

3.02 The Faculty Constitution of Western Carolina University

ARTICLE I. The General Faculty

Section 1. The General Faculty shall consist of those persons who are approved by the Chancellor for full-time Faculty status, or as further provided by The Board of Governors of the University of North Carolina.

Section 2. The General Faculty shall, subject to the approval of the Chancellor, adopt by-laws for self governance.

Section 3. Organization

I.3.1 The Chair of the Faculty shall be the presiding officer in General Faculty meetings except on those occasions when the Chancellor elects to preside.

I.3.2 The Vice-Chair of the Faculty shall preside in the absence of the Chair.

I.3.3 The Secretary of the Faculty shall keep a record of all proceedings related to meetings of the General Faculty or of the Faculty Senate.

Section 4. Meetings

I.4.1 The General Faculty shall meet at least once each term during the regular academic year.

I.4.2 Special meetings may be called by the Chancellor, or Chair of the Faculty, or upon written request to the Secretary of ten percent of the members of the General Faculty.

I.4.3 The presence of 25% of the members shall be necessary for a quorum.

Section 5. All members of the General Faculty shall have the right to vote.

Section 6. Duties and Responsibilities of the General Faculty

The duties and responsibilities of the General Faculty shall be as follows:

I.6.1 The General Faculty shall consider reports from the Chancellor, the Faculty Senate, Faculty Councils and Committees, Departments, Colleges, and other units of the University and make recommendations concerning these reports.

I.6.2 The General Faculty shall discuss and make recommendations on matters relating to the welfare of the University.

I.6.3 The General Faculty may amend or repeal, with the consent of the Chancellor, any part or all of the Faculty Constitution (See Article II, Section 9). Proposals to amend or repeal shall be discussed at an open forum called by the Chair of the Faculty during the regular academic year. The proposals and written notice of the open forum shall be sent to the General Faculty at least ten working days prior to the forum. The General Faculty

will vote on proposals by electronic ballot within five working days following the forum. Actions to repeal or amend shall not be effective unless approved by two-thirds of the members voting.

Section 7. Officers

- I.7.1 Those eligible for the office of Chair, or Vice Chair, or Secretary of the Faculty must hold academic rank and devote at least one-half time to teaching or other academic duties excluding administration. Questions of eligibility shall be resolved by the Committee on Nominations, Elections, and Committees.
- I.7.2 The Chair of the Faculty shall serve ex officio as President of the Faculty Senate. The Chair shall represent the Chancellor in academic matters whenever requested to do so by the Chancellor or the Provost, and shall have such other responsibilities as may be determined by the Chancellor, Provost, or the Faculty Senate. The Chair shall lead the Senate Planning Team and serve as an ex officio member of the Committee on Nominations, Elections, and Committees. The Chair is an Assembly Delegate.
- I.7.3 The Chair of the Faculty shall serve for a term of two years and shall be eligible for one successive term. Nominations and elections shall be held in the spring term every second year, and the person elected shall take office on the following July 1.
- I.7.4 The Vice Chair of the Faculty shall serve in the absence of the Chair. The Vice Chair shall be a member of the Senate Planning Team and shall chair the Rules Committee.
- I.7.5 The Vice Chair of the Faculty shall serve for a term of two years and shall be eligible for one successive term.
- I.7.6 The Secretary of the Faculty shall keep minutes of all meetings of the General Faculty and of the Faculty Senate. The Secretary of the Faculty shall add these minutes to the Faculty Senate webpage in a timely fashion and archive them in a permanent location in the Provost's Office. The Secretary of the Faculty shall keep records of all committee reports submitted to the Chair of the Faculty or the Faculty Senate. The Secretary of the Faculty shall be ex officio Secretary of the Faculty Senate, the Senate Planning Team, and the Committee on Nominations, Elections, and Committees. The Secretary of the Faculty shall keep records of all elections conducted by those committees. The website for meeting minutes is: (<http://www.wcu.edu/facsenate/html/Senatedocs.htm>)
- I.7.7 The Secretary of the Faculty shall serve for a term of three years and shall be eligible for re-election. Nominations and elections shall be held in the spring term every third year, and the person elected shall take office on the following July 1.
- I.7.8 Nominations for Chair, Vice-Chair, and Secretary of the Faculty shall be made by the Committee on Nominations, Elections, and Committees at least three weeks before the date of the election. Additional nominees may be added to the ballot by written

nomination signed by twenty-five faculty members and submitted to the Committee on Nominations, Elections, and Committees at least two weeks before the date of election. CONEC shall select and submit the names of qualified nominees for each office to its secretary for publication of the ballot. The nominee receiving the highest number of votes in the election shall be declared elected, unless he or she has failed to receive greater than 50% of the votes cast. In that event, a run-off election shall be held between the persons receiving the highest and the next highest number of votes. The person receiving the highest number of votes in the run-off election shall be declared elected.

Section 8. Elected Committees of the General Faculty

1.8.1 The elected committees of the General Faculty shall be the Committee on Nominations, Elections, and Committees; Delegates to the Faculty Assembly of The University of North Carolina; Faculty Grievance Committee; Faculty Hearing Committee; and the Post-Tenure Review Appeals Committee.

- a. The Committee on Nominations, Elections, and Committees shall conduct all elections for officers and committees of the General Faculty according to the Faculty Constitution and the By-laws of the constituent bodies.
- b. Delegates to the Faculty Assembly of The University of North Carolina shall represent the General Faculty and shall serve according to the Charter and By-laws of the Assembly.
- c. The Faculty Grievance Committee shall carry out the functions as required in Chapter VI, Section 607, of The Code.
- d. The Faculty Hearing Committee shall carry out the functions of the faculty standing committees required in Chapter VI, Section 603, of The Code.
- e. The Faculty Post-Tenure Review Appeals Committee is authorized to hear, mediate, and advise with respect to the adjustment of grievances of tenured faculty who have concerns relating to the Post-Tenure Review.

I.8.2 Methods of Election

- a. Each spring term the Faculty Senate shall provide the Secretary of the Faculty with nominees for each vacancy on the Committee on Nominations, Elections, and Committees.
- b. Each spring term the Committee on Nominations, Elections, and Committees shall provide the Secretary of the Faculty with nominees for each vacancy on the Faculty Grievance Committee, the Faculty Hearing Committee, and Faculty Assembly Delegation. These nominations must reach the Secretary of the Faculty in time for publication. In no case shall this be less than three weeks before the date of the election.

c. Additional nominees may be added to the ballot for any committee by written nomination signed by at least fifteen faculty members. Such nominations shall be submitted to the Secretary of the Faculty at least two weeks before the date of the election.

d. Ballots shall be distributed electronically by the Secretary of the Faculty, and those nominees receiving the highest number of votes shall be declared elected.

e. Interim vacancies shall be filled by the Secretary of the Faculty from the list of those voted on in the most recent election in the order of highest number of votes received, observing so far as possible the balance by colleges and academic rank required in the By-laws of the General Faculty.

f. The number of persons to be elected to serve on each committee or delegation, the length of terms, other membership requirements, and the system of succession and rotation shall be established in the By-laws of the General Faculty.

g.. No person shall serve more than two successive terms in the same position, but may be re-elected after one year off the committee or delegation.

ARTICLE II The Faculty Senate

Section 1. The name of this body shall be the Faculty Senate of Western Carolina University.

Section 2. Purpose and Responsibilities

II.2.1 The Senate shall represent the General Faculty as their principal voice to advise the Chancellor and the Provost on the conduct of the University's affairs. The Faculty Senate shall represent the sense of the General Faculty in the long-term development of the University's identity and mission. It shall serve as a collegial forum for the airing of faculty concerns and suggestions about academic aspects of the University.

II.2.2 The Senate may make recommendations to the Chancellor and/or the Provost, by resolution, on any matter germane to the operation of the University. Correspondingly, the Chancellor or the Provost may delegate legislative responsibility in academic matters to the Senate. Senate focus will be on faculty domains as defined by The Code.

II.2.3 All legislation by the Senate shall be subject to the approval of the Chancellor, who shall inform the Secretary of the Faculty in a timely manner of action taken on such legislation. The Secretary will subsequently inform the Senate of such action(s) at the next Senate meeting.

II.2.4 The Senate recognizes that each of the Colleges is responsible for the policies which affect their operations. However, the Senate reserves the right to review the actions of any College relative to policies which may affect the University as a whole.

II.2.5 The Senate may invite any Dean, Director, Department Head, or Faculty Member to appear before the Senate to provide information. Conversely, any Dean, Director, Department Head, or Faculty Member must contact the Senate Leadership to request an appearance at a Senate meeting.

Section 3. Membership and Elections

II.3.1 The Chancellor, or a designee, the Senior-Elected member of the Faculty Assembly Delegation, the Chair, the Vice-Chair, and the Secretary of the Faculty shall be ex-officio voting members of the Senate.

II.3.2 Those eligible for elected membership must hold academic rank, and serve at the Department Head level or below. The following academic ranks are eligible: Instructor, Assistant Professor, Associate Professor, and Full Professor. Questions of eligibility shall be resolved by the Committee on Nominations, Elections, and Committees.

II.3.3 All members of the General Faculty shall be eligible to vote for Senate membership.

II.3.4 Faculty of the Colleges, the Kimmel School and the Library shall elect Senators for a three year term through election procedures specified in their by-laws. The number of elected Senators will be between 20-25. Representation by Colleges will be determined by the ratio of full-time Faculty in that College relative to the total number of full-time faculty at the University. Each College will have at least two elected Senators, unless they inform the Committee on Nominations, Elections, and Committees otherwise. No college shall have a majority of Senators. The specific ratio shall be calculated by CONEC annually to determine the exact number of Senators to be elected.

II.3.5 When a new College is formed, an Election Committee appointed by the Dean of the College shall conduct an election of Senators based on the procedure outlined in II.3.4. Such elections will be held during the first month of the academic year, and the new Senators will take office immediately. In the case where a Senator from one College becomes a faculty member in a new College, that Senate seat will be declared vacant, and a new Senator will be chosen according to the procedure stated in Article II, Section 3.11 below. The Senator who becomes a faculty member of the new College will not automatically remain a Senator. That Senator's term will, in effect, end when the new College is formed, and the new elections will determine who the Senators from the new college will be.

II.3.6 The regular term of Senators shall be for a period of three years, with a maximum of two consecutive terms of service.

II.3.7 Each year prior to the elections for the Faculty Senate, the Committee on Nominations, Elections, and Committees shall review the number of faculty members in each College to determine whether any changes in the proportionate membership are needed.

II.3.8 Senators shall be elected by the College they will represent no later than February 15 of the year prior to their service. Faculty members with joint appointments shall be eligible to vote in only one College.

II.3.9 Whenever a member shall fail to attend, or be represented by a proxy, for three successive regular meetings of the Senate, that Senator's place shall be deemed vacant; however, the Senator may be reinstated by a two-thirds vote of the Senate.

II.3.10 A Senator's unexpired or temporarily vacated term shall be filled by the Secretary of the Faculty from the slate of candidates at the time the Senator was elected, in the order of the highest number of votes received. A Senator's term shall be considered temporarily vacated if the absence is to be for a semester or more, but not in excess of an academic year. The position will be considered permanently vacated if the absence exceeds an academic year.

II.3.11 Senators shall assume office at the first meeting of the Senate in the academic year following their election.

Section 4. Senators, as representatives of the College or Library from which they are elected, shall report proceedings of the Senate to their constituent faculties. Senators, as representatives of the General Faculty, may bring to the Senate such proposals as have originated from any university constituency, including individual faculty members, Colleges, students, administrators, Councils, or other groups within their colleges or the library.

Section 5. Officers

II.5.1 The Chair of the Faculty shall be the presiding officer, except on those occasions when the Chancellor elects to preside.

II.5.2 The Vice-Chair of the Senate presides in the absence of the Chair and serves as chair of the Senate Rules Committee.

II.5.3 The Secretary of the General Faculty shall serve as the Secretary of the Senate.

Section 6. Councils

II.6.1 The consideration of matters within its jurisdiction may be delegated by the Faculty Senate to Councils, which shall be responsible to and report to the Faculty Senate.

II.6.2 There shall be three Councils, whose duties, special membership conditions, and other information shall be developed in the By-laws of the Faculty Senate:

a. Academic Policy and Review Council

b. Faculty Affairs Council

c. Collegial Review Council

Section 7. Faculty Senate Meetings

II.7.1 The Faculty Senate shall meet as often as needed during the regular academic year, with the first meeting to be held no later than the second full week of classes in the fall, and be on call during the summer, provided that the Senate may alter meeting dates when necessary.

II.7.2 A special meeting of the Senate may be called by the Secretary at the direction of the Chancellor, or at the direction of the Chair of the Faculty or at the direction of the Senate, on the written request of more than one-fourth of the members of the Senate, or on written request of twenty-five members of the Faculty.

II.7.3 The Secretary shall send notice of regular or special meetings of the Senate to all faculty members to arrive at least five working days prior to regular meetings and two working days before special meetings. The notice shall contain a tentative agenda. All Senate meetings shall be open meetings.

II.7.4 A majority of Senators shall form a quorum.

Section 8. Right of Faculty Appeal

II.8.1 The Senate shall reconsider any action upon petition to the Chair of the Faculty by twenty-five or more faculty members. In the event such reconsideration does not produce agreement, the matter under appeal shall be brought to the General Faculty under Article I 3.2 of the Faculty Constitution for a decision by a majority of those present at a duly called meeting.

II.8.2 Written notice of a General Faculty meeting for the discussion of Senate action appealed by petition shall be sent to faculty members to arrive at least one week prior to the date of the meeting and such notice shall include in its agenda a statement of the action appealed.

Section 9. Amendments and Bylaws

II.9.1 A recommendation to repeal or amend any or several of the provisions of the Constitution shall be made at the regular meeting of the Senate preceding that at which the vote on such recommendation is taken.

II.9.2 A two-thirds majority of the Senate present and voting shall be necessary in order to recommend the repeal or amendment of the Constitution to the General Faculty (See Article I, Section 4.3).

II.9.3 The Faculty Senate shall, subject to the approval of the Chancellor, adopt By-laws to govern its proceedings.

Section 10. Curriculum Assessment, Development, and Review

II.10.1 The responsibility for curriculum assessment, development, and revision rests with the faculty and is overseen by the Faculty Senate. Primary responsibility resides in the department and college in which the curriculum is housed and delivered. Four university-wide groups have responsibility for reviewing proposed changes in the curriculum. These are the Liberal Studies Committee, the Graduate Council, the Professional Education Council, and the University Curriculum Committee.

II.10.2.a The Liberal Studies Committee (LSC) monitors and maintains established learning outcomes and documents their assessment within the program and considers all changes in the liberal studies curriculum and program as detailed in the Official Liberal Studies Document (<http://www.wcu.edu/10943.asp>). While the LSC will have authority to suggest the total revision of this program, major revision (such as changing the number of required hours in the liberal studies program or the re-allocation of hours) shall require an independent task force empanelled by the Faculty Senate. The 15-member committee will include elected representatives from each of the Colleges and Schools of the university and the Library as well as three *ex officio* non-voting members including the Director of Undergraduate Advising, the Chair of the Academic Policy and Review Council, and the Assistant Vice Chancellor for Undergraduate Studies. Elected membership will be proportional from each College and School. Representation shall be determined by calculating the average of the number of junior/senior majors, undergraduate degrees awarded, undergraduate student credit hours generated, FTE for students, and FTE for faculty from the preceding year of the election. No College or School shall have more than three members on the LSC and the total number of elected members from all Colleges and Schools shall be eleven. Each College, School, and the Library shall have at least one member on the LSC. Elections will be staggered and terms will be three years. A quorum will be met when a simple majority of voting members is present. The chair shall be elected from the membership at the first meeting each year, can serve a subsequent term, and is eligible to vote on all matters.

II.10.2.b In the event that the liberal studies program is reviewed as a whole, the chair of the LSC will work in conjunction with the chair of the University Curriculum Committee (UCC; see below) to ensure that all colleges are formally consulted via each of their curriculum committees. If a major liberal studies program change is recommended, the joint LSC/UCC committee will then bring a formal resolution to the Faculty Senate for action.

II.10.3 The Graduate Council considers all changes in the graduate curricula of the university, including graduate education programs. Membership in the Graduate Council will be determined as described below in Article III Section 4.1.

II.10.4 The Professional Education Council (PEC) considers all changes in undergraduate and graduate education programs. Membership includes faculty from the College of Education and Allied Professions, the College of Arts and Sciences, the College of Fine and Performing Arts, the university administration, area public school professionals, and WCU students as outlined in the PEC By-laws (<http://www.wcu.edu/12499.asp>).

II.10.5 The University Curriculum Committee (UCC) considers all new programs as well as new courses not related to Liberal Studies, Graduate Council, or Professional Education Council curricula. Some of the matters considered by the UCC include planning undergraduate and non-degree curriculum and reviewing the following: establishment of academic programs/majors,

certification programs, minors, or concentrations within an existing major; consolidation of existing programs/majors; substantial revision or curricular modifications of programs/majors; major extension of academic programs/majors to off-campus sites; and changing titles of academic programs, majors, minors, or concentrations. Membership in the UCC will include a representative appointed from each college's curriculum committee and an appointed member each from the library, LSC, PEC, and Graduate Council. Six additional members will be elected, one from each college that develops curriculum, and will serve three-year staggered terms. No college may have a majority of members. A quorum will be met when a simple majority of voting members is present. The chair shall be elected from the membership at the first meeting each year, can serve a subsequent term, and is eligible to vote on all matters.

II.10.6 The Faculty Senate will receive all recommendations from a regular report included in the Senate agenda the above curriculum councils and committees and has the final faculty vote on new programs, new degrees, new majors, new minors, liberal studies changes, program deletions, and changes to university level curriculum policies and requirements. When new programs are in development, the Faculty Senate shall discuss these programs and take action on them either in conjunction with or prior to the delivery of requests to plan or requests to implement a program are sent to General Administration.

ARTICLE III The Graduate School

Section 1. The Graduate Faculty

III.1.1 The Graduate Faculty shall consist of those members of the General Faculty who, on recommendation of the Department Head in consultation with departmental faculty, the Dean of the appropriate college after consultation with the respective College Collegial Review Committee, Dean of the Graduate School and Research, and the Graduate Council, have been appointed by the Chancellor.

III.1.2 Officers: The Dean of the Graduate School and Research shall serve as Chair of the Graduate Faculty and of the Graduate Council. The Dean shall prepare the agenda for both bodies and shall make an annual report to the Graduate Faculty.

Section 2. The Graduate Faculty shall meet at least once a year and at other times as needed to act on matters of concern to the entire body. A meeting may be called by the Dean, or upon written request of ten percent of the Graduate Faculty, the Dean shall call a meeting. Twenty-five percent of the membership shall constitute a quorum.

Section 3. The Graduate Faculty may adopt By-laws to govern its proceedings.

Section 4. The Graduate Council

III.4.1 The Graduate Council shall be an elected advisory body representative of the Graduate Faculty. It shall be composed of the Dean of the Graduate School and Research, the Associate

Dean of the Graduate School and Research, and the Dean of Library Services as ex officio members; members of the Graduate Faculty from each college with graduate programs elected from that college; and one student appointed by the Dean of the Graduate School and Research. The determination of the specific number of members to be elected from each College will be made by the Dean of the Graduate School and Research based on graduate student credit hours generated in each College, with the provision that there be at least one member from each College. Elected faculty members shall serve staggered three-year terms but not more than two successive terms. They may be re-elected after one year off the Council.

III.4.2 The Council shall meet at least twice each regular academic term, and special meetings may be held on the call of the Dean, or upon the request of three of its members, addressed to the Dean, to act on matters affecting the Graduate Faculty and graduate programs. It shall have the right to delegate matters within its jurisdiction to standing committees or special committees which shall be responsible to and report to the Graduate Council. Its duties shall include, but not be limited to, the following:

- a. To establish curricula and standards of instruction.
- b. To regulate admissions, grading practices, and degree requirements.
- c. To make changes in, additions to, or deletions from degree programs.
- d. To appoint graduate faculty.
- e. To evaluate degree programs.

III.4.3 Right of Faculty Appeal

- a. Any action of the Graduate Council will be reconsidered provided that at least 15 members of the Graduate Faculty petition the Dean for reconsideration.
- b. In the event of failure to produce agreement, the matter under appeal shall be brought to the Graduate Faculty for a decision by a majority of the faculty present at a duly called meeting.

Section 5. The Faculty Scholarship Advisory Council

III.5.1 Duties:

The Faculty Scholarship Advisory Committee serves to provide a channel for open discussion of the research and scholarly aspirations and concerns of the faculty at Western Carolina University. Special functions of the committee include assisting faculty in the pursuit of sponsored research, serving as a faculty research and scholarship awards committee, sponsoring grant writing and grant review teams and advising the Dean of the Graduate School and Research on policies, procedures, and development programs needed for high quality faculty research, creative, and scholarly activities.

III.5.2 Membership:

The Faculty Scholarship Advisory Committee shall be chaired by a nominated faculty member and composed of one elected representative from each College, appointed member from the Faculty Center for Teaching Excellence, the Office for Undergraduate Studies and the Graduate Student Association. All college representative members shall be elected by the respective college faculty to serve three-year terms and may only serve two consecutive terms. Membership outside the college representatives serve term lengths as recommended by the Dean of the Graduate School. The Faculty Scholarship Advisory Committee shall meet at least once per semester.

III.5.3 The Patents Committee shall report to the Research Council.

III.5.3.1 Patents Committee.

a. Patents Committee. This Committee recommends policies relating to patents and copyrights where obligations, privileges, and finances involve the university, its employees, or its students. It will insure that Western Carolina University policies conform to those of The University of North Carolina. The Dean of the Graduate School and Research or designee and the Vice Chancellor for Administration and Finance or designee shall be ex officio members. Five faculty members, one of whom shall hold rank in the area of business law and one of whom shall be a member of the Library Faculty, shall be members.

Section 6. Institutional Review Board

The Institutional Review Board (IRB) shall develop policies and review applications for the use of human research subjects whenever and wherever humans are used for teaching or research purposes under university auspices. It shall recommend appropriate policies and give overall supervision to the handling of all human experimental subjects in order to assure conformity with federal, state, and university regulations relating to safety, health, and welfare of humans. It will assist the Dean of the Graduate School and Research or designee in developing an adequate system of records and controls on the use of humans as experimental subjects. The Provost shall appoint the IRB which shall report directly to the Provost. Membership shall consist of: the Dean of the Graduate School and Research or designee; one member whose primary concern is in a scientific area; one member whose primary concern is in a non-scientific area; one member who has no affiliation with the institution; two others to ensure ethical treatment of subjects. A chair shall be selected during the first meeting of each fiscal year.

Section 7. Institutional Animal Care and Use Committee

III.7.1 The Institutional Animal Care and Use Committee (IACUC) shall develop policies and periodically review applications for the use of animals in research, housing, care, and disposal procedures whenever and wherever animals are used for teaching or research purposes under university auspices. It shall recommend appropriate policies and give overall supervision to the handling of all animal experimental subjects in order to assure conformity with federal, state, and university regulations relating to the safety, health, and welfare of both researchers and animals. It will assist the Dean of the Graduate School and Research or designee in developing an adequate system of records and controls on the use of animals as experimental subjects. The

Chancellor shall appoint an IACUC which will report directly to the Provost. Membership shall consist of: the Associate Dean of the Graduate School and Research; a veterinarian; a practicing scientist experienced in research involving animals; one member whose primary concerns are in a non-scientific area (e.g., ethicist, lawyer, clergy); one member who is not affiliated with the university in any way and is not a member of the immediate family of a person affiliated with the university; and one member who meets the requirements of one or more of the above categories. The Associate Dean of the Graduate School and Research will chair the committee. Both sexes must be represented on the overall membership of the committee

Section 8. Dean of the Graduate School and Research

III.8.1 The chief administrative officer of the school shall be the Dean of the Graduate School and Research.

III.8.2 After consultation with the Graduate Council and a search committee appointed by the Provost, the Provost shall make nominations for appointment to this office to the Chancellor. If the Chancellor agrees, he or she will appoint the Dean. Periodic review of the work of this office shall be conducted, and the time between reviews shall in no case be more than five years.

III.8.3 The duties of the Dean of the Graduate School and Research shall be delegated and defined by the Chancellor and shall appear in the official documents of the University.

ARTICLE IV The Colleges

Section 1. The Faculty

IV.1.1 Membership.

The Faculty of a College shall consist of those members of the General Faculty who hold appointments in that College.

IV.1.2 Duties and Responsibilities.

The Faculty of a College shall have primary responsibility within broader policy guidelines of the University, for curriculum, courses, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

IV.1.3 Officers

- a. The Dean of the college shall serve as Chair of the Faculty of that College.
- b. The Faculty of a College may elect a Vice-Chair to preside in the absence of or at the request of the Dean.
- c. The Faculty of a College may elect a Secretary who shall keep a record of its meetings.

Section 2. The Faculty of a College shall hold at least one meeting each regular academic term to act on matters of concern to the College. A special meeting may be called by the Dean. The Dean shall call a special meeting upon the written request of ten percent of the Faculty of the College. At regular and special meetings, 25 percent of the Faculty of the College shall form a quorum.

Section 3. The Faculty of a College shall adopt By-laws to govern its proceedings.

Section 4. Committees

IV.4.1 Dean's Advisory Committee

- a. The Dean's Advisory Committee shall be composed of the Dean of the College, who shall serve as Chair, and members as determined by the By-laws of the College.
- b. The Dean's Advisory Committee shall advise the Dean on any matter of concern.
- c. The committee shall meet at least once each regular academic term and at the call of the Dean, or upon the request of at least three of its members addressed to the Dean. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

IV 4.2 Student Advisory Committee

- a. Each College shall have a Student Advisory Committee consisting of one student selected from each department in the College. The Dean shall be the Chair.
- b. The duty of this Committee shall be to advise the Dean on matters of common interest to the Dean and the students. Meetings may be called at any time by the Dean. The Dean shall call a special meeting upon the request of more than one-fourth of the student members of the Committee. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

IV.4.3 Each College should, in its By-laws, determine the size, method of selection, duties, and responsibilities of such Committees as:

- a. Elections
- b. Curriculum
- c. Collegial Review
- d. Strategic Planning

Section 5. Dean of the College

IV.5.1 The chief administrative officer of the College shall be the Dean.

IV.5.2 After consultation with the Department Heads of the College and a Search Committee appointed by the Provost, the Provost shall make nominations for appointment to this office to the Chancellor. If the Chancellor agrees, he or she will appoint the Dean. Periodic review of the work of this office shall be conducted, and the time between reviews shall in no case be more than five years.

IV.5.3 The duties of the Dean shall be delegated and defined by the Chancellor and shall appear in the official documents of the University. The Dean of a College is charged by the Chancellor and the Provost to plan, organize, direct, and control the affairs of the College as its chief administrative officer. Activities incorporated under this charge include the following duties and responsibilities:

- a. To establish long range and short range goals for the College.
- b. To effectively organize the College to respond to the needs of people within the University and in the region.
- c. To administer the academic program of the College, including: monitoring the progress of students enrolled in the College, reviewing curriculum and course schedules, evaluating transfer credits, advising and registering students, reviewing credits for graduation, and considering the merits of exceptions to general policies and procedures.
- d. To represent the College in the affairs of the University.
- e. To create a positive environment conducive to the professional growth of the faculty, the educational advancement of students, and the economic development of the region served by the University.
- f. To serve as the chief fiscal officer of the College, including: budget preparation, budget hearing defense, allocation of funds provided to the College, approval of expenditures, internal auditing of College accounts, and financial negotiations with persons involved in the financial activities of the College.
- g. To direct and coordinate the activities of Department Heads in achieving University and College goals and objectives.
- h. To assist Department Heads in recruiting faculty members and students.
- i. To oversee the process of faculty evaluation and make recommendations to the Provost.
- j. To appoint Search Committees for selection of Department Heads and to coordinate their activities.
- k. To evaluate the performance of each Department Head on a systematic basis.

- l. To assure that merit salary increases are based upon a reward system which recognizes quality achievements.
- m. To organize activities of the College to develop and maintain appropriate relationships with the external agencies and groups served by the College.
- n. To maintain appropriate relationships with the Graduate School to assure the effective delivery of graduate instruction.
- o. To coordinate all off-campus instructional activities of the College.

ARTICLE V The Departments

Section 1. The Departmental Faculty

V.1.1 The Faculty of a Department shall consist of those members of the General Faculty who hold appointments in that Department.

V.1.2 The Departmental Faculty shall have primary responsibility, within broader policy guidelines of the College, the Faculty Senate, and the University, for curriculum, courses, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

Section 2. Officers

V.2.1 The Head of the Department shall serve as Chair of the Departmental Faculty.

V.2.2. The Departmental Faculty may elect a Vice-Chair to preside in the absence of or at the request of the Chair.

V.2.3 The Departmental Faculty may elect one of its members to serve as Secretary, who shall record the minutes of all meetings.

Section 3. The Departmental Faculty shall meet at the call of the Department Head and as often as necessary to assure the effective communication of academic matters. A special meeting shall be called by the Department Head at the request of one half of the Departmental Faculty. At regular and special meetings, a majority of the department members shall constitute a quorum.

Section 4. Committees

V.4.1 The department shall elect a Collegial Review Committee from among its members to make recommendations to the Department Head on these as well as other personnel matters. Those being considered for promotion or tenure will not serve while they are being considered.

V.4.2 Other departmental committees, such as a Student Advisory Committee, a Strategic Planning Committee, and a Curriculum Committee, may also be established.

Section 5. Head of the Department

V.5.1 The chief administrative officer of the department shall be the Department Head.

V.5.2 The Dean will consult with the Departmental Faculty and, if an outside search is conducted, a Search Committee appointed by the Dean. After consultation with the Dean, the Provost shall make nominations for appointment to this office to the Chancellor. If the Chancellor agrees, he or she will appoint the Department Head. Periodic review of the work of this office shall be conducted, and the time between reviews shall in no case be more than three years.

V.5.3 The duties of a Department Head shall be delegated and defined by the Chancellor, and shall appear in the official documents of the University. The duties shall include but not be limited to the following statement:

Heads of Departments within a College are directly responsible to the Dean of that College. They are the chief administrative officers of their respective departments and have general administrative responsibility for matters affecting the academic strength and productivity of their departments. It is their responsibility to develop and maintain a faculty and programs of excellence. Among the specific duties delegated to the Head by the Chancellor within University and College policies and guidelines are the following: recruiting, screening, and recommending the appointment of faculty members; initiating recommendations on all departmental personnel matters including reappointment, promotion, tenure, and other actions on faculty status; maintaining an effective faculty evaluation system and providing leadership in promoting the professional development of the faculty; providing for and administering such departmental committees as are appropriate and needed; oversight of all matters pertinent to the departmental curriculum, including instructional standards, methods, materials, and quality, advisement and other work with students, and the planning, evaluating, and proposing changes and additions in courses and programs; managing the departmental schedule of course offerings, staffing of the courses, and preparing and administering departmental budgets; and working cooperatively with other units of the University, such as the Library, to assure the effective functioning of the department.

ARTICLE VI The University Library

Section 1. The Faculty

VI.1.1 The Faculty of the University Library shall consist of those members of the General Faculty who hold appointments in the University Library.

VI.1.2 The Faculty of the University Library shall have primary responsibility, within the broader policy guidelines of the University, for building collections and providing related services in conjunction with the development of curricula, courses of study, and methods of instruction. It shall also have responsibility for research, faculty status, and those aspects of student life which relate to the educational process.

Section 2. Officers

VI.2.1. The Dean of Library Services shall serve as Chair of the Library Faculty.

VI.2.2. The Faculty of the University Library may elect a Vice-Chair to preside in the absence of or at the request of the Dean of Library Services.

VI.2.3. The Faculty of the University Library may elect a Secretary who shall keep a record of its meetings.

VI.2.4. The Faculty of the University Library shall hold at least one regular meeting each term to act on matters of concern to the University Library. A special meeting may be called by the Dean of Library Services and shall be called upon the request of three members of the faculty or ten percent of the faculty, whichever is greater. At regular and special meetings, a majority of the faculty shall constitute a quorum.

Section 3. The Faculty of the University Library shall adopt By-laws to govern its proceedings.

Section 4. Committees

VI.4.1 The university library faculty shall elect a Dean of Library Service's Advisory Committee, a Collegial Review Committee and may also establish a Strategic Planning Committee, and such other committees as are deemed necessary or desirable.

Section 5 Dean of Library Services

VI.5.1 The chief administrative officer of the University Library shall be the Dean of Library Services.

VI.5.2 Nominations for appointment to this office shall be made to the Chancellor by the Provost after consultation with the university library faculty and a Search Committee appointed by the Provost. If the Chancellor agrees, he or she will appoint the Dean of Library Services. Periodic review of the work of this office shall be conducted, and the time between reviews shall in no case be more than five years.

VI.5.3 The duties of the Dean of Library Services shall be delegated and defined by the Chancellor and shall appear in the official documents of the University.