

## UHD FACULTY SENATE COMMITTEES DESCRIPTIONS

*These committees are staffed and essentially run with oversight by the Senate (except the Grievance Committee, Inquiry Team, and [Covid](#) Committee), which are elected by all faculty and works in coordination with administration, as specified in PS 10.A.02 and PS. 06.A.07, respectively. Unless otherwise noted, all positions are open to tenured and tenure-track faculty.*

### UHD Faculty Senate and Officers

See [UHD Faculty Senate Constitution](#)

#### **FS (University Faculty Senate)** (tenure/tenure-track faculty, and one lecturer from each college)

2 yr. term college and department level representatives. Senate meets 2:30-4:00 p.m., on the 1st and 3rd Tuesday of every month in the long semesters. *Must be a member of the Faculty Assembly.* Senators serve as representatives of their department faculty and may be asked to poll their faculty on key issues and vote on their behalf on the Senate. In addition, it is advisable that senators report to their faculty about the proceedings of the Senate and carry forth any issues their faculty consider important.

#### **Faculty Senate President-elect** (tenured faculty)

3 yr. cumulative term; serves consecutive terms as president-elect, president, and then past president; university-wide representative. The Faculty Senate meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays from 2:30-4:00 p.m. The functions of the president-elect are to: 1. Preside over meetings of the Faculty Senate in the absence of the president, 2. Serve as chairperson of the Committee on Credentials and Elections, 3. Assist the Faculty Senate president, 4. Serve as representative to the University Faculties Executive Council, 5. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies, 6. Supervise the administration of the faculty climate survey in the spring of every odd-numbered year, 7. Serve in any capacity designated for the Faculty Senate President-elect in any university precedent or policy, 8. Serve on Faculty Senate Executive Committee (FSEC) which meets 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 11:00 a.m. to 1:00 p.m. prior to Faculty Senate meetings and as needed, and sometimes meets during the summer.

#### **Faculty Senate Secretary** (tenured/tenure track, nontenured faculty)

2 yr. term university-wide representative. Faculty Senate meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays from 2:30-4:00 p.m. The functions of the secretary are to: 1. Compile and maintain a complete set of minutes of the meetings of the Senate and of the Faculty Assembly, 2. Make the approved minutes of regular meetings available to members of the Senate and Faculty Assembly, preferably at least 1 day prior to the next Senate meeting, and ensure that the approved minutes are posted to the Faculty Senate website, 3. Keep a record of members present at each meeting, 4. Maintain the financial records of the Senate, 5. Conduct all Senate correspondence, 6. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies, 7. Serve on Faculty Senate Executive Committee (FSEC) which meets Fridays 11 a.m.-1 p.m., prior to Faculty Senate meetings and as needed, and sometimes during the summer.

## College-Elected Committees (4)

**AAC (Academic Affairs Council)** see [PS 01.A.03](#) (tenured/tenure track faculty)

2 yr. term. Meets typically on Fridays or as needed.

*Two T/TT from each college, but not from the same department.* The university academic affairs council is responsible for advising the president on all university policies that directly affect the academic environment. It is a voting body, which makes formal recommendations to the president on all policy matters having direct impact on the academic environment.

**FDPA (University Faculty Development Projects Award Committee)** see [PS 01.A.03](#);

[PS 10.A.24](#)

(tenured/tenure track faculty)

2 yr. term. Meets as needed. Committee members selection is at the discretion of colleges and departments. The AVP-FAF is the committee convener.

*Two T/TT faculty from each college; one lecturer from each college (lecturers may choose whether to accept an invitation to serve on the University FDA Committee with consideration of the terms of their appointment); one staff member from the university library.* This committee provides instructions and an overview of pertinent operating parameters, provides administrative support, oversees election of a committee chair, and conducts reviews based on criteria set forth in the Faculty Development Committee Criteria for Evaluation Proposal rubric.

**PBDC (Planning and Budget Development Committee)** see [PS 01.A.03](#) (tenured/tenure track faculty)

2 yr. term. Meets typically once a month, as needed.

*One T/TT from each college, but not from the same department;* provides information for the university budget planning.

**UHC (University Honors Council)**

(tenured/tenure track faculty)

3 yr. term. Meets monthly and as needed. A university committee with elected members from the faculty (two from each college). *One position in two-year term and one in three-year term for each college,* and ex officio non-voting members from Advising Council and Admissions. Rationale for this structure includes long-term visibility/faculty buy-in throughout the university. Functions of this committee: 1. Serve as liaisons and advocates to faculty and institution at large to promote awareness of and engagement in Honors Program initiatives and curriculum, 2. Review current Honors Program admissions processes and infrastructure and offer input on any needed updates to maximize current successes and expand to meet future institutional vision, 3. Review applications for scholarships as needed, 4. Provide input to Honors Program Director on policies and support programming, 5. Review annual assessment reports for program, 6. Approve proposed updates and changes to Honors Program Curriculum, including approval of course proposals for full Honors sections or and developing method for timely review of honors proposal contracts as well as new courses and curricular strategies, 7. Review and identify policy needs for program or institutional contexts, 8. Consider possibility of increasing scholarship funding,

*UHC continued...*

particularly to attract transfer students—including potential sources, 9. Review procedures for selecting FTIC Distinguished Merit Scholars, 10. Specifically for 2022-23: make a recommendation on the formal structure, representation, and selection process for the program.

### **Department-Elected Committees (4)**

**CCE (Committee on Credentials and Elections)** see [PS 01.A.03](#) (tenured/tenure track faculty)

2 yr. term. Meets as needed, especially in the spring semester.

*One T/TT member from each department.* This committee runs elections to fill department-elected and Senate-elected committees, as well as positions for Faculty Senators and Officers.

**FFL (Funded Faculty Development Leave Committee)** see [PS 10.A.08](#) (tenured/tenure track faculty)

2 yr. term. Meets as needed.

*One T/TT member from each department.* This committee is responsible for the review and recommendation of faculty members for faculty development leave awards in the following academic year, as described in PS10.A.08.

**GC (Grievance Committee)** see [PS 10.A.02](#) (all members tenured faculty)

2 yr. term. Meets as needed.

*Two members per department. No more than two consecutive terms.* This committee is responsible for the review of faculty grievances based on questions of academic freedom, promotion, performance evaluation, salary, tenure, dismissal, non-reappointment, and materially adverse action.

**ORCA (Organized Research & Creative Activities Committee)** see [PS 06.A.08](#) (tenured/tenure track faculty)

2 yr. term. Meets as needed.

*One T/TT member from each department.* Every year the Organized Research Committee (ORC) of the University of Houston-Downtown offers small grants to support the research activities of tenured/tenure track faculty. The committee solicits grant applications during the fall semester.

### **Senate-Elected Shared Governance Committees (5)**

**APC (Academic Policy Committee)** see [PS 01.A.03](#) (tenured/tenure track)

2 yr. term. Meets as needed 11 a.m.- 1 p.m. Fridays, 1<sup>st</sup> and 3<sup>rd</sup> of each month.

*Two faculty (typically T/TT, not to limit non-T/TT) from each college, but not from the same department.* This committee is responsible for the review and recommendation of policies pertaining to academic standards and regulations.

**Covid (ASA COVID-19 Work Group Committee)** (tenured/tenure track faculty, and staff)  
1 yr. term. May be extended by discretion of UHD President; meets biweekly as needed.  
*Two faculty senators elected from the senate pool.* Addresses conditions and emerging threats associated with COVID-19. Works across the institution to gauge the effectiveness of implemented policies and procedures to respond decisively to emerging threats and provides well-informed guidance for future decision- making.

**EITF (Ethics Inquiry Task Force)** see [PS 06.A.07](#) (tenured faculty)  
2yr. term. Meets as needed.  
*One tenured faculty member from each college.* Reviews allegations of suspected or alleged misconduct to determine if an Investigative Committee is required.

**FAC (Faculty Affairs Committee)** see [PS 01.A.03](#) (tenured/tenure track)  
2 yr. term. Meets or as needed, 11:30 a.m.- 1:30 p.m., Fridays, 2<sup>nd</sup> and 4<sup>th</sup> of each month.  
*Two faculty typically T/TT) from each college, but not from the same department.* Reviews and recommends policies pertaining to faculty-related personnel and workload issues and any other matters affecting the professional lives of faculty members.

**UCC (University Curriculum Committee)** see [PS 01.A.03](#) (tenured/tenure track)  
2 yr. term. Meets as needed often on 3<sup>rd</sup> Fridays, 1 p.m.-2:30 p.m.  
*One faculty (typically T/TT) from each college.* Reviews and recommends policies pertaining to the development and approval of new courses, degree programs and other curriculum changes.