

UNIVERSITY  
OF  
LOUISIANA  
AT  
MONROE



SHARED GOVERNANCE  
PROCEDURES

Approved by the Shared Governance Committee  
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# ULM Shared Governance Procedures

## Definition

Shared Governance is a process of discussion and recommendation by those in the university community (i.e., faculty, staff, administrators, alumni, and students) who will be affected by a decision to influence decisions on matters of policy and procedure, and/or an opportunity to present alternatives on such matters.

The spirit of shared governance requires all parties to seek mutually acceptable recommendations in a climate of consistent and trustworthy communication that is multidirectional and reciprocal. All participants are accountable for proper execution of their roles in a timely manner.

The function of Shared Governance implies faculty participation on committees, councils, senate(s), or other advisory groups at department, college, and university levels.

The objective of shared governance is to foster mutually reinforcing relationships that expand opportunities for cooperation and leadership while facilitating judicious, yet creative, university governance.

## Overview

The university shall operate under decentralized procedures of shared governance. Shared Governance includes issues of values, culture, management and administration, as well as operating frameworks, such as legislation, which are externally imposed. The intent of this process is to balance efficiency and effectiveness with equity and fairness.

In pursuing this objective, ULM's policy of shared governance seeks:

- To provide a challenging and richly diverse learning environment in which the entire university community is fully engaged in supporting campus success;
- To provide an environment that promotes the exploration, discovery, and dissemination of new knowledge;
- To provide a collegial environment for faculty, staff, and students in which discovery and learning are closely integrated and highly valued; and
- To serve people and communities by sharing our expertise and collaborating with others to improve lives and prosperity. In accomplishing our mission, we remain committed to the wise

stewardship of resources through meaningful assessment and public accountability.

The University is a community of scholars dedicated to the advancement of knowledge. Among the functions of a university is the establishment of proper intellectual integrity among the faculty, between the faculty and the students, and between the faculty and the national and international academic community. This intellectual integrity is fostered by the creation of an environment of personal interaction and mutual trust whereby its members are mindful of their responsibilities to maintain standards of competence, and a proper attitude of objectivity, industry, and cooperation with their associates within and without the University community.

Shared governance procedures and principles apply at all levels within the University. Shared governance requires informed participation and collaboration by faculty, students, staff, and administrators. Faculty, staff, and students shall have opportunities to participate, appropriate to their special knowledge and expertise. In short, ULM relies upon a process of shared governance that is outlined in structure and function below.

## **University Organization**

### **THE ADMINISTRATION**

Administrative officers of the University exist primarily to execute the broad administrative and educational policies determined by the Board of Supervisors and Board of Regents. The overall goal is to utilize public funds to provide the highest quality education possible for students and to facilitate the educational and scholarly work of the faculty.

For administrative purposes, the University is divided into multiple interrelated divisions, each headed by a Vice President who reports directly to the President. The organizational chart indicates the areas reporting to each Vice President and Dean and the hierarchy in the chain of command. All members of the administration hold office at the pleasure of the Board of Supervisors for the University of Louisiana System.

### **President**

The President is the chief executive officer of the University and exercises complete authority therein, subject to direction and control of the governing boards. The office of the President is the focal point for plans, policies, and operational decisions crucial to institutional progress toward achieving the mission of the University.

### **Provost and Vice President for Academic Affairs**

The Provost, as the chief academic officer of the University, provides leadership and coordination in matters relating to instruction and research, including matters of curriculum and the recruitment and development of a strong faculty.

### **Vice President for Business Affairs**

The Vice President for Business Affairs, as the chief financial officer, provides leadership and coordination in the areas of Personnel, Purchasing, Property, Comptroller and Fiscal Operations, Post Office, and Printing Services.

### **Vice President for Student Affairs**

The Vice President for Student Affairs, as the chief administrative officer of the University in matters dealing with student life, provides leadership and coordination in areas involving student activities, facilities, and services.

### **Vice President for University Advancement**

The Vice President for University Advancement, as chief administrative officer of the University in matters dealing with alumni and development, provides leadership and coordination of activities related to the University and promotion and communication of University activities which relate to and serve both the University and its alumni.

## **THE COLLEGES**

ULM has a College of Graduate Studies and five (5) separate and distinct academic colleges. The chief administrative officer of each College is its Dean.

### **Graduate Studies**

The College of Graduate Studies develops and implements initiatives to meet the needs of the University related to graduate programs, strategic planning, accreditation, state/federal mandates, long-term planning, and other focuses as assigned. The Dean provides oversight for Graduate Studies programs, admissions, and related research/grant issues.

## Arts and Sciences

Agriculture /Biology /Chemistry /Communication /Criminal Justice and Social Work /English/ Family and Consumer Sciences /Foreign Languages /Geosciences /History /Gerontology, Sociology, and Political Science /Mathematics and Physics /School of Visual and Performing Arts

## Business Administration

Accounting / Aviation / Computer Information Systems / Computer Science / Construction Management / Economics / Entrepreneurship / Finance /General Business / Management / Marketing / Risk Management and Insurance

## Education and Human Development

Curriculum and Instruction / Educational Leadership and Counseling / Kinesiology / Psychology

## Health Sciences

Clinical Laboratory Sciences / Communicative Disorders / Dental Hygiene / Health Studies / School of Nursing / Occupational Therapy Assistant / Radiologic Technology

## Pharmacy

Pharmacy / Toxicology

## DEPARTMENTS

The basic administrative unit of each College is the academic Department, Division, or School. Each basic administrative unit is required to replicate the University process of shared governance. No program of shared governance is possible without departmental endorsement. The chief administrative officer of each department or division is the Department Head, Chair, or Coordinator, here after referred to as department head (DH).

The academic DH combines the roles of administrator and faculty member, the exact nature of which varies from department to department. The DH leads and serves multiple constituencies, including students, faculty, higher level administrators, and alumni and other groups external to the University. The following description focuses predominantly on the DH's administrative function in the institution. The relative importance of the components of the description varies depending on the mission of the department.

- develops a vision and builds consensus support for the department's mission and future goals, consistent with the mission and goals of the College and University;
- maintains the academic quality and vitality of the department's programs, including oversight of recruiting, advising, and retention and graduation rates, both at the undergraduate and graduate levels;

- ensures ongoing assessment of the department's success in fulfilling its mission, reaching its goals, and maintaining program accreditation;
- recruits and retains faculty consonant with the department's mission and goals;
- through ongoing consultation involves faculty and other relevant constituents in broad decision making and planning;
- nurtures leadership in the department to enhance programs and goals;
- makes thoughtful, timely decisions;
- works to attract and maintain a diverse faculty, student body, and staff; and
- embodies the highest ethical standards in the role of academic leader.

### **Departmental Management**

The academic DH efficiently and effectively:

- makes assignments that enhance the strengths and minimize the weaknesses of all individuals in the department;
- coordinates the scheduling of departmental course offerings;
- manages the department budget efficiently (if assigned by Dean);
- conducts effective annual performance evaluations of faculty and staff and communicates the results of those evaluations;
- collaborates with the faculty, the Dean, and other administrative and external agencies in matters related to innovative resource generation and economic, cultural, and educational development initiatives;
- implements university, college, and department policies;
- manages staff, departmental equipment and technology, and physical facilities; and
- ensures smooth daily operation of the department.

### **Communication**

The academic DH:

- serves as an advocate, both inside and outside the University, for the department's and faculty's perspective, concerns, and needs, including those of the students it serves;
- communicates information regarding policies, procedures, decisions, and relevant activities and events to all departmental constituencies;
- responds tolerantly, patiently, and open-mindedly to faculty, staff, and students;
- promotes morale and departmental cohesiveness by, for example, promoting and recognizing achievements of members of the department;
- works collegially with other DHs, the Dean of the College, and other campus personnel; and
- demonstrates empathy, concern, and ethical behavior in relations with students, faculty, staff, and administrators.

## Professional Development

The academic DH:

- undertakes teaching, research, scholarly and/or creative activities, as appropriate to the department's mission and allowed by the duties entailed in departmental leadership;
- promotes quality teaching and accurate advising by department faculty;
- reviews and recommends changes in the annual projection of workload activities by faculty;
- actively mentors faculty members through the tenure and promotion process; and
- supports and guides faculty in their ongoing efforts to mentor students more effectively, advance their scholarly and/or creative interests more productively, and achieve their professional goals.

DH support for this process both structurally and functionally is essential to shared governance.

## FACULTY

The Faculty shall include all persons holding academic rank and whose primary function within the institution involves teaching and/or research activities. The nature of the academic community demands that Faculty properly share in responsibilities involving formulation of a University's academic policies. An atmosphere of collegiality is an essential element in an academic environment in order to foster shared governance. A faculty member is the focus of shared governance, whose input is critical to the development of policy and guidelines which affect the function and decision making of a community of teachers and scholars. Faculty should seek opportunities to be heard and to participate at every level of the University structure. Faculty members have a major responsibility and are encouraged to develop recommendations affecting the educational and scholarly life of the University. Faculty members participate in shared governance by serving on committees, councils, the Senate, or other groups at the department, college, or university level.

Through participation in shared governance, Faculty should show due respect for the opinions of others and should strive to conduct themselves in a manner to demonstrate the best scholarly and ethical standards of their discipline. Evaluation of colleagues should be conducted with professionalism and objectivity. When speaking or acting as private citizens, Faculty should avoid creating the impression of speaking or acting on behalf of the University.

## STAFF



Staff is defined as professional unclassified persons whose primary function is to support the activities of the administration, faculty, and students at various levels and in various units within the institution. Classified university employees, not included in this definition, have governance opportunities under civil service regulations.

## **STUDENTS**

ULM is committed to providing a quality educational experience for students both within and outside the classroom. A high degree of interaction among students, faculty, and the University community is essential. Students provide an important voice in University decision making. In addition to the campus involvement and input through the Student Government Association, the large number of University committees having student members is an indicator of the importance of the students' role in decision making. (See the Student Policy Manual and Organizational Handbook.)

## **UNIVERSITY-WIDE COUNCILS**

### **Academic Affairs Council (18 members)**

As an advisory council to the Provost and a forum for communication, the Council recommends standards, policies, and procedures for student admission, retention, and graduation, and for faculty recruitment, evaluation, promotion, tenure, and termination. It addresses policy development pertaining to curricula and degree requirements, as well as the total instructional program of the University. Academic requirements, academic budgets, salary schedules, academic personnel practices, and standards of excellence are the responsibilities of this Council. The Council is chaired by the Provost, and membership includes the Associate Provost, Associate Provost of Enrollment Management, Academic Deans, the Dean of the Graduate School, the Chairs of the Undergraduate Curriculum Council and the Research Council, the Director of Continuing Education, the Director of the Library, the President of the Faculty Senate, two additional Faculty Senate appointees, the President of the Student Government Association, and the Vice President of Student Affairs.

### **Undergraduate Curriculum Council (UCC) (12 members and 1 Ex-officio)**

The UCC considers aspects of College life in the areas of courses, curricula, and instruction in undergraduate studies. The Council further serves as an instrument of control to avoid course duplication and proliferation. Proposals for consideration normally should originate with the faculty of a department. Proposals should be thoroughly discussed and approved at the departmental level prior to submission for College-level consideration and then submission to the UCC. The Council is an examining and recommending body and makes its recommendations to the Office of the Provost/Vice President for Academic

Affairs who will review these recommendations. UCC membership consists of representation from each college. The members are appointed by the Provost/Vice President for Academic Affairs. Members serve on a rotating basis with an initial appointment of three years. A representative of the registrar is appointed as an Ex officio member without voting privileges. The Chair is appointed from the membership.

**Graduate Council (12 members and 1 Ex-officio)**

The Graduate Council is constituted by the graduate faculty, which has the responsibility to review and recommend proposals for graduate courses and curricula and may initiate or consider recommendations concerning matters of policy/procedure for the Graduate School. In cooperation with the Dean of the Graduate School, the Graduate Council shall be responsible for implementing guidelines for graduate education and for developing and implementing policies and procedures concerning matters such as the following: criteria for admission and retention of graduate students, courses for graduate credit, proposals relating to new and existing graduate programs, membership in the graduate faculty, evaluation of the quality of graduate education, and verification that students have met requirements for graduate degrees. Recommendations of the Council are subject to the approval of the Dean of the Graduate School, the Vice President for Academic Affairs, and/or the President of the University.

The Dean of each College shall nominate representatives to membership on the Council. Continuation of Council member appointment is contingent upon annual evaluation by and recommendation of the Council Chair and Dean of the Graduate School. Each member of the Council shall serve no more than 3 consecutive years. The Chair and Executive Secretary of the Council are appointed for a three year term. The Secretary becomes the Chair upon completion of the three year term as secretary, thus this person serves for 6 years minimum. The Graduate Dean shall appoint a graduate student representative to serve a one-year term. The Dean of the Graduate School serves as Ex officio member without voting privileges.

**Research Council (12 members)**

The Research Council serves as a major advisory body to the Provost and the Dean of the Graduate School concerning the research mission of the campus. The Council reviews and recommends policies regarding research, its funding, its infrastructure, its relation to graduate and undergraduate academic degree programs, its service to the community, and intellectual property. When necessary the Council may undertake investigative studies and recommend solutions. Membership is for three years continuous service; Contingent upon the Chair's recommendation and the Provost's approval, a member's years of service may be increased or decreased.

**Faculty Athletic Council (16 members, 2 Ex-officio, and 2 students)**

The Faculty Athletic Council is a broadly representative group which serves as a major advisory body to the President. The mission of the Council is to serve as liaison between the expressed role of academics and that of athletics on the ULM campus. Dealing with the maintenance of academic integrity and adequate progress toward graduation, the members of the Council assume the responsibility of protecting this important balance by attending to oversight/practice/competition requirements and study and academic activity in the life of a student-athlete. Members are appointed by the President. Continuation of Council member appointment is contingent upon annual evaluation by and recommendation of the President and Council Chair.

There is a three year rotation period except for the position of Chair who serves at the pleasure of the President. Members may be placed back on the Council after a one year hiatus from the Council. Membership of particular faculty can be extended, given circumstance that serves the need and wishes of the Council. This extension, however, should be reserved for good reason as rotation of membership is a good and healthy process for the Council and the university in general. In the event that a member of the Council is removed for cause, that position will be replaced for a 1 year term with consideration made at the end of that term for 3 year membership or substitution with another candidate.

**STANDING COMMITTEES AND COUNCILS OF THE UNIVERSITY**

**The Committee on Committees** (CC) will be formed and chaired by the Provost. Membership will include chairs of all standing committees. This committee will make standing committee assignments and develop procedures and processes to evaluate standing committees.

Each spring semester, the CC will poll the faculty to determine on which faculty committee(s) each faculty member would like to serve. Upon receipt of the completed survey, the CC will confer to nominate faculty members to serve on Standing Committees of the Faculty.

Length of CC membership is directly related to length of chairpersonship of respective standing committees.

**Academic Appeals Committee (5 members and 3 students)**

The Academic Appeals Committee serves as an appeals committee for cases related to grades and other academic matters and for cases arising out of student violations of the ULM Cheating-Plagiarism Code or cases involving disruption of classes. Each ad hoc committee shall consist of five faculty members appointed by the Vice President for Academic Affairs and three

students recommended by the Vice President for Student Affairs. There is a four year term.

**Commencement Committee (44 members)**

The Commencement Committee's objectives are to present dignified, orderly, and impressive graduation exercises and to attract as many parents, students, and patrons of the University as possible. It recommends a budget for all expenses incidental to graduation, the program, and stage decorations for the exercises.

Members shall serve a maximum of four academic years. Contingent upon the Chair's recommendation and the Provost's approval, a member's years of service may be (1) increased by one year or (2) be decreased. The positions of University Registrar, Chief of Police, and Manager of the Student Health Clinic shall be permanent appointments to the Commencement Committee.

**Council for Teacher Education (14 members and 5 students)**

The objectives for the Council for Teacher Education are to formulate and recommend policies relating to criteria considered essential to an outstanding teacher education program.

Membership is on a three-year rotation. One third of the Council is appointed each year and one third rotates off each year. Members are faculty from the College of Education and Human Development and the College of Arts and Sciences. Student members are selected from the two colleges to serve three years or until graduation. Special consideration of membership beyond the three-year limit is appropriate to ensure adequate representation across the two colleges and continuity of Council work.

**Council for Students with Special Needs (5 members)**

The purpose of this council is to address the physical, social/behavioral, and academic disabilities of eligible students with special needs who enroll or who plan to enroll at ULM and to provide appropriate accommodations as deemed necessary to reach their educational endeavors. No term given. Do not rotate.

**Electronic Learning Committee (15 members and 2 Ex-officio)**

The objective of the Electronic Learning Committee is to aid ULM in fulfilling its stated commitment of serving as a gateway to academic studies for its culturally diverse and geographically dispersed client population.

Membership will rotate every three years. Committee Makeup: The following numbers indicate the minimum representation the various colleges and divisions will have. These numbers may be augmented by one to three exemplary faculty members who have excelled in the field of electronic learning. College of Arts and Sciences 4; College of Business Administration 2; College of Education and Human Development 2; College of Health Sciences 2;

College of Pharmacy 2; Computing Center 1; Information Sciences 1; 3 Ex-officio members from Continuing Education.

**Environmental Health and Safety Committee (13 members and 1 student)**

The objectives of the Environmental Health and Safety Committee are to: assist in reviewing safety problems, developing policies and methods for resolving the problems and in developing procedures for achieving establishing goals, assist in developing safety education/training programs designed to create and maintain an interest in job safety, review significant accidents and/or property damage incidents, develop suggestions and recommendations for the correction of hazardous acts, working conditions and/or unsafe work practices, and to review and revise as necessary new or existing policies to minimize unsafe acts or procedures. Committee rotation occurs only whenever one of these appointments changes and should automatically occur whenever one of these appointments changes.

**Honors Council (17 members)**

The Honors Council establishes standards for academic honors and presents honor students at convocations for students, faculty, and parents. It establishes criteria for awarding academic merit-based scholarships and recommends nominees for appointment. The Council also makes recommendations regarding policies and curricula for the Honors Program. Members are appointed to a three year term with a possibility of 3 additional years with prior approval of the Provost. A member cannot serve more than six consecutive years.

**Institutional Animal Care and Use Committee (6 members and 1 Ex-officio)**

The objective of the Institutional Animal Care and Use Committee is to provide oversight for the appropriate use of animals in research at ULM. This includes the assurance that animals are housed and treated in a humane manner and that ULM research and animal facilities conform to applicable governmental and other regulations. No term given. Do not rotate.

**Institutional Review Board (8 members)**

The objective of the Institutional Review Board (IRB) is to ensure the safety and welfare of human subjects in research. The IRB is responsible for ensuring compliance with federal requirements that govern all research with human subjects and is available to assist researchers in making decisions about the use of human subjects in research based on the ethical principles of respect for persons, beneficence, and justice. Rotation in alphabetical order, then proceed in future based on period of service. Term is 4 years.

**International Education Council (12 members and 4 students)**

The International Education Council is a representative group which advises the President about the recruitment and retention of international students. The council also promotes and facilitates the internationalization of ULM students, faculty, and the surrounding community. Membership rotates every three years.

### **Radiation Safety Committee (6 members)**

The Radiation Safety Committee establishes policies, guidelines, and procedures for radiation safety, act on all radioactive material use applications, and to review the overall use of all radioactive material, sources, and devices at ULM. Membership is for three years of continuous service; the University's radiation safety officer term is indefinitely.

### **Records Management Committee (8 members)**

The major objective of the Records Management Committee is to supervise the Records Officer in the creation, implementation, and operation of the Records Management program at ULM. Term is at pleasure of the President. Do not rotate.

### **Scholarship Committee (15 members and 1 Ex-officio)**

The mission of the Scholarship Committee is to establish policy and approve and award institutional and foundation scholarships in accordance with published criteria. Chair will review each member yearly based on participation, commitment, expertise, and schedule. After review, Chair will make recommendations to the President to renew or replace members. Chair will start rotation process determined by evaluations for 2007-08 AY.

### **Student Tuition and Appeals Committee (5 members and 1 Ex-officio)**

The objectives of the Student Tuition and Appeals Committee are to review appeals from students concerning requests for a refund of tuition and fees that come in after the refund periods. Additionally, the committee is charged with approving, denying, or giving a partial refund depending on the circumstances and documentation presented. Chair requested that current members remain on the committee for the next year (2007-08). After next year, begin to rotate two members off of committee; term is 3 years.

### **Teaching Learning Resource Center Advisory Committee (12 members)**

The objectives of the Teaching Learning Resource Center Advisory Committee are to provide services and resources designed to enhance the teaching-learning process, promote teaching as a scholarly activity, and facilitate interdisciplinary conversations about learning and teaching at every level and among the ULM community. Members normally serve three years with a 4 year maximum.

### **University Calendar Committee (13 members)**

The University Calendar committee proposes the calendar that is placed in the General Catalog. This calendar is developed for University-wide purposes, taking into consideration drop and add days, textbook pick-up and return, and other such activities which impact students, faculty, and staff. The proposed calendar is forwarded for review to the Council of Deans and Academic Affairs Council. Final approval of the University Calendar rests with the President and his staff. Membership rotates every three years.



### **University Library Committee (13 members, 1 Ex-officio, and 1 student)**

The objective of the University Library Committee is to act in an advisory capacity to the Dean of the library. The Library Committee facilitates a three-way communication among students, faculty, and library staff regarding the library and its operations, use, and needs. It recommends allocations of the library-book fund among the academic departments and assists the staff in making studies of and recommending changes in the library's general policies. Membership rotates every four years.

## **COLLEGE AND DEPARTMENT COMMITTEES**

Faculty are encouraged to serve on and chair standing and ad hoc committees within their departments and colleges. Active participation in the governance system at all levels is an important component of the category of University service for purposes of annual faculty evaluations, merit awards, and tenure and promotion application.

## **AD HOC COMMITTEES**

In addition to the standing committees and councils, other committees may be appointed by the President, Provost, or Senate President to perform specific roles for a limited period of time. Examples include the Diversity Committee, search committees, and SACS self-study committees and subcommittees.

### **Diversity Committee (15 members and 2 students)**

The objectives of the Diversity Committee are to improve relations throughout the university community and interrelationships of the ULM campus with its surrounding external community by a dynamic inclusion of respect for all diverse individuals and groups. Rotate membership: 1/3 of the membership will rotate every three years.

## **SPECIAL GRIEVANCE COMMITTEES**

### **Student Conduct Standards Committee**

The Conduct Standards Committee (CSC) may serve as an initial or first-line judicial body and as an appellate body for non-academic matters. The CSC is composed of full-time faculty or staff members and full-time graduate or undergraduate student members. Faculty members are appointed by the Vice

President for Academic Affairs. Staff members are appointed by the Vice President for Student Affairs. One faculty or staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University department heads, or other ULM recognized organization presidents.

The Student Conduct Policy and appropriate procedures can be found in the Student Handbook.

### **The Faculty Appeals Committee**

The Faculty Appeals Committee is an ad hoc committee appointed by the President of the University. This committee, which consists of a least one person from each College and includes at least one DH, and one academic Dean, acts as a referral body to hear grievances which have not been previously resolved. Serving as a hearing and recommending body, the Committee reports its findings and recommendations to the President. The Faculty Appeals Committee may deny a hearing if they feel a hearing is not appropriate. The Faculty Appeals procedure can be found in the Faculty Handbook.

### **Equal Employment Opportunity (EEO) Advisory Committee**

The University of Louisiana at Monroe is committed to offering all employees and students or users of University facilities a campus environment free from all forms of sexual and workplace harassment. No employee (staff, faculty, and administrator) or student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. All members of the University community should be treated with dignity and fairness without harassing conduct, which stifles productivity and hampers academic and professional motivation.

The Anti-Discrimination and Harassment Policy and the Equal Employment Opportunity Policy and procedures for filing a complaint can be found at <http://www.ulm.edu/hr/policies.html> . The Policy calls for an EEO Advisory Committee that will consist of no less than three members and no more than five members and may include faculty, administrators, staff and students in a mix suitable to deal with the complaint. Prior training is required for appointment to an EEO Advisory Committee.



## SPECIAL ADMINISTRATIVE EVALUATION COUNCIL

The Administrative Evaluation Council (AEC) will be formed to evaluate the performance of the President and Provost. Objective performance criteria for the President and Provost will be developed by AEC members, the President and Provost. Members will include the chairs of all university standing committees, councils and the Faculty Senate President. The AEC will meet every September to discuss with the President and Provost goals for the previous year, goals for the present year, and criteria for evaluation of yearly goals. The performance report developed by the AEC will be considered a personnel action and will be sent only to the President and Provost. Any public release of President or Provost Performance information must be approved by the President or Provost respectively.