

MEMORANDUM

TO: President Edward T. Foote

FROM: Dr. John Knoblock *JK*
Chairman, Faculty Senate

DATE: October 9, 1986

SUBJECT: Faculty Senate Legislation #86001(A) and #86001(B)

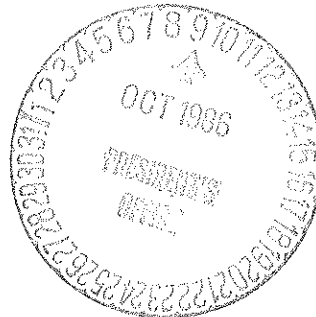
The Faculty Senate, at its meeting of September 22, voted to approve Faculty Senate Legislation #86001(A) - Committees of the University Faculty and Faculty Senate Legislation #86001(B) - Modifications of the Bylaws to Revise the Academic Planning Committee.

These legislative items are now forwarded to you for your action.

JK/b

Attachments

cc - *Allen*



FACULTY SENATE LEGISLATION #86001(A)

XIII. COMMITTEES OF THE UNIVERSITY FACULTY

- 13.1 The Senate may create such standing committees of the University faculty as are deemed necessary. Such committees, including definition of their area of responsibility, shall be delineated in the bylaws.
- 13.2 All committees of the University faculty shall be appointed by the Senate Council which shall also name the committee chairmen pro tem. The committee shall elect a permanent chairman at its first meeting, which will be called by the chairman pro tem. Whenever possible, at least one member of the Senate shall be appointed to each committee. Matters within the sphere of interest of a committee of the University faculty may be referred to it by the faculty of a department or school or by the appropriate administrator, and the committee shall act in accordance with the existing policy of the University. A committee may also propose legislation for Senate action in order to establish or change University policy on matters within its sphere of interest. A committee quorum shall consist of a majority of its members; the chairman of a committee entitled to cast a vote in committee decisions.
- 13.3 Each committee of the University faculty shall define, more specifically, its sphere of interest, responsibility and authority and present such definitions for the approval of the Senate. Any committee may suggest to the Senate that it be separated into two or more subcommittees or that its size be increased or reduced. Any standing committee may itself appoint an ad hoc committee from the University faculty to study a specified topic within its sphere of interest and report to the standing committee.
- 13.4 Before a committee acts, its chairman shall inform all faculty and administrative agencies which the chairman believes to have a direct interest in the matter under consideration and provide an opportunity for the presentation of their views. An adverse decision of a committee of the University faculty may be appealed in writing to the Senate, which shall then act on the matter.

CAPSULE: Faculty Senate Legislation #86001(A) -
Committees of the University Faculty

RESPONSE BY THE PRESIDENT:

DATE: 7/2/86

APPROVED: 

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED):

FACULTY SENATE LEGISLATION #86001(B)

Modifications of the Bylaws
to Revise the Academic Planning Committee

IV. COMMITTEES

- 4.2 Academic Planning Committee. The sphere of interest of this committee shall include educational and research policy, scholastic standards, admission and exclusion of students, undergraduate degree requirements, new degree programs, graduation honors, academic scholarships, adult and extension functions, the academic organization of the University, and teaching loads. The Committee shall report each year to the Senate and to the President. This Committee will not participate in decisions regarding the admission and exclusion of individual students. The Committee shall be composed of the Provost and Executive Vice President, *ex officio*, and the members of the Senate Council.

CAPSULE: Faculty Senate Legislation #86001(B) -
Modifications of the Bylaws to Revise the
Academic Planning Committee

RESPONSE BY THE PRESIDENT:

DATE: 10/9/86

APPROVED: [Signature]

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED):

SPECIAL SENATE COUNCIL MEETING

NOVEMBER 17, 1986

PRESENT: George Alexandrakis, William Awad, Nicholas DeCarbo, Bruce Forman, Tony Harvell, Josephine Johnson, John Knoblock, Chairman, Linda Neider, Donald Randolph, Daryl Ries, and Kamal Yacoub

ABSENT: Jack Fell, Basil Honikman, and Alan Swan.

Call to Order

The meeting was called to order at 2:00 P.M. by Dr. Knoblock. Excused absences were approved for Drs. Fell, Honikman and Swan.


Academic Planning Committee Guidelines for New Graduate and Undergraduate Programs

The Chairman explained the proposed guidelines for new graduate and undergraduate programs. It was suggested that any reviews by external bodies should be included in the proposal. It was moved by Dr. Alexandrakis, seconded by Dr. Johnson, to accept the guidelines as presented. The motion carried unanimously.

Revisions to Bylaw 3.11

Dr. Knoblock reviewed the individual items and the proposed changes to Sections 4, 5, and 6 of Bylaw 3.11. It was agreed to add two new paragraphs relating to dual tenure and to the definition of scholarship. The Chairman noted that he sent copies of the Bylaw to the Deans with a request for their comments. Discussion followed and several changes were suggested which will be incorporated in a revised version. Sections 4 and 7 through 10 will be forwarded to the Faculty Senate for their consideration. It was moved by Dr. Alexandrakis, and seconded, to exclude all educator and research faculty from voting on initial appointments, reappointments, promotion, the award of tenure, and ratification of Charter amendments. The motion carried.

The meeting adjourned at 3:25 P.M.


Barbara L. Hoadley
Secretary to the Faculty Senate

XIII. COMMITTEES OF THE UNIVERSITY FACULTY

- 13.1 The Senate may create such standing committees of the University faculty as are deemed necessary. Such committees, including definition of their area of responsibility, shall be delineated in the bylaws.
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- 13.4 Before a committee acts, its chairman shall inform all faculty and administrative agencies which the chairman believes to have a direct interest in the matter under consideration and provide an opportunity for the presentation of their views. An adverse decision of a committee of the University faculty may be appealed in writing to the Senate, which shall then act on the matter.



MEMORANDUM

TO: All Voting Members of the University Faculty

FROM: George C. Alexandrakis *GEA*
Chairman, Faculty Senate

DATE: December 4, 1989

Dear Colleagues:

The legislation on the reverse side of this sheet and the attached sheets is Class A Legislation, consisting of proposed revisions to the Faculty Charter. This legislation is submitted for your approval in accordance with the requirement that the Faculty ratify all amendments to the Charter before they are presented to the Board of Trustees for their action. All items have been approved by the Faculty Senate and by President Foote. Other current legislation related to these Class A amendments is noted for your information.

All Class A amendments refer to the most recent edition (1985) of the *Faculty Manual*, pp. 13-28. Item 1 replaces the current requirement for annual consideration for promotion with a provision that faculty will be considered for promotion upon request. Item 2 places in the Charter the present four-year evaluation of Deans. Item 3 removes two committees from the Charter and places them in the Bylaws, consistent with the practices for other committees. Item 4 is designed to make the Charter consistent with new Class B Legislation regarding "Policy on Faculty Status, Titles, Appointment, Reappointment, Promotion and the Award of Tenure." This Class B Legislation, which has been approved by the Senate and the President, replaces Sections 3.11 and 3.12 of the Bylaws, Section V of the Bylaws, and pages 51 through 63 of the *Faculty Manual*. The complete text of this Class B legislation has been sent to your Dean and your Department Chair and is available for your review.

Please return this ballot to the Faculty Senate Office, Ashe 325, no later than January 26. If you have any questions concerning the legislation, please do not hesitate to call the office of the Faculty Senate at 284-3721.

GCA/b

Attachments

Faculty Senate
325 Ashe - Admin. Bldg.
Coral Gables, Florida 33124
(305) 284-3721

BALLOT

1. Faculty Senate Legislation #84012(A) -
Amendment to Faculty Charter, Section 12.4

APPROVE

DISAPPROVE

**Current
Language**

Each member of the faculty below the rank of professor shall be considered annually for promotion as follows: The tenured members of the department who are superior in academic rank to the person under consideration shall decide whether to recommend the promotion. In this decision they shall take into account the qualifications described in Bylaw V for the several academic ranks. Promotion shall be based upon possession of these qualifications and not upon the length of service. The department chairman shall transmit a recommendation for promotion to the dean of the school along with supporting evidence, and may also transmit opinions. The dean shall attach a final recommendation and any additional information, and transmit to the Executive Vice President and Provost for decision.

**Proposed
Language**

Any member of the faculty below the rank of Professor shall, upon written request, be considered for promotion as described in the Bylaws. [Note: See Bylaw 8.1. and the Policy on Faculty Status, Titles, Appointment, Reappointment, Promotion and the Award of Tenure.] The tenured members of the department who are superior in academic rank to that faculty member shall decide whether to recommend the promotion.*

*Faculty Senate Legislation #84013(B) - Amendment to Bylaws, Section 8.1

Any member of the faculty below the rank of Professor shall be considered for promotion upon submitting a written request to his or her Chairman, or to the Dean of an undepartmentalized School. The request must be filed at least two months prior to the meeting of the Department or undepartmentalized School in which promotion is to be considered.

Each department shall establish the period of time (not to exceed six years) within which the department must vote, for each rank, on each member of the faculty below the rank of Professor. (Clarifies Charter Section 12.4).

BALLOT

2. Faculty Senate Legislation #84014(A) -
Amendment to Faculty Charter, Section 11.4

APPROVE

DISAPPROVE

Proposed
Language

At four-year intervals, (as initially determined by the Provost and Executive Vice President for Academic Affairs), the voting members of each school or college other than the Dean, shall be afforded an opportunity to express their opinions as to whether the interests of their school or college, profession and the University would be best served by replacement or retention of its Dean. The Secretary to the Senate shall initiate the vote and transmit the resulting information to the President and to the Provost and Executive Vice President. The process shall ensure the anonymity of each respondent.*

*Faculty Senate Legislation #88003(D) - Supervisory Committee for Annual Evaluation of Academic Administrators

The Faculty Senate Chairman, Vice Chairman and one more Senate Council member selected by the Senate Council shall serve as the committee to supervise the annual evaluation of the Academic Administrators (see Bylaws). The specific duties of the committee shall be to tabulate, summarize, and communicate the evaluation results as described in the Bylaws.

In the case when the administrator being evaluated is the Dean or the Chairman of one of the committee members, then that member shall be replaced for that purpose by an alternate member selected by the Senate Council.

BALLOT

3. Faculty Senate Legislation #86001(A) -
Committees of the University Faculty

APPROVE

DISAPPROVE

Current

Language

13.1 The following standing committees of the University faculty are herewith established:

- (a) An Academic Planning Committee* to recommend broad educational and research policies within a sphere of interest more specifically indicated by the bylaws. The Committee shall be composed of the Executive Vice President and Provost, ex officio, representatives from amongst the academic deans, and representatives from the school councils, respectively appointed or elected as indicated by the bylaws.
- (b) A Curriculum Committee to approve curriculum changes, in a manner outlined in the bylaws. The Committee shall be composed of one member elected from and by each of the school councils with the Executive Vice President and Provost, or designee, an ex officio member.

The Senate may create or modify such additional standing committees of the University faculty as are deemed necessary. Such additional committees, including definition of their area of responsibility, shall be delineated in the bylaws.

- 13.2 All committees of the University faculty, except the Academic Planning and Curriculum Committees, shall be appointed by the Senate Council which shall also name the committee chairmen *pro tem*. The committee shall elect a permanent chairman at its first meeting which will be called by the chairman *pro tem*. Whenever possible, at least one member of the Senate shall be appointed to each committee. Matters within the sphere of interest of a committee of the University faculty may be referred to it by the faculty of a department or school or by the appropriate administrator, and the committee shall act in accordance with the existing policy of the University. A committee may also propose legislation for Senate action in order to establish or change University policy on matters within its sphere of interest. A committee quorum shall consist of a majority of its members; the chairman of a committee entitled to cast a vote in committee decisions.

Proposed
Language

Committees of the University Faculty

- 13.1 *The Senate may create such standing committees of the University faculty as are deemed necessary. Such committees, including definition of their area of responsibility, shall be delineated in the bylaws.*
- 13.2 *All committees of the University faculty shall be appointed by the Senate Council which shall also name the committee chairmen pro tem. The committee shall . . . in committee decisions.*

*Faculty Senate Legislation #86001(B) - Modifications of the Bylaws to Revise the Academic Planning Committee

- 4.2 Academic Planning Committee. The sphere of interest of this committee shall include educational and research policy, scholastic standards, admission and exclusion of students, undergraduate degree requirements, new degree programs, graduation honors, academic scholarships, adult and extension functions, the academic organization of the University, and teaching loads. The Committee shall report each year to the Senate and to the President. This Committee will not participate in decisions regarding the admission and exclusion of individual students. The Committee shall be composed of the Provost and Executive Vice President, *ex officio*, and the members of the Senate Council.

BALLOT

4. Faculty Senate Legislation #87001(A) -
Definitions of Faculty Titles

APPROVE

DISAPPROVE

II. DEFINITIONS

Current
Language 2.1

The University faculty consists of the President, the vice presidents holding professorial appointments, the academic deans, the professors, the associate professors, the assistant professors and the instructors, whether serving in teaching, research, or administrative appointments, whether serving part-time or full-time and whether serving in an active or an emeritus capacity. The President of the University is the presiding officer of the University faculty.

Proposed
Language 2.1

The General Faculty shall consist of the University Faculty and the Associated Faculty.

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research and Educator Faculty.

The Regular Faculty shall consist of all faculty having tenured or tenure-earning appointments and holding the rank of Professor, Associate Professor, or Assistant Professor.

The Research Faculty shall consist of those faculty whose major function is to conduct research in the academic units of the University and who hold the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. Research Faculty shall not hold tenured or tenure-earning appointments.

The Educator Faculty shall consist of those clinicians who hold the rank of Professor, Associate Professor, or Assistant Professor, who serve in the clinical programs of the University, and whose title consists of a rank and discipline prefixed by "Clinical" (e.g., Professor of Clinical Surgery, Professor of Clinical Nursing). Educator Faculty shall not hold tenured or tenure-earning appointments.

The Associated Faculty are all faculty with professorial titles prefixed by Clinical (e.g., Clinical Professor of Surgery), Adjunct, Visiting, and Affiliated, Lecturers, and Instructors. Additional titles for Associated Faculty may be created by a special Bylaw defining the title.

**Current
Language 2.2**

The voting members of the University faculty are those members of the University who (1) hold the rank of professor, associate professor, assistant professor, or instructor, (2) serve full-time in their appointments at the University of Miami, and (3) devote at least half-time to teaching or research duties, or other activities of an academically related nature. Research professors, research associate professors, research assistant professors, and research instructors, meeting the preceding requirements, are considered voting members of the University faculty with the exception of ratification of Class A legislation. For the ratification of Class A legislation, only faculty with unmodified rank, otherwise qualified, are eligible to vote.

**Proposed
Language 2.2**

The Regular Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status.

The Research and Educator Faculty are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the Chair and Dean, and ratification of Amendments to the Faculty Charter.

The University Faculty of each school are the President, Provost, Dean of the school, and the University Faculty holding appointments in the school.

Members of the University Faculty may vote only once on a single question. Persons holding appointive administrative office may not vote on any matter which is subject to or may be reviewed by their office.

**Current
Language 2.4
(Delete)**

The voting members in a department or school are those voting members of the University faculty holding at least half-time (as specified in the annual renewal of appointment) appointments in the department or school. A voting member of the University who holds half-time appointments in two departments or two schools, excluding the Graduate School, shall in a written statement to the Secretary of the Senate, elect one department or school for all voting privileges.

10/08/1986

Academic Planning Committee

Page 5 of 5

Modifications of the Bylaws
to Revise the Academic Planning Committee

IV. COMMITTEES

4.2 Academic Planning Committee. The sphere of interest of this committee shall include educational and research policy, scholastic standards, admission and exclusion of students, undergraduate degree requirements, new degree programs, graduation honors, academic scholarships, adult and extension functions, the academic organization of the University, and teaching loads. The Committee shall report each year to the Senate and to the President. This Committee will not participate in decisions regarding the admission and exclusion of individual students. The Committee shall be composed of the Provost and Executive Vice President, *ex officio*, and the members of the Senate Council.

Budget Committee Report

Dr. Clasby presented the budget recommendations of the Budget and Compensation Committee. Discussion followed. It was moved, and seconded, to increase the amount of the Orovitz awards appropriately in light of current salary structures. The motion carried. It was moved, and seconded, to raise the stipend in item 2(b) from \$7500 to \$20,000 maximum for the award. The motion carried. The motion, as amended, carried.

~~Academic Planning Committee~~

Dr. Knoblock explained that the intent of the proposed motion was to make adjustments in the Charter and the Faculty Manual. The Senate Council recommended that committees not be named in the Charter but instead be named in the Bylaws to allow adjustments as appropriate. The Senate Council also recommended that Paragraph 13.1, sections (a) and (b), describing the Academic Planning Committee and the Curriculum Committee, be struck from the Charter language, and instead a general grant of power be given to the Senate to create such standing faculty committees as are deemed necessary. The proposed modifications to the Bylaws would abolish the Academic Planning Committee as currently constituted and would establish the Academic Planning Committee as being the Senate Council and the Provost. Discussion followed. The motion carried.

Special Meeting of the Senate

Dr. Knoblock informed the Senate that the reception for President Foote and Mr. McLamore, Chairman of the Board of Trustees, would be changed from October 3 to October 27.

Information Items

Dr. Knoblock informed the Senate of the serious accident involving Dr. Zaller's son and will convey the Senate's condolences to the family.

09/18/1986

~~Academic Planning Committee~~

Page 1 of 3

Revision of Section on Committees
in Faculty Charter

XIII. COMMITTEES OF THE UNIVERSITY FACULTY

RECOMMENDATION OF THE COUNCIL: Committees should be the subject of a Bylaw and not a part of the Charter.

OMIT struck-out language:

13.1 ~~----The--following--standing--committees--of--the--University faculty--are--herewith--established:~~

~~(a) --An--Academic--Planning--Committee--to--recommend broad--educational--and--research--policies--within--a sphere--of--interest--more--specifically--indicated--by the--bylaws.---The--Committee--shall--be--composed--of the--Executive--Vice--President--and--Provost,--ex officio,--representatives--from--amongst--the academic--deans,--and--representatives--from--the school--councils,--respectively--appointed--or--elected as--indicated--by--the--bylaws.~~

~~(b) --A--Curriculum--Committee--to--approve--curriculum changes,--in--a--manner--outlined--in--the--bylaws.---The Committee--shall--be--composed--of--one--member--elected from--and--by--each--of--the--school--councils--with--the Executive--Vice--President--and--Provost,--or--designee, an--ex--officio--member.~~

[13.1] The Senate may create or modify such additional standing committees of the University faculty as are deemed necessary. Such additional committees, including definition of their area of responsibility, shall be delineated in the bylaws.

13.2 All committees of the University faculty, ~~except the Academic Planning and Curriculum Committees,~~ shall be appointed by the Senate Council which shall also name the committee chairmen pro tem. The committee shall elect a permanent chairman at its first meeting, which will be called by the chairman pro tem. Whenever possible, at least one member of the Senate shall be appointed to each committee. Matters within the sphere of interest of a committee of the University faculty

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Modifications of the Bylaws
to Revise the Academic Planning Committee

IV. COMMITTEES

4.2 Academic Planning Committee. The sphere of interest of this committee shall include educational and research policy, scholastic standards, admission and exclusion of students, undergraduate degree requirements, new degree programs, graduation honors, academic scholarships, adult and extension functions, the academic organization of the University, and teaching loads. The Committee shall report each year to the Senate and to the President. This Committee will not participate in decisions regarding the admission and exclusion of individual students. The Committee shall be composed of the Provost and Executive Vice President, ex officio, and the members of the Senate Council. ~~the deans of three schools and one faculty member elected from (at least at the time of election) and by the council of each school not represented by its dean, and one student member~~

~~elected-by-the-USBG-Executive-Council-and-ratified-by
 the-Student-Senate.---Each-dean-shall-serve-for-a
 three-year-period,-and-one-being-replaced-each-year-in
 cyclic-order-determined-alphabetically-by-school-name.
 Each-faculty-member-shall-be-elected-for-a-three-year
 term,-or-any-lesser-period-remaining-before-the-dean-of
 his-school-automatically-becomes-a-member.---The-student
 representative-shall-be-elected-for-a-one-year-term-to
 coincide-with-the-terms-of-office-of-the-USBG-Executive
 Council-then-in-office.---The-Committee-shall-elect-its
 own-chairman-each-year.---The-Chairman-of-the-current
 committee-will-convene-the-newly-constituted-committee
 before-the-end-of-the-Spring-Session-and-serve-as
 temporary-chairman-until-the-permanent-chairman-is
 elected.---The-newly-constituted-committee-shall-serve
 from-the-end-of-a-Spring-Session-to-the-end-of-the
 Spring-Session-of-the-following-academic-year.---The
 composition-of-the-Committee-will-be:~~

School	80	81	82	83	84	85	86	87	88	89	90
Arts & Sciences	F2	F3	F3	F3	D	D	D	F1	F1	F4	F4
Business Admin.	F2	F2	F2	F2	F2	D	D	D	F1	F1	F1
Continuing Studies	F2	F2	F2	F2	F2	F2	D	D	D	F1	F1
Ed. & Allied Profs.	F1	F2	F2	F2	F2	F2	F2	D	D	D	D
Engineering	F1	F1	F2	F2	F2	F2	F2	F2	F2	D	D
ROMS	F1	F1	F1	F2	F2	F2	F2	F2	F2	F2	D
Graduate	D	F1	F1	F1	F2	F2	F2	F2	F2	F2	F2
Law	D	D	F1	F1	F1	F2	F2	F2	F2	F2	F2
Library	D	D	D	F1	F1	F1	F2	F2	F2	F2	F2
Medicine	F2	D	D	D	F1	F1	F1	F2	F2	F2	F2
Music	F2	F2	D	D	D	F1	F1	F1	F1	F2	F2
Nursing	F2	F2	F2	D	D	D	F1	F1	F1	F1	F2
UCDC	(new each year)										

~~A-former-member-of-a-school-council-shall-retain-an
 ex-officio-membership-on-the-school-council-until-the
 end-of-his-three-year-term-on-the-Academic-Planning
 Committee.~~

Deans' Evaluation (cont.)


Provost the entire comments of the faculty and the Deans would receive only the statistical summary. The motion carried. Dr. Ries requested guidance from the Council in adapting the questionnaire to the chairman's evaluation.

Graduation with Honors

A letter from a graduating student was presented questioning the effective date of the legislation pertaining to graduation with honors. It was moved by Dr. Yacoub, and seconded, to apply the legislation to the those students graduating in May 1989. The motion carried.

~~Academic Planning Committee~~

Dr. Knoblock introduced the proposed legislation regarding the Academic Planning Committee. It was moved by Dr. Swan, seconded by Dr. Awad, to approve the revised language. The motion carried.


Barbara L. Hoadley
Secretary to the Faculty Senate

Revision of Section on Committees
in Faculty Charter

XIII. COMMITTEES OF THE UNIVERSITY FACULTY

Committees should be the subject of a Bylaw and not a part of the Charter.

OMIT struck-out language:

13.1 ~~---The following standing committees of the University faculty are herewith established:~~

~~(a) An Academic Planning Committee to recommend broad educational and research policies within a sphere of interest more specifically indicated by the bylaws. The Committee shall be composed of the Executive Vice President and Provost, ex officio, representatives from amongst the academic deans, and representatives from the school councils, respectively appointed or elected as indicated by the bylaws.~~

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Modifications of the Bylaws
to Revise the Academic Planning Committee

IV. COMMITTEES

- 4.2 Academic Planning Committee. The sphere of interest of this committee shall include educational and research policy, scholastic standards, admission and exclusion of students, undergraduate degree requirements, new degree programs, graduation honors, academic scholarships, adult and extension functions, the academic organization of the University, and teaching loads. The Committee shall report each year to the Senate and to the President. This Committee will not participate in decisions regarding the admission and exclusion of individual students. The Committee shall be composed of the Provost and Executive Vice President, *ex officio*, ~~the--deans--of~~ ~~three--schools--and--one--faculty--member--elected--from--(at~~ ~~least--at--the--time--of--election)--and--by--the--council--of~~

Academic Planning Committee

each school not represented by its dean, and one student member elected by the USBG Executive Council and ratified by the Student Senate and the members of the Senate Council. Each dean shall serve for a three-year period, and one being replaced each year in cyclic order determined alphabetically by school name. Each faculty member shall be elected for a three-year term, or any lesser period remaining before the dean of his school automatically becomes a member. The student representative shall be elected for a one-year term to coincide with the terms of office of the USBG Executive Council then in office. The Committee shall elect its own chairman each year. The Chairman of the current committee will convene the newly constituted committee before the end of the Spring Session and serve as temporary chairman until the permanent chairman is elected. The newly constituted committee shall serve from the end of a Spring Session to the end of the Spring Session of the following academic year. The composition of the Committee will be:

School	80	81	82	83	84	85	86	87	88	89
Arts & Sciences	F2	F3	F3	F3	D	D	D	F1	F1	F1
Business Admin.	F2	F2	F3	F3	F3	D	D	D	F1	F1
Continuing Studies	F2	F2	F2	F3	F3	F3	D	D	D	F1
Ed. & Allied Profs.	F1	F2	F2	F2	F3	F3	F3	D	D	D
Engineering	F1	F1	F2	F2	F2	F3	F3	F3	D	D
RSMAS	F1	F1	F1	F2	F2	F2	F3	F3	F3	D
Graduate	D	F1	F1	F1	F2	F2	F2	F3	F3	F3
Law	D	D	F1	F1	F1	F2	F2	F2	F3	F3
Library	D	D	D	F1	F1	F1	F2	F2	F2	F3
Medicine	F3	D	D	D	F1	F1	F1	F2	F2	F2
Music	F3	F3	D	D	D	F1	F1	F1	F2	F2
Nursing	F3	F3	F3	D	D	D	F1	F1	F1	F2
USBG	(new each year)									

A former member of a school council shall retain an ex-officio membership on the school council until the end of his three-year term on the Academic Planning Committee.

~~PLANNING~~
ACADEMIC STANDARDS COMMITTEE

GUIDELINES FOR NEW GRADUATE AND UNDERGRADUATE PROGRAMS

A. Rationale for the Program

Please give a summary argument which justifies the intellectual and academic need for the proposal.

B. Comparative Materials

Compare the proposed program at the University of Miami with five competing private universities which offer the same or similar programs.

1. Compare in detail the course offerings at the University within the department or program and course offerings in collateral or cognate fields.

2. Compare the faculty in terms of number of faculty available, the rank of the faculty, and identify those faculty with outstanding reputations here and at other institutions, stating the basis of this judgment.

3. Compare the library and laboratory resources of the University of Miami with that at competing private institutions.

4. Compare the level of support for research and scholarship in terms of available faculty grants, secretarial support and general "B" support both with comparable programs within the University and at other competing private institutions.

C. Physical Resources

List and evaluate all of the physical resources needed for implementing the proposal. These include:

1. A survey of library holdings in which are listed, by title and state of completion, all pertinent periodicals and serials; collection of sources and documents, major sets, etc. This list should be compiled with reference to one of the accepted standard check lists which designate basic holdings for the various disciplines.

a. List any special or unique collections which we hold.

b. List additional immediate library acquisitions needed with their estimated cost.

c. Estimate incremental library needs per year over and above b.

d. Demonstrate that library resources are adequate not only for instruction, but for the research of faculty recruited as part of the program.

2. A survey of laboratory equipment and laboratory facilities of all types. Where pertinent, list field station(s) with their equipment.

a. List laboratory equipment needed to initiate the program (give estimated cost).

b. Estimate incremental laboratory equipment needs for succeeding years.

3. Evaluate the adequacy of existing laboratory space for the proposed work and estimate the incremental need for space for the proposed work.

4. List any other physical resources necessary to the proposal. Where these are deficient, estimate the cost of their addition.

D. Curriculum

1. List the major division or divisions of the discipline in which graduate degree work will be offered.

2. Evaluate the adequacy of your present curricular structure for the degree proposed. This should be done by comparison with an established and reputable degree in another university and also as a realistic evaluation of your teaching strengths and weaknesses.

3. List anticipated additions, deletions, and changes in your curricular structure. For each item list the faculty involved. Estimate the teaching load (graduate and undergraduate) for each member of the faculty.

4. List any anticipated or agreed upon cooperative or inter-disciplinary work with other components of the University or with any extra-mural agency as needed or as pertinent to the proposal.

E. Students

1. Estimate the number of students in the program.

2. Give the criteria for the admission to and the retention in your program of graduate students.

3. List the anticipated need for and specific use of: a. teaching assistants; b. research assistants.

F. Faculty

1. Attach to this proposal a complete vita for each member of the department and for each member of another department or component of the University or extra-mural body who will participate in the program. Include in each vita the graduate teaching experience of the person concerned.

2. Estimate the need for additional faculty, including in each instance
 - a. specialization desired
 - b. degree of experience desired
 - c. salary anticipated
3. Estimate the incremental need for office space and office furniture.

G. Administration

Estimate the administrative increments imposed by this proposal. That is:

1. need for additional secretarial help
2. need for additional office equipment and supplies
3. need for additional travel and other funds.

SUMMARY DATA NEEDED**A. Faculty**

1. Fulltime
2. Part-time
3. Graduate Faculty
4. Other: Visiting, Adjunct, etc.

B. Students

1. Potential Majors for Undergraduate programs or actual number of majors in current undergraduate programs for Graduate programs(Fall 1986)
2. Potential master's level--1st year, 2nd year.
3. Potential student support.
4. Source of students for masters, doctorates.

C. Employment opportunities Graduate Programs or opportunities for advanced graduate study for Undergraduate Programs.

D. Faculty Publications in Last Five Years

E. External support funds available

F. Courses needed

G. Faculty needed

H. Space needed

I. Office space needed

J. Support staff needed

K. Library needs

L. Equipment needed

M. Program Requirements (as expressed in proposed Bulletin masthead)

N. Admissions Requirements (as expressed in proposed Bulletin masthead)