FACULTY COMMITTEES 2020-2021

ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY

Responsibility: The Admissions Committee serves all programs of MBU. The Committee works in partnership with Enrollment Management to support the admissions function through reviewing data, discussing strategy, and facilitating effective faculty involvement in the admissions process. Under the umbrella of the university Admissions Committee subcommittees may be created. These subcommittees may focus on more specific programs such as PEG, Mary Baldwin College for Women, etc.

Membership: Three faculty members

Ex Officio – Voting
Associate Provost
Vice President for Enrollment Management

Ex Officio - Non-voting
Director of Recruitment
Other Admissions/Financial Aid personnel as deemed appropriate by the membership

2020-2021 Members
Donovan Branche (2) BPS
Craig Robertson (3) VPA
Tamra Willis (1) COE, Chair

Ex Officio-Voting
Carey Usher, Associate Provost
Matthew Munsey, Vice President for Enrollment Management

Ex Officio – Non-voting
Kirstin Lazri, Director of Recruitment

ASSESSMENT COMMITTEE

Responsibility: The Assessment Committee receives and reviews reports of assessment activities submitted to the Committee by the Dean of the Colleges of Arts and Sciences, the Dean of the College of Business and Professional Studies, the Dean of the College of Education, and the Vice President of the Murphy Deming College of Health Sciences. Based on its review, which is carried out in consultation with the Deans and the Vice President, the Assessment Committee reports the results of its review to the faculty and to the executive staff. Results of assessment activities play a significant role in institutional planning and budgeting.

Membership: Three faculty from different Colleges

2020-2021 Members
Jinyoung Kang (1) BPS, Chair
Greg Hanson (1) MDCHS
Chandra Mason (2) CAS

BALDWIN HONOR SCHOLARS COMMITTEE

Responsibility: Support and oversight of the Honors Program, including: admissions criteria and selection of students for Honors Program; oversight of Honors Projects; and work with Honors Scholars in progress, with responsibility for recommendations to the Honors Program Director in cases where termination is appropriate. Review of the Honors curriculum. Additional duties include encouragement of postgraduate fellowship applications, recommendations to the Provost for fellowship applications requiring an institutional nomination.

Membership:
Three faculty members
Two Mary Baldwin students selected by the student Honor Scholars Society – Non-voting
Ex Officio - Voting:
Director of Baldwin Honor Scholars Program

Ex Officio - Non-Voting (by invitation):
Vice President for Enrollment Management

2020-2021 Members
Marina Omar (1) CAS
JP Scheidler (2) VPA
Angela Wilson (2) COE
Katie Keegan (Student Representative for 2020-21)
Elyse Levens (Student Representative for 2020-21)

Ex Officio - Voting:
Laur van Assendelft, Director of Baldwin Honor Scholars Program, Chair

Ex Officio - Non-Voting (by invitation):
Matthew Munsey, Vice President for Enrollment Management

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COMMITTEE ON COMMITTEES
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Responsibility: Nominate faculty to committee positions and present such nominations for election at faculty meeting. Nominate the Faculty Secretary (two-year term), Marshal and Associate Marshal (five-year terms), and Parliamentarian (who serves at the pleasure of the Faculty but may resign without prejudice at the end of any academic year). Recommend to the faculty the dissolution or creation of committees. Review committee structure and areas of responsibility.

Membership:
Provost
Chair of the Faculty Status and Evaluation Committee
A representative of each of the five Colleges, elected by the faculty members in that College

2020-2021 Members
Ty Buckman – Provost, Chair
Amy Diduch (1) CAS
Nadine Gergel-Hackett, Chair of FSEC
Doreen Bechtol - VPA (2)
Cat McPherson - BPS (2)
Lisa Burns - MDCHS (2)
Stephanie Sebolt - COE (2)

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EDUCATIONAL POLICY COMMITTEE – COLLEGE OF ARTS AND SCIENCES
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Responsibility: Ensures the integrity of the academic program within the College of Arts and Sciences. Reviews and approves new courses, majors and minors. Reviews and approves substantial changes to the curricula. Presents recommendations to the CAS faculty for approval and to the full faculty for information.

Membership:
Three faculty members from the College of Arts and Sciences
One faculty member from another College
One student in a CAS program

Ex Officio – Voting
Dean of the College of Arts and Sciences

Ex Officio – Non-Voting (by invitation)
University University Registrar
Director of the Grafton Library or designee
2020-2021 Members
Joe Johnson CAS-Math (1), Chair
Krissy Egan CAS – Eng (2)
Heather Macalister CAS – Psych (2)
Pam Stephenson MDCHS (2)
Jessica Balough - Student from CAS

Ex Officio – Voting
Martha Walker, Dean of the College of Arts and Sciences

Ex Officio – Non-Voting (by invitation)
Sheila Tolley, University Registrar
Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES

Term of service: 3 years

Responsibility: Ensures the integrity of the academic programs within the College of Business and Professional Studies; reviews and approves new program offerings at the undergraduate and graduate level; reviews and approves substantive changes to curricula. Presents its recommendations to the CBPS faculty for approval, and to the full faculty for information.

Membership:
Three faculty members from the College of Business and Professional Studies
One faculty member from another College
One student in a CBPS program

Ex Officio – Voting
Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting (by invitation)
University Registrar
Director of the Grafton Library or designee

2020-2021 Members
Doris Dodson-BPS (2), Chair
Claire Kent-BPS (1)
Lallon Pond-BPS (2)
William Cundiff-MDCHS (3)
Isabelle Ross-Student representative

Ex Officio – Voting
Joe Sprangel, Dean of the College of Business and Professional Studies

Ex Officio – Non-Voting (by invitation)
Sheila Tolley, University Registrar
Carol Creager, Director of the Grafton Library or designee

EDUCATIONAL POLICY COMMITTEE – COLLEGE OF EDUCATION

Term of service: 3 years

Responsibility: Serves as an advisory body for Education faculty involvement in the development of institutional planning, establishment of program priorities, assessment, and review; review of curriculum and new course proposals, graduation requirements for Education programs, and academic regulations. Presents its recommendations to the College of Education faculty for approval, and to the full faculty for information.

Membership:
Three faculty members from the College of Education
One faculty member from another College from a discipline in which the university offers an approved licensure program
One student from a COE program

Ex Officio – Voting
Dean of the College of Education

*Ex Officio – Non-Voting (by invitation)*
University Registrar
Director of the Grafton Library or designee
Outside K-12 Representative

**2020-2021 Members**
Clayton Brooks – CAS (2)
Carla vanDevander - COE (1)
Alice Waddell – COE (1), Chair
Angela Wilson – COE (2)
Naomie Ritchie – COE Student *(Alice Waddell confirmed in August 2020)*

*Ex Officio – Voting*
Tynisha Willingham, Dean of the College of the College of Education

*Ex Officio – Non-Voting (by invitation)*
Sheila Tolley, University Registrar
Carol Creager, Director of the Grafton Library or designee
**Stephanie Haskins, Staunton City Schools (Alice Waddell confirmed in August 2020)**

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**EDUCATIONAL POLICY COMMITTEE – MURPHY DEMING COLLEGE OF HEALTH SCIENCES**

**Term of service: 3 years**

*Responsibility:* Address issues of curricular integrity, academic policy and procedure, and new program development. Also, review and approve the addition, deletion, and modification of all courses in MDCHS as well as changes in any program curriculum. Student admission, retention, promotion policies and processes are approved by this committee. Recommendations of this committee are brought to MDCHS faculty for approval and to the full faculty for information. Members will be elected to staggered three-year terms with no more than one third being elected in any given year. Members may be elected for two consecutive terms then must rotate off the committee for three years before running for re-election.

**Membership:**
One full-time faculty member from each MDCHS school, elected by the school.
Three at large faculty members from three different programs, at least one of which must be an undergraduate faculty member and one of which must be a graduate faculty member.
Two Program Directors from MDCHS Programs, elected by the Program Directors.
One full-time faculty member from another College.

*Ex Officio – Voting*
VPHS

*Ex officio - non-voting:*
MDCHS Associate Dean for Academic Affairs
Program Directors of other MDCHS programs
University Registrar or designee
Director of the Grafton Library or designee

**2020-2021 Members**
Mark Erath – MDCHS HCA (3)
Monica Heck - MDCHS Nursing (1)
Kim Nine - MDCHS Public Health (1)
Marty Fontenot - MDCHS HHP (2)
Greg Hanson - MDCHS - faculty at large (2)
Gail Tarleton - MDCHS - faculty at large (2)
Doreen Bechtol - VPA (2)

*Ex officio, voting:*
Deb Greubel, VPHS

*Ex officio, non-voting:*
Sue Stevens, MDCHS Associate Dean for Academic Affairs, Chair
EDUCATIONAL POLICY COMMITTEE – COLLEGE OF VISUAL AND PERFORMING ARTS

Term of service: 3 years

Responsibility: Ensures the integrity of the academic programs within the College of Visual and Performing Arts; reviews and approves new program offerings at the undergraduate and graduate level; reviews and approves substantive changes to curricula; reviews and determines graduation requirements, academic regulations, admissions policies, and student status determinations for the Shakespeare and Performance program. Presents its recommendations to the CVPA faculty for approval, and to the full faculty for information.

Membership:
Three faculty members from the College of Visual and Performing Arts
One faculty member from another College
One student in a CVPA program
One student from the Shakespeare and Performance program

Ex Officio – Voting
Dean of the College of Visual and Performing Arts
Director of the Shakespeare and Performance Graduate Program

Ex Officio – Non-Voting (by invitation)
University Registrar
Director of the Grafton Library or designee

2020-2021 Members
Kerry Cooke - VPA - Theatre (2)
Lise Keiter - VPA - Music (1), Chair
Martha Saunders - VPA - Art (1)
Carolyn Moore - MDCHS (2)
Amy Kimbrough - S&P student rep
Catherine Bailey- Student from VPA

Ex Officio – Voting
Paul Menzer, Dean of the College of Visual and Performing Arts and Director of Shakespeare and Performance

Ex Officio – Non-Voting (by invitation)
Sheila Tolley, University Registrar
Carol Creager, Director of the Grafton Library or designee

FACULTY GRIEVANCE COMMITTEE

Term of service: Staggered 3-year terms

Responsibility: Faculty Grievance Committee meets as needed to resolve grievances from faculty members, in the procedure outlined in section 5.1.

Membership: Five full-time faculty members, one elected by each College. No member of the Faculty Status and Evaluation Committee or the Murphy Deming Re-Appointment and Promotion Committee shall serve on the Grievance Committee.

Term in office: Members will serve three-year staggered terms, renewable for one further consecutive term of three years. The Chair of the Grievance Committee is elected from among the members.

2020-2021 Members
Ralph Cohen (2) VPA
Pam Dressler (2) MDCHS
Jinyoung Kang (3) BPS
Rachel Potter (3) COE
FACULTY STATUS AND EVALUATION COMMITTEE

Term of service: 4 yrs tenured/1 yr. untenured

Responsibility: Review of faculty in all programs other than Murphy Deming College of Health Sciences for rank, promotion, and tenure with recommendations to the Provost, ensuring that work in all the University’s programs will be considered. Approve initial appointments above the rank of Assistant Professor. Review matters pertaining to faculty status. Provide guidance and advice to the Provost regarding the evaluation of teaching effectiveness.

Membership:
One faculty member elected from each of the five colleges of Associate Professor rank or higher.
One rotating member with a two-year appointment from Arts and Science, Education, Business and Professional Studies, and Visual and Performing Arts, taken in sequence.
One representative elected from the Assistant Professor ranks, non-voting on promotion and tenure matters.

Note: The representative from Murphy Deming will be non-voting on promotion and tenure matters.

Term in office: Four years for the tenured members. One year for the non-tenured members who may be re-elected.

Conduct of Business: Non-tenured members do not attend meetings in which appointments, promotions or tenure are the order of business.

2020-2021 Members
Pamela Bailey (4) COE-tenured
Matt Davies - VPA tenured (3)
Deb Diaz - MDCHS untenured (1)
Krissy Egan - CAS tenured (4)
Nadine Gergel-Hackett - CAS tenured (1) rotating, Chair
Mary Clay Thomas (1) BPS-tenured
Marina Omar (1) – 1 untenured elected from the Assistant Professor ranks

GENERAL EDUCATION AND ACADEMIC POLICIES COMMITTEE

Term of service: 3 years

Responsibility: Ensures the integrity of the university’s Common Curriculum, reviews and approves courses requesting Common Curriculum credit, reviews and approves substantive changes to the Common Curriculum, and serves in an advisory role to the Provost and University Registrar on changes to undergraduate academic policies that do not directly affect the curriculum. Actions taken by the General Education Committee that affect the undergraduate graduation requirements of all students (e.g. changes to the Common Curriculum or catalog policies) are brought to the full faculty for a vote. Other actions of this committee are brought to the full faculty for information.

Membership:
One faculty member from each college.

Ex officio – Voting
One college dean (membership to rotate among the deans every two years)

Ex officio – non-voting
University Registrar or designee

2020-2021 Members
Amy Diduch - CAS (2), Chair
Beth Easterling - BPS (2)
Drew Gogian – MDCHS (2)
Lise Keiter - VPA (1)
Kathy McCleaf - COE (1)
Paul Menzer (1) Dean of VPA

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

Term of service: 3 years

Responsibility: Oversee federally mandated guidelines for the care and use of animals used in teaching and research. Perform semiannual animal care program evaluations, advise the Institutional Official of the University’s compliance
status, establish plans and schedules for correcting any deficiencies, and review and approve protocols for the inclusion of animals in research projects.

Membership:
Three faculty members
One Doctor of Veterinary Medicine
One practicing scientist experienced in research involving animals
One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, clergy)
One member not affiliated in any way with the University, including not being a member of the immediate family of any person affiliated with the University
One other member

2020-2021 Members
Doreen Bechtol – VPA (3)
MJ Epps – CAS (3) Chair
John Ong – CAS (1) will serve as a 1-yr replacement for L. Freeman’s LOA
Ruth Chodrow, outside member – need to confirm
William Olkowski, outside member (DVM) – need to confirm

INSTITUTIONAL REVIEW BOARD/ETHICS COMMITTEE  Term of service: 3 years

Responsibility: Provide University policies and procedures in accordance with federal guidelines for the oversight of research projects involving human subjects. Review applications for the inclusion of human subjects in University-based research projects.

Membership:
Associate Provost and four faculty
In order to comply with federal regulations for the protection of human subjects (45 CFR 46.107), the nominating committee must:
- select individuals with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution;
- make every nondiscriminatory effort to ensure that the membership is not composed of entirely men or entirely women;
- include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas;
- include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution

2020-2021 Members
Chris Harnish (3) MDCHS
Pat Murphy (3) VPA
Brian Miller (2) MDCHS, Chair
Ann Tuzson (1) MDCHS
Carey Usher (Associate Provost)
Dr. Mindy Maris, external committee member (need to confirm)

INSTRUCTIONAL TECHNOLOGY COMMITTEE  Term of service: 3-year staggered terms

Responsibility: The Instructional Technology Committee is responsible for the development of best practices for technology-enhanced teaching. The Committee serves as an advisory body to the Instructional Technology staff on issues such as the value of specific technological advancements (e.g., equipment, management, and space) from a pedagogical perspective.

Membership:
Three faculty members

Ex officio – Voting
Director of Instructional Technology
Associate Director of Instructional Technology

Ex Officio – Non-Voting
by invitation: Director of the Grafton Library or designee

Term in office: Elected members will serve three-year staggered terms, renewable for one consecutive term. The committee chair is elected from among the members.

2020-2021 Members
Calvin Chung (1) BPS
William Cundiff (3) MDCHS
Kerry Mills (3) VPA

Ex officio – Voting
Beverly Riddell, Director of Instructional Technology
Reid Oechslin, Associate Director of Instructional Technology

Ex Officio – Non-Voting (by invitation)
Carol Creager, Director of the Grafton Library or designee

MDCHS PROMOTION COMMITTEE (PC)  Term of service: 3 years

Responsibility: Review the dossier and makes recommendations to the VPHS for promotion to the rank of Assistant, Associate or Professor. Periodically review, update and recommend criteria for appointment to and promotion within MDCHS. Members will be elected to staggered three-year terms with no more than one third being elected in any given year. Members may be elected for two consecutive terms then must rotate off the committee for three years before running for re-election. The alternate will be elected to a one-year term with no limit on the number of terms. Any member who is planning to submit a dossier for promotion will recuse themselves from all participation on the committee during academic year of submission.

Membership:
5 members of the MDCHS faculty at the rank of associate professor or above, elected by the MDCHS faculty.

1 alternate member of the MDCHS faculty at the rank of associate professor or above who will serve in the case of faculty recusal, elected by the MDCHS faculty.

Ex officio – Non-Voting
Chair: VPHS (non-voting)
One faculty member from another College.

2020-2021 Members
Kent Diduch- (2) PA
Allison Ellington (3) OT
Drew Gogian (3) Nursing
Jen Hancock (3) Health Sciences
Carolyn Moore (3) PT

Ex officio – Non-Voting
Chair: Deb Greuel, VPHS (non-voting)
Cat McPherson, (2) BPS (One faculty member from another College)

WORKLOAD AND BENEFITS COMMITTEE  Term of service: 3 years

Responsibility: This committee considers financial benefits (including retirement and medical) as well as issues related to faculty workload and welfare. It works collaboratively with an administrative and staff body when considering benefits received by all employees.

Membership:
Three faculty members

2020-2021 Members
Brian Granger – VPA (3)
Robin Hopkins – CAS (2), Chair
Stephanie Sebolt – COE (2)
TRUSTEES COMMITTEES

Academic Affairs Committee
Pam Bailey (2)
Paul Deeble (2)

Buildings and Grounds
Sandy Wagoner (2)

Communication
Catherine McPherson (3)

Endowment Committee
John Ong (3)

Finance and Business Committee
Allison Ellington (2)

Enrollment Management and Student Life Committee
Laura van Assendelft (2)

Institutional Advancement
Pam Stephenson (3)

OTHER

Faculty Secretary (2-year term)
Joe Johnson (2)

College Marshal (5-year term)
Amy Tillerson-brown (5)

Associate College Marshal (5-year term)
Amy Diduch (1)

Parliamentarian (no term limit)
Adam Fajardo

Director of Interdisciplinary Studies
Roderic Owen

Representative to Alumnae/i Board
Roderic Owen

Updated October 8, 2020