

## Academic Affairs Committee Charter

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### 1. Purpose:

On behalf of the University of West Florida (UWF) Board of Trustees, the Academic Affairs Committee is responsible for reviewing and making recommendations to the full Board regarding the institution's academic mission, as well as policies and resources needed to realize that mission, execute UWF's academic strategic priorities, and ensure the quality and integrity of each of UWF's academic programs. The Committee shall provide governance oversight on such matters as academic program development, review, accreditation, and discontinuance; student admission and performance standards; faculty tenure; major academic initiatives; and maintaining an appropriate balance among teaching, research/scholarship, and service.

### 2. Primary Governance Role:

The Academic Affairs Committee shall:

- Monitor the relationship between academic mission and strategy.
- Review proposals for new academic programs, information from periodic program reviews and accreditation processes, and proposals for the discontinuance of any academic programs.
- Ensure appropriate alignment between the University's academic philosophy and plan and ensure that programs are appropriate to respond to student interest and professional workforce needs.
- Monitor University compliance with the Board of Trustees' academic regulations.
- Ensure that the academic budget reflects the institution's academic mission and priorities.
- Ensure that faculty personnel policies and other academic policies address state and federal expectations and complement the University's academic priorities.
- Ensure that the institution assesses the effectiveness of its academic programs.

### 3. Duties:

In carrying out these responsibilities, the Academic Affairs Committee shall:

- Regularly review pertinent data and other information to monitor academic programs to ensure that they reflect the University's mission, priorities, and

strategies.

- Ensure that UWF's strategic plan is built upon a comprehensive academic plan.
- Review academic policies and propose new or revised policies, as appropriate, to the full Board.
- Monitor the University's strategies in enrollment management.
- Monitor the integration of information technology into UWF teaching and learning.
- Review significant findings and recommendations received from the Southern Association of Colleges and Schools – Council on Colleges (SACS-COC) and specialized accrediting agencies, and ensure that any recommendations and requirements are addressed appropriately within designated timeframes.
- Review UWF data and peer institution data regarding educational status, performance, quality, and value, and ensure that academic Key Performance Indicators are appropriately set and met.
- Maintain appropriate flexibility to address changing conditions and provide reasonable assurances to the Board that the academic programs, quality of faculty, and academic policies are appropriate and in compliance with state and federal requirements.
- Take responsibility for serving as diligent and knowledgeable Board members regarding academic programs and policies.

#### **4. Specific Responsibilities of the Committee:**

The Academic Affairs Committee shall:

- Adopt a formal written charter that is approved by the full UWF Board of Trustees. The charter shall specify the scope of responsibility, process, membership, etc. The charter will be reviewed as necessary, but at least every two years, beginning two years from the adoption date.
- Maintain minutes and records of the meetings and activities.
- Conduct or authorize investigations into matters within the Committee's scope of responsibilities. The Committee shall be empowered to retain independent counsel or others to assist it in the conduct of any investigation.
- Report Committee actions to the Board with such recommendations the Committee may deem appropriate.
- Bring to the attention of the Board any matters concerning the University's academic programs or faculty on which it requires guidance or direction from the

Board.

- Consider and advise on any matter referred to it by the Board, the University President, or the Provost/Vice President of Academic Affairs.
- Perform other governance oversight as assigned by the Board.

## 5. Composition:

The Academic Affairs Committee will consist of three trustees, including the faculty trustee. The trustees should endeavor to be knowledgeable about University academics at the governance level. The Committee's liaison to the UWF BOT Executive Committee is the Chair of the Academic Affairs Committee. The Provost/Vice President for Academic Affairs will serve as staff and primary liaison to the Committee.

## 6. Meetings:

The Academic Affairs Committee shall meet at least four (4) times annually. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public. The Committee will invite members of the administration, faculty, or others to attend meetings and provide pertinent information.

**References:** Wood, Richard, J. *Academic Affairs Committee. Association of Governing Boards of Universities and Colleges. (1997)*

**UWF BOT Adopted 03/08/12**