

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.