

BOOK TWO. Faculty Bylaws

TABLE OF CONTENTS

Article A. The Faculty	3
1. Introduction.....	3
2. Membership.....	3
3. Functions of the Faculty.....	3
a. Legislative.....	4
b. Advisory and Consultative.....	4
c. Forensic.....	5
d. Other Functions.....	5
4. Role of Departments in Faculty Governance.....	5
Article B. Faculty Officers	6
1. Chair of the Faculty.....	6
2. Faculty Secretary.....	6
3. Removal of Officers.....	7
Article C. Meetings of the Faculty	7
1. Scheduling Meetings.....	7
a. Time.....	7
b. Place.....	7
c. Notice and Agenda.....	7
2. Voting.....	8
a. Rights.....	8
b. Ex-officio Rights.....	8
c. Quorum.....	8
3. Special Meetings.....	8
4. Cancellation of Meetings.....	8
a. By majority vote.....	9
b. By 2/3 vote.....	9
5. Observers.....	9
6. Secrecy Provisions.....	9
Article D. Categories of Faculty Expertise for Committee Representation	9
Article E. General Rules for Standing and Extra-Faculty Committees	10
1. Election Procedures.....	10
2. Meetings.....	11
3. Election of Chair.....	11
4. Reporting Responsibilities.....	11
5. Subcommittees.....	12
6. Student Members.....	12
7. Observers.....	12

Article F. Standing Committees	12
1. Faculty Executive Committee.....	12
2. Curriculum and Academic Policy Committee.....	13
3. Faculty Personnel Committee.....	14
4. Promotion and Tenure Committee.....	15
5. Grievance Committee.....	16
6. Admissions, Enrollment, and Retention Committee.....	17
7. Graduate Program Committee.....	27
Article G. Extra-Faculty Committees	18
1. College Board of Trustees.....	18
2. College Board of Trustees Committees.....	19
3. President’s Cabinet.....	19
4. Teacher Education Committee.....	20
5. Institutional Review Board.....	20
6. Animal Use and Care Committee.....	21
7. Campus Safety Committee.....	22
8. Information Services and Technology Committee.....	22
9. Faculty Development Committee.....	23
10. Cultural Programs Advisory Committee.....	23
11. Budget Advisory Committee.....	24
Article H. Duties of Committee Chairs	26
Article I. Special Task Forces and ad hoc Bodies	27
Article J. Parliamentary Authority	27
Article K. Grievances and Appeals	27
1. Petition to the Faculty Executive Committee.....	27
2. Petition to the Faculty Grievance Committee.....	28
3. Appeal to the President.....	28
4. Appeal to the Trustee Academic Affairs Committee.....	28
Article L. Procedure to Amend	28

BOOK TWO. Faculty Bylaws

Article A. The Faculty

1. Introduction

According to the Cedar Crest College Bylaws, the Faculty is concerned with matters of instruction, the formulation of the curriculum, and the advancement of academic standards of the College. The members of the Faculty may be called upon for committee and advisory service related to the educational and disciplinary life of the College. Those members of the Faculty who are chairpersons of departments shall be responsible to the President through the Provost and Dean of the Faculty for the work and personnel of their departments. The members of departments shall be responsible to the President and the Vice President for Academic Affairs through the chair persons of their respective departments. (Article VIII.2)

Departments and faculty committees are responsible to disseminate information, make recommendations, and propose policies and programs that will enable the College to fulfill its educational mission.

The Faculty is involved in the life of the College in various ways; departments and faculty Committees work together to formulate, implement, and modify the academic program of the College. The responsibilities of academic departments are set forth in Book Three of the Faculty Handbook, Articles A.2 and Article C; the role of academic departments in faculty governance is set forth below. The responsibilities of individual Faculty committees, as well as the constitution, election, and reporting responsibilities of each committee, are set forth in this Book of the Faculty Handbook.

2. Membership

The Faculty is defined in Article VIII, Section 1 of the Cedar Crest College Bylaws as follows:

The Faculty shall consist of the President of the College, the Provost, the Dean of Students, the Professors, Associate Professors, Assistant Professors, Instructors, and such other officers and staff of the College as the President of the College may determine.

Voting rights for individual members of the Faculty are described in Article C.2 Book II.

3. Functions of the Faculty

The Faculty as a whole and through its elected Faculty committees formulates and implements the academic program of the College and maintains academic standards through the performance of several functions: legislative, advisory and consultative, and forensic.

a. Legislative

The Faculty in a meeting convened pursuant to the provisions of these Faculty Bylaws is the only Faculty body that may take action via formal proposals, with the exception of the Faculty Executive Committee, which may take action on behalf of the Faculty when the Faculty is unable to meet. The Faculty acts upon recommendations made by Faculty committees; it may also act upon recommendations made by individual members of the Faculty upon a 2/3 vote of the Faculty. The Faculty is responsible to take action on matters pertaining to the educational interests of the College that include:

- The formulation of the curriculum, including individual academic programs.
- Academic admissions standards.
- Academic standards and discipline.
- Graduation requirements.
- Earned degrees and honors.
- Those sections of the Faculty Handbook subject to Faculty approval.

Faculty action is subject to the approval of the President and the Board of Trustees. A Faculty vote that requires Board approval for enactment will be submitted to the President to convey it and make a recommendation to the Board of Trustees. The action is implemented only upon approval by the Board of Trustees.

In case of question of legislative jurisdiction, the power of decision shall rest with the President.

b. Advisory and Consultative

The Faculty as a whole and through its elected Committees acts as an advisory and consultative body and may make recommendations to the President and, through the President, to the Board of Trustees concerning matters that may affect the attainment of the educational objectives of the College, such as:

- The establishment, reorganization, or discontinuation of academic units.
- The forwarding of recommendations concerning tenure, promotion, grievance matters, faculty development, salary and benefits.
- The discussion of matters pertaining to the general welfare of the College.
- The creation of policies affecting instructional resources such as the academic advising and counseling programs, the library, and computer services.
- The planning of physical facilities when these concern the educational program, such as technology resources and classroom space.

- The establishment of registration policies.
- The creation of the academic calendar.

c. Forensic

The free and unintimidated exchange and debate of ideas is central to the philosophy of the academy. Any official and unofficial Faculty venue may serve as a forum for the exchange of ideas among members of the Faculty.

d. Other Functions

The Faculty selects faculty members to serve on standing and extra-Faculty committees, task forces and other ad hoc groups, and Boards of the College.

4. Role of Departments in Faculty Governance

Book Three of the Faculty Handbook describes an annual curricular and budgetary planning process by which academic departments determine course offerings and indicate staffing requirements, as well as make programmatic recommendations to the Provost, the Faculty Executive Committee, the Curriculum and Academic Policy Committee, and the President. Article C of Book Three further states that "departments are the framework within which faculty members carry out their responsibility for matters of instruction, create excellent learning opportunities for students, formulate curriculum at the level of individual programs, and advance the academic standards of the College."

Departments therefore serve as the originators as well as the implementers of the individual academic programs of the College; together, the departments of the College support its educational mission in its entirety. In order for them to carry out their responsibilities, departments need to work with the various Faculty committees which recommend actions concerning and provide oversight of curricular matters. In addition, they need to receive full information from the involved administrative offices about the state of the College with regard to such things as finances, admissions and enrollment, and academic support issues.

To facilitate the departments' performance of their responsibilities, the Chairs group, which consists of the Chairs of all departments, headed by a Chair of Chairs elected by the groups' membership, serves as a body that can receive information from the various administrative offices about the state of the College. This information can then be shared among department members and used to assist their planning processes. The Chairs group may also serve as an advisory body that may be consulted by administrators and Faculty committees when there are questions about matters that fall within departmental responsibilities as these are specified in Article C of Book Three.

As an advisory body, the Chairs group does not make formal proposals concerning the academic program of the College, nor take action intended to govern the activities of the Faculty. Elected Faculty committees, the specific responsibilities of which are described below, carry out these functions. The Chairs group may, however, offer recommendations

and information to Faculty committees and administrative offices that will enable all groups to perform their responsibilities more efficiently and effectively.

Article B. Faculty Officers

1. Chair of the Faculty

The Provost serves as the Chair of the Faculty.

Duties:

- Schedule Faculty meetings and establish meeting agendas in consultation with the Chair of the Faculty Executive Committee and the Faculty Secretary.
- Preside at all meetings of the Faculty.
- Execute business approved by the Faculty.
- Appoint a Parliamentarian from the Faculty.
- In consultation with the Director of Libraries, appoint an Archivist.
- Report at scheduled Faculty meetings on the actions taken.
- In case of absence, delegate the above duties in whole or in part to the Chair of the Faculty Executive Committee.

If the position of the Provost is vacant, the Chair of the Faculty Executive Committee shall serve until such time that the Provost is replaced.

2. Faculty Secretary

The Secretary shall be a full-time faculty member and shall serve in this capacity for one year. The Secretary shall be provided with a recorder, upon request.

Nomination and Election:

- Candidates shall be selected by the Faculty Personnel Committee. Additional nominations from the floor may be made by any faculty member following the report of the Committee, provided that the consent of the nominee is obtained.
- Election shall be by secret ballot at the April Faculty meeting.

Duties:

- Prepare and publish notices, agendas and minutes of the Faculty meetings and supervise their distribution.
- Keep the official roll for purposes of establishing a quorum, taking roll-call votes.
- Serve as a voting member of the Faculty Executive Committee during his or her term of office.
- Prepare and publish Faculty Executive Committee minutes.
- Perform such duties as the Faculty directs.

If the Secretary does not complete the term, the Faculty Personnel Committee shall select candidates for a special election.

3. Removal of Officers

Any elected or appointed officer of the Faculty may be removed for neglect of duty or misconduct in office after receiving notice at least thirty (30) days before any meeting at which it is proposed that such action be taken. A three-quarters (3/4) vote of the members present and voting is required for removal.

Article C. Meetings of the Faculty

1. Scheduling Meetings

a. Time

Regular meetings of the Faculty shall be held monthly during the academic year, which is defined in Article E.1 of Book Three of the Faculty Handbook. Additional Faculty meetings, including meetings during the month of June, July, and August, must be scheduled according to the provisions of Article C.3.

b. Place

Meetings shall be held at a suitable place on the College campus designated by the Provost, who is the Chair of the Faculty.

c. Notice and Agenda

The Faculty Secretary shall distribute the minutes at least one week in advance of the scheduled meeting to members (see Article A.2) and observers (see Article C.5).

All committees, administrators, or individual faculty members who anticipate making a report at the Faculty meeting will notify the Faculty Secretary by 5:00 p.m. on the Friday preceding the Faculty meeting. Upon receipt of this information, the Chair of the Faculty Executive Committee, the Faculty Secretary, and the Provost will establish the agenda for the Faculty meeting, in consultation with other faculty groups as appropriate or necessary. The Faculty Secretary will distribute the agenda for the meeting to all members of the Faculty and observers by noon on the day preceding the Faculty meeting.

All administrative and Faculty committee reports requiring Faculty action at Faculty meetings must be distributed to members of the Faculty via email by noon on the day preceding the Faculty meeting.

Meetings of the Faculty are intended to serve as an opportunity for faculty to exercise their legislative role, as well as a means of fostering discussion of matters that concern the Faculty. Reports from Faculty committees and members of the administration made at a Faculty meeting should, therefore, be restricted to the introduction of items for faculty discussion and action. Any items that are offered simply for faculty information should be distributed by Faculty committees and members of the administration via an e-mail report.

The order of the agenda shall be:

- Approval of minutes of the preceding meeting
- Items for Faculty action from Faculty committees
- Items for Faculty discussion from Faculty committees and members of the College administration

- New business and forensic business from the floor of the Faculty
- Formal or informal presentations to the Faculty on matters of Faculty interest
- Announcements

2. Voting

a. Rights

Full-time faculty members and part-time faculty members with at least a half-time teaching load are expected to attend regular Faculty meetings and are eligible to vote at the first regular Faculty meeting following their appointment to the College. Adjunct faculty are welcome to attend Faculty meetings and to express their opinions; however, they do not have voting rights.

The President of the College, the Provost, and any other administrator who holds faculty rank as rank is defined in Book Three of the Faculty Handbook, Article A.7 may vote at regular faculty meetings and meetings of Faculty committees, with the exception of the Grievance Committee. An administrator who holds faculty rank is not eligible for membership on the Faculty Executive Committee, the Faculty Personnel Committee, or as a Faculty member of the Board of Trustees or of Trustee committees.

b. Ex-officio Rights

Any officer or staff member of the College appointed by the President to membership in the Faculty is considered an ex-officio member of the Faculty and of Faculty committees to which that person is assigned. The President and Provost are ex-officio members of all committees except the Grievance Committee. Ex-officio members of committees, with the exception of the President, the Provost, and other individuals who hold faculty rank, do not have the right to vote at Faculty meetings, nor at meetings of Faculty committees, though they are encouraged to express their opinions.

c. Quorum

A quorum shall consist of one-half of the voting members. Once a quorum exists, matters properly before the Faculty shall be decided by a majority vote of those voting, unless the Faculty Handbook stipulates a two-thirds (2/3) or three-quarters (3/4) majority for passage of particular items.

3. Special Meetings

The Chair of the Faculty shall convene a special Faculty meeting under three circumstances: 1) upon the request of the President of the College, 2) in response to a written petition of at least ten faculty members, provided the petition contains a statement of purpose, and 3) at the request of the Faculty Executive Committee.

4. Cancellation of Meetings

Any regular meeting of the Faculty may be cancelled or rescheduled in the following ways:

- a. By a majority vote of the members present at any meeting.
- b. By a two-thirds (2/3) vote of the Faculty Executive Committee.

5. Observers

Faculty meetings are open to the College community. An executive session includes only voting members of the Faculty. By a majority vote, the Faculty may convene an executive session. The minutes or proceedings of executive sessions may be read and acted upon only in an executive session.

6. Secrecy provisions

Because freedom of inquiry and the exchange of ideas are central to the mission of academic institutions like Cedar Crest College, secrecy is inappropriate to the College's governance. Individual members of the Faculty have an obligation to report to the Faculty the conclusions of committees or other groups in which they participate when the business of such committees or groups is concerned with the welfare of the college or the interests of the Faculty. If membership in a committee or group is conditioned upon maintaining silence about its decisions or recommendations, members of the Faculty should decline to serve. The obligation to report the business of committees or groups does not apply to the discussion of confidential information about individual persons except with the authorization of the person concerned.

Article D. Categories of Faculty Expertise for Committee Representation

Recognizing that the academic program of the College reflects a number of different disciplines, each with its own theoretical assumptions and pedagogical practices, on the one hand, and that some of the Faculty committees are assigned duties for which a range of academic perspectives will foster discussion in productive ways, on the other hand, faculty members are assigned to five categories of faculty expertise that are defined below and referred to in the membership guidelines for each committee.

Faculty members who are elected from particular categories should see their responsibility to include the contribution of a disciplinary sensibility to committee conversations, as appropriate. Their representation should not be partisan or political, but, rather, perspectival. If any faculty representative believes that the thoughts or special knowledge of other faculty members in the category is required to inform discussion, that faculty representative should either 1) engage in conversation with the appropriate faculty members in the category of faculty expertise and bring the results of that conversation to the committee to further its deliberations, or 2) invite the appropriate faculty member or members from the category to participate in the committee's discussion of a topic, if the need for "expert testimony" is anticipated.

When committees require particular kinds of faculty expertise not necessarily reflected in category representation in order to arrive at informed decisions, they must solicit appropriate faculty participation as part of their deliberations. Such committees include the Faculty Executive Committee, the Curriculum and Academic Policy Committee, the Faculty Personnel Committee, and the Faculty Development Committee.

The five categories of faculty expertise are:

Arts: Art, Dance, Fine Arts, Music, Theatre

Humanities: Communications Studies, English, International Languages and Literature, History, Philosophy

Social Sciences: Anthropology, Business Administration, Economics, Information Systems, Political Science, Psychology, Religious Studies, Sociology

Math and Natural Sciences: Biology, Chemistry, Computer Science, Mathematics, Physics

Programs with Certification/Approval: Education, Nursing, Nutrition, Social Work
(Amended October 18, 2006)

Article E. General Rules for Standing and Extra-Faculty Committees

1. Election Procedures

The Faculty selects faculty members to serve on Faculty standing committees, extra-Faculty committees, and task forces by recommending its members for such appointments.

Recommendations for standing and extra-Faculty committees should be made to the Faculty Personnel committee, which will nominate candidates for such committees and for the position of Faculty Secretary. The Faculty Personnel Committee provides a slate of nominated candidates to the Faculty Executive Committee, Faculty Personnel Committee, Graduate Program Committee, and the Grievance Committee. Members of these four committees are elected by secret ballot from a slate of all qualified candidates for the position(s) to be filled. Immediately after the election of members to the Graduate Program Committee, the Faculty Personnel committee will have a follow-up election for a representative from the Graduate Program committee to the Faculty Executive Committee. The Faculty Personnel Committee will provide notification of their eligibility to serve on one or more of these committees to faculty members two weeks in advance of the faculty meeting at which the election is to be held. Ordinarily, a faculty member may request that the Faculty Personnel Committee remove his or her name from the slate of candidates for the Executive, Personnel and Grievance Committees prior to the faculty meeting at which the vote is to be taken for reasons that may include current or recent service on another standing committee, other significant service responsibilities, or medical or other personal circumstances.

The election procedure for the Grievance Committee is as follows: each faculty member votes for three (3) candidates listed on the ballot for the committee, and the three candidates receiving the most votes are elected as members of the Committee. The individual receiving the fourth highest number of votes is elected as the alternate to the committee.

Committee elections shall be held at the April faculty meeting for committee service that begins with the following academic year. The election of representatives to the Grievance

committee shall take place at the September faculty meeting. Terms of office are indicated below under the description of each committee and its responsibilities.

If a faculty member serving on a committee is on leave or is no longer associated with the College, the committee Chair or the Office of the Provost shall inform the Faculty Personnel Committee, which will then nominate a replacement member to serve during the leave or for the remainder of the original faculty member's term. The faculty member nominated to serve as a replacement shall be elected by the Faculty at its next regularly scheduled meeting. If a replacement is needed for the Faculty Executive Committee or the Faculty Personnel Committee, the Faculty Personnel Committee shall prepare a ballot listing all eligible faculty for the replacement position, following the procedures described above. In the case of the Grievance Committee, the elected alternate faculty member shall serve as the replacement.

2. Meetings

All elected faculty committees should meet by the second week of the fall semester to elect a chair for the group and to inform the Chair of the Faculty Personnel Committee and the Office of the Provost of the results of that election.

After its initial meeting, if a faculty committee maintains a regular meeting schedule, that schedule must be announced to the Faculty. Committees that do not have business requiring a regular meeting schedule may meet as necessary, once the initial meeting to elect the Chair has taken place.

3. Election of Chair

Unless specified, all Chairs are elected annually in September by members of their committees. Ordinarily a Chair shall have been a member of the committee for one (1) year prior to his/her election. The outgoing Chair of the committee shall convene the committee for its first meeting to elect a new Chair; this meeting should be held no later than the second week of fall semester classes. In the event that an outgoing Chair is no longer associated with the College, the member of the committee who holds senior status in terms of faculty rank shall convene the committee in order to elect a Chair. When a committee has elected its Chair, it should inform the Faculty Personnel Committee and the Office of the Provost.

All faculty members, particularly tenured faculty members, are expected to serve as committee chairs at some point during their term of service on committees. If no member of a committee is willing to assume the position of Chair, the outgoing Chair should notify the Faculty Personnel Committee immediately; the Faculty Personnel Committee will try to facilitate the process of election of a chair and, if unsuccessful, will refer the matter to the Faculty Executive Committee for resolution.

4. Reporting responsibilities

All Faculty committees, subcommittees, and ad hoc groups must take minutes of their meetings and distribute these to the Faculty and to the Library Archives. The Grievance Committee and the Faculty Personnel Committee, when it is in the process of reviewing tenure-track reappointment, tenure and promotion files, cases involving the suspension or

termination of a faculty member for cause, or other personnel matters involving individuals, are exempt from the obligation to distribute minutes. Committee minutes must include all actions taken by the committee.

All Faculty committees shall report recommendations for action at regular Faculty meetings, following the procedure outlined in Article C.1.c above.

All Faculty committees must also report on their activities for the year at the May Faculty meeting and distribute an annual report of activities to the Faculty by August 31st.

Extra-Faculty committees should report on their activities as is consistent with the reporting responsibilities associated with each committee and described in these Bylaws.

5. Subcommittees

Faculty committees may appoint subcommittees as needed. The Faculty Personnel Committee shall be notified of the charge and personnel of subcommittees at the time of their formation. Ordinarily, subcommittees shall terminate at the end of the academic year unless committees vote to continue them.

6. Student Members

Student members of Faculty committees are selected by Student Government and serve in an ex-officio capacity. All student terms are for one (1) year. Students may serve consecutive terms.

7. Observers

Committee meetings are open to all faculty members. Exceptions are allowed for meetings of the Faculty Personnel and Grievance Committees. Committees are encouraged to consult with faculty members not serving on the committee, as well as with non-faculty, as circumstances indicate. See Article D above.

Article F. Standing Committees

The standing committees provide leadership to the Faculty with regard to its recommendations concerning the academic program of the College, its recommendations concerning personnel matters, and its oversight of the processes and procedures specifically committed to the Faculty by the College Bylaws and Book Three of the Faculty Handbook.

1. Faculty Executive Committee

Membership: Seven (7) faculty members, at least four (4) of whom must be tenured. The composition of this committee will include one (1) person from each category of faculty expertise, a representative of the Graduate Program Committee, and the Faculty Secretary. In addition, the Faculty Trustee will serve as an ex-officio member of this committee. All members must be full-time faculty with the rank of Professor, Associate Professor or Assistant Professor.

Term of office: Three (3) years. The Faculty Secretary's term coincides with the term of that office.

Duties: The Faculty Executive Committee shall review, coordinate and discuss means of implementing legislation, and may recommend legislation in the same manner as other Standing Committees. Its specific duties shall be to:

- Provide a forum for discussion of significant Faculty concerns and a means of communicating Faculty consensus (or lack thereof) in such matters to the appropriate College office.
- Review new proposals affecting academic programs and faculty personnel and subject such proposals to the "test" of whether they fit the College's mission, objectives and priorities.
- Recommend the establishment, reorganization or discontinuation of academic departments and units, as well as consult and advise concerning the impact of retrenchment or discontinuation of a department, discipline, or program on individual faculty members.
- Meet with the Provost to discuss and coordinate the means of implementing legislation.
- Coordinate the activities and committees of the Faculty (except for the Grievance Committee), and advise on jurisdictional disputes between Faculty committees.
- Examine matters that may be before a Faculty committee at the request of that committee.
- Advise and recommend on the creation and staffing of ad hoc groups.
- Advise the Administration on the planning and utilization of physical facilities as they relate to program needs.
- Initiate and recommend proposals for amendments to the Faculty Bylaws or standing rules.
- If the Faculty is unable to meet, act for the Faculty on all matters. The Faculty Executive Committee is on call during June, July, and August. Action taken by the committee must be reported to the Faculty.

The Faculty Executive Committee reports to the Faculty. It maintains a liaison relationship with members of the administration as appropriate. The Chair of the Faculty Executive Committee convenes a meeting of the Chairs of the Faculty Personnel Committee, the Curriculum and Academic Policy Committee, the Admissions, Enrollment, and Retention Committee, the Graduate Program Committee, and the Chair of Chairs at least four times per year to discuss committee agendas and promote communication among the committees. These meetings will be held in September, November, January, and March. (approved 5.15.09)

2. Curriculum and Academic Policy Committee

Membership: Seven (7) faculty members, to include one member from each of the five categories of faculty expertise and two faculty members elected at large. Faculty members should be selected to provide a broad representation of the College's academic programs. Two (2) student members, to be selected by the Student Government Association. Student

members shall not hear or participate in committee decisions regarding student petitions, or other matters deemed by the committee chair as confidential (Amended September 17, 2002). Ex-officio members include the Director of the Library, the Director of Academic Services, the Director of Lifelong Learning, and the Registrar.

Term of office: Three (3) years.

Duties: The Curriculum and Academic Policy Committee shall review and evaluate all course and curricular proposals submitted by the academic departments and units of the College and advise on matters pertaining to effective teaching. In addition, the committee should review and recommend to faculty the academic policies of the College and respond to student petitions for exceptions to these policies. Its specific duties shall be to:

- Establish and disseminate procedures for receiving and reviewing courses and curricular proposals.
- Recommend curricular additions and deletions, new programs, and changes in general education requirements.
- Review and evaluate existing curricula and programs.
- Review and advise on the academic calendar as presented by the Provost.
- Review and approve student petitions for self-designed majors. Student committee members shall not participate in decisions regarding student petitions.
- Review and recommend academic policies, such as academic requirements and regulations for degree and probation.
- Review petitions for exceptions to academic policies. Student committee members shall not participate in decisions regarding student petitions.
- Advise the Provost on matters related to academic policy.
- Advise the Faculty on curricular matters that may affect the attainment of the College's mission, including its educational goals and objectives.
- Advise the Continuing Education staff on non-credit offerings.

The Curriculum and Academic Policy Committee reports to the Faculty.

3. Faculty Personnel Committee

Membership: Seven (7) faculty members, to include five (5) tenured members and two (2) untenured members; one (1) member from each of the five categories of faculty expertise and two faculty members serving at large shall be elected. The members from the Arts, Humanities, Social Sciences, and Math and Natural Sciences categories shall be tenured. The member from the Programs with Certification/Approval category may be tenured or untenured. The two (2) members elected at large shall be one (1) untenured member and one (1) tenured or untenured member whose status depends upon the status of the member from the category of Programs with Certification/Approval. The terms of the member from the Programs with Certification/Approval category and one of the at-large members must be coordinated to ensure that the requirements for representation of members are met.

Non-tenured members of the Faculty Personnel Committee may not take part in cases concerning suspension or termination of a faculty member for cause that come before the Committee.

Term of office: Three (3) years with no consecutive terms.

Duties: The Faculty Personnel Committee oversees the election of faculty to Faculty and Board committees and is involved with all personnel matters with the exception of the third-year review and the tenure and promotion process. It oversees the process of suspension or termination for cause. The committee also reviews and recommends the policies contained in Book Three of the Faculty Handbook, except for the policies regarding the third year review and the tenure and promotion process, which are under the jurisdiction of the Promotion and Tenure Committee, and advises on the policies contained in Book Five of the Faculty Handbook.

Its specific duties shall be to:

- Advise on matters of policy concerning instructional requirements and the evaluation of faculty performance.
- Review cases involving the proposed suspension or termination of a faculty member for cause, as described in Book Three of the Faculty Handbook.
- Review and advise on or recommend, as stipulated by Book Three and Book Five of the Faculty Handbook, policy concerning faculty appointments, promotion in rank, tenure, leaves, salaries and benefits, rights and responsibilities, emeritus status, and any other personnel policies.
- Select and recommend candidates for Faculty offices and committees.
- Conduct Faculty elections as described in Article E.1 of the Faculty Bylaws.
- Notify members of their election or appointment to committees, and maintain a list of existing committees, subcommittees, and ad hoc groups, and the chairs of these bodies. Provide this list to the Office of the Provost. Refer to the Faculty Executive Committee any difficulties with committee staffing or election of committee chairs that the Faculty Personnel Committee cannot resolve.

The Faculty Personnel Committee reports to the Faculty.

4. Promotion and Tenure Committee

Membership: Five (5) faculty members, one each from any academic division with two or more full and associate professors, and enough at-large members to bring the total number to five. One alternate will also be elected, who will serve if one member withdraws or resigns. Each member of the committee must hold tenure and have achieved the rank of Associate Professor or Professor. The committee will be elected at the September faculty meeting. Any professor who chairs a department with which a member will be applying for promotion and/or tenure is ineligible to serve on the committee in the year during which the application is made.

Members of the committee are not eligible to serve on the Grievance Committee or the Trustee committee on Academic Affairs.

Term of Office: Three (3) years, members may not serve consecutive terms.

Duties: the Promotion and Tenure Committee is involved with the third-year review process in a mentoring role, providing tenure-track faculty within that process with an evaluation of performance to date. It is also involved with tenure and promotion reviews, as detailed in Book Two of the Faculty Handbook, and makes recommendations to the Faculty regarding policies on third year review, tenure and promotion.

Its specific duties shall be to:

- Participate in the Third-Year review process for tenure-track faculty, as outline in Book Three of the Faculty Handbook. The committee will review the extended self-evaluation of the faculty member, along with the departmental evaluation, at the same time the Provost's evaluation is being done. The committee's evaluation along with recommendations for mentoring, will be sent to the faculty member, the Chair and the Provost.
- Recommend faculty for promotion and/or tenure to the President, following an examination of the candidate's review files and consideration of recommendations from departmental Senior Faculty and the Provost, following the procedures outlined in Book Three of the Faculty Handbook.
- Advise the Faculty on policies and processes concerning the Third-Year Review, Tenure and Promotion.

5. Grievance Committee

Membership: Three (3) tenured faculty plus one (1) alternate. Department Chairs, administrative officers, members of the Faculty Personnel Committee, Faculty Trustees and members of the Trustee Committee on Trustee Academic Affairs are ineligible. The alternate member serves if a case before the Grievance Committee involves one of the members of the committee.

Term of office: One (1) year.

Duties: The Grievance Committee is the body that considers grievances involving the provisions of the Faculty Handbook and recommends its conclusions to the President. Its specific duties shall be to:

- Advise parties of grievance procedures in force.
- Review grievance cases that are brought to the committee, following the relevant grievance procedure outlined in the Faculty Bylaws (Book Two) and Book Three of the Faculty Handbook, and report recommendations to the President, to the individuals concerned in the grievance, and to other bodies or individuals as mandated by the relevant grievance procedure.

The Grievance Committee makes recommendations to the President and to appropriate individuals or bodies as mandated. The committee reports case summaries without reference to names to the Faculty.

6. Admissions, Enrollment, and Retention Committee

Membership: Five (5) faculty members, to include one (1) member from each of the five categories of faculty expertise. Ex-officio members include the Executive Vice President of Enrollment Management, the Registrar, the Director of Financial Aid, the Dean of Student Affairs, the Director of Lifelong Learning, and the Director of Academic Services.

Term of office: Three (3) years.

Duties: The Admissions, Enrollment, and Retention Committee reviews and participates in the College's admissions and enrollment processes, reviews financial aid policies and student retention efforts, and makes recommendations regarding individual student academic dismissals. Its specific duties shall be to:

- Collaborate on the process of admissions, including the review of enrollment trends and needs of the traditional and Lifelong Learning student, and thereby the making of recommendations concerning the future needs of the College.
- Evaluate and recommend to the Faculty the standards for admission of all matriculated students, including the standards for Lifelong Learning students. Evaluate and recommend the standards for admission to the Honors program.
- Review with the Executive Vice President of Enrollment Management and the Director of Lifelong Learning specific undergraduate applicants when admissions standards are not clearly met by these applicants. The chair of the committee or at least one member of the committee will be on call during June, July, and August to review and approve pending applications.
- Recommend to the Provost the retention or dismissal of any students whose grade point average does not meet the minimum academic standard when such students appeal their dismissal from the College.
- Collaborate on the College's retention efforts and recommend additions to or modifications of these efforts in order to improve the retention of students.
- Review the marketing of the academic program of the College and discuss ways of improving the visibility of different aspects of that program in order to forward the work of the Admissions and Lifelong Learning Offices.
- Collaborate on the creation of standards and procedures for the awarding of financial aid and scholarships, and guidelines for campus work opportunities.

The Admissions, Enrollment, and Retention Committee reports to the Faculty. It maintains a liaison relationship with appropriate faculty committees (FEC, CAPC, FPC), the Chairs Group, and with administrative personnel.

7. Graduate Program Committee

Membership: Variable, to include all Directors of graduate programs ex-officio; a graduate student elected by his or her peers; and five (5) faculty members holding terminal degrees to include one member from each of the following categories of faculty expertise: Arts, Humanities, Social Sciences, Programs with Certification/Approval and Math and Natural

Sciences. One of the faculty members elected to the committee also will be selected by the faculty to serve on the Faculty Executive Committee (FEC).

Additional ex-officio members include the Dean of Graduate Studies, the Director of Lifelong Learning, and the Registrar.

Term of office: Graduate Program Directors, ex-officio, elected faculty representatives three years except that initial terms will be staggered to assure continuity; Graduate Student Representative, one (1) year.

Selection: Appointment of the Directors of a Graduate Program is made by the President. Faculty and student representative will be selected in a manner consistent with selection of representatives to other Faculty Standing Committees.

Duties: The Graduate Program Committee shall review and recommend all graduate curricular proposals and policies submitted by the academic departments of the College. Its specific duties shall be to:

- Advise the faculty on curricular matters pertaining to graduate programs that may affect the attainment of the College's mission, including its educational goals and objectives.
- Establish and disseminate procedures for receiving and reviewing graduate course and curricular proposals.
- Review and recommend graduate curricular initiatives to the faculty, including new program proposals, new course proposals, course changes and deletions.
- Review and evaluate graduate admissions policies and procedures.
- Review and recommend academic policies to the faculty.
- Advise the Dean of Student Affairs and the Dean of Graduate Studies on matters pertaining to graduate student life.

The Graduate Program Committee reports to the Faculty.

Article G. Extra-Faculty Committees

The extra-Faculty committees provide forums in which connections may be properly and productively made between faculty groups that formulate and implement the curriculum of the College and other administrative bodies within the College, its accrediting organizations, or the larger community.

1. College Board of Trustees

Membership: One (1) member who must be tenured, with the rank of Professor. The Faculty Trustee may not serve on the Faculty Personnel Committee during his or her term of office as Trustee.

Term of office: Three (3) years

Duties: See Board of Trustees Policy (Bylaws of Cedar Crest College, as amended May 31, 2001; Articles I, II, III). The Faculty Trustee will act as the faculty representative to the Board of Trustees and have the responsibility to communicate concerns and issues of the Faculty to the Board of Trustees and to report actions taken by the Board of Trustees to the Faculty. The Faculty Trustee will also serve as an ex-officio member of the Faculty Executive committee (FEC). The Faculty Trustee will serve with voice but no vote on the Board of Trustee's Finance Committee and Endowment Committee.

2. College Board of Trustees Committees

Membership: Trustee Facilities and Property Committee: Two (2) faculty members.
Trustee Advancement Committee: Two (2) faculty members. Finance and Endowment: The Faculty trustee may serve, with voice but no vote. Trustee Academic Affairs Committee: Two (2) faculty members, both of whom must hold the rank of full professor (Amended January 21, 2003). The faculty members serving on the Trustee Academic Affairs Committee may not concurrently serve on the Faculty Personnel Committee.
Honorary Degrees Committee: Two (2) faculty members.

Terms: Two (2) years

Duties: See Board of Trustees Policy (Bylaws of Cedar Crest College, as amended, May 31, 2001; Article V, Sections 1, 2, 5, 6, 9, 10, 12, 13, and 15).

3. President's Cabinet

Membership: The President of the College, the Chair of the Faculty Executive Committee, the Chair of the Faculty Personnel Committee, the Chair of the Curriculum and Academic Policy Committee, all Department Chairs, Senior Officers, and other individuals invited by the President will form the President's Cabinet.

Duties:

- Provide a forum for discussion of significant College concerns.
- Discuss new academic initiatives.
- Formulate, review and revise Long Range Planning documents concerning educational policies.
- Share information and recommendations with other involved faculty committees and with departments in order to foster the free flow of information and to assist in departmental planning processes.

Meetings: Monthly during the academic year. On call during June, July, and August.

Faculty members of the Cabinet should report discussions and recommendations to the groups they represent and to the Faculty as appropriate.

4. Teacher Education Committee

Membership: One (1) faculty member from each secondary content certification area; two (2) students who are education co-majors (one undergraduate and one post-baccalaureate); one (1) basic education administrator or faculty member; and one (1) member representing a business or non-profit community organization. The Education Department Chair is an ex-officio member of the committee.

Term of office: Two (2) years.

Duties: The Teacher Education Committee shall be concerned with the courses and curriculum that prepare prospective teachers for certification by the Pennsylvania Department of Education. Its specific duties shall be to:

- Serve in an advisory capacity for the teacher education program of the college.
- Report changes in teacher certification requirements adopted by the Education Department or mandated by the Pennsylvania Department of Education (PDE) to faculty in the certification content area departments at regular faculty meetings as deemed appropriate for advising of majors and content area curriculum development.
- Review and evaluate the content area course requirements for majors who are co-majors in secondary certification to assure that the content of the courses in the major meet PDE standards and cover content mandated by PDE Academic Standards.
- Advise on the criteria for entry and retention in the teacher education program to ascertain compliance with PDE standards.
- Review and evaluate the elementary, secondary, special education, and early childhood education certification program professional course requirements/curriculum, and recommend changes proposed by the faculty of the Education Department to the Curriculum and Academic Policy Committee.
- Advise on library, media, and technology resources necessary in their respective content areas to assure the updating of curriculum library holdings and teaching materials.

- Review and recommend responses to the PDE certification requirements and recommend changes to appropriate committees and college personnel.

The Teacher Education Committee reports to the Faculty and to Faculty committees and academic departments as appropriate.

5. Institutional Review Board

Membership: Six (6) standing members: one (1) faculty member from Social Sciences; one (1) faculty member from the Natural Sciences or Nursing (Amended October 24, 2002); two (2) faculty members at large, one from a discipline other than the Social or Natural Sciences. (Amended January 21, 2003); one (1) student member; and one (1) member of the community. Ideally, members should have varying backgrounds: disciplinary, cultural, and/or racial.

Term of office: Three (3) years.

Duties: In accordance with guidelines drafted by the National Institute of Health, the committee shall serve as an educational and oversight committee to review procedures and proposals involving research with human subjects. Its specific duties shall be to:

- Review research proposals from faculty and students to see that no harm (physical, psychological, or social) is done to any subject and to ensure that researchers inform subjects of the nature of the research and that their participation is voluntary (i.e., through the use of the “informed consent” form).
- Oversee the establishment and maintenance of records related to research with human subjects.

All record-keeping involving proposals and committee actions is handled through the Office of the Provost.

The Institutional Review Board reports to the Faculty and to administrative offices as appropriate; it reports to external agencies as required.

6. Animal Use and Care Committee

Membership: One (1) faculty member elected at large, this faculty member may not be a member of the Biosocial Sciences, Psychology, or Chemical and Physical Sciences Departments. In addition, the Chairs of the Biological Sciences and Psychology Departments, or their designee, serve ex officio, designees are appointed annually. Additional individuals from the outside community will act as external advisors and will be added as needed and as determined by the committee.

Term of office: Two (2) years.

Duties: The Animal Use and Care Committee serves as an advisory and consultative body on matters dealing with animal use and care. Its specific duties shall be to:

- Review courses/laboratories and grant proposals that use animals in research and education.
- Ensure that the established USDA and NIH guidelines for care and housing of animals are adhered to as animals are used.
- Oversee the establishment and maintenance of records related to the use of animals in research and education.

All record-keeping involving proposals and committee actions is handled through the Office of the Provost.

The Animal Use and Care Committee reports to the Faculty and to administrative offices as appropriate; it reports to external agencies as required.

7. Campus Safety Committee

Membership: Four (4) faculty, one each from Art, Performing Arts, Biology, and Chemistry. Ex-officio members include the Executive Vice President for Administration and Finance and the Director of Campus Security.

Term of office: Two (2) years.

Duties: The Committee on Campus Safety shall serve as an advisory and consultative body on matters of general concern pertaining to laboratory and studio instruction conditions. Its specific duties shall be to:

- Identify conditions that may threaten people or property.
- Recommend preventive measures to the Executive Vice President for Administration and Finance, to the President, or to the Faculty for appropriate action.

The Campus Safety Committee makes recommendations to the Executive Vice President for Administration and Finance and reports to the Faculty when appropriate.

8. Information Services and Technology Committee

Membership: Five (5) faculty members, to include (1) member from each category of faculty expertise. Ex-officios include the Director of the Library, the Director of Information Technology, the Audiovisual Supervisor, and the Academic Technology Coordinator. There shall also be one (1) student representative.

Term of office: Two (2) years.

Duties: The Information Services and Technology Committee reviews the technological and information services needs and initiatives of the College and their connections to and impact on the academic program, as well as other issues of faculty concern related to information technology and information services. Its specific duties shall be to:

- Represent the perspectives and needs of faculty, students, and staff in the development of technological initiatives and make recommendations for the implementation of these initiatives, including modifications to the technological infrastructure of the College as well as the planning of facilities to support the use of technology.
- Review current and future trends in the academic use of technology and coordinate the efforts of Information Technology, the Library, the Executive Vice President of Finance and Administration, and the faculty in choosing and utilizing available resources, including course delivery vendors and software.
- Review the library's collections and research databases and advise on a proper balance of print, electronic, and audiovisual resources to support academic needs.

- Review the budget for the Library and its information services and the budget for support of those portions of the academic program that are offered on-line or in an electronically enhanced format, in order to advise on an allocation of resources that supports both electronic and traditional venues for education.
- Support the Director of the Library and the Director of Information Technology in procuring external funding.

The Information Services and Technology Committee reports to the Faculty and maintains a liaison relationship with administrative offices as appropriate.

9. Faculty Development Committee

Membership: Five (5) faculty members, to include one (1) faculty member from each category of expertise. The Dean of Faculty serves in an advisory capacity to the committee.

Term of office: Two (2) years.

Duties: The Faculty Development Committee invites and reviews faculty proposals for funding to support activities and projects which will enhance the personal and professional growth of the faculty member and benefit his/her students, department, and/or the College. Its specific duties shall be to:

- Agree on and distribute to faculty a set of criteria for funding, as well as the procedure for application and timetable to be followed.
- Review proposals submitted by faculty members and recommend the approval of individual proposals, along with recommended award levels for each approved proposal. The committee shall make its decisions taking into consideration the total amount of money requested by faculty members and the budget allotted for faculty development for the year. When a member of the committee has submitted a proposal for funding, that member shall not participate in the committee's discussion of his or her proposal.

All record-keeping involving proposals and committee actions is handled through the Office of the Provost.

The Faculty Development Committee makes recommendations to the President and the Provost. The committee provides a list of faculty members receiving funding and their projects to the Faculty.

10. Cultural Programs Advisory Committee

Membership: Four (4) faculty members, to include the Gallery Director, one (1) faculty member from the Performing Arts (designated by Performing Arts faculty); and two (2) faculty at large. Ex-officio members include one (1) student member, one (1) support person from Student Affairs, one (1) support person from the College Center, one (1) support person from College Relations, and the Development Officer.

Term of office: Faculty members shall serve three year terms with staggered rotations. The student member serves for one year and may be reappointed to the committee by Student Government.

Duties: The Cultural Programs Advisory Committee shall help to sponsor programs for the intellectual enrichment of the Cedar Crest College community and the wider community. Through diverse programming, the committee encourages the discussion and exploration of ideas and issues, promotes intelligent and engaging dialogue within these communities, and enhances the liberal arts experience. Its specific duties shall be to:

- Select programs that stimulate intellectual and cultural growth, working with a budget administered by the Office of Provost.
- Advise on budgets supporting cultural programming.
- Help to foster a campus climate conducive to cultural and intellectual programs.
- Establish contacts with the Lehigh Valley community for the purposes of promoting and supporting cultural programs.
- Facilitate long-range planning of events, particularly those that require funding by external sources.

The Cultural Programs Advisory Committee reports its work to the Faculty and campus-wide and maintains a liaison relationship with members of the administration as appropriate.

11. Budget Advisory Committee

Membership: President (serving as chair of the committee), Provost, Senior Executive Vice President for Enrollment Management & Student Affairs, Chief Financial Officer, Vice President of Institutional Advancement, Controller/Assistant Controller (ex officio), one (1) faculty member designated from each of the following committees: Faculty Executive Committee, Faculty Personnel Committee, Curriculum and Academic Policy Committee, Admissions/Enrollment/Retention Committee, Graduate Programs Committee. Other members of the College community may be invited by the committee to discuss/update the committee on an as needed basis.

Term of Office for Faculty: Two (2) years concurrent with faculty committee membership. Ideally the designate would begin serving on the BAC his/her second year on the “home” standing committee.

Duties: The Budget Advisory Committee will (1) provide guidance to the President on budgeting matters; (2) provide more opportunities for broader input in the College’s budgeting process; and (3) provide greater transparency in the budgeting process. The BAC will be included in broad discussions of major revenue sources, as well as salaries, benefits, supplies and expenses, capital improvements, maintenance and other major expenditures. These discussions will provide a forum for understanding the annual budget preparation process and a method of general review of revenues/expenditures. Specific duties include the following:

- Beginning of September: After the drop/add period is over, fall enrollment numbers are verified and financial aid projections are revised. The Committee will review prior year-end results and the current year operating budget update based on the final fall start information. The committee will have the opportunity to provide input and recommendations before the final budget is sent to the Finance and Endowment Committee for approval.
- Beginning of October: The BAC will meet to review the final budget that will be proposed to the Finance and Endowment Committee. The Finance and Endowment Committee will bring the final budget to the Board at the October meeting for approval. Any concerns presented by the BAC regarding the current & future year projections, or additional information of which the Committee wants the Board to be notified, will be gathered at this meeting.
- Beginning of November: The BAC will be briefed on the status of the budget from the October Board meeting, including responses from the Board regarding the concerns presented by the BAC. The BAC will discuss the assumptions being considered to begin the budget process for the following fiscal year. Requests for capital expenditures, and supplies and expense budgets will be sent out shortly after this meeting so that departments can begin the process of developing their budgetary needs for the next academic year.
- Late January: The Committee will review the preliminary budget for the next academic year based on the requests submitted by the departments. Discussion about the proposed tuition, room, and board increases, and preliminary salary increases, will be discussed. Benchmark data relative to historical tuition costs and increases at other institutions will be reviewed. Discussion of other assumptions that are made relative to the other major expense categories will help inform the decisions relative to proposed tuition, room, board, and salary changes. The Administration must present a preliminary budget, with recommendations for tuition, room, and board increases, along with preliminary salary increases, to the Finance and Endowment Committee meeting prior to the February Board Meeting.
- Mid-March: The committee will be presented with the revised current year projection and future year budget. Significant budget changes that may have been implemented since the last meeting and Trustee comments and concerns will be reviewed with the Committee.
- Late April: The Committee will review the current year budget vs. updated projection for year end, and will review the updated budget for the next academic year prior to the May Trustee meeting. Any concerns that still exist within the Committee will be gathered, and will be reported to the Finance and Endowment Committee prior to the May Board meeting. At the May Board meeting, the Trustees will also review the current year budget vs. updated projection for year end, and the updated budget for the next academic year. Any major changes in assumptions since the February Board meeting will be highlighted.

- Beginning of June: The Committee will recommend how budget funds that have not been expended during the year will be used, and review the Board of Trustees May updated budget projection for year end as well as the updated budget for the next academic year.

The Budget Advisory Committee reports to the faculty through their committee structure and/or faculty meetings as appropriate.

Article H. Duties of Committee Chairs

Chairs of Faculty committees have particular responsibilities to ensure that the lines of communication between the committee, the Faculty, and administrative offices whose work bears on committee responsibilities are maintained. They also help the committee to function smoothly and with continuity from year to year.

To foster communication and continuity, committee chairs should assume responsibility for the following activities:

- Reviewing with committee members the duties of the committee as indicated by the Faculty Bylaws at the beginning of each academic year.
- Publishing an agenda prior to the committee's meeting, to be distributed to all committee members as well as to the chairs of other standing committees, if the committee is a standing committee of the faculty (with the exception of the Graduate and Grievance Committees).
- Ensuring that committee minutes are taken, approved, and distributed to the Faculty and the Library Archives.
- Distributing to the Faculty any items requiring Faculty action prior to a Faculty meeting as described in Article C.c above.
- Writing and distributing to the Faculty a year-end report of the committee's activities, recommendations made, and pending business by August 31st.
- Serving as a liaison to the members of the Faculty and administration for the committee, and for other groups or individuals to the committee.
- Passing on tabled items to the new Chair, along with any other information that may assist the new Chair to maintain continuity in the committee's discussions.
- Convening the committee for the first time as an outgoing Chair in order to elect a new Chair.

Article I. Special Task Forces and ad hoc Bodies

In general, the business of the Faculty is to be conducted by the elected Faculty committees and the Chairs group, according to the duties assigned to them by the Faculty Bylaws, on the one hand, and, on the other, by departments in fulfillment of the responsibilities assigned to them by Book Three of the Faculty Handbook. While any Faculty committee may create a subcommittee of its members to examine particular questions before the committee, task forces and ad hoc bodies should only be constituted to examine specific issues or problems that do not ordinarily fall within the purview of a regular Faculty committee, or to investigate an issue that a Faculty committee agrees to delegate to them. Faculty members may nominate individuals for service on task forces and ad hoc bodies; the Faculty Executive Committee shall advise on the creation and staffing of such groups and whether an election to constitute the group and its membership is necessary. When ad hoc groups are created, a list of group members shall be forwarded to the Faculty Personnel Committee as the committee that maintains committee lists.

Ordinarily, ad hoc groups shall terminate at the end of the academic year. They may be allowed to continue in consultation with the Faculty Executive Committee.

Article J. Parliamentary Authority

The rules in the current edition of *Robert's Rules of Order* shall govern the Faculty in all cases in which they are applicable, and in which they are not inconsistent with the Faculty Bylaws or standing rules that the Faculty may adopt.

Article K. Grievances and Appeals

Any member of the Faculty or a Faculty committee that believes that one or more of the provisions of the Faculty Bylaws has been violated or misinterpreted should follow the procedure detailed below:

1. Petition to the Faculty Executive Committee

The member of the Faculty or the Faculty committee may initiate a grievance by presenting the Faculty Executive Committee a petition that sets forth in detail the nature of the grievance and states against whom the grievance is directed, attaching any factual or other data that the petitioner deems pertinent to the case. At the same time, the petitioner will provide a copy of the petition to the individual(s), faculty group(s), or administrative office(s) named in the grievance.

The Faculty Executive Committee will notify the parties in writing whether the petition does, indeed, address a violation or misinterpretation of the Faculty Bylaws. If it does, and if the grievance is of a nature to permit the Faculty Executive Committee to resolve it, the Committee may do so, and the grievance process is then concluded.

If the petition requires further investigation, the Committee will forward the petition to the Grievance Committee.

If the party against whom the grievance is directed is the Faculty Executive Committee, this step is omitted, and the petitioner should present the petition directly to the Faculty Grievance Committee.

2. Petition to the Faculty Grievance Committee

Upon receiving a petition, the Faculty Grievance Committee will notify the parties in writing and give the party against whom the grievance is filed an opportunity to respond. The Grievance Committee may seek to gather additional information as needed. The Committee's work is not a judicial proceeding. While every possible effort will be made to obtain the most reliable evidence available, the Committee is not bound by rules of legal evidence. The Committee may seek to gather additional information as needed to aid in its review of the case.

Upon concluding its review, the Grievance Committee will meet with both parties in an attempt to arrive at a mutually satisfactory settlement of the case through a process of mediation. If the mediation is not successful and the petitioner desires to continue with the grievance, the Grievance Committee will issue a written report and recommendation to the President, with copies to both parties. The Committee is empowered to recommend a variety of solutions to resolve a grievance.

3. Appeal to the President

If dissatisfied with the recommendation of the Grievance Committee, either party to the grievance may pursue the matter with a written appeal to the President for a decision. If, however, the President is a party to the grievance, then this step is omitted.

4. Appeal to the Trustee Academic Affairs Committee

If dissatisfied with the decision of the President, either party to the grievance may pursue the matter with a written appeal to the Trustee Academic Affairs Committee of the Board of Trustees for a final decision.

If the President is a party to the grievance, either party that is dissatisfied with the recommendation of the Grievance Committee may pursue the matter with a written appeal to the Trustee Academic Affairs Committee of the Board of Trustees for a final decision.

Article L. Procedure to Amend

Book Two of the Faculty Handbook, the Faculty Bylaws, may be amended at any regular or special meeting called for that purpose, by a vote of two-thirds (2/3) of those Faculty present and voting, provided that:

- The proposed amendment(s) shall have been presented in writing at a regular Faculty meeting that occurred at least thirty (30) days prior to the meeting at which they are voted upon;
- The proposal shall be referred to the Faculty Executive Committee;

- The proposed amendment(s), together with a report from the Faculty Executive Committee, shall be published not less than ten (10) days prior to the Faculty meeting at which they are to be considered. The Faculty Executive Committee's report shall take one of the following forms:
 - a. The committee recommends the Faculty's approval of the amendment(s) as originally proposed;
 - b. The committee proposes a substitute amendment whose approval it recommends;
or
 - c. c. The committee recommends that the amendment(s) not be approved.

The Faculty Executive Committee's report will include reasons for the recommendation.

An amendment adopted by the Faculty will be submitted to the President to convey it and make a recommendation to the Board of Trustees. The amendment is effective only upon adoption by the Board of Trustees.