

# **Purdue NewU**

## **Academic Governance Manual**

### **[Draft]**

22nd Edition  
August 2017\*

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\*This edition of the Academic Governance Manual will be valid upon consummation of the transaction among Kaplan Higher Education, LLC, Iowa College Acquisition, LLC, The Trustees of Purdue University, and Purdue NewU, Inc. ("Purdue NewU"), currently awaiting regulatory and accreditation approvals.

\*\*Assuming consummation of the above-reference transaction, and once it becomes operational, Purdue NewU will be the successor to Kaplan University.

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# 1 Introduction

## 1.1 Introduction and Purpose of the Academic Governance Manual

The Academic Governance Manual is the guiding document for the academic governance of Purdue NewU (the “University” or “NewU”), the successor to Kaplan University. It addresses the University’s governance structure, role of faculty, communication, governance committees, key academic administrative policy, essential student services, and academic personnel guidelines and resources.

Reflecting the mission of NewU, the goal of these academic policies is to foster the academic success of our students in an environment that supports teaching and learning and respects all individuals involved in that enterprise.

## 1.2 Background

Organized as an Indiana nonprofit public benefit corporation, NewU is an accredited public institution of higher education supervised and controlled by The Trustees of Purdue University, an Indiana state educational institution.

NewU has its main campus in Indianapolis, IN, and its administrative headquarters in Chicago, Illinois. The University offers undergraduate and graduate degree, diploma, and certificate programs through fully online instruction, onsite at campuses and learning centers, and through blended instruction. NewU comprises the School of General Education, the School of Business and Information Technology, the School of Nursing, the School of Health Sciences, the College of Social and Behavioral Sciences, Open College@NewU, and Concord Law School.

## 1.3 Mission and Purposes

NewU is an institution of higher learning dedicated to providing innovative undergraduate, graduate, and continuing professional education. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society. The University is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.

To accomplish its mission, NewU has established the following purposes:

1. Provide academic programs that have been developed and assessed by faculty, staff, and members of educational, professional, and business communities.
2. Provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.
3. Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.
4. Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.

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5. Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
6. Prepare students to meet the ever-changing needs of their communities now and in the future.

#### **1.4 Accreditation**

NewU is accredited by the Higher Learning Commission and recognized by the Indiana Commission on Higher Education and the U.S. Department of Education.

The State Bar of California Committee of Bar Examiners has statutory and regulatory authority over Concord Law School. Concord is registered as a distance learning law school with the State Bar of California Committee of Bar Examiners.

Some degree programs and/or schools at NewU have attained special programmatic and/or professional accreditation. The current Catalog lists these accreditations.

#### **1.5 Application of the Academic Governance Manual**

As employees of NewU, all administrators, staff, and faculty members are bound by this Academic Governance Manual and the pertinent academic regulations appearing in the University Catalog and/or Catalog Addenda, Faculty Handbook, and Employee Handbook, except as otherwise noted.

#### **1.6 Amendments to the Academic Governance Manual**

This Manual may be amended from time to time by the NewU Board of Trustees, whether acting on its own initiative, based on a recommendation from the president or chancellor, or based on a recommendation from the faculty in accordance with the following paragraph.

The faculty (acting through the Academic Administrative Council as provided below) may propose amendments to the Board for its consideration. Any such proposed amendments must first be submitted to or initiated by the office of the chief academic officer (for administrative review), and then must be submitted by the chief academic officer to the Academic Administrative Council (Council) for approval. If approved by the Council, faculty proposals recommended via this procedure will then be sent to the Faculty Senate (Senate) for review and action. Any such proposed amendment must be approved by a two-thirds vote of the Senate. If approved by the Senate, the proposed amendment will then be presented to the Board of Trustees for review and action. The Board of Trustees will review and confirm the currency of this Manual at least every 3 years.

Nothing in this Manual shall be construed as restraining the Board of Trustees from taking such action or making such amendments to this Manual as it determines to be necessary in the discharge of its legal and governance responsibilities.

## **2 Organizational Structure and Communication**

### **2.1 Structure**

The academic organization of NewU consists of the president, the chancellor, the chief academic officer, deans, assistant and associate deans, department chairs, and faculty.

The president of Purdue University serves *ex-officio* as the president of NewU, who reports to the NewU Board of Trustees in that capacity. The head of the academic organization of NewU is its chancellor, who reports to the president. In addition to performing duties customarily associated with the chancellors of regional campuses within the Purdue system, the chancellor performs such duties as the NewU Board of Trustees or the president may prescribe from time to time. The academic deans report to the chancellor of NewU.

Non-academic support operations report to the NewU Board of Trustees through the chancellor and are conducted under the Board's ultimate direction and control, with coordinating support provided by an advisory committee established by the Board.

### **2.2 Faculty Role**

Subject to the authority of the NewU Board of Trustees, and in consultation with the chancellor and the president, the faculty has authority and responsibility to recommend policies and practices designed to ensure the academic integrity, quality, and excellence of the University. In accordance with NewU's charter, the NewU Board of Trustees has the ultimate authority to prescribe the curricula, courses of study and degree programs offered by the University. Subject to that authority, the faculty has the responsibility to recommend specific course offerings and other features of the curricula.

Faculty status and duties related to University service will be voluntary and by invitation from the chief academic officer. Faculty members whose schools operate under specific statutory and regulatory authority are expected to align their practices and procedures with those external statutes and regulations, even if those practices and procedures differ from those in this Manual.

### **2.3 Communication**

Information is transmitted in the normal chain of command from the president, the chancellor, the chief academic officer, deans, and chairs to the faculty and staff. University-wide communications to faculty are coordinated by the Vice President of Faculty and Academic Resources.

## **3 Governance Committees**

### **3.1 Operations**

#### **3.1.1 Committee Documentation**

Written meeting minutes are required for each committee meeting. Meeting agendas, directories, minutes, and other supporting documentation are archived for future review.

#### **3.1.2 Voting Guidelines**

- A quorum for voting will require 50% of the Committee members to be present.
- A simple majority of affirmative votes is required to pass a proposal.
- A vote must be conducted for all decisive matters.
- A vote can be conducted through email communication as long as all other voting guidelines are followed.
- Guests invited to attend as relevant to specific proposals under consideration are not eligible to vote.

#### **3.1.3 NewU Document Approvals**

- The NewU Assessment Plan is a voting item for the Assessment Advisory Committee and the Academic Administrative Council for approvals.
- The Faculty Handbook is reviewed by the Center for Teaching and Learning Advisory Committee and the Faculty Senate. Approval is dependent on the Academic Administrative Council.
- The Long-Range Plan and the Annual Strategic Plans are reviewed by the Accreditation Steering Committee. Approval is dependent on the Academic Administrative Council.
- NewU documents not listed here proceed at the direction of the chief academic officer.

## **Administrative Committees**

### **3.2 Academic Administrative Council**

Mission/Purpose:

Subject to the authority of the NewU Board of Trustees, and under the direction of the chief academic officer in consultation with the chancellor and the president, the Academic Administrative Council serves as the internal body for administering academic governance and ensuring the academic integrity, quality, and excellence of the University. Its members reflect and represent the rich and diverse University community, and its functions encompass advising the Board of Trustees, through the chancellor, on all matters related to institutional academic success, including but not limited to: administering the University's academic governance system; monitoring and supporting

its long-range plan; promoting best practices and alignment across all the University's academic and administrative functions; maintaining academic policies and procedures to guide the University in carrying out its mission and programs; and maintaining and improving institutional and/or programmatic accreditation.

Scope of Responsibility:

- Exercise, in cooperation with other governance bodies, the University's responsibility and authority to maintain and improve the quality of the University, its schools and academic programs, and its institutional well-being.
- Initiate and/or consider all proposed revisions to the Academic Governance Manual, approve or disapprove them, and, if approved, send them to the Faculty Senate for acceptance or rejection.
- Through the standing Program Steering Committee, review and recommend to the Board of Trustees all final proposals for additions, deletions, or changes to the University's programs and degrees.
- Monitor and support implementation of the University's planning documents.
- Review and approve standards and guidelines related to faculty credentials, roles and responsibilities, and development.
- Review and approve student service-related policies and procedures.
- Review and approve curriculum standards and guidelines.
- Review and approve general academic policies and procedures.
- Oversee (through advisement of the standing Accreditation Steering Committee) appropriate accreditation of the institution and its schools and programs.

Voting Membership:

- Chief academic officer
- Vice President, Faculty and Academic Resources
- NewU academic deans from each school and/or college
- One NewU campus or learning center dean, appointed by the Vice President Faculty and Academic Resources
- Two full-time and two adjunct faculty members, elected by faculty for 1-year terms
- President of the Faculty Senate
- NewU registrar
- One graduate student, appointed by the chief academic officer for a 1-year term
- One undergraduate student, appointed by the chief academic officer for a 1-year term



Nonvoting Membership:

- Chief financial officer
- One representative from NewU's third-party operations support vendor, Kaplan Higher and Professional Education ("KHPE"), appointed by the KHPE executive and approved by the NewU chancellor

### **3.3 Faculty Senate**

Mission/Purpose:

The purpose of the Faculty Senate is to provide a forum for faculty representatives to discuss faculty and academically related issues and to provide recommendations concerning such issues to the chief academic officer.

Scope of Responsibility

- Review issues, policies, and/or procedures related to the academic quality of the University.
- Provide recommendations regarding academic issues, policies, and procedures to the chief academic officer.
- Review and approve proposed amendments to the Academic Governance Manual that originate from the faculty, subject to final review and approval by the Board of Trustees. Except for this type of an amendment, the Faculty Senate may comment on but does not have the authority to modify other proposed changes to the Academic Governance Manual.
- Provide final review and approval for all faculty waivers.

Membership:

- One faculty president, to be elected by the Senate for a 1-year term, who will act as the official representative of the faculty to the University administration
- One full-time faculty member and one adjunct faculty member from the campuses and learning centers, and one full-time faculty member and one adjunct faculty member from each school and/or college, elected by the faculty from those units for 2-year terms
- Previous Senate president serves for 1 year after term expires

### **3.4 Accreditation Steering Committee**

Mission/Purpose:

The Accreditation Steering Committee is charged with providing ongoing oversight of and advice about the University's compliance with accreditation standards and its relationships with accrediting bodies and other regulators.

Scope of Responsibility:

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- Monitor the depth, integration, and integrity of the evidence and argument showing fulfillment of requirements for NewU's institutional accreditation (via HLC) for the purposes of assuring compliance, addressing gaps, and making improvements.
- Review timelines and work plans for the completion of successful accreditation-related tasks and events.
- Coordinate efforts to adopt institution-wide evaluation metrics that address accreditation agency standards and demonstrate NewU's capacity and performance in delivering high-quality services aligned with our mission.
- Develop strategies to deeply embed accreditation-related standards and practices (institutional and specialized) into routine operating procedures and practices across the University.

Membership:

- Chancellor or designee (co-chair)
- Accreditation Liaison Officer (co-chair)
- Two NewU deans, appointed by the chief academic officer
- Vice President, Faculty and Academic Resources
- Chief financial officer
- Chief academic officer
- NewU registrar
- Executive Director of Curriculum
- Other members, appointed by the chief academic officer

### **3.5 Center for Teaching and Learning Advisory Committee**

Mission/Purpose:

Faculty development at NewU is an integral part of the institutional environment that empowers faculty and energizes their activities. Faculty development encompasses, but is not limited to, the following: faculty orientation and training; professional development; and opportunities for innovation. These are all targeted at achieving improved student outcomes and a high-quality teaching and learning environment. The Center for Teaching and Learning (CTL) Advisory Committee advises the CTL in its work helping instructors improve their instructional delivery skills, expand their knowledge base, develop as scholars, and add to their practitioner skills.

Scope of Responsibility:

- Make recommendations to the CTL on faculty in-service training programs, workshops, and other events.
- Provide guidance and review of CTL-generated resources.
- Select proposals for presentation at CTL-sponsored conferences and events.

Membership:

- Director of the CTL (nonvoting)
- One faculty member from the campuses and learning centers and one faculty member from each school and/or college, elected by the faculty from those units for 2-year terms
- One online and one campus/learning center academic administrator, appointed by the chief academic officer for 1-year terms
- One NewU academic dean or assistant/associate dean, appointed by the chief academic officer for a 1-year term

### **3.6 Institutional Review Board**

Mission/Purpose:

The NewU Institutional Review Board (IRB) is a review body established to protect the rights and welfare of human subjects recruited to participate in research activities conducted on or by NewU stakeholders. The IRB reviews and monitors all human subject research in compliance with: the University's Federal Wide Assurance (FWA 0001056); all local, state, and federal laws; NewU policies and procedures; and the highest standards of ethical conduct and practice.

Scope of Responsibility:

- Review all proposals involving human subject research conducted at NewU and/or in collaboration with other institutions. This includes all human subject research conducted under the direction of any employee or agent in connection with his or her institutional responsibilities or use of the University's name or academic or nonacademic titles.
- Approve, require modifications to, or disapprove the aspects of research activities that involve human subjects.
- Notify applicants of decisions made by the Board concerning their proposed research.
- Conduct periodic reviews of ongoing research projects that involve human subjects and maintain records of review proceedings, decisions, and activities, in accordance with federal and University guidelines, for at least 3 years following completion of the projects.
- Develop policies, procedures, and instruments needed to align NewU policies with the scope and purpose of the IRB and disseminate those policies, procedures, and instruments to the NewU community.

Membership:

The chief academic officer is the Institutional Official (IO) responsible for the selection and appointment of IRB members unless otherwise noted below. Members of the IRB consist of the following:

- Chair (an academic staff member with considerable experience with IRBs and/or research compliance), appointed by the chief academic officer
- Vice chair (an academic staff member with considerable experience with IRBs and/or research compliance), appointed by the chief academic officer
- Vice president of HR or delegate, appointed by the chief academic officer
- Vice president of Legal/Regulatory/Compliance or delegate, appointed by the chief academic officer
- Researcher, appointed by the NewU registrar
- One graduate faculty member, elected by the faculty to specifically represent each of the graduate schools for 2-year terms
- Four undergraduate adjunct faculty members, elected by the faculty for 2-year terms
- Four undergraduate full-time faculty members, elected by the faculty for 2-year terms
- Outside (nonscientist) community member, appointed by the chief academic officer for a 1-year term
- Outside (scientist) community member, appointed by the chief academic officer for a 1-year term
- At least one graduate student member, appointed by the chief academic officer for a 1-year term
- NewU academic dean or assistant/associate dean, appointed by the chief academic officer for a 1-year term

## **Curriculum Committees**

### **3.7 Faculty Curriculum Committee**

Mission/Purpose:

The mission of the Faculty Curriculum Committee (FCC) at NewU is to provide guidance, advocacy, and oversight of the University curriculum to ensure it is academically sound and serves the University's mission, purposes, and the educational needs of our students.

Scope of Responsibility:

- Review all curriculum proposals and approve all credit-bearing curricula and specializations, including proposals for new courses, course revisions, and deleted courses.
- Recommend proposals for approval, denial, modification, or tabling to gather more information about the impact of the curriculum proposal on the University.

Voting Membership:

- Chair (an academic staff member with considerable experience with curriculum), appointed by the Executive Director of Curriculum
- Two full-time faculty members from the campuses and learning centers and two full-time faculty members from each school and/or college, elected by the faculty from their unit for 2-year terms. (The College of Social and Behavioral Sciences will have 1 full-time faculty member each elected from Art & Sciences, Legal Studies, and Public Safety.)
- Two adjunct faculty members from the campuses and learning centers and two adjunct faculty members from each school and/or college, elected by the faculty from their unit for 1-year terms (The College of Social and Behavioral Sciences will have 1 adjunct faculty member each elected from Art & Sciences, Legal Studies, and Public Safety.)
- Campus curriculum representative
- Curriculum specialist, appointed by the chief academic officer

Nonvoting Membership:

- Executive Director of Curriculum, or designee, nonvoting unless to break a tie vote
- Deans when relevant to proposals being considered at specific meetings
- Assistant deans of curriculum

### **3.8 General Education Literacy Committees**

Mission/Purpose:

The General Education program is overseen by faculty subject-matter experts from across the University sitting on eight independent committees: Arts and Humanities, Communication, Critical Thinking, Ethics, Mathematics, Research and Information, Science, and Social Science. (Note: Technology literacy outcomes were written by a committee and mapped to courses/programs outside of the other committee processes.) The committees are responsible for writing the GEL course outcomes and rubrics tied to each literacy, reviewing and approving the assignments that map to these GELs, and providing subject-matter support in terms of training, consulting with faculty course developers, creating sample assignments, etc.

Scope of Responsibility:

- Author GEL course outcomes and the rubrics used to assess them.
- Review and approve the assignments mapped to the GEL course outcomes.
- Provide subject-matter support and insight to faculty, course developers, and administration.
- Review course-level assessment (CLA) data from the GEL course outcomes and provide recommendations to schools on ways to improve student and curricular performance.
- Promote the value of the committee's literacy to stakeholders across the institution.

Membership:

Committee members must possess subject-matter expertise in the general education discipline of the committee. Committee members are appointed by their NewU academic dean. The NewU Dean of the School of General Education verifies subject-matter expertise in the competency area prior to appointment. A chairperson for each committee is selected from the committee members and appointed by the NewU Dean of the School of General Education. Membership length is not limited by preset terms. Each committee consists of the following voting members:

- One faculty member from the campuses and learning centers and one faculty member from each school and/or college, appointed by the dean for 2-year terms
- One at-large position per committee is (available as needed), voted on by the committee, which may be filled by faculty or staff
- Additional at-large positions (up to one per committee) are at the discretion of the NewU Dean of the School of General Education
- Chairperson for each committee (selected from the committee members and appointed by the NewU Dean of the School of General Education)

### **3.9 Professional Competency Committees**

Mission/Purpose:

The Professional Competencies (PCs) are overseen by faculty subject-matter experts from across the University sitting on six independent committees: Teamwork, Leadership, Multiculturalism and Diversity, Personal Presentation, Graduate Communications, and Graduate Problem Solving and Critical Thinking. The committees are responsible for writing the PC course outcomes and rubrics tied to each literacy, reviewing and approving the assignments that map to these PCs, and providing subject-matter support in terms of training, consulting with faculty course developers, creating sample assignments, etc.

Scope of Responsibility:

- Author PC course outcomes and the rubrics used to assess them.
- Review and approve the assignments mapped to the PC course outcomes.
- Provide subject-matter support and insight to faculty, course developers, and administration.
- Review course-level assessment (CLA) data from the PC course outcomes and provide recommendations to schools on ways to improve student and curricular performance.
- Promote the value of the committee's literacy to stakeholders across the institution.

Membership:

Committee members must possess subject-matter expertise in the PC discipline of the committee. Committee members are appointed by their NewU academic dean. The NewU Dean of the School of General Education verifies subject-matter expertise in the competency area prior to appointment. A chairperson for each committee is selected from the committee members and appointed by the NewU Dean of the School of General Education. Membership length is not limited by preset terms.

Each committee consists of the following voting members:

- One faculty member from the campuses and learning centers and one faculty member from each school and/or college
- One at-large position per committee is (available as needed), voted on by the committee, which may be filled by faculty or staff
- Additional at-large positions (up to one per committee) are at the discretion of the NewU Dean of the School of General Education
- Chairperson for each committee (selected from the committee members and appointed by the NewU Dean of the School of General Education)

### **3.10 Program Steering Committee**

Mission/Purpose:

The Program Steering Committee is charged with evaluating proposals for new and revised degree programs and monitoring ongoing program review.

Scope of Responsibility:

- Review proposals for new and revised programs and make recommendations to the University Board of Trustees.
- Recommend programmatic changes based on ongoing program review.
- Assess the scope of programmatic offerings in the University's portfolio to ensure they are consistent with the institution's mission, vision, and values.

Voting Membership:

- Chancellor (or designee)
- Chief academic officer
- Vice President, Faculty and Academic Resources
- Vice President, Career and Student Support Services
- Chief financial officer
- NewU Dean and Vice President, School of Business and Information Technology
- NewU Dean and Vice President, School of Nursing
- NewU Dean and Vice President, College of Social and Behavioral Sciences
- NewU Dean and Vice President, School of Health Sciences
- NewU Dean and Vice President, Concord Law School
- NewU Dean, General Education and Open College

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Nonvoting Membership:

- KHPE CFO (or designee)
- KHPE Chief Relationship Officer (or designee)
- KHPE Vice President of Marketing (or designee)

Additional nonvoting members may attend and contribute as relevant to specific proposals.

## **Student Resource and Oversight Committees**

### **3.11 Academic Appeals Committee**

Mission/Purpose:

The Academic Appeals Committee reviews student appeals for plagiarism and grade changes, ensuring that each appeal is evaluated fairly and within the policy guidelines of the University.

Scope of Responsibility:

- Review assigned appeal cases.
- Evaluate all data pertaining to each case.
- Ensure that each case is treated and evaluated fairly.
- Ensure adherence to the policy guidelines of the University in regard to grade changes, plagiarism, late submission of assignments, and fair grading practices.

Voting Membership:

- The Committee will be chaired by a representative elected by the Committee, serving a 1-year term
- One full-time tutor from the Writing Center, appointed by the NewU Academic Center Manager to serve a 2-year term
- One full-time Composition faculty member, appointed by the NewU Dean of the School of General Education to serve a 2-year term
- Two faculty members from the campuses and learning centers and two faculty members from each school and/or college, elected by the faculty to serve 2-year terms

Nonvoting Membership:

One NewU academic dean or associate/assistant dean appointed by the chief academic officer for a 2-year term



### **3.12 Assessment Advisory Committee**

**Mission:**

The Assessment Advisory Committee is responsible for providing stakeholder input into University-wide assessment initiatives and projects and monitoring execution of those goals and projects.

**Scope of Responsibility:**

- Provide input on annual NewU Assessment Plan to the chief academic officer.
- Monitor the execution of the annual NewU Assessment Plan.
- Identify and monitor specific assessment research projects.
- Increase administrator, faculty, and student awareness and use of assessment results.
- Support internal/external communication strategies about NewU's assessment framework, findings, and results.
- Stay informed about regulatory and accreditation issues that affect NewU assessment undertakings.

**Membership:**

- Director of Assessment and Research (Chair)
- Assessment Manager (standing member)
- Executive Director of Curriculum (standing member)
- One NewU academic dean or assistant/associate dean, appointment by the chief academic officer for a 1-year term
- Two department or assistant department chairs, appointed by the chief academic officer for 1-year terms
- Two assistant deans of curriculum, appointed by the chief academic officer for 1-year terms
- One undergraduate student, appointed by the chief academic officer for a 1-year term
- One graduate student, appointed by the chief academic officer for a 1-year term
- Two full-time and two adjunct faculty members, elected by the faculty for 2-year terms

### **3.13 Library Committee**

**Mission/Purpose:**

The NewU Library Advisory Committee provides input and guidance on the Library's policies and strategies.

Scope of Responsibility:

- Offer evaluative feedback and input on current and new library services, resources, and initiatives to assist in ensuring the information needs of the University and its programs are met.
- Make recommendations on how best to overcome identified challenges and act on opportunities.
- Assist the Library Director in publicizing resources and services or resource trials to member's respective programs/schools.

Membership:

- Director of Library Services (Chair)
- One representative from the Academic Support Centers, appointed by the NewU Academic Center Manager for a 1-year term
- One assistant dean of curriculum (ADoC), appointed by the chief academic officer for a 1-year term
- One online student, appointed by the chief academic officer for a 1-year term
- One campus student, appointed by the Vice President of Faculty and Academic Resources for a 1-year term
- One NewU academic dean or assistant/associate dean, appointed by the chief academic officer for a 1-year term
- One faculty member from the campuses and learning centers and one faculty member from each school and/or college, elected by the faculty from their units for 2-year terms

### **3.14 Student Advisory Board**

Mission/Purpose:

The purpose of the Student Advisory Board is to provide a forum for student representatives to discuss academic-related issues and provide recommendations concerning such issues to the chief academic officer.

Scope of Responsibility:

- Review issues, policies, and/or procedures related to the academic quality of the University.
- Provide recommendations regarding academic issues, policies, and procedures to the chief academic officer.

Membership:

- Students currently serving on other NewU governance committees
- Additional students are appointed by the Dean of each school and/or college for a 1-year term; students are given the option to self-nominate for Dean consideration

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- One student representative from each campus and learning center, appointed by the Vice President of Faculty and Academic Resources for a 1-year term
- Student president, vice president, and secretary, elected by the committee for 1-year terms

### **3.15 Other Committees, Subcommittees, and Policies**

- The chancellor or chief academic officer, in consultation with the president, may initiate other standing and/or ad hoc committees, task forces, and working groups as necessary to assist in the furtherance of University goals and initiatives.
- Designees may fill appointed positions at the discretion of the chancellor or chief academic officer.
- The dean of a school may appoint a faculty member to an elected position for the remainder of a term if the position becomes vacant.
- Full-time adjunct faculty are considered adjunct faculty members for governance purposes and membership.

## **4 Academic Administration**

### **4.1 Academic Calendar**

The official academic calendar is produced under the direction of the chief academic officer. An official copy of the University calendar may be obtained via the Registrar's Office, approved online sites, or faculty/student portals.

### **4.2 University Policies**

University policies and procedures, including, but not limited to, FERPA, privacy policies, the Americans With Disabilities Act, sexual harassment, discrimination, and equal rights are published in (or available via weblink in) the NewU Catalog, Faculty Handbook, and/or Employee Handbook.

### **4.3 The Honorary Doctorate**

NewU may, in extraordinary circumstances, award an honorary doctorate degree to an individual who meets at least two criteria below and who has been approved for the honor by the University's Board of Trustees.

The honorary degree at NewU is the *Doctor, Honoris Causa*. It does not denote a specific field of study, but rather honors the recipient's broad, multi-faceted contribution to the University and community.

#### **Criteria for the honorary doctorate**

An individual must generally meet two or more of the following criteria to be considered an eligible nominee for an honorary doctorate at NewU. Former students, staff or faculty of NewU University are also eligible for an honorary doctorate.

- *Academic accomplishments and sustained achievements of distinction:* influential contributions within academia; honors awarded within discipline or for interdisciplinary achievements; significant discoveries and research.
- *Impact and contributions to community/nation/humanity:* extraordinary influence within field, discipline or interdisciplinary work; transformational leadership; entrepreneurially inspired contributions; commercialization efforts that bring elements to life for positive influence; influential and innovative leadership; demonstrated commitment to benefiting society; significant impact on development and mentorship of others.
- *National/global recognition of leadership in field:* highly recognizable within industry or discipline; reputation for positive interactions and collaborations with other leaders and/or universities; highly visible.
- *Commitment, involvement, leadership toward the advancement of NewU University:* participation and commitment with student body, faculty; on campus speaking/teaching; etc.; generosity toward the evolution of making NewU University a better place.
- *Distinguished service to the University:* demonstration of distinguished service to NewU University.

#### **Procedure for nominating and approving a candidate for an honorary doctorate**

All nominations will be sent to the chief academic officer, who will review and recommend the final candidates to the chancellor, who in turn will make the formal nomination for consideration by the president and the Board of Trustees.

#### **Attendance at commencement ceremony**

Board-approved nominees for the honorary doctorate are expected to be present for the awarding of the degree at the appropriate commencement ceremony. Should a candidate not be available, his or her *nomination* may be carried over to a subsequent year for reconsideration. The recipient will not be robed at the ceremony.

#### **Usage**

The University awards the honorary doctorate as a recognition of the honoree's steadfast commitment to the betterment of his/her field, University, and or community and, as such, it is not necessarily a recognition of academic achievement and the conferral of the degree is done by waiving certain degree standards.

As such, the honored recipients will:

- Refrain, on the sole basis of this honorary doctorate, from referring to themselves or permitting others to address them as "Dr."
- List this honorary degree, in their corpus vitae/similar ledgers of accomplishment, under "Honors" rather than "(Earned) Degrees."
- Indicate, on all occasions, the honorary degree as "Doctor, Honoris Causa (or Hon. Causa), NewU, <Month, Year>."

- Be permitted to wear a doctoral robe, black with black trim. As the honorary doctorate degree awarded is not discipline-specific, neither doctoral hood nor regalia colors are associated with this, and should not be worn by the honoree on the basis of the honorary doctorate.

## **5 Student Services**

### **5.1 Career and Student Support Services**

Students are assigned a Career and Support Specialist for guidance throughout their educational journey including job search support upon graduation. Specialists will partner with their assigned students to build an education plan that supports the students' individual career goals while also ensuring the completion of all course and curriculum requirements to ensure the timely completion of the program of study. Specialists will help students navigate through the recommended order of coursework, complete necessary forms in a timely fashion, meet deadlines established to assure the timely completion of the program, and be available for students' questions and concerns throughout their educational journey. They will provide feedback to students on how their classroom outcomes relate to their upcoming job search and guide students towards appropriate resources and information to strengthen their knowledge about career options. Additional resources are also available to students online, including job leads, resume reviews/feedback, a work interest assessment, opportunities to attend presentations from employers, and tools to communicate with other students and staff.

Concord Law School's advising and counseling is provided by Career and Support Specialists (as described above) as well as by faculty advisors with support from the school administration as needed.

### **5.2 Library Services**

The University recognizes the primacy of information access and the need to support the research pursuits of its students and faculty. The NewU libraries, both online and campus based, provide students and faculty with access to a world of information resources in a variety of formats and across a variety of platforms.

### **5.3 Students Requiring Special Services**

It is the University's intention to comply with all laws and regulations concerning students with special needs. For further guidance on the subject, please refer to the Faculty Handbook for specific inquiries. All faculty members should bring any concerns or requests to the director of the Center for Disability Services. However, each ground campus and learning center has a designated ADA Coordinator, and all issues related to students at ground campuses and learning centers requiring special services should be directed to the appropriate ADA Coordinator.

## **6 Personnel Policies and Procedures**

Shared governance of the University requires that faculty be active participants in the various committees and be willing to devote time for committee meetings. Part of the evaluation of faculty service includes effective service to the University, to the student body, and on committees. Members of the faculty may be asked to serve on standing and special committees and are expected to participate whenever possible.

The Faculty Handbook contains complete information on faculty rank, credentials, roles, rights, and responsibilities, including a description of teaching, scholarship and service requirements, grievance procedures, etc. University personnel policies and procedures, including, but not limited to, sexual harassment, discrimination, and equal rights, can be found in the Employee Handbook, available via the University intranet.