

**Amendment to the Faculty Handbook
Effective March 21, 2007**

That the opening paragraph in Part One, Section IV. STANDING COMMITTEES OF THE FACULTY and Section IV., A. be changed to read as:

IV. STANDING COMMITTEES OF THE FACULTY

The following shall be standing committees of the Faculty:

The Faculty Council
The Faculty Handbook Committee
The Faculty Grievance Committee
The Faculty Board of Review

A. The Faculty Council

1. Responsible to: the Faculty.
2. Basic Objective: to carry out such procedural functions as shall be necessary for the efficient operation of the Faculty in all matters where the Faculty shall be called upon to express its opinion or render a decision; and to function as an advisory vehicle for effective interchange of ideas, questions, problems, and/or general information between the Faculty and the President through the exercise of the duties listed below.
3. Composition: Five members of the Faculty from each of five divisions elected by the Faculty in each division for staggered terms of three years with terms beginning at the spring commencement.
4. Duties:
 - a. to meet in May as a newly-elected faculty council to elect a chairperson, vice-chairperson, and secretary from among its own members for the next Academic Year. Officers will assume their duties at Spring Commencement
 - b. to meet at least once in each full month of the academic year and approximately two weeks before regularly scheduled faculty meetings, or more often as urgent business dictates
 - c. to set up standing committees necessary to fulfill the primary responsibilities of the Faculty in university governance and to appoint chairs of these committees from among the membership of the Faculty Council

- d. to set up *ad hoc* committees as are deemed necessary. The composition of such committees should be representative consistent with the purpose of the committee
- e. to determine in consultation with the administration and relevant Faculty the election and/or appointment of Faculty representatives to university committees
- f. to generate and receive proposals from members of the university community and refer them to appropriate committees
- g. to handle procedural issues concerning faculty council business such as committee reports, returning proposals to committees or forwarding proposals for discussion and action at faculty meetings
- h. to report recommendations of the Faculty to the President
- i. to communicate to the Faculty decisions of the President and/or the Board of Directors on Faculty recommendations
- j. to request information or interpretation of policy in order to promote better Faculty understanding, and to present questions for clarification
- k. to approve agenda for and to plan and conduct Faculty Meetings as prescribed in Section VI below
- l. to conduct all elections and other votes (e.g., amendment of the Faculty Handbook) involving the Faculty and to certify the results thereof
- m. to carry out the selection by lot of members of each Faculty Grievance Committee and Faculty Board of Review as prescribed in the descriptions of those committees
- n. to distribute minutes of its meetings to all members of the Faculty
- o. to submit an annual report to the Faculty
- p. to publish at least annually an official list of Faculty and identify the members having the right to vote
- q. to select each year a Parliamentarian from the entire Faculty
- r. to perform such other duties as may be assigned to it from time to time or permanently by the Faculty.

That a new Part One, Section V. be included and read as:

V. PRINCIPAL RESPONSIBILITIES OF THE FACULTY IN UNIVERSITY GOVERNANCE

The Faculty shall have primary responsibility for recommendations on policy in such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, faculty development, and those aspects of student life which relate to the educational process. Responsibilities shall include, but not be limited to:

- A. Curricula, minimum requirements for degrees, new academic programs, academic calendar, grading, honors, and similar matters. (Note: Since the awarding of honorary degrees has traditionally been reserved to the Board of Directors, the Faculty will have no responsibility in this matter.)
- B. Faculty appointments, reappointments, promotions, compensation, the granting of tenure, and dismissal.
- C. Use and improvement of learning resources (library, computing facilities, instructional technology, etc.).
- D. Standards of admission of students.
- E. Innovations in the teaching process.

On the above matters, the power of review and final decision lodged in the President and/or the Board of Directors should be exercised adversely only in exceptional circumstances and for reasons communicated to the Faculty. Through its committee structure, the Faculty shall also exercise its responsibilities in the following area:

- F. Sharing in university budget decisions, especially those which affect academic policies.

That Part One, Section V. Faculty Meetings be changed to Section VI. and to read as:

VI. FACULTY MEETINGS

- A. Basic Objective: to provide the Faculty with an organized forum for the presentation and discussion of significant matters and to establish a procedure whereby matters can be acted upon.

- B. Officers and Responsibilities:
1. Chairperson
 - a. prepare and circulate agenda
 - b. call meetings
 - c. preside at meetings
 - d. convey actions and communications to appropriate parties
 - e. have minutes kept and distributed
 - f. appoint a parliamentarian
 2. Parliamentarian – to provide expert opinion on procedural matters to the Chairperson of the Faculty Meeting.
- C. Composition: all members of the Faculty are members with full rights and votes, except as noted in Section II above. Faculty collaborators and officers of the administration who are not Faculty have a right to attend, but have no vote.
- D. Operating Procedures:
1. Ordinarily meetings will be held in each full month of the Academic Year. A minimum of one meeting per semester during the Academic Year shall be held.
 2. The Chairperson of the Faculty Council may call a special meeting at any time and must call a special meeting upon written request from any ten members of the Faculty or at the request of the President.
 3. A quorum for passing procedural motions, amendments to proposals, and whether to advance substantive issues to a written vote of the full faculty consists of 20% of the Faculty who are eligible to vote.
 4. Procedural questions, amendments to proposals, and whether to advance substantive issues to a written vote of the full faculty may be decided by a majority vote of those present and voting if a quorum is present.
 5. If a quorum is not present and if a quorum of the Faculty Council is present, then procedural questions, amendments to proposals, and whether to advance substantive issues to a written vote of the full faculty may be decided by a majority vote of the members of the Faculty Council present.
 6. Substantive questions shall be decided only by a majority vote of those voting on a written ballot made available to all Faculty members who have the right to vote.
 7. The Chairperson of each Faculty Meeting shall be the highest ranking member of the Faculty Council present at the Faculty Meeting.

8. Proposals for agenda should be forwarded to the Chairperson of the Faculty Council as far in advance of the meeting as possible.
9. The meetings shall be held under Robert's *Rules of Order* (Latest Edition).

That "Faculty Council" replace all references to Faculty Service Committee throughout the Faculty Handbook except in the Preface where "Faculty Service Committee" will remain for historical purposes.