waive the time period between first and second readings. Once a proposal passes second reading at Faculty Senate, it is sent to the Registrar's Office where they begin making the changes in the catalog, DegreeWorks, and Banner. Notifications are also sent to the Dean and Chair, Office of Admissions, etc.

[See a graphic of the workflow](#)



## Addendum to Section 4: General Guide to Proposing a new Program of Study

### Step 1: Develop an Intent to Plan

Before developing a full program proposal, the initiating academic unit must create an Intent to Plan document. This document serves as a preliminary proposal and include (but not limited to) the following major components:

- **Alignment with Institutional Mission:** Explanation of how the program fits within Fairmont State University's strategic goals.
- **Market Analysis:** Evidence of demand for the program, including job market projections and potential student interest.
- **Resource Needs Assessment:** Identification of faculty, facilities, and support services required.
- **Financial Proforma/Projection:** Budgetary implications, including revenue and cost estimates.

Once completed, the Intent to Plan is submitted to the Provost's Office for initial review. If endorsed by the Provost, it proceeds to the Board of Governors (BOG) for final approval. Approval at this stage authorizes the academic unit to proceed with the full program proposal.

### Step 2: Develop the Full Program Proposal

Upon BOG approval of the Intent to Plan, the academic unit can begin crafting the Full Program Proposal. This proposal must adhere to the guidelines set forth by the Higher Learning Commission (HLC). The HLC guidelines have changed frequently over the years so our institutional requirements change to align with these. Specific requirements can be accessed at the following link:

 [HLC Educational Program Application](#)

The full proposal includes key areas listed below (and more):

- A detailed curriculum structure (course requirements, sequencing, credit hours, etc.)
- Faculty qualifications and required hiring (if applicable)
- Assessment and student learning outcomes
- Accreditation and regulatory compliance considerations

### Governance Approval Process

The full program proposal then moves through a structured internal review process, requiring multiple approvals:

1. Curriculum Committee (2 readings)
2. Faculty Senate (2 readings)
3. Board of Governors – Academic Affairs Committee (1 reading)
4. Full Board of Governors
5. **Final Steps:** External Approval - The Higher Learning Commission (Usually takes approx. 4 months)

Each stage allows for feedback and refinement which can extend the approval time. It is important for the Provost office to work with programs throughout the process.

## **Section 5: Procedures of the General Studies Committee**

### **General Meeting Information:**

The General Studies Committee meets on the Third Thursday of the month, 12:30-1:30. The typical meeting room is 219 Hardway. TEAMS is also available each meeting.



### **Expectations for faculty:**

Faculty need to read the proposals that come before the committee for review. Usually, this amounts to 2-3 hours per month outside of the meetings. Faculty are not expected to meet during the summer months.

### **Important deadlines:**

- Applications for course inclusion, revision, or removal are due November 1
- Course portfolio submissions for 5-year reviews are due November 15
- Core curriculum credit transfer requests are accepted on a rolling basis.

### **Pertinent documents and forms:**

- Application for Core Curriculum Inclusion:  [General Studies - New Core Curriculum Course Application.docx](#)
- Consideration for Core Curriculum Credit Transfer:  [General Studies - Core Curriculum Transfer Request.pdf](#)
- Course Revision or Removal: [course revision proposal 2022.pdf](#)
- Core Curriculum Course Portfolio Template is available upon request.

### **General Process of the Committee:**

Applications are evaluated with the goal of getting them to the Faculty Senate during the spring semester of the same academic year for implementation that coming fall semester.

After the committee reaches a decision, it is recorded in the committee's Teams space. The General Education Director then forwards the pertinent proposals to the Faculty Senate, where they receive two readings.

## **Section 6: Procedures of the Internal Review Board**

### **General Meeting Information:**

Much of the work of the IRB is accomplished asynchronously. We generally have one or two standing meetings in a semester. However, most of the work of the IRB is reviewing the proposals that are submitted.

### **Expectations for faculty:**

Faculty are required to complete a longer CITI training module created for IRB members. On average it takes around 4 or 5 hours to complete. Although it is good for multiple years.

The amount of work required by the committee varies from year to year with the number of proposals we get. But we often average around 70 proposals in an academic year. However, last year we had nearly 100 proposals. The level of the proposal (exempt, expedited, full) matters. It is hard to give an hour estimate. But I would argue that the time commitment is significant. Especially at certain points in the year when we get many proposals in a very short time frame.

On rare occasions, committee members are expected to meet during the summer.

### **Important Deadlines:**

Proposals are accepted on a running basis throughout the year; there are no formal deadlines.

### **Pertinent documents and forms:**

Researchers need to complete the IRB proposal form -  
<https://www.fairmontstate.edu/files/irb/irb-application-form.pdf>

They should also attach many additional documents. Such as any instruments being used in the study, recruitment materials, consent forms, and evidence of their CITI ethics training completion.

### **General Process of the Committee:**

The level of review (exempt, expedited, and full) generally determines if additional meetings are needed. When we have a full review, we will schedule meetings as needed as full reviews require a vote to approve with a quorum. We generally have met virtually when it is needed. Exempt reviews usually only need the IRB chair to review the proposal. At the exempt level the review is to determine if the proposals meet exempt criteria. For expedited reviews we typically operate asynchronously to review and provide feedback on proposals. The method for achieving this has changed over time. Recently, the committee has begun reviewing proposals that are uploaded into Teams with a shared documents for comments. We have very few full reviews.

In general the full review process takes between two to four weeks depending on the level of the review and a host of factors. Full reviews (and only full reviews) require a vote for approval.

For both exempt and expedited once identified issues are fixed and questions are answered the proposals is approved. The process there is closer to a journal review, in which the

committee chair checks to make sure all questions and issues are addressed adequately. Less stringent reviews take considerably less time.

Once the committee has determined that a proposal is approved the researchers may begin their study as soon as they are notified.

## **Section 7: Procedures of the Faculty Development Committee**

### **General Meeting Information:**

The committee usually meets on the third Thursday of the month during the academic year.

### **Expectations for faculty:**

Committee members must judge for a grant application and a variety of awards. The time commitment depends upon which awards they judge and how many people apply in a given year. This can range from a fairly substantial amount of time to a fairly limited amount of time in the spring.

### **Important Deadlines:**

There is no exact date for submitting award applications, however this usually takes place in February.

### **Pertinent documents and forms:**

Information about awards and the resources needed to apply may be found at

<https://library.fairmontstate.edu/faculty-awards-grants>

### **General Procedure of the Committee:**

The committee solicits and reviews applications for the various awards. Once applications have been received, a subset of the committee will judge each award and grant. If there is no clear winner, at least one extra committee member will evaluate the award/grant in order to break the tie.

Once a decision is rendered, the chair then informs the administration regarding the winners of the awards and grant in the spring prior to the awards banquet.