

## **1 Section I**

### **1.0 Preamble to Heritage University Faculty Handbook**

Heritage University, an institution of higher education, has unique characteristics as well as dimensions it shares with the wider academic community. Drawing on the distinctive spirit and mission of the University, the Faculty Handbook defines the rights and responsibilities of the faculty in participating in this mission. The Handbook also addresses academic standards, which are commonly applied to academic professionals.

The Faculty Handbook is a document of trust between the faculty and the administration. Having received the approval of the Faculty Senate, the Administration, and the Board of Directors, the Handbook is a morally and legally binding document. Its provisions are referenced in the faculty contracts, and may only be amended or revised in accord with the process described in Section 2.13 of this document.

### **1.1 Governance Structure**

At Heritage University the faculty members have an integral role in participatory governance of the institution. They serve on the President's Cabinet, in the Faculty Senate, and on various committees to advise and make recommendations. Faculty are highly influential in the overall governance of the University.

#### **1.1.1 President's Council**

##### *A. Purpose and Function*

The President's Council, in its role of representative campus leadership and problem solving, is entrusted by the President with seeking input, making recommendations for policies and procedures, operational details, and action decisions directed towards the university's stated mission, goals, and objectives. It is a forum for all stakeholder representatives to present, discuss, and resolve issues and concerns. The Council, through the collaborative and representative process, also facilitates constructive, shared communication between the administration and the rest of campus.

##### *B. Membership*

It is the responsibility of the President to appoint members to the President's Council such that it can achieve its purpose and function. Its membership includes the Vice Presidents, Faculty Senate Executive Committee (or designees as appropriate), and Staff Senate Executive Committee (or designees as appropriate). Other members may be appointed by the President and announced at the beginning of the academic year and/or when any change is made.

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### *C. Procedure*

All proposals for University policies, handbook changes, and other items involving the University as a whole are brought to the President's Council for review and approval. This committee meets every other month (or more often as needed should significant issues arise), convened by the President's Office.

### **1.1.2 Institutional Planning Committee**

#### *A. Purpose and Function*

The Institutional Planning Committee (IPC) is entrusted by the President with monitoring and reviewing progress made on the strategic initiatives of the institution. Additionally, the IPC reviews and takes into consideration program review and assessment reports and serves as a place where strategic ideas for the growth of the university will be discussed. Recommendations for allocation of resources will be provided to the President, based on the deliberations of the IPC. Committee members are responsible for providing feedback to stakeholder groups on a continuing basis, using multiple modalities.

#### *B. Membership*

##### STANDING

AVP of Accreditation, Compliance, & IE, Chair  
Faculty Senate President  
Staff Senate President  
Student Senate President

##### APPOINTED (terms matching the election cycles of respective senates)

One faculty member appointed by Faculty Senate  
One staff member appointed by Staff Senate  
One student government association member appointed by SGA

Other members may be appointed by the President and announced at the beginning of the academic year. There is no restriction on the number of consecutive terms a member may serve.

#### *C. Procedure*

This committee meets every other month, convened by the Institutional Effectiveness Office.

### **1.1.3 Faculty and Faculty Senate**

#### *A. Purpose and Function*

The faculty of the University consists of all instructional personnel engaged in teaching and/or research, including faculty librarians.

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Faculty Senate is the official faculty organization, which is part of the University's governance structure. Faculty Senate conveys formal statements of decisions, recommendations and opinions of the organization to the Academic Affairs Assembly, administrators, the President of the University, and other appropriate bodies.

### *B. Membership*

The Faculty Senate has its own Bylaws which establish its membership and mode of operation.

### **1.1.4 University-wide Advisory Committees - Overview**

#### *A. Purpose and Function*

It is the responsibility of every operational unit and every committee of the University to keep the University's Mission and the overall good of the University's current and future students in mind in all deliberations. In some cases a University-wide Advisory Committee is necessary to bring to its deliberations a perspective transcending any single area of the University.

#### *B. Membership*

Membership on any University-wide Advisory Committee includes significant representation from faculty. For the University-wide Advisory Committees listed in this Handbook, faculty and alternate representatives are chosen according to a method determined by the Faculty Senate. For other University-wide Advisory Committees, the President shall consult with the Executive Committee of the Faculty Senate concerning the appropriate method for designating faculty members to serve on the committee.

#### *C. Scheduled Meetings*

All University-wide Advisory Committees will meet a minimum of once each semester, with the exception of the Issues Resolution Committee, which meets only upon referral of an issue. Meetings are scheduled and posted for the entire University community at least two weeks in advance of the time set.

#### *D. Attendance Requirement*

Faculty members of all University-wide Standing Committees and other faculty committees are subject to removal from committee membership after two unexcused absences. If membership was the result of election, either the elected alternate will serve, or a new election will be held. If the membership was the result of appointment, a new appointment will be made. In either case, the replacement will serve out the unexpired portion of the term, and may be reelected or reappointed.

#### **1.1.4.1 University-wide Advisory Committee on Compensation**

##### *A. Purpose and Function*

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This Committee is a forum for discussion of, and recommendations concerning, compensation issues. The Committee reviews recommendations brought to it by members of the University or reviews matters initiated within the Committee. Recommendations are submitted to the President of the University for final action.

### *B. Membership*

#### STANDING

CFO

Provost/Vice President for Academic Affairs

Director of Human Resources

#### APPOINTED

Two administrators appointed by the CFO

#### ELECTED

Two regular-ranked faculty members

One adjunct faculty member

One alternate faculty member

Two staff members

One alternate staff member

The CFO chairs the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### ***1.1.4.2 Issues Resolution Review Committee***

#### *A. Purpose and Function*

The Issues Resolution Review Committee is a university-wide advisory committee that reviews issues identified from any area of the University that do not clearly fall within the purview of other committees or areas.

This committee reviews issues brought to any of its members by members of the University or initiated within the committee.

After an initial hearing and review of any issue brought to it, the committee may refer the issue to the appropriate University area for resolution or maintain the issue for its own study. If necessary, the committee may confer with the President to determine the appropriate University area for resolution. If the Issues Resolution Committee determines that the committee is the appropriate body to assess the issue, it will gather additional information prior to providing a report and recommendation to the President. The President will then meet with the Issues Resolution Committee to discuss the recommendation before making a final determination. The determination will be communicated to all stakeholders, including the Faculty Senate, with appropriate consideration made to ensure confidentiality.

*B. Membership*

Two members and two alternates are elected by the Faculty Senate; two members and two alternates elected by Staff Educator Senate. The Issues Resolution Review Committee elects its own chair.

**1.1.4.3 Assessment Committee**

*A. Purpose and Function*

The purpose of the Assessment Committee is to support the University Community in the following ways:

1. Establish a campus culture of “continuous improvement.”
2. Ensure that the University monitors progress toward the strategic plan outcomes.
3. Assist in monitoring the alignment of strategic initiative outcomes with the Heritage Mission, vision, and values.
4. Assist in meeting any other assessment activities as necessitated by accreditation.

The Assessment Committee respects the autonomy of institutional units. It acts as an advisory committee to the campus community and follows appropriate governance structures. It will not infringe on the rights of institutional units to determine their own programs. The Committee will not evaluate individual staff members based on data collected.

*B. Membership*

STANDING

Vice President of Student Affairs (Chair)

Provost (Co-Chair)

Director of Accreditation & Quality Improvement or designee

Director of Information Technology or designee

Director of Student Life

Coordinator of the Academic Skills Center

Regional Director(s)

APPOINTED

One staff person from the Business Office, appointed by the area Vice President.

One staff person from Financial Aid, appointed by the area Vice President.

ELECTED BY FACULTY SENATE

Two faculty members, from different academic departments.

**1.1.4.4 Institutional Review Board (IRB) Advisory Committee**

*A. Purpose and Function*

The Heritage University IRB Advisory Committee advises TIER, an independent contracted IRB, responsible for reviewing, approving, and certifying that staff, faculty, and student researchers adhere to ethical standards in protecting human subjects. The Committee ensures the

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rights and safety of participants in biomedical, social, and behavioral research, advocates for ethical and just practices, and establishes a clear connection between researchers and TIER. All research projects must comply with the policies and procedures outlined by both TIER and the Heritage University IRB Advisory Committee, following the ethical principles established by the U.S. Department of Health and Human Services.

### *B. Membership*

The IRB Advisory Committee consists of at least five members appointed by the University President, as follows:

1. At least three of the members must be faculty.
2. Membership must not consist of all one gender.
3. Membership includes individuals with both scientific and non-scientific expertise (in accordance with federal standards for research involving human subjects).
4. One person may fill more than one of the above roles.
5. Members are appointed for three-year, overlapping terms.

### **1.1.4.5 Accreditation Review Committee (ARC)**

#### *A. Purpose and Function*

The Accreditation Review Committee (ARC) is a campus-wide committee of representatives from various constituent groups that advises the Director of Accreditation & Quality Improvement, Provost, and President on institutional accreditation matters. The ARC will serve as a resource to collaboratively assist the Accreditation Liaison Officer (ALO) in reviewing, gathering, and monitoring the university's efforts to meet or exceed the accreditation standards set by the Northwest Commission on Colleges and Universities (NWCCU). This committee meets at least once per semester and more frequently as needed. The committee is convened by the Accreditation Liaison Officer.

The Accreditation Review Committee will

- Become familiar with the accreditation process, standards, and expectations for self-evaluation reports and site visits.
- Oversee the completion of evaluation reports.
- Review all drafts of the self-evaluation reports and provide feedback.
- Serve as a resource to the campus community on matters related to accreditation, as well as the university's reports and site visits.
- Serve as a conduit for constituency input into accreditation reports and responses.
- Create a work-plan and timeline for completion of the self-evaluation report and any Ad Hoc or reports.
- Facilitate the progress and completion of all recommendations made by NWCCU.
- Recommend appropriate resources and campus supports, as needed, to assist in the accreditation process and ensure progress in meeting all accreditation requirements.

### *B. Membership*

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### STANDING

Accreditation Liaison Officer, Chair  
VP for Academic Affairs or designee  
VP for Student Affairs or designee  
Center for Intercultural Learning and Teaching (CILT) representative

### APPOINTED FROM ELECTED COMMITTEES

Assessment Committee representative  
Program Review representative

### ELECTED

Two faculty members, from different academic departments. Members serve for a term of four years, on a rotating basis. Members may serve non-consecutive terms.

#### ***1.1.4.6 University-Wide Advisory Committee on Generative Artificial Intelligence***

##### *A. Purpose and Function*

This Committee creates, proposes and regularly reviews policies and guidelines for the ethical and effective use of Artificial Intelligence (AI) tools and technologies within the University's community, ensuring alignment with institutional values and mission, academic integrity, and FERPA-aligned data privacy.

The Committee ensures that the University stays current on evolving AI research and practices. It will support all members of the University community in their understanding and use of AI technologies for academic, research, administrative, or other purposes.

The Committee provides essential direction to the HU community, and as appropriate, to related University constituencies, about AI tools, guides responsible, ethical, and innovative AI usage campus-wide, respecting the autonomy of institutional units.

##### *B. Membership*

### STANDING

Associate Vice President for Technology and Campus Infrastructure  
Vice President of Academic Affairs or designee  
Vice President of Student Affairs or designee  
Vice President of Advancement, Marketing, Communications or designee  
CILT Representative  
Tri-Cities Regional Site Representative

### ELECTED BY FACULTY SENATE

Three faculty members according to the following distribution:  
One from Education, Arts and Humanities, or Literature and Languages  
One from Mathematics/Computer Science, Nursing, or Science

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One from Business, Psychology, Social Sciences, or Social Work

### ELECTED STAFF SENATE

Three staff members representing various departments across campus.

### APPOINTED

Two students appointed by the Vice President of Student Affairs

#### ***1.1.4.7 Other University-wide Advisory Committees***

##### *A. Purpose and Function*

The University-wide Advisory Committees listed in this Handbook represent the major such committees. The Faculty Senate may request the President to establish other committees as needed or the President may initiate such committees.

Such committees may be standing committees established for a minimum period of two years, or they may be Ad Hoc Committees established to accomplish specific assignments and scheduled to dissolve at the conclusion of these duties.

##### *B. Membership*

Any University-wide Committee established under this section shall follow Section 1.1.3.b above regarding membership.

#### **1.1.5 Academic Advisory Committees**

The faculty of Heritage University is responsible for developing, implementing, and assuring the quality of all academic programs of the University. These processes are accomplished through a committee structure, which brings both Colleges into decision-making about the University's academic programs. Proposals for new academic programs are developed in accordance with University-wide policy 5. All Academic Advisory Committees will meet a minimum of once each semester. Meetings are scheduled and posted for the faculty membership at least two weeks in advance of the time set. The purposes and functions of the standing academic committees are outlined below. In addition, the Provost/Vice President for Academic Affairs, in consultation with the Faculty Senate, may appoint ad hoc committees as needed to address emergent academic issues or concerns.

##### ***1.1.5.1 Provost's Council***

###### *A. Purpose and Function*

The Provost's Council is advisory to the Provost and Vice President for Academic Affairs. It makes recommendations on policies, procedures, major issues related to the entire academic

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program of the University. The Provost's Council also supports Department Chairs in carrying out their everyday responsibilities.

### *B. Membership*

The Provost and Vice President for Academic Affairs chairs the Provost's Council. Membership includes Department Chairs, Director of Library, Admissions, and the Registrar.

### **1.1.5.2 Academic Affairs Assembly**

#### *A. Purpose and Function*

The Academic Affairs Assembly is responsible for academic policy formulation, including admissions and graduation requirements, academic advising, program quality assurance, and approval of new majors, programs, sites, and/or degrees. It receives recommendations from the Undergraduate and Graduate Curriculum Committee and also acts on academic policy matters referred by other units of the University. The President of the University and the Provost/Vice President for the academic Affairs give monthly reports. This Committee is advisory to the President and the Provost/Vice President for the Academic Affairs. The President forwards the committee's recommendations to the Board of Directors when appropriate.

#### *B. Membership*

The President of the University and the President of the Faculty Senate co-chair this committee. Participants include the President of the University, the Provost/Vice President for Academic Affairs, all members of the Faculty Senate, all University Vice Presidents, Department Chairs, Registrar, and Directors of academic support units and centers. Voting members of this committee are the full-time faculty members.

### **1.1.5.3 Undergraduate Curriculum Committee**

#### *A. Purpose and Function*

The Undergraduate Curriculum Committee recommends academic policy related to the undergraduate curriculum of the University, including the General University Requirements (GUCR's), undergraduate advising and assessment, criteria for academic honors and academic discipline, and curricular revisions of sufficient significance as to affect more than one program of the University. Proposals for new undergraduate sites, majors, programs, and degrees must be approved by the Undergraduate Curriculum Committee. Recommendations from this Committee are sent to the Academic Affairs Assembly for approval.

#### *B. Membership*

STANDING

Registrar

Provost/Vice President for Academic Affairs or designee

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### APPOINTED

One at-large Department Chair, appointed by the Provost/Vice President for Academic Affairs

One representative appointed by the Director of the Library

One student representative selected by SGA

### INVITED (non-voting)

Representatives appointed by the Directors of the Academic Skills Center, Advising, Admissions, and Financial Aid.

### ELECTED

Four undergraduate faculty members according to the following distribution:

- One from Education.
- One from Fine Arts, Humanities, or Literature and Languages.
- One from Engineering, Mathematics, Nursing, or Science.
- One from Business, Psychology, Social Sciences, or Social Work.

These representatives will be elected only by faculty members from within the discipline areas that they represent. The Nominating Committee will support the discipline areas in the process of selecting their representatives.

The convener of the Undergraduate Curriculum Committee will be selected from among this group according to the guidelines in Article X of the Bylaws of Heritage University Faculty Senate and the Chair of the Undergraduate Curriculum Committee will be elected by the members at the first meeting of the academic year. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

#### ***1.1.5.4 Graduate Curriculum Committee***

##### *A. Purpose and Function*

The Graduate Curriculum Committee recommends academic policy related to the University's graduate curriculum, including graduate advising and assessment, criteria for academic honors and academic discipline, and curricular revisions in the graduate program of sufficient significance as to affect more than one program of the University.

The Graduate Curriculum Committee formulates policies for graduate degree programs and post-baccalaureate programs leading to certification or endorsements. This body must approve new locations for field-based graduate degree programs. Recommendations from the Graduate Curriculum Committee are sent to the Academic Affairs Assembly.

##### *B. Membership*

### STANDING

Registrar

Provost/Vice President for Academic Affairs or designee

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### APPOINTED

One representative appointed by the Director of the Library

### ELECTED

Five faculty members from different academic departments, at least one of whom is a Graduate Department/Program Chair.

The nominating committee will ensure a broad representation of graduate programs offered at Heritage University. The convener of the Graduate Curriculum Committee will be selected from among the elected faculty according to the guidelines in Article X.E. of the Bylaws of Heritage University Faculty Senate. The convener will call the first meeting of the academic year, during which the committee members will elect the Chair of the Graduate Curriculum Committee from the elected members of the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### *1.1.5.5 Committee on Library Information Resources*

#### *A. Purpose and Function*

This Advisory Committee provides guidance on academic program needs, library collection development, including eResources, multi-media information resources, library policies and programs, and library instruction services. After review of suggested policies, resource needs, or programs, the Committee may forward its recommendations via the Director of the Library to the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Faculty Senate, and the Provost/Vice President for Academic Affairs.

#### *B. Membership*

### STANDING

Director of Library (Chair)  
Systems, Access, & Discovery Librarian  
Provost/Vice President for Academic Affairs or designee

### APPOINTED

One chair with a program at a regional site, appointed by the Provost/VPAA  
One chair or faculty member from a graduate program, appointed by the Provost/VPAA  
One Information Technology staff member, appointed by Associate Vice-president for Technology and Operations  
One student member recommended by the SGA

### ELECTED

Four faculty members according to the following distribution, one of whom will be elected as Co-Chair of the Committee at the first meeting after the election:

- One from Education
- One from Fine Arts, Humanities, or Literature and Languages

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- One from Engineering, Mathematics, Nursing, or Science
- One from Business, Psychology, Social Sciences, or Social Work

The Director of the Library convenes the Committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### ***1.1.5.6 Faculty Professional Development Committee***

#### *A. Purpose and Function*

This Committee recommends policy and programs to advance the professional development of the Heritage University faculty. This Committee also advises the Provost/Vice President for Academic Affairs regarding needs for funding and procedures for faculty application for professional development opportunities sponsored by the University.

#### *B. Membership*

Five regular-ranked faculty members, one department chairs, and one adjunct faculty member, all elected by the Faculty Senate. Two of the seven elected members must have online teaching experience. The members of the committee will elect a chair at the first meeting following the election. The Committee members are elected according to the guidelines in Article X of the Bylaws of the Faculty Senate. Elected members serve terms of two years. There is no restriction on the number of consecutive terms a member may serve.

### ***1.1.5.7 Committee on Faculty Promotion***

#### *A. Purpose and Function*

The Committee on Faculty Promotion is charged with the evaluation and affirmation of faculty achievement in teaching, scholarship, and service as related to consideration for promotion, by applying policies stated elsewhere in this Handbook (Sections 2.3-2.6). The Committee maintains standards for faculty excellence with consistency and objectivity that enable the University to fulfill and enhance its educational mission.

Procedures for promotion are established by the Provost/Vice President for Academic Affairs in consultation with the Committee and are available through the Academic Affairs Office. The Committee reviews annually all applications for promotion and makes its recommendations to the President through the Provost/Vice President for Academic Affairs.

The Committee also reviews policy and recommends procedures regarding faculty evaluation.

Requests for promotion to Assistant Professor, Associate Professor, or Full Professor are reviewed by Chair, Committee on Faculty Promotion, Provost, and President, except that the committee constituted to review promotions to Full Professor consists of all current full Professors at Heritage.

#### *B. Membership*

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Membership consists of five regular-ranked faculty with the rank of Associate or Full Professor (no more than two of whom shall represent any one Academic Program of the University), including at least two faculty with the rank of Professor and one with the rank of Associate Professor. Faculty may not serve on both the Committee on Faculty Promotion and the Committee on Evaluation and Multi-year Appointments during the same time period. Two alternates who are regular-ranked faculty are also elected by the Faculty Senate. The convener of the Committee is selected according to the guidelines in Article X of the Bylaws of Heritage University Faculty Senate. The Chair is elected by the members at the first meeting of the academic year. There is no restriction on the number of consecutive terms a member may serve.

### *C. Attendance*

All members of this Committee, including alternates, should attend every meeting, except when the Committee is voting on applications of faculty for promotion and/or multi-year appointments, in which case all full members and only those alternates acting as official substitutes should be present.

After two consecutive unexcused absences, an elected member will be replaced by an alternate who will complete the term.

### ***1.1.5.8 Committee on Evaluation and Multi-year Appointments***

#### *A. Purpose and Function*

The Committee on Evaluation and Multi-year Appointments is charged with the evaluation and affirmation of faculty achievement in teaching, scholarship, and service as related to evaluation and multi-year appointments by applying policies stated elsewhere in this Handbook (Sections 2.3-2.6). The Committee maintains standards for faculty excellence with a consistency and objectivity that enable the University to fulfill and enhance its educational mission.

Procedures for evaluation and multi-year appointments are established by the Provost/Vice President for Academic Affairs in consultation with the Committee and are available through the Academic Affairs Office. The Committee reviews annually evaluations for all probationary faculty, as well as all applications for multi-year appointments. The Committee makes its recommendations to the President through the Provost/Vice President for Academic Affairs. The Committee also reviews policy and recommends procedures regarding faculty evaluation.

#### *B. Membership*

Membership consists of seven regular-ranked faculty (no more than two of whom shall represent any one Academic Program of the University), including only faculty with the rank of Assistant, Associate, or Full Professor. Faculty may not serve on both the Committee on Faculty Promotion and the Committee on Evaluation and Multi-year Appointments during the same time period. Two alternates who are regular-ranked faculty are also elected by the Faculty Senate. The convener of the Committee is selected according to the guidelines in Article X of the Bylaws of

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Heritage University Faculty Senate. The Chair is elected by the members at the first meeting of the academic year. There is no restriction on the number of consecutive terms a member may serve.

### *C. Attendance*

All members of this Committee, including alternates, should attend every meeting, except when the Committee is voting on applications of faculty for promotion and/or multi-year appointments, in which case all full members and only those alternates acting as official substitutes should be present.

After two consecutive unexcused absences, an elected member will be replaced by an alternate who will complete the term.

### **1.1.5.9 Program Review Committee**

#### *A. Purpose and Function*

The purpose of the Program Review Committee is to facilitate a faculty-led process of continuous improvement of the academic programs offered at Heritage University.

The Program Review Committee supports the University Community in the following ways:

1. Ensure that the University monitors progress towards program learning outcomes, program success, program sustainability, and university student learning outcomes.
2. Assist in monitoring the alignment of program learning outcomes with the Heritage Mission and adopted themes.
3. Assist in monitoring progress toward the strategic plan outcomes for Centers.

The Program Review Committee respects the autonomy of programs. It acts as an advisory committee to the campus community and follows appropriate governance structures. It will not infringe on the rights of departments to determine their own programs. The Committee respects academic freedom of faculty and will not evaluate individual faculty or staff members based on data collected.

#### *B. Membership*

##### STANDING

Provost (Co-Chair)

Director of Accreditation & Quality Improvement or designee

##### APPOINTED

One Faculty Member, appointed by the Provost/VPAA

##### ELECTED BY FACULTY SENATE

Four elected faculty members, one of whom will be elected as Co-Chair of the Committee at the first meeting after the election. The nominating committee will ensure that a full range of

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curriculum areas are represented, and will also ensure a proportionate ratio of faculty members between the disciplines is reviewed and adjusted prior to regular elections (spring of even-numbered years).

### ***1.1.5.10 Academic Honesty Review Committee***

#### *A. Purpose and Function*

The Academic Honesty Review Committee is an academic advisory committee that convenes Academic Conduct Review Meetings as part of the Academic Honesty Disciplinary Process.

This committee reviews academic violations presented to it in accordance with the Academic Honesty Policy, Process, and Procedures detailed in the current Heritage University Catalog.

#### *B. Membership*

Three members and two alternates are elected by the Faculty Senate. The nominating committee will ensure that a full range of curriculum areas, at both graduate and undergraduate levels, are represented, and will also ensure a proportionate ratio of faculty members between the disciplines is reviewed and adjusted prior to regular elections (spring of even numbered years).

The Committee elects its own chair. In the event that members need to recuse themselves, the Committee Chair will appoint one of the elected alternate members. If the elected faculty members cannot fill the committee for an Academic Conduct Review Meeting, the Provost/VPAA will appoint a non-elected replacement.

### ***1.1.5.11 Adjunct Faculty Committee***

#### *A. Purpose and Function*

The Adjunct Faculty Committee identifies issues, proposes solutions, and recommends academic policy related to the University's Adjunct Faculty, including working conditions, support, advocacy, professional development, and supervision.

The Adjunct Faculty Committee endeavors to recognize, celebrate, and promote the contributions of all Heritage University Adjunct Faculty.

#### *B. Membership*

#### **STANDING**

Provost/Vice President for Academic Affairs or designee

Faculty Senate President (Elected by the Faculty)

Faculty Senate Adjunct Faculty Representative (Elected by Faculty)

#### **APPOINTED**

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One representative appointed by the Provost/Vice President for Academic Affairs

### ELECTED

Four faculty members, two full time and two adjuncts with at least one department chair. The convener of the Adjunct Faculty Committee will be selected from among the elected faculty according to the guidelines in Article X.E. of the Bylaws of Heritage University Faculty Senate. The convener will call the first meeting of the academic year, during which the committee members will elect the Chair of the Adjunct Faculty Committee from the elected members of the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### *1.1.5.12 Supporting Indigenous Students Committee*

#### *C. Purpose and Function*

The Supporting Indigenous Students (SIS) Committee is a multidisciplinary committee that identifies issues, proposes solutions, and recommends academic policy related to growing Indigenous student recruitment, ensuring cultural safety and equity across departments and programs, providing support for Indigenous students per our university mission statement, and enhancing retention rates among Indigenous students. The underlying assumptions that guide committee work include (1) as a university, we are guests of the Yakama Nation on traditional Yakama lands; (2) contributing to the success of our Indigenous students contributes to success for all Heritage University students.

#### *D. Membership*

### STANDING

Provost/Vice President for Academic Affairs or designee  
Faculty Senate President (Elected by the Faculty)  
President's Liaison for Native American Affairs

### ELECTED

Four faculty members from across programs and disciplines, with at least one department chair. The convener of the SIS Committee will be selected from among the elected faculty according to the guidelines in Article X.E. of the Bylaws of Heritage University Faculty Senate. The convener will call the first meeting of the academic year, during which the committee members will elect the Chair of the SIS Committee from the elected members of the committee. Elected members serve for a term of two years. There is no restriction on the number of consecutive terms a member may serve.

### EX OFFICIO

Vice President of Student Affairs or designee  
Vice President of Admissions or designee