UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-7403	**Policy Title:**	University Faculty Committees and Appointment of Faculty to University Administrative Committees
Effective:	06/01/2026	**Responsible Office:**	University Faculty Senate
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PURPOSE:

The University Faculty Senate provides a collective voice for the faculty of the University of Richmond and exercises those responsibilities assigned to it by the Board of Trustees and the university faculty as enumerated in the Faculty Senate Charter (the "Charter", Charter Preamble). As specified in the Charter, the University Faculty Senate (the "Senate") has the authority to delegate to or reclaim from standing University Faculty Committees certain powers and responsibilities of the Senate (Art. I.D). this policy describes the membership, role, and responsibilities of University Committees, as defined in the University Faculty Senate Charter. This policy also specifies the process for nominating faculty members for appointment to committees of the University Board of Trustees, appointing faculty members to University Administrative Committees, as defined in the Charter, and for maintaining a current list of Faculty and Administrative Committees on the University Faculty Senate website.Include here a statement(s)that encapsulates why the policy exists. This statement may include any legal or regulatory reasons for the policy.

SCOPE:

This policy recognizes five types of University Committees: Faculty Executive Committees; Faculty Advisory Committees; Committees of the Board of Trustees; University Administrative Committees; and occasionally ad hoc committees. This policy applies to all University Faculty Committees and to the nomination or appointment of faculty members to committees of University Board of Trustees, University Administrative Committees, and ad hoc committees. This policy is intended to govern the creation, elimination, composition, roles, or responsibilities of University Faculty Committees but not committees of the University Board of Trustees or University Administrative Committees, except where specified otherwise in the Charter.

ACD-7403 – University Faculty Committees and Appointment of Faculty to University Administrative Committees

EXECUTIVE SUMMARY:

The executive summary of this Faculty Senate Policy document is offered as a guide to interpretation only. It does not contain any binding rules or policies but, instead, offers information that may assist the reader in better understanding the policies contained herein. To the extent any statement in this executive summary contradicts these policies, the Senate Charter (the "Charter"), or any other authoritative document, the summary should be ignored. All elements of the policy document that follow this executive summary are binding policies.

This document pertains to University Faculty Committees. The document declares which University Faculty Committees shall exist, the membership and responsibility of those committees, and other matters related to their operation. These declarations appear under the heading "Policy."

What is a University Faculty Committee? A University Faculty Committee is a committee formed for the purpose of accomplishing university faculty business. For example, University Faculty Committees participate in the admissions process (though the Undergraduate Admissions Committee), curricular choices (though the General Education Committee), and the needs of student athletes (though the Faculty Athletic Committee).

Who creates University Faculty Committees? The University Faculty Senate (the "Senate") has the power to create or dissolve a University Faculty Committee (Charter, Art. IV.B.).

What authority do University Faculty Committees have? A University Faculty Committee has only that authority which has been delegated to it by the Senate (Charter, Art. IV.B).

Importantly, the Senate's power to delegate authority to University Faculty Committees is not unlimited; the Senate may only delegate authority to address matters that (1) "relate to two or more schools" and (2) "for which the Board of Trustees has delegated primary responsibility to the university faculty" (Charter, Art. IV.B). Delegations of authority that do not comply with these two requirements are ineffectual. Further, any committee decision or action without valid authority is also ineffectual.

Are there different types of University Faculty Committees? Yes. The Senate Charter lays out two types of University Faculty Committees: (1) Faculty Executive Committees and (2) Faculty Advisory Committees. The difference between the two types of committees lies in the effectiveness of their decisions. The decisions of Executive Committees are effective at the moment the decisions are made. That is, Executive Committees may make recommendations on behalf of the faculty apart from Senate action. In contrast, the decisions of Advisory Committees are not effective until approved by the Senate.

What is the difference between University Faculty Committees and other committees on campus? University Faculty Committees, as noted above, may address matters that (1) "relate to two or more schools" and (2) "for which the Board of Trustees has delegated primary responsibility to the university faculty." Other types of committees exist, however. These include:

University Administrative Committees. These committees include formal committees, as well as working groups, task forces, and other similar bodies (Charter, Art. IV.C). They are formed by the University administration and, because the administration has plenary authority over University business, can address virtually any matter the administration assigns to them.

Nonetheless, University Administrative Committees will not typically address matters "for which the Board of Trustees has delegated primary responsibility to the university faculty." However, they may make recommendations for the Faculty Senate or faculty committees, under the direction of the Faculty Senate, to consider. These matters are typically addressed by the Senate itself or by University Faculty Committees created by the Senate.

Intra-School Committees. Each school may create its own committees to address matters pertaining to operation of the school. The authority of these committees is defined by each school. The decisions of intra-school committees are only valid to the extent they comport with the decisions of any higher authority, such as the Board of Trustees.

Other "Intra" Committees. As a general matter, all groups and organizations on campus are free to form a committee (whether denominated as such or not) for their own purposes. For example, the Senate may form committees within itself to address a particular matter.

Similarly, the Board of Trustees may (and, in practice, typically does) form committees within itself to address particular matters that do not require the full Board's attention. As with all other committees on campus, the decisions of "intra" committees are only valid to the extent they comport with their jurisdiction and the decisions of all higher authority.

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ACD-7403.1 .....Committee Policies and Procedures

I. Committee Policies and Procedures

A. General Policies

1) Each University Faculty Committee may exercise the authority delegated to such committee by the University of Richmond Faculty Senate.
2) At the start of each academic year, each standing University Faculty Committee shall meet before the first University Faculty Meeting and set an agenda for the academic year. They shall submit this agenda to the Senate for feedback and potential additions. They should report their progress on the agenda at the end of each semester.
3) In addition to the duties specified below, each committee shall also perform such duties as specified in charges that may come from the Senate (in the case of faculty committees) or from the University President or Cabinet members (in the case of administrative committees).
4) Typically, requests for faculty work should fall within the charge of one of the standing committees.
    a) . If a request for faculty to serve on a committee does not seem to fall within a standing University Faculty committee, then the Senate may create an ad hoc Faculty Committee and nominate membership in accordance with the Charter's guidelines (Art. IV.B.1).

i) The Senate President, after consulting with the Senate, shall issue charges on behalf of the Senate to ad hoc Faculty Committees.

b). If a request for faculty to serve on a committee does not seem to fall within a standing University Administrative Committee, then an ad hoc Administrative Committee may be created. The committee charge and term (which must be specified and limited) will be communicated to the Chair(s) of Committee on Committees who shall share it with the Senate before the committee begins its term (Art. IV.C). The Committee on Committees shall nominate faculty membership in accordance with the Charter's guidelines (Art IV.C).

5) All University Faculty Committee meeting agendas should include an executive session in which only the voting members of the committee are present. While the executive session does not have to be used, it should appear on all committee agendas, generally at the end of the meeting. University Faculty Committees may also choose to hold their executive session as a separate meeting.

6) In rare cases, exceptions to the policies within this document may be requested of the Committee on Committees and may be granted solely by a vote of the University Faculty Senate.

B. Membership

1) Generally, University Faculty Committees will have representation from each of the five schools: School of Arts and Sciences (A&S); Jepson School of Leadership Studies (JSLS); Richmond School of Law (Law); Robins School of Business (RSB); and the School of Professional and Continuing Studies (SPCS), except where noted. In those cases where more than one faculty member represents a school, members shall represent diverse disciplines in the school. For A&S, specifically, if there are four A&S seats, three seats will each represent one tripartite division with the fourth seat designated an at-large A&S seat; where there are three, each will represent one tripartite division.

2) Unless otherwise stated below, faculty appointments to committees are made by the schools, in adherence to school policies and procedures.

3) Typically, faculty committee members serve a three-year term.

4) Faculty membership on each committee will rotate, so that experienced faculty committee members are serving each year. Generally, a similar number of faculty committee members will be serving the first, second, and third year of their terms.

5) Because it is the faculty's expectation that faculty will commit to serving on committees on a regular basis, faculty committee members may serve the maximum of two consecutive terms or a six-year period on a single committee, whichever is longer.

6) Immediately following committee elections/appointments in the spring of each year and prior to the end of that academic year, a faculty representative from each committee shall be elected by the University Faculty Committee members to serve as chair for the subsequent year, unless otherwise stated below.

7) Expiring terms of Committee members shall end and new terms begin on June 15.

8) Representatives from the Senate are recommended by the Committee on Committees and appointed by the Senate President.

9) If a committee contains student representatives, student members will be recommended by procedures established by each student government. The slate of recommended students will be reviewed by the Dean of Westhampton or Richmond College (for committees needing undergraduate A&S or JSLS students), the Dean of RSB (for committees needing undergraduate or graduate RSB students), the Dean of Law (for committees needing Law students), or the Dean of SPCS (for committees needing SPCS students). Responsibility for final appointment of student members resides with the Chair(s) of the Committee on Committees.

10) Only those faculty whose employment status make them eligible to serve and vote on the University Faculty Senate may serve and vote as faculty representatives on a University Committee (see Art. II.A.1-2).

11) Additionally, members of the Committee on Committees for RSB, JSLS, Law, and SPCS shall have the right to request their school's exemption from service for the upcoming academic year on any University Faculty Advisory committee, which may be granted by the Committee on Committees during the Spring of the current academic year or at any other time in extraordinary circumstances.

C. <u>Committee Chair Selection and Responsibilities</u>

1) University Faculty Committee Chairs may be elected from among the Committee members without administrative status (Art. II.A.2) who are tenured, tenure-track, on continuing annually renewable appointments, or who have been granted faculty status.

2) The chair shall serve a one-year term; the maximum duration of service as a chair is two consecutive years.

3) Chairs shall call regular meetings of the committee, as needed or required.

4) If there is a vacancy on a committee (e.g., sabbatical), the Committee Chair shall notify the Chair(s) of Committee on Committees no later than September 15. The Chair(s) of Committee on Committees will consult with the Committee on Committees to fill the vacancy. It is expected that faculty members on sabbatical or other official leave will not continue to serve on committees. Any faculty members desiring to remain on committees during sabbatical should let the Chair(s) of the Committee on Committees know by March 1 of the previous year.

5) Chairs shall submit an agenda and relevant articles for review to committee members five days in advance of meeting.

6) Chairs shall ensure that minutes are taken, share minutes with the committee for editing and approval in a timely fashion, and then send approved minutes to the Chair(s) of the Committee on Committees within two weeks of the meeting (Art. IV.B). Minutes should include a list of attendees and should record topics discussed, decisions made, or actions taken but should not be a transcript of what was said or by whom.

7) Chairs shall prepare a report on the committee's discussions, recommendations, and implementations, share the report with the committee for editing and approval in a timely fashion, and then send the approved report to the Chair(s) of the Committee on Committees for reporting to the University Faculty and Faculty Senate and for governance archive purposes. Reports should be submitted within 10 days of the end of the semester (Art. IV.B).

8) Chairs shall provide information about the committee's work when requested by the Committee on Committees or the Faculty Senate.

9) Chairs shall convene the newly elected/appointed Committee before the Spring University Faculty Meeting in order to elect a new Committee chair.

D. Reporting

1) Pursuant to the Senate Charter, committee meeting minutes shall be kept; minutes will be reviewed by committee members and guests who contributed to the conversation and archived by the committee chair(s) in the University Faculty Senate's secure electronic location within two weeks of the meeting (Art. IV.B), who will archive them in the University Faculty Senate's secure electronic location.

2) All minutes shall be maintained by the Senate's administrative assistant for governance archival purposes on a secure, electronic University-provided location. Members of the Senate's executive committee will also have access to and responsibility for archival materials. The previous two years of minutes shall also be posted to a secure, password- protected website that is accessible by members of the University of Richmond community.

3) All sensitive and confidential information discussed in committee meetings—for example, references to individual students, faculty, or staff—should be treated as such by committee members, as per the University of Richmond Data Security Policy.

4) Each academic year, committees will submit a planned agenda for the year to the Senate. They will then report their progress on the agenda at least once per semester.

II. Amendment of the Policy. Amendments to this policy may be suggested by any University Faculty Senator, University committee, faculty member, or administrator. Such amendments shall be submitted to the Chair(s) of Committee on Committees in writing and shall include both the proposed wording changes and the rationale for such amendments. The Committee on Committees shall make a recommendation on the proposed amendments to the Senate. The Senate shall consider the proposed amendments at its next meeting. If the amendments involve a change in committee membership or responsibilities, the committee shall be consulted. The Senate vote shall be governed by Senate voting rules as provided by the Charter (III.D.6).

III. University Faculty Committees: University Faculty Committees are of two types: Faculty Executive Committees and Faculty Advisory Committees.

A. Faculty Executive Committees. Faculty Executive Committees are standing University Faculty Committees to which the Senate has delegated the authority to make decisions on behalf of the Senate and the University Faculty, subject to the Charter. The Senate has established the following Executive Committee(s):

1. ***Committee on Committees***. The Committee on Committees exercises power delegated to the faculty in Art. IV.B and IV.C of the Senate Charter.

   - *Charge:* To coordinate the election/selection of members to University Faculty Committees, which includes encouraging the schools to develop candidate slates that gauge the expertise, interest, and willingness to serve on each given committee and that represent University faculty broadly;

- To receive requests for faculty membership to serve on *ad hoc* committees or cross-school search committees and to prepare and submit candidate slates that gauge the expertise, interest, and willingness to serve on the given committee and that represent University faculty broadly;
- In those cases where Administrative committee members are selected by their schools, the Committee on Committees coordinates the election/selection of faculty members to University Administrative Committees, which includes ensuring that schools to develop candidate slates that gauge the expertise, interest, and willingness to serve on the given committee and that represent University faculty broadly and should represent diversity in all its forms;
- In those cases where committee members are appointed, the Committee on Committees provides a slate of nominees to the person responsible for appointing, which attends to the expertise, interest, and willingness to serve on the given committee and that represents diversity in all its forms;
- To submit the nominated Senators and University Faculty Committee members (where appropriate, and not otherwise elected by the individual schools) to the Senate for election;
- To fill mid-term vacancies on University Faculty Committees;
- To review annually the University Faculty Committee structure, charges, and membership, and to recommend any changes to the University Faculty Senate;
- Members of the Committee on Committees shall host a meeting of committee chairs by the end of the first week of classes each academic year to ensure that committee chairs understand the charge of their committees and can execute those charges effectively;
- Members of the Committee on Committees shall regularly monitor committee activities, including reading minutes, tracking reports, and keeping in contact with Chairs of University Faculty Committees;
- The chair(s) of Committee on Committees shall receive, in accordance with applicable document retention policies and pursuant to the Charter, the minutes of all University Faculty Committee meetings and end of semester reports and forward them to the Senate's administrative assistant.

Selection of Membership: Committee members are selected by the Senators who represent each school (e.g., the A&S Senators select the Senator who will represent A&S).

Voting Membership: The membership of the Committee on Committees consists of one Senator to represent each of the five schools.

2. ***Faculty Award Selection Committee***. The Faculty Award Selection Committee exercises the power delegated to the faculty in the Preamble and Art I.C.6 of the Senate Charter.

- To review all nominations provided by the individual schools' Faculty Review Panels and select the best candidate(s) to recommend to the Provost for Distinguished Faculty Awards and all other University-level faculty awards;
- To follow all procedures and timelines set forth in corresponding guidelines documents for each of the University-level faculty awards.

Selection of Membership: The Selection Committee consists of five faculty members, one faculty member each from A&S, JSLS, Law, RSB, and SPCS, and the Provost (or their designee; ex-officio). No member shall serve more than three consecutive years. One member from each school must have been a member of their respective school's Faculty Review Panel. Members of the Selection Committee are ineligible for the

awards. In the event that one of the Selection Committee members is nominated by their school's Faculty Review Panel, an appropriate alternate shall replace them on the committee.

Note: This Committee will be formed as soon as each school has finalized its own award selection review panel each year, in consultation among the chairs of each School's award committees and the chair(s) of the Committee on Committees. Each school-specific review panel shall submit their award nominations to the Provost's Office. A repository of these nominations shall be kept for 3 years for the committee's use in deliberations.

Voting Membership: The voting membership of the Faculty Award Selection Committee consists of one faculty member each from A&S, JSLS, Law, RSB, and SPCS.

3. ***Grievance Committee***. The Faculty Grievance Committee exercises power delegated to the faculty in the Preamble and Art I.C.3 of the Senate Charter and Art. III.H of the Faculty Handbook.

   - To review the Grievance process and recommend changes to the policy, when necessary, to the Faculty Senate;
   - To receive and review petitions concerning faculty who are not recommended for reappointment, tenure, or promotion (or other grievances) at any stage in the process (per Faculty Handbook). The committee's deliberations shall be shared and its recommendations shall be made to the Provost.

   Selection of Membership: Committee members must be full-time, tenured members of the faculty of A&S; JSLS; Law; and RSB. SPCS members must be full-time members of the faculty (Handbook, III.H).

   Note: The Provost will call a meeting of the Grievance Committee yearly within the first four weeks of the fall semester to select the committee's chair and to have an orientation to review the tenure and promotion procedures for each school. (Handbook, IV.G).

   Voting Membership: The voting membership of the Faculty Grievance Committee consists of one faculty member each from A&S, JSLS, Law, RSB, and SPCS.

4. ***Faculty Status and Faculty Credentials Committee.*** The Faculty Status and Faculty Credentials Committee exercises power delegated to the faculty in the Preamble and Art I.C.2. of the Senate Charter. School-specific credentialing and faculty status decisions are the responsibility of the individual schools. This committee should be created by the University Faculty Senate as needed to review cases in which persons appointed to staff positions are being considered for faculty status.

   Charge:

   - To consider, on the recommendation of the Provost, faculty status for persons appointed to staff positions;
   - To review, when necessary, continuing staff positions with faculty status to ensure that faculty status is attached only to persons who are in positions that are directly involved in academic programs;
   - In coordination with the Office of the Provost, to maintain a list of all staff with faculty status, and to update the list at least once per semester;
   - When requested by the Provost for a cross-school course or cross-school program, to review faculty credentials for teaching particular courses or programs and provide justification for such academic qualifications in teaching (or recommend to the Provost that the faculty member cannot teach said course); and

- To review faculty credentials and teaching assignments for cross-school courses and programs, when necessary.

Membership: The membership of the Faculty Status and Faculty Credentials Committee consists of four faculty members from A&S; two faculty members from Law; one faculty member each from RSB and SPCS (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); a representative from each School's Dean's office (appointed by each Dean; ex officio); and the Provost (or their designee; ex officio).

Voting Membership: The voting membership of the Faculty Status and Faculty Credentials Committee consists of four faculty members from A&S; two faculty members from Law; one faculty member each from RSB, JSLS, and SPCS.

5. ***Faculty Technology Committee***. The Faculty Technology Committee exercises power delegated to the faculty in the Preamble and Art.I.C.8. of the Senate Charter, except for curricular decisions.

   - To serve as the primary means of communication between the university faculty and the Information Technology Governance Steering Committee, on matters relating to the role of technology in teaching, scholarly/creative activities, and faculty-supervised student research;
   - To recommend to the IT Governance Steering Committee strategic directions related to technology needs for matters under the purview of the faculty, as designated in the faculty handbook, including teaching, scholarly/creative activities, and faculty-supervised student research;
   - To accept and prioritize faculty requests for acquisition and support of new and existing technologies for teaching, scholarly/creative activities, and faculty-supervised student research, and to recommend those prioritized requests to the IT Governance Steering Committee;
   - To advise the university faculty on processes for seeking funding for technology to support teaching, scholarly/creative activities, and faculty-supervised student research;
   - To report to the Senate at least once per academic year on technology usage by students and faculty based on communication with the IT Governance Steering Committee;
   - To recommend the creation of working groups and subcommittees as necessary on matters relating to technology in support of teaching, scholarly/creative activities, and faculty-supervised student research;
   - To recommend to the IT Governance Steering Committee changes in IT policies, processes, and service/support agreements to enhance technology support for teaching, scholarly/creative activities, and faculty-supervised student research.

   Selection of Membership: The chair of the Faculty Technology Committee shall also serve as a member of the IT Governance Steering Committee. One member of the Faculty Technology Committee shall also serve as a member of the IT Governance Data Management Committee. One member of the Faculty Technology Committee shall also serve as a member of the IT Governance User Experience Committee.

   Membership: The membership of the Faculty Technology Committee consists of seven required faculty members: three from A&S; one from RSB; one each from JSLS, SPCS, and Law. Additionally, A&S and RSB may each opt in to having one additional member each year. Ex-officio membership includes the Chief Information Officer (or their designee ex-officio); the Director of Academic Computing Services; the Provost (or their designee ex-officio); and the Faculty Director of the Teaching and Scholarship Hub (unless already chosen as the Provost 's designee ex-officio).

Voting Membership: The voting membership of the Faculty Technology Committee consists of the faculty members listed under Membership above.

6. ***Petitions Committee***. The Petitions Committee exercises final review of student appeals and petitions of academic rules and policies as articulated in the university's *Policy on Special Approvals and Academic Appeals.*

   Charge:

   - Understand the University's academic rules and how they are communicated and applied;
   - Carefully and thoughtfully review appeals, with concern for consistency and precedent as well as regulatory and accreditation requirements that may have bearing on the petition;
   - Act with urgency to resolve time-sensitive student appeals, including convening in the summer when classes are not in session when necessary;
   - Recommend the Faculty consider rule changes or revisions, if student appeals reveal the need for increased policy clarity; and
   - Participate in training provided by the University Registrar to assist in the work of the committee.

   The University Registrar will receive student appeals and petitions, make sure that the documentation for the appeal is complete, and convene the Petitions Committee for their review. The University Registrar will also be responsible for sharing with the Committee any relevant precedent in adjudicating similar appeals and any relevant regulatory or accreditation requirements.

   Membership: Committee membership shall include five full-time, tenured members of the faculty of A&S; JSLS; and RSB. A&S shall have three members, JSLS one member, and RSB one member. In addition, the University Registrar and one of the two College Deans shall serve on the committee *ex officio.*

   Voting Membership: The voting membership of the Petitions Committee shall include the full-time, tenured members of the Committee from A&S, JSLS, and RSB. The schools are encouraged to appoint faculty members who are familiar with academic policies at both the school and university levels.

7. ***Richmond Scholars Steering Committee***. The Richmond Scholars Steering Committee exercises power delegated to the faculty in the Preamble, Art. I.B.1, and I.B.3 of the Senate Charter.

   Charge:

   - To advise and consult on academic matters relating to the Richmond Scholars Program, including:
     - advising and consulting with the Office of Scholars and Fellowships on the recruitment and selection processes of the program;
     - identifying and recruiting faculty members to assist in the selection process;
     - advising and consulting with the Office of Scholars and Fellowships on programming and enrichment for scholars, and participating in such programs when appropriate;
     - advising and consulting with the Office of Scholars and Fellowships on mentoring of scholars;

- advising and consulting with the Office of Scholars and Fellowships on other matters relating to scholars' academic performance and progress.

Membership: The membership of the Richmond Scholars Steering Committee consists of four faculty members from A&S; one faculty member from RSB (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); the Dean of Admission (or their designee; ex officio); the Director of Financial Aid (or their designee; ex officio); the Director for Office of Scholars and Fellowships (ex officio); the Director of the Oliver Hill Program (ex officio); and the Faculty Director of the Richmond Scholars Program (ex officio). It is recommended that faculty members on this committee should preferably have previously served on the Richmond Scholars Selection Committee. Typically, the committee will invite the Vice President for Enrollment Management and the Provost (or their designees) to one meeting each year.

Voting Membership: The voting membership of the Richmond Scholars Steering Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS.

8. ***Undergraduate (Traditional) Admissions Committee***. The Undergraduate (traditional) Admissions Committee exercises power delegated to the faculty in the Preamble, Art. I.B.3, and I.C.5 of the Senate Charter.

Charge:

- To recommend to the Associate Vice President & Dean of Admission and the Vice President of Enrollment Management changes in the admission policies for traditional undergraduates to the University of Richmond;
- To hear and make recommendations concerning all cases in which the minimum admission requirements are not met;
- To advise the Admission staff on matters brought to the committee by Enrollment Management staff or University faculty;
- To regularly review admission data and admission policies to ensure policy effectiveness;
- To commission from the Office of Admission an annual year-on-year analysis of admissions data and report the findings to the Senate.

Membership: The membership of the Undergraduate (traditional) Admissions Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Deans of Richmond College and Westhampton Colleges or their designees (both ex officio); the Associate Vice President & Dean of Admission (ex officio); Vice President of Enrollment Management (ex officio); and four students (two from A&S and one each from JSLS and RSB). The Associate Vice President & Dean of Admission may, on occasion, delegate attendance to the Director of Admission Recruitment and Communication, the Director of Admission Operations, or the Director of Admission from Diversity Outreach and Partnerships in their absence or to attend meetings as special topics require their particular expertise.

Voting Membership: The voting membership of the Undergraduate (traditional) Admissions Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS. At least two voting members should have expertise in quantitative data analysis.

9. ***University Libraries Faculty Committee***. The University Libraries Faculty Committee exercises power delegated to the faculty in the Preamble and Art. I.C.8 of the Senate Charter.

Charge: To make recommendations to the Provost and the University libraries on issues including, but not limited to:

- Policies, plans, programs and strategic priorities related to the acquisition, dissemination, and long-term management of scholarly information in all formats, created by or needed to support the University of Richmond's teaching, scholarly, and creative programs;
- Ways the University libraries, in partnership with the faculty, students, and staff of the University, may best advance the creation, dissemination, and preservation of knowledge;
- The role of library collections and resources in the intellectual life of the university;
- The role and design of library spaces to include collection spaces, quiet and collaborative study spaces, instruction spaces, consulting spaces, research and learning spaces, community gathering spaces, and exhibit spaces.

To keep the faculty informed of library matters on an on-going basis and to meet at least once per year with librarians in executive session to invite updates.

Membership: The membership of the University Libraries Faculty Committee consists of three faculty members from A&S; one faculty member each from Law, RSB and SPCS (with JSLS having the option to petition the Committee on Committees by June 1 for membership on this Committee); the University Librarian (ex officio); the Associate Dean for Library & Information Services, School of Law (ex officio); the Provost (or their designee ex officio).

Voting Membership: The voting membership of the University Libraries Faculty Committee consists of three faculty members from A&S; one faculty member each from Law, RSB, JSLS, and SPCS.

10. ***Faculty Hearing Committee.*** The Faculty Hearing Committee exercises power delegated to the faculty in the Preamble and Articles I.C.2 and I.C.4 of the Senate Charter and in accordance with Art. IV.H of the Faculty Handbook.

Charge:

- To identify members of Faculty Hearing Boards from within the Faculty Hearing Committee as needed under the circumstances of a formal investigation of faculty misconduct
- To appoint a non-voting hearing officer to be responsible for the orderly conduct of a faculty misconduct hearing in all matters except cases involving sexual misconduct.
- In cases involving sexual misconduct, to work with an independent third party hearing officer who will be responsible for the orderly conduct of a hearing.
- To work with the University's Title IX Coordinator to coordinate and participate in all relevant training for members of the Faculty Hearing Committee and Faculty Hearing Boards
- To advise the administration as needed on matters related to policies governing faculty misconduct investigations
- To report to the Faculty Senate regarding steps taken to ensure appropriately diverse membership of Faculty Hearing Boards.

Membership: The Faculty Hearing Committee consists of at least 15 and not more than 20 faculty members: at least eight from A&S, at least two from RSB, at least two from Law, and at least one from JSLS and SPCS. The committee should be comprised of full-time faculty, and all members from A&S, JSLS, Law, and RSB should be tenured. Members should represent diverse identities and a wide selection of academic fields and disciplines.

B. Faculty Advisory Committees. Faculty Advisory Committees are subcommittees of the Senate that bring recommendations to the Senate for action. Resolutions passed by Faculty Advisory Committees must be approved by the Senate in order to take effect. The Senate has established the following Advisory Committees:

1. ***Academic Committee for International Engagement***. The Academic Committee for International Engagement exercises power delegated to the faculty in Art.1.B.1 and I.C.1 of the Senate Charter.

   Charge:

   - To discuss priorities and goals for international activity with the Dean of Global Engagement;
   - To promote cross-school collaboration and understanding, including opportunities to share and seek integrated programs and courses;
   - To promote collaborative opportunities for faculty to share ideas and best practices for international engagement;
   - To explore collaborative opportunities for global and local connections;
   - To review and provide feedback to the Faculty Senate on assessment of international programming including learning goals and outcomes. Committee members may request and receive data on ongoing international programming and curricula.
   - To advise on and review policy and initiatives for international education, including educational opportunities on campus and abroad to provide feedback on these matters to the Faculty Senate.

   Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Academic Committee for International Engagement consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, SPCS; the Dean of International Education (or their designee, ex officio); the Associate Dean for International Business (ex officio); a representative from the International Education Student Advisory Committee (ex officio; selected by the Dean of International Education); Coordinator of International Studies Program (ex officio); Faculty Fellow for International Education (ex officio)

   Voting Membership: The voting membership of the Academic Committee for International Engagement is required to consist of three faculty members from A&S;; and one faculty member each from RSB, JSLS, Law, and SPCS. Additionally, A&S and RSB may each opt in to having one additional member each year.

2. ***Disabilities Advocacy Committee***. The Disabilities Advocacy Committee exercises power delegated to the faculty in Art. I.B.1 of the Senate Charter.

Charge: The members of the Committee serve as advocates for students and faculty of the University's disability-community and provide support for faculty working to implement academic accommodations for students.

The Committee acts as an important channel of communication between faculty and Disability Services by:

1) Disseminating news and best practices from Disability Services to faculty of the University's constituent schools; and
2) Collecting faculty feedback for comment and clarification by Disability Services on the proper implementation of accommodations; and
3) Reviewing data on the University's current utilization of and need for disability-related resources.

The Committee may also take an active role in disability advocacy and promoting University accessibility by:

1) Regularly meeting with and coordinating information from relevant stakeholders (including students, faculty, staff, and college deans) about accessibility, accommodations, and other disability-related issues;
2) Voting to bring motions for recommended changes before the Faculty Senate to address such disability-related issues broadly affecting the University's community, as needed; and
3) Providing recommendations to the General Education Committee, upon request, regarding equitable and appropriate alternatives for course-substitution accommodations relating to cross-school curricula; the committee may also assist in the periodic review of previously-approved course accommodations.

Importantly, this committee is not intended to comment on nor make decisions regarding accommodations provided in individual cases, but rather exists to help influence systemic policy as it relates generally to the University's disability-community.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Disabilities Advocacy Committee is required to consist of three faculty members from A&S (including one from the Department of Math& Computer Science and one from either the Department of Latin American, Latino, & Iberian Studies or the Department of Languages, Literatures, & Cultures); one faculty member each from RSB, JSLS, Law, SPCS; the Provost (or their designee; ex officio); the Deans of Richmond and Westhampton Colleges (or their designees; ex officio); the Professional Evaluator from CAPS (or their designee; ex officio); and the Director of Disability Services (or their designee; ex officio). Additionally, A&S and RSB may each opt in to having one additional member each year.

Voting Membership: The voting membership of the Disabilities Advocacy Committee consists of three faculty members from A&S; and one faculty member each from RSB, JSLS, Law, and SPCS. Additionally, A&S and RSB may each opt in to having one additional member each year.

3. ***Faculty Athletic Committee.*** The Faculty Athletic Committee exercises power delegated to the faculty in Art. I.B.4 and I.C.6 of the Senate Charter.

Charge: In consultation with the Athletics Department and Student-Athlete Academic Support Services, the Faculty Athletic Committee will:

- Recommend to the University Faculty Senate policies that will enhance the educational and academic experiences of University of Richmond student- athletes;

- Follow the academic monitoring procedure to track student-athlete progress in academic programs, assess the integrity of student-athlete achievement in academic programs, and report their findings—with recommendations, when necessary—in accordance with the academic monitoring procedure and to the University Faculty Senate;

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Faculty Athletic Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS; the President (ex officio); the Provost (ex officio); the Faculty Athletic Representative (ex officio); the Associate Athletic Director for Academic Support & Student Services (ex officio).

Voting Membership: The voting membership of the Faculty Athletic committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

4. ***Faculty Development Committee***. The Faculty Development Committee exercises power delegated to the faculty in the Preamble, Art. I.C.2, I.C.4, and I.C.7 of the Senate Charter.

Charge: To advise faculty development activities organized through the Office of the Provost and the Faculty Hub, including for instance:

- Recommending to the Faculty Hub ways of supporting faculty career planning, from pre-tenure to full professor;
- Strategizing with the Faculty Hub about the best use of resources for Faculty Hub programming for the subsequent academic year;
- Acting as liaisons to faculty in all five schools, by reporting on initiatives taken by the FDC, as well as faculty development opportunities and programming supported by the Faculty Hub;
- Requesting and reviewing data, when necessary, on faculty i. workload and work life, ii. recruitment, iii. retention, iv. assessment, v. tenure, and vi. promotion;
- Evaluating and, when necessary, recommending changes to university policies affecting faculty i. workload and work life, ii. recruitment, iii. retention, iv. assessment, v. tenure, and vi. promotion.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Faculty Development Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS; Director of the Teaching and Scholarship Hub (ex officio); and the Provost (or their designee; ex officio).

Voting Membership: The voting membership of the Faculty Development Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member each from JSLS, Law, and SPCS.

5. ***Faculty Finance and Operations Committee***. The Faculty Finance and Operations Committee exercises power delegated to the faculty in the Preamble, Art. I.B.I, I.C.1, I.C.4, I.C.6, I.C.7, I.C.9, and I.C.10 of the Senate Charter.

Charge:

- Educate the Senate and the faculty on the University's financial and operational issues, so the Senate can fulfill its duties consistent with the Charter;
- Review the University's finances and operations by reading financial and operational documents that are in the public domain, conducting dialogue with senior administrators, and making document requests to senior administrators;
- Meet with senior administrators, and as appropriate, the Board of Trustees, about financial and operational issues;
- Meet with faculty representatives of financial- and operations-oriented committees such as Planning and Priorities, Fringe Benefits, and Board of Trustees Business Management, to identify ways in which the knowledge gained from such committees can be used to educate faculty and inform the Senate;
- Report to the Senate annually regarding University finances and operations;
- Make recommendations to the Senate on financial and operational issues consistent with the Charter.

Membership: The membership of the Faculty Finance and Operations Committee consists of nine faculty members (four from A&S; two from RSB; and one each from JSLS, Law, and SPCS), of which at least four of these faculty members shall be senators. At least two members should have finance, budgeting, or quantitative data analysis expertise. Additionally, it is recommended that at least one member have joint membership on the Faculty Finance and Operations Committee and Planning and Priorities and one member have joint membership on the Faculty Finance and Operations Committee and the Fringe Benefits Committee.

Voting Membership: The voting membership of the Faculty Finance and Operations Committee consists of nine faculty members (four from A&S; two from RSB; and one each from JSLS, Law, and SPCS), of which at least four of these faculty members shall be senators.

6. ***General Education Committee.*** The General Education Committee exercises power delegated to the faculty in Art. I.B.2 and I.C.1 of the Senate Charter.

Charge:

- To oversee the general education curriculum as a whole and make recommendations to the Senate and/or to the Provost, as appropriate;
- To oversee the work of the General Education advisory groups;
- To review course proposals and petitions for General Education attribution forwarded to it by the advisory groups and make recommendations to the Senate regarding approval;
- To recommend changes, when necessary, to the General Education course approval and petitions processes, including creating and maintaining standard forms to be used to submit course approvals and petitions;
- To conduct, when necessary, assessment of General Education learning outcomes, to review data on the effectiveness of the General Education curriculum, and to make recommendations to the senate for modifications to the General Education curriculum;

- To initiate or receive requests for review or modification of the General Education requirements, to deliberate on such requests, and to report back to the senate the outcomes of those deliberations (either with recommendations or reasons for no recommendation);
- To provide recommendations to the General Education director and Faculty Hub on training and development for faculty teaching in the general education curriculum;
- To oversee, and request participation of, the advisory groups with regard to assessment of the learning outcomes of the general education areas;
- To aid with the periodic five-year review of the General Education areas;
- To serve in an advisory capacity to the General Education Director.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the General Education committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the deans of A&S, JSLS, and RSB (or their designees), ex officio; the University Registrar, ex officio; the Provost (or their designee), ex officio; the General Education Director, ex officio; and four students, ex officio (two from A&S and one each from RSB and JSLS, the chairs of Westhampton and Richmond College academic affairs student government committees must be included among these four).

Voting Membership: The voting membership of the General Education committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS.

Other Considerations: Administrative support for the committee will be provided by the provost's office/general education director. For 2023 and 2024, the General Education Committee's charge should be extended as follows:

- To consult with and aid the General Education Director with the implementation of the new General Education curriculum;
- To recommend to the University Faculty Senate, and if necessary the faculty at large, any changes or adjustments to the implementation plan, curriculum, policies, procedures, or recommendations to administrators contained in the general education curriculum implementation committee's report to the faculty.

7. ***General Education Review Committee.*** The General Education Review Committee exercises power delegated to the faculty in Art. I.B.2 and I.C.1 of the Senate Charter. This committee should be created by the University Faculty Senate every five years, starting five years after the General Education curriculum is implemented. The committee shall be constituted for the first time in spring 2029, with work across the 2029-30 academic year.

Charge:

- To perform a comprehensive review of the General Education Curriculum;
- To present to the University faculty recommendations for modifications, if necessary, to the General Education curriculum;
- In cases where major modifications are being recommended, outline a process for creating an implementation plan.

This charge may be modified by the senate to address specific questions relevant at the time the committee is created.

Membership: The membership of the General Education Review Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the university registrar, ex officio; the Provost (or their designee), ex officio; the General Education Director, ex officio; and two students, ex officio (one each selected by the Westhampton and Richmond College student governments).

Voting Membership: The voting membership of the General Education Review Committee consists of four faculty members from A&S; two faculty members from RSB; and one faculty member from JSLS

Other Considerations: Administrative support for the committee will be provided by the provost's office/general education director. For the first and second five-year reviews, the committee's charge should be extended to include a thorough review of the main changes to the general education curriculum/policies.

The Extended Charge should include:

- To evaluate the efficacy of the two main changes to the General Education curriculum: the inclusion of the integrated focus areas and reduction of FYS to one unit.
- To work with the advisory groups and General Education Committee to review FYS and the integrated focus areas for consistency in meeting the learning outcomes across courses, and if found inconsistent, to recommend strategies and policies towards ensuring more consistency. This review should be based on a thorough examination of course materials, including syllabi and assignments/samples of student work as determined appropriate for the specific area.
- To review the effectiveness of the faculty development requirements and recommend any necessary changes, including eliminating them.
- To review the need for advisory groups and recommend any necessary changes, including eliminating them and reallocating their charge.
- To review the General Education seminar course and recommend any necessary changes, including eliminating the course.

8. ***Honorary Degrees and Awards Committee.*** The Honorary Degrees and Awards Committee exercises power delegated to the faculty in the Preamble of the Senate Charter.

Charge:

- To solicit suggestions from the University community regarding possible recipients of honorary degrees;
- To serve as a screening and review panel for those suggestions;
- To provide the President and, through the President, the Trustees, timely consultation and advice representing faculty perspectives with regard to proposed recipients of honorary degrees; and
- To oversee the process of gathering a slate of potential commencement speakers and make recommendations from said slate regarding commencement speakers to the President.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Honorary Degrees and Awards Committee consists of one faculty member A&S, RSB, and JSL; the Provost (or their designee; ex officio); and the Vice President of Advancement (or their designee, ex officio).

Voting Membership: The voting membership of the Honorary Degrees and Awards Committee consists of one faculty member from each of the five schools.

9. ***Student Co-curricular Academic Initiatives Committee.*** Student Co-curricular Academic Initiatives Committee exercises power delegated to the faculty in Art. I.B.1, I.C.1, and I.C.4 of the Senate Charter.

   Charge:

   - To advise and recommend to the Senate the academic programs associated with living-learning communities (LLC), Sophomore Scholars in Residence (SSIR), Roadmap and other similar cross-school student-focused academic experiential programs as deemed necessary by the committee. This includes, but is not limited to: course application process, course proposal review, assessment of learning outcomes, compensation review, and satisfaction of students, faculty, and staff. To provide guidance and recommendations to the program director on the selection and rotation of faculty participants in the programs;
   - To oversee the Wellness requirements for traditional undergraduate students at the University of Richmond. This includes, but is not limited to: receiving annual updates about the requirement, regularly reviewing both individual course offerings and the requirement as a whole, ensuring the requirement is a signature high-quality component of the curriculum, and making recommendations to the Senate and/or to the Provost for changes to the requirement;
   - To maintain the catalog entry for the wellness requirement and to review course proposals for any changes to, or new, Wellness Courses or Topics Courses with the WELL prefix and either return to submitter with comments or recommend to the Senate for approval;
   - To participate in academic co-curricular program reviews, when needed; and
   - To consult with the Student Development Committee on matters associated with student life that surface outside of the scope of these programs.

   Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Student Co-curricular Academic Initiatives Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Deans of Richmond and Westhampton Colleges (or their designees; ex officio); the Director of Living Learning and Roadmap (ex officio); the Provost (or their designee; ex officio); the Director of Health Promotion (in their role as the Wellness Coordinator; ex officio); and four students (two from A&S and one each from RSB and JSLS—with representation from Richmond and Westhampton Academic Affairs Committees among these students).

   Voting Membership: The voting membership of the Student Co-curricular Academic Initiatives Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member each from JSLS, Law, and SPCS.

10. ***Undergraduate (Traditional) Student Academic Integrity Committee.*** The Student Academic Integrity Committee exercises power delegated to the faculty in the Preamble and Art. I.B.1 of the Senate Charter.

    Charge:

- To provide feedback and recommendations to the University Faculty Senate, the Provost, and the Vice President for Student Development regarding policies and procedures to support student academic integrity; and
- consult with the Vice President for Student Development and the Deans of Westhampton and Richmond College regarding student academic integrity.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the Student Academic Integrity Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS; the Westhampton and Richmond College Deans (ex officio); the Provost (and their designee, ex officio); and the VP for Student Development (or their designee; ex officio).

Voting Membership: The voting membership of the Student Academic Integrity Committee consists of four faculty members from A&S; two faculty members from RSB; one faculty member from JSLS.

11. ***University Academic Program Committee.*** The University Academic Program Committee exercises powers delegated to the faculty in the Preamble and Art.I.B.1 and I.B.2 of the Senate Charter.

Charge:

- To facilitate partnerships among the various constituencies responsible for appointing appropriately balanced search committees in the case of joint appointments between cross-school programs and departments or schools;
- To ensure that each school has a policy for appointing initial level tenure and promotion review committees involving joint appointments between cross-school programs and departments or schools.
- To review proposals and to make recommendations to the University Faculty Senate concerning the creation of new cross-school academic programs, significant revisions to existing cross-school academic programs, and the elimination or suspension of existing cross-school academic programs in accordance with the University Policy on Creating, Modifying, Suspending or Eliminating Academic Programs and the Faculty Senate Charter;
- To consider all newly proposed single-school degrees and significant revisions to existing single-school degrees to determine if there would be a cross-school impact requiring further review and recommendation by the University Faculty Senate in accordance with the University Policy on Creating, Modifying, Suspending or Eliminating Academic Programs and the Faculty Senate Charter;
- To consider academic matters affecting two or more schools of the University and makes recommendations to the University Faculty Senate.

Membership: Unless an exemption is granted under Art. I.B. of the Committee Policy Document, the membership of the University Academic Program Committee is required to consist of three faculty members from A&S; one faculty member each from RSB, JSLS, Law, and SPCS; the Deans of the five schools (or their designees; ex officio); the Provost (or their designee; ex officio); the University Registrar (ex officio); the Director of Institutional Effectiveness (ex officio). Additionally, A&S and RSB may each opt in to having one additional member each year.

Voting Membership: The voting membership of the University Academic Program Committee is required to consist of three faculty members from A&S; one faculty member each from RSB, JSLS, Law, and SPCS. Additionally, A&S and RSB may each opt in to having one additional member each year.

IV. Committees of the Board of Trustees

Standing Committees of the Board of Trustees. The Bylaws of the University of Richmond specify the standing committees of the Board of Trustees and authorize the Board to create additional committees. The Bylaws authorize the rector of the University to appoint the members of the Board committees, after consultation with the president of the University. The Bylaws provide that the rector, upon the recommendation of the president of the University, may appoint faculty members to serve on the Academic and Enrollment Management Committee, the Student Development Committee, the Advancement Committee, and the Business Management Committee of the Board.

Nomination of Faculty Members to Serve on Board Committees. The President of the University or, on his or her behalf, the Secretary to the Board of Trustees shall notify the Provost, the Senate President and the Chair(s) of the Committee on Committees of any faculty vacancy on Board Committees listed above or of any request for faculty members to serve on an ad hoc committee of the Board of Trustees. The Committee on Committees will provide a slate of at least three candidates for each vacancy. In assembling slates, the committee shall consider diversity of discipline, rank in all areas. Upon final appointment, the Provost, Senate President, and Chair(s) of the Committee on Committees shall be notified by the Secretary to the Board of Trustees.

V. University Administrative Committees

University Administrative Committees are standing committees, *ad hoc* committees or working groups, task forces, and other similar bodies established by the University administration to address University matters. The University administration, consistent with the University Bylaws, the Charter, and other applicable policies and procedures, has the authority to establish University Administrative Committees, to determine the roles and responsibilities of such committees, and to determine the membership of such committees.

General Policies and Procedures:

- The University's Provost shall maintain a current list of all standing University Administrative Committees and shall furnish such list to the Senate on a regular (typically annually, by September 15) basis. The Senate will make this list available to the university community (typically through the Senate website). Appendix 1 to this policy (attached) is a list and description of the standing University Administrative Committees in place as of the effective date of this policy. This list and the descriptions of the Committees may change from time to time. Such changes shall be reported to the Provost and to the Senate President.
- Many University Administrative Committees include faculty as members. These members shall be elected/appointed by the schools in accordance with school policy (see above I.B.2). Chairs of University Administrative Committees shall notify the Provost, the Senate President, and the Chair(s) of the Committee on Committees of any faculty vacancy on such committee or of any request for additional faculty members to serve on such committee. The Committee on Committees shall fill such requests in accordance with each school's policy.

ACD-7403.2 .....Appendix I: Standing Administrative Committees

Appendix I

Standing University Administrative Committees
as of May 2021

Note: The list of standing University Administrative Committees may be modified from time to time. See the University Faculty Senate website for the most current list and description.

1. ***Compliance Oversight Committee***. The Compliance Oversight Committee has been delegated authority by the Board of Trustees to provide administrative oversight for the University's compliance program. The role and responsibility of the Compliance Oversight Committee is set forth in a formal charter approved by the Board of Trustees. The Compliance Oversight Committee reports to University General Counsel.

   Charge:

   - To oversee the University's compliance activities and programs to ensure they are reasonably designed, implemented, enforced, and generally effective in preventing and detecting violations of the law and regulations, as well as violations of ethical principles of conduct;
   - To take or recommend such actions as are necessary to promote an organizational culture that encourages a commitment to compliance and ethical conduct;
   - To be knowledgeable about the content and operation of the University's compliance and ethics program;
   - To exercise reasonable oversight of the implementation and effectiveness of the program, including:
     - *Compliance Roles and Responsibilities.* Establishing clear compliance roles and responsibilities across the University and exercising due care in delegating substantial authority, including reviewing and periodically updating the University Compliance Matrix.
     - *Standards of Conduct/Policies and Procedures.* Assuring that the University implements standards of conduct (including the University of Richmond's Code of Conduct), policies, procedures, and internal control systems reasonably capable of reducing misconduct.
     - *Compliance Oversight*. Exercising reasonable oversight over compliance activities by:
       - Periodically requesting and receiving information on the implementation and effectiveness of the compliance and ethics program from individuals with day-to-day operational responsibility;
       - Requiring individuals with day-to-day operational responsibility to meet with the Committee as-needed;
       - Ascertaining whether individuals responsible for the compliance and ethics program have adequate resources, authority, and competencies to carry out their responsibilities and recommending to the University's senior leadership appropriate steps needed to remedy any deficiencies in these areas;
       - Assuring that reasonable steps have been taken to achieve compliance with laws, policies, and procedures throughout the University through the use of reasonably designed auditing and

monitoring systems as well as periodic evaluation of the compliance program's effectiveness; and

- Regularly reviewing risk assessments and recommending that appropriate steps be taken to design, implement, or modify compliance activities to reduce compliance risks identified by such assessments.

- *Culture of Integrity and Compliance*. Promoting and evaluating the University's culture of integrity and compliance, including:
  - Conducting periodic surveys designed to assess the culture of compliance; and
  - Assuring that compliance standards, procedures, and expectations, including the Code of Conduct, are effectively communicated through education and training programs, publications, and other appropriate means.
- *Reporting and Investigative Mechanisms*. Assuring that the University maintains an effective mechanism for employees and agents to report or seek guidance regarding potential or actual wrongdoing, including:
  - Mechanisms to allow for anonymous reporting and appropriate safeguards to protect against potential retaliation; and
  - Mechanisms to ensure that the University investigates and takes appropriate follow-up action regarding potential incidents of non- compliance, including reporting to governmental agencies, where appropriate.
- *Correction and Prevention*. Assuring that the University's senior leadership promote and enforce compliance through appropriate incentives and disciplinary measures, including:
  - Disciplining employees responsible for violations and, if warranted, disciplining employees for failing to reasonably detect offenses; and
  - Taking appropriate actions to prevent similar future offenses, including recommending any necessary modifications of the compliance program to the Compliance Oversight Committee.
- *Reporting Lines.* Reporting, or directing the reporting, on the implementation and effectiveness of the compliance program to the President's Cabinet and to the Audit and Compliance Committee of the University of Richmond's Board of Trustees.
- *Other Actions.* Taking such other actions, or making such other recommendations, as are necessary to promote an ethical organizational culture.

Membership: The membership of the Compliance Oversight Committee consists of senior leadership of the University and other persons as deemed appropriate, including: the General Counsel (chair); Title IX Coordinator and Director of Compliance; Vice President for Student Development; Assistant Athletic Director, Compliance; University Registrar; Director, Financial Aid; Director, Total Compensation and HR Administration; Director of Talent & Organizational Effectiveness; Associate Dean, Student Services and Administration, School of Law; Director, Research Compliance; Associate Vice President and Controller; Provost (or their designee); Assistant Vice President, Foundation, Corporate and Government Relations; and one faculty member at large.

2. ***Cultural Affairs Committee***. The Cultural Affairs Committee reports to the Provost (or their designee) who calls the meetings.

   Charge:

   - To receive and review applications for cultural events, to evaluate the impact of the proposals, and to allocate funds to those selected;
   - To plan and assist in administering a program of University cultural events (chiefly lectures, concerts, exhibitions, and theatrical performances);
   - To receive and review reports from funded events;
   - To assess periodically the value of the various cultural programs.

   Membership: The membership of the Cultural Affairs Committee consists of eight faculty members (four A&S; one each from JSLS, RSB, Law, and SPCS); the Dean of Arts and Sciences (or their designee; ex officio); and a representative from the Modlin Center for the Arts (ex officio).

3. ***Fringe Benefits Committee.*** The Fringe Benefits Committee reports to the Vice President for Business and Finance.

   Charge:

   - To receive reports from and advise the Vice President for Business and Finance and the Associate Vice President of Human Resources on the University's approach to employee and retiree benefits. The Committee's work will be based on the following foundational principles that are preliminarily set forth below:
     - To attempt to protect employees against catastrophic expenses or income interruptions as a result of a medical condition;
     - Providing a total benefits package that is strongly competitive with those of peer institutions;
     - Managing the benefits package to get the highest total value for premium dollars;
     - Equal weighting of various employee groups;
     - Comply fully with all relevant Federal and State laws;
     - Manage the benefits program so as to ensure appropriate University expenditure control.

   Membership: The membership of the Fringe Benefits Committee consists of five faculty members, one from each school; a representative of the University Faculty Senate; four staff members selected in consultation with the University Staff Advisory Council (USAC); one retired faculty/staff person (appointed by the Associate Vice President for Human Resources); the Executive Vice President for Business and Finance (or her/her designee, ex officio); the Associate Vice President for Human Resources (or their designee, ex officio); and the Director of Compensation and Benefits (ex officio).

4. ***Institutional Review Board (IRB) for the Protection of Human Subjects of Research***. The Institutional Review Board is required by federal (HHS) regulation. Its membership and responsibilities may change at any time, based on those federal regulations. For more information, see: http://irb.richmond.edu/. The Institutional Review Board reports to the Director of Office of Research Compliance and Integrity.

   Charge:

   - To review research proposals to ensure that human subjects of research are exposed to minimal risk and that their rights as research subjects are protected.

   Membership: The voting members are appointed by the University President to comply with federal regulations. Members are chosen to provide the areas of expertise needed for proposal review and to represent various University of Richmond constituencies.

5. ***Planning and Priorities Committee***. The Planning and Priorities Committee reports to the University President.

   Charge:

   - To review University priorities and the University's financial position on a regular basis;
   - To assist in establishing the direction of resource allocation that is consistent with institutional priorities;
   - To make recommendations to the President regarding the budget annually; and
   - To review strategic plan implementation and to advise the President on strategic resource allocation in the context of the institution's strategic plan.

Membership: The membership of the Planning and Priorities Committee consists of: University President (chair, ex officio); the Provost (ex officio); the Vice President of Business and Finance (ex officio); nine faculty members (four from A&S; two from RSB; and one each from JSLS, Law, and SPCS); two staff members selected by the University Staff Advisory Council; the University Senate President (ex officio, non-voting). Two students who also serve on the Business Management Committee of the Board of Trustees also serve on this committee. The committee is chaired by the President.

6. ***Student Development Committee***. The Student Development Committee reports to the Vice President of Student Development.

   Charge:

   - To receive requests for new student organization recognition and forward those recommended for approval to the Faculty Senate for further action;
   - To be informed of student health and wellness issues and student conduct issues and to consider ways in which the academic program might be impacting these areas;
   - To participate in program and services reviews commissioned by the Vice President of Student Development;
   - To provide feedback to the Vice President of Student Development and the Deans of Westhampton and Richmond Colleges concerning items, policies, and policy changes that impact the quality of life of traditional undergraduate students both inside and outside the classroom;

- To provide feedback for improving student life to the appropriate administrators, committees, and faculty;
- To be informed of the goals and objectives of the Student Development Division and to be advocates and supporters of a strong partnership between academics and student life outside of the classroom; and
- To consult with the Co-curricular Academic Initiatives Committee on matters associated with student life regarding the academic programs within that committee's scope.

Membership: The membership of the Student Development Committee consists of: the Vice President of Student Development (or their designee); the Deans of Richmond and Westhampton Colleges (or their designees, ex officio); six faculty members (three from A&S; two from RSB; one from JSLS); the Director of Student Involvement (or their designee; ex officio); the Director of CAPS (ex officio); and six traditional undergraduate students (three from Richmond College and three from Westhampton College, selected by the Deans for their leadership and involvement in student activities and their success in academics).

7. ***Sustainability and Environmental Awareness Committee.*** The Sustainability and Environmental Awareness Committee is charged with identifying strategic opportunities to integrate sustainability into the core functions of the University, including educational, operational, and co-curricular activities. The Sustainability and Environmental Awareness Committee reports to Director of Sustainability.

   Charge:

   - To increase the University community's knowledge and understanding of sustainability issues and objectives;
   - To monitor University operations and recommend to the Director of Sustainability, the Vice President for Business and Finance, the Provost, and/or the University Faculty, as appropriate, steps that the University should take to protect and improve conditions that support the health and well-being of people and the natural world;
   - To update, support, and guide the implementation of the University's Climate Action Plan, which calls for incorporating climate neutrality into the curriculum and educational experiences for all students;
   - To monitor and report progress toward meeting the goals in the Climate Action Plan and the Campus Master Plan;
   - To draft and implement a strategic plan for sustainability that outlines the goals and strategies to build a healthier, more sustainable campus community;
   - To promote University of Richmond's sustainability practices and programs on a local, regional, and national level; and to
   - To support the University of Richmond's efforts to develop innovative practices that steward our environmental, human, and financial resources.

   Membership: The membership of the Sustainability and Environmental Awareness Committee consists of two faculty members from A&S; one faculty member each from JSLS, Law, RSB, and SPCS; the Director of Sustainability (ex officio); the Provost (or their designee, ex officio); the Vice President for Business and Finance (or their designee, ex officio); two student representatives; the Associate Vice President of Facilities (or their designee); Associate Vice President for Campus Services (or their designee); Manager of

Environmental Services (or their designee); the University Engineer (ex officio); and two at-large staff members (appointed by the Provost and the Vice President for Business and Finance).

8. ***Biosafety Oversight Committee.***

Charge: The University of Richmond (U of R) Institutional Biosafety Committee (IBC) is required by Section IV-B-1 of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines), April 2016, which requires that "Each institution conducting or sponsoring recombinant or synthetic nucleic acid molecule research which is covered by the NIH Guidelines is responsible for ensuring that the research is conducted in full conformity with the provisions of the NIH Guidelines." In order to fulfill this responsibility, the institution shall: ". . . establish an Institutional Biosafety Committee . . ." The policy of the Committee is to work cooperatively with researchers, faculty, and staff while ensuring compliance with the NIH Guidelines.

Membership: The membership of the Biosafety Oversight Committee consists of: Associate Provost for Faculty, an Associate Dean from A&S, and faculty members chosen for their expertise in the area.

9. ***Data Analytics Data Science Committee.***

Charge: To make recommendations to the Provost on issues including, but not limited to:

- Support for faculty and students in their computational- and data-related pedagogy and research;
- Further development of Data Science, Data Analytics and Quantitative Learning programs;
- Fest practices and policies for the shared use of a computational resource;
- Act as liaisons to faculty in all five schools, reporting on DADS initiatives.

Membership: The membership of the Data Analytics Committee consists of up to 15 faculty members with relevant expertise representing all five schools. The Associate Provost for Academic Integration serves as chair.

10. ***Institutional Animal Care and Use Committee.***

The IACUC is a federally mandated committee and is composed of members qualified through experience and expertise to oversee UR's animal program, facilities, and procedures. IACUC provides a framework for compliance with federal policies, guidelines, and principles related to the use of vertebrate animals in research and teaching.

UR policies for animal care and use encompass regulations of the Animal Welfare Act as amended (Public Law 99-198 – The Improved Standard for Laboratory Animals
Act), Guidelines and Principles of the United States Public Health Service Policy, and The Guide for the Care and Use of Agricultural Animals in Research and Teaching. IACUC meets several times during the academic year to review research proposals. IACUC approval is required prior to initiating a study involving animals. Review our schedule of meeting dates.

Charge:

- Review, at least semiannually, the institution's program for the humane care and use of animals;

- Inspect, at least semiannually, the institution's animal facilities (including satellite facilities);
- Prepare reports to the Institutional Official (IO) of the IACUC evaluations;
- Review animal welfare concerns;
- Make recommendations to the IO on any aspect of the animal program, facilities, or personnel training;
- Review and approve, those components of PHS conducted or supported activities related to the care and use of animals;
- Review and approve, proposed significant changes to the use of animals in ongoing activities; and
- Be authorized to suspend an activity involving animals.

Membership: The voting members are appointed by the President of the University, in accordance with federal regulations. The committee membership must include at least 5 members (including the Chair). The Chair must be a tenured faculty member, The University of Richmond's IACUC requires that the Chair be a tenured faculty member, with at least 2 years of experience serving on IACUC. The Chair serves a 3-year term, renewable, with one additional year as an *ex officio* member of IACUC, available to step in as acting Chair as needed. Other than the chair, members are not required to have faculty status. Members include faculty, staff, and others from the local community. The chair of IACUC will coordinate with the Committee on Committees in recommending faculty appointments to IACUC. Federal regulations require the committee to include a consulting veterinarian, a non-scientist (usually with a background relating in some way to ethics and/or law), and at least one member who has no formal affiliation with the university.

10. IT Governance Steering Committee.

The Information Technology Governance Steering Committee (ITGSC) provides overarching governance for the strategic direction of information technology and ensures alignment of IT services and operations with the university's overall strategic mission, vision and goals, and needs of end-users.

Charge:

- Guide and advise the Executive Sponsors (Chief Information Officer, Provost and Chief Operating Officer) on strategic IT decision-making.
- Recommend annual investment priorities, and policies and facilitate resolution of competing demands for IT resources;
- Recommend for approval the acquisition of major technology solutions, the creation of significant new services, and/or the rebalancing of the IT portfolio;
- Advise on priorities for annual IT capital spend;
- Facilitate communication and collaboration in IT governance, IT services and solutions across the schools, programs, and campus;
- Seek out innovative ideas and propose investments of time or funding (with approval of Executive Sponsors);
- Oversee and direct the activities of Advisory Committees and identify opportunities for collaboration;
- Review and approve advisory committee charters on an annual basis
- Recommend policies and practices that balance need for security with convenient access to data; and

- Champion and support initiatives to ensure compliance with relevant laws, statutes, and regulations relevant to our charge and ensure appropriate protection of university assets and stability of operations.

Membership: Membership is comprised of authoritative representatives from designated offices of the University, appointed by the chair. The intent is to maintain a group small enough to work through issues in a timely manner, but large enough to provide representation from key functional areas. We may invite guests from time-to-time to provide additional input for key decisions. It is expected that members attend all meetings or send a delegate. If attendance becomes an issue, members will be asked to reevaluate their commitment.

Membership includes representatives from: Information Services, Chair; Information Services, DMC Co-chair; A&S Dean's Office, Academic Affairs; Campus Operations; Admission; Information Services, USEC Co-chair; Institutional Effectiveness, DMC Co-chair; Faculty, FTC Co-chair; 2 members of Faculty, at Large; Global Studio, FTC Chair; Advancement; Provost's Office, Academic Affairs; Student Affairs; General Counsel; University Communications, USEC Co-chair.

And as ex officio: Audit, e*x officio*; 3 members of Information Services, e*x officio*; Procurement & Strategic Sourcing, *ex officio*.

RELATED POLICIES:

Faculty Handbook

University Faculty Senate Charter

POLICY BACKGROUND:

Original policy created February 26, 2016 in consultation with Office of the Provost.

Revisions made by Faculty Senate February 21, 2025 and April 10, 2026.

June 2026 policy reviewed by Deans and President's Cabinet per *POL 1011* - Policy on Policies in May 2026.

Revisions approved by Faculty Senate May 4, 2026.

POLICY CONTACTS:

University Faculty Senate President

Executive Vice President and Provost