Academic and University Committees of

XAVIER UNIVERSITY
2026-2027

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I. Key for Committee Member Lists

(f-0X)	Faculty recommended to the President by the Faculty Committee for a three-year term unless otherwise specified as (f-0X-1 or 2).
(f-e-0X)	These faculty positions are elected by members of the Faculty Assembly for a three-year term unless otherwise specified as (f-e-0X-1 or 2).
(f-e-c-0X)	These positions are filled by faculty from the Faculty Assembly elected from the departments within the college.
(f-e-d-0X)	These faculty positions are elected by full-time members of their department for a three-year term unless otherwise specified as (f-e-d-0X-1,2).
(f-p)	Faculty recommended to the President by the Provost and Chief Academic Officer.
(ap)	University personnel appointed by the President for a three-year term.
(c-p)	Community representatives recommended to the President by the Provost and Chief Academic Officer.
(p-f/ste/st)	Faculty, administrators (exempt staff) or support staff (non-exempt staff) recommended to the President by the Provost for special one-year appointment.
(st)	Exempt and Non-exempt personnel recommended to the President by the Staff Advisory Committee for a three-year term unless otherwise specified as (st-0X, 3).
(s)	Students recommended to the President by the Student Government for a one- year term.
(gs)	Graduate student recommended to the President by the Provost and Chief Academic Officer for a one-year term.
(a)	Xavier Alumni or University Friends recommended to the President by the Executive Director of the Alumni Association.
(x)	Ex officio members
Faculty	Without a modifying adjective, “Faculty” refers to any member of the Faculty Assembly, including Non-Tenure-Track Faculty and Librarians.
AL	An “at-large” committee member is a member of any college (though membership on the committee is still subject to specified cap restrictions).

Temporary replacements (eg for faculty on leave) will be listed, with the name of the person they are replacing and the term of that replacement following immediately and in parentheses, eg “John Smith (replaces Jill Jones for Fall 2025)”.

II. General Responsibilities of Committees

A. Placement on Committees

There are five primary mechanisms by which faculty are placed on Academic and University Committees (excluding College Curriculum Committees, whose faculty memberships are governed by each respective college):

1. **Elected** – Faculty Committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be included on the ballot. All eligible and willing nominees will be included on the ballot, which will then be sent to the appropriate voting body (e.g., all members of the Faculty Assembly, Tenure-Track Faculty of the Faculty Assembly, etc). Except where otherwise noted, "members of the Faculty Assembly" is understood to mean members of the Faculty Assembly within a representative's college for college-specific seats, and all members of the Faculty Assembly for at-large seats.

2. **Nominated and Elected** – For some committee seats (e.g. ER/S and R&T) faculty members must be nominated by a specified body (as detailed in the Membership section). All nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be included on the ballot. All eligible and willing nominees will be included on the ballot, which will then be sent to the appropriate voting body (e.g., entire Faculty Assembly, Tenure-Track Faculty of the Faculty Assembly, Faculty of a specific College).

3. **Appointed by Faculty Committee in consultation with Deans and the Provost** – Faculty Committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be considered. The appointed member will then be selected by Faculty Committee in consultation with the Deans and the Provost. This consultation includes forwarding the selected names to the Deans and Provost and soliciting feedback. As long as Faculty Committee feels there are no reasonable objections to the names put forward, the nominees will go forward as appointed members.

4. **Appointed by the President** – with the exception of the Xavier Technology Committee, faculty are appointed to University Committees by the President on the recommendation of Faculty Committee. In these cases, the committee will seek nominations from eligible faculty via an e-mail announcement to the Faculty Assembly. Self-nominations are acceptable, and all nominees must confirm their willingness to serve in accordance to any specific requirements of the committee in order to be considered. Faculty Committee will forward two names to the President, in order of its preference.

   Faculty are appointed by the President to IRB after being recommended by the Associate Provost for Academic Excellence, the Deans, and the Faculty Committee. As these appointments are not limited to three-year terms, Faculty Committee will seek guidance from the Chair of IRB when such a recommendation is needed.

5. **Named appointments** – several committees designate membership to specific titled positions (e.g., Faculty Committee Chair, Director of ER/S, etc.). Similarly, one (1) member of the CCAC is self-appointed by the Core Curriculum Committee (CCC) from its current membership.

B. Replacement of Members

With the exception of Faculty Hearing Committee, for which the process is specified in the Faculty Handbook, when a faculty member has to step off an Academic or University committee, either permanently or temporarily, Faculty Committee will always seek to find a replacement who meets the membership criteria of the open position. If the replacement term is longer than an academic year, Faculty Committee will fill the position using the same process used to fill the corresponding three-year (full) term. If the replacement term is one academic year or less, Faculty Committee will follow one of the following processes:

For positions that are

- Elected - FC will select the individual, and with the candidate's approval, appoint them to the position for the necessary duration.
- Nominated and Elected - FC will allow the nominating body to select the individual, and with the candidate's approval, appoint them to the position for the necessary duration.
- Appointed by Faculty Committee in Consultation with Deans and the Provost - FC will select the individual, seek approval from the Deans and the Provost, and then, with the candidate's approval, appoint them to the position for the necessary duration.
- Appointed by the President - FC will fill the position using the same process used to fill the corresponding three-year (full) term.

In all cases, a replacement term will not extend beyond the term of the original appointment, thereby ensuring that committee rotations do not get out of synch. To this end, terms of service are denoted A, B or C, and seats are grouped according to these terms. A replacement person keeps the same term (A, B or C) as the original seat-holder. For example, consider a situation where a person in, e.g., term A, resigns at the end of their first year. Elections having passed, an appointment for an elected seat can be made for one year, but the seat remains in term A, and the next person *elected* to the seat will only serve one year to keep the seat in term A.

Recipients of faculty-development leaves are released from regular committee assignments for the period of the release time. However, Faculty Committee will honor the request of a recipient to remain on an Academic or University Committee, so long as they can demonstrate that they will be able to meet their obligations to that committee and their sabbatical.

With the exception of the Rank and Tenure Committee, in the event that a College does not have an eligible faculty member who is willing to serve on an Academic committee, Faculty Committee will seek to put forth a slate of candidates, ideally including individuals who could enhance the diversity of the committee, for election for the remainder of the academic year by the Faculty Assembly. The seat reverts back to the original College the following year, and the faculty member elected to that position will serve out the remainder of the original term so as to ensure that the staggering of terms is not affected.

In the event that a College does not have an eligible faculty member who is willing to serve on a University Committee, Faculty Committee will seek guidance from the Provost as to how to fill the open seat.

C. Minutes, Year-End Reports, and Chair/Co-Chair Selections

Each committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost. In addition, each committee is required to select a chair/co-chair as is indicated on its respective page, and include that information on its end-of-year report. An incoming member to the committee cannot serve as chair/co-chair to that committee.

D. Staggered Terms

For those committees that rely on staggered terms for membership, it is crucial for the ongoing effectiveness of the committee that original staggered terms be maintained. This feature is vital for ensuring a breadth of committee-member experience as well as representation from across colleges (when applicable). Special attention should be paid especially when a replacement member is introduced to a committee.

E. Liaisons on Committees

In the event that a committee reports to a specified entity (e.g., Provost, Faculty Committee), the chair / faculty co-chair / vice-chair will typically serve as the liaison for that committee.

F. Advisory Role

All University Committees are advisory.

Academic Committees

1. ACADEMIC HEALTH COMMITTEE

Charge:
The Academic Health Committee is charged with:
1. Developing, maintaining and overseeing the University's Academic Health Dashboard.
2. Assisting users (faculty, administration, and others) with interpreting and using the Academic Health Dashboard.
3. Communicating with users (faculty, administration, and others) regarding the development, maintenance, oversight and use of the Academic Health Dashboard.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the Office of the Provost.

Membership:
Membership consists of eight (8) faculty members, with one (1) faculty representing each college, plus three (3) at-large members (at least two (2) of which represent graduate programs); no college will provide more than three members on the committee at one time. These faculty members are **appointed** by the Faculty Committee in consultation with the Deans and the Provost for a three-year term. One of these faculty members is elected annually to serve as the committee chair.

Membership also includes as non-voting members:
a. the chair of Faculty Committee
b. a liaison to Institutional Research

Membership may also include as a non-voting member the immediate past chair of the Academic Health Committee.

The committee reserves the right to invite others to meetings on an *ad hoc* or ongoing basis.

Reporting:
The Committee reports to the Faculty Committee and the Provost and Chief Academic Officer.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Jaylene Schaefer (CHHS) (f-26,3)	AL & graduate program
Dr. Niamh O'Leary (WCB) (f-26,3)	AL
Dr. Sarah Blackburn (CN) (f-26, 3)	CN
TERM B (ends in spring, 2028)	
Dr. Jonathan Morris (CAS) (f-25,3)	CAS
Dr. Stacey Raj (CHHS) (f-25,3)	CHHS
Dr. Thilini Ariyachandra (WCB) (f-25,3)	WCB
Dr. Cheryl Jonson (CHHS) (f-25,3)	AL & graduate program
TERM C (ends in spring, 2027)	
Dr. Joe Qualls (f-26,1)	COM
NO FIXED TERM	
Dr. Martin Madar (x) *non-voting*	Immediate Past Chair
Dr. Hanna Wetzel *(x) non-voting*	Faculty Committee Co-Chair
Dr. Andrew Zolides (x) *non-voting*	Faculty Committee Co-Chair
Mr. Craig This (x) *non-voting*	Liaison, Institutional Research

2. ACADEMIC PLANNING COMMITTEE

Charge:
The Academic Planning Committee has as its purpose the continued maintenance of, accountability for, and oversight of the University's Academic Plan. The Committee will collect updates from relevant parts of the University and monitor progress toward goals, resulting in an annual report. As internal and external environments change, the Committee will, in consultation with faculty and administration, recommend to the Provost revisions to the Academic Plan. To ensure transparency and open dialog with faculty, the committee's annual report will be shared with the campus community and a forum may be scheduled in alignment with the budgeting process. This committee is not charged with writing the next Academic Plan.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of eleven (11) faculty members with equal representation from each of the four (4) colleges and one at large. These faculty members are **appointed** by Faculty Committee in consultation with Deans and the Provost for a three-year term. The twelfth (12th) member is the Chair of Faculty Committee as an *ex-officio, non-voting* member. The thirteenth member (13th) is the Provost or a Provost designate as an *ex-officio, non-voting* member. The fourteenth member (14th) is a representative of Academic Health as an *ex-officio, non-voting* member. A member of the Staff may also serve as an *ex-officio, non-voting* member.

Chair:
The chair is elected by the membership at the first meeting of the Spring semester. Except in rare circumstances, the chair of the committee will rotate through the four colleges.

Reporting:
The committee reports in an advisory capacity to the Faculty Committee and the Faculty, the Provost and Chief Academic Officer, the Chief Financial Officer and the University Planning and Resources Committee.

Current Membership:	**Representing**
TERM A (ends in spring, 2029)	
Dr. Aaron Szymkowiak (f-26,3)	CAS
Vacant (CN) (f-26,3)	CN
Dr. Linda Schoenstadt (CHHS) (f-26,3)	CHHS
Dr. Emily Young (f-26,3)	COM
TERM B (ends in spring, 2028)	
Dr. Timothy Brownlee (CAS) (f-24,3)-**Co-chair**	CAS
Dr. Gwen White (WCB) (f-24,3)	AL
Dr. Lifang Wu (WCB) (f-24,3)-**Co-chair**	WCB
Vacant (COM) (f-27,3)	COM
TERM C (ends in spring, 2027)	
Dr. Deanna Jenkins (CN, ABSN) (f-25, 3)	CN
Dr. Zachary Russell (WCB) (f-25,3)	WCB
Dr. Ahlam Lee (CHHS) (f-25,3)	CHHS
NO FIXED TERM	
Dr. Hanna Wetzel (x) *non-voting*	Faculty Committee Co-Chair
Dr. Rachel Chrastil, Provost and CAO (x) *non-voting*	Provost & CAO
Dr. Thilini Ariyachandra (x) *non-voting*- **Fall 2025**	Academic Health Chair
Dr. Martin Madar (x) *non-voting*-**Spring 2026**	Academic Health Chair

3. BOARD OF GRADUATE STUDIES

Charge:
The Board of Graduate Studies:
1. Works towards resolving redundancies across colleges involving:
   - new graduate courses or revisions to existing graduate courses that are approved by the college curriculum committees.
   - new graduate programs or revisions to existing graduate programs that are approved by the college curriculum committees. (Graduate programs are defined in the University Catalog.)
2. Ensures that resources exist to accommodate the requirements of new graduate courses and programs or revisions to existing graduate courses and programs when the requirements draw upon resources in other colleges.
3. Makes certain that graduate courses or programs support the Mission of the University.
4. Implements and decides upon revisions to the graduate University Grading Policies, such as university grading designations and standards for graduation.
5. Initiates revisions and recommends improvements to the Graduate University Catalog.
6. Reviews and makes recommendations on issues concerning the scheduling of the Graduate Academic Calendar.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of eight (8) faculty members **elected** by the members of the Faculty Assembly (one from each college plus three at-large members, with no more than two members representing the same college), the deans (or their representatives) of the four colleges, one (1) graduate student recommended by the Provost and Chief Academic Officer, the University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The Chair is elected from the faculty members by the committee.

Voting:
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
The Board of Graduate Studies reports to the Provost and Chief Academic Officer and to the Faculty Committee through the liaison. Also, the Board of Graduate Studies has the responsibility to respond to the Curriculum and/or Program Committees that have submitted graduate course or program descriptions for review as described above in the charge section.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Peter Mallow (CHHS) (f-e-26,3)	AL
TERM B (ends in spring, 2028)	
Dr. Cam Cockrell (WCB) (f-e-25,3)	WCB
Dr. James Helmer (CAS) (f-e-25,3)	AL
Dr. Michelle Hinderer (CN), (f-e-26,2)	CN
Dr. Cheryl Jonson (CHHS) (f-e-25,3)	CHHS
Dr. Ken Hensley (COM) (f-e-25,3)	COM
TERM C (ends in spring, 2027)	
Dr. Deanna Jenkins (CN) (f-e-24,3)	AL
Dr. Marcus Mescher (CAS) (f-e-24,3)**-Chair**	CAS
ONE-YEAR TERM	
TBD (gs) (2026-2027)	Graduate Student Association
NO FIXED TERM	
Dr. Amy Overman (x), Dean	Dean, CHHS
Dr. Lisa Jutte (x), Associate Dean (*usually represents Dean*)	Associate Dean, CHHS
Dr. Marco Pagani (x), Dean	Dean, WCB
Dr. Thomas Lebesmuehlbacher (x), Associate Dean (*usually represents Dean*)	Associate Dean, WCB
Dr. Florenz Plassmann (x), Dean	Dean, CAS

Dr. Stephen Yandell (x), Associate Dean	Associate Dean, CAS
Dr. Terri Enslein, Interim Dean	Interim Dean, CN
Dr. Brenda Wiles, Associate Dean	Associate Dean, CN
Dr. Andrea Wawrzusin (x, non-voting)	University Registrar
Dr. Mary Kochlefl, Assoc. Prov. Academic Excellence (x, non-voting)	Accreditation Liaison Officer

4. BOARD OF UNDERGRADUATE STUDIES

Charge:
The Board of Undergraduate Studies:
1. Provides oversight of the entire undergraduate curriculum.
2. Works towards resolving redundancies across colleges involving:
   - new undergraduate courses or revisions to existing undergraduate courses that are approved by the college curriculum committees.
   - new undergraduate majors and minors or revisions to existing undergraduate majors and minors that are approved by the college curriculum committees. (Majors and minors are defined in the University Catalog.)
   - new undergraduate programs or revisions to existing undergraduate programs that are approved by the college curriculum committees. (Programs are defined in the University Catalog.)
3. Verifies that resources exist to accommodate the requirements of new undergraduate courses, majors, minors and programs or revisions to existing undergraduate courses, majors, minors and programs when the requirements draw upon resources in other colleges.
4. Makes certain that undergraduate courses, majors, minors and programs align with the Mission of the University.
5. Initiates and recommends improvements to undergraduate University Grading Policies, such as standards for Honors, standards for the Dean's List, university grading designations, and standards for graduation.
6. Initiates revisions and recommends improvements to the Undergraduate University Catalog.
7. Reviews and makes recommendations on issues concerning the scheduling of the Undergraduate Academic Calendar.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of six (6) faculty members **elected** by the members of the Faculty Assembly (one from each college with undergraduates plus two at-large members from colleges with undergraduates, with no more than two members representing the same college), the deans (or their representatives) of the four colleges, four (4) students recommended by Student Government (one from each college), appropriate representatives from the University Registrar (ex officio, non-voting), and the Provost and Chief Academic Officer (ex officio, non-voting). The chair is elected from the elected faculty members by the committee to serve for a calendar year.

Voting:
Approval of a proposal requires a quorum, which is 7 voting members in attendance, and a simple majority vote of affirmation from those in attendance.

Reporting:
The Board of Undergraduate Studies reports to the Provost and Chief Academic Officer and to the Faculty Committee. Also, the Board of Undergraduate Studies should respond to the Curriculum Committees that have submitted undergraduate course, major, minor or program descriptions for review as described above in the charge section.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. David Yi (WCB) (f-e-26,3)	AL
Dr. Jackie Wright (CN) (f-26,1)	CN
TERM B (ends in spring, 2028)	
Dr. Natalia Jacovkis (CAS) (f-e-25,3)	CAS
Dr. Shelagh J. Larkin (CHHS) (f-e-25,3)	CHHS
TERM C (ends in spring, 2027)	
Dr. Ed Kosack (WCB) (f-e-24,3), **Chair fall 2026**	WCB
Dr. Dustin Thorn (CHHS) (f-e-24,3)	AL
NO FIXED TERM	
Dr. Amy Overman (x), Dean, College of Health and Human Sciences	Dean, CHHS
Dr. Lisa Jutte (x), Associate Dean (*usually represents CHHS dean*)	Associate Dean, CHHS
Dr. Marco Pagani (x), Dean, Williams College of Business	Dean, WCB
Dr. Thomas Lebesmuehlbacher (*usually represents WCB dean*)	Associate Dean, WCB
Dr. Florenz Plassmann (x), Dean, College of Arts and Sciences	Dean, CAS
Dr. Stephen Yandell (x), Associate Dean (*usually represents CAS dean*)	Associate Dean, CAS
Dr. Brenda Wiles (x), Associate Dean, College of Nursing	Associate Dean, CN
Dr. Andrea Wawrzusin, University Registrar (x) (non-voting)	Registrar

Dr. Mary Kochlefl, Associate Provost for Academic Excellence (x) (non-voting)	Accreditation Liaison Officer
Mr. Daniel Herring (s) (CAS) (2025-2026)	SGA
Ms. Kaleigh Rice (s) (CN) (2025-2026)	SGA
Ms. Kelly Witwer (s) (CHHS) (2025-2026)	SGA
Mr. Carson Carrico (s) (WCB) (2025-2026)	SGA

5. COLLEGE OF ARTS AND SCIENCES CURRICULUM COMMITTEE

Charge:
The purpose of the committee is to review proposals for new courses, majors, minors, or programs or revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college.

Decides upon a department's or program's interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of faculty from the Faculty Assembly **elected** from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian (recommended by the Library Director) who serves ex officio and is a non-voting member. The chair is elected by the committee members.

Voting:
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

Current Membership:

TERM A (ends in spring, 2029)
Dr. Kyle Howland (Communication) (f-e-c-26,3)
Dr. Kayla Wheeler (Race, Intersectionality, Gender and Sociology) (f-e-c-26,3)

TERM B (ends in spring, 2028)
Dr. Liz Moreno-Chuquen (**Classics & Modern Languages**/English) (f-e-c-25,3)
Dr. Carla Gerberry (**Mathematics**/Physics/Computer Sciences) (f-e-c-25,3)

TERM C (ends in spring, 2027)
Dr. Stephen Mills (Chemistry) (f-e-c-24,3) **Chair**
Dr. Joohee Suh (History) (f-e-c-24,3)

NO FIXED TERM
Ms. Anne Ryckbost, Librarian (x, 25, 3)
Dr. Stephen Yandell (Assoc. Dean) (CAS) – Dean's office liaison

6. COLLEGE OF HEALTH AND HUMAN SCIENCES CURRICULUM COMMITTEE

Charge:
The purpose of the committee is to review proposals for new courses, majors, minors, or programs including revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college. Decides upon departmental or program interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of faculty from the Faculty Assembly **elected** from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian who serves ex officio and is a non-voting member. The chair is elected by the committee members.

Voting:
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

Current Membership:

TERM A (ends in spring, 2029)
Dr. Julia Richmond (f-e-c-26,3) Psychology
Dr. Gail Latta (f-a-c-,26,3) Leadership Studies

TERM B (ends in spring, 2028)
Dr. Wayne McFarland (f-e-c-25,3) Criminal Justice
Dr. Carrie Rountrey (f-e-c-25,3) Speech, Language & Communicative Behavior – **Chair**
Dr. Tammy Zilliox (f-e-c-25,1) Education
Mr. Keenan Freeman (f-e-c-25,1) Military Science

TERM C (ends in spring, 2027)
Dr. Michelle Flaum, Counseling (f-e-c-24,3)
Dr. Jennifer Chubinski, HEAS (f-e-c-24,3)
Dr. Leah Dunn, Occupational Therapy (f-e-c-24,3)
Dr. Jaylene Schaefer, Social Work (f-e-c-24,3)
Dr. Jeremy Steeves, Sport Science and Management (f-e-c-24,3)

NO FIXED TERM
Dr. Amy Overman (x), Dean, CHHS
Dr. Lisa Jutte (x), Associate Dean, CHHS
Ms. Christine Mueller (x), Librarian

7. COLLEGE OF NURSING CURRICULUM COMMITTEE

Charge:

The purpose of the committee is to review proposals for new courses, majors, minors, or programs including revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a program committee from within the college, or from a group of 4 or more College of Nursing faculty. In addition, the committee will review, evaluate, and vote on recommendations from all program committees regarding policies, procedures, implementation strategies, course sequence, and course revisions.

Review of proposed items considers:

1. Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.

2. Evidence of a clearly articulated means of assessing student performance.

3. A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.

4. The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college Curriculum Committee arbitrates a solution.

5. Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

6. Evidence of assistance in meeting CCNE standards and OBN rules/regulations.

The proposal may be denied if a majority of the members of the college Curriculum Committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the program or faculty from which it originated with a written explanation for the denial.

In the review process, any items approved at the CN curriculum level will be implemented as proposed or shall be sent to the Board of Undergraduate Studies/Board of Graduate Studies (BUGS/BOGS) when required. However, any items approved by the CN curriculum that:

1) represent significant programmatic changes (e.g. adding a new program, major, minor, etc.) as determined by the curriculum committee

AND

2) must go to BUGS/BOGS represent an exception. These items that meet both above criteria **must first** be presented at NFO for approval in order to be sent to BUGS/BOGS.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:

Membership consists of full-time faculty from the College as recommended by members of FAC and approved by the Dean. The committee shall consist of, 2 undergraduate faculty, 2 ABSN faculty, 1 MIDAS (MSN Direct Entry as Second Degree) faculty, 1 FNP (Family Nurse Practitioner) faculty, 1 faculty from the remaining MSN tracks, 1 DNP (Doctor of Nursing Practice) faculty, at minimum 1 undergraduate student representative (non-voting member), at minimum 1 graduate student representative (non-voting member), 1 University librarian (non-voting, ex officio member), Assistant Dean of Student Affairs or designee (non-voting, ex officio member), the Dean of the College (non-voting, ex officio member)

An Associate Dean from the CN (not currently serving as Chair of the Assessment Committee) shall serve as an ex officio Chair. Chairs shall serve 3-year terms and may not serve consecutive terms unless otherwise determined per the Dean. The committee Secretary shall be recommended by members of FAC and approved by the Dean, serving a 1-year term.

Voting:

Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:

The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

<u>Current Membership</u>:

TERM A (ends in spring, 2029)
Chair – **TBD – one of CN Assoc. Deans**
Dr. Angie Collins (26,3) MSN/DNP

TERM B (ends in spring, 2028)
Dr. Sarah Blackburn (25,3) BSN/MIDAS
Ms. Diana Rickmon (25,3) BSN
Ms. Jackie Wright (25,3) BSN (BUGS rep)
Dr. Michelle Hinderer (25,3) BSN (BOGS rep)

TERM C (ends in spring, 2027)
Dr. Kimberly Toole (24,3) MIDAS/FNP

ONE YEAR TERM
Ms. Libby Boehmer, SGA (s) (2025-2026)
Ms. Brianna Counts, GSA (s) (2025-2026)

NO FIXED TERM
Ms. Leslie Whitford, Librarian (x)
Ms. Marilyn Gomez, Assistant Dean of Student Affairs or designee (x, non-voting)
Dr. Terri Enslein, Interim Dean of CN (x, non-voting)

8. COLLEGE OF OSTEOPATHIC MEDICINE CURRICULUM COMMITTEE

Charge:

The Curriculum Committee is charged with the design, implementation, evaluation, and continuous improvement of the medical school's curriculum, as well as learner assessment and evaluation to ensure it meets institutional goals, accreditation standards, and the evolving needs of medical education. The committee is responsible for overseeing the integration of basic and clinical sciences, promoting evidence-based teaching strategies, and ensuring that the curriculum fosters the development of competent, compassionate, and ethical physicians. It will design strategies to regularly review course content, teaching effectiveness, student outcomes, and feedback to recommend and implement necessary changes. The committee will also work collaboratively with the Associate Dean of Curriculum, Assessment and Quality, the Associate Dean of Faculty and Medical Programs and the Associate Dean of Clinical Affairs to ensure the curriculum remains innovative, inclusive, and responsive to advances in medicine and societal health needs.

Membership:

Membership consists of:

A. Three clinical members
B. Three basic science members
C. The Chair is to be appointed by the Dean from among the above membership
D. One first-year XUCOM student appointed by the Dean (without vote)
E. One second-year XUCOM student appointed by the Dean (without vote)
F. One third-year XUCOM student appointed by the Dean (without vote)
G. One fourth-year XUCOM student appointed by the Dean (without vote)
H. Associate Dean for Curriculum, Assessment and Quality – ex officio with vote
I. Associate Dean for Faculty and Medical Programs – ex officio with vote
J. Associate Dean for Clinical Affairs – ex officio with vote

Voting:
A quorum for all Faculty Congress Meetings shall be 40% of all voting faculty present at a publicly announced meeting that has been convened with at least 24 hours notice. Individual committees shall define quorum internally.

Reporting:
The committee responds to the departments, divisions, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

Current Membership:

TERM A (ends in spring, 2029)
Chair – Dr. Kelly Crowe (26,3) Biomedical Science
Dr. Tony Bianco (26,3) Clinical

TERM B (ends in spring, 2028)
Dr. Wenhai Shao (26,2) Biomedical Science
Dr. Emily Young (26.2) Clinical

TERM C (ends in spring, 2027)
Dr. Kenneth Hensley (26,1) Biomedical Science
Dr. Joan Kolodzik (26,1) Clinical

NO FIXED TERM
Dr. Zachary Vaskalis, Asst. Dean of Curriculum, assessment and quality (x)
Dr. Michael LaFontaine, Asst. Dean of Faculty and Medical Programs (x)
Dr. Rajan Lakhia Asst. Dean of GME and Clinical affairs (x)

9. WILLIAMS COLLEGE OF BUSINESS CURRICULUM COMMITTEE

Charge:
The purpose of the committee is to review proposals for new courses, majors, minors, or programs or revisions to existing courses, majors, minors or programs (majors, minors, and programs are defined in the Xavier University Catalog). The proposals must have been approved by a department or program from within the college, or from a group of 4 or more university faculty. The review considers the following:

- Evidence of a clearly articulated objective that supports the mission of the department or program from which it originated as well as the mission of the college.
- Evidence of a clearly articulated means of assessing student performance.
- A delivery system and requirements that are consistent with existing college resources or for which there is a reasonable prospect of procuring such resources.
- The proposed offerings are not redundant with existing offerings within the college. In the case of redundancy, the college curriculum committee arbitrates a solution.
- Evidence of clearly articulated learning experiences and the appropriateness of the associated amount of credit.

In the review process, approval may be granted and the proposal forwarded to either the Board of Undergraduate Studies (if the proposal concerns an undergraduate curriculum issue) or the board of Graduate Studies (in the event that the proposal concerns a graduate issue). The proposal may be denied if a majority of the members of the college curriculum committee finds the proposal at odds with any of the considerations listed above. In the case of denial, the proposal is to be returned to the department or program from which it originated with a written explanation for the denial.

Assists the dean of the college in overseeing the assessment of student academic achievement in majors, minors, and programs housed within the college.

Decides upon departmental or program interpretations of grading policies that conform to the general guidelines established in the University Grading Policies.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of faculty from the Faculty Assembly elected from the departments within the college, the dean or the dean's designee (ex officio, non-voting), as well as a librarian (recommended by the Library Director) who serves ex officio and is a non-voting member. The chair is elected by the committee members.

Voting:
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
The committee responds to the departments, program and faculty who submitted proposals and forwards its approval to the Board of Graduate Studies or to the Board of Undergraduate Studies when appropriate.

Current Membership:

TERM A (ends in spring, 2029)
Dr. David Randolph, Accountancy (f-e-c-26,3)

TERM B (ends in spring, 2028)
Dr. Brian Balyeat, At Large (f-e-c-25,3)
Dr. Tim Kruse, Finance (f-e-c-25,3)
Dr. Amy Van Horn, Management and Entrepreneurship (f-e-c-25,3)
Dr. Justin Roush, Economics (f-e-c-25,3)

TERM C (ends in spring, 2027)
Dr. Bryan Buechner, Marketing (f-e-c-24,3)
Dr. Greg Smith, Business Analytics and Information Systems (f-e-c-24,3)

NO FIXED TERM
Ms. Julia Cardinal, Librarian (x-25,3) (non-voting)
Dr. Thomas Lebesmuehlbacher, Associate Dean, Williams College of Business (x)

10. CORE CURRICULUM ASSESSMENT COMMITTEE (CCAC)

Charge:
On an ongoing basis the CCAC will:

1. oversee the development and the revision of tasks to assess core goals and SLOs in collaboration with appropriate departments or subcommittees
2. administer these assessment tasks to the student body
3. organize the collection of artifacts from the student body
4. assign these artifacts to the appropriate CCC subcommittees or task forces for scoring and overseeing this scoring process
   a. ERS/S&K/FYS and their subcommittees: Will establish periodic task forces as requested by the Core Curriculum Assessment Committee to revise assessment tasks and rubrics, and to assist the CCAC in grading the tasks.
5. develop and revise metrics to assess core goals and SLOs
6. evaluate the extent to which student work achieves the core goals and SLOs based on the collected data
7. make recommendations to the Core Curriculum Committee (CCC) and its subcommittees based on assessment data to inform student learning
8. communicate regularly with the CCC to ensure assessment practices are being used in a meaningful way to improve student learning in the core
9. submit an annual report for each area of the core assessed to the faculty committee, the CCC and the Associate Provost for Academic Excellence summarizing the information captured by assessment and propose action (if any is required) for improving student learning; this may include budgetary and/or policy recommendations;
10. invite guests, as needed, to attend meetings to provide information and perspectives.

Committees are required to take regular meeting minutes & submit them with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of eleven (11) faculty members, ten **elected** by members of Faculty Assembly as follows:

3 faculty from CAS, (at least 2 members must be from the arts and humanities [English, Theology, Classics and Modern Languages, History, Philosophy, Art, Music and Theater]), 2 from CHHS, 2 from WCB, 2 from CN, 1 at-large position from any of those four colleges and 1 self-appointed from the current membership of the Core Curriculum Committee.

Members are elected to rotating 3-year terms by the members of Faculty Assembly, with nominations for a college's seats made by members of the respective college. The Faculty Director of Assessment serves as chair of CCAC as a non-voting member. The voting members of CCAC elect a co-chair from among the elected faculty members. The co-chair supports the work of the chair and committee and helps provide continuity in CCAC leadership.

Voting (within the committee):
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
The CCAC works closely with the Core Curriculum Committee; it reports to Faculty Committee and to the Associate Provost for Academic Affairs.

Current Membership:	**Representing**
Dr. Renea Frey (CAS) **Co-Chair**	Faculty Director of Assessment
TBD	CCC liaison

TERM A (ends in spring, 2029)

Vacant (CN) (f-e-26,3)	CN
Dr. Supaporn Kradtap (CAS) (f-e-26,3)	CAS
Dr. Aaron Szymkowiak (CAS) (f-e,26,3)	CAS
Dr. Mina Lee (WCB) (f-e-26,3)	WCB

TERM B (ends in spring, 2028)

Dr. Jeffrey Gerding (CAS) (f-e-25,3) **Co-Chair**	CAS & Humanities
Dr. Y. Gail Hurst (CHHS) (f-e-25,3)	CHHS
Dr. Cheryl Jonson (CHHS) (f-e-25,3)	CHHS
Dr. Mina Lee (WCB) (f-e-25,3)	WCB
Dr. Heidrun Schmitzer (CAS) (f-e-25,3)	AL
Vacant (CN) (f-e,25,3)	CN

TERM C (ends in spring, 2027)

Shannon Byrne-Cueva (CAS) (f-e-24,1)	CAS & Humanities

Staff to the Committee:
Dr. Lisa Jutte, CHHS, Associate Dean
Dr. Stephen Yandell, CAS Associate Dean
Dr. Thomas Lebesmuehlbacher, WCB Associate Dean
Dr. Terri Enslein, CN Associate Dean

11. CORE CURRICULUM COMMITTEE (CCC)

Committee charge:
To ensure the University Undergraduate Core is continually achieving our learning objectives for students, and to make suggestions for changing the Core as necessary to guarantee that it meets these objectives over time. To achieve this end, the committee is responsible for facilitating the implementation of the core, overseeing its assessment, and making a recommendation to the Provost for the position of FYS Director.

Changes to the Core recommended by the CCC will be handled as other changes to the curriculum, being sent to the Board of Undergraduate Studies for approval or returned by BUGS to the committee for revisions. As with other changes to the curriculum, once approved by BUGS, the recommendations will be put before the Faculty for a vote of approval.

The committee's initial charge was to revise the Core incorporating feedback from the 2013 Faculty Retreat, the New Core Learning Outcomes Committee, and the Core Curriculum Assessment Committee. The revision was completed in Spring 2014.

The committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of nine (9) faculty members **elected** by members of the Faculty Assembly (two from each college with undergraduates plus one at-large member from a college with undergraduates). The chair is elected by the committee members.

Members serve 3-year terms, with a one-year interim before one is eligible for re-election. Members appointed as replacements can immediately stand for election for a full 3-year term. The terms are staggered to maintain continuity within and across colleges over time.

Voting (within the committee):
Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance.

Reporting:
Core Curriculum Committee reports to the Board of Undergraduate Studies.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. David Randolph (WCB) (f-e-26,3)	WCB
Dr. Tiffany Isaac (CHHS) (f-e-26,3)	CHHS
Vacant (CN) (f-e-26,3)	CN
TERM B (ends in spring, 2028)	
Dr. Sierra Arnold (WCB) (f-e-25,3)	WCB
Dr. Rick Browne (CHHS) (f-e-25,3)	AL
Dr. Paul O'Hara (CAS) (f-e-25,3)	CAS
TERM C (ends in spring, 2027)	
Vacant (CN) (f-e 25,2)	CN
Dr. Ann Ray (CAS) (f-e-24,3) **Chair**	CAS
Dr. Renee Zucchero (CHHS) (f-e-24,3)	CHHS

12. ETHICS/RELIGION AND SOCIETY (E/RS) COMMITTEE

Charge:
The Committee has responsibility for granting, reviewing, and revoking the E/RS standing of courses approved by the appropriate College Curriculum Committee and the Board of Undergraduate Studies. The committee will also collaborate with the CCAC and CCC to assess core curriculum SLOs specifically tied to E/RS electives. The Committee also has responsibility for recommending revisions in E/RS policies and criteria that pertain to curricular matters, when these seem desirable, to the Board of Undergraduate Studies. The Committee also advises the Directors of E/RS concerning all curricular matters that pertain to the E/RS Program and its successful implementation and integration in the University.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The Ethics/Religion and Society (E/RS) Committee is composed of nine (9) faculty members: one (1) each from the Departments of Philosophy, Theology and English. The candidates are nominated by the full-time members of their respective departments and **elected** by a vote of the faculty assembly. The remaining six (6) members consist of 1 from WCB, 1 from CHHS, 1 from CN, and 3 at-large (1 of the at-large seats is reserved for non-CAS faculty, and 2 at-large seats can be from any college with undergraduates), nominated by the Faculty Committee and elected by vote of the Faculty Assembly. Terms of office are three years. No elected member is allowed to serve consecutive terms. The E/RS Endowed Chair and the Director of the Center for Business Ethics and Social Responsibility are *ex officio*, non-voting members. The Director of E/RS (ex officio, non-voting) serves as the chair and is appointed by the Provost and Chief Academic Officer.

Reporting:
The Committee reports to the Dean of the College of Arts and Sciences. A liaison reports to the Faculty Committee.

Current Membership:	**Representing**
Dr. James Helmer – Chair (appointed 2024-25)	E/RS Director
TERM A (ends in spring, 2029)	
Dr. Richard Polk (CAS) (f-e-26,3)	Philosophy
Vacant (CN) (f-e-26,3)	CN
Dr. Jiantong Wang (WCB) (f-e-26,3)	AL
TERM B (ends in spring, 2028)	
Dr. Michelle Flaum (CHHS) (f-e-25,3)	CHHS
Dr. Alan Jin (WCB) (f-e-25,3)	WCB
Dr. Nate Windon (CAS) (f-e-25,3)	English
Dr. Marita Von Weissenberg (CAS) (f-e-25,3)	AL
TERM C (ends in spring, 2027)	
Dr. Kayla Wheeler (CAS) (f-e-24,3)	AL
Dr Anna Miller (Theology) (f-e-24,3)	Theology

NO FIXED TERM
Vacant, Besl Chair in ERS (x) (non-voting)
Dr. Laura Powell Dir. of Xavier Center for Bus. Ethics & Social Resp. (x) (non-voting)

13. FACULTY COMMITTEE

__Charge__:
The Faculty Committee, elected annually by the faculty assembly, is the official representative body of the faculty. This committee is advisory to the Provost and Chief Academic Officer and has access to the President. The Faculty Committee charge is outlined in the Constitution of Faculty Assembly.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

__Membership__:
The composition of the Faculty Committee shall consist of eleven (11) members **elected** by members of the Faculty Assembly (two from CAS, CHHS, CN, WCB, and COM, plus one at-large member). The at-large member and the chair of the committee must be tenured, and at least one member from each college must be a Tenure-Track faculty member. Each member of the Faculty Committee shall have a term of office of three years with a one-year interim before one is eligible for re-election. The elections to the Faculty Committee shall be carried out in a staggered fashion to ensure continuity within the Committee.

__Reporting__:
The Faculty Committee reports to the Provost and Chief Academic Officer.

Current Membership:	**Representing**
TERM A (ends in spring, 2029)	
Dr. Colin Dadosky (CN) (f-26,1)	CN
Dr. Marcie Lensges (WCB) (f-e-26,3)	WCB
Dr. Wendy Maxian (CAS) (f-e-26,3)	AL
TERM B (ends in spring, 2028)	
Dr. Dominique Kropp (CHHS) (f-e-25,3)	AL
Dr. Julie Stark (CN) (f-e-25,3)	CN
Dr. Andrew Zolides (CAS) (f-e-25,3) – Co-chair	CAS
Dr. Hanna Wetzel (COM) (f-e-25,3) – Co-chair	COM
TERM C (ends in spring, 2027)	
Dr. Matthew Regele (WCB) (f-e-26,1)	WCB
Dr. Elizabeth Maffetone (English) (f-e-26,1)	CAS
Vacant (COM) (f-e-27,3)	COM
Gail Hurst (CHHS) (f-e-26,1)	CHHS

14. FACULTY DEVELOPMENT COMMITTEE

Charge:
The Faculty Development Committee:

1. Advises the Associate Provost for Academic Affairs on the policies for the developmental activities that enhance teaching and scholarly activity.
2. Reviews all applications for Faculty Development Research Grants, Summer Fellowships, Jesuit Community Fellowship, and Wheeler Awards and submits ranked proposals to the Provost and Chief Academic Officer through the Associate Provost for Academic Affairs.
3. Faculty Development Committee members applying for a Faculty Development Award (e.g. Wheeler, Summer Fellowship, or leave), must recuse themselves from ALL discussions pertaining to that award category.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The Committee consists of six (6) tenured or tenure-track faculty members **elected** by members of the Faculty Assembly (one from each college plus one at-large member). The Associate Provost for Academics is an ex-officio, non-voting member. The chair is a tenured faculty member and is elected by the committee.

Reporting:
The committee acts in an advisory capacity to the Associate Provost for Academic Affairs. The committee chairperson together with the Associate Provost for Strategic Initiatives reports to the Provost and Chief Academic Officer. A liaison reports to the Faculty Committee.

Current Membership:	**Representing**
TERM A (ends in spring, 2029)	
Dr. Miranda Knapp (CN) (f-e-26,3) – **Chair, fall, 2026**	CN
Dr. Hasan Faruq (WCB) (f-e-26,3)	WCB
Dr. Wenhai Shao (COM) (f-e-26, 3)	COM
TERM B (ends in spring, 2028)	
Dr. Minerva Catral (CAS) (f-25,3)	CAS
Dr. Kyle Stephenson (CHHS) (f-e-25,3)	CHHS
TERM C (ends in spring, 2027)	
Dr. Marita von Weissenberg (replacing Dr. Randy Browne for fall, 2026) (CAS) (f-e-24,3), Chair, spring, 2027	AL
NO TERM	
Dr. Jen Robbins (Associate Provost for Strategic Initiatives) (x)	APSI

15. FACULTY HEARING COMMITTEE

Charge:
The Faculty Hearing Committee will be called into session to hear appeals in the following areas:

a) Charges of substantive violation of a faculty member's academic freedom,
b) dismissal of a tenured faculty member,
c) termination of an unexpired contract,
d) termination of a tenured appointment on the grounds of financial exigency,
e) other grievances not resolved by collegial action,
f) a negative tenure recommendation by the University Rank and Tenure Committee,
g) a negative promotion recommendation by the University Rank and Tenure Committee

The processes for filing a grievance and conducting a hearing are specified in the Faculty Handbook, pages 26-27.

As the Faculty Handbook notes: "If a committee member is challenged for bias in a particular case, and that challenge is sustained by a majority vote of the other members, or if a member cannot serve because of illness or for some other reason, then a replacement is made. If it is a faculty-elected member that must step down, then the replacement is elected by the remaining faculty-elected members. if it is a President-appointed member that must step down, then the replacement is appointed by the President."

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of six (6) tenured members of the faculty. Four members of this committee serve staggered three-year terms and are **elected** by the Tenure-Track Faculty following nominations from each College, such that each College has one member on the committee. One additional member is appointed by the President and serves a three-year term. Vacancies on the committee that result from resignation, retirement, or any other reason are to be filled by the same procedure. Each year, the members of the committee elect a Chair from their number. Members of this committee may not serve more than two consecutive terms. Each year, the members of the committee elect a Chair from their number.

Reporting:
The Committee reports to the President in the manner specified in the Faculty Handbook.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Marco Fatuzzo (AL) (f-e-26, 3)	AL
Dr. Catherine Frank (CN) (f-e-26,3)	CN
Dr. Patrick Filanowski (CHHS) (f-e-26,3)	CHHS
Dr. Kelly Crowe (f-e-26,3)	COM
TERM A (ends in spring, 2028)	
Dr. Cam Cockrell (WCB) (f-e-25,3) - **Chair**	WCB
Dr. Andrew Zolides (CAS) (f-e-25,3)	CAS
TERM C (ends in spring, 2027)	
Vacant (f-e-27,1 or 3)	AL

16. FIRST-YEAR SEMINAR COMMITTEE

Charge:

The First-Year Seminar (FYS) Committee oversees the First-Year Seminar Program and First Year Seminar (CORE 100) courses. The Committee reviews and approves proposals for new CORE 100 courses, supports faculty members from across the university who teach First-Year Seminars, and assesses the core curriculum SLOs specifically tied to FYS (Core 1b, Core 6b, and Core 3a) as well as the goals outlined for FYS courses. The Committee works with the Core Curriculum Committee and the Core Curriculum Assessment Committee to assess CORE 100 and has the primary responsibility for ensuring that CORE 100 courses are achieving their learning objectives for students. The committee also advises the Director of FYS on all matters that pertain to the FYS Program and its successful implementation and integration into the Core Curriculum and the First Year Experience.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:

The First-Year Seminar (FYS) Committee is composed of six (6) faculty members, including the Director of FYS. The Director (non-voting) serves as the Chair and is **appointed** by the Provost and Chief Academic Officer, who receives a recommendation from the Core Curriculum Committee. Five (5) faculty members are **elected** by a vote of the Faculty Assembly; three (3) members must be full-time faculty members in the College of Arts and Sciences and two (2) at-large members must be full-time faculty members outside the College of Arts and Sciences, from colleges with undergraduates. A liaison reports, in a non-voting capacity, to the Core Curriculum Committee. Terms of office for all members are three years. No elected member is allowed to serve consecutive terms (there is a one-year interim before one is eligible for re-election).

Reporting:

The Committee reports to the Board of Undergraduate Studies. A liaison reports to the Core Curriculum Committee as necessary but does not regularly attend Core Curriculum Committee meetings.

Current Membership	**Representing**
Dr. Randy Browne (CAS) (f-25,3) – **Chair**, non-voting	FYS Director
TERM A (ends in spring, 2029)	
Dr. Jacob Jagen (WCB) (f-e-26,3)	AL
Dr. Marcie Lensges (WCB) (f-e-26,3)	AL
Dr. Brent Blair (CAS) (f-e-26,3)	CAS
TERM B (ends in spring, 2028)	
Dr. Thomas Strunk (CAS) (f-e-26,2)	CAS
TERM B (ends in spring, 2027)	
Dr. José María Mantero (CAS) (f-e-24,3)	CAS

17. INSTITUTIONAL REVIEW BOARD

Charge:
The purpose of the IRB is to protect human subjects used in research and to assist faculty, students and staff in the pursuit of knowledge through research that reflects the ethical standards of Xavier University. The Institutional Review Board reviews for approval research involving human subjects. Any research project involving human subjects which is conducted by Xavier University faculty, staff or students or which takes place on the Xavier University campus is subject to review and approval by the IRB.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The IRB is an important committee with responsibility for oversight related to federal compliance standards. As such, appointments are made based on both interest in service to the university and specific content expertise that the IRB may require, based on the discipline and expertise of the member(s) being replaced. Per federal guidelines, the Institutional Review Board will consist of at least seven members, including a Chair and a Vice-Chair. These members will be appointed by the President after being recommended by the Provost and Chief Academic Officer in conjunction with the Associate Provost for Academic Affairs, the Deans and the Faculty Committee. The Chair and Vice-Chair are appointed according to federal guidelines.

Appointments will be for three years, and will be renewable. At the end of a member's three-year term, if the individual wishes to continue as a member of the IRB, that individual will indicate this in writing to the IRB Chair, who will share this information with the other members of the Board for discussion and a vote at the next convened meeting. The Chair's and Vice Chair's appointments will be for three years as well and will be renewable using the same process as for members.

Initial **appointment** recommendations will be made to Faculty Committee by the IRB, to initiate the process, and will include a rationale for any prospective members receiving IRB endorsement. Such endorsement constitutes one factor that University officials will consider in making appointments. IRB members will represent areas of expertise from which protocols are expected to be generated. At least one member should represent the community in which Xavier is located and whose members might be recruited as individuals to cooperate in research. At least one IRB member must have expertise in Bioethics and all appropriate steps should be taken to ensure that the IRB's membership represents the diverse viewpoints of the University and surrounding community.

Reporting:
The Committee reports to the Provost and Chief Academic Officer.

Current Membership:	**Representing**
Dr. Morell Mullins (f-p,09) Professor of Psychology – **Vice Chair**	faculty
Dr. Brian Russ (f-p, 23), Assistant Professor of Counseling-	faculty
Dr. Emilie Burdette (f-p,22) Assistant Professor of Nursing	faculty
Dr. Kathleen Hart (f-p,95) Professor of Psychology (child advocate, only votes on studies involving minors)	faculty
Dr. Kelly Phelps (f-p,21) Professor of Art	faculty
Dr. Heidrun Schmitzer (f-p,20) Professor of Physics	faculty
Dr. Matt Regele (f-p, 25) Associate Professor of Management & Entrepreneurship	faculty
Dr. Beau Stephens (f-p, 25) Professor of Psychology - **Chair**	faculty
Dr. Kathleen MacMahon (c-p,23;community advocate)	community
Ms. Christine Marallen (c-p; prisoner advocate, only votes on studies involving incarcerated individuals.)	community

Alternate Members:
Dr. Jennifer Bradley (f-p,23; community advocate)

18. LIBRARY COMMITTEE

Charge:
The Library Committee:

1. reviews and recommends new (or revisions to existing) Library policies and goals,
2. receives and reviews periodic reports prepared by the University Library Director on its operations and makes recommendations based on these reports,
3. advises the University Library Director on budgetary matters and alignment with the University Academic Plan, and
4. at the request of the Provost and Chief Academic Officer or the Associate Provost for Academic Excellence participates in the evaluation of Library operations.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of five (5) non-librarian faculty members (one from each college) **elected** by the members of the Faculty Assembly; Two (2) students - 1 Undergratuate student recommended by Student Government (SGA) and 1 Graduate student recommended by Graduate Student Association (GSA); Two (2) professional librarians recommended by the University Library Director; and up to Two (2) additional Presidential appointments. The University Library Director is an ex officio, non-voting member. The chair is elected by the committee.

Voting:
Voting (within the Committee): Approval of a proposal requires a quorum and a simple majority vote of affirmation from those in attendance. Any item under consideration must be formally proposed and discussed at a prior meeting before a vote may take place.

Reporting:
The committee reports to the Provost and Chief Academic Officer and a liaison reports to the Faculty Committee.

Current Membership:	**Representing**
TERM A (ends in spring, 2029)	
Vacant (CN) (f-e-26,3)	CN
Dr. Patrick Filanowski (CHHS) (f-e-26,3)	CHHS
TERM B (ends in spring, 2028)	
Dr. John Ray (CAS) (f-e-25,3)	CAS
Dr. Stephanie Cole (f-e-26,2)	COM
TERM C (ends in spring, 2027)	
Dr. Ed Kosack (WCB) (f-e-24,3)	WCB
Mr. Paul Weber (st, ap, 25, 2)	Staff
ONE YEAR TERM	
TBD (s) (2026-2027)	SGA
TBD (gs) (2026-2027)	Graduate School
NO FIXED TERM	
Ms. Michelle Early	Librarian
Ms. Anne Ryckbost	Librarian
Mr. Ken Gibson (x), Director, University Library	(non-voting)

19. UNIVERSITY RANK AND TENURE COMMITTEE

Charge:
The University Rank and Tenure Committee reviews all recommendations and applications for the promotion and tenure of faculty. The committee makes its recommendations to the President regarding promotion and tenure. A fuller description of this committee's responsibilities is in the Faculty Handbook.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of voting members who hold the rank of (full) Professor, with one member coming from the College of Nursing, one member coming from the College of Osteopathic Medicine, two members coming from the Williams College of Business, two members coming from the College of Health and Human Sciences, and three members coming from the College of Arts and Sciences, with one or two of these members from the following departments: Biology, Chemistry, Physics, Mathematics, and Computer Science. The Provost and Chief Academic Officer is a non-voting member of the committee and serves as co-chair alongside a faculty co-chair who is voted in by the faculty of the committee.

Each year the Tenure-Track Faculty **elect**, in a fixed rotation, two or three full professors to the University Rank and Tenure Committee for a three-year term. These staggered terms prevent more than three new members joining the committee in a given year.

The Tenure-Track Faculty of the College will seek to nominate two full professors for each opening on the committee for that college, and members of the University Rank and Tenure Committee are elected by the Tenure-Track Faculty of the University. In the event that a college does not have an eligible faculty member who is willing to serve, the open position will remain vacant.

Note: membership on this committee includes possible winter-break-meeting obligations for all members.

Reporting:
The University Rank and Tenure Committee reports through the Provost and Chief Academic Officer to the President.

Current Membership:	**Representing**
Dr. Rachel Chrastil, Provost & CAO (x) (non-voting) **Co-Chair**	Provost & CAO
TERM A (ends in spring, 2029)	
Dr. Supaporn Kradtap (CAS) (f-e-26,3)	CAS
Dr. Tim Miller (WCB) (f-e-26,3)	WCB
Dr. Lisa Ottum (CAS) (f-e-26,3)	CAS-non STEM
TERM B (ends in spring, 2028)	
Dr. Brian Balyeat (WCB) (f-e-25,3)	WCB
Dr. Michelle Flaum (CHHS) (f-e-25,3)	CHHS
Dr. Kim Toole (CN) (f-e-25,3)	CN
TERM C (ends in spring, 2027)	
Dr. Tina Davlin-Pater (CHHS) (f-e-24,3)	CHHS
Dr. Richard Polt (CAS) (f-e-24,3) **Co-Chair**	CAS

University Committees

1. ADMISSION, FINANCIAL AID AND STUDENT SUCCESS COMMITTEE

Charge:
The Admission, Financial Aid and Student Success (AFSS) Committee provides a forum through which faculty can provide meaningful input into:

- Strategies and policies that impact the recruitment of new, first-year undergraduate and transfer students and the retention and graduation rates of full time continuing undergraduate students.
- Undergraduate financial aid and scholarship strategies and policies.

The committee will also:

- Review, with Strategic Enrollment Management (SEM) staff, the assessment of recruitment, retention and financial aid strategies and policies.
- Select candidates to receive competitive scholarships such as the Saint Francis Xavier Scholarship, the Paul L. O'Connor S.J. Scholarship, and the Thomas G. Savage S.J. Scholarship.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Reporting:
The committee serves in an advisory capacity to the Provost and Chief Academic Officer and the Vice President, Strategic Enrollement Management.

Standards of Confidentiality:
In the course of performing their duties, committee members may have access to or gain knowledge of confidential information concerning the University and its enrollment and financial aid strategies. "Confidential information" is defined as information to which the public does not have general access.

Confidential information concerning the University and its strategies should be safeguarded. An appropriate SEM staff member will grant the necessary access to this information to all members to perform their duties on the committee. This information should not be shared outside the membership of the Committee unless permission is expressly granted by both co-chairs.

Membership – 14 members:
Membership consists of five (5) faculty members representing the four (4) colleges with undergraduates, **nominated** by the Faculty Committee and approved by the Provost and CAO, the Dean of Admission, the Director of Student Financial Services (financial aid), the Associate Director of Student Financial Services, the Director of TRiO, the Dean of Retention, the Associate VP of SEM, and an Associate Dean from one of the four (4) colleges recommended by Provost and CAO, one (1) Administrator from the Division of Student Affairs recommended by the Associate Provost and Chief Student Affairs Officer and one (1) administrator nominated by the Chief Diversity and Inclusion Officer.

The co-chairs are a senior administrator from the Division of Enrollment Management and Student Success, selected by the VP of SEM for a three year term, and one faculty member who is a member of the committee elected by the committee membership.

Ex officio members are the Provost and CAO, the Vice President, Chief Enrollment and Student Success Officer, and the Associate Vice President for Strategic Enrollment Management (unless they are serving as co-chair).

In place of student membership, the co-chairs will meet once per year with the Executives of SGA to share with them appropriate committee discussions and deliberations as well as to solicit their input on strategies within the purview of the committee.

Subcommittees:
The committee is made up of four (4) subcommittees;

- Subcommittee on Recruitment and Admission chaired by the Dean of Admission
- Subcommittee on Financial Aid and Scholarships chaired by the Director of Student Financial Services
- Subcommittee on Retention chaired by the Dean of Retention
- Subcommittee on Assessment chaired by an SEM administrator on the committee

Each subcommittee is made up of no more than four (4) members (including the chair), one of which must be a faculty member. Committee members will each volunteer for one (1) subcommittee membership. All subcommittee membership appointments will be made jointly by the committee co-chairs. Subcommittees will meet on an as-needed basis.

Frequency of Meetings:

The committee meets once during the Fall semester, twice during the Spring semester (with one meeting dedicated to Scholarship selection) and once between May 15 and August 15. Subcommittees meet at least two times per calendar year. Note: membership on this committee includes a summer-meeting obligation for all members.

Executive Session:
The committee will meet in Executive Session as many times as necessary during the course of the calendar year, as determined by the co-chairs. Executive Session will include the Deans of Admission and Retention, the Director of Student Financial Services, faculty members and the ex-officio members only and any administrators deemed appropriate by these members. This meeting may be used to discuss confidential, proprietary or otherwise sensitive matters before the committee.

Current Membership:	Representing
Ms. Lauren Parcell, **Co-Chair**	Strategic Enrollment Management
TERM A (ends in spring, 2029)	
Dr. Mack Mariani (CAS) (f-26, 3)	
Dr. Mollie McIntosh (CAS) (f-25,3)	AL
TERM B (ends in spring, 2028)	
Dr. Cynthia Veraldo (f-25,3)	CHHS
Dr. Sarah Blackburn (f-25,3)	CN
TERM C (ends in spring, 2027)	
Dr. Daleah Goodwin (f-24,3)	CAS
Dr. Megan Jones(f-24,3)	WCB
NO FIXED TERM	
Ms. Lauren Parcell (x) Dean of Admission	Undergraduate Admission
Ms. Adrienne Montgomery, Director Student Financial Services	Strategic Enrollment Management
Dr. Rochelle Garner (x) Director	TRiO
Ms. Angie Kneflin (x) Associate Dean of Students	Retention & Student Success
Dr. Stephen Yandell, Associate Dean	CAS
Ms. Lori Lambert, Senior Director	Student Affairs
Ms. Diamond Brown, Associate Director	CDI
Staff to Committee:	
Ms. Kris Killen, Associate Director	Student Financial Services

2. ATHLETIC ADVISORY BOARD

Charge:
The Athletic Advisory Board assists and advises the Vice President for Institutional Strategy and Director of Athletics in the overall institutional responsibility and control of intercollegiate athletics ensuring alignment with the values and goals of Xavier University by:

- Promoting an understanding of intercollegiate athletics among all members of the University community.
- Fostering a clear commitment to ethical behavior and academic integrity within the athletic program.
- Ensuring the commitment to the student-athletes in athletic activities.
- Providing a bridge for communication between Athletics and the faculty, as well as the broader University community.
- Acting as a sounding board for issues facing intercollegiate athletics programs and making recommendations as to how best practices could be implemented.

Membership and Terms:
Membership: The Board consists of 13 members: The Chair (a faculty member **appointed** by the President), three faculty members (**recommended** by the Faculty Committee), one administrator (recommended by the Vice President for Institutional Strategy and Director of Athletics), four staff members (recommended by Staff Advisory Committee), one undergraduate student (recommended by Student Government), two student-athletes (recommended by SAAC), one Xavier alumni (recommended by the Executive Director of the Alumni Association). The Vice President for Institutional Strategy and Director of Athletics, the Senior Associate Athletics Director for Compliance and Student-Athlete Resources and SWA and the Faculty Athletics Representative(s) serve as ex-officio members of this Committee.

Terms: Faculty and Staff are appointed to staggered three-year terms; students are appointed to one-year terms.

Reporting:
The Committee reports to the President through the Vice President for Institutional Strategy and Director of Athletics.

Meetings:
The Committee traditionally meets at least once in the Fall semester (to coincide with the annual athletics meeting, if applicable) and at least once in the Spring semester.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Dominique Kropp (CHHS) (f-26,3)	AL
Victoria Vogelgesang (st-26,3)	AL
TERM B (ends in spring, 2028)	
Dr. Jody Googins (f-25,3)	CHHS
Ms. Annie Collins (SEM) (ste-25,3)	AL
Ms. Abbie Hopperton (MarCom) (ste-25,3)	AL
Dr. Mika Karikari (ste-25,3)	Administrator
Ms. Teddy Siegel (president’s office) (ste-25,3)	AL
TERM C (ends in spring, 2027)	
Dr. Ashley Stadler Blank (WCB) (f-24,3) – **Chair**	WCB
Dr. Andrew Zolides (CAS) (f-24,3)	CAS
Ms. Annie Collins (SEM) (ste-25,2)	AL
ONE-YEAR TERMS	
TBD (2026-2027)	SGA
TBD (2026-2027)	SAAC
TBD (2026-2027)	SAAC
NO FIXED TERM	
Sr. Rose Ann Fleming (x)	NCAA Faculty Rep.
Dr. Christian End (x)	NCAA Faculty Rep.

Alex Burkhart (24, 3)	Alumni

Staff:
Mr. Greg Christopher, Vice President for Institutional Strategy and Director of Athletics
Dr. Susan Cross-Lipnickey, Senior Associate Athletics Director for Compliance and Student-Athlete Resources and SWA

3. BENEFITS COMMITTEE

Charge:
The University Benefits Committee advises the Office of Human Resources on the University's fringe benefits package and proposed changes in benefits. As articulated in the Faculty Handbook, certain benefits are reviewed annually by the Benefits Committee which makes recommendations for modifications to the SLC. The SLC then recommends levels for the next year to the President. The President's action on such recommendations establish the benefits for the next year.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The membership consists of five (5) faculty members **recommended** by the Faculty Committee (with at least three (3) being tenure/tenure-track faculty) and no more than two from any one college; additionally, eight (8) staff employees recommended by the Staff Advisory Committee to the Vice President & Chief Human Resources Officer. The faculty and staff co-chairs are elected by the committee.

Note: membership on this committee includes a summer-meeting obligation for all members.

Reporting:
The committee reports to the Vice President Finance and Administration and Chief Financial Officer.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Adam Bange (CAS) (f-26,3)	Faculty
Dr. Edmond Hooker (CHHS) (f-26,3)	Faculty
Amanda Meeker (ste-26,1)	Staff
TERM B (ends in spring, 2028)	
Dr. Ahlam Lee (CHHS) (f-25,3)	Faculty
Dr. Marcie Lensges (WCB) (f-25,3)	Faculty
Ms. Sarah Fister-Brewer, Graduate School (st-25,3)	Staff
Ms. Lee Owens, Instructional Design (ste-25,3)	Staff
Ms. Cheryl McElroy, Grant Services (ste-25,3)	Staff
Ms. Elizabeth Eichhold, Finance (ste-25,3)	Staff
TERM C (ends in spring, 2027)	
Ms. Francie Gonzalez, Auxiliary Services (st-24,3)	Staff
Ms. Ashley Henkes, Care Management Services (ste-24,3)	Staff
Mr. Douglas Riga, Institutional Research (ste-24,3) **Co-Chair**	Staff
Dr. Ashley Varol (CHHS) (f-24,3) **Co-Chair**	Faculty

Staff to Committee:
Ms. Robyn Dow, Vice President & Chief Human Resources Officer (CHRO)
Mr. Jacob Mulder, Total Rewards Specialist
Ms. Kimberly Schweinhagen, Director of Compensation, Benefits, & HR Technology

4. BUDGET ADVISORY COMMITTEE (BAC)

Committee Charter Approved by Executive Cabinet February 2026

The Xavier University Budget Advisory Committee (BAC) is an advisory body reporting to the President, serving as the primary conduit for faculty and staff input into financial resource allocation related to long-range financial planning and annual budgeting. The BAC serves to ensure that faculty and staff feedback regarding strategic and operational plans and significant financial decisions is taken into consideration by the President and the Executive Cabinet. To that end, the BAC makes recommendations and provides advice to the President regarding financial resource allocation in support of the University's strategic plan and institutional goals and objectives.

The BAC fulfills its purpose by:

- Reviewing and providing input into the development of long-range financial plans, including a review of key assumptions and financial plans;
- Reviewing and providing input into the development of the annual budget, including a review of key assumptions and financial resource allocation;
- Reviewing and providing input into the development of capital and deferred maintenance plans, including review of recommendations regarding campus master planning;
- Providing feedback and recommendations on the above matters to the President;
- Deliberating in a confidential and collaborative manner while ensuring that the best interests of the University guide all recommendations.

As an advisory body, the BAC recognizes that decision-making authority for financial decisions rests with the President and Executive Cabinet, as outlined in the University's governing documents and as overseen by the Board of Trustees and various committees of the Board of Trustees. Of note, Xavier's Board of Trustees holds ultimate responsibility for approving the university's annual budget and all long-range financial plans.

Membership Categories, Membership, and Expectations and Responsibilities of Members

The BAC includes two categories of membership:

- Ex officio Members
- Appointed Members, to include:
  - members of Xavier's faculty;
  - members of Xavier's staff;
  - members of the Executive Cabinet.

Membership in each Membership Category will be as follows:

- Ex officio Members:
  - Vice President for Finance and Administration and Chief Financial Officer, co-chair
  - Provost and Chief Academic Officer, co-chair
  - Chief of Staff to the President
- **Appointed** Members:
  - Faculty Membership will consist of five full-time faculty members. Every effort will be made to appoint one faculty member from each of the five Colleges, with priority given to tenured faculty members. In determining these appointments, the President will ordinarily consult with Faculty Committee.
  - Staff membership shall consist of two full-time staff members of the Xavier University Council (XUC) who are not members of Executive Cabinet or Xavier faculty. In determining these appointments, the President will ordinarily consult with the Executive Cabinet.
  - The President shall appoint one member from the Executive Cabinet, excluding those already serving in an ex officio capacity.

Ordinarily, appointed members will serve initial terms of three (3) years. An appointed member may be re-appointed to any number of additional three-year terms, at the discretion of the President. At all times, the President retains the sole discretion to lengthen, shorten, terminate or renew any terms of appointment.

For the inaugural year of the BAC, all membership terms will commence on March 1, 2026. To avoid the entire membership expiring on June 30, 2029, some 'staggering' will be implemented; members will either be appointed for one-, two- or three-year terms, in order to achieve an orderly progression of terms. As such, the three possible terms for the inaugural year of the BAC are as follows:

- March 1, 2026-June 30, 2027;
- March 1, 2026-June 30, 2028;
- March 1, 2026-June 30, 2029.

In subsequent years, it is expected that BAC, membership terms will run from July 1 of the appointment year, through June 30, three years later (for example, July 1, 2029 through June 30, 2032). In the event that a member must step away during their term of appointment, a replacement member (from the same membership category) will be appointed to complete the remainder of the appointed term, subject to subsequent renewals in the normal way.

It is anticipated that other members of the Xavier community – faculty, staff or administrators – may be invited to participate in BAC meetings for the purpose of presenting information and/or serving as subject matter experts on specific matters before the BAC. These expert guests can only be invited by the co-chairs of BAC and are not eligible to participate in any voting taken by the BAC.

While members of the BAC are appointed as representatives of specific employee populations at Xavier, they are expected to assume an institutional perspective on all matters before the BAC, placing the interests of the university as a whole – rather than the employee population from which they have been selected – above all others. If nominated members are unable to approach this work through this lens of cura apostolica, they should decline to stand for appointment. Secondarily, members are expected to represent the constituents they have been appointed to represent, and they are to serve as conduits of information to BAC and, where appropriate, from BAC to the constituency they represent. Recognizing the challenge of holding these two perspectives in tension, the former – the institutional perspective - is expected to be the primary orientation for each member of the BAC.

Meetings

The BAC will meet at least monthly during the Academic Year (between August and May) and may meet during the summer (June and July) upon notification from the co-chairs. Additional meetings may be scheduled as workload requires- at the discretion of the co-chairs. Scheduled meetings may be cancelled upon notification by the co-chairs.

Meeting schedules and the related plan of work will be determined annually and confirmed at the beginning of each academic semester. Every attempt will be made to avoid revisions to the meeting schedule, once finalized.

Guidelines for the preparation and distribution of meeting materials will be prepared by Financial Administration staff members in consultation with the co-chairs.

Meetings are intended to be held in-person; however, meetings may be held by video conference at any time at the discretion of the co-chairs. Members are expected to use best efforts to participate in all meetings. Failure to do so could result in premature termination of membership.

There are no formal requirements of quorum for meetings of the BAC, and the BAC does not use any model of proxy voting, in the event that a vote is to be taken on any matters before the BAC. To participate in such a vote, members must be present in the meeting. As noted below, given the advisory nature of the BAC, frequent voting is unlikely.

Where appropriate, meeting notes will be prepared and distributed, following each meeting. To maintain the integrity of deliberations, members may not record or use AI technology for note-taking. The co-chairs alone retain the right to record sessions for the express purpose of any note-taking or capturing of follow up actions. It is anticipated that there may be times where some reporting will issue from the BAC to the broader campus community. That details and timing of such reporting will be determined by the co-chairs.

The co-chairs will communicate BAC activities and recommendations to the President. At all times, the President is welcome to join any BAC meeting, in a non-voting capacity.

Voting

As an advisory body reporting to the President, the BAC is expected to provide feedback to the President and the Executive Cabinet. In fulfilling this advisory role, consensus is the desired outcome. However, there may be occasions where a formal vote is taken in order to capture the BAC's advisory feedback with detail. In those cases, both ex-officio and appointed members of the BAC will be eligible to vote, with every member casting a vote of equal weight.

When certain matters arise that require BAC feedback or action between meetings, a request for discussion, feedback or a vote may be requested via electronic mail at the discretion of the co-chairs.

Confidentiality

It is anticipated that the BAC will consider matters of a sensitive or confidential matter, as part of its regular work. All members will be required to sign a non-disclosure/confidentiality agreement, annually. All BAC information, including proposed budgets, financial forecasts, strategic plans, projections and any other data reflecting the financial status of the university is proprietary and shall be held in strict confidence. Unless the co-chairs specifically designate a document for broader release, members are prohibited from sharing committee materials with any person or group, internally or externally. This applies to all documents distributed before, during, or after committee sessions. Any member of the BAC found sharing confidential information externally – or internally without express permission - is subject to dismissal from the BAC and may also be subject to other disciplinary action as determined under existing University policies and practices.

The work of the BAC often requires coordination with the work of other faculty, staff and administrators who may not be members or guests of the BAC. The co-chairs, at their sole discretion, may discuss confidential information with faculty, staff and administrators as required to effect the work of the BAC.

Annual Plan of Work

In order to fulfill its role as an advisory committee on matters regarding institutional resource allocation, the BAC will follow a work plan that aligns with the University's normal calendar for the determination of strategic and annual plan goals and financial plans and budgets. The BAC's work must also align with the required Presidential and Board of Trustees approvals of such plans. An annual work plan will be established by the BAC at its first meeting of the academic year and will be posted for committee members throughout the year, along with any necessary revisions.

In addition to the regular work of the BAC, it is anticipated that this Charter will be reviewed annually, allowing all members to suggest changes to this governing document. Any changes to the BAC Charter will be finalized by the Executive Cabinet.

Current Membership:	Representing
TERM A (ends in spring, 2029)	
Dr. Brian Balyeat (s26-3)	WCB
Ms. Megan Bosco, Director, Treasury (s26-3)	Staff
Dr. Peter Mallow (s26-3)	CHHS
TERM B (ends in spring, 2028)	
Dr. Kelly Crowe (s26-2)	COM
TERM C (ends in spring, 2027)	
Dr. Emillie Burdette (s26-1)	CN
Dr. Anas Malik (s26-1)	CAS
Ms. Kimberly Moore, Vice President, Student Affairs (s26-1)	Executive Cabinet
Ms. Adrienne Montgomery (s26-1)	Director, Office of Student Financial Services (s26-2)

EX OFFICIO
Dr. Rachel Chrastil, Provost and Chief Academic Officer – **Co-Chair**
Mr. Kevin Buck, Vice Presdient, Finance, and Chief Financial Officer **- Co-Chair**
Ms. Kelly Pokrywka, Chief of Staff to the President

STAFF ATTENDING
Mr. Dan Crespo, Associate Vice President for Provost Budget and Planning
Ms. Kerin Banfield, Associate Vice President, Financial Operations
Ms. Mary Ann Grimsley, Director, Financial Planning and Budgets

5. BRAND AND MARKETING NETWORK

Charge:
The Brand and Marketing Network advises the Office of Marketing & Communications on communications and marketing strategies and initiatives that impact the entire university. The committee meets at least two times during the academic year to help Xavier manage its reputation, share pertinent information, integrate and align marketing efforts, and leverage mutual interests.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The membership consists of five (5) faculty members, one from each of the respective colleges of the University, **appointed** by the President upon the recommendation of the Faculty Committee. One additional faculty member, preferably from Marketing, Communications, Information Resources or Computer Science, is included by Presidential appointment. Each Vice President is also a member, as well as the Associate Provost for Student Affairs, or their specific communications designee from their division. Additional members include one representative from each of the enrollment centers and the Director of Athletic Marketing.
The Network is led by the Office of Marketing & Communications and chaired by the Office's Assistant Vice President.

Reporting:
The Committee reports to the President. The Chair will brief the President at least two times throughout the year on the work of the Committee; however, minutes of each meeting will be taken and distributed through appropriate University channels to apprise the University on the committee's meeting.

Current Membership	**Department**	**Representing**
Mr. Doug Ruschman (x) – **Chair**	Marketing & Communications	
TERM A (ends in spring, 2029)		
Dr. Dianna Rickmon (CN) (f-26,3)	Nursing	CN
Ms. Sheridan Davenport (CAS) (f-25,1)	Art	CAS
TERM B (ends in spring, 2028)		
Dr. Kaitlin Newkirk (WCB) (f-25,3)	Accounting	WCB
Dr. Dominique Kropp (CHHS) (f-25,3)	Sport Science & Management	CHHS
TERM C (ends in spring, 2027)		
Vacant (COM) (f-27,3)		COM
NO FIXED TERM		
Ms. Audrey Boydston (x)	Graduate School	Graduate Enrollment
Ms. Kelly Pokrywka (x)	Office of the President	Office of the President
Mr. Kevin Hearn (x)	Enrollment Management	SEM
Ms. Lauren Parcell (x)	Undergraduate Admission	SEM
Ms. Kiley Solomon (x)	Enrollment Communications	SEM
Ms. Shannon Cassidy-Cox (x)	Alumni	University Relations
Ms. Susan Abel (x)	Capital Campaign	University Relations
Mr. Bill Moran (x)	Auxiliary Services	Financial Administration
Mr. Brian Hicks (x)	Athletics	University Administration
Ms. Leah Busam Klenowski (x)	Student Involvement	Student Life & Leadership
Mr. Craig This (x)	Director of Institutional Research	Academic Affairs
Mr. Larry Lampe (x)	Mission and Identity	Mission & Identity

Staff to Committee:

Ms. Kim Costanzo	Marketing & Communications	
Mr. Rob Liesland	Marketing & Communications	

6. CAMPUS SAFETY COMMITTEE

<u>Charge:</u>

The Safety Committee (SC) is a university committee that represents the perspective of the entire university and serves as an advising and recommending body on matters of campus safety that broadly impact the campus and our campus community members.

In fulfilling this charge the SC will identify and recommend prioritized actions to enhance campus safety and to provide for continuous improvement in safety awareness and safety results. SC members also make recommendations and act to develop and continue a culture of safety, a culture that values safety broadly and extends beyond the role of XUPD, where a safe campus for all is viewed as an important individual and collective responsibility, and where campus safety is part of what all employees and students share accountability through engagement, reporting, and awareness.

The SC recognizes other groups such as: XUPD, Physical Plant, Health & Wellness, Title IX, Student Integrity, and others perform safety-related functions and will collaborate with these groups on specific issues.

<u>Membership:</u>

The membership consists of *ex officio and appointed* members. All members have voting privileges.

Ex-officio members are: Vice President for Risk Management, the Director Public Safety/Chief of Police, the Lieutenant - Clery Compliance and Safety, the Lieutenant - Crime Prevention and Training, and senior managers from Marketing and Communications, Student Affairs, and Physical Plant.

Appointed members are: five (5) faculty members, one from each college, **recommended** by the Faculty Committee, two (2) staff recommended by the Staff Advisory Committee, and two (2) students, one undergraduate recommended by Student Government Association and one graduate student recommended by the Graduate Student Government Association. Appointed faculty and staff members will serve a term of three (3) years with a rotation set up for the initial appointment to lag the membership. Students will serve a one-year term subject to renewal or reappointment should they choose to continue serving.

Representatives from the Cincinnati and Norwood Police and Fire Departments will be invited to participate in Committee meetings.

The SC is co-chaired by the Director of Public Safety/Chief of Police and a faculty member elected by SC members from among the faculty appointed to the SC. As a recommending body, generally the SC will reach agreement by consensus. The SC is staffed by the Manager, Support Services for XUPD who is responsible for coordinating administrative matters for the SC as well as keeping minutes of the proceedings of meetings.

NOTE: See attached table for current Committee membership.

<u>Reporting:</u>

The SC reports to the President through the Vice President for Risk Management.

- All minutes will be approved by the SC.
- At least once a semester, the SC Co-chairs will provide a SC update to VP for Risk Management regarding on-going projects and focus of the SC.

The SC reports to the Xavier University Council (XUC) through the Director of Public Safety as requested on the agenda items or updates.

<u>Current Membership:</u>	<u>Representing</u>
Chief Aaron Jones, DPS/Chief of Police (x) voting **Co-Chair**	XUPD
TERM A (ends in spring, 2029)	
Dr. Edmond Hooker (CHHS) (f-26, 3)	CHHS
Leah Dunn (CHHS) (f-26,3)	CHHS
Dr. Kenneth Hensley (COM) (f-26,3)	COM
TERM B (ends in spring, 2028)	
Dr. Bryan Buechner (WCB) (f-25,3)	WCB
Dr. Angela Collins (CN) (f-25,3)	CN

TERM C (ends in spring, 2027)

Dr. Amanda Powers (CAS) (f-26, 1)	CAS
Ms. Nancy Conlon (st-24,3)	Staff Appointment
Ms. Lachanna Jackson (st-24,3)	Staff Appointment

ONE YEAR TERMS

TBD (2026-2027)	Student Government Association
TBD (2026-2027)	Graduate Student Association

<u>Ex Officio Members</u>

VP – Risk Management	
Director of Public Safety/Chief of Police	Aaron Jones
XUPD Lieutenant – Clery Compliance & Safety	Adrian Fuller
XUPD Lieutenant – Crime Prevention & Training	Lisa Crisafi
Communications	Austin Rowekamp
Residence Life	
Physical Plant	Tim Trucco

<u>Community Partners:</u>

Carlier Smythe	Cincinnati Police
Mr. Steven Thomas	Norwood Police Dept.
Mr. Josh Giles	Norwood Fire Dept.

<u>Staff to Committee:</u>

Ms. Nancy Sampson	XUPD Administration
Mr. Glenn Welling	Student Veterans Center

7. CAMPUS SPACE COMMITTEE (CSC)

Charge:
The Campus Space Committee (CSC) is an advisory and recommending committee to the Executive Committee (EC) to assist them in making informed and timely decisions regarding the allocation and repurposing of existing space. The CSC is responsible for the Campus Space Policy and uses this as a guide for space design and allocation on campus. Each semester, the CSC reviews requests for space and makes recommendations to the EC.

Membership:
There are nine (9) voting members on the CSC. Membership consists of an ex officio member from Physical Plant; one faculty member from each college nominated by the Faculty Committee; one XUC member appointed by the president; one staff member recommended by the Staff Committee; and one student recommended by Student Government.

Voting:
In fulfilling this advisory role, consensus is the desired outcome. However, in situations where consensus cannot be reached, there may be occasions where a formal vote is necessary. Approval of a proposal through a vote requires a quorum, which is 5 voting members in attendance, and a simple majority vote of affirmation from those in attendance.

Reporting:
As an advisory body reporting to the Executive Cabinet (EC), the CSC is expected to provide recommendations to the EC.

Current Membership:	**Representing**
Ms. Nicole Schneider (x) **Co-Chair**	Ex-officio
TERM A (ends in spring, 2029)	
Dr. Leslie Rasmussen (f-26,3)	CAS Faculty
Dr. James Loveland (f-26,3)	WCB Faculty
TERM B (ends in spring, 2028)	
Ms. LeAnn Scherbauer (f-25,3)	Staff Member
Vacant (f-28,3)	COM Faculty
TERM C (ends in spring, 2027)	
Dr. Angie Collins (f-24,3) **Co-Chair**	CN Faculty
Dr. Jen Gibson (f-24,3)	CHHS Faculty
NO FIXED TERM	
Vacant	XUC Member
ONE YEAR TERM	
Vacant	Student
Staff to the Committee:	
Ms. Andrea Wawrzusin	Registrar
Mr. Michael Svihlik	Registrar
Mr. Erik Ball	Information Tech
Mr. Shane Thornton	Finance
Mr. Tim Trucco	Physical Plant, Director
Mr. Hugo Biondo	Physical Plant, Architect
Ms. Michelle Latorre	Physical Plant, Admin

8. GRIEVANCE COMMITTEE

Charge:
This Committee meets upon the request of the Vice President for Human Resources at Step IV in the Grievance Process as described in the Xavier University Grievance and Appeals Policy. The committee hears complaints which an employee may have regarding conditions of University employment.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The membership consists of a committee of five individuals - two (2) tenured faculty members from different colleges **recommended** by Faculty Committee, and three (3) staff employees of which at least one (1) will be hourly and one (1) salaried **nominated** by the Staff Advisory Committee to the President. The Chair is appointed by the President, or the President's designee, in consultation with the Chair of the Faculty Committee and the Vice President for Human Resources. The Vice President for Human Resources serves as staff to the committee.

Reporting:
The committee will make a recommendation to the President within one week of the hearing.

Current Membership	Representing
TERM A (ends in spring, 2029)	
Dr. Gail Hurst (CAS) (f-26,3)	Faculty
TERM B (ends in spring, 2028)	
Ms. Mandy Meeker, Information Technology (ste-25,3)	Staff
Ms. Megan Kickbush, University Library (ste-25,3)	Staff
Dr. Alan Jin (WCB) (f-25,3)	Faculty
TERM C (ends in spring, 2027)	
Ms. Karmen Sharp, Care and Support Services (ste-24,3)	Staff

Staff To the Committee
Ms. Robyn Dow, Vice President, Chief Human Resource Officer

9. PARKING COMMITTEE

Charge:
The Parking Committee is responsible to make recommendations for:

- Overall policies and procedures for the regulation of parking on campus
- Fees to be charged for parking
- Areas on or contiguous to campus on which parking spaces may be created
- Alternatives to handling parking when construction of University facilities eliminates existing parking spaces
- Procedures for ensuring that all stakeholders, students, faculty ,staff and visitors (e.g. basketball premium seat holders) receive and understand clear communication regarding normal parking processes and necessary changes to those processes for special events (e.g. men's basketball games on class nights).

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Members:
The membership consists of two (2) students (one undergraduate and one graduate) recommended by the Student Government Association and the Graduate Student Association respectively, five (5) faculty members representing different colleges, **recommended** by the Faculty Committee, two (2) Administrative staff (exempt staff) and, two (2) hourly staff (non-exempt staff) designated by the Vice President Finance and Administration and Chief Financial Officer (VP F&A/CFO). The Committee is co-chaired by the Associate Director of Auxiliary Services and a faculty member elected by the committee.

Reporting:
The Parking Committee acts in an advisory capacity to the Vice President of Finance & Administration & Chief Financial Officer (VP F&A/CFO).

Current Membership:	**Representing**
Ms. Jennifer Paiotti (x) **Co-Chair**	Administrator
TERM A (ends in spring, 2029)	
Dr. David DeMarco (f-26, 3)	COM
TERM B (ends in spring, 2028)	
Ms. Michelle Eckert (CN) (f-25,3)	CN faculty
Dr. David Houghton (f-25,3)	WCB faculty
Dr. Chioma Oringanje (CAS) (f-25,3)	CAS faculty
Ms. Kirsten Firth (f-25,3)	Staff
Ms. Olivia Wakefield (CAS) (f-25,3)	Staff
Dr. Andrea Wawrzusin (Registrar) (f-25,3)	Admin Staff
TERM C (ends in spring, 2027)	
Mr. Sam-El Fowler (CHHS) (f-24,3)	CHHS faculty
Ms. Mariah Dern (ste-24,3)	Admin Staff
ONE YEAR TERM	
TBD (s) (2026-2027)	SGA
TBD (gs) (2026-2027)	Graduate Student

Staff to the Committee (non-voting members):
Mr. Jon Prabell, Director, Plant Operations, Physical Plant
Chief Aaron Jones, Director, Public Safety/Chief of Campus Police
Mr. Bob Young, Xavier University Police Department
Mr. Scott Mueller, Director for Facilities and Operations
Mr. Bill Moran, Senior Director, Auxiliary Services

10. STAFF COMMITTEE

Charge:
The Staff Committee will provide a forum for open communication and on-going dialogue between exempt and non-exempt staff employees and administration on University strategic direction and initiatives. This committee will report to the Office of the President. The Staff Committee will recommend exempt and non-exempt staff employees for consideration by the President of the University for appointment to academic and University committees where staff have a role.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The membership consists of at least fifteen (15) exempt and non-exempt staff employees. Five (5) members are **elected** each year for a three-year term. No more than three members from any area may serve at the same time. Staff Committee seeks a diverse representation of staff from across the University. The Staff Committee elects its own Chair to an 18-month term. Members eligible to run for a term as Chair must be in their first or second year on the committee. Upon completion of the term as Chair, this person will then serve up to 6 months as the Past Chair (in accordance with the resolution unanimously passed by SAC in April 2021).

Reporting:
The Staff Committee reports to the Office of the President.

Current Membership:

TERM A (ends in spring, 2029)
Alex Collins, Gallagher Student Center (ste-e-26,3)
Tim Griffin, Office of Residence Life (ste-e-26,3)
Jennifer Heindl, College of Nursing (ste-e-26,3)
Erika Jay, Student Involvement (ste-e-26,3)
Kristin Kucia, Care and Support Services (st-e-26,3)

TERM B (ends in spring, 2028)
Alex Brauer, Center for International Education (ste-e-25,3)
Jen Bush, Asst. Dean, WCB (ste-e-25,3)
David Hamilton, Marketing and Communications (ste-e-25,3)
Tracy Jackson, Asst. Dean, CHHS (ste-e-25,3)
Tara Koch, Center for Teaching Excellence (st-e-25,3)

TERM C (ends in spring, 2027)
Michelle Dietz, Financial Administration (ste-e-24,3)
Erica Gehring, Office of the Graduate School (ste-e-24,3)
Vacant (st-e-26,1)
Gordon Suggs, Information Technologies (ste-e-24,3)- Chair Elect
Angie Kneflin, Dean of Students (ste-e-24,3)

Donna Geraci (26, 0.5) – **Past Chair – Through December 2026**

Note: The committee does not address issues or concerns on matters related to terms or conditions of employment.

11. UNIVERSITY CALENDAR COMMITTEE

Charge:
The University Calendar Committee formulates and recommends the academic year calendar, proposes policies and processes for scheduling of University classes, academic programs and events, and works to ensure proper and timely dissemination of all University academic calendars and university academic events.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of the Provost and Chief Academic Officer or designee. The Provost designates the Chair. Membership also includes the Administrative Vice President, the Vice President of Enrollment Management and Student Success, the Vice President for Student Affairs, the University Registrar, the Associate Provost for Academic Affairs, the Dean of the Graduate School, two faculty members **recommended** by Faculty Committee (from different colleges), a representative from the College of Osteopathic Medicine, a representative from the Student Government Association, and representatives from Staff Advisory Committee, the Special Events/Cintas Center, and Human Resources.

Reporting:
The committee reports to the Provost and Chief Academic Officer.

Current Membership:	**Representing**
Dr. Andrea Wawrzusin (x) – **Chair**	Asst Vice President & University Registrar - (Provost & CAO rep as Chair)
TERM A (ends in spring, 2029)	
TERM B (ends in spring, 2028)	
Dr. Jeremy Steeves (CHHS) (f-25,3)	AL Faculty
Dr. Eleni Tsalla (CAS) (f-25,3)	AL Faculty
Dr. Zack Vaskalis (COM) (f-25,3)	COM
TERM C (ends in spring, 2027)	
Ms. Cheryl McElroy (ste-24,3)	Staff Committee
ONE YEAR TERM	
TBD (2026-2027)	Student Government Association
NO FIXED TERM	
Dr. Rachel Chrastil (x)	Provost and Chief Academic Officer
Dr. Jen Robbins (x)	Associate Provost for Strategic Initiatives
Mr. Kevin Hearn (x)	Vice President, Strategic Enrollment Management
Ms. Susan Lipnickey (x)	Cintas, Senior Associate Athletics Director
Ms. Leah Busam Klenowski (x)	Student Affairs Representative
Vacant	Graduate School
Dr. Kimberly Moore (x)	Vice President for Student Affairs
Ms. Lydia Mays (x)	Human Resources

12. UNIVERSITY COMMITTEE ON PUBLIC HONORS

Charge:
The purpose of this committee is to recommend to the President, individuals, organizations and corporations who through their lives and accomplishments exemplify the spirit, the values and the Mission of Xavier University, and therefore, are deserving of public recognition by the university.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
Membership consists of the Provost and Chief Academic Officer, a representative of the Faculty Committee and one additional faculty member **recommended** by Faculty Committee (both of whom should be tenure/tenure-track), two (2) students (one of whom is a representative from the Junior class), Vice President for University Advancement, Director for Strategic Communications, the Executive Director of the Alumni Association, and the Awards Committee Chair of the National Alumni Association, and up to two individuals (administrators/staff) recommended by the Provost. The Committee is co-chaired by the Provost and Chief Academic Officer or designee and a faculty member elected by the committee.

Reporting:
The committee reports to the President.

Current Membership:	Representing
Dr. Rachel Chrastil, (x) – **Co-Chair**	Provost and Chief Academic Officer Faculty
Dr. Drew Zolides (CAS) (f-26,1) - **Co-Chair**	Committee Representative
TERM C (ends in spring, 2027)	
Dr. Deborah Kuchey (AL) (f-24,3)	Faculty
ONE YEAR TERM	
TBD (2026-2027)	SGA
TBD (2026-2027)	SGA
FIXED TERM	
Mr. Gary Massa (x)	Vice President for University Advancement
Ms. Shannon Cassidy-Cox, (x)	Director, Alumni Relations

Staff to Committee:
Ms. Pam Mack, Executive Assistant to VP for University Advancement
Mr. Doug Ruschman, Associate Vice President, Marketing and Communications
Ms. Jenny Thacker, Manager for Research

13. UNIVERSITY HARASSMENT HEARING BOARD

Charge:
The University Harassment Hearing Board hears formal charges of harassment. A full description of the Harassment Code and Accountability Procedures (HCAP) is located on Xavier's website:

https://www.xavier.edu/policy/hcap/

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership:
The Harassment Hearing Board consists of 24 members, selected as follows:
- Six members of the Board shall be **appointed** by the Faculty Committee from among the University faculty (all of whom should be tenure/tenure-track).
- Twelve members of the Board shall be appointed by the Staff Advisory Committee from among the University staff employees (6 exempt employees and 6 non-exempt employees).
- Three members of the Board are appointed by SGA (Student Government Association) from the undergraduate student population, and three members of the Board are appointed by GSA (Graduate Student Association) from the graduate student population.

The typical HHB term is 3 years.

Current Membership:

Faculty
TERM B (ends in spring, 2028)
Dr. Timothy Miller (WCB) (f-25,3) **Chair**
Dr. Dalia Diab (CHHS) (f-25,3)
Dr. David Gerberry (CAS) (f-25,3)
Dr. Edward Kosack (WCB) (f-25,3)
Dr. Heidrun Schmitzer (CAS) (f-25,3)
Ms. Laura Powell (WCB) (f-25,3)

Staff *
TERM B (ends in spring, 2028)
Ms. Emma Albertz, Office of Marketing & Communications (st-25,3)
Mr. Jason Cloutier, SEM (ste-25,3)
Vacant, Graduate School (ste-25,3)
Ms. Jennifer Droege, Office of Advising and Learning Support (ste-25,3)
Ms. Angie Kneflin, Student Affairs (ste-25,3)
Ms. Cindy Lowman Stieby, Accessibility and Disability Resources (ste-25,3)
Vacant (ste-25,3)
Ms. Wendy Steinberg, APEX (ste-25,3)
Ms. Amber Yuellig, Auxiliary Services (st-25,3)
Ms. Deb Cameron, University Library (st-25,3)
Ms. Beth Slatt, CAS (st-25,3)
Ms. Faith Fegley, Office of Marketing & Communications (st-25,3)

Student Government Association (s) and Graduate Student Association (gs)
ONE YEAR TERMS
TBD (s) (2026-2027)
TBD (s) (2026-2027)
TBD (s) (2026-2027))
Vacant(gs)(2026-2027)
Vacant(gs)(2026-2027)
Vacant (gs) (2026-2027)

14. XAVIER UNIVERSITY COUNCIL (XUC)

Statement of Purpose
The primary purpose of the Xavier University Council ("XUC") is to provide advice and counsel to the University's President and senior leaders on matters of institutional importance, such as: Jesuit Identity, strategic planning creation and implementation, budgeting and spending, policy development, the student experience and enhancing university culture. XUC is also charged with serving as a communications conduit between senior leadership and other faculty and staff colleagues. Moreover, the XUC membership is charged with performing these responsibilities with a broad institutional mindset, utilizing Ignatian discernment in a manner that promotes and supports the University's mission.

Membership and Expected Responsibilities of Members
Membership in the XUC shall consist of:

A. *Ex Officio* Members:

a) University's senior leadership and the non-administrative direct reports of those senior leaders will serve in an *ex officio* capacity.[1]
b) The Chair/Co-Chairs of the Faculty Committee will serve in an *ex officio* capacity.
c) The Chair/Co-Chairs of the Staff Committee will serve in an *ex officio* capacity.

[1] Typically, the senior leadership team will include holders of those non-administrative positions that report directly to the University President in some capacity.

B. Presidential Appointments:

a) One faculty representative from each of the University's colleges, with priority given to tenured faculty members, will serve in an **appointed** capacity. These presidential appointments will be made from a list of nominations from the Faculty Committee.
b) Two staff representatives will serve in an appointed capacity. These presidential appointments will be made from a list of nominations from the Staff Committee.
c) Additional Xavier colleagues may be appointed to the XUC by the President, as determined to be appropriate.

Any Faculty and Staff representatives who serve by Presidential appointment will serve a term of one (1) year, with membership terms that will run from July 1 to June 30. These appointments may be renewed at the discretion of the President.

XUC will be led by a Convener who will be designated by the President and who, ordinarily, will be a member of the University's senior leadership. The Convener will be responsible for establishing the meeting schedule and meeting agendas. The Convener will provide notice of the meeting dates and times and will circulate or publish the meeting materials. The Convener will preside over XUC meetings, and when the President is not in attendance, the Convener will report to the President on the meeting.

Institutional Mindset
Members of the XUC are expected to place the interests of the entire University above other considerations during deliberations and when making recommendations. In some cases, members may, secondarily, represent the constituencies of which they are a member (e.g. faculty members may represent specific concerns of faculty across the university or within a particular college, as appropriate). Depending on the matter under consideration, specific members of the XUC may be invited to recuse themselves from discussions that may introduce either a real or perceived conflict of interest.

Communication and Confidentiality
An important function of the XUC is providing an avenue for communication between and among multiple constituencies and levels of leadership at Xavier. Members of XUC are expected to come to meetings having considered any pre-meeting materials, prepared to participate in dialogue and exchange. XUC will also facilitate communication from the University President and senior leadership with campus as a whole regarding important initiatives, policies, updates and decisions. In those instances, members are expected to further communicate that information to their functional area or to the broader constituency they represent.

However, it is anticipated that matters of a sensitive or confidential nature may occasionally come before this body. In those instances, members will be cautioned about the confidential nature of information received, and after such caution has been given, members must maintain the confidentiality of that information unless and until otherwise instructed. Members who are found to have shared confidential information inappropriately may be dismissed from the XUC and may be subject to other disciplinary action as determined under existing University policies and practices. In order for XUC to perform to its full potential, the capacity to hold confidential discussion among university leaders is critical.

Meetings

The XUC will typically meet not less than five times in an academic year. Additional meetings may be scheduled as workload requires and at the discretion of the President or the Convener.

Advice and Input
As an advisory body, the XUC is expected to provide advice and input to the President and the University's senior leaders. To meet that expectation, members will engage in discussion and share their opinions and perspectives at meetings. If matters arise between meetings on which it would be beneficial to have the advice and input of the XUC, the Convener may request discussion and feedback from the members via electronic mail or other means.

Subcommittees and Working Groups
If the President determines a need for additional study, consideration, or work on a particular matter, the President may appoint a standing Subcommittee or an *ad hoc* Working Group to meet that need. Subcommittees and Working Groups of XUC will be charged by the President. Ordinarily, they will be chaired by a member of the University's senior leadership and may include other XUC members as well as others from across the University. Subcommittees and Working Groups will report to XUC regularly on the particular matters within their charge.

Annual Work Plan
At the first meeting of an academic year, the Convener will present an annual work plan for the XUC, approved by the University's senior leadership, describing the matters intended to come before XUC for advice and counsel.

These topics may include, but are not limited to:

- Reviewing and providing advice on the development of strategic initiatives, strategic goals, and annual institutional priorities, and the financial resource allocation to accomplish those plans and goals;
- Reviewing and providing advice on other significant matters that have financial resource implications, and providing feedback regarding the allocation of financial resources that affect the strategic goals of the University, its long-range financial plans and its annual budget;
- Reviewing and providing advice on the development of the annual budget, including review of key assumptions and financial resource allocation;
- Reviewing and providing advice on the development of capital and deferred maintenance plans, including review of recommendations regarding campus master planning and campus space utilization;
- Reviewing and providing advice on enhancing Xavier's student experience;
- Reviewing and providing advice on enhancing Xavier's campus culture and employee engagement;
- Reviewing University policy and process documents and providing advice regarding revisions to existing policies or topics for new policies;
- Reviewing and providing advice in response to the work completed and recommendations made by other University Committees.

It is anticipated that additional matters are likely to arise outside of these standard elements of the annual work plan.

This Charter will be reviewed on an annual basis and updated as required as this Council evolves.

XAVIER UNIVERSITY COUNCIL MEMBER LIST – 8/3/26

Colleen Hanycz - President

Vacant	Executive Assistant to the President and Chief of Staff
Kelly Pokrywka	Chief of Staff
Teddy Siegel	Director of Presidential Operations, Liaison to the Board of Trustees

Ivy Banks - Vice President, Legal Affairs

Aleshia Zoogah	Executive Assistant
Vacant	Director, Government Relations

Kevan Buck - Vice President, Financial Administration & CFO

Julie Taylor	Executive Assistant
Kerin Banfield	Associate Vice President & University Budget Director
Aaron Jones	Chief of Police

Bill Moran	Senior Director Auxiliary Services
Sheri Thomas	Associate Vice President & Chief Information Officer
Tim Trucco	Associate Vice President, Facilities

Rachel Chrastil - Provost and Chief Academic Officer

Sally Race	Executive Assistant
Dan Crespo	Associate Vice President for Provost Budget and Planning
Terri Enslein	Interim Dean, College of Nursing
Steve Halm	Dean, College of Osteopathic Medicine
Mary Kochlefl	Associate Provost for Academic Excellence
Christian Mastilak	Associate Provost for Academic Engagement
Amy Overman	Dean, College of Health and Human Sciences
Marco Pagani	Dean, Williams College of Business
Florenz Plassmann	Dean, College of Arts and Sciences
Jennifer Robbins	Associate Provost for Strategic Initiatives

Greg Christopher - Vice President, Institutional Strategy & Director of Athletics

Jody Geisen	Executive Assistant
Andy Barry	Assistant Athletics Director for Business & Finance
Seth Breitenstein	Associate Athletics Director for Development
Paul Darwish	Associate Vice President for Continuing Education and Corporate Relations
Derek Goeglein	Director of Events and Conferences
Brian Hicks	Senior Associate Athletics Director for External Relations
Susan Lipnickey	Senior Associate Athletics Director for Compliance & Student-Athlete Resources & SWA
Mario Mercurio	Associate Athletics Director for Basketball Administration
Hayley O'Donnell	Transformation Coordinator

Kevin Hearn - Vice President, Strategic Enrollment Management

Judy Olding	Executive Assistant
Audrey Boydston	Assistant Vice President of Graduate Enrollment
Annie Collins	Director of Prospect Management & Recruitment Operations
Rose Ann	Special Assistant to Athletics & Enrollment
Adrienne Montgomery	Director of Student Financial Services
Greg O'Brien	
Lauren Parcell	Dean of Admission
Amber Schutte	Director, Veteran and Military Family Center
Andrea Wawrzusin	University Registrar, Office of the Registrar

Sara Kelley - General Counsel

Rita Winters	Executive Assistant
Mary-Kate Carpenter	Executive Assistant & Insurance Coordinator, Risk Management
Kate Lawson	Director, Civil Rights and Title IX

Robyn Dow - Vice President & Chief Human Resources Officer

Mary Ballou	Executive Assistant

Lydia Mays	Director of Payroll
Erica Powers	Human Resources Business Partner
Kimberly Schweinhagen	Director of Compensation, Benefits, and HR Technology
David Wade	Human Resources Business Partner

Gary Massa - Vice President, University Advancement

Pam Mack	Executive Assistant
Susan Abel	Associate Vice President of University Advancement
Shannon Cassidy Cox	Executive Director, Alumni and Parent Relations, University Advancement
Leigh Ann Fibbe	Executive Director, University Advancement
Pete Owendoff	Associate Vice President of University Advancement

Kimberly Moore - Vice President, Student Affairs

Lyndsey Tonyan	Executive Assistant
Jamie Baxter	AVP of Health & Wellness
Leah Busam Klenowski	AVP of Leadership & Engagement
Lori Lambert	AVP/Dean of Students
Daniel McSpadden	Assistant Vice President, Promise Student Programs

Doug Ruschman - Associate Vice President, Marketing and Communications

Donna Williams	Marketing & Communications Coordinator
Kim Costanzo	Executive Director, Marketing and Advertising
David Hamilton	Associate Director, Communications and Public Relations
Abbie Hopperton	Director, Organizational Communications and Engagement
Lyndsey Lambert Granata	Director, Graduate Marketing
Rob Liesland	Sr. Director, Marketing Technology and Innovation
Jon Moore	Director, Social Media and Multimedia

Eric Sundrup - Vice President, Mission & Ministry

Ysela Stefanski	Executive Assistant
Sarah Bitzer	Principal, St. Peter Faber Academy
Larry Lampe	Executive Director of Operations, Mission and Ministry
Gretchen Niswonger	Interim Director, Eigel Center for Community-Engaged Learning
Colleen Ryan Mayrand	Director of Campus Ministry, Dorothy Day Center for Faith and Justice
Tim Sundrup	Associate Director of Mission and Identity/University Sustainability Coordinator

FAC & SAC

Hanna Wetzel	FAC Co-Chair
Andrew Zolides	FAC Co-Chair
Gordon Suggs	SAC Chair

Budget Advisory Committee 26/27 (President appointed faculty and staff)

Brian Balyeat	Professor, Finance, Williams College of Business
Megan Bosco	CFA, Treasury

Emilie Burdette	Assistant Professor, College of Nursing
Kelly Crowe	Associate Professor, College of Osteopathic Medicine
Anas Malik	Professor, Political Science, College of Arts and Sciences
Pete Mallow	Associate Professor and Chair, Health Services Administration, College of Health and Human Sciences
Adrienne Montgomery	Assistant Vice President, Financial Aid

15. XAVIER TECHNOLOGY COMMITTEE (XTC)

Charge
The Xavier Technology Committee (XTC) provides information-gathering, analysis and recommendations on a wide range of university technologies. The XTC advises regarding broad-based planning that integrates the academic and administrative technology needs of the University. The committee provides guidance in matters of budgeting for technology to the University community. Additionally, the XTC serves as a clearing house for technology information and educates the university community on technology. The committee's deliberations are conducted and their recommendations made within the context of the University's academic & administrative needs parallel with its strategic plan. The XTC is divided up into two subcommittees; Academic Technology & Administrative Technology. The XTC receives input from the two subcommittees and is the decision-making body with respect to the charge.

The role for the Administrative Technology subcommittee includes:

1. Review strategic technology direction and plan for IT projects as it advances the business of Xavier University.
2. Review IT investment and planning for administrative technology needs
    - Prioritize of operational efficiency projects led by the Project Management Office
    - Provide oversite to data consistency across the organization provided by the Data Stewards
    - Ensure the University follows the software acquisition approval process – CIO
3. Review and recommend administrative IT policies
4. Review major projects to ensure optimal benefits
5. Provide guidance on budgeting

The role for the Academic Technology subcommittee:

1. Guide the strategic technology direction for instruction and academic research
2. Perform academic technology needs assessment
3. Review IT investment and planning for academic technology needs
4. Recommend and review major academic projects to ensure optimal benefits
5. Review and recommend IT policies for teaching, learning, and research.

The Committee is required to take regular meeting minutes and submit them along with an end-of-year report to the office of the Office of the Provost.

Membership
Membership consists of a minimum of nine (9) faculty members (at least one from each College and four at-large members), all of whom are **elected** by members of the Faculty Assembly; and eight staff member representatives from across the university including the Associate Vice President and Chief Information Officer, the Associate Provost for Academic Excellence, Application Services Executive Director and a student appointed by the Student Government Association (SGA).

The Associate Vice President and CIO and a faculty member elected by the committee serve as co-chairs. The Associate Vice President and CIO chairs the administrative technology subcommittee and the faculty co-chair of the XTC serves as the chair of the academic technology subcommittee. Members can join one or both subcommittees.

Reporting
The committee sends its reports to the Provost/Chief Academic Officer, the Faculty Committee, and the Staff Advisory Committee (SAC) through a liaison.

Current Membership:	**Representing**
Ms. Sheri Thomas – **Co-Chair**	Associate Vice President and CIO
TERM A (ends in spring, 2029)	
Dr. Lauren Angelone (CHHS) (f-e-26,3)	CHHS
Dr. Ashley Hinck (CAS) (f-e-26,3)	AL
Dr. Noha Elgendy (COM) (f-e-26,3)	COM
TERM B (ends in spring, 2028)	
Dr. Thilini Ariyachandra (WCB) (f-e-25,3)-**Co-Chair**	WCB
Dr. Joe Perazzo (CN) (f-e-25,3)	CN
Dr. Julia O'Hara (CAS) (f-e-25,3)	AL
TERM C (ends in spring, 2027)	

Dr. David Gerberry (CAS) (f-e-24,3)	CAS
Ms. Julie Hoffman (WCB) (f-e-24,3)	AL
Ms. Holly Kaminski (WCB) (f-e-25,2)	AL

ONE-YEAR TERM

TBD(s), (2026-2027)	SGA

NO FIXED TERM

Mr. Kevan Buck	Vice President, Financial Administration & CFO
Ms. Susan Abel	Associate Vice President for University Relations, Internal Operations
Dr. Mary Kochlefl	Associate Provost for Academic Excellence
Mr. Andy Barry	Assistant Athletic Director for Business and Finance
Ms. Robyn Dow	Vice President & Chief Human Resources Officer (CHRO)
Mr. Dan Crespo	Associate Vice President for Provost Budget and Planning
Mr. Kevin Hearn	Vice President, Strategic Enrollment Management
Mr. Doug Ruschman	Associate Vice President, Marketing and Communications
Mr. Rob Liesland	Senior Director, Marketing Technologies and Innovation, Marketing and Communications

16. XU EDUCATION ABROAD AND AWAY COMMITTEE (EAAC)

Charge
The Education Abroad and Away Committee (EAAC) supports Xavier University's education abroad and away opportunities. EAAC's purview includes all credit-bearing programs involving travel abroad or within the United States, and all non-credit bearing programs involving travel abroad. EAAC's purview excludes non-credit-bearing programs involving travel entirely within the United States. Specific tasks include:

- Review and make recommendations for all proposed programs in EAAC's purview. EAAC's review and recommendations scope includes:
    - Budget including adequate contingency funding
    - Travel safety
    - Logistical considerations including adequate contingency planning
    - Review actual financial results after trips are concluded
    - Maintain a schedule of regular reviews of continuing programs for accountability and added support
    - Maintain ownership and control over any accumulated emergency funds.
- Review and make recommendations on guidelines and procedures for education abroad and away programs.
- Make any requests for exceptions regarding travel to destinations with US Department of State level 3 travel advisories.

Membership
Membership consists of the Director of Education Abroad (Committee Chair), Faculty Director of Study Abroad, one staff representative who represents non-credit programs (i.e. CFJ, M&I), one student with study abroad experience, a risk management representative, the Provost or designee, one faculty member from each college **appointed** by Faculty Committee in consultation with the Deans and the Provost. Faculty members will have experience leading study abroad and will hold staggered terms. Non-voting members will be the Associate Vice President of Provost Budget and Planning, University Registrar or designee, Office of General counsel representative.

Membership shall be **appointed** by Faculty Committee in consultation with Deans and the Provost (method 3 in section II of the University Committees document, page 3). Terms for staff members, except ex-officio members, shall be for 3 years. The student representative shall be appointed for 1 academic year. Faculty member appointments shall for 3 academic years and shall be staggered. Initial term appointments to create staggered terms are suggested below.

Voting
Approval of a proposal requires a quorum, which is 6 voting members in attendance, and a simple majority vote of affirmation from those in attendance.

Reporting
The committee serves in an advisory capacity to the Director of Education Abroad and reports to the President through the Provost and CAO and the VP of Strategic Enrollment Management.

Current Membership:	**Representing**
Ms. LeeAnn (Scherbauer) Maloney-**Chair**	Director of Education Abroad
TERM A (ends in spring, 2029)	
Kelly Blank (CAS) (f-26, 3)	CAS
Dr. Tony Bianco (f-26,3)	COM
TERM B (ends in spring, 2028)	
Dr. Suparna Chatterjee (WCB) (f-25,3)	WCB
TERM C (ends in spring, 2027)	
Dr. Joe Perazzo (CN) (f-25,2)	CN
Dr. Stacia Galey (CHHS) (f-25,2)	CHHS
ONE-YEAR TERM	
TBD(s) (2026-2027)	SGA
NO FIXED TERM	
Dr. Laney Bender-Slack	Faculty Director of Study Abroad
Ms. Mary Bryan	Staff (non-credit programs)

Ms. Mary-Kate Carpenter	Risk Management
Dr. Jen Robbins	Associate Provost, Strategic Initiatives (Provost designee)
Mr. Dan Crespo, AVP (non-voting)	Provost Budget and Planning
Dr. Andrea Wawrzusin (non-voting)	Registrar
Ms. Sara Kelly (non-voting)	General Counsel