I. General Faculty Meetings

A. Time of General Faculty Meetings

1. There are three general faculty meetings annually, the first two of which are joint meetings with the Faculty Council held in October and February. The final general faculty meeting is scheduled for the Thursday preceding commencement. This meeting in May may be replaced with an on-line vote of degrees by faculty to be completed by 3:00 pm the Thursday before commencement.

2. If, in the judgment of the Dean of the Faculty and the Vice-Chair of the Faculty Council of the College, it is desirable to postpone any general meeting of the faculty, that meeting may be postponed for a period not to exceed two weeks. The Dean shall give the faculty reasonable notice of such postponements.

3. Special faculty meetings may be called by the President or by the Dean of the Faculty. Special meetings may also be called upon petition to the President or to the Dean of the Faculty. Such petitions require the signatures of 10% of the faculty, and the consequent special meeting shall normally take place after three days' notice to the faculty.

B. Procedural Rules

1. Faculty Meetings shall be conducted in accordance with Robert's Rules of Order.

2. Quorum. A quorum for all meetings, scheduled or special, shall be the number of faculty who are present. However, unless 50% of the faculty is present, the authority of a faculty meeting is limited to discussion, debate, resolutions of sentiment, and the awarding of degrees to students. Given the presence of 50% of the faculty, the meeting, whether regularly scheduled or special, may act on any matter within the jurisdiction of the faculty, including the amendment or decision of any action of the Council of the College.

3. Agenda. A statement of items of business to be presented at a faculty meeting in sufficient detail to be understood.

   a. No item of new business may be presented for action at a faculty meeting without having been included in the notice as part of the agenda that is distributed to all faculty in advance of the meeting. Any faculty committee or individual with legislation to propose shall present an appropriate motion and other material to the Dean of the Faculty or Vice-Chair of the Council of the College, in writing, at least ten days prior to a scheduled meeting, or along with the petition by which a special meeting is called. This regulation shall be interpreted as not excluding presentation of urgent business which arises after the agenda has been prepared, and as not requiring the inclusion of matters, the publication of which in the agenda would be detrimental to the best interests of the University.
b. Every motion presented whose effect would be to change the regulations shall be submitted in writing and shall indicate the existing regulations that would be changed or repealed by the action proposed.

4. **Minutes**: A statement of motions and actions accepted by the faculty and brief statements of informal reports with copies of formal reports attached thereto as appendices. The minutes of the College faculty meetings shall be submitted for publication to the campus student publications.

5. With regard to the confidentiality of faculty meetings, a distinction must be made between the discussion and actions taken.

   a. The business of the College faculty requires members to respect the confidentiality of the discussion.

   b. Actions taken by the College faculty will normally be reported, where appropriate, by the presiding officer. Any action is to be treated as confidential only when the faculty has voted to keep it confidential, or when the presiding officer has ruled that it should be treated as confidential. Such rulings from the chair may be overridden by a simple majority of the faculty.

C. **Officers in Charge of Faculty Meetings**

   1. The President (or Provost) of the University shall preside over all meetings of the faculty except that in his or her absence, the Dean of the Faculty or his/her delegate shall preside, and in the absence of these, the Vice-Chair of the Council of the College shall preside. In the absence of all of the above-named officers, the meeting may elect a presiding officer *pro tempore*.

   2. The Dean of the Faculty, in consultation with the Vice-Chair of the Council of the College, shall:

      a. Compile the agenda of the business to be considered in each scheduled faculty meeting and shall distribute copies of the agenda to the faculty by noon of the day preceding the meeting.

      b. State in the notice of a special meeting the purpose for which the meeting is being called.

   3. The Secretary of the College is appointed by the Dean of the Faculty, need not be a member of the faculty, and is responsible for summarizing the discussion and recording all business to be transacted in both regular and special faculty meetings, for distributing copies of the minutes of all faculty meetings to the faculty, and also shall have charge of the Book of Faculty Regulations as stated in Part D. II. A, B, C below.

D. **Attendance at Faculty Meetings**
1. Those faculty members entitled to attend faculty meetings and to vote are the President of the University, the Deans, Associate, and Assistant Deans of the College, full-time Professors, Associate Professors, Assistant Professors, and Instructors in the departments of the College, and the Dean of Libraries.

2. The following shall be invited to faculty meetings without vote: the Provost, Associate Provosts, the Deans of the River Campus Schools, the Dean of Undergraduate Enrollment Policy and Management, the Dean of the School of Nursing, the Registrar, and the student members of standing faculty committees of the College.

3. Other persons may, subject to review by the faculty, be invited by the Dean of the Faculty to specific meetings, but without vote.

4. Decisions in regard to attendance and voting privileges for any individual who does not hold the title of full-time Professor, Associate Professor, Assistant Professor, or Instructor shall be made by the Dean of the Faculty in consultation with the Council.

II. Responsibility of the Deans

A. The Dean of the Faculty is appointed by the President and the Board of Trustees. It is the Dean's function to:

1. Be the chief administrative officer of the College in matters of budget, new appointments, and faculty actions.

2. Stimulate and encourage the faculty of the College to determine and fulfill its functions.

3. Act as the representative of the faculty in dealings with administrative officers of the University.

4. Represent and interpret the policies of the President and the Board of Trustees to the faculty.

5. Administer the graduate programs of the College.

6. Serve as Chair of the Faculty Council of the College and as an ex officio member of its Steering Committee.

B. The Dean of the College shall:

1. Have administrative responsibility for the academic advising and review of progress of undergraduate students.

2. Interpret faculty rules regarding undergraduate academic programs within guidelines set by the Administrative Committee.

C. The Dean of the Faculty may appoint, with the consent of the President and the Board of Trustees, Deans, Associate and/or Assistant Deans and may delegate to them such functions of the office as may be deemed appropriate.
D. There shall be a Cabinet of Department Chairs that the Dean of the Faculty as ex officio chair shall convene monthly and at such other times as he or she shall think proper during the academic year. The Cabinet shall serve as one means for the Dean to communicate College issues to the departments and as one channel for the Dean to hear discussions of College issues.

III. The Council of the College

A. The Council of the College is an elected group empowered to act in the name of the faculty, on any matter in which the faculty has jurisdiction except in the award of degrees and distinctions. It also, through its Steering Committee, appoints all those Standing Committees of the Faculty (See VI below) to which the faculty has delegated some part of its authority.

B. Membership

1. The Council consists of one full-time faculty member from each academic department within the School of Arts, Sciences and Engineering of the rank of assistant professor (in at least the 4th year of appointment or hired with at least 3 years of previous service credit) or at the rank of associate or full professor, two student members (one an undergraduate and the other a graduate student), and as its Chair ex officio the Dean of the Faculty.

2. Programs will be invited to send a representative to the Faculty Council when meeting the following conditions:
   a. The program has an official listing as a center or program with the Arts, Sciences and Engineering Dean’s Office.
   b. The program has a primarily educational function, with formal and approved academic degree programs.
   c. The program has at least two faculty with primary appointments in the tenure track or non-tenure instructional track within that program (joint appointments are allowed as long as the primary appointment is in the program).

3. Programs deemed newly eligible for the Faculty Council would be subject to the same policies and procedures as other member departments and programs within the Faculty Council.

4. Faculty representatives of these programs would have the same rights and responsibilities as other departments and programs, which would also be determined based on their faculty status.

C. Faculty members serve three-year terms, with right of re-election but no more than two consecutive terms, or no more than six consecutive years (including one-year terms). One-year of service is counted as a term, one semester is not counted as a term. Student members each serve a one-year term.

D. Officers. The Dean of the Faculty is Chair (with tie-breaking vote) of the Council. The Chair of the Steering Committee of the Council is Vice-Chair of the Council.

E. Electorate. The departmental representatives will each be elected by vote of all full-time members of the department represented. The undergraduate student member of the Council
shall be elected by the principal undergraduate student legislative assembly. The graduate student member shall be chosen by the Graduate Committee of the College.

F. **Electoral System.**

1. During February - March each departmental representative whose term is expiring will have his/her successor chosen by secret ballot of all full-time faculty of his or her department, the election to be conducted by the department chair. There will be no nominating procedures; tenure-track and non-tenure instructional faculty who hold the rank of assistant professor or above (in his/her 4th year of appointment or beyond, or hired with at least 3 years of service credit) who is not a holdover at-large member or ineligible due to previous service is considered a suitable candidate. A simple plurality will suffice to elect, with a run-off election immediately following the initial election in case of tied first-place voting.

2. The term of a regularly elected member of the Council shall begin immediately after the adjournment of the last regular Council meeting of the academic year of his or her election, and end at the corresponding moment three years later.

3. A vacancy which occurs among departmental representatives shall be filled by an immediate election within that department, for the unexpired portion of the term.

4. Elections to the Council will be staggered; one-third of departments within each division will elect members each year.

G. **The Steering Committee of the Council**

1. Preceding the April Faculty Council meeting, Faculty Council members (previous and newly elected) will receive a list (via email) of those eligible to serve on the Steering Committee and the Steering Committee election process. This will be sent as part of the agenda/materials for the April meeting and will include a link to each eligible faculty member’s department web page.

2. The April Faculty Council meeting will be attended by the newly elected members of the Council as well as the current Council, for the purpose of electing a Steering Committee for the following year. Otherwise, the new members will have no vote at this meeting.

3. The Steering Committee will consist of seven members of the Council. No more than two Steering Committee members may have a primary appointment in the same division (Humanities, Social Sciences, Natural Sciences and Engineering). The Committee serves a two-year term, but members may stand for re-election without limit. The Dean of the Faculty will be an ex officio member. Members will be elected on a rolling schedule. At all times, the majority of the Steering Committee must be tenured faculty; the remaining positions may be filled by any member of the Faculty Council.

4. Faculty Members in their first year of overall service on the Faculty Council are ineligible to serve on the Steering Committee; faculty members in the first year of a reappointment term are eligible for the Steering Committee. Faculty members unable to serve two years on the Steering Committee due to reasons such as academic leave or his/her term ending, and their
replacements, are not eligible for election to the committee. They may continue to serve as Faculty Council members.

5. Following election of the Steering Committee, a meeting will be held before the end of the academic year for the new Steering Committee members; this meeting will be for the purpose of electing the Steering Committee Chair / Vice-Chair of the Council and to discuss any anticipated topics of discussion for the upcoming academic year. The term of regularly elected members of the Steering Committee, and of its Chair, shall begin immediately after the adjournment of the last Council meeting of the academic year.

6. The Chair will serve for one year and the position is renewable providing that the Steering Committee agrees for a renewal and the chair is still eligible to sit on Faculty Council and Steering Committee.

7. If a vacancy in the Steering Committee arises during the academic year, the position will be filled by the person from the same division whose position in the preferential balloting was just below that of those previously elected. If the position of Chair of the Steering Committee falls vacant, the remaining members shall choose a new Chair from among themselves before filling the vacant seat.

8. Tenured faculty on the Steering Committee who have served for at least one year will be eligible to serve as Chair. Junior Faculty are not eligible to serve as Chair.

9. The Steering Committee shall meet as often as its Chair decides. Meetings shall be closed except when the committee opts to invite guests.

10. The functions of the Steering Committee are to prepare an agenda for the meetings of the Council, to assist the Dean of the Faculty in preparing an agenda for the meetings of the faculty, to appoint all those faculty committees to which the faculty has delegated part of its authority, such as the Graduate Committee or the Administrative Committee, and to appoint and hear the reports of such other committees or study commissions as it, or the Council, or the faculty, or the Dean thinks appropriate. This authority in no way infringes on the right of the Dean of the Faculty to appoint other committees, standing or ad hoc, for the purpose of advice or assistance. However, faculty authority for action may be delegated only to those committees appointed by the Steering Committee for such purpose.

H. Meetings of the Council

1. The Council shall meet every fourth week, according to a schedule published by the Chair (who is Dean of the Faculty), except in those weeks when a scheduled general meeting of the faculty takes place.

2. Meetings may be canceled, or special meetings may be called, by concurrent resolution of the Chair and Vice-Chair, provided adequate notice is given.

3. The order of business for ordinary meetings shall be (a) Minutes of the preceding meeting, (b) Report of the Steering Committee, (c) Reports of other standing committees, (d) Old Business, including new motions presented by standing committees of the College and printed in the Agenda, (e) New Business, including all other motions and reports of other
committees, (f) Good of the House, (g) Adjournment. Substantive motions presented under New Business are automatically tabled upon the end of debate for that meeting and may be taken from the table by a motion under Old Business at the following meeting. A fifty percent quorum is required for action. Otherwise, meetings are governed by Robert's Rules of Order.

4. Minutes of the meetings shall be recorded by the Secretary of the College, who is also Secretary of the Council, and will be distributed to the electorate and to responsible officers of student government and graduate student organizations if these groups exist, and to all persons entitled to attend meetings of the Council.

5. Meetings of the Council are open to all full-time faculty members in the College, to the President, Provost, University Dean of Graduate Studies, Deans, Associate and Assistant Deans of the College, and invited guests, except when Council by a two-thirds vote decides on a closed meeting. While all persons entitled to attend meetings may speak, only members of the Council may present motions and vote, the exception being the joint Faculty/Faculty Council meetings held during the first week in October and February. All full-time members of the College faculty in attendance at the October and February Faculty Council/all faculty meetings may vote on the award of degrees presented at those meetings or any other meeting designated as a joint faculty/Faculty Council meeting. An on-line faculty vote may substitute for the May meeting.

11. Actions of the Council shall be public information and reported publicly by the Chair or Vice-Chair. Detailed proceedings of the Council, and the minutes of the meetings, are confidential among those who receive them.

I. Residual Authority of the Faculty

Notwithstanding the grant of authority by the faculty to its Council and the Committees thereof, the College faculty retains the right to abridge, modify, amend or reverse any action taken by these agencies, either in a regular or special meeting held in accordance with Section I above, or by referendum vote according to the following rules.

Any member of the faculty may initiate a motion by printing it completely on each page of a petition and securing thereon the signatures of 20% of the Council faculty electorate, each signature signifying the signer's desire to hold a referendum on the matter. The petition shall then be presented to the Dean of the Faculty who, upon verifying the validity of the petition in the company of the Vice-Chair of the Council, shall conduct a referendum of the faculty by mail ballot, stating the motion and asking for a vote of yes or no. If at least 50% of the faculty responds, a yes vote by simple majority of those voting will suffice to pass the motion.

Neither the Council nor any of its committees may then negate this faculty action during the academic year of the vote.

IV. Faculty Appointments, Promotions, Leaves, and Professional Services

The College faculty follows the policies established by the University as described in the current Faculty Handbook. Guidelines used within the College for the frequency and timing of faculty leaves are given in Appendix I. Appendix II describes titles and appointment criteria used within the College for non-tenure track faculty. Guidelines used within the College for promotion and tenure cases are attached as Appendix III.
V. Administration of Departments

A. Each department of study functions as a committee responsible for its share of the curriculum. All business of the department within the limits set by College policies, including the arrangement of courses, the adjustment of schedules, and the teaching and research policies of the department, should be carried on so far as possible by cooperation within the department and between departments.

B. The administrative head of each department shall be a Chair. Following consultation with such members of the department as may be appropriate, the Dean of the Faculty recommends the appointment of the Chair to the Provost, who in turn provides final confirmation to the faculty member serving in this capacity. The Chair shall be regarded as the administrator of the department during his or her term of office but need not be of full professorial rank. The chair shall be responsible to the Dean of the Faculty and to the Provost for the general administration of the department; for the preparation and presentation of the annual budget; for a careful scrutiny of the existing budget of the department, since he or she is primarily responsible that the department not exceed it; for the presentation of an annual report; and for the general supervision of the students and methods of instruction in the department. The Chair shall have the special responsibility of cooperating with the Provost and the Dean of the Faculty in selecting candidates for appointment to the department.

When advisable, the above duties may be divided among members of the department who are in any case responsible to the Chair for any departmental duties he or she may assign to them.

VI. Committees

A. General Provisions

1. Unless otherwise stated below, all committees are given the power to organize themselves.

2. All College committees are required to maintain minutes of each meeting. Files of minutes will be maintained by the Secretary of the College or by others designated by the committee.

3. Normally no member of the faculty will hold office in more than one committee appointed by the Steering Committee of the Council.

4. The terms of members of the College committees are based on years, with a year meaning an academic year beginning on the first day of classes of the fall term.

B. College Committees Appointed by the Steering Committee

1. Committee on Graduate Studies

   a. Responsibilities:

      1. To advise the Dean of the Faculty or the Dean's delegate on the general conduct and administration of graduate work in Arts, Sciences and Engineering.
2. To nominate candidates for the degree M.A. and M.S. to the faculty of Arts, Sciences and Engineering.

3. To submit to the Council for its approval proposals affecting the general policies of graduate work, e.g., authorization of new degree programs, changes in general requirements for graduate degrees and, in general, matters of the kind which, on the undergraduate level, are submitted for action by the Curriculum Committee.

4. To make reports to the Council and the faculty on matters which it is studying and on which it has taken action.

b. Composition: The Committee on Graduate Studies shall consist of the following members: the delegate of the Dean of the Faculty who shall be chair; the Dean of the Faculty and the University Dean of Graduate Studies and Postdoctoral Affairs; the current Director of Graduate Studies or equivalent for each program that offers a Ph.D. or Master’s degree; and 4 graduate students (one from each of the four major disciplinary domains: the humanities, the social sciences, the natural sciences and engineering). Election of the graduate student members shall be by the vote of graduate students. The terms of the student representatives shall be one year.

c. Representation: For determining representation, departments will be classified as follows: Social Sciences - Clinical and Social Sciences in Psychology, Economics, History, Political Science; Humanities - Art and Art History (Visual and Cultural Studies), English, Philosophy; Sciences - Biology, Brain and Cognitive Sciences, Chemistry, Computer Science, Earth and Environmental Sciences, Mathematics, Physics and Astronomy; Engineering – Biomedical Engineering, Chemical Engineering, Electrical and Computer Engineering, Mechanical Engineering, Optics.

2. Administrative Committee

a. Responsibilities:

1. To establish administrative guidelines consonant with faculty regulations for periodic review of the academic records of undergraduates. This review will result in appropriate action (probation, or academic separation) when a student's record indicates he or she is not making satisfactory progress toward meeting degree requirements. This review, further, should be so designed as to include consultation with representatives from other River Campus Colleges and the School of Nursing in those cases involving students who have indicated their intention to complete degree requirements in those particular academic units.

2. To act on all requests for exceptions (qualitative, quantitative, and substantive) to requirements for baccalaureates.

3. To raise with the Council all questions of inequity or inconsistency in faculty policy which emerge from the consideration of individual problems.
b. Composition: The Administrative Committee shall consist of seven faculty members of the College, at least one of whom shall be from the School of Engineering and Applied Sciences, appointed to three-year terms; three undergraduates, one of whom is a part-time student with a two-year term who is expected to participate mainly when cases involving part-time students are before the committee. The Dean of the College or the Dean's representative shall be a member of the committee (with vote).

C. College Committees Appointed by the Dean of the College

1. Committee on Study Abroad (See Part B. VIII.)

2. Internship Committee

   a. Responsibilities: to review, approve and supervise all domestic internships (outside regular departmental ones) in the United States and Canada.

   b. Composition: Selected faculty members of the College. Members are appointed by the Dean for one-year terms.

3. Committee on Part-time Studies

   a. Responsibilities: to monitor the College offerings of course and degree programs designed for the convenience of part-time students, to advise the Dean and the College on problems that may arise as to standards, advising, and the interaction between part-time and full-time programs and students.

   b. Composition: Nine faculty members; one part-time undergraduate, appointed by the Dean for a two-year term; the Dean of the College or designate, who will be Chair.

4. Curriculum Committee

   a. Responsibilities: The Committee will prepare a comprehensive set of foundation requirements as described in its charge (see Faculty Council minutes of March 19, 1982). The Committee will: elicit and review new courses; review all newly proposed programs, including interdepartmental and intercollege programs; assess the needs of new or existing programs; and concern itself with general graduation requirements such as the English and foreign language requirements, as well as those aspects of departmental and interdepartmental degree programs that affect other parts or programs of the College. The Committee will report to the Council annually, and at appropriate times will bring to the Council for action any substantive issues involving College requirements.

       The Committee will continually monitor the general education component of the course programs actually adopted by students in the College and will evaluate each year some of the curricular consequences of the general education requirements of the College. The Committee will devise ways of evaluating the deeper educational consequences of our College requirements.
The Committee may recommend to the Council at any time changes in other College procedures, programs, requirements, and regulations which it believes will enhance undergraduate education at the University.

b. Composition: The Committee will consist of nine (ref. Faculty Council minutes of 10/10/2019 regarding a change in committee representation with the addition of one voting member from the Simon School). faculty members, six from different departments in the School of Arts and Sciences, two from the Hajim School of Engineering and Applied Sciences, and one from the Simon School, appointed by the Dean of the College in consultation with the Steering Committee, plus the Dean of the College (or Associate Dean as the Dean's representative) as an ex officio voting member. Faculty members shall be distributed as equitably as possible among all disciplines represented in the College and shall serve for three-year terms. There shall be one full-time undergraduate student member who shall have declared and been accepted into a major and who shall serve, without vote, for a one-year term. The chair shall be one of the nine faculty members, so designated by the Dean of the College in consultation with the Steering Committee.

5. College Writing Committee

a. Responsibilities: To oversee the administration of the primary writing requirement, to advise the College Writing Program on the needs of the College, and to serve as liaison between the Writing Program and College Departments.

b. Composition: At least five members of the College faculty, with representatives from each major area. The Director of College Writing, appointed by the Dean of the College, will serve as chair, and the Dean of the College will serve as an ex officio member.

6. Health Professions Advisory Committee

a. Responsibilities: (l) to establish and supervise policy and publications for health professions advising; (2) to advise and consult with interested students, staff, and faculty.

b. Composition: Selected faculty members and administrative staff from the College and from the School of Medicine and Dentistry.

7. Committee on Interdisciplinary Programs

a. Responsibilities: (l) to monitor and review formalized undergraduate interdisciplinary concentrations and certificate programs at regular intervals; (2) to review new formalized interdisciplinary programs seeking concentration status when there is no departmental "home" and no department interested in creating an alternate route, and to make recommendations concerning these proposed programs to the governing body of the appropriate college(s); and (3) to make general recommendations, as needed, to
the Faculty Council concerning interdepartmental concentrations and certificate programs.

b. Composition: Selected faculty drawn primarily from the College but including faculty from other schools involved in the concentration programs reviewed by the Committee. In consultation with the chair, College members are appointed by the Dean of the College and members from other schools by the Provost. Members will serve three-year terms. Ex officio: The Director of the Center for Interdisciplinary Studies; the Dean of the College or the Dean's designate; and a representative from the Dean's Office of any school with membership on the Committee.

8. Senior Scholars Committee

a. Responsibilities: (1) to establish appropriate deadlines; (2) to admit students to the Program; (3) review the progress of each Senior Project late in the fall semester and, in the spring semester, determine whether or not the terms of each Project have been fulfilled. The Committee will report its decisions to the Committee on Individualized Interdepartmental Concentrations.

b. Composition: Three faculty members plus the Dean of the College, ex officio.

D. Concentration Committees

Responsibilities: (1) to establish guidelines and procedures consistent with faculty regulations for formulating the concentration; (2) to review and accept or reject all individual applications for the concentration as seems appropriate; and (3) to consult with and advise concentrators, interested students, and faculty.

1. Committee on Individualized Interdepartmental Concentrations

Composition: Selected faculty members from representative sections of the College; the Associate Dean for Undergraduate Studies and two undergraduate students. Faculty members are appointed by the Dean for one-year terms.

2. Film and Media Studies Curriculum Committee

Composition: Selected faculty members appointed by the Director of the Program.

3. Women's Studies Curriculum Committee

Composition: Selected faculty members appointed by the Director of the Program.

4. Health and Society Curriculum Committee

Composition: Selected faculty members appointed by the Dean of the College.

E. Certificate Committees
Responsibilities: (1) to establish guidelines and procedures consistent with faculty regulations for formulating the certificate program; (2) to review individual applications as seems appropriate; (3) to consult with and advise interested students and faculty; and (4) to monitor course offerings for the certificate program.

VII. Representatives to the University Council on Graduate Studies

All departments which give work leading to the Ph.D. degree shall have one representative on the University Council on Graduate Studies elected annually by the members of his or her department holding professorial rank.

Revisions:
8/31/18 kw