

## **300 – Faculty Constitution**

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The Student Body President or designated representative. Student representatives are non-voting members.

### 300.4.1.4      Guests

The presiding officer of Faculty Assembly is to be informed of guests whom members have invited to attend. Prior approval of guest attendance must be obtained from the Provost one week preceding the meeting. Guests are non-voting members.

## 300.4.2      PARTICIPATION IN THE FACULTY ASSEMBLY

- A. Voting members, non-voting members and the student representative may participate in the meetings by speaking to issues, asking or answering questions, or commenting upon the proceedings, in accordance with applicable rules of order.
- B. Only voting members may present motions and vote on questions on the floor.
- C. Guests are observers and may not participate in meetings of the Assembly, unless specifically invited to do so by the Assembly.
- D. The student representative and guests may be excluded by vote of the Faculty Assembly from proceedings believed to be of a privileged nature or closed session.
- E. A closed session may be called by the Chair.

## 300.4.3      OFFICERS OF THE FACULTY ASSEMBLY

### 300.4.3.1      President

As Chief Executive Officer of the University, the President may address and/or preside over the Faculty Assembly at his/her request to the Chair of the Faculty Assembly.

### 300.4.3.2      Chair

The Provost of the University, as the chief academic officer of the faculty, shall serve as Chair and presiding officer of the Faculty Assembly. The Chair is responsible for the proper functioning of all faculty committees and the channeling of their reports to the faculty. The Chair shall be responsible, with the assistance of the Secretary of the Faculty, or other administrative staff members as necessary, for the preparation of the agenda and related materials.

### 300.4.3.3      Vice-Chair

The Vice-Chair shall serve as presiding officer of the Faculty Assembly in the absence of the Chair. If both the Chair and Vice-Chair are absent, the presiding officer of the Faculty Assembly shall be the Academic Dean, who shall serve in that capacity with the permission of the Chair.

The Vice-Chair shall be a full-time member of the teaching faculty and be elected by ballot vote of the Faculty Assembly at the last official Faculty Assembly meeting of the academic year. The Vice-Chair shall serve a term of two years and may be re-elected for one more consecutive terms. The Vice-Chair shall monitor and represent faculty concerns as fairly and impartially as possible, serve as the faculty's official voice to University administrators, and serve as the moderator of the Faculty Forum. The Vice-Chair will serve as faculty representative to the Board of Trustees.

### 300.4.3.4      Secretary

The Secretary of the Faculty Assembly shall be a voting member of the faculty elected annually by the Faculty Assembly no later than the final meeting of the Faculty Assembly in the spring semester. The Secretary shall serve for the entire academic year beginning in the fall semester following election.

The duties of the Secretary shall include: a) taking down an accurate record of the proceedings of the Faculty Assembly and b) circulating a copy of this record of the minutes to each member of the faculty as part of each Faculty Assembly agenda. The original copy of the minutes of the Faculty Assembly shall be filed as a permanent record in the Office of the Provost and posted on the Provost's website.

### 300.4.3.5      Parliamentarian

The Chair shall appoint the Parliamentarian annually, prior to the first formal meeting of the Faculty Assembly at the beginning of each academic year. The Parliamentarian will be responsible for the formal propriety of the proceedings. The standard upon which the meetings will be conducted is that set forth in the latest edition of Robert's Rules of Order.

## 300.4.4            FREQUENCY OF MEETINGS

### 300.4.4.1        Monthly business meetings

The Faculty Assembly shall hold regular business meetings once a month during the academic year, fall and spring semesters (Sept.-Apr.). Scheduled meeting dates for an academic year will be set and distributed to faculty from the Provost's Office and shall be posted on the Provost's website not later than August 1 of the new academic year.

#### 300.4.4.2      Extended business meetings

In addition to the regularly scheduled monthly meeting of the Faculty Assembly, a Faculty Forum will be scheduled the week following each Faculty Assembly. The purpose of the Faculty Forum is to provide time for faculty discussion on topics to be determined by the Faculty Vice-Chair, who will also lead the forums. In the event that time is insufficient to complete the agenda of the monthly Faculty Assembly meeting, the full Faculty Assembly may be continued the following week during Faculty Forum time. The decision to turn a Faculty Forum time into a Faculty Assembly may be made by the Provost or by a majority vote of the Faculty Assembly.

#### 300.4.5      SPECIAL MEETINGS

- A. Special meetings may be called by the Chair or by the Vice-Chair with 24 hours advance notice to the faculty. At the discretion of the Chair, the topic may or may not be stated.
- B. Special meetings must be called by the Chair upon written petition to the Vice-Chair of the Faculty signed by one-third of the voting members of the faculty.
- C. Discussions at special meetings of the Faculty Assembly shall be confined, without exception, to the issue(s) for which the meeting was called.
- D. Special meetings may be called by the Chair or the Chair's designate with less than 24 hours notice for purposes of extraordinary communications at which no formal actions may be taken except as delineated in section 300.4.8.1.D.

#### 300.4.6      ATTENDANCE

Voting members are expected to attend all regular meetings of the Faculty Assembly. They should arrive promptly and remain throughout the meeting. No more than two absences are permitted during an academic year. Failure to attend as stipulated can result in disciplinary action for failure on the part of the faculty member to meet minimum employment obligations.

#### 300.4.7      QUORUM

The quorum shall consist of a simple majority of the voting members: that is, one over half the voting members shall be present before business may be transacted.

### 300.4.8      AGENDA

The pre-circulated agenda may include standard items, such as approval of minutes, reports from standing committees or administration, old and new business, and will serve to guide the meeting time.

#### 300.4.8.1      Standing Rules of Order

- A. Items for inclusion in the agenda must be presented to the Provost in time for proper circulation. The normal means by which a faculty member may bring an issue to the Faculty Assembly is through the appropriate committee. If the faculty member feels there is no suitable committee for discussing the issue, then the member may approach the Provost or the Faculty Vice-Chair to request that the issue be placed on the Faculty Assembly agenda. The Provost and the Faculty Vice-Chair will determine the suitability of the issue, as an agenda item for the Faculty Assembly.
- B. The Secretary shall provide to the Provost the minutes of the previous Faculty Assembly meeting. If needed, the Secretary may consult with the Provost concerning items within the minutes needing clarification. The agenda shall be circulated no later than 48 hours before the meeting at which the item will be presented.
- C. An item to be discussed at a special meeting (section 300.4.5) need be circulated only 24 hours in advance of the meeting. Should the Chair choose not to announce the topic of the meeting in advance, then section 300.4.8.1.D shall apply.
- D. No new item of business, without prior approval by faculty standing committees, may be put to a final vote at the same meeting at which it was first presented unless it has been properly circulated, or formal action is authorized by a separate motion approved by three-fourths of the members present.
- E. All items tabled at any meeting shall become part of the agenda of the next meeting, unless an alternative time for discussing those items is established in the tabling motion.
- F. Inclusion of an item in the circulated agenda permits, but does not require, its presentation as a formal proposal at the meeting. Items on the agenda shall be presented for formal discussion according to established parliamentary procedure.

### 300.4.9      VOTING PROCEDURE

- A. Regular voting shall be by hand sign. Recording of numbers on either side shall be at the discretion of the Chair.
- B. Any voting member may call for a secret ballot vote, which shall then be the procedure for the item in question. The results shall be recorded in the



minutes of the meeting. However, this action may not prevent the body from voting for a roll-call vote as provided below.

- C. A simple majority of the voting members present may call for a roll-call vote. Names and votes shall be recorded. Once a roll-call vote is approved, a secret ballot may not be requested.

300.4.10

MINUTES

- A. The Secretary shall keep, circulate and file the official minutes (section 300.4.3.4). The official minutes, pending approval of the faculty, shall be the final typed copy of such notes or transcriptions as were made at the discretion of the Secretary at the meeting in question. A permanent file of Faculty Assembly minutes will be kept in the Provost's Office.
- B. Minutes of faculty meetings shall be circulated to all members no later than 48 hours before the next regular Faculty Assembly meeting as part of the agenda documents for that meeting. Official approval of the last faculty meeting minutes shall be part of the agenda for the first faculty assembly of the new academic year.
- C. The minutes shall contain a substantive summary of the positions taken, and complete records of numbers on either side of every vote taken, except as noted in section 300.4.9.A above.
- D. Minutes for the current academic year will be posted and will be made available on the Provost's website.

**300.5**

**AUTHORITY**

**300.5**

300.5.1

LEGISLATIVE AUTHORITY

The Faculty Assembly, when acting in a duly called session, has the authority to approve the academic policies and programs of the University subject to the policies established by the Board of Trustees. The President shall determine how best to implement those policies enacted by the Faculty Assembly that are not by their nature self implementing, unless he/she vetoes the action. See appeal procedure (Section 300.5.1.4)

300.5.1.1

Actions not requiring review of President and/or Board of Trustees

- A. Rules for its own organization and procedures.
- B. Election of faculty members for standing committees.
- C. Requirements for admission, status and retention of students.

- D. Requirements for majors, minors, general education, degrees, honors and awards at graduation.
- E. Regulations for attendance in class, examinations, grading, scholastic standing and honors.
- F. Academic guidelines for all official student organizations.

300.5.1.2      Actions requiring review and approval of President and/or Board of Trustees

- A. New degrees, majors and academic departments.
- B. Academic standards governing rank and promotion of faculty members consonant with current standards of accrediting bodies.

300.5.1.3      Policy Action

- A. New policies enacted by the Faculty Assembly will go into effect at the beginning of the next full academic year, except when the Faculty Assembly decides by a two-thirds majority in a separate action that the policy should be implemented sooner.
- B. New policies once enacted by the Faculty Assembly must remain in effect for one full academic year (fall to spring) before they may be amended, modified or abandoned, except by a two-thirds vote of the Faculty Assembly acting in a duly called session.

300.5.1.4      Appeals Procedure

- A. If the President vetoes an action of the Faculty Assembly, a committee will automatically form, composed of the Vice-Chair of the Faculty Assembly (who will serve as Chair), the appropriate Dean(s), one faculty member elected by the Faculty Assembly, the Chair of the committee from which the item in question originated, the Secretary of the Faculty, and the Provost. The Committee will meet with the President to clarify the issues which led to the veto, make appropriate recommendations, and report to the President and to the Faculty Assembly.
- B. The Faculty Assembly, after hearing the report of the special committee, if it deems necessary by a two-thirds vote of the Faculty Assembly voting membership, may send through the President an appeal on the issue of the vetoed action to the appropriate committee of the Board of Trustees, who will consider the appeal and forward it to the Board.
- C. The response of the Board of Trustees to the appeal will be final.

## 300.5.2      RECOMMENDATORY

The Faculty Assembly when acting in a duly led session, and in response to recommendations from appropriate standing committees, has the authority to make recommendations according to the policies established by the Board of Trustees.

### 300.5.2.1      Policies

- A. To recommend to the Board of Trustees through the President the degrees to be offered by the University.
- B. To recommend to the Board of Trustees through the President the discipline or dismissal of faculty members.
- C. To recommend to the Board of Trustees through the President matters relating to the economic welfare of the faculty.
- D. To recommend to the President changes in the Faculty Manual on matters relating to employment responsibilities of faculty members.
- E. To recommend to the President regulations governing student discipline and the establishment of personal and campus standards.
- F. To recommend to the President rules for the regulation of student athletics and cultural activities.
- G. To recommend to the President guidelines for all official student organizations and teams.

### 300.5.2.1      Implementation

A response from the President and/or the Board of Trustees to a recommendation from the faculty is normally expected within one calendar year, unless the nature of the recommendation suggests a more immediate response, or the recommendation itself contains a provision for a longer period of consideration.

### 300.5.2.2      Procedure

A recommendation submitted to the President, which is not acted upon favorably, may be subject to further discussion by the Faculty Assembly. If the Faculty Assembly deems it necessary it may deliver a formal resolution (300.5.3) to the Board of Trustees through the President concerning its recommendation.



Studies. Three-year terms established for faculty with one or two rotating off each year. All student population groups are to be considered when assigning faculty and student representatives.

### 300.6.1.3      Cross Cultural Experience Committee

This committee serves as an advisory committee to the Cross Cultural Experiences Director related to the following areas: policies and procedures, cross cultural options, faculty involvement, student concerns, and program assessment(s).

- A. Voting members: five faculty (preference will be given to faculty who have directed international trips), two students and the Director for Cross Cultural Experiences who serves as chair. Non-voting members: Director for Intercultural Programs and one representative from an Off-campus Ministry Partner. Three-year terms established with one or two faculty rotating off each year.

### 300.6.1.4      Enrollment Advisory Committee

This committee reviews and recommends policies relating to student admissions and financial aid, and receives reports regarding admissions progress. Policy recommendations of this committee are advisory to the President. The President has full authority to set administrative policy consistent with Board policy.

- A. Voting members: eight faculty (one graduate faculty), two students. Non-voting members: Director of Admissions, Director of Financial Aid, Registrar, Dean of Graduate and Professional Studies, Vice President for Enrollment Management or his/her designee. Three-year terms established for faculty with two or three rotating off each year.
- B. The Committee may operate in subcommittees. For example, the Admissions Review Subcommittee (ARC) addresses admission criteria, Admissions Office decision appeals, and new student academic restrictions. The Director of Admissions serves on the subcommittee as a non-voting member. The purpose of the Data-Driven Admissions Standards (DDAS) subcommittee is to augment the Enrollment Advisory Committee's (EAC) efforts to examine data collected by University administration offices such as Admissions and the Registrar. These data provide insight into factors that affect student experience, enrollment, and retention. All findings are reported back to the EAC for consideration. The Financial Aid (FA) Subcommittee may assist the Financial Aid Director with scholarship selections, policy recommendations or appeals. The Director of Financial Aid serves on this subcommittee as a non-voting member.

#### 300.6.1.5 Faculty Development Committee

This committee promotes, provides, and advocates for faculty development, including resources for pedagogical, personal, professional, and spiritual growth. This committee plans and implements the Faculty Retreat. It also reviews faculty sabbatical requests for recommendation to the Provost.

- A. Voting members: seven faculty. Three-year terms established for faculty with two or three rotating off each year.

#### 300.6.1.6 Tenure and Promotion Committee

This committee reviews policies and procedures related to promotion, tenure, and termination for current faculty; processes requests and conducts interviews and reviews for promotion, tenure and post-tenure; and reviews three-year portfolios.

- A. Voting members: seven tenured faculty with rank of full professor. Three-year terms established with two or three faculty rotating off each year. Membership should include, when available, at least one member each from the College of Arts and Sciences; the School of Education; the School for Communication Arts and School of Business; limitation of one faculty member from any one program area.

#### 300.6.1.7 Faculty Interview Committee

This committee interviews new candidates applying for full-time tenure track, full-time three-year, and full-time librarian appointments. Recommendations for hire are made to the Provost.

- A. Voting members: six tenured full-time faculty with rank of associate professor or higher; plus regular rotation of one member, and as chosen by, the Tenure and Promotion Committee. Three-year terms established with one or two faculty rotating off each year. Consideration will be given for representation across college(s)/schools, and delivery options. Limitation of one faculty member from any one program area.

#### 300.6.1.8 Learning Resources Committee

This Committee considers issues, proposes policies and programs, and plans workshops related to campus learning resources including library, media, and instructional technology and spaces. The Committee will work with the Faculty Development Committee to provide activities related to learning resources including 4SITE, instruction in online pedagogy and delivery skills. This committee is responsible to monitor, lead, and organize the 4SITE program.

- A. Voting members: seven faculty, two students, and the Assistant Vice President for Information Technology Services; Director of On-line support or designate; faculty to include a library faculty member. Non-voting member: Learning Resources Manager. Three-year terms established with two or three faculty rotating off each year.

### 300.6.1.9

#### Liberal Arts Council

This committee monitors and reviews the foundational liberal arts program and related assessments, considers requests for changes to the foundational curriculum (for traditional and non-traditional programs), and recommends changes of the foundational curriculum to the APCC. Any foundational program revision should be vetted with the relevant School or College prior to recommendation for final decision. Voting members of LAC may not serve concurrently on the APCC (and vice versa).

- A. Voting members: The committee will be chaired by the Associate Dean of the College of Arts and Sciences; five faculty from the College of Arts & Sciences (limitation of one faculty per department); and one faculty from the School of Communication Arts, the School of Education, and the School of Business; two students. Non-voting members: Representative designated by the Provost; Dean or designee from degree-completion studies, library services and institutional effectiveness.

### 300.6.2

#### FACULTY STANDING COMMITTEE GUIDELINES

- A. Faculty committee members will be nominated by the Faculty Committee on Committees after receiving input from individual faculty members and school Deans (see section 300.6.5) and will be approved by the Faculty Assembly.
- B. The Student Government President will appoint student committee members in consultation with Dean of GPS for non-traditional student representation.
- C. Standing committees will meet a minimum of once a month during the regular academic year with subcommittees meeting additionally as needed.
- D. Unless otherwise specified, the committee members will elect the chair of each committee.
- E. The chair of each committee must be a member of the Faculty Assembly and have served at least one year on the committee before serving as chair.
- F. The chair of each committee will distribute a meeting agenda to committee members and the office of the Provost at least two days before the meeting.
- G. The chair of each standing committee will submit minutes of each committee meeting and a summary of all action items to the Provost's Office within two working days following each meeting. The summary will be included as an agenda attachment for the next Faculty Assembly meeting. The committee chairs will respond to questions raised by their reports at the Faculty Assembly meeting.
- H. Committee summaries will clearly identify which committee items the Assembly is bringing to the Faculty Assembly as recommendations for action

and which are being brought as items of information for the Assembly. Items noted in Section 300.5.1.1 and 300.5.1.2 of this manual must be brought to the Faculty Assembly as action items.

- I. Any faculty member may make a motion that an item of information from the committee be included in the next Faculty Assembly meeting as an item for action by the Assembly. Such a motion must pass with a majority vote of the members present.
- J. Committee recommendations, which are being submitted to the Faculty Assembly for action, will be printed in the Faculty Assembly agenda.
- K. First year faculty, faculty teaching as sabbatical replacements, and part-time faculty do not receive standing committee assignments.
- L. Additional non-voting members can be included on committees if needed as determined by the committee.

### 300.6.3      SPECIAL PURPOSE COMMITTEES

Special purpose committees are established to give attention to important areas of campus life. Faculty members are appointed to special purpose committees to fulfill a specific charge related to a program, department or general campus need. Areas of responsibility may be determined related to the special purpose or assigned by the Provost. While largely advisory in nature, recommendations may be made to the Provost for Faculty Assembly consideration.

#### 300.6.3.1      Athletic Advisory Committee

This committee serves as an advisory committee to the Athletic Director and the athletic program. Issues regarding program growth, scholarship considerations, eligibility concerns, registration details, and financial aid issues for athletes and instructional concerns/opportunities for coaches, class or final exam conflicts are examples of issues considered by the committee.

- A. Voting members: six faculty, two student athletes, Athletic Director (who will serve as co-chair with a faculty member). One faculty of the six will be the NAIA liaison for the institution. Non-voting members: Vice President for Student Development or his/her designee; Registrar or his/her designee.

#### 300.6.3.2      Institutional Effectiveness Committee

This committee serves to oversee the campus-wide assessment plan, collecting and analyzing data in order to ensure institutional and program effectiveness and provide guidance to the strategic plan.

- A. Voting members: seven faculty, of which one must be a library representative. Non-voting members: Director of Institutional Research, who serves as the chair, one representative from the following: Business Affairs,



Human Resources, Student Development, SACS liaison, the Director of Strategic Planning.

300.6.3.3      Cornerstone Council

This committee serves as an advisory committee to the Campus Chaplain concerning issues related to chapel, campus spiritual life, and the institutional Quality Enhancement Plan-Cornerstone Project. Issues regarding the institutional Quality Enhancement Plan are to be communicated to the faculty monthly, through the summary reports provided to the Faculty Assembly.

- A. Voting members: Chaplain who serves co-chair of the committee along with one faculty member, four faculty, two staff, two students, and one administration representative. Non-voting member: Representative of Institutional Effectiveness

300.6.3.4      Intercultural Awareness Committee

This committee seeks to create and promote a biblical theology of diversity and intercultural competency, and to increase campus awareness and understanding of intercultural concerns or issues. Issues needing broader faculty input and/or action are to be referred to the appropriate Faculty Standing Committee.

- A. Voting members: seven faculty, two students. Non-voting members: Associate Dean for Student Leadership, Director for Intercultural Programs, Admissions Office representative, Student Development Counseling representative.

300.6.3.5      Teacher Education Committee

This committee assists the School of Education in carrying out the policies, curriculum development and program admission processes related to the teacher preparation program.

- A. Voting members: School of Education faculty, faculty representatives from each academic department which offers an education major, two students who are education majors. The Dean of the School of Education chairs the committee.

300.6.4      SPECIAL PURPOSE COMMITTEE GUIDELINES

- A. Faculty committee members will be nominated by the Faculty Committee on Committees after receiving input from individual faculty members and the school Deans and will be approved by the Faculty Assembly.
- B. The Student Government President except for the Teacher Education Committee, which will select its own student members, will appoint student committee members.

- C. Committees will meet a minimum of twice a semester or more as needed.
- D. The chair or elected secretary of each committee will submit copies of committee meeting minutes to the Provost's Office for review and filing.
- E. Committee recommendations, which need to be submitted to the Faculty Assembly for action, will be forwarded to the appropriate Faculty Standing Committee for review and recommended action.
- F. First year faculty, faculty teaching as sabbatical replacements, and part-time faculty will not normally receive special purpose committee assignments.
- G. Additional non-voting members can be included on committees if needed as determined by the committee.

#### 300.6.5      COMMITTEE ON COMMITTEES

The Committee on Committees will monitor the overall committee structure and functions, and nominate faculty for committee positions.

- A. Voting members: seven faculty. Non-voting member: Provost, who will also chair the committee.
- B. In addition to the Faculty Standing Committees and Special Purpose Committees, the Provost and/or President will appoint faculty in consultation with the Committee on Committees to a variety of other campus positions.
- C. No faculty member is expected to have more than two committee assignments from 300.6.5.B, and/or other campus position assignments.
- D. The Committee on Committees will prepare a ballot for final approval at the last Faculty Assembly meeting of the current academic year for committee assignments for the upcoming academic year.

#### 300.6.6      AD HOC COMMITTEES

An ad hoc committee is formed on a temporary basis to address a specific task and is dissolved after the completion of the task. Ad hoc committees may be formed at the request of current committees, Faculty Assembly, the Provost, or the President for the purpose of studying and reporting on specific issues. The purpose, membership, and duration of such a committee will be determined at the time it is formed.

**300.7.1 FACULTY APPEALS COMMITTEE**

If a faculty member wishes to appeal a promotion, tenure, termination, discipline or non-renewal of a tenure track appointment decision, the following procedure is to be observed.

- A. The faculty member shall submit a letter indicating the intent to appeal the action and stating the nature of the grievance to the President *within five working days of official written notification of action taken*. This letter is not the appeal and only serves to notify the president of an appeal forthcoming.
- B. A complete written appeal must then be submitted to the President *within 10 working days from the date of the letter of intent*.
- C. Within 10 working days of receipt of the complete appeal the President will:
  1. Determine if the grievance or appeal falls within the guidelines permitting an appeal to move forward. If the grievance or appeal does not meet the criteria (section 400 of this manual) for an appeal, the President will inform the faculty member that no appeal will be permitted.
  2. If the grievance or appeal does meet the criteria for an appeal, the President will form a Faculty Appeals Committee consisting of:
    - a. One tenured faculty member elected annually by the Faculty Assembly.
    - b. One tenured faculty member appointed by the President.
    - c. The faculty member making the appeal is to select a Department Chair or Dean outside the department, school(s), or college in which the faculty member has an appointment.
    - d. Members of the Faculty Appeals Committee shall not be members of the Tenure and Promotion Committee or the faculty member's Dean.
    - e. The faculty member elected by the Faculty Assembly shall chair the Faculty Appeals Committee. If the faculty member elected by the Faculty Assembly is from the same department as the faculty member filing the grievance or appeal, the Faculty Vice Chair will serve as the chair. If the Vice Chair is from the same department as the faculty filing the grievance or appeal, a tenured faculty member will be substituted by mutual consent between the President and the faculty member making the appeal to serve as Chair.
- D. The Committee will review all documents related to the appeal. As a part of the appeals process, the Committee shall limit the scope of its review to the

documentation supporting the original decision and the faculty member's written appeal. In addition, interviews of the faculty member making the appeal and person(s) who were involved in the decisions that precipitated the faculty member's appeal may be conducted.

- E. The decision of this committee is recommendatory and is not binding on the University, and shall be sent in writing to the faculty member making the appeal and to the President within ten working days of the committee's decision.

### 300.7.2

#### FINAL APPEAL DECISION

- A. The President will review the recommendation from the Faculty Appeals Committee and respond in writing to the faculty member making the appeal and the Committee chair with one of two actions:
  - 1. Uphold the decision of the Faculty Appeals Committee.
  - 2. Reverse the decision of the Committee.

The President will respond in writing to the Faculty Appeals Committee's recommendation *within 10 working days of receiving it*. The response will be sent to the faculty member and the Chair of the Faculty Appeals Committee. The President's decision is final and is not reviewable by the Board of Trustees.

### 300.8

#### AMENDMENTS

### **300.8**

Portions of this manual may be amended by a two-thirds vote of the Faculty Assembly in a duly called session, provided that notice of intent to amend and the amendment(s) have been properly circulated to each member of the faculty *two weeks in advance of the meeting* at which the amendment(s) will be considered. Amendments will become operative the semester following review and approval by the Board of Trustees.