

SCHOOL OF HUMAN ENVIRONMENTAL SCIENCES

The University of North Carolina at Greensboro

Instrument of Governance

*Approved May 2002;
Revised and Approved by HES Faculty Assembly, December 2008*

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Introduction

This handbook for the School of Human Environmental Sciences, The University of North Carolina at Greensboro, includes information about the School's vision and mission statements, goals, the governance and organizational structures, the operational procedures, and the current membership of committees. Revisions approved in the spring semester, 2002 and the fall semester, 2008, are included in this document.

During the 2007-08 academic year, the Faculty Council (Tina Sarawgi (President), Andrea Hunter, Ron Morrison, Jennifer Yurchisin, and Jacalyn Claes) worked with the faculty and Dean Sims to design an inclusive process for the drafting of new HES vision and mission statements. These statements were approved in May 2008 and are included in this document.

The Instrument of Governance of the School of Human Environmental Sciences defines the basic governance structure of the School and identifies the responsibilities and operational procedures of the School Faculty Assembly, Faculty Council and Administrative Council. The Instrument of Governance was adopted by the faculty in 1983, and updated in 1986, 1993, 1997, 2002, and 2008. In the regularly scheduled Faculty Assembly meeting of December 10, 2008, the faculty voted to adopt the revised Instrument of Governance.

The Appendices to the Instrument of Governance include the operational procedures for the School's standing committees and identify responsibilities of School representatives to University committees. The Student Affairs Section describes the student professional and honorary organizations and identifies faculty relationships and responsibilities to student organizations. The organizational structure of faculty governance and the organizational chart of the School are included. The appendices to the Instrument may be modified by the Dean in consultation with the Council without requiring modifications of the Instrument of Governance.

Historical highlights include:

A subcommittee of the School Council--Virginia Stephens (Chair), Sarah Shoffner, Aden Magee, and Mildred Johnson--conducted the evaluation of the Instrument of Governance and the operational procedures section, and prepared the first handbook in March, 1989.

A subcommittee of the School Council--Janine Manley (Chair), Sandra Rawls, and George Loo--revised the Instrument of Governance and the operational procedures section, and prepared a revised handbook distributed to Human Environmental Sciences faculty, Fall, 1993.

A subcommittee of School Council members - Elisabeth Hurd (Chair), Jo Leimenstoll, Martha Taylor, Mary Morgan, and Traci May-Plumlee - revised the Instrument of Governance in Spring, 1997.

The Faculty Council (formerly School Council), Nancy Nelson (President), Novem Mason (President-Elect), Martha Taylor, Elizabeth Hurd, Deb Cassidy, Laura Sims (Dean) and Marian Harrison (Asst. Dean), – revised the Instrument of Governance, Fall 2001.

The Faculty Council, Tina Sarawgi (President), Andrea Hunter (President-Elect), Jacalyn Claes, Ron Morrison, Jennifer Yurchisin and John Rife (Associate Dean) began the current revision of the Instrument of Governance in Spring 2008. The 2008-09 Council (Andrea Hunter, President, Martica Bacallao (President-Elect), Ron Morrison, Jennifer Yurchisin, and Stoel Burrowes completed the revision in the fall of 2008.

VISION STATEMENT

School of Human Environmental Sciences

Through teaching, discovery, dissemination of knowledge, and community engagement, HES aims to inspire people and institutions to make the world better, safer, healthier, more just, and more humane.

MISSION STATEMENT

School of Human Environmental Sciences

The exceptional scholarship, research, outstanding teaching, and active community outreach of HES fosters the capacity to enhance the quality of life and improve the environment for individuals, families, communities and the world at large. Guided by an ethic of caring and interdisciplinary collaboration, HES addresses the needs of people from diverse cultures across the entire lifespan.

The mission of the School of Human Environmental Sciences is reflected in the following goals:

1. To provide optimal educational opportunities in the University of North Carolina system for undergraduate professional preparation in subject matter disciplines offered within the School of Human Environmental Sciences
2. To achieve state and regional recognition for all master's programs
3. To achieve national recognition for all doctoral programs
4. To achieve excellence in teaching, enhanced faculty-student relationships, and expanded student-learning opportunities in professional settings
5. To attain national recognition for student and faculty research, scholarly activity, and creative expression which address issues of contemporary significance and expand the empirical and theoretical knowledge bases
6. To achieve a strong sense of intellectual and social community within the School
7. To provide community, institutional, and professional service
8. To provide experiences that enable faculty and students to view the development of human beings in culturally diverse and global environments

Note: These goals are effective for the 2008-09 academic year. These goals will be revised in 2009-10 to be consistent with the new 2009-2014 UNCG Strategic Plan.

INSTRUMENT OF GOVERNANCE
School of Human Environmental Sciences
The University of North Carolina at Greensboro

ARTICLE I: STATEMENT OF AUTHORITY

Section 1. The faculty of the School of Human Environmental Sciences (the Faculty) accepts this Instrument of Governance.

Section 2. The Dean is the administrative head of the School of Human Environmental Sciences (the School). The authority of the Dean derives from the Office of the Chancellor of the University. While the Dean may delegate duties to various administrative and faculty associates, to committees of the School and its departments, the Dean has the authority and responsibility for the actions of the School, except where explicitly stated otherwise in University regulations.

ARTICLE II: PURPOSE

The purpose of the Instrument of Governance is to codify the appropriate structures through which faculty initiate and participate in the academic affairs of the School and in those administrative affairs which affect the School.

ARTICLE III: BASIC STRUCTURE

Section 1: The School Faculty Assembly. The School Faculty Assembly shall be the main body of faculty governance in the School.

- A. Responsibilities. The responsibilities of the Assembly shall be:
 - (1) To respond to recommendations of the Dean, School Council, and committees;
 - (2) To advocate policies that reflect faculty concerns; and
 - (3) To adopt and amend the School Instrument of Governance.

- B. Membership. The voting membership of the Assembly shall consist of School faculty members with full-time appointments, for at least one year, in the School within the pre-tenure and tenured ranks, academic professional ranks or rank of lecturer/instructor.

- C. Gallery Privileges. The Presiding Officer of the meeting may extend speaking privileges to non-members at Assembly meetings.

D. Meetings and Procedures. Assembly meetings shall be conducted according to Robert's Rules of Order.

- (1) The Assembly shall hold at least one regular meeting each semester. The Presiding Officer in consultation with the Dean shall determine the time, place, and date of meetings.
- (2) Special meetings may be called at the discretion of the President or Dean, by a majority of the voting members of the Assembly, or by a written request to the Presiding Officer or Dean from any ten, or more, voting members of the Assembly. The same rules that govern agenda, notification, and quorum for regular meetings shall apply to special meetings.
- (3) The President, who also chairs the Faculty Council, shall preside over the Assembly. In the absence of the President, the President-elect shall preside.
- (4) Minutes of the Assembly will be recorded and maintained by a representative from the Dean's office.
- (5) The President in consultation with the Dean and the Faculty Council shall prepare an agenda to be distributed not less than five working days prior to each scheduled Assembly meeting. Items to be voted must be submitted by the Council in writing to the faculty not less than 30 days nor more than 60 days prior to the School Faculty Assembly meeting at which they are to be considered. Proposals related to major policy changes introduced from the floor with no prior circulation to members of the Assembly may be discussed but may not be acted upon until the next assembly meeting.
- (6) The Assembly shall receive oral reports in the fall and spring Faculty Assembly meetings and annual written reports from the standing committees by May 15 each year.
- (7) Members present shall constitute a quorum of the Assembly. There shall be no proxy voting.

Section 2. Departments of the School. The departments are the main structural units of the School.

- A. Each department shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina, the

Regulations on Academic Freedom, Tenure and Due Process, The University of North Carolina at Greensboro Instrument of Government, and this Instrument of Governance.

- B. Departments shall be created and department chairpersons shall be appointed, serve, and have responsibilities, according to university guidelines as stated in Academic Memorandum 406: Administrative Guidelines for the Creation of Departments and Appointment of Department Heads, November 7, 2000.

Section 3. Centers and Institutes. The Dean may establish institutes, centers and interdisciplinary programs in consultation with the appropriate academic and administrative bodies and through established administrative procedures.

Section 4. Organizational Structure. The current organizational structure of the School is shown in Appendix C.

ARTICLE IV: ADVISORY COUNCILS

Section 1. The Administrative Council

- A. Purpose. The Administrative Council shall advise the Dean on administrative and on School and University Issues.
- B. Responsibilities. The responsibilities of the Administrative Council shall be:
 - (1) To promote and strengthen academic programs within the School;
 - (2) To encourage excellence in teaching and research;
 - (3) To promote responsible service to the School and the University;
 - (4) To foster shared interests and a sense of community among School faculty and students;
 - (5) To promote efforts to develop financial resources of the School; and
 - (6) To strengthen the relationship of the School with the University community and with the public.
- C. Membership. The chairs of each of the departments and other administrative personnel deemed appropriate by the Dean shall represent School and departmental concerns.
- D. Meetings and Procedures. The Administrative Council shall meet at times scheduled by the Dean.

Section 2. The Chairs' Council.

- A. Purpose. The Chairs' Council shall collaborate with the Dean on departmental concerns, such as promotion and tenure, department budgets, and faculty searches.
- B. Responsibilities. The responsibilities of the Chairs' Council shall be:
 - (1) To problem solve issues affecting departments within the School
 - (2) To foster shared interests and a sense of community between departments
- C. Membership. The chairs of each of the School's departments shall represent their respective departments.
- D. Meetings and Procedures. The Chairs' Council shall meet at times scheduled by the Dean.

Section 3. The Faculty Council.

- A. Purpose. The Faculty Council shall serve as an advisory body to the Dean and to the faculty of the School in matters pertaining to the philosophy and mission of the School as reflected in educational and programmatic issues, represent student and faculty concerns and oversee the Standing Committees of the School.
- B. Responsibilities. The Faculty Council shall:
 - (1) Review and/or revise statements of philosophy and mission for the School;
 - (2) Support the development of plans for implementing mission and goals statements;
 - (3) Serve as liaison between faculty and School administration;
 - (4) Receive and respond to information from the Faculty Senate;
 - (5) Report actions and activities to the faculty regarding the faculty council;
 - (6) Appoint ad hoc committees or special task forces as necessary; and
 - (7) Oversee the Standing Committees of the School.
- B. Membership. The Faculty Council shall consist of one faculty member from each of the departments, including the President and President-elect of the Assembly; senior representative to the Faculty Senate; and the Assistant Dean. The positions of President and President-elect shall be selected by rotating these positions through each department on a predetermined

schedule, with each department having a President-elect and then a President every five years. The President and President-elect will represent their Department(s) on the Council. The remaining Council members shall be determined by their respective Departments and shall each serve a three-year term. Terms shall be staggered for continuity. Adjunct members, without vote, may serve at the pleasure of the Dean.

- D. Meetings and Procedures. The Faculty Council shall:
- (1) Meet at least once each semester;
 - (2) Inform the faculty of the time and place of its meetings;
 - (3) Record and distribute minutes of the meetings to the Faculty Council Members and
 - (4) Be open to non-members

The President may grant speaking privileges to members of the gallery at any meeting.

ARTICLE V: COMMITTEES

Section 1. The faculty of the School shall delegate appropriate responsibilities to Standing Committees which are responsible to the Faculty and to the Dean who has ultimate responsibility and authority for administrative action. Standing and Ad Hoc Committees shall be established with the consent of the Faculty. The committee structure, composition and responsibilities shall be reviewed every three years and recommendations for revisions shall be made to the Faculty Council and the Assembly. Unless otherwise specified, committees will function in accordance with the stated protocol. Committee protocols will be placed in the Operational Procedures accompanying this document.

The Protocol shall include:

- a. Committee functions
- b. Membership including criteria, how selected, term of office
- c. Ex officio members
- d. Functions of chairperson
- e. Functions of secretary
- f. Quorum
- g. Distribution of minutes
- h. Committee decisions
- i. Meeting and procedures

Section 2. Names and Purposes of Standing Committees

Curriculum. The Committee shall oversee graduate and undergraduate curriculum matters and make recommendations to the University Undergraduate Curriculum Committee and the Graduate Studies Committee.

Faculty Professional Development. The committee shall promote and provide opportunities for faculty development and recognition.

Faculty Promotion, Tenure and Evaluation. The committee shall advise the Dean on recommendations for promotion and/or changes in tenure status of the faculty.

Student Aid, Awards, and Scholarships. The committee shall promote and provide opportunities for student academic achievement to be appropriately recognized and supported

Technology Issues. The committee shall serve in an advisory capacity to the Dean to formulate policy with regard to academic computing and other technology issues.

Section 3. Membership of Committees.

- A. All Standing Committees shall include a voting member of each department elected by the department who shall serve a two year term. Memberships shall be staggered. Department Chairpersons may not serve on the Faculty Promotion and Tenure Committee unless no other member of the department is eligible.
- B. The Dean may make ex officio appointments to committees as appropriate.

Section 4. Reports.

A written annual report of committee activities shall be submitted by the committee chair to the President of the Faculty Council by May 15 of each year. An oral report shall be made at the last meeting of the Faculty Assembly in the spring semester.

ARTICLE VI: OTHER FACULTY REPRESENTATION AND/OR RESPONSIBILITIES

Section 1: Human Environmental Sciences Cabinets and Task Forces. Members of the Faculty Assembly may be called upon to serve on School cabinets, committees, or task forces. Appointments and/or elections to such groups will be in accordance with procedures established by such groups.

- A. Elections Coordinator . A member of the School's Faculty Assembly shall be elected by the Assembly and report to the President of the School's Faculty Assembly. This person shall conduct School elections of officers and University committee representatives and report the election results to the faculty.

Section 2. University Cabinets, Committees and Task Forces. Members of the faculty assembly may be called upon, either by appointment or election, to represent the School on University cabinets, committees, or task forces. Appointments and/or elections to such groups will be in accordance with procedures established by such groups.

- A. Academic Computing Committee. A School representative shall be appointed to serve on the Academic Computing Committee.
- B. Academic Policies and Regulations. A School representative shall be elected to serve on the Academic Policies and Regulations Committee.
- C. Budget Committee. A School representative shall be appointed to serve on the Budget Committee.
- D. Committee on Appointed and Elected Committees. A School representative elected by the School Faculty shall serve on the Committee on Appointed and Elected Committees.
- E. Commencement and Ceremonies. A School representative elected by the School Faculty shall serve on the Commencement and Ceremonies Committee.
- F. Committee on Due Process. A School representative elected by the School Faculty shall serve on the Committee on Due Process.
- G. Enrollment Management Committee. A School representative shall be appointed to serve on the Enrollment Management Committee.
- H. Faculty Compensation Committee. A School representative elected by the School Faculty shall serve on the Faculty Compensation Committee
- I. Faculty Grievance Committee. A School representative elected by the School Faculty shall serve on the Faculty Grievance Committee
- J. Faculty Promotions and Tenure Guidelines Committee. A School representative elected by the School Faculty shall serve on the Faculty Promotions and Tenure Guidelines Committee.
- K. Faculty Senate. Three faculty members of the School shall be elected in staggered terms by the Faculty to represent the School in the University Faculty Senate.
- L. Faculty Welfare and Professional Development Committee. A School representative shall be appointed to serve on the Faculty Welfare and Professional Development Committee.

- M. Graduate Studies Committee. A School representative elected by members of the Graduate Faculty shall serve on the Graduate Studies Committee.
- N. Intercollegiate Athletics Committee. A School representative elected by the School Faculty shall serve on the Intercollegiate Athletics Committee.
- O. Library Committee. A representative shall be appointed to serve on the Library Committee.
- P. Research Grants Committee. A representative shall be appointed to serve on the Research Grants Committee.
- Q. Research Policies Committee. A School representative elected by the School Faculty shall serve on the Research Policies Committee.
- R. Undergraduate Curriculum Committee. A School representative elected by the School Faculty shall serve on the Undergraduate Curriculum Committee.
- S. University Teaching and Learning Center Committee. A School representative shall be appointed to serve on the University Teaching and Learning Center Committee.

Section 2. Library Acquisition Request Representative. A member from each department in the School shall be appointed by their department chair as Library Acquisition Request Liaison for their department.

Section 3. Faculty Representatives to Student Professional and Honorary Organizations. Members of the Assembly may be called upon to provide leadership to School and/or Department student-related organizations as advisors and co-advisors. Where appropriate, a method for providing Departmental representation on a rotating basis will be established in the procedures governing the selection of advisors to such organizations. Individual Departments will be responsible for providing advisors to student organizations which are specifically department oriented. The current student-related organizations are listed in the Operational Procedures.

ARTICLE VII: AMENDMENTS

Section 1. This Instrument of Governance may be amended by the following procedures:

- A. Any member of the Faculty may submit proposed amendments to the Faculty Council.

- B. The Faculty Council may submit to the Faculty any amendment proposed by an individual. The Council must submit for consideration by the Faculty an amendment endorsed with the signatures of ten full-time faculty members.
- C. The Faculty Council must submit proposed amendments in writing to the Faculty not less than 30 days nor more than 60 days prior to the School Faculty Assembly meeting at which they are to be considered.
- D. To adopt an amendment to the Instrument of Governance, there are two requirements: (1) that a quorum of 15% of the Assembly membership be present; (2) that the amendment pass with a two thirds majority vote of the quorum. There shall be no proxy voting.
- E. Amendments shall become effective at the beginning of the next academic year.

Section 2. The appendices to this Instrument of Governance may be modified by the Dean in consultation with the Council without requiring modification of the Instrument of Governance.

APPENDICES

APPENDIX A-1

Human Environmental Sciences

Faculty Committees

Faculty Committees

General Procedures

Standing Committees and Ad Hoc Committees

The Faculty of the School of Human Environmental Sciences shall establish Standing Committees or Ad Hoc Committees with the consent of its members. Committees will function in accordance with protocol presented in the Operational Procedures.

These procedures include:

- Purpose of committee
- Functions of committee
- Membership of committee including how selected, criteria for membership, and term of office, and ex officio members

Committee Structure

The Chairperson of the Faculty Council shall appoint a committee to review the committee structure and responsibilities every three years. The next review shall be completed in the Spring of 2011.

Procedures Applicable to All Standing Committees

General

1. Committees shall include an elected representative from each department to serve on each standing committee for a two year term. Terms of members shall be staggered to assure continuity of membership.
2. Each committee shall elect a chair to serve for one academic year. The chairperson for the following year shall be elected at the spring meeting of the committee.
 - a. The chairperson of the committee shall:
 - call its meetings
 - bring appropriate matters to the attention of the committee

- see that records are kept and passed on to his/her successor
- file an annual report with the President of the Assembly in May of each year.
- see that the minutes of each meeting are prepared
- distribute the minutes to all of the members of the committee and to the Dean's Office.

Quorum

A majority of committee members shall constitute a quorum.

Meetings

Each committee shall hold a minimum of one meeting per semester.

Curriculum Committee

Purpose

To oversee graduate and undergraduate curriculum matters and all other matters pertaining to the academic program.

Functions

1. To review and approve all proposals for new courses, existing courses in which substantial changes have been made, new majors, minors, options, and concentrations using the procedures established by the Undergraduate Curriculum Committee and Graduate Studies Committee.
2. To maintain a file of outlines for new courses (approved), updated course outlines University Curriculum Guide and forms.
3. To ensure that interdepartmental course needs are met in curricular decisions.
4. To consider any other matters of a curricular nature referred to it by a department within the School of Human Environmental Sciences.

Membership and Term of Office

The Committee shall consist of five voting members. One faculty member, elected from each of the five departments for a term of two years. Terms shall be staggered for continuity. The School's Assistant Dean, the faculty member elected by the faculty to serve on the University Undergraduate Curriculum Committee, and the School representative to the Graduate Studies Committee, shall serve as ex officio members, and be called upon to participate as issues relevant to their assigned committees are discussed.

Faculty Professional Development Committee

Purpose

To promote and provide opportunities for faculty development and recognition.

Functions

1. Provide opportunities for faculty development of teaching skills and research skills.
2. Plan and coordinate the Mildred B. Davis Lecture biannually.
3. Facilitate faculty-staff-student interactions through social events, research colloquia, invited speakers, etc.
4. Submit an annual report of the actions and activities of the Faculty Development Committee to the faculty at the spring meeting.
5. Develop and coordinate peer based recognition of faculty who have implemented progressive and new ideas in the learning environment.

Membership and Term of Office

The Faculty Development Committee shall consist of a faculty representative from each department elected for a two year term. Terms shall be staggered for continuity. The Assistant Dean shall serve as an ex officio member.

Faculty Promotion, Tenure and Evaluation Committee

Purpose

Review procedures and documents in order to make recommendations to the Dean on faculty promotion and tenure.

Functions

1. Develop and/or review and revise promotion and tenure procedures to be implemented through the office of the Dean of the School of Human Environmental Sciences.
2. Review promotion/tenure materials for all individual faculty members under consideration of the School and forward all materials to the Dean of the School of Human Environmental Sciences with appropriate recommendations.
3. Report procedures and activities of the committee to the faculty.
4. Submit an annual summary report on the actions and procedures of the Faculty Promotion and Tenure Committee to the faculty at the spring meeting.

Membership and Term of Office

The Faculty Promotion and Tenure Committee shall consist of a tenured faculty member from each department for a two year term. Terms shall be staggered for continuity. Department chairs shall not serve on the committee unless no other member of the department is eligible.

Student Aid, Awards and Scholarships Committee

Purpose

To coordinate all activities related to student aid, student awards and scholarships.

Functions

- A. Disseminate information relative to student scholarships and awards within the School of Human Environmental Sciences.
- B. Publicize awards and scholarships available to students and solicit applicants.
- C. Provide the necessary forms, assemble proper credentials, handle correspondence related to scholarships and awards.
- D. Establish and clarify criteria for awards and scholarships. (See list of awards and scholarships under the committee's jurisdiction, available in the Office of the Dean and/or Financial Aid.)
- E. Select recipients of awards and scholarships.
- F. Explore possibilities for additional funding for scholarships.
- G. Cooperate with Dean's office, and appropriate student groups, such as Kappa Omicron Nu and Phi Alpha representatives and the Dean's Ambassadors, in planning scholarships and awards Honors Convocation.
- H. Report actions and activities to the faculty.
- I. Submit an annual report on the committee's actions and recommendations to the faculty in the School of Human Environmental Sciences at the spring faculty meeting.

Membership and Term of Office

Each department shall elect a member to serve a two-year term. Terms shall be staggered for continuity. Students may not serve on the committee. *The Convenor of this Committee is the HES Director of Student Services.*

Appendix A-2

Representatives

to

University Elected and Appointed Committees

Academic Computing Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Academic Computing Committee.

Functions

1. To serve as a representative/liaison from the School to the Academic Computing Committee in a policy formulation body with respect to academic computing.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Academic Policies and Regulations Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Academic Policies and Regulations Committee.

Functions

1. To serve as a representative from the School of Human Environmental Sciences to develop policies governing the academic calendar, summer session, class scheduling, academic advising, and undergraduate regulations and requirements.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of 3 years.

Budget Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Budget Committee.

Function

1. To serve as a representative/liaison from the School to the Budget Committee reviewing the budgetary needs of the University and making recommendations to the appropriate administrators and to the Faculty Senate regarding the needs of the faculty.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of five years.

Commencement and Ceremonies Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Commencement and Ceremonies Committee.

Function

1. To serve as a representative/liaison from the School.
2. To recommend to the Chancellor policies related to convocation and commencement activities and advise on activities for these and other University ceremonies as requested.
3. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Committee on Appointed and Elected Committees Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Committee on Appointed and Elected Committees.

Functions

1. To serve as a representative/liaison from the School to the Committee on Appointed and Elected Committees to review the vacancies on all appointed committees and recommend to the Faculty Senate names of persons from the General Faculty and other University employees who have expressed a willingness to serve.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be elected as a representative of the School for a term of three years.

Committee on Due Process

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Committee on Due Process.

Function

1. As a member of the Committee, the HES Representative take part in the following duties: to receive evidence, conduct hearings, and report findings and recommendations to the department head and the department head's immediate supervisor or to the Chancellor and, as appropriate, to the Chair of the Faculty Senate, on appeals from administration decisions involving discharge or the imposition of serious sanctions, termination of faculty employment, and nonreappointment.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Enrollment Management Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Enrollment Management Committee.

Functions

1. To serve as a representative/liaison from the School to the Enrollment Management Committee concerning policy decisions related to undergraduate enrollment: recruitment, admissions, financial aid, and retention.
2. To assist in review and recommendations on policy decisions related to undergraduate enrollment.
3. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Faculty Compensation Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the *Faculty Compensation Committee*.

Functions

1. To serve as a representative/liaison from the School to the Faculty Compensation Committee.
2. To assist in reviewing, recommending and advising on all policies regarding faculty salaries and employee benefits for the regular academic year, summer session, and UNCG extension courses.
3. The committee shall make periodic and timely reports to the Faculty Senate regarding the salary situation at UNCG such as comparison of salaries among the Schools and the College, gender differences in salaries and salary inequities between new appointments and continuing appointments in similar disciplines. The committee shall also review the salaries and employee benefits in the UNC system, national trends in faculty salaries and employee benefits and the effect of inflation upon salaries and benefits.
4. The committee shall make an annual recommendation to the Faculty Senate regarding salary increases and the employee benefits package.
5. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Faculty Grievance Committee

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Faculty Grievance Committee.

Functions

1. To serve as a representative/liaison from the School to the Faculty Grievance Committee which is responsible for hearing, mediating, and advising with respect to the adjustment of faculty grievances concerned with matters directly related to a faculty member's employment status and institutional relationships on this campus in accordance with the provisions of *The Code of the University of North Carolina*.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be elected as a representative of the School for a term of three years.

Faculty Promotions and Tenure Guidelines Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Faculty Promotions and Tenure Guidelines Committee.

Functions

1. To serve as a representative/liaison from the School to the Faculty Grievance Committee which is responsible for reviewing the Units' documents and exchanging information about the general guidelines and expectations which the Units have developed for the evaluation of teaching, research and creative activity, service, and directed professional activity for promotions and tenure.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be elected as a representative of the School for a term of three years.

Faculty Senate Representatives

Purpose

To serve as representatives from the School of Human Environmental Sciences to the University Faculty Senate, fulfilling the powers and duties of the Senate as enumerated in the Constitution of the Faculty. (UNCG Handbook for Faculty, p. 176.1 - 176.13)

Functions

1. Serve as a member of the deliberative body to advise the Chancellor about academic policies and procedures.
2. Report actions and recommendations of the Faculty Senate.
3. Submit an annual report of actions and recommendations of the Faculty Senate at the Faculty Assembly.

Membership and Term of Office

1. Three faculty members from the School of Human Environmental Sciences shall be elected by the School's faculty to serve staggered three year terms.
2. One representative shall be elected each year.

Faculty Professional Development and Welfare Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Faculty Welfare and Professional Development Committee.

Functions

1. To serve as a representative/liaison from the School to the Faculty Welfare and Professional Development Committee in reviewing and establishing policies, guidelines, and criteria for grants that support professional development, improve teaching methods and course evaluation, stimulate curricular innovation, and strengthen academic programs.
2. To assist in receiving and acting upon grant requests.
3. To assist in developing programs to meet the needs and concerns of faculty members in facilitating their professional growth.
4. To assist in reviewing and advising on procedures for the evaluation of teaching.
5. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

General Education Council

Purpose

To serve as the HES representative on the UNCG General Education Council.

Functions

1. Represent the School of Human Environmental Sciences on the General Education Council
2. Communicate decisions, recommendations, and other pertinent information from the General Education Council to the School Curriculum Committee and the appropriate departmental chairperson

Membership and Term of Office

The General Education Council Representative shall be elected to serve a three-year term by the faculty of the School of Human Environmental Sciences. This person shall be an ex officio member of the School of Human Environmental Sciences Curriculum Committee.

Graduate Studies Committee Representative

Purpose

To serve as a resource/liaison, interdepartmentally within the School of Human Environmental Sciences as well as between the School of Human Environmental Sciences and the Graduate Studies Committee on graduate curricular matters.

Functions

1. Represent the School of Human Environmental Sciences on the Graduate Studies Committee.
2. Communicate decisions, recommendations, and other pertinent information from the Graduate Studies Committee to the School Curriculum Committee and the appropriate departmental chairperson.

Membership and Term of Office

The Graduate Studies Committee Representative shall be elected to serve a three-year term by the faculty of the School of Human Environmental Sciences. This person shall be an ex officio member of the School of Human Environmental Sciences Curriculum Committee.

Intercollegiate Athletics Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Faculty Committee on Intercollegiate Athletics Committee.

Functions

1. To serve as a representative/liaison from the School to the Faculty Committee on Intercollegiate Athletics Committee that is responsible for monitoring and reporting on intercollegiate athletics. Primary concerns to the committee shall be the academic welfare of the student athletes and the overall integrity of the intercollegiate athletics program
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be elected as a representative of the School for a term of three years.

Scholarly Communications Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Scholarly Communications Committee.

Functions

1. To serve as a representative/liaison from the School to the Scholarly Communications Committee reviewing and making recommendations regarding policies and procedures which will enhance the effectiveness of the Library.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Research Grants Committee

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Research Grants Committee.

Functions

1. To serve as a representative/liaison from the School to the Research Grants Committee to: (a) receive, evaluate, and act on applications for funding of faculty research grants, subsidies for book publication, refereed publication page charges, submission fees, journal article reprints, and exhibition/performance charges; and (b) set policies and procedures deemed necessary.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Research Policies Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the Research Policies Committee.

Functions

1. To serve as a representative/liaison from the School to the Research Policies Committee to: make advisory recommendations to the Faculty Senate and/or to the Associate Provost for Research, acting for the Provost, about new policies or changes in existing policies that affect research conducted by faculty at the University. The overall goal for the committee is to enhance the research climate of the University.
2. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

Undergraduate Curriculum Committee Representative

Purpose

To serve as a resource/liaison, interdepartmentally within the School of Human Environmental Sciences as well as between the School of Human Environmental Sciences and the Undergraduate Curriculum Committee on undergraduate curricular matters.

Functions

1. Represent the School of Human Environmental Sciences on the Undergraduate Curriculum Committee relative to undergraduate curricular matters.
2. Communicate decisions, recommendations, and other pertinent information from the Undergraduate Curriculum Committee to the School Curriculum Committee and the appropriate departmental chairperson.

Membership and Term of Office

The Undergraduate Curriculum Committee Representative shall be elected to serve a three-year staggered term by the faculty of the School of Human Environmental Sciences. This person shall be an ex officio member of the School of Human Environmental Sciences Curriculum Committee.

University Teaching and Learning Committee Representative

Purpose

To serve as a representative from the School of Human Environmental Sciences to the University Teaching and Learning Committee.

Functions

1. To serve as a representative/liaison from the School to the University Teaching and Learning Committee concerning policies and procedures of the Center.
2. To review and make recommendations regarding policies and procedures which will enhance the effectiveness of the Center.
3. To advise the School concerning actions and rulings of the committee pertinent to the School.

Membership and Term of Office

A faculty member shall be appointed as a representative of the School for a term of three years.

APPENDIX B
Human Environmental Sciences
Student Affairs

APPENDIX B-1

Student School Organizations

Dean's Ambassadors

Purpose

To serve as liaison between students, faculty, and the administration and to provide leadership and service to the school, university, and community.

Functions

1. To provide a forum for students to voice opinions and respond to student concerns.
2. To organize, sponsor, and execute the HES Graduation Recognition Diploma Ceremony.
3. To carry the HES Banner at the University Graduation Ceremony.
4. To work on leadership and team building skills by participating in workshops or other activities that develop leadership and team building strengths.
5. To assist administration in the recruitment of new students for the School. Students serve as tour guides/hostesses/hosts for the School's Focus Day in the Spring and Fall and at Open House.
6. New officer elections and planning for the upcoming year usually occurs in April.
7. Business shall be conducted at bimonthly meetings or as needed during the academic year.
8. To provide service to the HES community, UNCG community, and the Triad area.

Membership of the Committee and Term of Office

Three to five student representatives from each of the five departments will serve as a Dean's Ambassador. Students may be nominated as a Dean's Ambassador in the second semester of their freshman year. One objective is to have students begin to serve when they are sophomores, allowing for continuity of the organization and for them to serve for the duration of their undergraduate program. Dean's Ambassadors are nominated by current Dean's Ambassadors, faculty and administrators. New Dean's Ambassadors are selected during the spring semester.

Advisor

The Director of Student Services serves as the advisor.

APPENDIX B-2

Student Honorary Organizations

***Kappa Omicron Nu
Omicron Alpha Kappa Chapter***

Mission

The mission of Kappa Omicron Nu Honor Society is to empower leaders in Family & Consumer Sciences*. To accomplish this mission KON shall promote scholarship and encourage intellectual development, promote research and foster the spirit of inquiry, confer distinction for high achievement, promote leadership development, stimulate student and faculty dialogue, enrich the intellectual environment of higher education institutions, encourage high standards of practice and ethical behavior, and promote attitudes of professional responsibility for the public good.

Functions

1. Biannual induction of new members.
2. Sponsor KON president's attendance at Conclave bi-annually.
3. Cooperate with IOTA Mu Honor Society, the Dean's Ambassadors and the Dean's office in planning Honors Reception.

Membership

Kappa Omicron Nu recognized undergraduate students who have declared a major in family and consumer sciences or one of the specializations, have completed 45 semester hours or equivalent, and have a minimum GPA of 3.4 on a 4.0 scale. Kappa Omicron Nu recognizes graduate students at the masters level who have completed at least 12 hours of their program at UNCG and at the doctoral level who have completed at least 25 hours of their program at UNCG and have a minimum GPA of 3.75 on a 4.0 scale.

*Family and Consumer Sciences refers to the majors related to any of the following specialty areas: business, consumer resource management, family and consumer sciences education, food science and human nutrition, human environment and housing, individual and family development, institution/hotel/restaurant management, merchandising management, textiles/apparel and clothing.

Advisor(s)

Advisor shall be a departmental faculty who is a member of the KON Honor Society.

***Phi Alpha Nu National Social Work Honor Society,
IOTA NU Chapter***

Purpose

To advance excellence in social work practice and promote scholarship of individual members.

Functions

Annual induction of new members and recognition of all members.

Cooperate with Kappa Omicron Nu, the Dean's Ambassadors and the Dean's office in planning Honors Reception.

Membership

Social work major; junior or senior class standing; completion of SWK 215, 310, 311; GPA of 3.5 or above in all social work courses taken at UNCG; overall GPA of 3.0; and leadership ability, high standard of personal behavior and a dedication to social work practice.

Advisor(s)

Advisor shall be a departmental faculty who is a member of the IOTA MU Chapter.

APPENDIX B-3
Student Professional Organizations

***American Association of Family and Consumer Sciences,
Preprofessional and Graduate Student Section***

Purpose

To provide a professional organization on the local level, which is an affiliate of the state and national associations, to promote an understanding and appreciation of family and consumer sciences (human environmental science/human ecology) by encouraging participation in activities, meetings, and creating professional networks.

Function

1. To acquaint incoming freshmen and transfer students with the UNCG Preprofessional/Graduate Student section.
2. To foster among others a greater understanding and appreciation of the areas that are a part of this professional field.
3. To assist administration in the recruitment of new students by visiting high schools and talking with prospective students when they visit the campus. Students serve as tour guides/hostesses/hosts for the School's Focus Day in the Spring and Fall.
4. To conduct fund raising projects for the purpose of partially supporting the AAFCS Scholarship and other activities of the organization.
5. To award an annual scholarship to a member who exhibits outstanding leadership and academic abilities in the School of Human Environmental Sciences.

Membership

Membership is open to all students enrolled in a program leading to a baccalaureate degree in Human Environmental Sciences or a related field. Members shall pay dues as specified for student members in the bylaws of the American Association of Family and Consumer Sciences, the national organization.

Advisor(s)

One faculty member serves as a advisor for a one-year term. Advising responsibility rotates among departmental faculty who are members of AAFCS.

International Interior Design Association (IIDA)

Purpose

To provide a forum for the exchange of ideas and to encourage professional excellence through association with professional practitioners, manufacturers and professional design organizations.

Functions

1. To organize monthly programs or meetings related to interior design to educate students about current topics of interest in the design field.
2. To act as liaison between the professionals and the students of IIDA.
4. To provide supplementary educational opportunities and experiences for design students as well as disseminating information/resources from the IIDA organization.
5. To coordinate student activities in the department.
6. To provide a forum for social interaction.

Membership

Open to all students majoring in interior architecture.

Advisor(s)

Advising responsibility rotates among departmental faculty.

***National Association of Social Workers - Student Organization
(NASW-SO)***

Purpose

To promote humanitarian ideas and develop community and campus service projects without discrimination.

Functions

Monthly meetings provide the basis for projects that vary with need and student interest. There are a mix of social and service projects. A typical year's activities might include special projects, presentations on current topics, and the recognition of graduating seniors.

Membership

Membership is open to all Social Work Majors and any persons interested in the purpose of the organization.

Advisor(s)

Advising responsibility rotates among departmental faculty.

***UNCG Children, Advocacy, Research and Education Student Group
(UNCG-CARE)***

This student group formerly was a student affiliate group of the National Association for the Education of Young Children (NAEYC). The NAEYC discontinued all student affiliate groups in 2005. UNCG students elected to continue the group and selected a different name for the organization.

Purpose

The purpose of UNCG-CARE is to provide opportunities for students to network, to gain information related to their professional development that might not be addressed during their coursework, and to carry out service projects that benefit young children.

Functions

1. To serve as a forum for the exchange of knowledge and ideas about programs, practices, and policies in the field of early childhood education and development.
2. To afford opportunities for students to become contributing members of the early childhood education profession.
3. To seek service opportunities to better the welfare of young children.

Membership

Any UNCG student interested in the education of young children and desirous of promoting the purpose of this organization may become a member.

Advisor(s)

Advising responsibility rotates among departmental faculty.

APPENDIX B-4

Student Departmental Organizations

THREADS

Purpose

To provide a student organization for the professional development and enhancement of students enrolled in the Department of Consumer, Apparel, and Retail Studies undergraduate program.

Functions

1. To organize periodic meetings for student discussion and interaction.
2. To provide a program of guest speakers to address current practices in the field and expand on career opportunities.
3. To organize field trips related to student professional development.
4. To develop leadership skills and be of service to the Department of Consumer, Apparel, and Retail Studies.

Membership

Open to all students but targeted to students majoring or minoring in the Department of Consumer, Apparel, and Retail Studies.

Advisor(s)

Advising responsibility rotates among departmental faculty.

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Nutrition Club

Purpose

To stimulate interest in Nutrition with a primary focus on providing educational opportunities and services for students and selected community groups.

Functions

1. To serve as a forum for the exchange of knowledge about programs, practices, and policies in the field of nutrition.
2. To foster professionalism through sponsoring periodic programs in areas of dietetics, food service management, job skills, and career development.
3. To work with UNCG Career Services in providing opportunities for students to meet with representatives from various occupations within the fields of nutrition and food service management during scheduled campus wide career days.
4. To inform students of job opportunities within the fields of nutrition and food service management.
5. To sponsor events that foster student/faculty interaction.
6. To conduct fund raising projects for the purpose of awarding a scholarship annually to a club member.
7. To participate in nutrition related community programs or service projects.

Membership

The organization is open to all students interested in food, nutrition, and/or food service management.

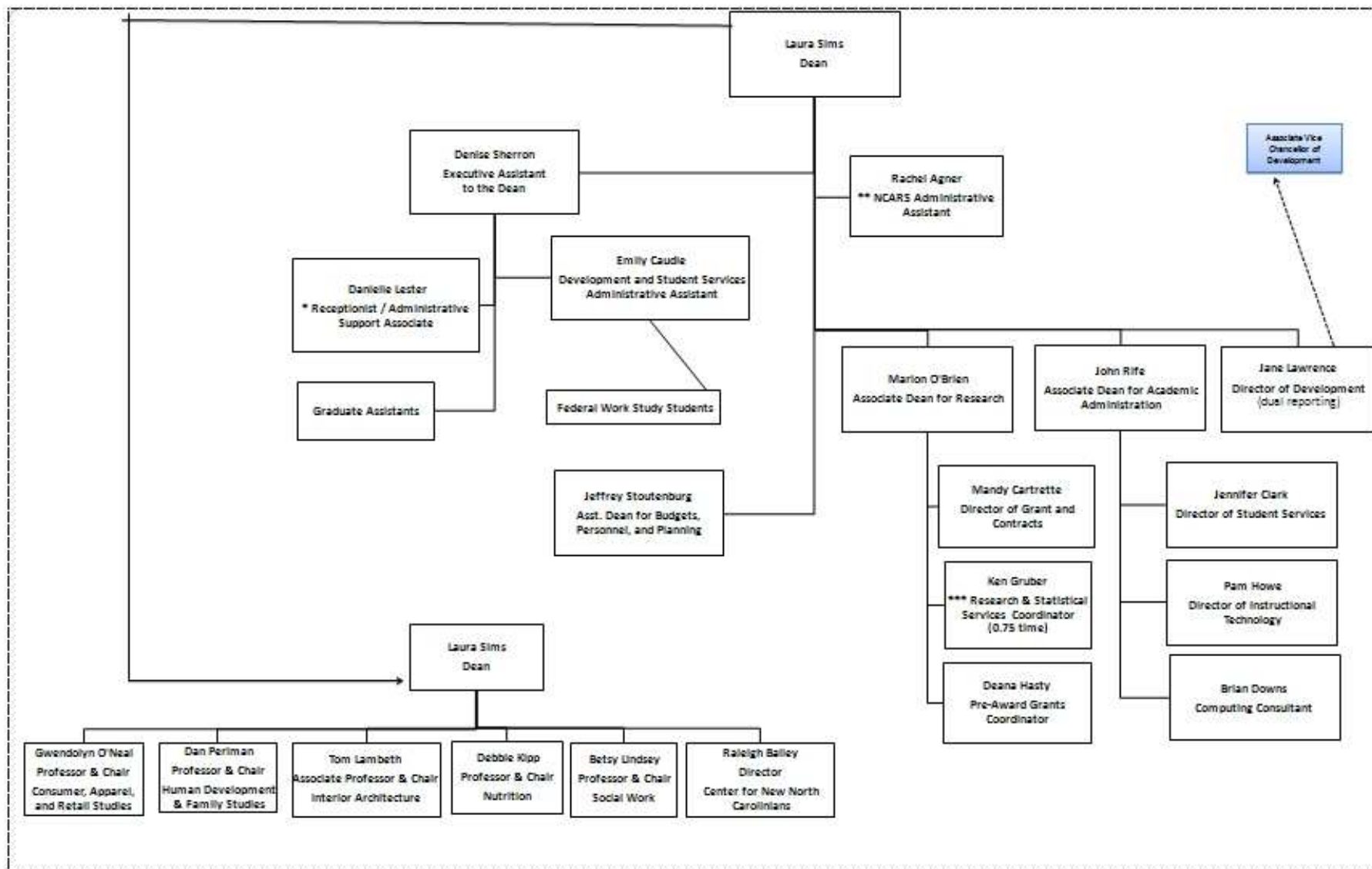
Advisor(s)

Advising responsibility rotates among departmental faculty.

APPENDIX C

Organizational Chart of the School

School of Human Environmental Sciences
 Dean's Office Organizational Chart - as of November 2008



* Will provide administrative support to Associate Deans
 ** Will provide some administrative support to Assistant Dean
 *** Will provide assistance w/ Sedona, teaching evaluations, etc. under supervision of Associate Dean Rife