

Cheyney University of Pennsylvania



CHEYNEY UNIVERSITY GOVERNANCE STRUCTURE

A common practice in higher education, the shared governance structure process provides for the participation of a variety of University constituent groups in the University's decision making process.

Last Revised October 2017

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INTRODUCTION

The purpose of having a University governance structure for Cheyney University of Pennsylvania is to provide an opportunity for faculty, staff, students and administrators to provide recommendations in the decision-making process. The practice of establishing a governance structure, especially as it relates to curricular matters and academic policies, is a common practice in higher education. The benefits of a collegial, decision-making process or “shared governance” are well documented in professional publications and typically delineated in standards of accrediting agencies, such as the Commission on Higher Education of the Middle States Association of Colleges and Schools.

The governance structure is presented here primarily in terms of the four divisions that report directly to the President, i.e., Academic Affairs, Campus Life and Student Affairs, Finance and Administration, and University and Constituent Development.

In addition to the councils and committees in the University governance structure, the University officially recognizes several faculty and student advisory groups and organizations such as the Faculty Senate and the Student Government Cooperative Association. Although some of these organizations are not in the formal governance structure of the University, they may play significant roles in making policy recommendations through the councils and committees that are in the governance structure.

Moreover, the University embraces the collective bargaining units authorized by the Pennsylvania State System of Higher Education (PASSHE) and works collaboratively with these units, primarily through the administration’s “Meet and Discuss” sessions with the representatives of these unions, in expression of shared governance.

Furthermore, any individual or group within the Cheyney University community may initiate recommendations for changes in policies and regulations. It should be understood, however, that all areas of the University are interconnected. Therefore, some policies and procedures that evolve from the decision-making process may have to be reviewed by more than one area (i.e., council or committee).

Staff and Faculty members appointed to a committee shall be appointed based on qualifications and expertise appropriate to the purpose of the governing body, and will serve for a maximum of two years. Students appointed to a committee will serve for one year. The President of Cheyney University serves ex-officio on all governing bodies at the university. All committees within the structure will meet at least once per semester, and additional meetings may be called as appropriate.

MAJOR PASSHE AND UNIVERSITY GOVERNANCE UNITS/OFFICES

The powers and duties of the major units and officers of the Pennsylvania State System of Higher Education (PASSHE) and Cheyney University – Board of Governors, Chancellor, Council of Trustees, and President – are articulated in Act 188 of 1982 (Act 188), the enabling legislation for the Commonwealth of Pennsylvania’s State System of Higher Education (PASSHE) and are summarized below.

The Board of Governors (BOG) is responsible for the overall planning and operation of the system including but not limited to selecting and evaluating the Chancellor, appointing constituent University Presidents, determining evaluation standards for constituent University Presidents, establishing a broad fiscal, personnel and educational policies and creating new undergraduate degree programs. The Board is also responsible for establishing general policies for student admission, reviewing and approving various System and constituent budgets, establishing general personnel policies, entering into collective bargaining agreements, approving all PASSHE building projects, representing PASSHE before the General Assembly, and setting all fees and tuition and policies related thereto.

CHANCELLOR

The Chancellor, PASSHE's Chief Executive Officer, is responsible for the administration of PASSHE under policies prescribed by the BOG; advises the BOG on the formulation of policies, and oversees the implementation of BOG policies; recommends PASSHE's overall budget, and reviews and recommends undergraduate and graduate academic programs; assists the BOG in its appointment of University Presidents; is responsible for the administration of the central office, PASSHE business procedures, and for the overall organization of maintenance of the physical plants and security at all institutions; conducts comprehensive planning in consultation with representatives from the Council of Trustees, the President, faculty, students, and alumni to establish priorities and procedures for the operation and development among the institutions, with respect to the role and scope of each institution; serves as an ex-officio member of the Council of Trustees of each PASSHE institution; and negotiates on behalf of the Board of Governors collective bargaining agreements labor unions in addition to other duties charged under Act 188.

CHEYNEY UNIVERSITY COUNCIL OF TRUSTEES

The Council of Trustees of Cheyney University (Council) consists of eleven (11) members who, except for the student member are nominated and appointed by the Governor with the advice and consent of the Senate. At least two (2) members of the eleven (11) members must be alumni of the institution. The Council maintains five committees to achieve its communication and oversight responsibilities: Executive, Finance and Administration, Academic Affairs, Student Affairs, Institutional Advancement (University Relations).

The Council has the power and duty for the following in accordance with the rules and regulations adopted by the BOG:

1. To make recommendations to the Chancellor for the appointment, retention, or dismissal of the President following consultation with students, faculty, and alumni.
2. To assist the President in developing proper relations and understanding between the institution and its programs and the public.
3. To review and approve recommendations of the President as to the standards for the admission, discipline, and expulsion of students.
4. To review and approve the recommendations of the President pertaining to policies and procedures governing the use of institutional facilities and property.
5. To approve schools and academic programs.

6. To review and approve the recommendations of the President pertaining to annual operating
7. and capital budget requirements for forwarding to the BOG.
8. To review and approve charges for room and board and other fees except student activity fees.
9. To conduct an annual physical inspection of facilities and make recommendations regarding maintenance and construction to the BOG.
10. To review and approve all contracts and purchases negotiated or awarded by the President with or without competitive bidding and all contracts for consultative services entered by the President.
11. To represent the institution at official functions of the Commonwealth.
12. To conduct an evaluation of the President in accordance with the evaluation procedure established by the BOG.

PRESIDENT

The President of Cheyney University is appointed by the BOG. The President serves as the Chief Executive Officer of the University as detailed within Act 188. The President serves as ex-officio on all University committees.

PRESIDENT'S EXECUTIVE COUNCIL

Purpose: The President's Executive Council is the primary University policy-making body. The establishment and/or revisions of University policies and procedures are endorsed by the Council of Trustees.

Composition:

President (Chair)

University Provost

Executive Director of Finance and Administration

Executive Director of Campus Life and Student Affairs

Executive Director of Enrollment Management

Director of Business Development and Communications

Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator

Director of Institutional Research

Director of Campus and Public Safety

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT COUNCIL

Purpose: Institutional planning and continuous improvement is an ongoing process that appropriately involves all segments of the University community. Within the University governance structure, the Strategic Planning and Continuous Improvement Council has primary responsibility for institutional planning and assessment. Its mission is to coordinate all strategic and long-term planning at the institution and to provide a forum for all constituencies to participate in the planning process.

Organizationally the Strategic Planning and Continuous Improvement Council reports to the President through the President's Executive Council. The Strategic Planning and Continuous Improvement Council establishes ad hoc committees or task forces who are given specific assignments

Such as reviewing the mission statement or coordinating the development of institutional

goals or objectives. Procedurally, the Strategic Planning and Continuous Improvement Council provides regular updates to the campus community as its work progresses and drafts are developed. A mechanism is provided for the campus community to provide input into working drafts to ensure that the Council is responsive to the University community. After taking final action, the Council submits its reports or recommendations to the President through the President's Executive Council. When appropriate, the President submits the reports or recommendations, with any modifications he/she deems proper, to the Cheyney University Council of Trustees and the Board of Governors.

Composition:

University Provost (chair)
Executive Director of Finance and Administration
Executive Director of Campus Life and Student Affairs
Executive Director of Enrollment Management
Director of Business Development and Communications
Director of Campus and Public Safety
Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator
Dean of Faculty
Student Affairs Representative (1)
Faculty Representatives (2)
Student Representative (1)
Director of Institutional Research (ex Officio)

UNIVERSITY WIDE SCHOLARSHIP COMMITTEE

Purpose: The University-Wide Scholarship Committee implements and enforces university scholarship policies. The committee awards scholarships and institutional awards to deserving new freshman, transfer and returning students. The University-Wide Scholarship Committee maintains oversight of the management of the scholarship process. The committee is principally responsible for ensuring that scholarships and grants are based on academic merit and need base respectively.

Composition:

Executive Director of Enrollment Management (Chair)
University Provost or designee
Executive Director of Finance and Administration
Executive Director of Campus Life and Student Affairs
Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator or designee
Director of Keystone Honors Academy
Director of Business Development and Communications
University Bursar
Director of Financial Aid (Ex Officio)

TITLE IX AND SOCIAL EQUITY COMMITTEE

Purpose: The purpose of the Title IX Gender and Social Equity Committee is to ensure that the University is in compliance with the Title IX regulations in the area of athletics. The administrative policies pertaining to Athletic expenditures including recruitment, scholarship, compensation and operational allocation will follow the guidelines set forth in the Title IX regulations. This is to

demonstrate the institutions' checks and balances of nondiscriminatory practices in Athletics.

Composition:

Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator (Chair)
Athletic Director/Senior Woman's Administrator
Executive Director of Campus Life and Student Affairs
Judicial Affairs
Director of Campus and Public Safety
NCC Counselor
Faculty Athletic Representative

ENROLLMENT MANAGEMENT COMMITTEE

Purpose: The Enrollment Management Committee shall (a) review recommendations for changes in policies and procedures of the University, (b) initiate recommendations for changes in policies and procedures to enhance the identification, attraction, enrollment, retention, and graduation of students in a timely, effective, and productive manner, an (c) submit recommendations for changes in policies and procedures to the President's Executive Council.

Composition:

Executive Director of Enrollment Management (Chair)
Executive Director of Campus Life and Student Affairs
University Provost or designee
Athletic Director
Registrar
Director of Admissions
Director of Institutional Research

STUDENT PROGRAMMING AND CULTURAL ACTIVITIES COMMITTEE

Purpose: The Student Programming and Cultural Activities Committee (a) reviews recommendations from the University community and (b) initiates changes in policies and procedures regarding co- curricular, extracurricular, cultural, and leadership development opportunities for students. Recommendations from the Committee for changes in policies and procedures shall be submitted to the Student Affairs and Student Life Council.

Composition:

Executive Director of Campus Life and Student Affairs (Chair)
University Provost
Appointed Student Affairs Staff (2)
Director of Academic Success Center
Grants Administrator
Faculty Representative from Learning Communities (1)
Director of Keystone Honors Academy
Faculty Appointee (1)
Appointed Students (2)

DIVISION OF ACADEMIC AFFAIRS

Purpose: The Academic Affairs governance structure is designed to facilitate orderly changes in curricula, course structure, academic regulations and policies, and related matters as well as an orderly and inclusive process for University-wide participation in establishing and modifying policies and procedures that affect the academic development of students.

Governance Bodies: The following councils and committees are in the Academic Affairs governance structure:

- Academic Affairs Council
- University Curriculum Committee
- Library Committee
- Department Curriculum Committee
- University Provost Council
- Honors Council

ACADEMIC AFFAIRS COUNCIL

Purpose: The Academic Affairs Council (a) reviews recommendations for changes in undergraduate and graduate curricula, course structure, regulations, and policies that come from individuals and units within the institutional governance structure; (b) initiates recommendations for changes in undergraduate and graduate curricula, course structure, regulations, and policies and related matters; and, (c) reviews appeals and requests for waivers regarding academic regulations from students. Recommendations for changes in academic policies and procedures from the Academic Affairs Council shall be submitted to the President's Executive Council.

Composition:

University Provost (Chair)
Dean of Faculty
Chair, University Curriculum Committee
Faculty Representatives (2)
Registrar
Director of Financial Aid (Ex-Officio)

UNIVERSITY CURRICULUM COMMITTEE

Purpose: The University Curriculum Committee (a) reviews all proposals for changes in academic policies, regulations, structure, and related matters and submits its recommendations to the Academic Affairs Council; and, (b) initiates recommendations to change academic policies, regulations, structure, and related matters and submits them to the Academic Affairs Council.

Composition: The composition of the University Curriculum Committee is determined by the faculty, but may include at least one administrator if designated by the President (Article XXXI, Section E of the collective bargaining agreement between APSCUF and the State System of Higher Education). The chairperson of the committee is selected by the members of the Committee.

LIBRARY COMMITTEE

Purpose: The Library Committee is responsible for (a) formulating and reviewing recommendations related to the University Library and submits its recommendations to the Academic Affairs Council; and, (b) making recommendations regarding materials and services for the University Library.

Composition:

Departmental Representative, one from each academic department

Library Faculty

Student Representative (1)

DEPARTMENT CURRICULUM COMMITTEE

Purpose: The Department Curriculum Committees are responsible for reviewing proposals for changes in academic policies, regulations, structure, and related matters from faculty members and students within their departments and submitting their recommendations to the University Curriculum Committee.

Composition: Each academic department in the School of Arts and Sciences and the School of Education shall have its own curriculum committee composed of the faculty of the entire department or of elected members of the department. Each committee selects its own chairperson.

PROVOST COUNCIL

Purpose: The University Provost Council serves in an advisory capacity to recommend policies and procedures on academic matters and other actions necessary for the efficient operation of the Division of Academic Affairs to the University Provost.

Composition:

University Provost (Chair)

Dean of Faculty

Director of Keystone Honors Academy

Chairpersons of Academic Departments

Director of Institutional Research (Ex-Officio)

THE CHEYNEY UNIVERSITY HONORS COUNCIL

Purpose: The Cheyney University Honors Council is a group of faculty, honors staff and appointed students charged with the responsibility of representing the Honors Program in University governance matters. The Council meets quarterly to address matters pertaining to policy, curricular and programmatic structure and assessment. Members participate actively in the formulation and review of academic and administrative policies of the University Honors Program. The Director serves ex-officio in voting on honors curricular matters. Curricular matters addressed by the Honors Council will follow the standard Governance of the University (curricular submissions are made by faculty to the Curriculum Committee, and proceed to the Academic Affairs Committee). Responsibilities of the Honors Council include: 1) To recommend revisions in the Honors Core Curriculum 2) To review the rubric used to

determine Honors Standards 3) To recommend revisions to existing Honors Program courses 4) To review policies and procedures related to the University Honors Program 5) To promote and engage in the honors community on campus 6) To act as a liaison with other faculty for the honors program at Cheyney University. Members of the Honors Council also serve as liaisons between the Honors Program and their respective departments, College Curriculum Committees, administrators and faculty. Members may be asked to serve on related subcommittees, such as the Honors Scholarship Subcommittee. Representatives serve two-year terms and may serve up to two consecutive terms. Criteria for faculty members to serve include exceptional teaching skills, the ability to provide intellectual leadership and mentoring for able students, and support for the mission of honors education. It is the responsibility of the Chair to liaise with the appropriate parties to prepare proposals and recommendations for review (such as the University Registrar, the Curriculum Committee, etc.).

Composition:

Director of the Keystone Honors Academy (Chair)

One appointed member of the faculty from each of the departments

Student representative from the Student Honors Council (2)

DIVISION OF CAMPUS LIFE AND STUDENT AFFAIRS

Purpose: The Campus Life and Student Affairs governance structure is designed to facilitate orderly and inclusive process for university-wide participation in establishing and modifying policies and procedures that affect the delivery of co-curricular and extracurricular programs and delivery of services for students that affect the quality of campus life.

Governance Bodies: The following councils and committees are in the Student Affairs and Student Life governance structure

- Campus Life and Student Affairs Council
- Residence Life Committee

CAMPUS LIFE AND STUDENT AFFAIRS COUNCIL

Purpose: The Campus Life and Student Affairs Council (a) reviews recommendations for changes in policies and procedures governing the delivery of co-curricular and extracurricular programs and services for students and (b) initiates recommendations for changes associated with the delivery of programs and services that affect the quality of campus life. Recommendations for changes in policies and procedures from the Campus Life and Student Affairs Council shall be submitted to the President's Cabinet.

Composition:

Executive Director of Campus Life and Student Affairs (Chair)

Director of Academic Success Center

Director of Keystone Honors Academy

Director of Campus & Public Safety

Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator
University Judicial Officer
Appointed Student Affairs Representative
Faculty Representative from Learning Communities
Appointed Student Representative

RESIDENCE LIFE COMMITTEE

Purpose: The Residence Life Committee (a) reviews recommendations for changes in policies and procedures of the University regarding the residential experiences of students, and (b) initiates recommendations for changes in policies and procedures to enhance residential experiences of students and submit them to the Student Affairs and Student Life Council.

Composition:

Executive Director of Campus Life and Student Affairs
Associate Director of Health and Wellness
Student Wellness and Success Coordinators (3)
SGA Residence Council (3)
Counselor
Faculty Representatives in Learning Communities (2)
Judicial Officer

DIVISION OF FINANCE AND ADMINISTRATION

Purpose: The governance structure in Finance and Administration is designed to establish a systematic process for reviewing and recommending changes in policies and procedures that affect the University community.

Governance Bodies: The following councils and committees are in the Finance and Administration governance structure:

- Finance and Administration Council
- Budget Committee
- Technology Committee
- Health and Safety Committee

FINANCE AND ADMINISTRATION COUNCIL

Purpose: The Finance and Administration Council (a) reviews recommendations for changes in policies and procedures regarding the University budget, buildings and grounds, information management, and (b) initiates recommendations for changes in policies and procedures regarding the University budget, buildings and grounds, and information management. Recommendations for changes in policies and procedures in Finance and Administration shall be submitted to the President's Cabinet.

Composition:

Executive Director of Finance & Administration (chair)

University Provost
Director of Business Development & Communications
Faculty Representative (1)
Controller
Director of Campus Safety
Manager of Facilities (Ex-Officio)

BUDGET COMMITTEE

Purpose: The Budget Committee (a) ensures that a process is established and maintained for University- wide participation in developing the University budget, (b) reviews academic and strategic priorities and recommends the allocation of resources to meet the priorities, (c) recommends the University budget to the President, and (d) monitors the University budget periodically (i.e., at least quarterly) to ensure that expenditures do not exceed revenues for the University.

Composition:

Executive Director of Finance & Administration (chair)
University Provost
Executive Director of Campus Life and Student Affairs
Executive Director of Enrollment Management
Director of Business Development & Communications
Director of Campus & Public Safety
Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator
Director of Institutional Research
Dean of Faculty
Faculty Representatives (2)
Grants Administrator
Financial Services (Ex-Officio)

TECHNOLOGY AND DATA GOVERNANCE COMMITTEE

Purpose: The Technology Committee is responsible for (a) determining the information technology needs of the University and recommending them through channels to the President's Cabinet, (b) ensuring that a process is established and maintained for end-users to participate in determining the information management needs of the University, and (c) developing and recommending to the Finance and Administration Council, policies and procedures for the security enhancement, and standardization of information management technology, and (d) ensure responsibility, accountability and sustainability of data practices.

Composition:

Director of Information Technology (Chair)
Director of Institutional Research
University Provost
Executive Director of Enrollment Management
Dean of Faculty
Coordinator of Instructional Design & Digital Innovation
Director of Academic Success Center
Registrar

Faculty Representatives (2)

JOHN CELLEY HEALTH AND SAFETY COMMITTEE

Purpose: The Health and Safety Committee is responsible for (a) making recommendations concerning the Health and Safety of the University community, (b) ensuring that Health and Safety recommendations for changes in policies or procedures are submitted to the Finance and Administration Council for approval and action.

Composition:

Director of Health and Wellness (chair)
Chief of Police
Director of Athletics
Director of Human Resources (Ex-Officio)
Manager of Facilities (Ex-Officio)
Student Representatives (2)

DIVISION OF UNIVERSITY AND BUSINESS DEVELOPMENT

Purpose: The Institutional Advancement governance structure is designed to facilitate University-wide participation in the development of policies and procedures related to the advancement of Cheyney University of Pennsylvania.

Governance Body:

UNIVERSITY AND BUSINESS DEVELOPMENT COUNCIL

Purpose: The University Relations Council (a) reviews recommendations for changes in policies and procedures governing the advancement of the University, (b) initiates recommendations for changes associated with business and university advancement; and, (c) reviews the operation of the Office of Business and University Development. Recommendations for changes in policies and procedures from the Institutional Advancement Council shall be submitted to the President's Executive Council.

Composition:

Director of Business Development & Communications (Chair)
Executive Director of Institutional Effectiveness, Director of EEO and Title IX Coordinator
Development Manager
Communications Manager
Director of Center for Career and Professional Development
Faculty Representative

UNIVERSITY-WIDE TENURE COMMITTEE

Purpose: The University-Wide Tenure Committee (UWTC) reviews applications for tenure and makes recommendations to the President or his/her designee.

Composition: The UWTC is composed of one tenured faculty from each of the academic departments. The departmental representatives are elected by the faculty of the department for one-year terms. The members of the UWTC elect the chairperson of the Committee from amongst themselves.

DEPARTMENTAL TENURE COMMITTEES

Purpose: The Department Tenure Committees are to review applications of department faculty for tenure and make recommendations to the University-Wide Tenure Committee.

Composition: The Departmental Tenure Committees are made up of at least three tenured faculty members who serve for a one-year term.

UNIVERSITY-WIDE PROMOTION COMMITTEE

Purpose: The University-Wide Promotion Committee (UWPC) reviews applications for promotion and makes recommendations to the President or his/her designee.

Composition: The UWPC is composed of one tenured faculty from each of the academic departments. The departmental representatives are elected by the faculty of the department for one year terms. The members of the UWPC elect the chairperson of the Committee from amongst themselves.

DEPARTMENTAL PROMOTION COMMITTEES

Purpose: The Department Promotion Committees are to review applications of department faculty for promotion and make recommendations to the University-Wide Promotion Committee.

Composition: The Department Promotion Committees are made up of at least three tenured faculty members who serve for a one-year term.

UNIVERSITY SABBATICAL COMMITTEE

Purpose: The University Sabbatical Committee reviews applications for sabbatical and makes recommendations to the President or his/her designee.

Composition: The University Sabbatical Committee is composed of one tenured faculty from each of the academic departments. The departmental representatives are elected by the faculty of the department for one year terms. The members of the University Sabbatical Committee elect the chair of the Committee from amongst themselves.