

The faculty senate

1. Duties

- a. The faculty senate shall serve as the executive committee of the faculty, and the faculty senate president and Vice president shall represent the faculty in deliberations with officers of the College and the Board of Trustees. The senate provides for the participation of the faculty in committee assignments and other appointments. It shall have the authority to establish ad hoc committees for particular purposes, but all such committees shall be of limited duration. The senate receives reports from all committees of the faculty, from such ad hoc committees as it may establish, and from College officers responsible for the administration of academic support programs. In consequence of these reports, the faculty senate will determine the appropriate course of action.
- b. The senate shall advise the president of the faculty senate on matters to be included in the agenda for faculty meetings.
- c. The faculty senate shall have the power to interpret these by-laws, and no such interpretation shall be in contradiction to the by-laws of the College.

2. Membership

- a. Full-time, permanent faculty members who do not hold full-time administrative positions and who have served at least two years on a tenured or tenure-track appointment at the College are eligible to serve on the faculty senate. The faculty senate shall consist of the following members:
 - 1.) One senator shall be elected from each department by simple majority of the faculty members in that department. If a department is under special constraints, they may choose not to elect a senator
 - 2.) One cross-disciplinary study area faculty member elected by simple majority by the cross-disciplinary study area coordinators
 - 3.) One professional librarian who has served at least two years at the College, elected by simple majority by the librarians eligible to vote as faculty.
- b. If no pre-tenure faculty member is elected to serve on the faculty senate, the faculty senate shall appoint two members to serve a one-year term on the senate to meet this criterion. If one pre-tenure faculty person is elected, the senate shall appoint an additional pre-tenure senator.
- c. In addition to the Senators, the provost and/or associate provost for academic affairs will serve with the faculty senate ex officio, without vote. A student representative to the faculty senate, to serve with the faculty senate without vote, will be designated by the Student Government Association.
- d. Executive sessions of the faculty senate shall consist only of members of the faculty senate, with others attending at the discretion of the faculty senate.

3. Election of Faculty to the faculty senate

- a. At least one month before at large faculty elections, the faculty senate will inform departments of expiring terms on the senate and request departmental election of a senator.
- b. At least one week prior to the faculty meeting scheduled for spring elections, the faculty senate shall distribute to the voting faculty the names of nominees received as appropriate for president and Vice president of the faculty senate, Faculty Finance, Admissions and Facilities Delegates, and Parliamentarian of the Faculty.
- c. At a faculty meeting to be started no earlier than halfway through the spring semester and to be completed no later than one week prior to the end of the spring semester, the senate will, at that meeting, announce newly elected Senators and new appointments to the standing committees of the faculty.
- d. The faculty shall hold elections to fill expired terms. Nominations from the floor will be permitted for

each position. Voting shall be by secret ballot if requested. A majority of those present and voting is required for election. In the absence of such a majority, the faculty will proceed immediately to a ballot between the two candidates with the largest number of votes.

e. The faculty shall elect, to fill expired terms, in this order:

First, one member of the faculty who may or may not be a senate member is elected as president of the faculty senate;

Second, a member of the senate is elected as vice-president of the faculty senate;

Third, the faculty elects

a faculty finance delegate;

a faculty facilities delegate;

a faculty admissions delegate;

a faculty events delegate, and

Finally, the parliamentarian of the faculty

f. Unless provided for elsewhere in these by-laws, the elected members of the faculty senate shall serve three-year terms beginning with the start of the fall semester. The terms of the members shall be arranged so that one third are elected each year. The terms of the faculty senate president and vice president shall be three years beginning with the start of the fall semester.

g. If it becomes necessary to fill the unexpired term of a senator to the faculty senate, it shall be the responsibility of the faculty senate to provide for a special election within four weeks of the time the vacancy occurs.

4. The president of the faculty senate

The faculty senate president is a member of the faculty senate elected by the faculty to serve as the executive officer of the faculty senate to represent the faculty to the administration and Board of Trustees.

a. Duties

As the executive officer of the faculty senate, the duties of the faculty senate president are:

1.) The faculty senate president shall serve, along with the faculty senate vice president, as a member of the Committee on Academic Affairs of the Board of Trustees.

2.) To preside over meetings of the faculty and to prepare and distribute the agenda for those meetings

3.) To preside over meetings of the faculty senate and to prepare and distribute the agenda for those meetings

4.) To coordinate selection of senators and faculty members to serve on standing committees with the approval of the faculty senate.

5.) To refer matters to appropriate committees

6.) To represent the faculty in meetings of administrative councils

7.) To serve on the Strategic Planning Committee of the College

8.) To serve as the faculty representative to the Board of Trustees

9.) To serve as a member of the Academic Affairs Committee of the Board of Trustees

b. Vacancy

If it becomes necessary to fill the unexpired term of the faculty senate president, it shall be the responsibility of the faculty senate to provide for a special election within four weeks of the time the vacancy occurs.

c. Compensation

During each semester in office, the faculty senate president shall receive a reduction of teaching responsibilities of the equivalent of one four-credit course.

5. Vice president of the faculty senate

a. Duties

- 1.) To assume the duties of the faculty senate president in the absence of the faculty senate president
- 2.) To serve as a member of the Strategic Planning Committee of the College and its Academic Planning subcommittee
- 3.) To serve as a member of the Academic Affairs Committee of the Board of Trustees

6. The Faculty Finance Delegate

The Faculty Finance Delegate is a faculty member elected by the faculty to advise the provost on budgetary matters and to represent faculty interests to the Board of Trustees.

The faculty shall elect a Faculty Finance Delegate to serve a term of three years, beginning with the start of the fall semester.

a. Duties

- 1.) To report in a timely fashion to the faculty or the faculty senate on fiscal and budgetary matters pertaining to the academic sector
- 2.) To serve as a member of the Strategic Planning Committee of the College
- 3.) To serve as an ex officio member of the Finance, Investment, and Audit Committee of the Board of Trustees

7. The Faculty Admissions Delegate

The Faculty Admissions Delegate is a faculty member elected by the faculty to advise the provost, dean of Admissions and the faculty senate on matters relating to standards for admission and scholarships or size and diversity of the entering class.

The faculty shall elect a Faculty Admissions Delegate to serve a term of three years, beginning with the start of the fall semester.

a. Duties

- 1.) To report to the faculty or the faculty senate on matters relating to standards for admission and scholarships or size and diversity of the entering class.
- 2.) To consult with the provost and dean of Admissions on matters relating to standards for admission and scholarships or size and diversity of the entering class.
- 3.) To represent faculty interests to the Board of Trustees by serving as an ex-officio member of the Committee on Enrollment and Student Affairs of the Board of Trustees.

8. The Faculty Facilities Delegate

The Faculty Facilities Delegate is a faculty member elected by the faculty to advise the provost and report to the faculty senate on matters relating to academic facilities and resources including buildings, computing and library services and to represent faculty interests to the Board of Trustees.

The faculty shall elect a Faculty Facilities Delegate to serve a term of three years, beginning with the start of the fall semester.

a. Duties

- 1.) To report to the faculty or the faculty senate on matters relating to academic facilities and resources including buildings, computing and library services.
- 2.) To consult with the provost and vice-president for Business and Finance on matters relating to

academic facilities and resources.

3.) To serve as a member of the Capital Planning Committee of the College and as an ex officio member of the Committee on Buildings and Grounds of the Board of Trustees.

9. The Faculty Events Delegate

The Faculty Events Delegate is a faculty member elected by the faculty to advise the provost and report to the Faculty senate on matters relating to academic events including scheduling, recruitment, planning and available services, and to represent faculty interests to the College's Events Committee.

The faculty shall elect a Faculty Facilities Delegate to serve a term of three years, beginning with the start of the fall semester.

a. Duties

1.) To report to the faculty or the faculty senate on matters relating to academic events, event planning and scheduling, resource management and available services.

2.) To serve as a member of the College Events Committee

10. Parliamentarian of the Faculty

The faculty shall elect a Parliamentarian to serve a three-year term, beginning with the start of the fall semester.

a. Duties

1.) To advise the person presiding at meetings of the faculty on the correct parliamentary procedure

2.) To advise the faculty senate president, or other members of the faculty, on issues of parliamentary procedure.

11. Faculty Committee Structure

a. General Provisions

1.) Membership on standing committees of the faculty shall be restricted to the voting members of the faculty. Faculty members may serve on no more than one standing committee at a time.

2.) Membership on standing committees is coordinated by the faculty senate president and approved by the faculty senate. At least two senators shall serve on each standing committee. The faculty senate will designate one member of the committee to convene the first meeting, and at that meeting a chair will be elected. In addition, at least two members of the faculty shall be appointed to each committee. Membership on ad hoc faculty committees is by appointment of the faculty senate.

3.) Appointments to all committees are for three years, renewable for a second term for a maximum of six years' continuous service on a particular committee. The terms of faculty members on all committees, where possible, should be over-lapping.

4.) Any vacancies that occur in a committee's membership shall be filled by appointment by the faculty senate. All such appointments will take into consideration the committee service preferences of individual faculty members. For the purpose of calculating continuous years of service on a particular committee, the completion of an unexpired term is not counted as a term of service for the faculty member completing the term.

5.) Terms of service on faculty committees begin at the start of the fall semester. The faculty senate will designate one senator to convene the first meeting of the committee. A quorum for the purpose of doing business shall consist of a majority of the voting members, exclusive of student members.

6.) In the spring semester of each year, faculty members will be polled concerning their committee interests so that the faculty senate president can prepare a membership roster of standing committees consonant with these interests, for approval by the faculty senate. The

information concerning faculty interests will be used by the faculty senate in making appointments to other committees.

7.) Administrative representation to appropriate committees is provided for in these by-laws, generally appointment will occur after consultation of the faculty senate and the provost. Unless otherwise provided for, these representatives do not vote and shall not be counted in determining quorums.

8.) Student representation to appropriate committees is provided for in these by-laws. The Student Government Association appoints these representatives. Student members shall not be counted in determining quorums.

9.) College officers who wish faculty representation on special administrative committees should seek the advice of the faculty senate.

b. Types of Committees

There are two types of faculty committees:

1.) Ad Hoc Committees

Ad hoc faculty committees may be established from time to time by the faculty senate to consider specific issues that do not clearly fall under the jurisdiction of any committee as established by these by-laws. These committees will exist for clearly defined times.

2.) Standing committees

Standing committees make recommendations regarding programs of the faculty within their area of jurisdiction. All standing committees of the faculty shall be responsible to the faculty senate; their recommendations with supporting information shall be conveyed in writing by the committee member of the faculty senate, unless expressly noted otherwise below.

All proposals for committee action shall be submitted by the faculty senate in writing to the appropriate committee chairperson.

12. Faculty senate committees

a. The following are the standing committees of the faculty senate:

- 1.) Strategic Planning Committee
- 2.) Academic Policy Committee.
- 3.) Curriculum Review Committee
- 4.) Faculty Issues Committee
- 5.) Nitze Scholars Program Committee

b. Strategic Planning Committee

This is a global planning committee for the College. Its designation as a standing committee of the faculty is designed to ensure that planning within the College is comprehensive, includes all constituencies of the College (faculty, administration, staff and students) and is consistent with the mission of the College.

1.) Membership:

- a.) the president,
- b.) provost,
- c.) vice president for business and finance,
- d.) vice president for development,
- e.) dean of students
- f.) dean of the core curriculum and first year experience
- g.) faculty senate president,
- h.) faculty senate vice president,
- i.) faculty finance delegate,
- j.) four faculty members selected by the faculty senate, at least one of whom shall be a pre-tenure faculty member,

- k.) student government president,
- l.) student trustee, and
- m.) a non-exempt staff person

These persons serve as members with vote. The provost and the faculty senate president serve as co-chairs of the Committee.

2.) Membership of the Academic Planning Subcommittee

For issues related to traditional academic planning matters such as allocation of academic lines, a sub-committee of the Strategic Planning Committee will be constituted. The subcommittee membership shall consist of:

- a.) the four faculty members sitting on the Strategic Planning Committee by appointment of the faculty senate
- b.) the faculty senate vice president
- c.) the provost.

3.) Functions of the Strategic Planning committee

- a.) Prepare the College's strategic plan
- b.) Identify strategic plan priorities for detailed study annually; update other items annually as needed
- c.) Establish and analyze data indicators to assess success of the strategic plan
- d.) Prepare a comprehensive update of the strategic plan

4.) Functions of the Academic Planning Subcommittee:

- a.) analyzes the existing state of undergraduate education both internal and external to the College, and to project trends
- b.) reviews plans for the development of the academic program of the College, to evaluate progress in meeting the objectives of such plans, and to consider the implications, financial and otherwise, of various strategies for development
- c.) recommends to the provost and senate the allocation of faculty lines and faculty support positions
- d.) reviews the progress of all developing academic programs and new academic initiatives
- e.) The subcommittee recommends actions to the provost and reports their recommendations to the faculty senate. The provost informs the SPC and faculty of the sub-committee's recommendations.

c. Academic Policy Committee

1.) Membership

- a.) two faculty members who are senators
- b.) two additional faculty members approved by the faculty senate
- c.) one student, with vote
- d.) the Registrar, ex officio, without vote
- e.) the provost or his /her representative, ex officio, without vote.

2.) Functions

- a.) To review and recommend to the faculty senate academic policies for all credit-carrying courses and programs at the College offered on or off campus during the regular terms and the summer term. Specifically, the areas of responsibility include the following policy matters: calendar and schedules; academic advising; class attendance; examinations; academic probation and dismissal; class status; transfer, advanced placement, and credit by examination; graduation with honors; and academic dishonesty.
- b.) To review all cases of an academic nature for which policy has not been stated and to make recommendations to the faculty senate
- c.) To review all cases of appeal of academic dismissal and to make recommendations to

the provost or his or her representative

d.) To review, at the discretion of the Chair of the Academic Policy Committee, any student requests submitted to the provost or his or her representative for exceptions to degree requirements or other academic policies, and make recommendations to the provost or his or her representative

d. Curriculum Review Committee

1.) Membership

- a.) two faculty members who are senators
- b.) two additional faculty members approved by the faculty senate
- c.) one student, with vote;
- d.) Librarian of the College or his/her representative, ex officio, without vote
- e.) Registrar of the College or his/her representative, ex officio, without vote.

2.) Functions

- a.) To review proposed additions, deletions, and changes to the curricular requirements and course offerings of all components of the academic program of the College, and to make recommendations for action to the faculty senate
- b.) To review the course offerings and curricular requirements of all proposed academic programs of the College and to make recommendations to the faculty senate
- c.) To periodically review assessment procedures and outcomes for all academic programs of the College
- d.) To establish and publish deadline dates and procedures for the submission of proposed revisions or additions to the curriculum of the College

3.) Placeholder for the Core Curriculum subcommittee

e. Faculty Issues Committee

1.) Membership

- a.) two faculty members who are senators
- b.) two additional faculty members approved by the faculty senate, with vote
- c.) the provost or his/her delegate will serve ex officio without vote.

2.) Functions

- a.) To review policies related to faculty hiring, promotion and tenure. This is not evaluative but rather a review of the policies surrounding the hiring, promotion and tenure processes.
- b.) To review standards, policies and guidelines related to compensation including merit evaluation, equity adjustment, benefits and retirement.
- c.) To periodically review all policies related to faculty and comparison to peer institutions.

f. Nitze Scholars Program Committee

1.) Membership

- a.) at least one faculty member who is a senator
- b.) two additional faculty members approved by the faculty senate
- c.) one student elected by the students in the Nitze Scholars Program, with vote;
- d.) the Director and Assistant Director of the Nitze Scholars Program, ex officio, without vote

2.) Functions

- a.) To admit students to the Nitze Scholars Program
- b.) To review the standards required for admission to and for continuation in the Nitze Scholars Program
- c.) To review the course offerings and curricular requirements of the Nitze Scholars Program and to make recommendations for changes in the requirements
- d.) To review all requests for exemptions to Nitze Scholars Program requirements and to make recommendations to the Director of the Program
- e.) To recommend the awarding of honors to graduating seniors in the Nitze Scholars Program

