

## BY-LAWS OF THE FACULTY

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## **BY-LAWS OF THE FACULTY**

### **I. Meetings**

#### **A. Officers**

The officers of the faculty are the presiding officer and the secretary. Their term of office is one year beginning on June 1. Nominations for presiding officer and secretary of the faculty for the following year shall take place at the regular faculty meeting in April from among voting members of the faculty. Election procedures shall be the same as for members of faculty committees (see IIA. 2(b) and (c) of these By-Laws).

#### **B. Business Meetings**

1. Regular meetings of the faculty are held monthly.
2. The place of regular business meetings is determined each fall by the presiding officer of the faculty, subject to faculty review.
3. Regular business meetings ordinarily occur on the second Tuesday of each month of the regular school year.
4. Business meetings will ordinarily convene at 11:40 a.m. and adjourn no later than 1:10 p.m. If the agenda is not completed by 1:10 p.m., the meeting will recess until the following Tuesday at 11:40 a.m.
5. The date of the regular meeting may be changed by the presiding officer, provided that written notice be given at least 24 hours in advance.
6. Additional meetings of the faculty are called by the presiding officer when the presiding officer deems it necessary, or upon written request of 10 percent of the faculty. Notices of such meetings are furnished the faculty 24 hours in advance.

#### **C. Rules of Procedure**

Roberts Rules of Order are the rules governing procedures in faculty meetings unless otherwise specified.

#### **D. Quorum**

One-third of faculty in residence constitute a quorum. Faculty in residence shall be defined as:

1. full-time tenured and tenure-track faculty not on approved full leave;
2. full-time, non-tenure track faculty;
3. the President, Provost, and those administrative officers recommended for faculty membership by the faculty;

4. those members of the faculty who are full-time employees of the College and who are teaching at least one course at the College during that term.

The secretary shall maintain a current roster of those members of faculty in residence and shall have same available at all faculty meetings.

E. Agenda

1. The faculty will conduct its business according to the following order:
  - a. Approval of the minutes of the previous meeting
  - b. Administrative reports
  - c. Reports of standing Committees
  - d. Reports of special Committees
  - e. Unfinished business
  - f. New business
  - g. Emergency business
2. The specific agenda for each meeting will be prepared by the secretary of the faculty in consultation with the presiding officer and the chair of the Educational Policy and Governance Committee. Recommendations from committees or motions originating with individual members of the faculty are eligible for inclusion on the agenda until the deadline established by the secretary for the printing of the agenda. The agenda will be distributed to all members of the faculty at least 24 hours prior to the meeting. Other business may be placed on the agenda under (g) emergency business, upon motion by a member of the faculty, such motion requiring approval of 2/3 of those faculty assembled.

F. Minutes

The Secretary shall keep in a bound volume complete minutes of all regular and special meetings. A copy shall be annually deposited in the office of the Provost and in the College archives.

G. Attendance

All meetings of the faculty shall be open to members of the College community with privileges accorded as defined below in H., Privilege of the Floor and Conduct of Guests. Meetings shall be closed only by a majority vote of the faculty by motion duly made.

H. Privilege of the Floor and Conduct of Guests

1. The privilege of speaking at faculty meetings is limited to members of the faculty, staff and students of the College. The faculty may, by motion duly made, extend to other guests the privilege of the floor.

2. Guests at faculty meetings shall occupy only those places assigned them by the presiding officer, shall conduct themselves as silent observers of the business of the assembly, except as provided for in section H. subparagraph 1, shall make no disturbance and shall in no manner interfere with the deliberations of the faculty.

## II. Committees

### A. General Rules

1. The standing committees of the faculty are: The Educational Policy and Governance Committee (EPAG), the Faculty Personnel Committee (FPC), the Resource and Planning Committee (RPC) and the Administrative Liaison Committee (ALC).
2. Election to Committees:
  - a. Faculty members of all standing committees are elected from the voting members of the faculty who are full-time employees of the College. The committees that have student members shall have the student members elected according to rules developed by the Student Government. In conducting these elections, the Student Government should take into consideration the need for representation on faculty committees of the various subject matter fields taught at the College. The staff members that serve on the Resource and Planning Committee shall be elected according to the rules developed by the Staff Advisory Council.
  - b. In all cases for which members of the faculty are to be chosen by election, nomination shall be by means of a slate drawn up by the Faculty Personnel Committee, to which names may be added by floor nomination. The Faculty Personnel Committee shall announce the slate to be placed in nomination when the agenda for the faculty meeting in which nominations are to take place is circulated to the faculty. This is to allow members of the faculty to submit further nominations to the FPC in writing or to make additional nominations from the floor. The slate will consist of at least as many candidates as there are positions to be filled, though the normal practice will be to present more nominees than there are vacancies. All elections will be by written ballot and will be held in the Office of the Provost over a two-day period. Ballots are to be distributed by mail and may be returned to the Provost's Office, in a sealed signed envelope, by 4:30 p.m. of the second day of the election period.
  - c. Voting
    - i. In cases in which more than n candidates have been nominated for n positions, a valid ballot must list n names in order of preference from among those who have been formally nominated for the position. In such cases, the candidate listed first on the ballot

shall be awarded n points, the second n-1 points, etc., with the final candidate listed on the ballot getting one point. Then candidates having the highest point totals shall be declared winners. In case of ties, run-off elections shall be held between candidates tied for positions not filled with clear winners in the first election.

- ii. For the Educational Policy and Governance Committee divisional representation will be ensured as follows. The candidate within each division who receives the largest number of votes from the faculty as a whole will be elected to the appropriate divisional slot. Once these divisional slots have been filled, the at-large slots will be filled as noted in 2.c.i above.

3. Term of Office:

- a. All committees begin their duties on June 1.
- b. All committee members for EPAG and RPC serve for a three-year term. Student members serve a one-year term. All committee members for FPC serve for a two-year term, one half of the directly elected membership to be elected each year. The chair, unless otherwise specified, is to be elected by the members each year. Each committee shall elect a secretary from the membership who shall keep records of that committee and deposit a copy of such records in the Office of the Provost at the end of the academic year. Minutes of the standing committees of the faculty shall be made accessible to any faculty member.
- c. No faculty member shall be elected to more than one standing committee of the faculty.
  - i. No person shall be eligible to serve consecutive, full terms of office on the same standing committee.
  - ii. This regulation shall not prevent multiple service on ad hoc committees, or a standing committee and one or more ad hoc committees, or an administrative committee and a standing committee, but service on an ad hoc committee by a faculty member who is already a member of a standing committee shall be subject to the discretion of the faculty member.
  - iii. Any committee may organize its own sub-groups and may invite other members of the campus community to consult on specific problems. Prior to the organization by a standing committee of the faculty of any sub or ad hoc committees which include faculty members outside that standing committee, approval of the need for and the membership of that

non-standing committee must be obtained from the Faculty Personnel Committee.

- iv. Any vacancies that occur during the academic year shall be filled by elections supervised by the Faculty Personnel Committee.
- v. Liaison between committees of the faculty shall be the responsibility of the Administrative Liaison Committee. The Provost may bring matters that require consideration to the attention of the appropriate committees and will consult regularly with the Administrative Liaison Committee regarding standing committee activities and recommendations

B. Educational Policy and Governance Committee (EPAG)

1. The Educational Policy and Governance Committee focuses on strategic planning and evaluation and refinement of the college's education policy and shared governance structure. IN pursuit of this mission, EPAG interacts and consults with the Committee on Affirmative Action, the Institute for Global Citizenship, and the Center for Scholarship and Teaching each academic year and as necessary, as well as a number of different offices, committees, and/or personnel in order to ensure that the goals of the college are met effectively and efficiently.

The Educational Policy and Governance Committee shall consist of seven faculty members plus two student members (with voting privileges except in the case of allocations of tenure-track faculty positions and appeals filed with EPAG) and the following non-voting *ex officio* members: the Registrar, the Director of Academic Programs, the Library Director, and the Provost. Seven members will be elected from the voting members of the faculty for three-year terms (two or three members being elected each year to maintain a complement of seven members). For four of the faculty positions, representation on this committee shall come from the four divisions of the college: Natural Science and Mathematics, Social Science, Humanities, and Fine Arts. (Departments will be considered to be in the division in which the predominance of their courses count as distribution requirements, according to the latest edition of the college catalog. Non-divisional faculty members will be asked to declare themselves "members" of one or another division for the purposes of nominating members of this committee.) The other three faculty representatives on this committee will be elected at-large. The chair, who must be a member of the faculty, shall be elected by the members of the Committee.

2. Nominations for the Educational Policy and Governance Committee shall take place at the regular faculty meeting in April.
3. The functions of the Educational Policy and Governance Committee are as follows:

- a. With respect to the formulation of policies and long-range planning, the duties of the Educational Policy and Governance Committee are as follows:
  - i. To initiate or encourage studies which will aid the Board of Trustees, the President, other administrative officials, and the faculty in the formulation of educational policies and long-range plans designed to promote the fuller realization of the objectives of the College.
  - ii. To consider policy proposals upon request of the Board of Trustees, administrative officials, or the faculty. After full consultation and referral to the faculty for approval (if deemed appropriate) recommendations are made in writing to the appropriate body and reported to the faculty.
- b. The Educational Policy and Governance Committee advises the appropriate administrative officer concerning the College calendar and class schedules.
- c. The Educational Policy and Governance Committee shall report to the faculty from time to time and shall make a written report at the end of each academic year.
- d. The Educational Policy and Governance Committee serves as the rules committee of the faculty. EPAG interprets the Constitution and By-Laws to the faculty and brings revisions in these documents to the faculty for action.
- e. The faculty representatives on the Educational Policy and Governance Committee advise the Provost concerning requests for the allocation of tenure track faculty positions. During this process the Affirmative Action Officer will serve ex officio (with vote) on EPAG.
- f. With respect to academic affairs, the functions of the Educational Policy and Governance Committee are:
  - i. To consider matters of general academic concern as requested by the faculty or administration and to report recommendations on these matters to the faculty.
  - ii. To exercise responsibility on behalf of the faculty for formulation, periodic review, and general supervision of the admissions policy of the College.
- g. The Educational Policy and Governance Committee consults with the Department Chairs and Program Directors regarding college policies and strategic planning under development by the Committee and will appoint one of its own faculty members as a representative to the regular meetings of the Department Chairs and Program Directors.

- h. The Educational Policy and Governance Committee receives for possible consideration and action matters of concern brought by any faculty member or faculty committee.
- i. The Educational Policy and Governance Committee will also develop and make recommendations to the faculty regarding policies on standards of academic freedom.
- j. The voting Faculty members on the Educational Policy and Governance Committee serve as an appeals board in regard to the procedure leading to administrative decisions on salary. *(12/13/06)*
- k. The Educational Policy and Governance Committee shall devise procedures to ensure the accessibility of the minutes of standing committees (as provided in II.A.3.b. of these By-Laws).
- l. With respect to Curricular issues, the functions of the Educational Policy and Governance Committee include:
  - i. Formulation and periodic review of the academic requirements for admission to the College, in cooperation with the Chief Admissions Officer.
  - ii. General supervision of the honors program, academic standing, petitions, interdisciplinary and other special academic programs.
  - iii. Consideration of, and decision on, proposals for new courses and major modifications in or the elimination of existing courses.

In order to ensure faculty consideration of course changes, EPAG shall circulate to all members of the faculty during the first week of each month a report on course changes adopted by the faculty, the report to be compiled as follows:

The report on recommended course changes shall constitute a "first reading" notice that the Committee has investigated and approved the given changes. In the absence of any written objection from a member of the faculty received by the Committee within three weeks, changes reported as recommended by the Committee will be considered adopted by the faculty and will be so reported in the next monthly report. Cases in which such objections are raised shall be referred by EPAG to the faculty at its next regular meeting.

- iv. Consideration and recommendation to the general faculty of changes in:

- a. The organization of academic departments including their creation, significant modification, or elimination.
  - b. Graduation requirements
  - c. Grading policies and practices and credit structures
  - d. Academic Advising
- m. With respect to coordinating external grant proposals that establish new curricular directions or priorities, EPAG shall:
- i. evaluate the impact of potential grants on the curriculum, balancing the opportunity for innovation with the need for curricular stability and recognizing both the benefits and costs of specific grant programs,
  - ii. establish an equitable policy for compensating faculty, staff, and students for their grant involvement,
  - iii. consider mechanisms to sustain and institutionalize programs undertaken through grant initiatives.

C. Faculty Personnel Committee

1. The Faculty Personnel Committee shall consist of six members elected by the voting members of the faculty for two-year terms, three members being elected each year. The FPC will work diligently to insure divisional representation as nominations are put forth for the FPC. Eligible for election are tenured members of the faculty. The chair shall be elected by the members of the committee.
2. Nominations for the Faculty Personnel Committee shall take place at the regular faculty meeting in April.
3. The primary duties of the Faculty Personnel Committee shall be:
  - a. To advise the Provost and President concerning decisions on tenure, promotion, and pre-tenure reappointment reviews.
  - b. To develop and make recommendations to the faculty regarding policy and procedures on evaluation for reappointment, rank and tenure.
  - c. To annually review procedures followed for making tenure, promotion and pre-tenure reappointment decisions to determine if existing guidelines have been followed and to make recommendations for changes.
  - d. To advise appropriate administrative officers in individual salary determinations upon their request in exceptional cases

and to approve or disapprove any proposed variance with faculty personnel policies in individual cases.

- e. To serve as an appeals board for individual members of the faculty in regard to administrative decisions on salary.
- f. To consider cases of proposed termination for cause of a tenure appointment, or of dismissal for cause of a faculty member previous to the expiration of a term appointment; and to make recommendation to the President regarding such cases. Formal proceedings concerning dismissal made subsequent to the Personnel Committee's recommendation in such cases will be conducted by the members of the Faculty Appeals Committee. (12/13/06)
- g. To assist in the orientation of new faculty regarding personnel procedures.
- h. To function as the committee on committees.
  - i. It makes or recommends faculty appointments to any non-elected college-related committees and other bodies on which faculty members serve.
  - ii. The FPC supervises elections to committees and nominates candidates according to the provisions of II.A.2.

4. The Faculty Appeals Pool will be comprised of faculty members who have completed service as elected members on the Faculty Personnel Committee in any of the previous six years.

review,

- 1. In the event of an appeal of a pre-tenure review, tenure or promotion decision, the Chair of EPAG will select five faculty at random from the Faculty Appeals Pool to form a Faculty Appeals committee. Faculty must recuse themselves if they served on FPC at the time of the original review decision, if they served on the candidate's CRC, or if they believe they might experience a conflict of interest. The Faculty Appeals Committee convened for each appeal will designate one of its members as chair.
- 2. The sole duty of the Faculty Appeals Committee shall be to advise the President concerning appeals concerning tenure, promotion, and pre-tenure reappointment denials.
- 3. The Faculty Appeals Committee will render its recommendation based on the terms set out in 6.II.C.2.c.6. The Faculty Appeals Committee shall not substitute its judgment on the merits of the decision for that of the Personnel Committee. (12/13/06)

D. Resource and Planning Committee (RPC)

1. The Resource and Planning Committee will comprise six (6) elected faculty members, three (3) elected staff members, and two (2) students. The RPC will also include the Vice President for Administration and Finance, Director of Institutional Research, and Provost as *ex officio* members. Nominations for the faculty representatives on the Resource and Planning Committee will take place at the regular faculty meeting in April.
2. The Resource and Planning Committee acts as an advisory committee to the President regarding long-term financial planning. It reviews both annual and long-term budgets of the College. The RPC specifically reviews recommendations from the senior staff to the President regarding:
  - a. annual tuition increases
  - b. the distribution of resources to:
    - i. faculty and staff size and compensation,
    - ii. program budgets, and
    - iii. capital expenditures.
3. The Resource and Planning Committee will provide faculty representatives to the Task Force on Budget and the Task Force on Facilities.
4. The Resource and Planning Committee responds to other planning issues on which the President seeks advice.
5. The Resource and Planning Committee advises on all matters related to benefits and other working conditions. When the committee meets to examine benefits and working conditions, the Director of Human Resources will serve as a non-voting *ex officio* member.
6. A subcommittee of RPC, consisting of the voting faculty members, shall:
  - a. advise the Provost on matters related to faculty salaries and will regularly conduct a salary audit,
  - b. advise the Provost on applications from faculty members for funds for special instructional materials, requests for sabbatical leaves, travel and research funds, and other funds for faculty development,
  - c. have primary responsibility for the formulation and development of policies and procedures related to faculty development.

E. The Academic Liaison Committee (ALC)

1. The Academic Liaison Committee shall consist of the three chairs of the other Faculty Standing Committees (EPAG, FPC, RPC) and the Provost.
2. This committee will be responsible for facilitating communication among the three standing committees described above.
3. The ALC will also meet with the President on a regular basis to discuss issues related to personnel, educational and financial policies.

(These By-Laws include amendments passed by the faculty on November 14, 2007.)