

3.000 THE FACULTY (S) (F) (A) (I)**3.100 Members (2001 Synodical Handbook, 6.21) (S)**

- a. The 2001 Synodical Handbook bylaws establish two levels of faculty appointments:
 1. Initial level, where the appointment can be terminated with no formal requirement for a show of cause.
 2. Continuing level, where termination requires a formal show of cause.
- b. Institutions are free to decide for themselves what names to apply to these two levels of appointment.
- c. The faculty of each synodical institution shall consist of the President, the full-time faculty, and part-time or temporary nonvoting members distinguished by appropriate prefix or suffix (“visiting, guest, adjunct, emeritus”) or the term “graduate assistant.”
- d. Any part-time or temporary faculty members shall hold nonvoting membership on the faculty.
- e. At each school the President shall propose creation, modification, or abolition of administrative positions to the Board of Regents for its approval. The Board of Regents at each school shall maintain clear policies for filling and vacating administrative positions.
- f. Administrative appointments shall be made by the Board of Regents on recommendation by the President of the institution. The Board for Higher Education shall periodically review the internal administrative organization of the Synod's institutions.
- g. Each Board of Regents shall maintain a clear plan of succession of administration to assure that the institution continues to function effectively in the case of incapacity or lengthy absence of the President.

3.110 Plenary Faculty Organization and Meetings (A, S, F)

- a. The Board of Regents, on recommendation of the President of the institution, shall establish an effective faculty organizational structure. (2001 Synodical Handbook, 6.33) (S)
- b. The President or his designee shall preside at regular and special meetings. (2001 Synodical Handbook, 6.33) (S)
- c. The faculty shall elect a secretary and provide for the election or appointment of committees, consisting of faculty members or of faculty members and other persons, who shall study, evaluate, and report to the faculty on policy matters affecting the academic activity of the institution, the activity and welfare of the members of the faculty, and the life and welfare of the students. (2001 Synodical Handbook, 6.33) (S)
- d. The faculty shall elect a standing hearings committee or assign the functions of such a committee to another standing committee. (2001 Synodical Handbook, 6.33) (S)
- e. Faculty meetings are held monthly during the fall and spring semesters. All faculty members are invited to the monthly faculty meetings. Voting faculty are required to attend every faculty meeting unless they have been excused by the Faculty Chair or the Vice President of Academics. (A, F)
- f. A faculty retreat is held in August of each year. All full-time faculty are required to attend. (A, F)
- g. All full-time ranked faculty are required to attend, in addition to the monthly meetings and annual retreat, the following (A):
 1. Opening Service
 2. Baccalaureate Services
 3. Graduations
 4. Other events so deemed by the President of the University
- h. The faculty also elects a Parliamentarian, a Faculty Senate, and a Faculty Chair. (F)
- i. The Chair of the Faculty is to provide leadership to the faculty in order to promote academic excellence, integrity, and growth of the university. The Chair shall have an earned doctoral degree and shall have 3 years of full time teaching experience as ranked faculty at Concordia University Wisconsin. The Chair shall be elected by voting members of the Plenary Faculty from a slate of two or more nominees. The Chair is elected for a two-year term and shall be eligible to serve two successive terms. The Chair presides over the meetings of the Faculty Senate and the Plenary Faculty, and serves as a member of the Academic Council, Administrative Council, and an ex officio member of all faculty committees. (F)

3.120 Institutional Educational Policies (2001 Synodical Handbook, 6.35) (S)

- a. Each faculty shall recommend policy to the Board of Regents through the President for the admission, transfer, dismissal, or withdrawal of students, set the standards of scholarship to be maintained by students, determine criteria for graduation or failure, act on recommendations in the matter of granting certificates, diplomas, and such academic or honorary degrees as may lawfully be conferred by the institution.

- b. Each faculty shall develop and construct curricula implementing the recognized and established purposes of the institution and designed to attain the synodically approved objectives of preparation for professional church workers and other Christian leaders. Each faculty shall pursue the improvement of teaching and learning and the evaluation of their effectiveness in every segment of the institution and its curriculum.
- c. Each faculty shall recommend policy to the Board of Regents through the President regarding out-of-class life and activity of its students so that the co-curricular and off-campus activities of the student contribute to the attainment of the educational objectives of the institution. The faculty shall recommend such policies as will be conducive to the cultivation of a Christian deportment on the part of all students, will stimulate the creation of a cultured and academically challenging atmosphere on and about the whole campus, and will make a spiritually wholesome community life possible.
- d. Each faculty shall recommend policy to the Board of Regents through the President regarding the maintenance of wholesome conditions of faculty service and welfare.
- e. The faculty of each institution which prepares professional workers directly for service in the Synod shall conform its placement policies to the synodical provisions for the distribution of candidates and workers through the synodical Board of Assignments.
- f. The Board for Higher Education shall periodically review the institutional policies, programs, and curricula to determine whether they are consistent with the stated objectives of the Synod's educational system and its institutions.

3.200 FACULTY SENATE (F) *(Updated August 2005)*

Purpose

The Faculty Senate shall assist in the development of policies, standards, and programs that promote academic excellence, integrity, and growth, as well as assist in overseeing the academic and student life programs of the University.

Membership

- a. The membership of the Faculty Senate consists of:
 - 1. Chair of the Faculty
 - 2. One faculty representative for each school
 - 3. Five faculty at large
 - 4. Two Deans of Schools
- b. Members' qualifications:
 - 1. The Chair of the Faculty shall have an earned doctoral degree and shall have three years of full time teaching experience as ranked faculty at Concordia University Wisconsin.
 - 2. Nominees for the Faculty Senate (except for Deans) shall have served three years at Concordia University Wisconsin as ranked faculty.
- c. Selection of members:
 - 1. The Chair of the Faculty shall be elected by voting members of the Plenary Faculty from a slate of two or more nominees.
 - 2. Faculty at Large and Dean nominees shall be elected to the Senate by the voting members of the Plenary Faculty. The Dean representation on the Faculty Senate will be two Deans serving two-year staggered terms. Additionally, Deans may be considered for at-large positions or appointments by Schools.
 - 3. The Faculty Representative from each School shall be nominated and elected to the Senate by the School they represent. No Senator shall represent more than one School.
- d. Member's terms:
 - 1. The Chair of the Faculty is elected for a two-year term. Individuals shall be eligible to serve two consecutive terms as Chair of the Faculty.
 - 2. Senators are elected annually to fill vacant positions in the Faculty Senate, each to serve a three-year term. Senators shall be eligible to serve two successive terms in the Faculty Senate.

Officers

- a. Chair of the Senate
The Chair of the Faculty shall preside over meetings of the Faculty Senate.
- b. Secretary of the Senate
The Senate shall elect annually from its members a Secretary to perform the recording duties as defined in the Bylaws.
- c. Parliamentarian
The Senate shall elect annually from its members a Parliamentarian to interpret current Roberts Rules of Order. Such interpretation shall be binding.

Functions

- a. The Faculty Senate shall function as an advisory body, referring all policy decision to the Plenary Faculty.
- b. The Faculty Senate shall receive reports and recommendations from faculty committees, administration, Academic Council, Senators, and members of the faculty, and shall refer tasks and duties to appropriate committees or individuals.
- c. The Faculty Senate shall develop resolutions and proposals to present to the Plenary Faculty as pertinent issues arise.
- d. All Senators shall serve as voting members of the Senate.
- e. The presence of a majority of the elected Senators shall constitute a quorum for the transaction of official business.

Meetings

- a. The Faculty Senate shall normally meet at least once monthly during the academic year and as needed during the summer months.
- b. A majority of the Faculty Senate may call a special meeting of the Faculty Senate. The University President or the Chair of the Faculty Senate may also call a special meeting of the Faculty Senate.
- c. Meetings of the Faculty Senate shall be open unless specifically closed by a majority of the Faculty Senate or so designated in the call of the meeting.

3.300 COMMITTEES OF THE FACULTY (A, S, F) (Updated August 2006)

3.305 General Regulations for Committees (A, S, F)

- a. The President is an ex-officio member of all standing committees of the faculty and its departments with the exception of the Faculty Concerns Committee. (2001 Synodical Handbook, 6.12) (S)
- b. The Chair of the Faculty is an ex-officio member of all standing committees of the faculty with the exception of the Faculty Concerns Committee. (A)
- c. With the above exception, they are to be notified of all committee meetings and are to receive the minutes of all committee meetings. (A, F)
- d. Each committee is to report regularly to the Faculty Senate. (F)
- e. All elections of standing committee members shall be by ballot. For membership on a committee, a faculty member must receive a majority of the ballots cast. (F)
- f. Each member of a standing committee shall serve until term expiration. It shall be the duty of the Nominating Committee to call the attention of the faculty to the expiration of the terms of committee members. (F)
- g. (*This item updated by the Plenary Faculty on Dec. 8, 2003*) Members of the Administrative Council do not serve as elected members of a Faculty standing committee. Every full-time ranked faculty member is eligible for and expected to serve on a faculty committee if elected or appointed unless s/he is working on an advanced degree or has a special exemption based on extenuating circumstances from his or her dean. (F)
- h. All members of a committee, except advisory members, have a right to vote in the committee, except where the individual is designated as a member ex-officio or advisory. All members of the committee are expected to attend all meetings of a committee, and when present may vote. (F)

3.315 Assessment Committee (F)

The Assessment Committee coordinates and enables the entire assessment program. Composed of full time faculty representatives of the different divisions that make up the total university, this committee reports to the plenary faculty, who make the final decisions regarding assessment. The committee, along with the administration, will evaluate the overall effectiveness and appropriateness of divisional, departmental, and programmatic assessment projects and programs.

The goal of the institutional assessment program is to lead to improvement at all levels and in all programs, through feedback, internal and external evaluation, and follow-up. To that end, the University's Futures Committee is involved in the implementation of findings and recommendations from the assessment program. Assessment results are to be tools for encouraging, diagnosing, evaluating, integrating, and enhancing the educational, spiritual, social, and physical development of CUW's students, so they can exert a "Christian influence on the community, nation, and world."

3.320 Computer Use Committee (F)

Six faculty members and two students constitute the membership of the Computer Use Committee. The faculty members of this committee are elected for three-year terms while the student members serve one-year renewable terms.

3.322 Concordia Intramural Research Grant (CIRG) Committee (F) (Added August 2006)Purpose

The purpose of this faculty committee is to evaluate Concordia Intramural Research Grant (CIRG) proposals and determine which, if any, proposals receive funding. As stated in the document describing these grants:

The intent of this intramural grant competition is to support scholarly activity among interested Concordia University faculty. Projects eligible for support include scholarly activities such as program/project studies that develop new initiatives, training grants, and research studies that investigate human or animal subjects. It is highly recommended that project proposals be considered "seed" projects for external funding.

Research is defined as a systematic scholarly investigation of some phenomenon or series of phenomena. It is a creative, critical, scholarly, and/or empirical activity that provides for discovery/creation of new knowledge/work, and integration and application of knowledge through expansion, clarification, reorganization, etc. This definition includes research activities from the idea inception through the dissemination process.

Evaluation Criteria

In reaching its decisions, the Concordia Intramural Research Grant Committee will apply the following evaluation criteria:

- a. CIRG Committee will evaluate all proposals on the basis of organization and thoroughness, benefit to the proposer for professional development, rigor of design, and understandability by reviewers outside the field of specialty. Whether the proposer has been awarded a CIRG within the past five years and the potential contribution to the professional discipline, Concordia University Wisconsin, The Lutheran Church–Missouri Synod, and/or society in general will also be considered.
- b. Funds will be distributed so that the maximum number of faculty with qualifying proposals are aided. Faculty submitting proposals for the first time will be given priority over those who have had previous funding from the Committee if the proposals are judged to be of equal merit.

The committee may also assist the academic office in awarding Concordia intramural teaching grants according to academic policy.

Membership

- a. The CIRG Committee will represent a variety of disciplines. Members will be elected by their respective Schools for three-year staggered terms. Representation of the Schools will be apportioned in this manner:
 1. Education – one representative
 2. Health Science – one representative
 3. Arts and Sciences – two representatives
 4. Business – one representative
 5. Adult Education – one representative
- b. The Chair of the committee will be chosen by the committee from among those members serving their third year.
- c. The Director of Institutional Research will serve as a non-voting member and help the chair as directed.
- d. If a member of the committee submits a grant request, that member will abstain from voting on his or her proposal, and will not be present when his or her proposal is discussed.

3.325 Faculty Concerns Committee (F)

The Faculty Concerns Committee is active principally in matters affecting faculty concerns. This committee's scope is to respond to faculty needs and problems and recommend policies in those areas.

- a. Membership: Five faculty members shall constitute the membership of the Faculty Concerns Committee
- b. Election: The faculty will elect two representatives in the April of every even numbered year and three representatives in the April of every odd numbered year. Faculty membership is for a two-year term. The following September, the chairperson of the committee is then selected by the committee members.
- c. Meetings: Meetings are held on request at a time mutually agreeable to the members of the committee. The committee may also be convened at the call of the chairperson.

Procedure for Processing Faculty Concerns:

- a. A faculty member approaches the committee with a concern.
- b. After discussing the concern, a member of the committee is assigned to work with two faculty members close to the situation under discussion, and to develop, with those faculty members, various options.
- c. If contact with an administrator will help solve the situation, this is the stage at which this happens. The administrator is approached by the sub-committee of three (one Faculty Concerns Committee member and the two faculty members), and the options that have been developed are discussed. A determination is reached, one way or the other.
- d. The decision reached is reported to those involved or concerned, and the nature of the concern and the ultimate decision becomes part of the committee records.

3.330 Faculty Development Committee (F)

The Faculty Development Committee provides opportunities for the continued personal and professional growth of faculty members. This committee has supplemented institutional support with an array of activities including faculty workshops on issues with direct bearing upon our academic community. The committee organizes "Research Roundtable" to keep faculty apprised of scholarly work being done in various disciplines. The committee helps to acknowledge the professional achievements of Concordia's faculty at an annual recognition reception. The committee maintains the Faculty Development Library, which is located in the faculty lounge in upper Luther Hall. It contains books and periodical literature related to college teaching and the larger world of academia and is available for faculty perusal. The Faculty Development Committee is also responsible for planning the annual Faculty Retreat.

3.335 Faculty Governance Committee (F)

Six faculty members constitute the membership of the Faculty Governance Committee. The members of this committee are elected for three-year terms and report to the Faculty Senate with recommendations regarding the efficiency and effectiveness of that body.

3.340 Faculty Nominating Committee (F) (Updated April 2007)

The Nominating Committee will oversee the election of the members of the committees of the faculty. The Nominating Committee will announce the upcoming vacancies on faculty committees and will nominate individuals to fill these vacancies.

Membership

Three faculty members constitute the membership of the Nominating Committee. The members of this committee are elected for three-year terms.

Function

- a. The committee will be responsible for maintaining a current list of committee members. This list will be used during the nomination process to ensure that no faculty member is elected to more than one faculty committee for any given time period.
- b. The committee will discuss the possible nomination with the faculty member under consideration before official notification of their nomination.
- c. Other nominations for faculty committees may be added from the floor at the time of the election.

3.345 Faculty Rank and Promotion Committee (F)

(Latest updates approved by the Plenary Faculty on March 8, 2004)

The Rank and Promotion Committee shall consist of the Deans of the schools within the University and three full professors elected by the Plenary Faculty. The elected full professors shall serve three-year staggered terms. The Chair of the Rank and Promotion Committee shall be a full professor (not a Dean) serving the third year as a member of the Committee. (For additional information, please see section 4.030.)

3.350 Curriculum Committee (F) *(Updated May 2007)*

The Curriculum Committee's principal task is to approve all new course syllabi and new programs submitted by a school's dean on behalf of its faculty members. Approved syllabi (those complying with the prescribed standard format and content outlined in the faculty handbook) are then sent to the Faculty Chair for approval by the plenary faculty. New syllabi are then sent to the Academic Office. Revised syllabi approved by the school's dean go directly to the Academic Office. Approved programs are sent to the Academic Council. Upon approval of the Academic Council new programs are sent to the plenary faculty for approval. Upon approval by the plenary faculty new programs are sent to the Academic Office.

Membership

- a. The Curriculum Committee is composed of eight faculty members. Four representatives are appointed from the school of Arts and Sciences, with no department in the school represented by more than one faculty member. One of the four must have graduate level courses in the teaching load. One representative is appointed from each of the following four schools: Adult & Continuing Education, Business & Legal Studies, Education, and Human Services (Health Professions). One representative from the four schools must have graduate level courses in the teaching load. Appointments to the Curriculum Committee are made by the deans of each school in consultation with each other to meet the above requirements.
- b. Members serve a two-year term and can succeed themselves only one time (for a total of four years).
- c. The representatives from the following will have terms that end in the spring of even-numbered years: the School of Human Services (Health Professions), the School of Adult & Continuing Education, and two members from the School of Arts and Sciences. The representatives from the following will have terms that end in the spring of odd-numbered years: the School of Business & Legal Studies, the School of Education, and two members from the School of Arts and Sciences.
- d. The Curriculum Committee elects its own chair annually.
- e. The Curriculum Committee may appoint additional resource/advisory members on either a regular or ad hoc basis.

Function

- a. The Curriculum Committee is established to: (1) give advice and consent to the Faculty, through the Academic Council; (2) offer the insights, perceptions, and expertise available within the faculty; and (3) stimulate a concern for quality in matters related to curriculum.
- b. The primary task of the Curriculum Committee is to evaluate whether courses and programs actually fit into the curriculum of Concordia University Wisconsin as defined by the university's mission statement. The committee should focus on questions of intrinsic and extrinsic quality of courses and programs.
- c. The scope of the Curriculum Committee shall include materials pertaining to: (1) certificate programs; (2) associate programs; (3) undergraduate baccalaureate programs; (4) bachelor completion programs; (5) credit adult education programs; (6) graduate degree programs, (7) post-baccalaureate certification programs, (8) independent graduate degree programs, (9) off campus graduate programs, and (10) e-learning programs.

- d. Regarding programs new to the curriculum, the Curriculum Committee shall receive proposals from deans and make recommendation to the Faculty through the Academic Council.
- e. Regarding courses new to the curriculum the Curriculum committee shall receive syllabi from deans; shall review them for completeness, form, and style; and either recommend them (as is or with modifications) to the Faculty, or return them to the author for revision. All current syllabi will be reviewed within their respective schools every five years.

3.355 Temporary Committees (F)

As the need arises, the faculty may elect or request the President to appoint special committees to undertake particular assignments.

3.400 KEY INSTITUTIONAL COMMITTEES WHOSE MEMBERSHIP INCLUDE FACULTY MEMBERS (A)

3.405 Deans' Marketing Committee (A)

The purpose of the Deans' Marketing Committee is to be a liaison between the faculty and the Admission Office dealing with marketing concerns. The committee is composed of the Dean of the School of Arts & Sciences, the Dean of the School of Business & Legal Studies, the Dean of the School of Education, the Dean of the School of Human Services, and the Vice President of Enrollment Services. The committee will provide the necessary communication link between the Admission Office and the faculty.

3.410 Futures Committee (A)

The Futures Committee endeavors to mesh Concordia's Strategic Plan with the academic and administrative functions of the university. It is designed to represent a variety of stakeholders in the university.

Membership

The Futures Committee is composed of the Executive Vice President, two full professors, one associate professor, a professional staff person, a staff person, a dean, a Vice President, the President, a member of the Board of Regents, a member of the President's Advisory Council, and a full-time student in good standing. The group is chaired by the Executive Vice President.

The Futures Committee receives input from:

- a. The Campus Master Plan
- b. The Strategic Planning Retreat
- c. The Strategic Planning Action Committees
- d. The Faculty (reference LCMS Handbook 6.35)
- e. The Administration (e.g. President, Administrative Council, President's Advisory Council)
- f. The budget planning process
- g. The institution's Statement of Purpose, Vision Statement, Mission Statement, and Eternal Principles for Excellence (The Eternal Principles for Excellence are Truth, Beauty, Goodness, Unity. CUW Vision Case Book, 1998)
- h. CUS/BHE policies, especially those pertaining to programs, personnel, and expenditures.

Responsibilities

- a. to study the information ("inputs", immediately above) presented to it;
- b. to review the 3-year and 2-year plans presented each year by units of the university;
- c. to verify and make comments on the cash flow projections made when new programs are proposed;
- d. to prioritize the requests for personnel, programs, and capital needs (presented each year by departments, divisions, schools, and other constituencies of the university) and make recommendations to the Administrative Council;
- e. to make its decisions while keeping in mind one or more of the following goals: promoting development in a Christian Lutheran context, providing an education grounded in the Liberal Arts, preparing students for vocation in the church and the world.
- f. to receive tasks that the President may from time to time assign to it.

The Futures Committee makes recommendations to the Administrative Council. The Administrative Council serves as a discussion forum that the President may use for guidance in making recommendations to the Board of Regents.

3.415 Institutional Review Board (A) (Updated October 20, 2003)

Concordia University Wisconsin subscribes to the ethical principles regarding research involving human subjects as set forth in a report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled "Ethical Principles and Guidelines for the Protection of Human Subjects in Research" (Belmont Report). These principles were promulgated by The Office for Protection from Research Risks in the Federal Register (June 18, 1991, 45CFR46). The responsibility for ensuring that research involving human subjects at Concordia is performed in accordance with these principles has been assigned to the Institutional Review Board (IRB). Before any research project involving human subjects is initiated a protocol must be submitted to the IRB. The IRB will review the protocol with regard to the following considerations:

- the risk to the subject
- anticipated benefits to the subjects and others
- the significance of the knowledge that one may reasonably expect to result from the research
- the informed consent process to be employed

The purpose of this review is threefold:

- to protect the subject's welfare
- to ensure that the subject is fully informed of the risk/benefit from involvement in the study
- to preclude Concordia University Wisconsin from inadvertently supporting an unethical study

The IRB is composed of 10 members. This includes the Chairman, a lay member not affiliated in any other way with Concordia University Wisconsin, and two members from each of the traditional Schools. The Chairman is authorized by the Board of Regents to sign Affiliation agreements, and the lay member are appointed by the President of the University to three-year terms. The remaining IRB members are faculty appointed by the Dean of their respective Schools, also to three-year terms.

Most administrative actions and due dates are handled by the chairman and/or the IRB Administrative Office. The IRB meets monthly during the fall and spring semesters. Additional meetings are called on an "as needed" basis. Dates for submission of protocols, the monthly meetings, a protocol information packet, and other information are posted on the IRB website.

3.420 Health and Safety Committee (A)

Two faculty members serve on this Institutional Committee, which is concerned with safety in the workplace and proper ergonomic procedures as well as with OSHA compliance.

3.425 Special Awards Committee (A)

Membership

The Special Awards Committee is composed of the Assistant Vice President of Academics (chair), ex officio; the Vice President of Advancement, ex officio; the President of the University, ex-officio; the current Faculty Laureate; and a faculty member elected by the Plenary Faculty for a two-year term.

Function

The Special Awards Committee collects nominations for such special awards as (but not limited to) honorary doctorates, Christo et Ecclesiae, Alumnus/a of the Year, and Faculty Laureate. The committee then forwards its nominations to the Plenary Faculty and/or the Board of Regents, as required by the specific award.

Duties

- a. The secretary of this committee shall keep a record of
 - 1) the Awards and the stipulations pertinent to each Award, noting such changes as may occur from year to year in the stipulation;
 - 2) those who have received the Awards in the past.
- b. Early in the academic year the chairman of this committee shall ask for suggestions from the faculty as to potential candidates for each Award. The Alumni Association may submit three nominations to the faculty for the Alumnus of the Year award.
- c. In the October and/or February meeting the Special Awards Committee shall present its recommendations to the faculty. The vote of the faculty shall be by ballot.

3.430 Concordia Green Committee (A) (Added March 2007)

3.500 GRADUATE FACULTY (F)

Membership

Full-time faculty with earned doctoral degrees from accredited institutions, and who teach at least one graduate course per year, are qualified to serve on the Graduate Faculty.

Function

The Graduate Faculty recommends all policies, curriculum, standards and Graduate programs of the University. Graduate Faculty meetings are called when necessary by the Dean of Graduate Studies in consultation with the Vice President of Academics.

3.510 Graduate Council

Membership

- The President - ex-officio
- Vice President of Academics - ex-officio
- Graduate Dean - chairperson
- Coordinator of Distance Learning
- Director of M.B.A.
- Director of Church Music M.A.
- M.S. in Education Representative
- M.S. in Education – Counseling Representative
- M.S. in Education - Reading Representative
- M.S. in Nursing Representative
- Master of Occupational Therapy Representative
- Master of Physical Therapy & M.S. in Physical Therapy Representative
- M.S. in Student Personnel Administration Representative
- Registrar

Function

The Graduate Council acts as the academic policies and curriculum committee for the Graduate programs, researching programs, reviewing and processing curriculum, and recommending business from the various departments to the Graduate Faculty. It also acts as an advisory council to the President and Vice President of Academics on matters regarding the curriculum and the various Graduate academic programs of the University.

- 3.600 COMMUNICATION DEVICES TO DISSEMINATE GENERAL INFORMATION (A, I)**
(Updated March 2007)
 The following is not an exhaustive list. For specific information regarding a department, please contact that department.
- 3.605 The Official Website of the University (I):**
<http://www.cuw.edu>
- 3.606 The Academic Office Web Page (I):**
http://www.cuw.edu/academic_office/default.htm
- 3.610 The Official Calendar of the University (A):**
 A master calendar of university and campus activities is kept in the University Relations Office. Groups planning any kind of campus event will consult this calendar to avoid conflicts. Every official activity (or unofficial activities that may involve large portions of faculty or student body) should be registered with the University Relations Office together with a written request that they be placed upon the official calendar.
- 3.615 The Academic Catalog – Undergraduate Programs (A)**
 Publication stating the purpose, history, current procedures, and traditional undergraduate programs of the University.
- 3.616 The Academic Catalog – Graduate Programs (A)**
 Publication listing the policies and programs of the Graduate programs of the University.
- 3.617 The Academic Catalog - Adult Education Programs (A)**
 Publication listing the policies and programs of the School of Adult Education of the University.
- 3.620 CUW Data Book (I)**
 The "Everything You Wanted to Know" about CUW publication. Prepared by the Department of Institutional Research. Contains statistics, history, affiliations, accreditation information and much more.
- 3.625 The Concordian (I)**
 The official magazine of Concordia University Wisconsin.
- 3.630 The Daily Bulletin (I)**
 Announcements and/or schedule of activities available to all students and faculty.
- 3.631 Closed Circuit TV (I)**
 Announcements and/or schedule of activities available to all students and faculty.
- 3.632 The CUW Radio Station (I)**
 A student-operated station that broadcasts programs of interest to the campus.
- 3.635 On the Horizon (I) *(Updated September 2003)***
 A bi-weekly communiqué published by the President's office and distributed via email throughout the year. The purpose of this publication is to share news and events with the entire Concordia Community and interested stakeholders.
- 3.640 InterNos (I) *(Updated September 2003)***
Inter Nos means between us and is the faculty/staff newsletter for Concordia University. It is published bi-weekly during the fall and spring semesters and distributed via email.
- 3.645 Community Communiqué (I)**
 A quarterly report of the Board of Regents latest meeting published by the President's office.
- 3.650 The Beacon (I)**
 The student newspaper.

- 3.655 Faculty Handbook (A, S, F)**
A collection of policies approved by the LC-MS, CUW Administration, and/or the CUW faculty regarding the role of faculty at CUW.
- 3.656 Adjunct Faculty Handbook (A, F)**
A listing of policies and procedures regarding the role of adjunct faculty at CUW.
- 3.660 Student Handbook (A)**
A listing of student services under the Vice President of Student Life, which is available online at:
<http://www.cuw.edu/studenthandbook/default.htm>
- 3.665 Alumni News (I)**
A document providing news and information about and for alumni.
- 3.666 Alumni Newsletter (I)**
Another source of alumni news published by the Alumni Director and distributed quarterly via email.
- 3.667 Lay Ministry Alumni Newsletter (I)**
This is a special newsletter edited and published under the auspices of the Lutheran Lay Ministry Association (LLMA) at regular intervals to keep students and alumni informed as to the activities within the Lay Ministry Program on campus and of the activities of the alumni.