**FACULTY COMMITTEES 2021-2022**

**ADMISSIONS COMMITTEE FOR MARY BALDWIN UNIVERSITY** Term of service: 3 years

***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

**2021-2022 Members**

Donovan Branche (1) BPS

Craig Robertson (2) VPA

**William Cundiff (3) MDCHS**

*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** Term of service: 3 years

***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

**2021-2022 Members**

Chandra Mason (1) CAS

Ann Tuzson (3) MDCHS

**Angela Wilson (3) COE**

**BALDWIN HONOR SCHOLARS COMMITTEE** Term of service: 3 years

***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

**2021-2022 Members**

**Robin Hopkins (3) CAS**

JP Scheidler (1) VPA

Angela Wilson (1) COE

Abby Adams (Student Representative for 2021-22)

Katie Keegan (Student Representative for 2021-22)

*Ex Officio -* Voting:

Laura van Assendelft, Director of Baldwin Honor Scholars Program, ***Chair***

*Ex Officio -* Non‑Voting (by invitation):

Matthew Munsey*,* Vice President for Enrollment Management

**COMMITTEE ON COMMITTEES** Term of service: 3 years

***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

***Note****:* To elect the representative of each college, each Dean will email his/her entire college to request nominations,

provide the date/time of the vote, and indicate if the vote will be held by email or in person at least two weeks before the

vote is to occur. Exceptions to the specified timeline may be granted by a majority vote of the college. The vote for the

representative from each college must occur prior to the slate of proposed committee members being brought before the

full faculty.

**2021-2022 Members**

Tynisha Willingham – Interim Provost, *Chair*

**Nadine Gergel-Hackett (3) CAS**

**TBA-Chair of FSEC**

Doreen Bechtol - VPA (1)

**Mary Clay Thomas - BPS (3)**

Lisa Burns - MDCHS (1)

Stephanie Sebolt - COE (1)

**EDUCATIONAL POLICY COMMITTEE – COLLEGE OF ARTS AND SCIENCES** Term of service: 3 years

***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

**2021-2022 Members**

Krissy Egan CAS – Eng (1)

Heather Macalister CAS – Psych (1)

**Brenci Patiño - (3) CAS**

Pam Stephenson MDCHS (1)

TBA - 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

**2021-2022 Members**

William Cundiff-MDCHS (2)

Doris Dodson-BPS (1)

**Beth Easterling-BPS (3)**

**Janet Ewing-BPS (3)**

TBA-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

**2021-2022 Members**

Clayton Brooks – CAS (1)

**Carla Van Devander - COE (3)**

**Alice Waddell – COE (3)**

Angela Wilson – COE (1)

**TBA – COE Student**

*Ex Officio* – Voting

Pamela Bailey, Interim Associate 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)***

**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

Dean

*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

**2021-2022 Members**

Mark Erath – MDCHS HCA (2)

Monica Heck - MDCHS Nursing (2)

**Kim Nine - MDCHS Public Health (3)**

Marty Fontenot - MDCHS HHP (1)

Greg Hanson - MDCHS - faculty at large (1)

Gail Tarleton - MDCHS - faculty at large (1)

Doreen Bechtol - VPA (1)

*Ex officio*, voting:

Lisa Shoaf, Dean

*Ex officio*, non-voting:

Sue Stevens, MDCHS Associate Dean for Academic Affairs, *Chair*
Carol Creager, Director of the Grafton Library or designee (by invitation)

Sheila Tolley, University Registrar

Drew Gogian elected by PDs (1)

Chris Harnish elected by PDs (1)

 **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

**2021-2022 Members**

Kerry Cooke - VPA - Theatre (1)

**Lise Keiter - VPA - Music (3)**

**Kerry Mills - VPA - Art (3)**

Carolyn Moore - MDCHS (1)

**TBA - S&P student rep**

**TBA- 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.

***NOTE:*** To elect the representative of each college, each Dean will email his/her entire college to request nominations, provide the date/time of the vote, and indicate if the vote will be held by email or in person at least two weeks before the vote is to occur. Exceptions to the specified timeline may be granted by a majority vote of the college. The vote for the representative from each college must occur prior to the slate of proposed committee members being brought before the full faculty.

***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.

**2021-2022 Members**

Ralph Cohen (1) VPA

Pam Dressler (1) MDCHS

**Joe Johnson (1) CAS** *(1-yr sabbatical replacement for A. Wightman—term expires during sabbatical)*

Jinyoung Kang (2) BPS

Rachel Potter (2) 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.

***NOTE:***

**\***To elect the representative of each college, each Dean will email his/her entire college to request nominations, provide the date/time of the vote, and indicate if the vote will be held by email or in person at least two weeks before the vote is to occur. Exceptions to the specified timeline may be granted by a majority vote of the college. The vote for the representative from each college must occur prior to the slate of proposed committee members being brought before the full faculty.

**\*\***To elect the representative from the Assistant Professor ranks, the Chair of the Committee on Committees will email all members of the Assistant Professor ranks, provide the date/time of the vote, and indicate if the vote will be held by email or in person at least two weeks before the vote is to occur. Exceptions to the specified timeline may be granted by a majority vote of the Committee on Committees. The vote for the representative must occur prior to the slate of proposed committee members being brought before the full faculty.

***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.

**2021-2022 Members**

**Stephanie Sebolt (3) COE-tenured** *(completing remaining 3 years of Pam Bailey’s term, due to her assuming Assoc Dean of COE role***)**

Matt Davies - VPA tenured (2)

**Deb Diaz – MDCHS untenured (1)** *renew term*

Krissy Egan - CAS tenured (3)

**Pat Murphy - CAS tenured (4) rotating** *(COE & BPS had no eligible candidates; Dr. Murphy volunteered from CAS)*

**Donovan Branche (4) BPS-tenured**

**Marina Omar (1) – 1 untenured elected from the Assistant Professor ranks** *(new 1-yr term)*

**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

**2021-2022 Members**

Beth Easterling - BPS (1)

Drew Gogian – MDCHS (1)

**Joe Johnson – CAS (1)** *(1-yr sabb replacement for Amy Diduch; term expires while on sabbatical)*

**Lise Keiter - VPA (1)** *(Dr. Keiter’s term expired in 2020-21, but she agreed to stay for 1-yr for consistency in leadership)*

**Rachel Potter - COE (3)**

**Lisa Shoaf (2) Dean of MDCHS** *(2-yr term for 2021-22 and 2022-23)*

**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

**2021-2022 Members**

Doreen Bechtol – VPA (2)

MJ Epps – CAS (2)

**Rebecca Haberman – CAS (3)**

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

**2021-2022 Members**

Chris Harnish (2) MDCHS

Pat Murphy (2) CAS

Brian Miller (1) MDCHS

**Bob Robinson (3) CAS**

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.

**2021-2022 Members**

William Cundiff (2) MDCHS

Kerry Mills (2) VPA

**Annmarie Trost (3) CAS**

*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.

**2021-2022 Members**

Kent Diduch- (1) PA

Allison Ellington (2) OT

Drew Gogian (2) Nursing

Jen Hancock (2) Health Sciences

Carolyn Moore (2) PT

*Ex officio* – Non-Voting

Chair: Lisa Shoaf Dean (non-voting)

**Donovan Branche (1)** BPS (One faculty member from another College) 1-yr sabb replacement for Cat McPherson; term expires during sabbatical.

**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

**2021-2022 Members**

Robin Hopkins – CAS (1)

Stephanie Sebolt – COE (1)

**Julie Skrzat – MDCHS (2) (completing final 2 years of position due to a resignation)**

**--------------------------------------------------------------------------------------------------------------------------------**

**TRUSTEES COMMITTEES**

**Academic Affairs Committee**

**Maria Craig (3)**

**Alice Waddell (3)**

**Buildings and Grounds**

**Adam Fajardo (3)**

**Communication**

**Bruce Dorries (1)** *(sabb replacement for Cat McPherson; she will have one year to serve upon return)*

**Endowment Committee**

John Ong (2)

**Finance and Business Committee**

Allison Ellington (1)

**Enrollment Management and Student Life Committee**

Laura van Assendelft (1)

**Institutional Advancement**

Pam Stephenson (2)

**OTHER**

**Faculty Secretary (2-year term)**

Joe Johnson (1)

**College Marshal (5-year term)**

Amy Tillerson-brown (4)

**Associate College Marshal (5-year term)**

**Peter Ruiz-Haas (1)** *(one-year sabbatical replacement for Amy Diduch; term expires while on sabbatical)*

**Parliamentarian (no term limit)**

Adam Fajardo

**Director of Interdisciplinary Studies**

Roderic Owen

**Representative to Alumnae/i Board**

Roderic Owen

*Updated June 10, 2021*

*Chair notations will be added in August*