

TO: PROVOST ROBERT JONES

FROM: MARY BETH KURZ

FACULTY MANUAL EDITORIAL CONSULTANT

DATE: _____

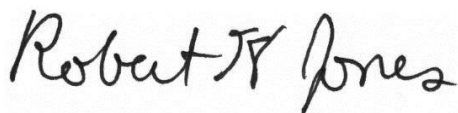
RE: FACULTY MANUAL CHANGE, _____

The Faculty Senate approved the referenced Faculty Manual changes on _____
for inclusion in the *Faculty Manual*.

I am including the following:

Upon receiving your approval for all the pending changes they will be incorporated into the 2022-2023 *Faculty Manual*.

Please indicate your approval or desire for revision below. Further, please indicate whether this change requires approval by the Board of Trustees.



Provost Approval
Revisions Needed

Board of Trustees Approval needed?

If revisions are needed, please follow up by email to mkurz@clermson.edu

Faculty Senate Resolution 202202

Topic: Revision of the University Assessment Committee

Whereas, The Constitution of the Faculty of Clemson University makes provisions for faculty participation in planning, policymaking, and decision-making with regard to academic matters; and

Whereas, the University also provides for such participation in matters of pertaining to academic policies, procedures, and practices at the university level; and

Whereas, the *Faculty Manual* Chapter IX I.1. describes the University Assessment Committee; and

Whereas, Policy Committee Report 202103 was accepted by the Faculty Senate on November 9, 2021 which overall supported the retirement of the current University Assessment Committee (UAC) and the adoption of the University Council on Assessment and Accreditation (UCAA) along with the specific recommendations that the UCAA to include faculty representation and the placement of the UCAA in the Faculty Manual.

Whereas, the *Faculty Manual* must be amended in order to effect the recommendations of PCR202103; it is

Resolved, that Chapter IX I.1 of the Clemson University *Faculty Manual* be amended to **strike** the following text:

“1. University Assessment Committee

a. Responsibilities

i. The University Assessment Committee provides leadership and assistance in developing and overseeing a program of evaluation and feedback to enhance the effectiveness of the University.

ii. The committee develops and recommends University-wide assessment policies, assists in developing assessment procedures that meet accepted standards for data collection and analysis, reviews assessment procedures for consistency with goals and objectives, reviews results of assessment activities and recommends improvements, reviews the progress of the University in implementing assessment activities, reviews all assessment reports and coordinates the preparation of annual

1 reports for the State Commission on Higher Education, strives to
2 ensure that assessment information is not misused, and
3 monitors the effects of assessment to ensure that assessment
4 results are used in subsequent planning activities.

5 b. Membership

6 i. Two representatives from each college and one from the
7 library appointed by the respective deans for three year terms;
8 ii. Two representatives from different areas of administration and
9 advancement appointed by the Vice President for Administration
10 and Advancement for three year terms;

11 iii. One representative appointed by the Dean of Undergraduate
12 Studies for a three-year term;

13 iv. Two representatives from student affairs appointed by the
14 Vice President of Student Affairs for three year terms;

15 v. One representative appointed by each of the following:

16 (1) The Athletic Director;

17 (2) The Dean of the Graduate School;

18 (3) The Vice President for Agriculture, Public Service and
19 Economic Development;

20 (4) The Vice President for Research.

21 vi. Two undergraduate students are appointed by the Vice
22 President for Student Affairs for two year terms;

23 vii. A representative of the Faculty Senate;

24 viii. One college dean appointed by the Council of Academic
25 Deans;

26 ix. One graduate student appointed by the Dean of the Graduate
27 School serve one-year terms.

28 x. Non-voting Members

29 (1) The directors of assessment and of planning are ex-
30 officio, non-voting members;

31 (2) The head of institutional research and other non-voting
32 members, recommended by the committee and appointed
33 by the Provost for one-year terms, serve as resource
34 persons for the committee.

35 c. The committee elects its own chair for a one-year term from among
36 the faculty and
37 administrative representatives.

38 i. The chair remains as a member of the committee for the year
39 following the chair's tenure as chair.

40 d. The vice-chair is elected annually by the committee and will succeed
41 the chair the following year.

42 e. The three members, chair, vice-chair and former chair, do not count
43 against allocations from the colleges."
44

1 **Resolved**, that *Faculty Manual* Chapter IX I.1 be amended to **insert** the
2 following text:

3
4 "University Council on Assessment and Accreditation

5 a. Responsibilities

- 6 i. The University Council on Assessment and Accreditation
7 (UCAA) provides advice and makes recommendations to
8 the Provost and/or President regarding holistic efforts at
9 continuous improvement in core academic operations that
10 are within the scope of University accreditation standards.
11 ii. Provides counsel, advice, and recommendations to the
12 Associate Provost for Institutional Effectiveness, Provost,
13 and/or President regarding the policies, processes,
14 cadence, platforms and systems, user experience, and
15 communications—and any changes or modifications
16 thereto—regarding continuous improvement, assessment,
17 and accreditation that are in the UCAA's scope described
18 above.
19 iii. Communicating with University constituencies about
20 continuous improvement, assessment, and accreditation
21 policies, processes, and activities; monitoring and serving
22 as a conduit for input from those constituencies.
23 iv. Assisting, upon request, with the review of key elements of
24 accreditation reports and serving as conduits to ensure
25 successful scheduling of, and transparency in, hosting
26 accreditation site visits on and off campus.
27 v. Bringing to the attention of the Associate Provost for
28 Institutional Effectiveness, Provost, and/or President
29 concerns regarding implementation of, or results stemming
30 from, continuous improvement, assessment, and
31 accreditation activities that are in the UCAA's scope
32 described here.
33 vi. At the request of the Provost or President, providing
34 review and/or recommendations regarding processes,
35 strategies, plans, products or instruments, and
36 platforms/systems related to continuous improvement,
37 related planning, assessment, and accreditation: as part of
38 special or focused initiatives; as a means of independent
39 review and feedback; or that are outside the usual UCAA
40 scope described above.
41 vii. Reports to the Provost and may make recommendations
42 directly to the Provost or President.

43 b. Membership

- 1 i. The college assessment coordinator/liaison identified by
- 2 each college/Libraries dean
- 3 ii. The Faculty Senate President or their designee
- 4 iii. A representative of Enrollment Management as appointed
- 5 by the Vice President of Enrollment Management
- 6 iv. A representative of Undergraduate Studies as appointed by
- 7 the Dean of Undergraduate Studies
- 8 v. A representative of the Graduate School as appointed by
- 9 the Dean of the Graduate School
- 10 vi. A Student Affairs representative as appointed by the VP of
- 11 Student Affairs
- 12 vii. A finance and operations representative as appointed by
- 13 the EVPFO
- 14 viii. A representative appointed by the Vice President of
- 15 Research
- 16 ix. An advancement representative appointed by the VP
- 17 Development and Alumni Relations
- 18 x. A CCIT representative appointed by the CIO
- 19 c. The Associate Provost for Institutional Effectiveness or their
- 20 designee serves as non-voting chair.
- 21 d. The UCAA will meet at least once an academic semester, or
- 22 more frequently as business and requests dictate.”