

The Constitution of the General Faculty The University of North Carolina at Greensboro

(Approved by the Faculty Council,¹ Spring Semester 1991)

(Revised by the General Faculty on the following dates:

3/2/94, 10/14/96, 1/21/98,

3/10/99, 3/8/00, 3/14/01, 4/2/03, 4/25/12, 4/24/13, 9/17/14)

PREAMBLE

The faculty of The University of North Carolina at Greensboro acknowledges the principle of shared-governance, and recognizes the responsibility of the faculty in advising the Chancellor with respect to questions of academic policy, institutional governance, and any other matters pertaining to the institution that are of interest and concern to the faculty (*The Code of the Board of Governors of University of North Carolina, Section 502 D(2)*). This Constitution establishes procedures whereby this responsibility shall be discharged, and defines the functions of the following governing bodies: the General Faculty, the Faculty Senate, and committees of the Faculty Senate.

The electoral divisions (see: ARTICLE II, Section 2.2) shall establish governance structures in accordance with the provisions of *The Code of the Board of Governors*, the *Promotion, Tenure, Academic Freedom, and Due Process Regulations of The University of North Carolina at Greensboro*, applicable professional accreditation agencies, and this Constitution. In adopting these structures the electoral divisions shall recognize the right of the faculty to elect their own representatives.

ARTICLE I: THE GENERAL FACULTY

SECTION 1. Composition of the General Faculty

1. The General Faculty of the University of North Carolina at Greensboro consists of voting and nonvoting members.
2. Voting members of the General Faculty are tenured and tenure-track faculty, faculty on leave, all full-time lecturers, full-time clinical faculty, full-time academic professional faculty, full-time research faculty, the President of the University of North Carolina, the Chancellor, the Provost, all Vice Chancellors and such other officials having responsibility for making and administering educational, research and student welfare policies as shall be approved by the General Faculty.²
3. The nonvoting members of the General Faculty consist of faculty emeriti, visiting faculty, writers-in-residence, artists-in-residence, part-time faculty, adjunct faculty, and such other officials having responsibility for making and administering educational, research and student

¹ The UCG Faculty Council predates the Faculty Senate, which was established in the Fall of 1991.

² The Chancellor, Provost, or any Vice Chancellor may propose that positions on their staff be approved for General Faculty membership as “such other officials having responsibility for making and administering educational, research, and student welfare policies.” The Faculty Government Committee shall study the proposal and recommend action to the Senate.

welfare policies as shall be approved by the General Faculty.²

4. The official roster of the General Faculty shall be maintained in the Faculty Senate office, and shall be open for inspection by any member of the University community.

SECTION 2. Authority of the General Faculty

1. The authority of the General Faculty established herein derives from *The Code* of the Board of Governors of The University of North Carolina, Section 502.D(2) giving the Faculty the right to “advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty,” and charging the Chancellor to define the scope of authority of faculties, councils, committees and officers of the institution. This Constitution is the means by which this authority is defined.
2. All action items passed by the General Faculty or by its legislative arm, the Faculty Senate, shall be forwarded to the Chancellor for approval.

SECTION 3: Legislative Powers of the General Faculty

The legislative powers of the General Faculty are vested in a Faculty Senate, whose power is defined and members elected according to the principles in ARTICLE II.

SECTION 4. Functions of the General Faculty

1. The General Faculty shall:
 - a) Advise the chancellor on any matters pertaining to the institution that are of interest and concern to the faculty;
 - b) Request and hear reports from the Faculty Senate, the Faculty Assembly, the Chancellor, or any member of the administration;
 - c) Approve all promotion and tenure policies and regulations recommended by the Faculty Senate;
 - d) Consider any matter relating to the welfare of The University of North Carolina at Greensboro or of the members thereof;
 - e) Modify or rescind actions of the Faculty Senate in accordance with the provisions of this Constitution.
 - f) Amend this Constitution in accordance with the provisions in Article III.

SECTION 5. Officers of the General Faculty

1. The officers of the General Faculty shall consist of a Chair, a Secretary, and a Parliamentarian.
2. The Chair of the General Faculty shall be the Chair of the Faculty Senate.
3. The Secretary of the General Faculty shall be elected from its own membership to serve for a two-year term. It shall be the duty of the Secretary to record and to certify the minutes of all General Faculty meetings, and to oversee the distribution of the agenda and the minutes of all General Faculty meetings. The Secretary shall maintain an accurate set of the General Faculty

Bylaws, if any.

4. The Chair shall appoint the Parliamentarian of the General Faculty to a two-year term. The Parliamentarian shall advise the Chair on the conduct of the business section of the General Faculty meetings.

SECTION 6. Meetings of the General Faculty

1. Meetings of the General Faculty shall be held whenever there is business that requires General Faculty action or consultation, but shall take place not less than once every academic year. Meetings may be called by the Chancellor, by the Chair of the General Faculty, or by a petition to the Secretary signed by at least twenty-five members of the General Faculty.
2. The Chancellor shall convene the meetings of the General Faculty and shall make opening remarks on such matters as he or she deems appropriate. In the absence of the Chancellor, the Chair of the Faculty Senate shall convene the meetings.
3. The Chair of the General Faculty shall preside over the business section of the General Faculty meetings.
4. The latest edition of *Robert's Rules of Order* shall be followed in the conduct of the business of the General Faculty.
5. The General Faculty may go into executive session at any meeting by a majority vote of those members present and voting.
6. Gallery privileges at General Faculty Meetings shall be extended to all members of the University community.
7. The General Faculty, by majority vote of the members present and voting, may grant speaking privileges to members of the gallery.

SECTION 7. Agendas, Motions and Resolutions of the General Faculty

1. The Chair, in consultation with the Chancellor, the Provost, the Chair-Elect of the Faculty Senate, and the Secretary of the General Faculty shall organize the agenda for each meeting.
2. Items may be placed on the agenda by the Chancellor, by the Faculty Senate, and by committees of the Faculty Senate. Any member of the General Faculty may request that an item be placed on the agenda. This request must be honored if accompanied by a petition signed by 15 voting members of the General Faculty.
3. All items to be placed on the agenda including those proposed or petitioned by members of the General Faculty must be submitted in writing to the Secretary of the General Faculty at least ten working days before the meeting at which they are to be scheduled.
4. Motions or resolutions proposing General Faculty action may be introduced from the floor

without previous inclusion on the agenda only by consent of two-thirds of the General Faculty members present and voting. However, motions to modify or rescind Faculty Senate action may not be introduced from the floor.

5. The Secretary of the General Faculty shall post the agenda for each meeting of the Faculty Senate website, notify the voting members of the General Faculty via email that the agenda has been posted, and circulate an electronic copy of the agenda to Senators, Department Heads/Chairs, and Deans, at least five working days prior to the meeting.

SECTION 8. Voting at General Faculty Meetings

1. Only voting members of the General Faculty as defined in Article I, Section 1.2 shall be entitled to vote at General Faculty meetings.
2. Quorums
 - a) A quorum of 135 voting members of the General Faculty is required for modifying or rescinding Faculty Senate action, except that a quorum of 45 voting members of the General Faculty is required for amending this Constitution.
 - b) For all other actions of the General Faculty a quorum shall consist of the voting members present.
3. A simple majority is sufficient to decide all matter that come before the General Faculty, except that a two-thirds majority is required for modifying or rescinding Faculty Senate action, and for amending this Constitution.
4. Voting shall ordinarily be *viva voce* vote, but a standing ballot or secret ballot may be called for by the Chair, or by any member of the voting membership of the General Faculty.
5. At times when a face-to-face meeting of the General Faculty cannot occur, voting may be conducted through secure electronic means. The electronic voting must be preceded by an electronic discussion. Electronic discussions will be held according to *Robert's Rule's*, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for a minimum of 48 hours for discussion and 48 hours for voting, unless the Chair of the General Faculty determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the North Carolina Open Meetings Act.

SECTION 9. Bylaws of the General Faculty

1. The General Faculty may adopt Bylaws for the purpose of conducting its business. Such Bylaws shall be in accordance with this Constitution, and shall be reviewed and approved by the Faculty Government Committee before being presented to the General Faculty for a vote.
2. The General Faculty Bylaws may be amended by a majority vote of General Faculty members present and voting.

ARTICLE II: THE FACULTY SENATE

SECTION 1. Composition of the Faculty Senate

1. The Faculty Senate shall consist of elected (voting) and nonvoting members.
2. Voting members of the General Faculty who do not hold an administrative position higher than department head or chair and who have been employed at UNCG for two years may be elected to the Faculty Senate or serve as an officer of the Faculty Senate (Chair, Chair-Elect, Secretary) during their second or later year of employment, and are eligible to begin service on the Faculty Senate or as an officer of the Faculty Senate beginning in the fall of their third year.
3. Nonvoting members of the Faculty Senate shall consist of the Chair-Elect, Past-Chair, and Parliamentarian of the Faculty Senate, the Chancellor, Provost, all Vice Chancellors, Dean of the Graduate School, Dean of Undergraduate Studies, a representative from the Deans Council appointed by the Provost, Chair of the Staff Senate or the Chair's designee, two graduate students appointed by the President of the University Graduate Student Association, and two undergraduate students appointed by the President of the Student Government Association.
4. The Chair of the Faculty Senate shall appoint the Parliamentarian, who serves at the pleasure of the Chair, and may be removed by the Chair or by the procedures specified in Section 4, Part 8 of Article II. The Parliamentarian advises the Chair on parliamentary procedures.
5. If any positions on the Faculty Senate or its committees are not filled for any reason, these bodies may still function.

SECTION 2. Election of Senators

1. The voting members of the Faculty Senate shall consist of Senators elected from the electoral divisions defined below, and apportioned among them in the same ratio as the number of voting members of the General Faculty in each electoral division to the number of voting members of the General Faculty in the University.
2. The electoral divisions are:
 - a. the College of Arts and Sciences,
 - b. the Joseph M. Bryan School of Business and Economics,
 - c. the School of Education,
 - d. the School of Health and Human Sciences,
 - e. the School of Music, Theatre and Dance,
 - f. the School of Nursing,
 - g. the University Libraries,
 - h. the Joint School of Nanoscience and Nanoengineering.
3. The number of Senators to be elected from each electoral division shall be established according to the following procedure:
 - a. An apportionment factor shall be computed by dividing the total number of voting members of the General Faculty into the number 36.

- b. The number of Senators from each electoral division shall be computed by multiplying the number of voting members of the General Faculty in that division by the apportionment factor, and rounding the product to the nearest integer greater than or equal to one.
 - c. The total number of voting members of the General Faculty used in these calculations shall be the number of voting General Faculty employed by the University at the beginning of the fall semester.
 - d. The percent of tenured or tenure track faculty elected from each electoral division shall be a minimum of 50%.
4. Approximately one-third of the Faculty Senate shall be elected each year.
 5. The normal term of elected service shall be three years beginning July 1 and end on June 30, although the terms of some seats may be reduced at the time of election if this is necessary to assure that approximately one-third of the Faculty Senate is elected each year. When deciding which seats should be given shorter terms, the general principle that seats from electoral divisions with more Senators should be given shorter terms should be followed, provided that each division retains a mix of terms in its seats (1, 2, and 3 years).
 6. Each electoral division shall establish written procedures for electing its Senators, conducting the elections, and announcing the results.
 7. All voting members of the General Faculty are eligible to vote for Senators in their electoral division.
 8. The Faculty Senate may decide at any time, by simple majority vote, to adjust the number used to determine the appointment factor (currently 36).

SECTION 3. Duties of the Faculty Senate

1. The Faculty Senate shall:
 - a) Promote high educational standards at the University;
 - b) Establish, review, evaluate and restructure the committees of the Faculty Senate;
 - c) Act on reports and recommendations from the committees of the Faculty Senate;
 - d) Approve the academic calendar for the University;
 - e) Approve the minimum general University degree requirements;
 - f) Recommend the establishment or discontinuation of degrees;
 - g) Approve policies and regulations governing the conditions under which the instruction of students takes place;
 - h) Approve the academic honor policy;
 - i) Advise members of the administration regarding standards of admission to the University;
 - j) Recommend to the General Faculty for approval promotion and tenure policies and regulations;
 - k) Review policies and regulations pertaining to faculty appointments, development, teaching and research;
 - l) Make recommendations to the administration regarding faculty salaries and benefits;
 - m) Review and recommend policies governing continuing education, extension services,

- summer school and distance learning;
- n) Maintain and promote the welfare of all members of the University community;
- o) Advise and counsel the administration upon any matters that the administration or the Faculty Senate may wish to present, and to act upon any matters presented by the administration when action is appropriate; and
- p) Review the provisions of “The Constitution of the General Faculty” at least every five years and make recommendations to the General Faculty.
- q) Determine what matters are to be delegated to other bodies established by this Constitution;
- r) Seek the advice and counsel of any member of the General Faculty on any matter.

SECTION 4. Officers of the Faculty Senate

1. The officers of the Faculty Senate shall consist of a Chair, Chair-Elect, Past-Chair, and Secretary, and may not hold an administrative position higher than department head/chair.
 - a. The chair and chair-elect shall be tenured members of the General Faculty.
 - b. The secretary shall be a member of the General Faculty.
2. The Faculty Senate shall elect the Chair³, Chair-Elect, and Secretary by the following procedures:
 - a. The Faculty Senate Elections Committee shall solicit nominations for Chair, Chair-Elect and Secretary.
 - b. The list of nominees for the positions of Chair, Chair-Elect and Secretary, along with a paragraph describing each nominee’s qualifications and, if so desired, a copy of their *curriculum vitae*, shall be assembled by the Faculty Senate Elections Committee and made available to the Senate no less than one week prior to the election.
 - c. The Chair, Chair-Elect, and Secretary shall be elected by the Faculty Senate by a simple majority vote from among the candidates nominated for this position.
3. A senator who is elected as an officer of the Faculty Senate, or who is appointed Parliamentarian, shall resign his or her seat on the Senate at the time that he or she assumes his or her official duties.

4. Chair

The Chair shall be a tenured member of the General Faculty and shall preside over the Faculty Senate, and the business portion of the General Faculty Meetings. The Chair shall represent the General Faculty at all meetings of the Board of Trustees. The Chair shall serve a two-year term, but may not serve two consecutive terms as Chair-Elect/Chair/Past-Chair, or any combination of these offices separately or in aggregate. The Chair is a voting member of the Faculty Senate, but shall vote only in cases of a tie.

5. Chair-Elect

The Chair-Elect shall be tenured member of the General Faculty and a non-voting member of the Faculty Senate. The term of the Chair-Elect shall be one year, alternating with the term of the Past-Chair. The Chair-Elect shall succeed the Chair upon expiration of the Chair's term.

³ A Chair is normally only elected under conditions spelled out in Article II, Section 6.

6. Past-Chair

The Past-Chair shall be a tenured member of the General Faculty and a non-voting member of the Faculty Senate, and shall advise the Chair on matters related to Faculty Senate business. The term of the Past-Chair shall be one year, alternating with the term of the Chair-Elect.

7. Secretary

The Secretary shall be a member of the General Faculty, and shall serve a two-year term, staggered with the term of the Chair. The Secretary may be re-elected to one additional term of two years. The Secretary shall record and oversee the distribution of the minutes of the Faculty Senate. The Secretary shall maintain an accurate set of Faculty Senate Bylaws.

8. Any officer of the Faculty Senate, or the parliamentarian, may be removed from office at a regularly scheduled Faculty Senate meeting by a three-quarters vote of a quorum of 9/10 of the voting Senators. Any officer so removed will be replaced as if they had resigned their position.

SECTION 5. Terms of Senators

1. Senators may not serve more than two consecutive terms.
2. A member of the Faculty Senate who has served two consecutive terms shall be ineligible for re-election until one year following the last term of office shall have elapsed.

SECTION 6. Filling Vacancies on the Faculty Senate

1. If a person elected to a position or office under this Constitution or its General Faculty or Senate Bylaws should temporarily or permanently withdraw from that office or position, the vacancy shall be filled by an appointment to continue until the said member resumes the position or office or until their term has expired. The Faculty Senate shall make such appointments, by majority vote of the Faculty Senate, for persons elected by the General Faculty or the Faculty Senate, except under the following conditions: (1) If the Chair of the Faculty Senate resigns, he or she shall be replaced by the Chair-Elect, or by a special election if there is no currently serving Chair-Elect. (2) If a member of the University Promotion and Tenure Committee resigns or is unable to serve on the committee, the Chair of the Faculty Senate shall consult with the Provost and appoint a tenured Senator as a replacement. (3) The electoral divisions shall make such replacement appointments for persons elected or appointed by that electoral division.
2. Any person elected or appointed by the Faculty Senate or an electoral division to fill a vacancy, temporary or permanent, on the Faculty Senate or a committee is eligible to be nominated for a full term when the next regular election is held.
3. If the Chair resigns his or her position, the Chair-Elect shall be elevated to the position of Chair and shall serve out the remainder of the Chair's term, followed by the term to which they were originally elected. If the Chair's resignation occurs during a year in which there is no Chair-Elect, a special election shall be held to elect a new Chair.

4. Should the Chair-Elect be unable or unwilling to serve out his or her term, then the Chair shall inform the Faculty Senate of this fact, and the Faculty Senate shall elect a new Chair-Elect at its next meeting.

SECTION 7. Scheduling and Conduct of Faculty Senate Meetings

1. The Faculty Senate shall schedule a regular monthly meeting. However, if no agenda items are submitted, then the Chair of the Faculty Senate may cancel the meeting.
2. The Chair of the Faculty Senate may, at his or her discretion, schedule additional Faculty Senate meetings during any month. If any senator objects to the extra meeting(s) then the Faculty Senate shall vote on the matter, with a simple majority vote.
3. All members of the General Faculty shall have the right to attend and speak at Faculty Senate meetings.
4. Gallery privileges shall be extended to all other members of the University community, and the Chair of the Faculty Senate may grant speaking privileges to members of the gallery.
5. The Faculty Senate may go into executive session at any meeting, by a majority vote of Senators present and voting. An executive session shall consist of all members of the voting General Faculty present at the meeting.
6. In all cases not covered by this Constitution or by the Bylaws adopted by the Faculty Senate, the procedure in the latest edition of *Robert's Rules of Order* shall be followed.

SECTION 8. Faculty Senate Agenda

1. The Chair of the Faculty Senate shall prepare the agenda in consultation with the Chancellor, the Provost, the Chair-Elect and the Secretary of the Faculty Senate.
2. Any member of the Senate may request that an item be placed on the agenda by submitting a written request to the Secretary of the Senate at least ten working days in advance of the meeting.
3. The agenda for all Senate meetings shall be circulated to the Senators, the Deans, and posted on the University website, at least five working days in advance of the meeting.
4. The agenda shall be followed unless modified by consent of a majority of the Senators present and voting.

SECTION 9. Voting at Faculty Senate Meetings

1. Only elected members of the Faculty Senate as defined in Article II, Section 2.1 shall be entitled to vote at Faculty Senate meetings.

2. Unless otherwise specifically provided in the Constitution or Senate Bylaws, all votes of the Faculty Senate shall be decided by majority vote. Voting shall ordinarily be *viva voce*, but a standing vote or secret ballot may be called for by the Chair, or by any member of the Faculty Senate. At the discretion of the Chair, votes may be conducted through the use of an Audience Response System (clickers).
3. At times when a face-to-face meeting of the Faculty Senate cannot occur, it may be useful or necessary to conduct business and vote on motions electronically. In such situations, voting will be conducted through secure means. The electronic voting will be preceded and accompanied by an electronic discussion. Electronic discussions will be held according to Robert's Rules, if possible, but otherwise will be held as a Committee of the Whole. Electronic voting and discussion will remain open for specified periods with a minimum duration of 48 hours for discussion and 48 hours for voting, unless the Chair of the Faculty Senate determines that a shorter period is necessary and announces it prior to the vote. Electronic voting and discussion will be conducted in accordance with the provisions of the Open Meetings Act.

SECTION 10. Minutes of Faculty Senate Meetings

1. The minutes of Faculty Senate meetings shall contain the essence of all viewpoints expressed and a report of actions rejected as well as actions approved, with a record of the vote when a count is made.
2. The minutes will be distributed after each meeting as an attachment to the subsequent agenda. Corrections of the minutes of each meeting shall be included in the minutes of the next regular meeting of the Faculty Senate.
3. The Secretary shall ensure that an official file of the minutes of Faculty Senate meetings is maintained in the Faculty Senate Office, and on the Faculty Senate website.
4. The Secretary shall ensure the deposit of the Faculty Senate records in the University Archives.

SECTION 11. Committees of the Faculty Senate

1. The Faculty Senate shall establish standing and ad-hoc committees as it deems necessary or useful for the effective and expeditious conduct of its business.
2. Ad-Hoc committees may be appointed by the Chair of the Faculty Senate, or established by a majority vote of the Faculty Senate, for a fixed term. When a committee is appointed by the Chair, the Faculty Senate shall be formally notified of such action at its next meeting.
3. Standing committees may be established only by a majority vote of the Faculty Senate.
4. Types of committees
 - a. Committees composed solely of members of the Faculty Senate, whether elected or appointed. Ex-officio members may also be appointed by the Faculty Senate as appropriate.
 - b. Committees composed solely of voting members of the General Faculty, whether elected

or appointed, with the addition of one Senator appointed by the Chair of the Faculty Senate to serve as a Faculty Senate liaison. Ex-officio members may also be appointed by the Faculty Senate as appropriate.

5. Restrictions on committee service
 - a. Senators may not serve on more than one elected committee.
 - b. No member of the General Faculty may
 - i. hold more than one elective office, including election to the Faculty Senate or to membership on a committee, except as indicated in Article II, Section 11.5.b.iv (below),
 - ii. serve as an appointed member on more than two committees at a time, except for reasons of special competence,
 - iii. serve more than two consecutive terms on one committee. Re-election or re-appointed to the same committee is not possible until one year after the expiration of the second term, except as indicated in Article II, Section 11.5.b.iv (below).
 - iv. Article II, Sections 11.5b.ii & 11.5.iii (above) do not apply to membership on a committee held by virtue of being chair of a committee within an electoral division.
 - c. All committee assignments begin on July 1 and end on June 30 of year in which the term ends. Election and appointments to all committees shall be made no later than the last regular meeting of the Faculty Senate in the spring semester commencement.
6. Consistent with the powers and duties enumerated in their charges, all boards and committees shall report to the Faculty Senate for action, and shall submit annual reports to the Faculty Senate.
7. Vacancies on appointed committees shall be filled according to rules established by the electoral divisions.
8. Each committee is empowered to appoint *ad hoc* sub-committees to conduct assignments relevant to its work.
9. Evaluation of Committees
 - a. The Faculty Senate shall establish written procedures for the review and evaluation of all committees.
 - b. The Chair of the Faculty Senate in consultation with the Chair-Elect may appoint an *ad hoc* committee of the Senate to conduct a review of its committees, or may assign this duty to one of the standing committees.
 - c. During its review and evaluation, the Faculty Senate may, together with the constituencies advised by the committees (if any), terminate, consolidate, restructure, expand or create committees.

SECTION 12. Faculty Senate Bylaws

1. The Faculty Senate shall adopt Bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Constitution, and shall be reviewed and approved by the Faculty

Government Committee before being presented to the Faculty Senate for a vote.

2. The Faculty Senate Bylaws may be amended by a majority vote of Senators present and voting.

ARTICLE III: AMENDMENTS TO THIS CONSTITUTION

1. Any member of the General Faculty may submit amendments to the Constitution, or to the Bylaws of the General Faculty, to the Chair of the Senate.
2. The Chair of the Faculty Senate shall forward all suggested amendments to the Faculty Government Committee for review and approval before they are sent to the Faculty Senate for a vote.
3. After review by the Faculty Government Committee and approval by the Faculty Senate, amendments to the Constitution, along with their rationale, shall be submitted for approval to the General Faculty.
4. The General Faculty shall act on any amendments at the General Faculty meeting in which they are introduced, provided that a copy of the amendment shall have been circulated to the voting General Faculty members and posted on the Faculty Senate website with notification via email to the voting members. This process of circulation, posting, and notification must occur at least five working days prior to the General Faculty meeting at which the amendments are to be considered.
5. Amendments to the Constitution must receive the approval of two-thirds of the required quorum of 45 voting members of the General Faculty.
6. The Secretary of the General Faculty shall forward all amendments to the Chancellor for approval.

BYLAWS

OF THE GENERAL FACULTY AND FACULTY SENATE

BYLAWS OF THE GENERAL FACULTY

NONE

BYLAWS OF THE FACULTY SENATE

ARTICLE I: POLICIES ON COMMITTEE ELECTIONS AND APPOINTMENTS

SECTION 1. Terms of Office

All terms of office are for three years with the exception of the Committee on Committees, the Promotions and Tenure Guidelines Committee, and the Research Policies Committee. When multiple members of a committee are elected from one electoral division, the terms of these members shall be staggered. Terms for the Committee on Committees and the Faculty Promotions and Tenure Guidelines Committee are determined by virtue of being chairs of committees within electoral divisions. Terms for Research Policies Committee are specified in its charge.

SECTION 2. Elections

The electoral divisions shall devise procedures for the election of members to the elected committees, and shall inform the Committee on Committees of these procedures.

SECTION 3. Appointments

The electoral divisions shall appoint members to the Advisory (Appointed) Committees based on the recommendations of the Committee on Committees. Upon appointing faculty to serve on the advisory committees, the electoral divisions shall inform the Committee on Committees of their chosen representatives so that the Committee can compile and disseminate the information. If an unfilled position exists by the deadline given by the Committee on Committees, the Dean of the electoral division in which the vacancy exists is responsible for filling any vacancies that occur after the initial appointments have been made.

SECTION 4. Selection of Committee Chairs

The chairs of the appointed and elected committees shall be selected by the last meeting of the year by the members of each committee from among their continuing members. New chairs

will be named in the committee annual reports to the Faculty Senate and will take office July 1 annually.

SECTION 5. Annual Reports

Annual reports of all committees shall be submitted to the Chair of the Faculty Senate by the end of April each year. Faculty Senate officers will review the reports, distribute a summary of the reports to the Faculty Senate, and determine which recommendations should be action items for the Faculty Senate agenda. A copy of each committee's annual report shall be forwarded to the next chair of the committee. Copies of all annual reports shall be kept on file for three years in the Faculty Governance Office. At the end of three years the copies shall be forwarded to the University Archives

SECTION 6. Committee Procedures

Each Senate committee shall develop and submit in writing to the Faculty Senate for approval rules and procedures for conducting the business of the committee.

ARTICLE II: STANDING COMMITTEE STRUCTURE AND CHARGES

SECTION 1: Committees Composed Solely of Senators

Faculty Senate Elections Committee

Charge: The Faculty Senate Elections Committee shall receive nominations and conduct elections to fill all elected offices and elected committee positions of the Faculty Senate. It shall make recommendations regarding the replacement of elected officers and committee members when vacancies occur. The Committee shall periodically adjust the apportionment factor for conducting Faculty Senate elections, as described in Article II, Section 2.3. The Committee shall review the election procedures of the electoral divisions and recommend to the Faculty Senate changes where appropriate. If the Faculty Senate supports the changes, they shall be forwarded to the electoral divisions for their action.

Membership: The Faculty Senate Elections Committee shall consist of at least three members of the Faculty Senate appointed by the Chair of the Faculty Senate. The Chair of the Faculty Senate shall appoint the chair of the committee. There are no ex-officio members of the committee.

University Promotion and Tenure Committee

Charge: The major purpose of the committee is to provide faculty counsel to the Chancellor in accord with the *Promotion, Tenure, Academic Freedom, and Due Process Regulations (The Regulations)* Section 4.B.iii.b. The committee will also annually review *The Regulations* as mandated in *The Regulations* Section 10.

Membership: The Committee on Promotions and Tenure shall consist of the Chair of the Faculty Senate and six tenured Senators elected to two-year staggered terms by a majority vote of the Faculty Senate. The Chair of the Faculty Senate shall serve as the chair of the Committee and shall be a voting member. No department may have more than one member on the Committee at the same time, with the exception of the Chair of the Faculty Senate. No member, other than the Chair of the Faculty Senate, may serve successive terms on the committee. No faculty

member who is a candidate for promotion may be a member of the Committee their year of candidacy. In the event that there are not enough tenured faculty members on Faculty Senate to serve on this committee, nominations for the remaining committee members will be solicited from the General Faculty and elected to the committee by the Faculty Senate.

SECTION 2: Committees Composed of Elected Members of the General Faculty and Ex-Officio Members

1. Committees Elected at Large

Committee on Due Process

Charge: The Committee on Due Process shall exercise the following duties and responsibilities: a) Receive evidence, conduct hearings, and report its findings and recommendations to the department head and the department head's immediate supervisor or to the Chancellor and, as appropriate, to the Chair of the Faculty Senate, on appeals from administration decisions involving discharge or the imposition of serious sanctions, termination of faculty employment, and non-reappointment. In exercising its responsibility, the committee shall use the definition of terms and the procedures for such hearings which are established by The Code of The University of North Carolina and the Promotion, Tenure, Academic Freedom and Due Process Regulations of The University of North Carolina at Greensboro. b) All appeals arising under Section 603 of The Code of The University of North Carolina shall be heard by the full committee. In all other appeals arising under the committee's jurisdiction, the committee may establish an *ad hoc* panel of at least three committee members appointed by the chair to conduct hearings, receive evidence, and report to the full committee for the committee's deliberation and recommendation. The panel report shall include records, transcripts, all other written material, and the panel's recommendation. However, no committee member may participate in the discussion or decision on his or her own appeal or in any other case in which that committee member has participated in the recommendations from departments, the electoral divisions, or other University committees.

Membership: Four (4) tenured voting General Faculty members plus one (1) Senator

Faculty Grievance Committee

Charge: The Faculty Grievance Committee shall hear, mediate, and advise with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships on this campus in accordance with the provisions of *The Code of The University of North Carolina*. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another faculty committee, may be considered by the Faculty Grievance Committee.

Membership: Seven (7) voting members of the General Faculty [at least one (1) non-tenure track member, one (1) assistant professor, one (1) associate professor, and one (1) professor, and one (1) member from each electoral division (excluding the JSNN, at their request)], plus one (1) Senator. Of the seven (7) voting members of the General Faculty,

only three (3) may be untenured, and at least two (2) must be professors. The chair of the committee must be a tenured associate professor or professor. (No officer of the administration, including department heads and division chairs, shall be eligible to serve on the committee.)

Faculty Assembly Delegation

Charge: The Faculty Assembly Delegation shall (1) gather and exchange information on behalf of the faculties of the constituent institutions of The University; (2) advise, through appropriate channels, the Board of Governors, the General Assembly, and other governmental agencies and officers on matters of University-wide import; and advise and communicate with the President of The University regarding matters of importance to the faculties as well as the whole University.

Membership: The UNCG Delegation to the UNC Faculty Assembly shall consist of four delegates: the Faculty Senate Chair, the Senate Chair-Elect (or Past-Chair in the years in which there is no Chair-Elect), and two voting members of the General Faculty elected at-large by a vote of the General Faculty. The lead delegate shall be elected annually by the delegation, and shall be one of the delegates elected at-large. The two faculty members elected at-large shall serve three-year terms. Three alternates to the delegation shall be elected at-large, each of whom shall serve three-year terms. The Chair of the Delegation will arrange for one of the alternates to attend UNC Faculty Assembly meetings in place of a delegate who is unable to attend. In addition, should one of the regular at-large delegates be unable or unwilling to complete his or her term, the Chair of the Faculty Senate shall appoint one of the alternates to serve out the term of that delegate.

Faculty Government Committee

Charge: The primary function of the committee is to recommend to the Faculty Senate all changes to The Constitution of the Faculty, including changes to the Bylaws.

Recommendations related to the policies and regulations subject to adoption by the General Faculty shall be forwarded to the Faculty Government Committee for consideration and review before presentation to the Faculty Senate. The committee may also review the governance structures adopted by the electoral divisions to determine that they are consistent with *The Code of The University of North Carolina*, the *Promotion, Tenure, Academic Freedom, and Due Process Regulations*, and *The Constitution of the Faculty*. The committee shall also recommend to the Faculty Senate for its approval, procedures for conducting its business, and shall receive proposals from the Chancellor, Provost, or any Vice Chancellor regarding positions on their staff to be approved for General Faculty membership. The Committee shall study the proposal and recommend action to the Faculty Senate.

Membership: Four (4) voting members of the General Faculty, plus one (1) Senator

2. Committees Elected by Faculty Senate Electoral Divisions

Academic Policies and Regulations Committee

Charge: The committee shall develop policies governing the academic calendar, summer session, class scheduling, academic advising, and undergraduate regulations and requirements.

Membership: One (1) voting General Faculty member from each electoral division (excluding the JSNN, at their request), plus one (1) Senator. Ex officio and nonvoting members: as designated by the Provost. (The President of the Student Government and the President of the Graduate Student Association will be invited to attend or to send a representative.)

Committee on Committees

Charge: The committee shall preside over elections for the Secretary of the General Faculty and for elected at-large members of Faculty Senate committees. The committee shall conduct the nomination and elections processes and determine the eligibility of the nominees in conformity with The Constitution, the Bylaws of the General Faculty and Faculty Senate, and the membership regulations of the committees; it shall also collate results from electoral division elections and appointments and General Faculty elections and report all results to the Faculty Senate. As part of this duty it shall set a date each year by which the electoral division shall report their results to the Chair of the Faculty Senate and to the Chair of the Committee on Committees. This date should be early enough so that results are known before University-wide elections are to be held. It shall also, in consultation with the committee chairs, recommend replacement members to fill vacancies on their respective appointed committees. For committees with student representation, the Vice Chancellor for Student Affairs shall submit the names of students recommended by the President of the Student Government Association to the Committee for inclusion on the committees that have undergraduate representation. The Dean of the Graduate School shall submit names of students recommended by the Graduate Student Association to the Committee for inclusion on the committees that have graduate representation. The committee shall recommend to the Chancellor, as requested, names of faculty members to serve on specially appointed committees. In addition to the above responsibilities, the committee, upon approval by the Faculty Senate, shall recommend to the Chancellor the names of three tenured faculty members from which the Chancellor may select the Faculty Representative to the National Collegiate Athletic Association.

Membership: Chairpersons of the electoral division committees responsible for elections (excluding the JSNN, at their request), plus one (1) Senator.

Promotions and Tenure Guidelines Committee

Charge: The committee shall review the electoral divisions' documents and exchange information about the general guidelines and expectations that the electoral divisions have developed for the evaluation of teaching, research and creative activity, service, and directed professional activity for promotions and tenure.

Membership: Chairpersons of the seven (7) electoral division committees on promotions and tenure (excluding the JSNN, at their request). Ex officio and nonvoting members: the Chair of the Faculty Senate.

Graduate Studies Committee

Charge: The Graduate Studies Committee shall be an agency of the Faculty Senate devoted to studying aspects of graduate education. Its basic duties and responsibilities are as follows:

- a) Establish criteria for the selection and review of members of the Graduate Faculty;
- b) Review proposals for all new courses, revised courses, and modifications to current courses taking one of the following actions: approve, disapprove, approve with modification. Review and act on all proposals for new graduate programs or major

- modifications to existing programs including the discontinuation of graduate programs. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more graduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;
- c) Review and formulate policies and regulations related to graduate education admission, retention, and graduate requirements;
 - d) Hear student appeals related to Graduate School policies and regulations;
 - e) Call to the attention of the Graduate Faculty and the administration issues of concern relating to graduate education;
 - f) Act on matters referred by the Faculty Senate, Dean of the Graduate School, Graduate Faculty, and the Graduate Student Association on graduate education;
 - g) Report to the Faculty Senate on actions taken regarding graduate education policies and programs;
 - h) Advise the Faculty Senate on matters relating to graduate education.

Membership: The Graduate Studies Committee shall consist of eighteen (18) voting members, all Members, Research Members or Academic Professional Members of the Graduate Faculty, elected by members of the Graduate Faculty in each electoral division. Six (6) of these members shall be elected from the following electoral divisions (1 from each electoral division): Bryan School of Business and Economics; School of Education; School of Health and Human Sciences; School of Music, Theatre and Dance; School of Nursing; and the Joint School of Nanosciences & Nanoengineering. The College of Arts and Sciences shall elect three (3) representatives with one each from the areas of the humanities, science and mathematics, and social and behavioral sciences. To achieve programmatic balance, four (4) additional members shall be appointed by the Committee Chair, in consultation with the Dean of the Graduate School, to serve one-year terms. In addition, the Faculty Senate will appoint one (1) Senator to the Graduate Studies Committee. Four (4) other voting members of the committee include the Dean and Associate Dean of the Graduate School, and two (2) student representatives, with voting privileges on all issues except academic appeals, elected by the Graduate Students Association. Three (3) ex-officio and non-voting members serve on the GSC: the Registrar, a representative of the Office of Assessment and Accreditation, and a representative from the University Libraries.

Senate Online Learning Committee

Charge: The Faculty Senate Online Learning Committee shall study issues pertaining to the development, delivery, assessment and enhancement of online learning courses and programs at UNCG. It shall also facilitate the development, delivery and taking of online learning courses and programs, and work to enhance the quality of distance learning courses.

Membership: One (1) faculty member elected by each academic unit, except for the JSNN (at their request) and one (1) Senator, appointed by the Chair of the Faculty Senate. Ex officio, non-voting members: a representative from each of the following areas: the Division of Continual Learning, the Office of the Registrar, Admissions, Business Affairs, the Deans Council, the Staff Senate, the Student Government Association, the Faculty Teaching Learning Commons, and Information Technology Services.

Research Grants Committee

Charge: The primary functions of the committee are to: (a) receive, evaluate, and act on applications for funding of faculty research grants, subsidies for book publication, referred publication page charges, submission fees, journal article reprints, and exhibition/performance charge; and (b) set policies and procedures deemed necessary.

Membership: Seven (7) voting members of the General Faculty [one (1) from each electoral division, excluding the University Libraries], plus one (1) Senator. Up to six (6) additional members may be appointed by the chair of the committee, after consultation with the Vice Chancellor for Research & Economic Development, in order to achieve programmatic balance, to serve one-year terms. Ex officio and nonvoting: Vice Chancellor for Research & Economic Development.

Undergraduate Curriculum Committee

Charge: The Undergraduate Curriculum Committee shall be the agency of the Faculty Senate responsible for reviewing the undergraduate curriculum, making policy recommendations to the Faculty Senate on curricular matters, and performing such other duties as approved by the Faculty Senate, including the following:

- a) To review and approve all proposals for new courses; existing courses in which substantial changes have been made; new majors, programs, concentrations, and degrees which have been approved by the College Council or the curriculum committees of the various electoral divisions; the discontinuation of courses and programs; routine changes as previously approved by the Provost's Office. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more undergraduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;
- b) To review and approve student proposals under Plan II (Specially Designed Programs of Study);
- c) To take up for study or action matters referred by the Faculty Senate and General Faculty or any other matters deemed important to the work of the committee.

Membership: Nine (9) voting members of the General Faculty [one (1) from each electoral division, (excluding the JSNN, at their request) except three (3) from the College], plus one (1) Senator. Ex-officio and nonvoting members: the Associate Provost for Planning and Assessment, and additional members appointed by the Provost.

3. Advisory Committees Appointed by the Faculty Senate Electoral Divisions

Academic Computing Committee

Charge: This committee shall serve as a policy formulation body with respect to academic computing and related activities. The committee shall act in an advisory capacity to the Faculty Senate and to members of the University administration. The committee shall report to the Vice Chancellor for Information Technology and Planning and the Associate Vice

Chancellor for Information Technology.

Membership: One (1) one voting General Faculty member from each electoral division (excluding the JSNN, at their request), plus one (1) Senator. Ex officio and nonvoting: Associate Vice Chancellor for Client Services and the Director of the Faculty Teaching and Learning Commons.

Budget Committee

Charge: The committee shall review the budgetary needs of the University and make recommendations to the Vice Chancellor for Business Affairs, the Provost, and other appropriate administrators and to the Faculty Senate regarding the needs of the faculty. The committee shall educate its members and the General Faculty on how the budget is allocated at UNCG and through the UNC system, and provide forums as needed for issues related to this process, be consulted by and shall advise in a timely fashion the Chancellor and other administrative officers during the process of the budgetary cycle, its revision, and allocation of University resources. The committee shall also review the salaries and employee benefits in the UNC system, national trends in faculty salaries and employee benefits and the effect of inflation upon salaries and benefits. The committee shall make an annual recommendation to the Faculty Senate regarding salary increases and the employee benefits package. These recommendations shall address merit pay increases, cost of living adjustments, and enhanced employee benefits, and shall be forwarded to the Chancellor, the Provost, and to the President of the UNC system through the UNCG Delegation to the Faculty Assembly.

Membership: One (1) faculty from each electoral division (excluding the JSNN, at their request), plus one (1) Senator. Ex officio: Vice Chancellor for Business Affairs and the Provost or their designees.

Faculty Committee on Equity, Diversity, and Inclusion

Charge: The Faculty Committee on Equity, Diversity and Inclusion shall be an advisory general faculty committee, administered by the UNCG Faculty Senate and appointed by the electoral divisions of the UNCG Faculty Senate. The Faculty Committee shall address ongoing planning and implementations of the university's equity, diversity and inclusive excellence initiatives from a faculty perspective. The Committee specifically shall focus on: (a) hiring practices to grow and develop a diverse faculty (i.e., as related to recruitment, retention, and mentoring under-represented faculty), (b) cultural competence and responsiveness across the community and within curricula, and (c) discrimination based age, race, gender, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation. The Faculty Committee shall collaborate with the Chancellor's Advisory Committee for Equity, Diversity and Inclusive Excellence. This collaboration shall focus on issues that adversely impact the university community regarding equity, diversity and inclusive excellence policies and practices in the interacting areas of faculty and student development, scholarship/research, and curriculum. Identified possible changes to policies and practices shall be reported to the Faculty Senate with recommendations; thereby, providing opportunities for communication and discussions among faculty regarding UNCG's equity, diversity and inclusion issues and initiatives.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Faculty Senator. Ex-officio, non-voting members: Chair of the Chancellor's Advisory Committee for Equity, Diversity and Inclusive Excellence, Multicultural Affairs Director,

Director of the Faculty Teaching and Learning Commons, and Provost or appointed

Faculty Professional Development, Compensation, & Welfare Committee

Charge: The purpose of the Faculty Professional Development and Welfare Committee shall be to support the role of faculty members as learned professionals. The committee shall review and make recommendations on matters concerning professional status and effectiveness in the areas of teaching, research, and service. All matters, including salary and benefits are relevant, including but not limited to standards of professional performance; professional rights and privileges; working conditions; standards for teaching loads and reduction in load for research and service assignments; research and other leaves of absence; and programs for the enhancement of faculty professional abilities and effectiveness, including participation in seminars, workshops, colloquia and other professional development programs, professional travel and similar activities. Regarding salaries, the committee shall make periodic and timely reports to the Faculty Senate regarding items such as comparison of salaries among the electoral divisions, gender differences in salaries, and salary inequities between new appointments and continuing appointments in similar disciplines.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Senator. Ex officio and nonvoting: Director of the Faculty Teaching and Learning Commons.

Intercollegiate Athletics Committee

Charge: The committee shall be responsible for monitoring and reporting on intercollegiate athletics to the Faculty Senate. Of primary concern to the committee shall be the academic welfare of the student athletes and the overall integrity of the intercollegiate athletics program. The committee shall be available to hear and act on complaints and suggestions about intercollegiate athletics from the faculty, students, and other members of the University community.

Membership: One (1) voting General Faculty member from each electoral division (excluding the JSNN, at their request), plus 1 Senator and 3 students (1 from the Student Athletic Association, 1 from the Student Government Association, 1 from the Graduate Student Association). Ex officio: Faculty Representative to the NCAA. Adjunct: Director of Athletics, Chair of the Chancellor's Advisory Committee on Intercollegiate Athletics, and the Associate Director of Athletics for Student Welfare.

Research Policies Committee

Charge: The committee shall make advisory recommendations to the Faculty Senate and/or to the Vice Chancellor for Research & Economic Development, acting for the Provost, about new policies or changes in existing policies that affect research conducted by faculty at the University. The overall goal for the committee is to enhance the research climate of the University.

Membership: One (1) voting General Faculty member from each electoral division, plus one (1) Senator, one (1) University-wide Institute or Center Director, the Chair of the Institutional Review Board for Human Subjects, the Chair of the Institutional Animal Care and Use Committee, and the Vice Chancellor for Research and Economic Development.

Faculty Teaching and Learning Commons Committee

Charge: The committee shall serve as a policy formulation body with respect to the Faculty Teaching and Learning Commons. The Committee shall review and make recommendations to the Director of the Faculty Teaching and Learning Commons. The committee shall act in an advisory capacity to the Faculty Senate and to members of the University administration.

Membership: One (1) voting General Faculty member from each electoral division (excluding the JSNN, at their request) plus one (1) Senator. Ex officio and nonvoting: Director of the Faculty Teaching and Learning Commons and the Chair of the Academic Computing Committee.

General Education Council

Charge: The General Education Council is charged with ongoing review and maintenance of the General Education goals, assessment of student achievement of those goals, oversight of the General Education requirements, and the approval of requests for GEC markers and designations. The Council shall establish an effective structure for marker and designation approvals that may include the establishment of ad hoc committees or the involvement of faculty consultants, as needed. The Writing Intensive and Speaking Intensive Committees are supervised by the Council.

Membership: Eleven (11) voting General Faculty members, Six (6) from the College, one (1) from each of the other electoral divisions, (excluding the JSNN, at their request). The Chair of the Council will be from the College and will vote only in the case of a tie. Ex-officio and non-voting members include one (1) from the University Libraries, the Associate Provost for Planning and Assessment, and additional ex-officio members appointed by the Provost as needed.

Scholarly Communications Committee

Charge: The Scholarly Communications Committee will support the University's research and teaching missions by consulting with and advising the University faculty in matters relating to the dissemination, use, and archiving of information and knowledge. The Committee will work collaboratively with campus administrators and faculty members to develop and implement a program offering leadership and direction toward altering the current course of scholarly communications, so that it is economically sustainable and ensures the widest possible access to the scholarly record. The Committee will:

- a. Analyze issues of scholarly publishing and communication as they apply to academic research institutions like UNCG. Propose short-term and long-term strategies to inform UNCG faculty about these issues
- b. Propose short-term and long-term strategies to inform UNCG faculty about these issues
- c. Provide faculty with guidance on fair use, intellectual property rights, and management of their creative works
- d. Suggest and endorse avenues for individual and collective action, including actions that faculty members can take to contribute to an open and sustainable system of scholarly communication;
- e. Promote initiatives and practices that encourage faculty to explore the challenges and opportunities associated with disseminating research, creative works, and teaching materials through new methods and electronic means.

Membership: Two (2) voting General Faculty members from the University Libraries, two (2) members from the College, one (1) from each of the other electoral divisions (excluding the

JSNN, at their request), one (1) member from the Office of Research & Economic Development, one (1) member from the Office of University Counsel, and one (1) member from the Division of Continual Learning.

Student Learning Enhancement Committee

Charge: The Student Learning Enhancement Committee was established for the following purposes:

- a. to review the assessment plans for all undergraduate and graduate programs to assure that they are designed to improve student learning based on evidence and to meet accreditation requirements,
- b. to report annually to the Faculty Senate on the current status of academic program assessment at UNCG,
- c. to advise the deans of electoral divisions or their designees on how departments might enhance their academic program assessment plans to improve opportunities for student learning, and
- d. to make recommendations to the Associate Provost for Planning and Assessment for actions to be taken to improve UNCG's efforts to enhance student learning. This committee is also charged to celebrate successful examples of student learning enhancement resulting from assessment activities and to sponsor presentations and workshops to familiarize faculty with assessment practices and benefits.

Membership: The membership of SLEC shall consist of ten faculty members, one from each of the following academic units: health and Human Sciences; Business and Economics; Education; Nursing; Music, Theater and Dance; and the University Libraries; three from the College of Arts and Sciences; and one appointed by the Chair of the Senate from currently serving Senators, and member serving as Senate liaison to the SLEC. One of the members from the College of Arts and Sciences shall be from the humanities, one from the natural sciences, and one from the social sciences. The Deans shall appoint the members from their respective units to staggered three-year terms. The SLEC shall also include a liaison from the General Education Council, who shall be appointed by the Chair of the Council, and the Director of Academic Assessment, both of whom shall serve as *ex officio*, non-voting members.