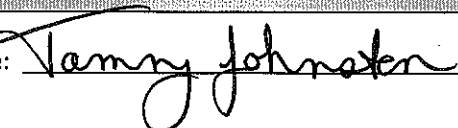


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council Name:	Academic Appeals Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	First documentation in VPAA Office is 1997-1998		
Membership (Describe in general terms who should serve on the committee/council): Total = 9			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-2; CBSS-1; CHPS-2		
<i>Student Members:</i>	3 (selected by committee members)		
<i>Ex Officio Members:</i>	N/A		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Appointed by VPAA		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Elected from committee members		
Charge (Describe the charge or purpose of the committee/council):			
Represents the highest level of shared governance with authority over most undergraduate academic appellate matters, including grade appeals and denial of admittance into academic programs.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty members serve four-year term. Faculty Senate member will rotate off when their term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Maintains minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	Serve as liaison for the student body. Participate in committee responsibilities.		
<i>Ex Officio Members:</i>	N/A		
Last updated	<input checked="" type="checkbox"/>	Date: 7 Sept 16	Signature:  Chair
Last reviewed	<input checked="" type="checkbox"/>		