The Academic Affairs division of the university is led by the Provost, who has organized the line officers into working groups by task and interest areas. These groups serve to (1) foster the exchange of significant information and provide a forum for clarification of that information and (2) advise the Provost in academic matters that are beyond the scope of a single division in the academic area. These administrative working groups do not serve as voting, decision-making bodies for operations. Rather, authority and responsibility are delegated to line officers and the primary role of the groups is to facilitate consultation and communication.

**University Academic Council**

The University Academic Council is chaired by the Provost who appoints the membership of the council so as to best facilitate the coherent working of the academic areas of Biola University. Academic deans and the Provost cabinet members usually serve on the council along with any other members appointed by the Provost for the betterment of the university. The council addresses various issues of academic policy and strategic planning so as to support the Provost in his/her administrative role.

**Council of Instructional Deans**

On occasion the academic planning and work of the university is best served by the combined thinking and voice of the school deans who serve on the Council of Instructional Deans. This council provides input, insight, academic advice, and counsel as well as articulating the voice of the faculty to the Provost to foster the forward progress of the schools’ students, their faculty, and their programs.

**All-University Faculty Committees**

In accordance with the well-established principles of shared governance in academic institutions, faculty members are participants in the overall work of the institution, both through the regular administrative channels of the separate schools and through the university faculty committee structure. The general purpose of the faculty committee structure is to facilitate areas in which group faculty expertise is significant, including but not limited to the areas of curricular and professional personnel matters. These committees are not administrative bodies, but administrative officers are often dependent upon committee recommendations in meeting their administrative responsibilities. Committee decisions should be in the form of recommendations to the appropriate administrative officers, except where resultant or follow-up actions are delegated by the administrator to the committee or to its chairperson. When an administrative decision is contrary to a committee recommendation, the administrator is expected to report that fact and the reason for it to the committee.

Each committee member is expected to seek an overall perspective in matters that come before the committee and not to consider himself or herself merely as a representative of some particular sub-constituency.

Each standing committee should have a reasonably broad area of involvement. Ad hoc committees are appointed only when the specific items of interest are not appropriate for assigning to any of the standing committees.
The election and/or appointment processes should be designed with an effective balance between continuity and turnover of membership. In general, a turnover of one-fourth or so each year is appropriate for most standing committees. Membership on faculty committees need not be limited to regular instructional faculty members within the constituent units. For example, students may be included as appropriate, as may also administrative personnel and instructional persons from other units within the institution.

The listing that follows consists of university standing committees of the faculty. This list does not include ad hoc committees, faculty committees within an instructional school, or committees that may include some faculty members but which are not primarily faculty committees.

**Academic Service Learning and Global Engagement**
The Academic Service Learning and Global Engagement Committee functions to improve study abroad and off-campus USA programs. The committee also advises the Faculty Fellows Engaging Community program for encouraging an institutionalized process of integrating community based learning into current course curriculum. The committee membership is appointed by the Vice Provost for Intercultural Inclusion as recommended by the Director of the Center for Cross Cultural Engagement.

The Academic Service Learning and Global Engagement Committee reports to the Vice Provost for Intercultural Inclusion.

**Council for the Core**
The Council for the Core provides leadership and oversight to the core curriculum of the undergraduate degree programs. The core curriculum includes general education requirements as well as the 30 units of Bible and Theology required of all baccalaureate degree students. Changes to the core curriculum, including addition of courses, deletion of courses, and substantive revision of course content, are reviewed and approved by this council.

The Council for the Core reports to the Vice Provost for Undergraduate Education.

**Digital Learning Committee**
The Digital Learning Committee provides opportunity for cross-fertilization of ideas and practices to be shared across Biola’s many schools and groups that have an interest in digital learning (e.g., Digital Learning, Information Technology).

The Digital Learning Committee reports to the Chief Educational Technology Officer.

**Doctoral Programs Committee**
The Doctoral Programs Committee advocates for the value of doctoral programs to the mission of Biola University. It supports quality education in doctoral programs across various schools of the university and makes recommendations that foster recruitment, retention, and success of doctoral students across programs. The committee also encourages institutional research and provision of resources to facilitate the work of faculty in the various doctoral programs.

The Doctoral Programs Committee reports to the Vice Provost for Academic Administration.
Epsilon Kappa Epsilon Committee
The Epsilon Kappa Epsilon committee acts as the solicitor and selector of those students who are eligible for membership in this noted Biola University honor society. They are also responsible for coordinating the induction ceremonies where the accomplishments of the students are formally recognized.

The Epsilon Kappa Epsilon Committee reports to the Vice Provost for Undergraduate Education.

Faculty Research and Development Committee
The Faculty Research and Development Committee serves in advisory and promotional roles in the encouragement of scholarly involvement and productivity of the faculty. The committee recommends awards of faculty grants for research and professional development to the Provost for funding by the university. It consists of one or more members from each school appointed by the Provost on the recommendation of the school deans.

The Faculty Research and Development Committee reports through its chairperson to the Vice Provost for Academic Administration.

Graduate Studies Committee
The Graduate Studies Committee serves in an advisory role with respect to graduate degree programs and curricula, including broad institutional policies concerning graduate standards, the regular review of existing graduate programs as coordinated by the Office of Educational Effectiveness, and the establishment of new graduate programs.

The Graduate Studies Committee consists of one or more members from each school appointed by the Provost on the recommendation of the school deans.

The Graduate Studies Committee reports to the Provost.

Protection of Human Rights in Research Committee
The Protection of Human Rights in Research Committee serves in the review and approval stages to ensure the protection of the rights of all human subjects and is involved in research projects carried out by Biola faculty, staff or students, and to ensure that research meets standards required by governmental agencies.

The Protection of Human Rights in Research Committee consists of members appointed by the Provost.

The Protection of Human Rights in Research Committee reports to the Vice Provost for Academic Administration.

Provost’s Liability Advisory Council
The Provost’s Liability Advisory Council has as its primary responsibility the oversight for existing and potential liability to the university in curricular and co-curricular areas. The members routinely address issues of concern and draft policies, procedures, and guidelines for institutional protection and individual direction.
The Provost’s Liability Advisory Council reports to the Provost.

**Undergraduate Chairs/Coordinators Council**
This group of faculty/administrators represents all undergraduate departments that offer majors and baccalaureate degrees. They represent the front line of communication between faculty and administration and conduct business that is vital to curricular programming and academic processes. They routinely interact with campus-wide departments to improve efficiency and effectiveness of teaching, scholarship, and service.

The Undergraduate Chairs/Coordinators Council reports to the Vice Provost for Undergraduate Education.

**Undergraduate Studies and Curriculum Committee**
The Undergraduate Studies and Curriculum Committee serves as the overall faculty review and recommending group on all undergraduate curricular matters; evaluates the stated goals of the university’s undergraduate education, evaluates the curriculum as it relates to these goals, pursues a continuing study of the general education program, prepares recommendations on the establishment, modification, and deletion of majors, evaluates course changes submitted by departments.

This committee consists of members appointed by the Vice Provost for Undergraduate Education and at least one member from each of the schools, with the majority from the School of Arts and Sciences.

The Undergraduate Studies and Curriculum Committee reports to the Vice Provost for Undergraduate Education.

**University Personnel Committee**
This committee serves as the elected faculty governing body with reference to policies in the faculty handbook and faculty personnel matters. The University Planning Committee (UPC) shares with the Provost approval authority for promotions and for all policy changes to the Faculty Handbook. The UPC delegates authority to the various faculty personnel committees for promotion within ranks of assistant and associate professor. The UPC and the Provost also make recommendations to the President regarding tenure appointments that are then reviewed for approval by the Board of Trustees.

Membership on the UPC is determined by elections that take place in the individual schools during the last six weeks of the spring term. Newly elected members begin their tenure in the fall term immediately following the election. Membership is limited to tenured faculty who have obtained the rank of Associate Professor. The term of membership is three years, limited to two consecutive terms and terms are staggered to assure continuity in the membership and expertise of the committee. The number of representatives on the UPC is based on the formula assigning one from each of the following areas:

- SAS/Humanities – 1
- SAS/Science – 1
- Rosemead School of Psychology – 1
- Cook School of Intercultural Studies – 1
The total elected membership of the UPC shall be 8. In addition to the 8 regularly elected members of the committee, the Provost and the elected chair of the UPC shall have the option of appointing an additional member to assure appropriate representation of faculty in reference to diversity considerations. This position need not be filled every year, but only under those circumstances when the Provost and the elected chair deem that an appointment to enhance diversity is warranted.

The UPC reports to the Provost.

**Faculty Council**

The purpose of the Faculty Council is to communicate the voice of the faculty on university-wide issues of shared responsibility, including issues of curriculum, program, assessment, personnel policies, budget and university planning, and to facilitate dialog and communication among various faculty units, committees, and other representative groups. The Faculty Council may, from time to time, call a Faculty Forum to address issues that impact the entire faculty and have been previously processed through the Faculty Council. Additional information about the Council and the Forum is available on the Faculty Council website, biola.edu/directory/groups/faculty-council.

**Writing Competency Steering Committee**

The Writing Competency Steering Committee coordinates the writing competency examination process for all undergraduate majors.

It consists of members appointed by the Vice Provost for Undergraduate Education on the recommendation of the deans of the School of Arts and Sciences, includes at least one member from each of the schools with the majority from the School of Arts and Sciences, and may include student members.

The Writing Competency Steering Committee reports to the Vice Provost for Undergraduate Education.

**Committee on Women Faculty**

The Committee on Women Faculty acts to identify issues of concern to female faculty members related to gender, to generate appropriate and related policy recommendations, and to educate the Biola community on gender-related issues. The committee supports and fosters on-going assessment of gender climate in the Biola community. It also works to encourage faculty who might face issues of gender discrimination to raise these issues and supports the appropriate communication of such incidents to the relevant administrative personnel.

The Committee on Women Faculty reports to the Vice Provost for Undergraduate Education.
All University Faculty and Staff Committees

Biola Magazine Advisory Council
The Biola Magazine Faculty Advisory Council exists to provide feedback, suggestions, story ideas, and consultation to the editorial board of Biola Magazine, the university magazine overseen by University Communications and Marketing. Council members are also expected to review a page-by-page overview of each issue prior to publication. In addition, members are occasionally consulted to review articles prior to publication or to recommend faculty members, alumni, or students for potential interviews or profiles. The council includes one faculty member from each of Biola’s schools.

The Biola Magazine Advisory Council reports to the Associate Director of Communications and Publications.

Biola Student Media Board
The Biola Student Media Board oversees various university student media: The Chimes, The Biolan, Eagle Vision, Biola Radio, and The Point. These media services function as sources of information, forums for student opinion and dialogue, venues for education and training for students in media operations, and opportunities for students to build leadership skills. The Media Board works to oversee accountability to managerial excellence, review of applicants for leadership positions on the various media services, review of grievances, and accountability for financial planning and operations of each media service. The Board includes faculty, students, and staff from the areas of Student Development and University Communications and Marketing.

The Biola Student Media Board consults regularly with the Dean of Fine Arts and Communications and reports to the Vice Provost for Academic Administration.

Creation Stewardship Committee
The Creation Stewardship Committee makes recommendations to assist the administration and academic departments in reducing and mitigating harmful environmental effects of its operations. Reducing and mitigating harmful effects is an important goal not only because of its inherent value, but also because it can help reduce costs, promote environmental sensitivity across and beyond campus, and demonstrates Biola’s commitment and care for that part of God’s creation that He has entrusted to us.

The Creation Stewardship Committee reports to the Vice President for Facilities Management.

Public Events Board
Serves in the planning, coordination, and presentation of enriching programs in support of the academic and cultural life of the university. The Public Events Board consists of members appointed by the Provost on the recommendation of the Vice President for University Communications and Marketing; may include student members.

The Public Events Board reports to the Provost.
Risk Management Committee
The Risk Management Committee addresses Biola’s travel risks by making recommendations for establishing, maintaining, and adjusting the university’s policies and procedures related to domestic and international travel. Committee activities include monitoring and evaluating trips to high-risk areas or that would involve high-risk activity. The committee also provides input and counsel to policies, procedures, and guidelines in conjunction with the Center for Academic Service Learning and Global Engagement. The committee members are appointed by the Provost with the recommendation of the Vice Provost for Intercultural Inclusion.

The Risk Management Committee reports to the Vice Provost for Intercultural Inclusion.

Undergraduate Admissions Advisory Committee
This faculty committee supports the undergraduate admissions efforts in a variety of ways. Activities include consultation and participation in University Day, telephone campaigns, and working with on-campus guests. Another important responsibility is to review and make decisions on 50-70 borderline (academically) applications each year. In these ways, the faculty play an important role in shaping the character of the incoming freshman class.

The Undergraduate Admissions Advisory Committee reports to the Associate President of Enrollment Management.

University Diversity Leadership
This group serves in an evaluative and advisory capacity in the broad areas of campus diversity initiatives, intercultural competence, and cultural concerns across the university. The Diversity Leadership group seeks to foster inclusive excellence, examines the biblical and contemporary bases for such concerns and the relationships between the two, and maintains knowledge of current research on these factors. The Diversity Leadership group makes recommendations for changes in areas that may include, but are not limited to: curricular offerings; student, staff, and faculty awareness; training and development for sensitivity and effectiveness; and recruitment and retention of students, faculty, and staff. The group reflects on-campus climate reports and advises in the development of a healthy and effective social life.

The University Diversity Leadership consists of student, staff, faculty, and administrative personnel representative of community stakeholders. Membership is appointed by the Provost on the recommendation of the school deans and the Vice Provost for Intercultural Inclusion.

University Diversity Leadership Group reports to the Vice Provost for Intercultural Inclusion.

University Fringe Benefits Committee
The Fringe Benefits Committee reviews the major fringe benefits provided by the university to its full-time employees. Recommendations are developed for modification of existing benefit programs such as medical insurance, tuition waiver, the retirement plan, and for the addition of new employee benefits. Committee membership, representative of the campus, includes instructional faculty, administrative staff, and support staff.

The committee reports to the Vice President of Business and Financial Affairs.
University Public Arts Board
The University Public Arts Board consists of a group of faculty and staff, including the Public Arts Curator, who focus upon the aesthetic qualities/presentations of academic and public facilities and the placement of various works of art in various venues across campus, including the Art Gallery, the Library, and other display areas both internal to campus buildings as well as external displays. They work closely with Facilities Planning to assure that the university buildings reflect a creative, thoughtful, Christian atmosphere.

The University Public Arts Board reports to Provost.