

**CONSTITUTION OF THE FACULTY**

		Page	
Preamble		1	
Article I	Function of the Faculty	1	
Article II	Membership	2	
Article III	Officers	2	
Article IV	Meetings	3	
Article V	Committees	3	
Article VI	By-Laws	3	3
Article VII	Amendments	4	
Article VIII	Ratification	4	
Amendment #1		4	



# CONSTITUTION OF THE FACULTY

## Preamble

The Faculty recognizes the Board of Trustees as the final institutional authority and, at the same time, emphasizes the inescapable interdependence among governing board, administration, faculty, staff, and students, the importance of adequate communication among these components, and full opportunity for appropriate joint planning and effort. The faculty pledges its full cooperation.

In the government of Macalester College, the Board of Trustees, in certain areas, delegates primary responsibility to the faculty and, in others, involves the faculty before making final decisions. In every area it is imperative that all parties should seek agreement before decisions are made. Where the faculty has primary responsibility, it is expected that other parties will concur with the faculty judgment except in rare instances and for compelling reasons.

## ARTICLE I

### Functions of the Faculty

#### Section 1.

The faculty shall have primary responsibility for the following matters:

- (a) The determination of general requirements for admission.
- (b) The development of the curriculum, the approval of changes, additions and deletions of course offerings, the establishment of policy governing evaluation of student academic performance, the determination of the requirements for graduation, and the determination of the major divisions of the academic year.
- (c) The establishment of policies to encourage faculty professional development and the allocation of such College funds as are designated to further faculty research and faculty participation in learned societies.
- (d) The awarding of degrees, including any honorary degrees.
- (e) The determination of policies governing academic freedom, the criteria for appointment, promotion, and tenure, and the safeguards relating to dismissal of members of the faculty.
- (f) The development and participation in the implementation of faculty personnel policies, within the framework of College policies and budgetary resources; including appointments, reappointments, promotions, and the awarding of tenure to members of the faculty.

#### Section 2.

The Faculty shares responsibility for the following matters:

- (a) Long-range planning and formulation of the annual budget of the College, including the allocation of faculty positions among academic departments.
- (b) The appointment of the President and the chief administrative officers of the College responsible for faculty and curricular affairs.

- (c) Policies regarding the basic rights of students, the conduct of members of the College community, and the jurisdiction of judicial bodies.
- (d) Policies concerning the religious life of the College.

## ARTICLE II

### Membership

#### Section 1.

- (a) The Presidents Emeriti and Professors Emeriti, the President, the Provost and those administrative officers recommended for faculty membership by the faculty.
- (b) Those persons who have faculty titles of Instructor, or one of the three tenured/tenure track Professorial ranks.

#### Section 2.

In either the spring or fall term, voting members of the faculty are:

- (a) Members of the faculty referred to in Article II. Section 1;
- (b) Full-time staff members of the College who are teaching at least one course at the College during that term;
- (c) Members of the faculty on officially approved leave;
- (d) Members of the faculty enrolled in the MSFEO program;
- (e) Full-time members of the faculty who are non-tenure track;
- (f) Part-time members of the faculty who are teaching full-time in a given term and for that term.

## ARTICLE III

### Officers

#### Section 1.

Officers of the faculty shall be the presiding officer and the secretary. Eligibility, terms of office, and manner of election for these positions shall be as set forth in an appropriate By-Law.

#### Section 2.

The presiding officer shall preside at all meetings of the faculty and shall perform such other duties as the faculty may from time to time prescribe.

Section 3.

The secretary shall attend all meetings of the faculty and shall keep accurate minutes, shall have custody of the minutes and other records of the faculty, and shall maintain them in order. The secretary shall perform such other duties as the faculty may from time to time prescribe.

Section 4.

The faculty by appropriate By-Law establish such other subordinate offices as it shall deem necessary, and may in such case prescribe the attendant eligibility criteria, duties, terms of office, and manner of election.

ARTICLE IV

Meetings

Section 1.

Regular and special meetings of the faculty shall be held at the times and places, upon the notices, and in the manner set forth in the By-Laws.

ARTICLE V

Committees

Section 1.

For the efficient conduct of its business the faculty may create standing or special committees, may prescribe their composition, powers, and duties, the tenure of office, and manner of election or appointment of the members.

Section 2.

If faculty representation is desired on other bodies, and if the faculty decides to participate, it may elect or cause the appointment of its representatives in such manner as it sees fit.

Section 3.

The faculty may delegate any of its duties or powers to its committees, to other duly constituted College bodies, or to appropriate administrative officers.

ARTICLE VI

By-Laws

Section 1.

The faculty may adopt, amend, or repeal such By-Laws, not inconsistent with this Constitution, as it shall see fit.

Section 2.

No By-Law shall be adopted, amended, or repealed except upon the affirmative vote of at least two-thirds of the members of the faculty voting, a quorum being present, and unless notice of the term of the proposed new or amended By-Law or of the proposed repeal shall have been furnished to each member of the faculty at least ten days prior to the meeting at which any such adoption, amendment, or repeal is to be considered.

## ARTICLE VII

### Amendments

#### Section 1.

Amendments to this Constitution may be adopted only by the affirmative vote of at least three-quarters of the members of the faculty voting, a quorum being present. No such amendment shall be adopted unless notice of the terms of such amendment shall have been furnished to each member of the faculty at least 30 days prior to the meeting at which such amendment is to be considered. As used in this article, the term amendment includes any addition to, alteration, or repeal of any part of this Constitution.

## ARTICLE VIII

### Ratification

#### Section 1.

This Constitution shall become effective when adopted by affirmative vote of at least three-quarters of the faculty entitled to vote according to the terms of Article II, Section 2 of the previous Constitution.

## AMENDMENT #1

The following paragraph shall be substituted for the original second paragraph of the preamble to this constitution.

The Board of Trustees delegates full responsibility to the President for the planning and management of the College. The Board expects the President to work jointly with faculty, students, and staff in the governance of the College. In certain areas the faculty has primary responsibility and, in others, the President involves the faculty before making final decisions. In those areas where the faculty has primary responsibility, it is expected that the President will concur with faculty judgement except in rare instances and for compelling reasons.