

Faculty Governance in the College of Arts and Sciences

This document describes the organization of the college's faculty governance system and outlines responsibilities within the major governance areas. The college faculty may amend its faculty governance responsibilities by vote of a majority of faculty members eligible to vote at Faculty Meeting. Major changes that also affect the College's organizational structure may require approval by the Provost and the President. All votes described below are by the college's full-time faculty.

I. Faculty Meeting of the College of Arts and Sciences

- A. Major decisions concerning the educational program and its quality are voted by the faculty, subject to the general authority of the University Handbook, the President, and the Board of Trustees. Some decisions are delegated to the Curriculum Committee or to the schools. Committee or school curriculum decisions may be altered by a Faculty Meeting vote. A motion to reconsider a committee or school decision requires a majority vote of those present.
- B. The College of Arts and Sciences faculty meets monthly during the academic year. Additional meetings may be called by the College's Faculty Chair, in consultation with the Steering Committee (see II.F.1 and III.D.1.e), or by petition of one-third of the voting members of the Arts and Sciences faculty.
- C. The agenda is coordinated by the Faculty Chair, authorized by the Steering Committee, and distributed (with committee reports and minutes of the previous meeting) by the Dean's Office at least three business days before the Faculty Meeting.
- D. Meetings are conducted according to Robert's Rules, except as specified otherwise by Arts & Sciences policies, with the College's Faculty Chair presiding. Minutes are distributed to all faculty members for correction and adoption at the subsequent meeting.
- E. All Arts and Sciences faculty members, colleagues from other faculties of the university, and members of the University Council have the privilege of the floor. The Chair may extend the privilege of the floor to others for the good of the order, especially to receive reports from university offices. Only full-time Arts and Sciences faculty members, the Dean, Associate Dean, and Directors of the College of Arts and Sciences may vote.
- F. Any curricular change or other substantive matter to be voted on by the meeting must be received at one meeting and approved at a subsequent meeting, except that the faculty may vote, by a majority of those eligible to vote, to suspend the rules and to receive and approve a motion at the same meeting. Any voting member of the faculty may call for a written secret ballot on a motion on the floor.

II. Committees of the Faculty of Arts and Sciences

- A. Curriculum Committee
 1. Oversees the curriculum and recommends major changes in curriculum. Major changes, including creating or abolishing majors or departments or revision of graduation requirements, are voted by the faculty. Minor changes (e.g., course approvals, changes to majors and minors, etc.) may be presented as information items. Changes with budgetary implications must also be approved by the Dean's Council and the Dean. The University Handbook requires that some changes require

approval beyond the College. The committee may form study groups including a committee member to evaluate specific educational policy issues.

2. Recommends calendar changes to the Dean's Council.
3. Oversees regular and special departmental program reviews.
4. Oversees the work of the Assessment and Accreditation Committee.
5. Oversees the work of the Study Abroad Committee, including approving academic components of international programs, on recommendation of the Study Abroad Committee.
6. Communicates regularly with the faculty, both by circulating meeting minutes in a timely fashion and by discussing issues at Faculty Meeting.
7. Includes 3 tenured or extended-term faculty members, one elected by each school to 3-year staggered terms; 2 at-large faculty members (no tenure requirement), elected by the faculty to 3-year staggered terms; and 1 Director (ex officio, non-voting), appointed by the Dean. Chair is elected by committee from among its tenured and extended-term faculty members.

B. Assessment and Accreditation Committee

1. Assists departments, programs, and Core faculty in analyzing student learning to improve and to validate that learning. Each department and program should be reviewed, with the committee's guidance, at least once every 5 years.
2. Recommends learning-assessment tools and policies.
3. Collects and interprets data produced by A&S assessments and communicates assessment information to the faculty and others; works with the Institutional Research office on data collection, interpretation, and dissemination.
4. Compiles A&S accreditation reports.
5. Reports to the Curriculum Committee.
6. Includes 3 faculty members, one from each school, appointed by the Steering Committee to staggered 3-year terms, selected because of interest or expertise in assessment; also includes the Curriculum Committee Chair, 1 Director (ex officio, non-voting except to break a tie) appointed by the Dean, and the Director of Institutional Research (ex officio, non-voting). Chair is appointed by the Curriculum Committee.

C. Faculty Development Committee

1. Assists in creating and maintaining a high quality faculty by helping with teaching development and scholarship opportunities.
2. Carries out the faculty development grant process, including allocating funds, overseeing their use, approving changes requested by awardees, receiving final reports to be included in awardees' personnel files, and ensuring that awardees make public presentations on their work, either on or off campus.
3. Oversees the sabbatical process and recommends sabbatical leaves to the Dean, approves changes requested by awardees, and receives final reports to be included in awardees' personnel files.

4. Oversees on-campus scholarly presentations for those satisfying this requirement for faculty development grants and sabbatical leaves.
5. Runs the faculty mentor program.
6. Acts as a liaison with the Office of Research.
7. Sponsors workshops and presentations on effective teaching.
8. Provides periodic (at least once each semester) reports to the faculty on its activities and ensures that the faculty is aware of procedures and due dates for sabbaticals and faculty development grants.
9. Includes 3 tenured faculty members, one elected from each school to staggered 3-year terms, and 1 Director (ex officio and non-voting) appointed by the Dean. Chair is elected by committee from among its faculty members.

D. Personnel Committee

1. Assists in creating and maintaining a high quality faculty by reviewing and judging faculty member performance and by promoting excellence in teaching, scholarship, and service. The committee holds all matters concerning individuals and committee deliberations in strict confidence.
2. Recommends to the faculty policies defining faculty responsibilities and conditions of service, especially where required by Chapter 4 of the University Handbook; criteria and procedures for evaluation, promotion, and tenure; rewards for merit; and other policies to enhance professional growth and excellence in teaching.
3. Reviews the rank offered to new faculty members and approves Memoranda of Understanding on entering rank and time to tenure for new tenure-track hires.
4. Monitors the evaluation process for fairness, consistency, and promotion of high standards.
5. Makes decisions on promotion requests and presents those to the University Personnel Committee.
6. Reviews tenure-track, extended-term-track, extended-term, and continuing term faculty members and makes recommendations to the Dean on contract renewals. Reviews tenured faculty members on a periodic basis.
7. Makes recommendations on tenure requests and presents those to the University Personnel Committee.
8. Maintains and makes available to faculty members a list of ancillary course evaluation questions.
9. Rates faculty members for merit pay.
10. Provides periodic (at least once per year) reports on its activities to the faculty and ensures that the faculty is aware of standards, review procedures, and deadlines.
11. Consists of the Dean (ex officio, non-voting) and five elected full-time tenured faculty members with staggered 3-year terms, one from each school (elected by the school's full-time faculty) and two at-large (elected by the college's full-time faculty); no more than 2 from a school may serve. Chair is elected by committee from among its faculty members. Members serve on the University Personnel Committee.

E. Academic Standards Committee

1. Recommends policies to the faculty to uphold high academic standards and to promote effective learning by students. Recommendations may address, for example, issues concerning advising, retention, grading, academic standards, and the impact of athletics and other student activities on academic performance.
2. Is the review board for students who wish 1) to petition for exceptions to academic policies and requirements of the college not under the jurisdiction of departments or 2) to appeal a ruling of the Associate Dean in cases of academic misconduct. The committee also determines the academic standing of students who are having academic difficulty.
3. Provides periodic (at least once per year) reports on its activities to the faculty.
4. Includes four elected full-time faculty members (one elected by each school and one elected at-large) with staggered 3-year terms, Dean of Students or designee (ex officio, non-voting), Associate Dean (ex officio, non-voting), Registrar or designee (ex officio, non-voting), and one student appointed by the Student Senate. Chair is elected by committee from among its faculty members.

F. Steering Committee

1. Meets before each Faculty Meeting to authorize the agenda and to coordinate the work of standing committees so as to ensure timely and orderly conduct of college business; consults with the Faculty Chair on calling special Faculty Meetings.
2. Recommends changes in governance, including the creation of ad hoc temporary committees, to the faculty for its approval. Changes in governance with budgetary implications must also be approved by the Dean's Council and the Dean.
3. Oversees committee assignments and faculty administrative workload, working to ensure fair distribution across the faculty; has the responsibility to assign faculty members to non-elected Arts and Sciences committees and to propose faculty members for university committees; works with the Directors on equitable workload distribution; with the Directors, makes recommendations to the Dean for assigning workload credits for individual faculty administrative tasks; and has the authority to make assignments to ensure an equitable distribution of faculty administrative workload. The Dean may excuse individual faculty members from service for good and sufficient reasons.
4. Works with the Vice Chair, who oversees college-wide and standing committee elections.
5. Appoints non-school faculty members to tenure-track hiring committees, in consultation with the school's Director.
6. Includes the Faculty Chair (Steering Committee Chair) and Vice Chair; Chairs of Curriculum, Faculty Development, Personnel, and Academic Standards committees; and Dean of the College.

G. Dean's Council

1. Oversees administration of the college.

2. Advises the Dean on administrative issues, including budgets, allocation of staff and faculty positions, planning new and renovated facilities, and other substantive issues.
3. Works with the Steering Committee on ensuring equitable faculty administrative workload and on changes to governance.
4. Works with the Curriculum Committee and department chairs on proposed changes that have budgetary implications, including establishing new minors, majors, and programs; allocating and reallocating faculty positions; and considering program reductions and terminations.
5. Oversees course scheduling and academic calendar changes in consultation with the Curriculum Committee.
6. Meets with the Curriculum Committee Chair on a periodic basis; meets with other university officers on an as needed basis; and acts as college liaison with the Provost, President, and other university officers.
7. Acts as liaison with university offices and as advocate for the College.
8. Includes the Dean as Chair, Directors of Schools, and Associate Dean.

III. Officers of the Faculty of Arts and Sciences

A. Chair of the Arts and Sciences Faculty

1. The position has the following responsibilities.
 - a. Chair of the Steering Committee.
 - b. Brings agenda items proposed by faculty members to the Steering Committee.
 - c. Represents concerns of the Arts and Sciences faculty to the senior administration.
 - d. Serves on the University Council.
 - e. Chairs Faculty Meeting; coordinates setting the Faculty Meeting agenda with the Steering Committee; consults with the Steering Committee on calling special Faculty Meetings.
 - f. Is elected from among the College's full-time tenured and extended-term faculty members.

B. Vice Chair and Secretary of the Arts and Sciences Faculty

1. The position has the following responsibilities.
 - a. Serves as Acting Faculty Chair when the Faculty Chair is unavailable.
 - b. Oversees college-wide and standing committee elections; works with the Steering Committee on voting and on equitable distribution of faculty administrative workload.
 - c. Serves as liaison with the Provost's Office on nominees for university committees.
 - d. Oversees preparation of Faculty Meeting minutes.
 - e. Is elected from among the College's full-time faculty.

IV. Elections and Eligibility

A. Eligibility

1. Only full-time tenured, extended-term, and probationary faculty members are eligible to be elected to standing committees. First-year probationary faculty members are excused from elected committee service.
2. School representatives must be full-time faculty members with an appointment of at least half-time in the school being represented.
3. To be elected to the Personnel Committee or the Faculty Development Committee, a faculty member must be tenured.
4. To be elected Faculty Chair, a faculty member must be tenured or extended-term.
5. As described under Steering Committee, the Steering Committee manages election eligibility to ensure equitable administrative workload within the faculty.
6. Elected faculty members are expected to serve. The Dean may excuse individual faculty members from service for good and sufficient reasons.

B. Terms and Timing of Elections

1. Elections are conducted during the academic year with one election within each school held at a time.
2. Terms of service on standing committees is 3 years with staggered terms.
3. Terms of service for Vice Chair and for Chair are 2 years with staggered terms.
4. When a position becomes vacant during a standard term for one semester or shorter, the Steering Committee appoints a temporary replacement.
5. When a position becomes vacant during a standard term for more than one semester, a temporary replacement member is selected using standard procedures.

C. Ballots

1. Elections are overseen by the Vice Chair, in consultation with the Steering Committee. Except where noted above, approval ballots are used to arrive at a final run-off election slate for standing committee membership.
2. Elections for school-specific positions occur within that school. Elections for at-large or college-wide positions occur within the College. When an election includes both at-large and school-specific positions, the at-large elections are conducted last. For Chair and Vice Chair elections, all voting faculty in the College receive ballots.
3. All faculty eligible to be elected appear on an initial approval ballot. The Steering Committee manages eligibility to ensure equitable levels of service.
4. For approval ballots, voters select all acceptable candidates.
5. The top two vote receivers from an approval ballot appear on a run-off ballot. In the case of a tie, all those in the top two spots and who had at least 1 vote appear on the run-off ballot.

6. A plurality of votes determines the winner of the run-off election. In the case of a tie, the Dean casts a vote breaking the tie.