

# ACADEMIC AFFAIRS STANDING COMMITTEES

The Academic Affairs standing committees advise the University on matters related to academic policies and procedures, curricula and programs of study, assessment, academic integrity, criteria and qualifications for promotion in rank, and other issues that affect the academic life of the University and the well-being of students and faculty. The seven standing committees serving academic affairs have, as their chief function, the role of considering proposals and making recommendations to the academic administration and to maintaining the integrity of the learning environment. The Academic Affairs Standing Committees are:

- Faculty Affairs, Evaluation & Promotion Committee
- Core Curriculum Committee
- Educational Assessment Committee
- Committee on Academic Integrity
- Faculty Professional Development Committee
- Institutional Review Board (IRB)
- Diversity, Equity, Inclusion and Belonging Faculty Committee
- Doctoral Education Committee

A chair or co-chairs will be appointed for each committee, who will establish the meeting agenda and ensure that meeting minutes are taken. The Chair(s) will provide a written report for the Academic Affairs Resource page (<https://one.baypath.edu/pages/academic-affairs-committees/>). The charge to each committee is provided below.

## 1. Faculty Affairs, Evaluation, and Promotion Committee

The Faculty Affairs, Evaluation, and Promotion Committee shall make recommendations to the Vice President for Academic Affairs and the President on institutional policies and practices relevant to the academic environment of the University and especially on issues related to faculty. The Committee reviews, recommends, and monitors faculty evaluation systems, the faculty code of behavior, ethical issues, and issues of diversity. Also, the committee may make recommendations on the standards for the review of faculty performance, for promotion in faculty rank, and for the promotion review process. The Committee reviews individual cases for promotion in rank according to the guidelines in the Faculty Promotion in Rank (<https://catalog.baypath.edu/faculty-handbook/faculty-policies/faculty-promotion-rank/>) section of the Faculty Handbook.

## 2. Core Curriculum Committee

The Core Curriculum is the undergraduate curriculum that constitutes requirements for common learning. The core of courses ensures that the education aspirations outlined in the Bay Path University Thumbprint are fully integrated throughout the Core Curriculum. The Core Curriculum facilitates acquisition of knowledge, skills, abilities, appreciations and values that promote human excellence through liberal education. The Committee is responsible for investigating effective program design, recommending to faculty and administration a strategy for strengthening Bay Path's core requirements. As outlined in this Handbook, proposals for changes to the Core Curriculum must be approved through the Curriculum Approval Process (<https://catalog.baypath.edu/faculty-handbook/curriculum-instruction-policies-processes/curriculum-approval-process/>). The functions of the Committee include:

- a. Articulate a statement on a rationale for specific core curriculum goals in liberal arts context as appropriate to Bay Path's mission.
- b. Review, develop, and recommend policy and standards regarding common learning.
- c. Establish and revise criteria for courses in the Core Curriculum.
- d. Articulate skills, knowledge, and competencies needed to meet educational objectives confluent with institutional mission, vision and thumbprint aspirations.
- e. Coordinate the integration of University Theme programming with course core curriculum content across student's time at the University.
- f. Facilitate assessment and monitor student outcomes within the Core Curriculum.
- g. Consider and recommend strategies for improved writing and other academic skills across the curriculum.

## 3. Educational Assessment Committee

The Educational Assessment Committee advances assessment policy and practice with an emphasis on program-level learning outcomes. Toward a culture of assessment, the committee champions the role of assessment as a key strategy for organizational learning and continuous improvement, supports the assessment of academic programs by providing consultation for activities such as assessment planning and implementation and ensures equivalency of outcomes attainment between students in the traditional undergraduate program and The American Women's College.

## 4. Committee on Academic Integrity

The Committee on Academic Integrity interprets and enforces the University Policy on Academic Integrity in the undergraduate and graduate divisions. Committee membership consists of full-time faculty and TAWC Academic Directors, with one of the full-time Faculty and one of the TAWC Academic Directors being co-chairs of the committee. Co-chairs work collaboratively with the University administration to administer this Policy. Activities of the co-chairs and proceedings of formal Hearing Boards occur entirely within the University community

Committee members will hold two year terms. The co-chairs will remain in place for two years then move to a two-year term as a committee member. Membership will ensure consistency with upholding academic integrity policy.

The Committee will ensure membership from all schools and be a representative body across all faculty groups.

## 5. Faculty Professional Development Committee

The Faculty Professional Development Committee supports the professional development of faculty and academic staff in areas of teaching, research and service. The Committee annually awards grants in teaching, research, and service to faculty and academic staff members on the basis of individual development plans. See Faculty Research, Scholarly Activity and Works Grant. (<https://catalog.baypath.edu/faculty-handbook/faculty-policies/faculty-research-scholarly-activity-works-grant/>)

The Faculty Professional Development Committee assists the chair/co-chairs in planning and delivering a robust program of

faculty professional development activities and opportunities. The Committee also assists in the planning of the annual Academic Achievement Day. The Committee oversees the administration of the faculty research and creative works grant application process.

**6. Institutional Review Board**

The Institutional Review Board (IRB) at Bay Path University is a standing committee designated to promote and protect respect for all research participants and research activity affiliated with the University. In compliance with federal law, institutions that accept research funding from the federal government must have an IRB to review all research involving human subjects (even if a given research project does not involve federal funds) and safeguard the rights and welfare of people (and animals) participating in research. In addition, the IRB at Bay Path University has the authority to approve or disapprove research proposals or require modification in research proposals to have the proposals meet the IRB guidelines. All research activities involving any Bay Path community members (including staff, administrators, faculty or students) or any Bay Path resources must comply with Bay Path IRB procedures and policy.

**7. Diversity, Equity, Inclusion and Belonging Committee**

The Diversity, Equity, Inclusion and Belonging Committee works to implement the Action Plan for Diversity, Equity, Inclusion and Belonging, specifically as it relates to the curriculum, to ensure curricular offerings appropriately reflect institutional goals and priorities. The Committee will audit the curriculum, recommend enhancements and monitor progress.

**8. Doctoral Education Committee**

The Doctoral Education Committee reviews and makes recommendations relevant to doctoral level education at Bay Path. The Committee reviews, recommends and monitors such things as the role, value and philosophical framework supporting doctoral education, unique teaching and learning considerations and requirements (e.g. faculty teaching loads, dissertation advisement load, contract length, learning outcome criteria, research support), institutional marketing, branding and recruitment opportunities and needs (as it pertains to the level of quality branding required to attract doctoral students and position the University), alignment with BPU mission and aspirations, and resources needed to demonstrate quality delivery of doctoral-level education, provide students with a robust and effective learning experience in alignment with individual program outcomes and goals and support program completion. The Committee is responsible for recommending and monitoring a strategy for institutionalizing doctoral education at Bay Path. Members include faculty and staff who teach in or provide administrative support to one of the Bay Path doctoral programs.

The Committee works in close collaboration with the academic leadership team including the Vice President for Academic Affairs and the Deans.