

POLICIES AND PROCEDURES:

INFORMATION FOR FACULTY, ADMINISTRATORS, AND TRUSTEES

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1. FACULTY STATUS

1.1 GOVERNANCE OF THE COLLEGE

Policy

The Board of Trustees, the faculty, and the administration endorse, as the basis of shared governance at Connecticut College, the 1966 Joint Statement on Government of Colleges and Universities (AAUP Policy Documents & Reports, 2015 Edition, pp. 117-122, excluding footnotes) (www.aaup.org), reproduced in Appendix A.

1.2 ACADEMIC FREEDOM AND TENURE

Policy

The Board of Trustees in February 1950, endorsed the document of the American Association of University Professors on academic freedom, the 1940 Statement of Principles on Academic Freedom and Tenure (*AAUP Policy Documents & Reports*, 2015 edition, pp. 13-19) (www.aaup.org), reproduced in Appendix B.

The Board of Trustees and the faculty in October 1962, voted that the following statement on academic tenure be made part of the contract between trustees and faculty:

Connecticut College accepts the principles of academic tenure as defined and accepted by the American Association of University Professors and the American Association of Colleges (AAUP Policy Documents & Reports, 2015 Edition pp. 13-19).

1.3 THE STAFFING PLAN AND FACULTY SEARCHES

1.3.1 The Staffing Plan

Policy

Considerations of institutional and departmental needs are embodied in the Staffing Plan. Changes in the Staffing Plan must take into account the criteria listed below. Financial exigency, if declared by the College, takes precedence over these criteria:

- a. the coherence and continuity of overall academic program
- b. curricular offerings appropriate to a liberal arts college of Connecticut College's size, quality, and mission
- c. flexibility to accommodate new fields and development within fields

5. FACULTY ORGANIZATION: COMMITTEE

Committees in this section are standing committees with regular, ongoing duties and responsibilities. The faculty or the administration may, occasionally and in consultation, establish *ad hoc* committees with defined life spans to address particular, limited issues.

5.1 FACULTY COMMITTEES

- a. Faculty committees address issues that are the direct responsibility of the faculty as a whole or they advise the administration on issues that directly affect the faculty as a whole, or individual faculty members. Faculty committees may include representatives of the administration as *ex-officio* and participating members (if so specified in the membership of that committee in IFF); students and staff do not sit on faculty committees.
 - 1. Elected faculty committees include: Faculty Steering and Conference (FSCC), Committee on Appointments, Promotions, and Tenure (CAPT), Committee on Faculty Compensation (CFC), Dean of the Faculty Committee, Grievances and Hearing, and Ombudsperson.

5.2 COLLEGE COMMITTEES

- a. College committees address issues for which multiple constituencies within the College may have responsibilities. College committees include representatives of the administration as *ex-officio* and participating members. College committees may include representatives of the student body and staff as regular or participating members (if so specified in the membership of that committee in IFF). Staff may also serve as consultants to College committees.
 - 1. Elected College committees include: Priorities, Planning and Budget (PPBC), Educational Planning (EPC), and Academic and Administrative Procedures (AAPC)
 - 2. Appointed College Committees include: Committee on Academic Standing (CAS), Study Away, Student Designed Majors/Minors, Information Services (IS), Facilities and Land Management, Environmental Model (EMC), and Parking Appeals

5.3 GENERAL REGULATIONS FOR MEMBERSHIP

- a. Service on Faculty and College committees is critical for effective shared governance and such service is an obligation of all voting faculty who are eligible.
- b. The Student Government Association has sole responsibility for election and appointment of regular and participating student members of College committees.
- c. Committee chairs must be regular or *ex-officio* members.
- d. Regular committee members, either appointed or elected, attend all meetings, participate in all discussions, and as necessary, vote on all issues before their committee.

- e. *Ex-officio* committee members attend all meetings, participate in all discussions, and as necessary, vote on all issues before their committee.
- f. Participating members do not vote, but otherwise participate in committee discussion and deliberations. They do not attend if the committee meets in executive session.
- g. Consultants attend meetings as requested and participate in deliberations and otherwise serve as staff for the committee. Consultants are not committee members and do not vote.

5.4 GENERAL REGULATIONS FOR ELECTION AND APPOINTMENT

- a. All committee elections follow the same procedure, as outlined below.
- b. At the end of the first semester, faculty members will be asked upon which elected and appointed committees they would be willing to serve. It is assumed that individuals who do not respond are willing to stand for nomination to all committees.

5.4.1 Nomination Procedure

- a. Eligibility for nomination to various committees follows prescriptions detailed in various sections of IFF and summarized here:
 1. Faculty may not simultaneously serve on the Faculty Steering and Conference Committee and any other standing faculty or College committee. In unusual circumstances, a member of the Faculty Steering and Conference Committee may serve on another committee if they hold a position at the College (e.g. Center Director) that requires them to do so.
 2. Faculty may not simultaneously serve on the Committee on Appointments, Promotions, and Tenure and on the Grievances and Hearing Committee.
 3. Members of the Committee on Appointments, Promotions, and Tenure must hold the rank of Associate or Full Professor.
 4. Members of the Committee on Appointments, Promotions, and Tenure and the Grievances and Hearing Committee may not serve on the Committee on Faculty Compensation.
 5. Faculty may not simultaneously serve on the Academic and Administrative Procedures Committee and on the Educational Planning Committee.
 6. Faculty members are not eligible to serve on committees if they are scheduled to be on leave the first year of service. Faculty members are not eligible to serve on the Priorities, Planning and Budget Committee if they are scheduled to be on leave (or have a reasonable expectation to be on leave) during the first or second year of service.
 7. Faculty with administrative duties greater than one-half time are not eligible for election to Faculty and College Committees.

8. Visiting and adjunct faculty are not eligible for election to standing Faculty and College Committees because the term of service for all standing committees (except for the Faculty Steering and Conference Committee) is three years. However, visiting and adjunct faculty may be appointed as short-term replacements.
 9. Faculty will not appear on ballots that would require them to begin service on a Faculty or College Committee during their first year at the College.
- b. Nominations for committee openings are made through an open ballot listing all eligible faculty. Names of those who indicated willingness to serve on a particular committee will be highlighted on the nominating ballot for that committee.
 - c. Each faculty member may vote for three (3) times the number of open seats for each committee.
 - d. Once a nominating ballot closes, a message will be sent out to the voting faculty via email announcing the list of top vote-getters-up to six for each open seat. Nominees on the list have three working days to contact the chair of FSCC to decline the nomination. Those remaining will appear on the final ballot. In cases when there is not at least one more candidate than open positions remaining on the final ballot, the next three highest vote-getters from the nominating ballot will be nominated. A message will be sent out to the voting faculty via email announcing the new nominees and the nominees will have three working days to contact the chair of FSCC to decline the nomination. If necessary, this process will continue until there is at least one more nomination accepted than open positions.
 - e. In the final election, each faculty member has one vote for each open seat; a plurality wins. In the case of a tie, the Faculty Teller will select (the) winner(s) by lot.
 - f. Balloting in nominating and final elections is normally open for two (2) working days.

5.4.2 Term of Service

The normal term of service for all committees except FSCC is three (3) years, beginning July 1 of the year of election or appointment.

5.4.3 Replacement

If the committee so requests, faculty on leave may be replaced temporarily through appointment by the FSCC. The exceptions to this practice are the FSCC itself and the Committee on Appointments, Promotions, and Tenure; replacements to these committees will be made by nomination and election following regular procedures. The Priorities, Planning, and Budget Committee is also an exception to this practice, where the committee may request to hold a new election to replace a faculty member who will be on leave during their third year of service (i.e., to elect a new member for a three-year term).

5.4.4 Schedule of Elections

Elections for the next academic year begin in February with the FSCC nominating ballot. Upon completion of the FSCC election, committee nominations and elections will normally occur in the following sequence:

1. Faculty Presider
2. The Committee on Appointments, Promotions, and Tenure
3. The Priorities Planning and Budget Committee
4. The Educational Planning Committee
5. The Academic and Administrative Procedures Committee
6. The Hearing Committee on Grievances and Misconduct
7. The Committee on Faculty Compensation
8. The Ombudsperson

Faculty members of appointed committees are selected by the Faculty Steering and Conference Committee. Normally these appointments will be made upon completion of committee elections. In addition to appointing members of appointive committees as listed in 8-2.b.ii, the FSCC appoints members to special and ad hoc committees as needed.

5.5 GENERAL FUNCTIONS, JURISDICTION, AND OBLIGATIONS OF ALL STANDING COMMITTEES

Faculty committees are established by vote of the faculty, which defines their jurisdictions, and membership. Faculty committees are delegated representatives of the faculty and are responsible to the faculty. Faculty committees will accept charges from the Faculty Steering and Conference Committee and the faculty as a whole. College Committees are initiated through consultation with faculty and administration and are established by a vote of the faculty. This vote defines their jurisdiction and membership. College committees will accept charges from the Administration and the Faculty Steering and Conference Committee, working together, and from the faculty as a whole.

The statements of committee functions below (5.6) govern each committee's obligation to submit business to the faculty as a whole for appropriate action. Any committee actions that change College policy must be approved by a vote of the Faculty as a whole.

The faculty as a whole or through the Faculty Steering and Conference Committee has a right by vote at any time to request a report from any Faculty or College committee.

5.6 MEMBERSHIP, JURISDICTION, OBLIGATION, AND PROCEDURES OF THE VARIOUS COMMITTEES

5.6.1 Faculty Steering and Conference Committee (FSCC)

5.6.1.1. *Membership*

The term of each of the six members of the Faculty Steering and Conference Committee is two years. Three members will be selected each year. A member may not serve consecutive full terms but is eligible to serve again after an interim of one full year.

After the election of the committee, the chair elect will be chosen by the faculty from among the three newly chosen committee members on a separate ballot. The chair elect will automatically become chair in their second year of service. The chair will work closely with the chair elect so that the chair elect is familiar with all aspects of the chair's responsibilities by the end of the academic year.

5.6.1.2 *Jurisdiction*

The Steering and Conference Committee provides leadership for the faculty as a whole on all matters of College policy. In this capacity, the committee has a dual responsibility; (1) to act as the voice of the faculty in various forums and (2) to provide faculty leadership in matters concerning the entire College.

The Committee represents the faculty in conference with the Board of Trustees, students and the administration. In all its functions, the committee represents the interests of the entire faculty.

5.6.1.3 *Procedures*

The FSCC as Faculty Policy Council

- a. The committee, either through its own action or through regular or ad hoc committees, develops for faculty approval proposals relating to matters of policy. The committee uses information obtained from regular consultation with other groups in its deliberations about policy.
- b. The committee coordinates the work of faculty committees (excepting the Committee on Appointments, Promotions, and Tenure) by regular communications with the chairs of other committees, by suggesting topics for consideration, and by reviewing all committee proposals prior to their presentation to the faculty. The Steering and Conference Committee may not prevent nor delay the presentation of such proposals.
- c. The committee prepares the faculty meeting agenda and participates in preparing the agenda for college meetings.
- d. The committee coordinates the nomination of a slate for each standing committee and ad hoc committees.

- e. The committee collaborates with the Dean of the Faculty to prepare a draft Staffing Plan and discusses its recommendations with the President as set out in Section IV.
- f. The committee consults with the Priorities, Planning and Budget Committee on the faculty's budget priorities and the long-range strategic goal of the College.
- g. The committee meets with the chairs of the PPBC, EPC, AAPC and CFC on a monthly basis to facilitate communication and coordination among the committees.
- h. The committee may bring proposals to make non-policy and content-neutral changes to IFF (correcting grammar, typos) without each one being a separate motion. Such changes may be brought forward in bulk. The proposed changes are approved at the meeting at which they are introduced if no action to remand is taken by the faculty. On a vote by one-third of the faculty present and voting, any proposal may be remanded to the Faculty Steering and Conference Committee for its consideration; the proposal shall be returned at the next monthly meeting, with a recommendation for faculty action. In such a situation, no vote will be taken at the first meeting except on the question of remanding. At the second meeting, a majority vote is required to approve the change in question.

The Committee as Conference Committee

- a. With the faculty - every month during the academic year the committee meets with the voting members of the faculty (excluding senior administrators and faculty serving in an administrative role of half-time or more) for a discussion of faculty concerns and budget priorities.
- b. With the faculty - implements the protocol for the faculty@conncoll.edu listserv.
- c. With the Administration – the Chair and the Chair-Elect meet weekly with the Dean of the Faculty to discuss on-going policy matters and faculty concerns. The committee meets monthly with the President during the academic year to report on topics on the faculty meeting agendas and discuss faculty concerns. The committee extends an offer to meet with representatives from Staff Council at least once per semester to discuss matters of shared faculty and staff concern. The committee may request a special meeting with any member(s) of the administration to discuss particular matters of concern to the faculty.
- d. With the Board of Trustees - the committee meets with the Board of Trustees or its designated group (the Faculty Liaison Committee) of the Board of Trustees at least twice a year to discuss its assessment of the condition of the College as a whole and to present matters of special interest to the faculty.
- e. With the Student Government - the committee appoints a liaison to meet regularly with the Executive Board of Student Government Association to discuss matters of mutual concern.

- f. With the Secretary to the Faculty – the committee works with the Secretary to the Faculty to review any changes to IFF on a monthly basis before these changes are published.

5.6.2 The Committee on Appointments, Promotions, and Tenure (CAPT)

5.6.2.1 Membership

There are five voting members elected at large from among the tenured faculty. The term of service is three years. Terms are staggered to assure institutional memory on the committee. No waiting period is required before reelection.

5.6.2.2 Duties and Jurisdiction

The Committee on Appointments, Promotions, and Tenure represents the faculty in preserving its commitment to excellence in teaching, scholarship, creative achievement in the arts, and service to the College. In this capacity, the committee reviews departmental recommendations for appointment at the rank of associate professor and above, reappointment in the third year, tenure, promotion, and termination of appointment. It then makes its own recommendations to the President. The Committee also advises the Dean of the Faculty and the President on the selection of faculty to fill endowed chairs.

5.6.2.3 Procedures

A majority of the committee meets with candidates under consideration for initial appointment to the rank of associate professor or professor.

The committee considers evidence relating to third year reviews, the promotion of faculty to the rank of associate professor, professor, and senior lecturer (as set forth in 1.4.).

The committee may ask the Dean of the Faculty at any time to supplement the review file with any written information that may be relevant to the consideration of any candidate. The candidate shall be informed of such requests and if they include additional outside evaluations of scholarship, the candidate and the department shall select the outside evaluators as described in Section 1.4.6i or 1.4.7h. A conference with the department chair and, if appropriate, other members of the department, is mandatory before the committee can issue a recommendation that is contrary to the recommendation of the department. In all cases involving a tenure decision, the committee must confer with the tenured members of the department. The committee meets with the Dean of the Faculty and the President to discuss the candidates after the committee has deliberated and drafted its recommendations. The Dean of the Faculty serves in an advisory role to the President in these discussions and may ask question or offer elaborations.

When it has completed its deliberations, the Committee on Appointments, Promotions, and Tenure shall report in writing to the Dean of the Faculty and the President its recommendations concerning each candidate based on the criteria in Section 1.4, for reappointment after the third-year review, granting of

tenure, and promotion to the rank of senior lecturer, associate professor, or professor. If the President intends to make a recommendation to the Board of Trustees that is contrary to the committee's recommendation, the President must confer with the committee. The committee shall provide copies of its own recommendation to each candidate and the candidate's department chair.

The committee records the substance of all interviews and oral inquiries that the committee undertakes in its meetings with the department or *ad hoc* review committee. Within five working days after the oral communication, a copy of the written report is to be submitted to the person or persons involved in the oral communication for their corroboration. These and other written materials submitted to the committee become part of the file of the person being evaluated for tenure.

The committee examines the evidence in all cases involving the termination of an appointment, and it is the right of any faculty member whose chair has recommended a termination to present their own case in writing to the Committee on Appointments, Promotions, and Tenure, the Dean of the Faculty, and the President before a final decision is made.

Members of the Committee do not participate in discussions or vote on matters concerning their own departments.

Early in each fall semester, the committee participates in a bias awareness training to facilitate its work of reviewing faculty members and their personnel files. The training is organized and run by a designee in the Office of Institutional Equity and Inclusion.

The committee's deliberations are confidential, but, as an elected committee of the faculty, it reports to the faculty at the end of each academic year on its activities in a manner consistent with preserving the confidentiality of its deliberations. Such reports should include numbers of appointments, reappointments, tenurings, and promotions decided or under appeal, as well as other matters of interest to the faculty.

5.6.3 Committee on Faculty Compensation (CFC)

5.6.3.1 Membership

There are five voting members of the committee:

- a. Four are elected at large for staggered three-year terms to assure institutional memory on the committee. The committee elects its own chair.
- b. To assure disciplinary balance, a fifth member is appointed to a one-year term by FSCC. This appointment may be renewed up to a maximum of three years of service.
- c. Consultants: One or two consultants may be appointed by the FSCC in consultation with the CFC. Consultants or committee members provide assistance with modeling the faculty salary

program, as described below, and with conducting surveys of faculty in order to determine faculty views on salary policy.

- d. The chair attends a monthly super-committee meeting of the FSCC and the chairs of the PPBC, CFC, EPC and AAPC to facilitate communication and coordination among the committees.
- e. Early in each fall semester, the committee participates in a bias awareness training to facilitate its work of reviewing faculty members for the faculty awards, grant requests, and R.F. Johnson awards. The training is organized and run by a designee in the Office of Institutional Equity and Inclusion.

5.6.3.2 Jurisdiction

The Committee is charged with four distinct tasks:

- a. Monitoring and modeling the faculty salary program, and determining recommendations for the allocation of available salary increases, including what portion, if any, of the increase to the faculty salary pool may be devoted to equity adjustments, and/or gap closing or other adjustments;
- b. Reviewing applications for the R. Francis Johnson, Hodgkin, and Research Matters Funds;
- c. Reviewing and making recommendations concerning requests for leaves and sabbaticals, and making recommendations, in consultation with the Associate Dean of the Faculty, on the levels to which faculty who are granted a leave or sabbatical will be replaced by contingency faculty;
- d. Selecting winners of the four faculty honors: the King, Rash, Regan, and Mulvey Awards.

5.6.3.3 Detailed description of CFC tasks

a.

1. A chief responsibility of the Committee on Faculty Compensation, in accordance with principles promulgated by the AAUP, is to provide the faculty with an appropriate role in determining both the policies and the execution of policies involved in faculty compensation. In order to make recommendations to the Dean of the Faculty for the distribution of faculty salary increases, the CFC, with the assistance of consultants when necessary, studies and models the faculty salary program at Connecticut College, both its internal structure, and in comparison to other reference institutions, and determines the likely effects of given or proposed salary policy on the distribution of salaries. Employing instruments such as faculty surveys, which are completed at least every five years, and open meetings with the faculty, conducted annually, the CFC is also charged with determining faculty preferences for different salary programs such as: across-the-board raises, structural equity adjustments, gap closing (described in detail below), and ad hoc equity or merit adjustments. Summary statistics of faculty salaries will be done annually by the committee and made available to the faculty. The CFC may also, either at the request of the administration, or by the request of the

faculty or CFC itself, elect to study salaries by gender, race and ethnicity, age, or other demographic characteristics.

The committee is guided by the principle that the effects of adjustments to salary should be considered in light of the overall faculty salary program. Ad hoc salary programs or adjustments that single out a particular small, limited cohort of faculty that is likely to change from year to year should be avoided. Pursuant to these aims, particularly consistency and fairness of the salary program over time, the methodology for computing salary adjustments are outlined below.

Each year the Dean of the Faculty conveys to the CFC the recommendation of PPBC concerning the likely increase to the salary pool. The administration may also provide additional guidance about the availability of funds for special salary programs such as structural equity, gap closing or other adjustments to salary. Based on this information, possible guidance from the Dean of Faculty's office, and the CFC's understanding of faculty preferences for the salary program, the CFC makes recommendations about how the increase to the salary pool should be allocated. This recommendation specifically states the percentage of the increase to be devoted to an across-the-board raise and how any remaining funds should be allocated. Further, if a recommendation for non-zero amounts for either structural equity or gap closing is made, the CFC provides a breakdown of how these amounts should be distributed to individual faculty (see below). The CFC may also provide guidance on amounts for individual ad hoc adjustments to salary. Specific information for these allocations, once approved, will be available to all faculty through the CFC website on the college intranet and the Dean of Faculty's office.

2. The Connecticut College salary program employs the variables: experience, rank, and time in rank, in order to determine how faculty salaries are distributed. An internal predicted salary is computed based on these variables.

When funds are available for structural equity, faculty whose salaries are lower than their internal predicted salaries are eligible for a structural equity adjustment. This increase is proportional to the difference between the predicted salary and the actual salary of the faculty member. The percentage is based on the total amount available for structural equity adjustments.

When funds are available for gap closing, the procedure involves computing an aspirational predicted salary in each rank, based on the same variables of experience, rank and time in rank. This aspirational salary distribution makes use of aggregate mean or median salaries in each rank determined from a list of institutions that is chosen for the purpose of making salary comparisons. The aspirational predicted salary mimics aspects of Connecticut College's internal salary distribution by using promotion bumps and other elements of our own salary program. Gap closing amounts are awarded for each individual by computing a fixed proportion of the difference between the aspirational salary and the internal predicted salary. (Note that the gap-closing amount awarded to an individual does not in any way depend on the actual salary of that individual).

In addition to the above uses of the CFC's salary model, the Dean of the Faculty will, when the need arises, confer with CFC concerning other salary issues such as: starting salaries, appropriate salaries for those beginning at the college with a given amount of experience and time in rank, promotion bump sizes, and adjunct salaries.

The CFC may also analyze and express concerns about the budgeting process for faculty salaries, the budget process for hiring contingency faculty, and other aspects of the overall compensation picture for all faculty.

The Dean of Faculty's office will keep records of past gap-closing and equity strategies, the actual allocations to individual faculty each year, as well as the models that were used in creating these distributions.

- b. The CFC is charged with reviewing faculty applications for R.F. Johnson, Hodgkin, and Research Matters grants. The committee reviews, and when necessary, modifies the guidelines for these awards. The CFC also determines, based on available funds, and the distribution of requests in the categories for grants that appear in the guidelines, what amounts may be granted in each valid category for an award.

All written communications of CFC with applicants, including: notice of approval of an applicant's grant, requests for additional information or clarifications from applicants that may be needed to evaluate a proposal are carried out by the Associate Dean of the Faculty's office. In the event that a proposal is not funded, the faculty member will be informed in writing why the proposal was not funded by Associate Dean of the Faculty. The faculty member has the right to appeal a denial through the Associate Dean of the Faculty by providing additional documentation or clarification if such information was not previously requested by the CFC.

Once each semester of the academic year, the CFC provides to the faculty a detailed summary of the distribution of R.F. Johnson and other funds documenting that allocations were made in a fashion compatible with the procedures adopted for the distribution of the available amounts.

- c. In addition to reviewing individual faculty requests for sabbaticals and leaves, the CFC, based on supporting documents from chairs and directors, as well as the number of requests that come from a given department or program, will consider the overall effect that sabbaticals and leaves may have in a given area. This information, in addition to the size and curricular and service obligations of a given department or program will be considered when the CFC makes recommendations for the level of contingency replacement for leaves or sabbaticals. In some cases, the committee may recommend that not all requests in a given area may be simultaneously granted. The Associate Dean of the Faculty, to whom and in consultation with whom, these recommendations are made, will report back to the CFC on the actual levels of sabbatical and leave replacements that were authorized for each department and program.
- d. Each year, the CFC makes recommendations for recipients for the Rash, King, Regan and Mulvey awards. The nominations received in a given year that do not result in that nominee being awarded a given prize remain active nominations for three years. The Dean of the Faculty's office shall keep the documents associated with these nominations for throughout the active period.

5.6.4 DEAN OF THE FACULTY COMMITTEE

5.6.4.1 Membership

For reappointment or a new appointment of the Dean of the Faculty, a faculty committee will be selected consisting of five members: three voting members of the faculty elected by the faculty, with no two from the same department; and following the election, two members chosen by the President from a list of four nominees selected by the FSCC. Connecticut College has a strong tradition of the Dean of Faculty being selected from among its current faculty. Every effort should be made to solicit nominations and self-nominations from current faculty members. Approval of the President and the majority of the Dean of the Faculty Committee is needed to launch a national search. Should the college conduct a national search for the Dean of the Faculty, the President will be an ex officio member of the Dean of the Faculty Search Committee.

5.6.4.2 Jurisdiction

This committee solicits nominations and interviews candidates for Dean of the Faculty and makes recommendations to the President on a nomination to the office of the Dean of the Faculty. It also reviews the performance of a sitting Dean when mandated by this legislation.

5.6.4.3 Procedures

1. Appointment of the Dean of the Faculty

- a. The term of appointment of the Dean of the Faculty will be four years, with eligibility for reappointment.
- b. To be considered for the appointment, the Dean of the Faculty must currently be a tenured full professor at the college or, if selected from outside the college, immediately tenurable at the rank of professor upon appointment.
- c. To inform its deliberations, the committee will consult with the faculty, administrators who report directly to the Dean, the Faculty Steering and Conference Committee, members of the senior administration, and the President. In addition, the committee will host open forums for the faculty with the finalists and solicit feedback.
- d. After a thorough review of all solicited feedback and interview of the candidates, the committee will meet with the President to discuss the candidates.
- e. The committee will then meet to finalize its recommendation to the President.
- f. Approval of the President and a majority of the faculty committee, and an invitation to membership from an appropriate department if the Dean of the Faculty is selected from outside the College, will be necessary for final nomination to the Board of Trustees. +

- g. The President will report the final nomination to the Board of Trustees for action. After a decision from the Trustees, the committee will make a summary report of the process to the faculty.
- h. In the event of the Dean's incapacity or departure, the President or Acting President will appoint a member of the faculty to serve as Acting Dean, after consultation with, and with the approval of, the Faculty Steering and Conference Committee. In the case of a vacancy lasting more than one semester, the election and review of possible candidates will take place as soon as possible.

2. Review and Reappointment of Sitting Dean of the Faculty

- a. The Review Committee will be established following the same procedures as used for a Selection Committee. The President will meet with the committee at the start of the review to discuss the committee's criteria for review, and upon completion of the review to discuss the committee's findings.
- b. The Review Committee will be elected in the spring of the third year of a normal four-year term. The review will take place in the fall of the fourth year; the committee's report is due to the President and the faculty by the first faculty meeting of the second semester. If any circumstances should warrant it, the Faculty Steering and Conference Committee and the President may initiate a review prior to the fall of a four-year term.
- c. The successful Dean of the Faculty must have the confidence of the faculty, the President, and the Board of Trustees, and will have demonstrated an ability to:
 - 1. Work effectively with the faculty and its elected committees
 - 2. Support faculty development
 - 3. Work effectively with the senior administration and the President
 - 4. Understand and support the College mission, including-
 - a. Degree standards
 - b. Educational Policy
 - c. The administration of the academic budget
 - d. The effective representation of the College in its relationship with other colleges and educational institutions
 - 5. Standards for research, teaching, and service
 - a. A constructive relationship with the Board of Trustees

- d. In the case of a negative review of a sitting Dean, a newly-elected committee will participate in the selection of a new Dean, following the procedures in Section II.

5.6.5 GRIEVANCES AND HEARING COMMITTEE

5.6.5.1 Membership

There are five voting members of the committee

- a. Four are elected at large for staggered three-year terms to assure institutional memory on the committee.
- b. To assure disciplinary balance, one member is appointed to a one-year term by the FSCC. This appointment may be renewed up to a maximum of three years of service.
- c. At the discretion of the Committee, if a student is involved, a representative of the Dean's Grievances Committee may serve as a non-voting member
- d. At the discretion of the Committee, if a staff member is involved, a representative of the Human Resources Office may serve as a non-voting member.

The committee shall elect its own chair and chair-elect.

- e. There are two Alternates who also serve three-year terms. Alternates are "runner-ups" in any year's election, as alternates are needed.
- f. If there is no Chair-elect, then both the Chair and Chair-elect will be selected by a plurality vote of the faculty. Thereafter, the Chair-elect will be chosen by a plurality vote of the faculty, as the position becomes open, following election of new committee members, and will become chair during the following year.

5.6.5.2 Jurisdiction

- a. As the Grievances Committee: This committee is responsible for facilitating the resolution of grievances of faculty members.
- b. As the Hearing Committee: This committee hears complaints made under the Title IX Policy as described in 1.6.3.

5.6.5.3 Procedures

When acting as the Grievances Committee

- a. The committee shall determine the details of its procedures; and it shall maintain written records, including a statement of the complaints, results of prior proceedings, and a statement

of findings and recommendations of the committee. The committee will not be bound by strict rules of legal evidence and may admit any evidence that is of value in determining the issues involved.

- b. Committee deliberations are to be confidential, except as otherwise provided herein or required by law. Committee reports are only made available to those to whom they are directed as mandated by PPIFFAT. All other documents, minutes, papers and statements are confidential.
- c. Any individual involved in a grievance may be accompanied by a personally chosen adviser. The calling and cross-examining of witnesses shall be permitted.

When acting as the Hearing Committee

- a. Promptly after election to this committee, all new members of this committee shall receive education in handling Title IX complaints. As the Hearings Committee, it hears complaints made under the Title IX Policy.
- b. The Hearing Committee shall proceed as described in 1.6.3.

5.6.6 PRIORITIES, PLANNING, AND BUDGET COMMITTEE (PPBC)

5.6.6.1 Membership

There are fourteen Voting Members of the committee:

- a. Four faculty members are elected at large from among the voting faculty and serve overlapping three-year terms.
- b. President of SGA
- c. Two additional student representatives, chosen by the SGA President, to be ratified by 2/3 of the SGA Assembly
- d. Five members of the senior administration, selected by the President
- e. Two members of the staff, chosen through elections organized by the Staff Council
- f. **Participating Members:** The Associate Vice President for Finance serves as a participating member.
- g. **Consultations:** The Committee may ask members of the faculty, staff and administration to serve as consultants, as it feels necessary. Regular consultants to the committee include members of the Senior Administration who are not voting members of the committee.
- h. **Committee Chair:** The committee shall elect its own chair and chair-elect from among the faculty members on the committee.

- i. The chair attends a monthly super-committee meeting of the FSCC and the chairs of the PPBC, CFC, EPC and AAPC to facilitate communication and coordination among the committees.

5.6.6.2 Jurisdiction

The primary aims of the committee are to advise the President on the implementation of institutional and financial priorities, to review and the annual College budget, and to serve as a vital source of communication between members of the senior administration and the broader campus community concerning the College's finances. The Vice President for Finance and Administration will consult members of PPBC in the development of the annual College budget and in making decisions regarding the comprehensive fee, the tuition discount rate, compensation, and the spend rule.

5.6.6.3 Procedures

The committee will communicate and consult with appropriate constituencies concerning the College's finances and projected financial outlook. The committee may also recommend to the Faculty Steering and Conference Committee that ad hoc committees be formed. The committee will work closely with members of the senior administration and the College community to set institutional priorities and provide input on budgetary decisions. The PPBC chair will attend weekly meetings of the senior administration and conference calls with the Board of Trustees Finance Committee. All committee reports and recommendations will be submitted in writing to the Vice President of Finance and Administration and the President. The committee will report on its work to the faculty and the College community not less than twice during the academic year, typically once per semester at the college meeting. At any time the Faculty Steering and Conference Committee may call an open meeting with the committee, the faculty, and the College community to discuss the committee's work. Reports about projected healthcare costs, utilities usage and forecasts, and the wage and salary survey for staff, and the CFC faculty salary report will be presented to the PPBC upon request.

5.6.7 Educational Planning Committee (EPC)

5.6.7.1 Membership

There are eight voting members on the committee.

- a. Four faculty members are selected by division from among the voting faculty and serve overlapping three-year terms.
- b. One faculty member appointed by FSCC to assure disciplinary balance, for a one-year term, which may be renewed up to a maximum of three years of service.
- c. One student representative, chosen as decided by the SGA. A second student serves as a non-voting member of the committee. This student will, if possible, be the voting student member the following year.

- d. Dean of the College. If a designee attends for the Dean they must have voting faculty status and serves as a participating (non-voting) member.
- e. Dean of Institutional Equity and Inclusion or their designee.
- f. The committee shall elect its own chair and chair-elect from among the faculty members of the committee
- g. The chair attends a monthly super-committee meeting of the FSCC and the chairs of the PPBC, CFC, EPC and AAPC to facilitate communication and coordination among the committees.

5.6.7.2 Jurisdiction

- 1. The Committee produces and updates annually the College's long-term curricular plan.
- 2. Provides oversight and review of the College's educational program.

5.6.7.3 Procedures

- a. The Committee gathers information for long-term curricular planning from departments and programs and from the office of the Dean of the Faculty. The committee consults widely as needed, particularly with the Dean of the Faculty and the Vice-President for Information Services/Librarian
- b. Conducts an open meeting with the faculty each semester to promote discussion of its agenda
- c. Reports annually in writing to the faculty, including a written presentation of the long-term curricular plan.

5.6.8 Academic and Administrative Procedures Committee (AAPC)

5.6.8.1 Membership

There are eight voting members on the Committee.

- 1. Four faculty members, elected at large from among the voting faculty and serving overlapping three-year terms.
- 2. Two student representatives, chosen as decided by the SGA
- 3. The Dean of the Faculty. The dean may designate a voting member of the faculty to act as their replacement, who is entitled to serve as a voting member of the committee whenever the dean is not present.

4. The Dean of the College. The dean may designate a voting member of the faculty to act as their replacement, who is entitled to serve as a voting member of the committee whenever the dean is not present.
5. One librarian (to be designated by the Vice President for Information Services) is a participating member of the Committee.
6. The Registrar serves as a Consultant to the Committee.
7. Consultants. The Committee may ask members of the faculty, staff, and administration to serve as consultants in the content, format, and administration of the course feedback forms, with regard to issues of equity, bias, and methodology.
8. The committee shall elect its own chair and chair-elect from among the faculty members of the committee. The chair attends a monthly super-committee meeting of the FSCC and the chairs of the PPBC, CFC, EPC and AAPC to facilitate communication and coordination among the committees.

5.6.8.2 Jurisdiction

This committee considers undergraduate and graduate course offerings, and the credit hours for such courses, and also develops and considers proposals relating to the academic and administrative procedures of the College.

Within the bounds of policies established by the faculty, this committee considers: requests for the addition, deletion, or modification of the course offerings of the departments or interdisciplinary programs, and the major; alternative programs for the degree; and changes in administrative procedures; and changes in class meetings and hours.

At the direction of the faculty this committee reviews and recommends to the faculty revisions of:

- a. requirements for the degree of Bachelor of Arts (distribution requirements, number of courses required for graduation, residence requirements, and maximum and minimum number of courses in the major);
- b. requirements for individual study, honors study, and graduation honors for undergraduates;
- c. the grading system, including the pass/not passed option;
- d. requirements for admission of undergraduates, including undergraduates with advanced standing and Return to College students;
- e. standards for granting credit for courses taken elsewhere;
- f. standards for granting financial aid to undergraduates;

- g. standards for assigning hours, days, and rooms for courses and examinations;
- h. the format and administration of the College's course feedback forms, as well as the content of the common section of feedback forms;
- i. the format for peer reviews of faculty members.

This committee also oversees the content of the specific section of the ACE, with regard to issues of equity, bias, and methodology; coordinates graduate studies in the various departments of the College; considers proposals to establish, enlarge, reduce, modify, or eliminate graduate programs; reviews curricular standards for school-of-record programs; and considers all matters relating to graduate study, including requirements for graduate degrees, admission, course offerings, individual programs, assistantships, and publicity and advertising.

The Committee acts as "the department" for all College Courses

5.6.8.3 Procedures

This committee may invite department chairs, when appropriate, to discuss but not vote on those course offerings originating in their departments. A member of a department who at the same time is a member of this committee may not vote on proposals coming from their own department.

5.6.9 Faculty Ombudsperson

5.6.9.1 Duties

The Faculty Ombudspersons serve in two primary capacities: 1) as an impartial source of information regarding processes and procedures for a faculty member involved in a Title IX case (as described in 1.6.3), accused of a violation of any other college policy, or involved in a complaint with another faculty, staff, or student on campus; 2) as a mediator for informal conflict resolution among faculty members. Promptly after election as Ombudsperson, the faculty member shall receive education in the handling of Title IX complaints, the grievance process, and conflict mediation.

A faculty member who is accused or suspected of violating College policies, including Title IX, may call on the Ombudspersons of their choice for information about policies and procedures regarding any violations including their right to have a support person present during any formal process. In such a case, the Administration is to inform the faculty member of the charges against them. The Ombudsperson is to make sure that the faculty member has been informed about the nature of charges and understands their rights as well as the policies and procedures of the Title IX or other investigative processes.

Three faculty members will be elected to serve as Ombudspersons for a term of four years. For cases that do not involve conflict mediation between faculty members, a faculty member may select an

Ombudsperson from any of those elected. A selected Ombudsperson may recuse themselves if they feel there is a conflict of interest.

If a faculty member is interested in conflict mediation, they may contact the Office of the Dean of the Faculty or the Office of the Dean of Institutional Equity and Inclusion to request informal conflict mediation. If the Office of the Dean of the Faculty is contacted, they will notify the Office of Institutional Equity and Inclusion. The Office of the Dean of Institutional Equity and Inclusion will notify both parties that a request for conflict mediation has been made. The Office of the Dean of Institutional Equity and Inclusion will contact an Ombudsperson to serve as a mediator between the faculty members. If the faculty member would prefer an Ombudsperson who is not faculty, they must notify the Office of the Dean of Institutional Equity and Inclusion at the beginning of the process, and with approval of both parties, the Office of the Dean of Institutional Equity and Inclusion will select a staff Ombudsperson. Ombudspersons will be selected in rotation. An Ombudsperson selected may recuse themselves if they feel there is a conflict of interest. Once an Ombudsperson agrees to serve as a mediator, their name will be sent to both parties at which time, either faculty member may deny an Ombudsperson due to a clear conflict of interest. If, after mediation, a faculty member feels an acceptable resolution cannot be reached, they may seek redress through the formal grievance process. If a formal grievance is sought, the faculty member must select a new Ombudsperson for consultation on the process and procedures involved.

5.6.9.2 Procedure for Appointment

Elections will be held in alternating years. In the event that the number of available ombudspersons falls below two, the FSCC will hold an election in consecutive years. For each election, the FSCC nominates a number of faculty members equal to the number of open positions. After ensuring that the faculty members are willing to stand for election, the FSCC distributes these nominations to voting members of the faculty via email. The Faculty Teller then distributes a general nominating ballot which is the list of those eligible to serve, excluding those who have already been nominated. Each faculty member may nominate three faculty members to fill the position. The faculty members (equal to the number of open positions) who receive the highest number of votes on the nomination ballot will be added to the election ballot along with the nominees from the FSCC.

5.6.10 Committee on Academic Standing (CAS)

5.6.10.1 Membership

There are eight voting members of the Committee.

- a. Four faculty members are appointed from among the voting faculty and serve overlapping three-year terms.
- b. Three advising Deans

- c. Dean of the College, who also chairs the committee
- d. The Registrar serves as a participating member of the committee and as a consultant to the committee
- e. The committee may add additional consultants from the Registrar's staff, the Office of the Dean of the College or the Office of the Dean of the Faculty, as may be appropriate.

5.6.10.2 Jurisdiction

This committee is charged with upholding the academic standards as voted by the faculty. In so doing, it considers and makes decisions regarding petitions from students requesting exceptions to or variations in academic policy/procedures and administers academic discipline. Petitions include, but are not limited to, such areas as study at other institutions, reduced programs, accelerated programs, general education or Connections Program variations.

5.6.10.3 Procedures

When its deliberations result in a pattern of exceptions, which indicate that a change in procedures may be required, it will bring this fact to the attention of the Academic and Administrative Procedures Committee.

The committee reports its decisions to the faculty, taking care not to identify individuals.

5.6.11 Admissions Committee

5.6.11.1 Membership

There are five voting members of the committee.

- a. Four faculty members are appointed from the voting faculty to represent each academic division and serve overlapping three-year terms.
- b. The Dean of Admissions and Financial Aid, who also chairs the committee.
- c. The committee may add consultants from the Office of Admissions, the Office of the Dean of the College, and College Relations, as may be appropriate.

5.6.11.2 Jurisdiction

This committee collaborates with the Office of Admission in the recruitment of new students. The Admissions Committee will represent the faculty on matters related to the recruitment, selection and yielding of students. At the beginning of each semester a schedule of activities that engages a designated group of faculty in the admissions process will be established.

5.6.12 Study Away Committee

5.6.12.1 Membership

There are six members of the Committee who vote on all items before the committee.

- a. Six faculty members are appointed from among the voting faculty and serve overlapping three-year terms. The faculty chair of the committee is elected by the voting faculty members.
- b. There are three student members, selected as decided by the SGA. They are voting members in all deliberations on policy and procedures; they do not participate in the evaluation of student applications.
- c. There are two participating members on the Committee
 1. Director of the Office of Study Away
 2. The Registrar or designee
- d. Consultants to the Committee:
 1. The Dean of the Faculty or designee
 2. The Dean of the College or designee

5.6.12.2 Jurisdiction

This committee has two broad mandates: (a) to review and recommend policy regarding the College's philosophy and practice of study abroad opportunities and programs, and (b) to approve individual student applications for study abroad.

- a. This committee addresses broad questions of academic policy relating to the administration of the study abroad opportunities, including funding strategies, selection priorities for both programs and students applying to study abroad, affiliated programs, and SATA and TRIPS program policy and proposal review.
- b. The committee also advises the Director of National and International Programs on all matters concerning students who study away from campus for credit. It establishes criteria for approval of study abroad applications, reviews individual student applications for study away, adjudicates requests for exceptions to policy, and ensures equitable and academically sound administration of study abroad opportunities.

5.6.13 Student-Designed Interdisciplinary Majors and Minors Committee (SDIMM)

5.6.13.1 Membership

There are seven voting members of the Committee.

- a. Four faculty members are appointed from among the voting faculty and serve overlapping three-year terms.
- b. An Associate Dean of the College, who also chairs the Committee
- c. Two student representatives, chosen as decided by SGA

5.6.13.2 Jurisdiction

This committee considers proposals for student-designed interdisciplinary majors and minors. After receiving preliminary approval from this committee, such proposals are forwarded to the Academic and Administrative Procedures Committee for inclusion among the substantial curricular changes to be presented to the faculty. The committee may authorize substitutions of individual courses for student-designed interdisciplinary majors and minors that have already been approved by the faculty and may approve proposals for honors study in student-designed interdisciplinary majors. In the event that the student's adviser is unable to continue serving, the SDIMM committee is responsible for helping the student find a new adviser.

5.6.14 Information Services Committee (IS)

5.6.14.1 Membership

There are eleven (11) voting members of the Committee.

- a. Four faculty members are appointed from among the voting faculty to assure disciplinary balance and serve overlapping three-years terms.
- b. The Registrar or a designated representative from the Office of the Registrar.
- c. Three representatives are elected from among the Information Services staff and serve overlapping three-year terms.
- d. Two student representatives, chosen as decided by SGA
- e. The Vice-President for Information Services and Librarian of the College
- f. Other members of Information Services may serve as consultants to the Committee, at its request.

- g. The chair of the committee will be a Faculty committee member elected by a plurality vote of the committee.

5.6.14.2 Jurisdiction and Duties

The committee provides oversight to the Information Services department of the College. It studies the College's needs relating to library services and information and instructional technology; advises the Vice-President of Information Services and Librarian of the College on policy, planning, budgeting, services and other issues that relate to the library, information literacy, computing, telecommunications, web services, and instructional technology. The committee considers ways that information services can better serve the campus; reviews financial support for information services and advises on the allocation of funds for information resources; reviews and affirms Information Services' annual goals; and administers any Information Services prizes for students.

5.6.15 Facilities and Land Management Committee (FLMC)

5.6.15.1 Membership

There are twelve voting members on the Committee.

- a. Four faculty members are appointed from among the voting faculty and serve overlapping three-year terms.
- b. Two student representatives, chosen as decided by the SGA
- c. Director of the Arboretum
- d. Director of Athletics
- e. Dean of the Faculty or designated representative
- f. Dean of the College or designated representative
- g. Vice President of Information Services and Librarian of the College or designated representative
- h. Vice President for Finance and Administration, who also chairs the Committee
- i. There are two consultants to the Committee:
 - 1. Director of Facilities and Utilities
 - 2. Associate Vice President for Finance or designated representative

5.6.15.2 Jurisdiction and Duties

The Facilities and Land Management Committee advises and makes recommendations concerning policies and practices for campus land and building (including college housing) use. It provides

leadership in campus planning by monitoring the implementation of the master plan and managing the process of reviewing, updating and modifying the plan.

5.6.15.3 Procedures

The committee will consult with appropriate constituencies within the College. It may appoint ad hoc committees and staff consultants. All committee findings and recommendations will be submitted in writing to the President.

5.6.16 Parking Appeals Committee

5.6.16.1 Membership

There are three voting members on the Committee.

- a. One faculty member, appointed from among the voting faculty to a three-year term.
- b. One student representative, chosen annually by the SGA.
- c. A Campus Safety officer, appointed by the Director of Campus Safety shall serve as staff representative and chair of the committee.

5.6.16.2 Jurisdiction

This committee renders judgment on all appeals relating to motor vehicle tickets issued on campus. The committee does not accept unfamiliarity with policy or the duration of an infraction as sufficient grounds for an appeal. At the end of each semester year, the committee will submit a report to Campus Safety, Physical Plant, and the Transportation Action Committee of EMC with recommendations pertaining to vehicles on campus. The chair of the committee is responsible for ensuring the consistent handling of appeals from year to year. The committee shall meet biweekly at an established time throughout the academic year.

5.6.17 Environmental Model Committee

5.6.17.1 Membership

1. There are 13 members of the Committee who vote on all items before the committee.
 - a. Four faculty members serve on the committee: the Director of the Goodwin-Niering Center for the Environment, the faculty Director of the Office of Sustainability, and two faculty members who are appointed from the voting faculty who serve overlapping three-year terms.
 - b. Three student members serve on the committee: the SGA Sustainability Chair and two students selected by the SGA.

- c. The following staff members serve on the committee:
 - 1. VP for College Relations or their designee
 - 2. Director of the Arboretum
 - 3. Dean of Students or their designee
 - 4. VP for Finance and Administration or their designee
 - 5. Assistant/Associate Director of Sustainability
 - 6. One representative elected through a process administered by the Staff Council
- 2. Consultants: The committee may ask members of the faculty, staff and student body to serve as consultants as deemed necessary. Regular consultants to the committee include:
 - 1. Director of Environmental Health and Safety
 - 2. VP for Library and Information Services or their designee
 - 3. Director of Facilities and Utilities
 - 4. Director of Dining Services
 - 5. VP for Advancement or their designee
 - 6. Dean of Institutional Equity and Inclusion or their designee
 - 7. Student representatives from the Office of Sustainability, Goodwin-Niering Center for the Environmental Studies Program
- 3. The committee shall elect its own chair annually from among the faculty members on the committee.

5.6.17.2 Jurisdiction

- 1. The Committee provides leadership in college-wide environmental planning and implementation by developing policies in support of campus-wide sustainability goals, initiating programs and overseeing community environmental education. The Committee advocates for college operations that function as models of sustainability by working on environmental initiatives with the appropriate administrative, faculty and student offices, committees, and groups.
- 2. The committee is specifically concerned with climate action planning for mitigation of carbon emissions and campus climate resiliency; the conservation of energy, water and other natural resources; the minimization of environmental pollution; and reducing the college's ecological footprint.

5.6.17.3 Procedures

1. Under normal circumstances, Committee meetings are open to the whole college community.
2. The Committee prepares an annual report on campus its environmental initiatives and progress and reports annually to the faculty.
3. The Committee may establish subcommittees as deemed necessary. Subcommittees will be chaired by a voting member of the Committee when possible.

5.7 FACULTY CONSULTANTS TO THE STUDENT JUDICIARY BOARD

The FSCC will appoint two faculty consultants, serving staggered two-year terms, to the Student Judiciary Board to advise in cases of alleged academic dishonesty.

5.8 SPECIAL FACULTY POSITIONS

5.8.1 THE SECRETARY TO THE FACULTY

5.8.1.1 Selection

The President, after consultation with the Faculty Steering and Conference Committee and the Dean of the Faculty shall appoint a Secretary to the Faculty.

5.8.1.2 Duties and Responsibilities

Communicates the results of faculty elections to the faculty as reported by the Faculty Teller.

Distributes the agenda for faculty meetings, as prepared by the Faculty Steering and Conference Committee, and the agenda for college meetings, as prepared by the President, the Dean of the Faculty, Staff Council, and the Faculty Steering and Conference Committee, at least 48 hours in advance of a regular meeting; supervises the audio recording of the meetings; and prepares and publishes the minutes of the actions of the faculty and college meetings.

Distributes course changes for the Catalog requiring faculty approval to members of the faculty.

Provides support as required for faculty committees, primarily the Faculty Steering and Conference Committee, the Academic and Administrative Procedures Committee, the Grievance Committee, the Educational Planning Committee and the Priorities, Planning and Budget Committee.

Performs other duties as required.

5.8.2 THE FACULTY TELLER

5.8.2.1 Election

The Faculty Teller is a member of the faculty elected annually at the last faculty meeting of the academic year to serve for the next academic year. Reelection without a waiting period is permitted. At least 48 hours before the meeting, the Steering and Conference Committee shall distribute to the faculty the name of a voting member of the faculty whom it will nominate for Faculty Teller. Opportunity is given for additional nominations from the floor. In case of more than one nominee the election shall be by ballot.

5.8.2.2 Duties and Responsibilities

The Faculty Teller receives all campus mail ballots or electronic ballots cast for faculty elections or nominations, tabulates them, and reports the results to the FSCC and the Secretary of the Faculty. In the case of a tie vote for a nomination or election, lots will be drawn by the Faculty Teller to determine the name(s) to be placed in nomination or winners of the election, as described in Section 8.

5.8.2.3 Voting at Faculty Meetings

At faculty meetings, the Faculty Teller supervises the tabulation of ballots and reports the results to the presiding officer and monitors the count of voting members at meetings and reports the presence or absence of a quorum to the presiding officer.

5.8.3 THE COLLEGE MARSHAL

5.8.3.1 Appointment

The College Marshal is appointed by the President for an indefinite term.

5.8.3.2 Duties

The Marshal plans and directs the faculty and student proceedings at College ceremonies in consultation with the Office of the President.

5.8.3.3 Rules for Marching Order

Faculty members march in accordance with the marching order established by the Office of the Dean of the Faculty and issued by the College Marshal. For the processional, the assistants lead and are followed by the instructors, lecturers, assistant professors, associate professors, professors, and the platform party. For the recessional, the order is reversed.

5.8.4 PARLIAMENTARIAN

5.8.4.1 Appointment

The Faculty Steering and Conference Committee shall appoint a Parliamentarian. The Parliamentarian must be a voting member of the faculty and will normally serve a two-year renewable term.

5.8.4.2 Duties and Responsibilities

The Parliamentarian advises the presider and other members on matters of parliamentary procedure during faculty meetings, assists in the preparation of motions as needed in advance of faculty meetings, reviews the minutes of faculty meetings, and provides parliamentary advice to committees and to individual members.

5.8.5 FACULTY PRESIDER

5.8.5.1 Appointment

The faculty presider is a voting member of the faculty at the rank of senior lecturer, associate professor, or full professor. The presider is elected for a two-year term following the regular election procedures. The faculty member receiving the second highest vote total will assume the role of alternate. The faculty presider may not simultaneously serve on the Faculty Steering and Conference Committee.

5.8.5.2 Duties and Responsibilities

The faculty presider ensures that faculty meetings follow the guidelines of the parliamentary authority in use (see section 4.1.7). In the absence of the faculty presider, the elected alternate acts in their stead.

Key responsibilities of the presider include: Calling the meetings to order, announcing the items of business, recognizing members entitled to speak, putting motions to vote, announcing the result of a vote, and deciding on all questions of order. The presider is not part of setting the meeting agenda.

The presider is a voting member of the assembly.

5.8.6 COMMITTEES ELIMINATED

Continuing Education 8-7	Family Life 8-9	International Studies 8-10
Lecturers and Summer Reading 8-11	Library Committee* 9-8	Technological Support Committee* 8-14
The Arts Committee 8-17	Evaluation and Classification Committee 8-19	The Faculty Liaison Committee to Educational Programs 8-20

Financial Aid 8-21	Housefellows 8-22	Interim 8-23
Study Abroad 8-24		

*The Technological Support Committee and the Library Committee have merged to form the Information Services Committee

5.9 AMENDMENT PROCESS

Amendments to Section 5 are brought before the faculty for its consideration, in accordance with section 4. A change takes effect immediately or as stated in the amendment.

Under exceptional circumstances the Board may override the faculty's action or initiate a change to Section 5, in which case the Board communicates its reasons on or before the next Board meeting subsequent to the override decision or change initiation.