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# **Faculty Governance Elections: Committee Structure; Committee Responsibilities; and Election Process**

## Committee on Governance

Len Albano (CEAE, Chair)

Althea Danielski (HUA)

Tanja Dominko (BBT)

George Heineman (CS)

Art Heinricher (Interim Provost)

Suzanne LePage (CEAE)

Mark Richman (AE, SOF)

Diane Strong (WBS)

Karen Troy (BME)

March 6, 2023

# Academic Governance: Committees of the Faculty

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## Section Five: (Draft Faculty Handbook)

- Committees of the Faculty, whether standing or *ad hoc*, are created by Bylaws of the Faculty and are responsible to the Faculty.
- Standing Committees are charged with broad issues of continuing faculty concern.
- *Ad hoc* Committees may be established by the Faculty to serve specific purposes and to exist for a designated period of time (e.g. CTRF).
- The introduction of new WPI policy or changes in existing policy which are the concern of the Faculty are studied by appropriate Committees for the formulation of recommendations for Faculty consideration and action.
- In those areas where the role of the Faculty is advisory, the appropriate Committee may consult with and advise the appropriate members of the WPI community on matters related to the Committee's charge without prior notification to the Faculty. The Committee will, however, keep the Faculty advised of the general nature of such communications.

# Elected Standing Committees of the Faculty

(including sub-Committees and *ad hoc* Committees)

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- Committee on Governance (COG)
- Committee on Tenure and Academic Freedom (CTAF)
- Committee on Appointments and Promotions (COAP)
- Committee on Financial and Administrative Policy (FAP)
- Committee on Academic Policy (CAP)
  - Undergraduate Outcomes Assessment Committee (UOAC)
- Committee on Academic Operations (CAO)
- Committee on Advising and Student Life (CASL)
- Committee on Graduate Studies and Research (CGSR)
- Faculty Review Committee (FRC)
- Committee on Teaching and Research Faculty (CTRF)

# Committee Operations

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- General Rules for Committees of the Faculty: (Bylaws Two and Four of the Draft Faculty Handbook)
  - Committees report regularly to the Faculty, informing, advising, or recommending actions according to their several charges.
  - Each Committee is responsible for its own organization, and annually elects a chair and a secretary from among the elected Faculty Members for the year beginning July 1.
  - With the exception of CTAF, the term of office for all standing committee elected positions is three years, with individual members' terms staggered to provide for continuity. Committee terms begin on July 1.
- With the exception of COAP and CTAF, Committees typically meet once per week during each academic term.
- Membership, duties, and responsibilities of each individual Committee are established in Bylaw Three of the Draft Faculty Handbook.

# Committee Elections

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- The Secretary of the Faculty conducts the election of faculty members to **COG, COAP, and CTAF**. These elections rely on nominating ballots to create the final election ballots. The final election ballots consist of the names of the faculty members who receive the largest number of nominations and who are willing to serve.
- COG is responsible for offering nominations and for conducting the election of faculty members to FAP, CAP, UOAC, CAO, CASL, CGSR, and FRC. COG also offers nominations and conducts the election of faculty members to the Campus Hearing Board (CHB).
  - These elections are conducted after the COG, COAP, and CTAF elections are completed.
  - COG creates final ballots after **soliciting interest in serving from the entire community (both campus-wide and within each department)** and after confirming the willingness of each nominee to serve.
- The Instant Run-Off Voting (IRV) method is used to count the election ballots for all committees and the CHB.

# Committee on Financial and Administrative Policy

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## Roles and Responsibilities

FAP informs the Faculty on administrative and financial matters that affect the Institute. FAP ascertains the interests and views of the faculty concerning such matters, deliberates with appropriate access to institutional data, and works with the Administration to make recommendations that serve the best interests of the Institute.

## Membership

FAP consists of eight members in total: five elected faculty members (serving staggered three-year terms), the Chief Financial Officer, one additional administrative representative member designated annually by the President, and one additional faculty member appointed by COG (for a one-year term, renewable for up to three consecutive years, in order to diversify the skills or perspectives needed by the committee, given the prospective composition of the committee that year). The Chair of FAP must be a tenured member of the faculty.

David Spanagel, Chair  
HUA  
*spanagel@wpi.edu*



# Committee on Academic Policy

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## Roles and Responsibilities

CAP is responsible for making policy recommendations regarding the direction and goals of undergraduate education at WPI. To do this, the Committee reviews the admissions and financial aid policies, reviews the degree requirements, and judges the quality of the academic program as related to WPI goals.

## Membership

CAP consists of six elected faculty members, two undergraduate students, a representative of the Provost's Office appointed by the Provost, and, *ex officio*, the Registrar. The Provost's appointee serves one-year renewable terms.

Brigitte Servatius, Chair  
MA  
[bservat@wpi.edu](mailto:bservat@wpi.edu)



# Undergraduate Outcomes Assessment Committee

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## Roles and Responsibilities

UOAC functions as a permanent subcommittee of CAP. It reports to CAP and forwards recommendations for Faculty action to CAP for its consideration and possible recommendation to the Faculty. UOAC is responsible for proposing policy with regard to WPI's undergraduate learning outcomes; identifying and facilitating procedures for assessing those outcomes; coordinating outcomes assessment activities on campus; communicating assessment results; and formulating academic policy recommendations based on its assessment activities.

## Membership

UOAC consists of four elected faculty members, a faculty member appointed annually by CAP, one undergraduate student, a representative of the Provost's Office appointed annually by the Provost, and two *ex officio* members: the Director of the Morgan Teaching and Learning Center and the Director of Institutional Research.

Douglas Petkie, Chair  
PH  
*dtpetkie@wpi.edu*





# Committee on Academic Operations

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## Roles and Responsibilities

CAO is responsible for monitoring procedures for administering existing undergraduate academic, admission, and financial aid policies. Recommendations in regard to courses, projects, and programs are made to the Faculty by this Committee. Petitions for exceptions to the established academic rules are received and acted upon. The Committee brings to the Faculty for action the names of students approved as eligible for baccalaureate degrees.

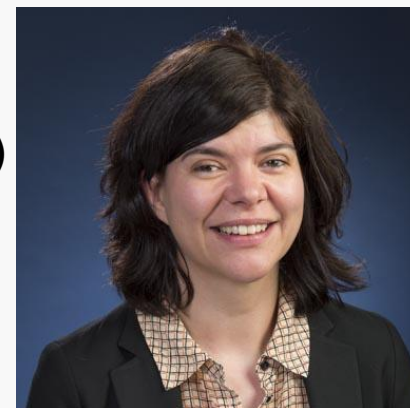
## Membership

CAO consists of six elected faculty members, two undergraduate students, a representative of the Provost's Office appointed by the Provost, and, *ex officio*, the Registrar. The Provost's appointee serves one-year renewable terms.

Jagan Srinivasan  
Chair  
BBT  
[jsrinivasan@wpi.edu](mailto:jsrinivasan@wpi.edu)



Laureen Elgert,  
Chair (A & B terms)  
SSPS  
[lelgert@wpi.edu](mailto:lelgert@wpi.edu)



# Committee on Advising and Student Life

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## Roles and Responsibilities

CASL is responsible for the continuing development of the student advisory and counseling programs. It reviews the effectiveness of the programs, evaluates current practices in the areas of student environment, residential advising systems, and extracurricular activities as they affect the academic performance of the student body, and recommends changes as appropriate.

## Membership

CASL consists of six elected faculty members, two undergraduate students, one graduate student, a representative of the Provost's Office appointed annually by the Provost, and, *ex officio*, the Director of Academic Advising, and the Dean of Student Life.

Jeanine Coburn, Chair  
BME  
*jmcoburn@wpi.edu*



# Committee on Graduate Studies and Research

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## Roles and Responsibilities

CGSR is concerned with all graduate programs and graduate certificate programs of the University, and reviews and recommends changes in regarding the direction, goals, funding and promotion of graduate education and research. It also makes recommendations to the Faculty on new graduate programs and changes in programs and courses. CGSR acts on admission of graduate students to degree candidacy, dismissal for failure to meet academic standards, and student petitions on academic matters. It brings to the Faculty for action the names of students who it has determined are eligible for post-baccalaureate degrees.

## Membership

CASL consists of six elected faculty members, two graduate students, and two ex officio members: Vice Provost for Research and Dean of Graduate Studies.

David Medich, Chair  
PH  
*dcmedich@wpi.edu*



# Faculty Review Committee

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## Roles and Responsibilities

FRC is responsible for reviewing faculty grievances and grade appeals. Members of FRC are selected to serve on the fact finding committee for allegations of faculty misconduct.

## Membership

FRC consists of nine tenured faculty members: six elected by the Faculty and three appointed by the President. Diversity on the FRC is highly valued. Toward that end, there shall be no more than one person from any one Department in the group of six elected members, and following each annual Faculty election, one member of the FRC shall be appointed by the President to a three-year term. These appointments should be made to ensure proper diversity among the FRC members. No elected or appointed member may serve consecutive terms.

John Bergendahl  
Co-chair  
CEAE  
*jberg@wpi.edu*



Jianyu Liang  
Co-chair  
MME  
*jjanyul@wpi.edu*



# Committee on Teaching and Research Faculty (CTRF)

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## Roles and Responsibilities

CTRF is an *ad hoc* committee of the faculty concerned with and responsible for raising and addressing issues related *specifically* to teaching faculty and research faculty. The committee works with COG and other appropriate committees both to bring such issues to the attention of the faculty and the administration, and to bring proposals for action by the entire faculty.

## Membership

CTRF consists of five members: three elected members who either hold secured teaching appointments or tenure-track teaching appointments, and the two elected secured teaching faculty members serving on COG.

Drew Brodeur  
Chair  
CBC  
*[dbrodeur@wpi.edu](mailto:dbrodeur@wpi.edu)*



## Broad Participation in our Faculty Governance

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- Our governance system works best when it enjoys the participation of a wide range of faculty members across the campus.
- Our faculty community is built around shared interests and concerns, and active participation in our governance by the widest cross section of our faculty brings us together:
  - across disciplinary lines;
  - to articulate our interests and address our concerns; and
  - to build relationships with colleagues from other schools, Departments, programs and fields.
- When we all do our very modest share, the time required is small for each of us!

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Additional remarks from Committee Chairs?

## Concluding Remarks

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- COG will complete the elections before the end of D-term.
- If you would like more information on a particular Committee, please feel free to contact the Committee's Chair.
- Feel free to contact any COG member if you are interested in nominating yourself as a candidate on the election ballots. Specify any and all committees of interest to you!
- COG members will also be reaching out to faculty members with both campus-wide and departmental solicitations inviting their participation as election candidates.



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## Committee on Governance

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