

IV. Faculty Committees

A. General Procedures

1. Committees are either elected or appointed.
2. All committees, except those identified in Sections 3.IV.B and 3.V.B, come into being or go out of existence by vote of the faculty.
3. A list of committees will be published in the fall by the Dean of the College.
4. *Ad hoc* committees may either be elected or appointed as designated at the time of their establishment.
5. Members are elected at the regular April faculty meeting and at meetings of the Faculties held after faculty elections are completed.
6. Only full-time students are eligible to serve on committees.
7. Members elected to faculty committees, either within their Faculties or in all-faculty elections, must receive a majority of votes cast in the election.
8. Only faculty with voting franchise are eligible to serve as members of elected committees. Before the regular faculty meeting in April of each academic year, the Dean of the College shall supply the Nominating Committee with a list of holdover members of elected committees and vacancies to be filled.
9. A faculty member shall not serve as an elected member on more than one committee, nor should a faculty member, under ordinary circumstances, serve on more than one appointed committee at the same time.
10. A faculty member shall not serve more than two consecutive full terms of office on any elected committee.
11. Each committee shall elect its own officers. An organizational meeting shall be held and a list of the next year's officers shall be turned in to the Dean of the College by the end of the academic year. This meeting shall be called by the past chair. The chairs of the Review and Planning Committee ~~and~~, the Curriculum ~~and Educational Policies~~ Committee, and the Student Life Committee must be tenured members of the faculty. ~~To accord with NCAA regulations, the chair of the Athletic Committee must be a faculty member.~~ For all other committees, any faculty or student member may be elected chair. A student who is elected chair of a faculty committee shall have speaking rights at faculty meetings on business concerning that committee.
12. ~~Copies of the~~ The agendas and minutes for the Curriculum ~~and Educational Policies~~ Committee, Student Life Committee, Curriculum Committee, and the Review and Planning Committee shall be made readily available to all faculty. ~~The agenda for the next meeting shall be sent to all faculty prior to the meeting.~~
13. The following procedure shall govern the naming of replacements for faculty members who resign from committees before the expiration of their terms:
 - a) If a faculty member resigns one year or more before the expiration of the term, the Nominating Committee shall nominate and the faculty shall elect a replacement in the usual manner.

- b) If a faculty member resigns less than a year before the expiration of the term, the Nominating Committee may, at its discretion, either appoint a successor or nominate persons for election by the faculty.
 - c) In the case of the Tenure and Promotion Committee, the appropriate Faculties shall exercise the duties of the Nominating Committee, subject to the provisions of Section 3.IV.B.12.d.(ii).
14. Documents presented to the faculty for a vote shall be numerically coded as to year and sequence. Longer documents shall carry marginal numbers.
 15. The officers of each committee shall provide the College Archivist with the records of the committee at the close of the academic year.
 16. Student representatives shall be selected in accordance with the procedures determined by the student government. The term of office of student representatives on faculty committees is one year. Student representatives may repeat a term.

B. Elected Committees

~~1.—Admissions, Retention, and Financial Aid Committee~~

- ~~a) General purpose is to consider, review, and propose policies and their implementation relating to admissions, retention, and financial aid to the Vice President and Dean of Enrollment.~~
- ~~b) Responsibilities include:~~
 - ~~(i) To review and make recommendations on student admissions policies and procedures.~~
 - ~~(ii) To review and make recommendations on financial aid policies and procedures.~~
 - ~~(iii) To review and make recommendations on academic advising policies and procedures.~~
 - ~~(iv) To review and make recommendations on retention procedures.~~
 - ~~(v) To act in a review and advisory capacity in considering state and federal legislation pertaining to admissions, retention, and financial aid.~~
 - ~~(vi) To make recommendations regarding the composition of the first-year class to be admitted the following year.~~
 - ~~(vii) To counsel, assist, and support the Division of Admissions in assessing needs and resources, and in planning activities to reach the established targets.~~
- ~~c) Personnel~~
 - ~~(i) Five faculty representatives, one elected by each of the Faculties~~
 - ~~(ii) Vice President and Dean of Enrollment~~

- (iii) ~~Director of Financial Aid~~
- (iv) ~~Two students (the second with voice but not vote)~~
- d) ~~The term of office for elected faculty representatives shall be two years. The terms shall be staggered.~~
- e) ~~The Dean of Students, the Registrar, the Director of Academic Research and Planning, and the Director of Institutional Research and Planning shall serve as resource persons for the committee.~~

2. — Appeals Board

- a) ~~The St. Olaf College Appeals Board is established to address student disciplinary proceedings in accordance with the processes established in the then current student handbook. The St. Olaf College Appeals Board has appellate jurisdiction over cases appealed by defendants from the College Judiciary, Honor Council, Student Judicial Council, and administrative hearings, and may hear appeals from defendants who have exhausted other avenues of appeal.~~
- b) ~~Personnel~~
 - (i) ~~Four faculty representatives elected at large~~
 - (ii) ~~Two students~~
 - (iii) ~~Dean of Students or a designated representative~~
- c) ~~The term of office for elected faculty members shall be two years with two members elected each year.~~
- d) ~~In instances in which a faculty member is temporarily unable to serve, the Appeals Board may elect a temporary replacement from the previous faculty members of the Board.~~

3. — Athletic Committee

- a) ~~The general purpose of the Athletic Committee is to formulate and review policies concerned with the intercollegiate athletic program and to make policy recommendations to the President.~~
- b) ~~Responsibilities include:~~
 - (i) ~~To review and recommend policy changes in intercollegiate athletic participation.~~
 - (ii) ~~To review athletic schedules and present them to the faculty for approval.~~
 - (iii) ~~To review the athletic budget each year and make recommendations to the Athletic Director concerning the budget.~~
 - (iv) ~~To determine by committee action or faculty approval matters of a unique nature relating to conference and non-conference athletic participation.~~
- c) ~~Personnel~~

- ~~(i)—Four faculty representatives elected at large~~
- ~~(ii)—President~~
- ~~(iii)—Dean of the College~~
- ~~(iv)—Vice President and Treasurer~~
- ~~(v)—Director of Athletics~~
- ~~(vi)—Faculty Athletic Representative~~
- ~~(vii)—Two student representatives~~
- ~~d)—The term of office for elected faculty representatives shall be two years with two representatives elected each year.~~

4.—Board of Student Media

- ~~a)—The college is the publisher of student publications; it provides financial support for various student media, and the faculty is responsible for their operation. This board shall be an elected faculty committee and shall act on behalf of the faculty in formulating and reviewing policies on matters relating to student media and in overseeing their operation.~~
- ~~b)—Responsibilities include:

 - ~~(i)—To elect editors and managers for specified terms. Election will require a majority of those present and voting.~~
 - ~~(ii)—To make recommendations with regard to finances, equipment, and facilities for the media.~~
 - ~~(iii)—To provide advice and counsel to editors or managers of the media.~~
 - ~~(iv)—To make recommendations about the establishment of new or the dissolution of old student media.~~
 - ~~(v)—To reprimand or remove editors and managers for specified causes:

 - ~~A.—Reprimand will require a majority of those present and voting.~~
 - ~~B.—Removal will require a two-thirds vote of those present and voting; such action may be appealed to the St. Olaf College Appeals Board.~~
 - ~~C.—In the matter of reprimand or removal (and also in decisions about their own budgets), the adviser and editors or managers of the media in question shall not vote.~~~~~~
- ~~c)—Personnel

 - ~~(i)—Two faculty representatives elected at large~~
 - ~~(ii)—President~~
 - ~~(iii)—Dean of Students~~~~

- ~~(iv) Vice President and Treasurer~~
- ~~(v) Advisers to each of the student media~~
- ~~(vi) Editors and managers of the student media (if there are co-editors or co-managers of one of the student media, they shall cast no more than one vote between them)~~
- ~~(vii) Five student representatives~~

~~d) Term of Office:~~

~~(i) For elected faculty representatives, two years — one elected each year.~~

~~(ii) For student representatives, one year.~~

~~e) The editors or managers of each of the media shall select a faculty member as an adviser whose term shall be coterminous with the editor's or manager's.~~

1. Curriculum ~~and Educational Policies~~ Committee

a) ~~General purpose is to consider and initiate plans and proposals designed to further~~ Purpose: To oversee the academic interests curriculum of the college ~~College in the light of its stated mission, aims, and objectives. - To recommend to the faculty procedures and policies affecting the educational work of the college.~~ The work of the ~~CEPC~~ Curriculum Committee and the faculty on ~~curriculum and educational policy shall be~~ curricular issues is subject to final review by the Board of Regents and the President, as ~~provided in the college's~~ stipulated by the College's bylaws.

~~b) Responsibilities include:~~

b) ~~To recommend: The committee shall have primary responsibility to the faculty desirable procedures~~ review and policies directly affecting the educational work of the college including additions and deletions of course offerings, degree ~~make recommendations regarding the following areas.~~

(i) Degree Requirements:

A. General graduation requirements, alterations in curricular design, and organization of the academic calendar.

(ii) ~~To review and recommend for faculty approval the addition and deletion of semester course offerings relating to major or elective courses:~~

A. ~~Courses submitted to CEPC for both general education and major or elective course credit are reviewed by both GEC and CEPC. Upon receiving recommendation from GEC and CEPC the courses will be passed on to the faculty for final approval in a joint proposal from GEC and CEPC.~~

B. ~~Courses submitted to CEPC for only major or elective course credit are reviewed by CEPC. Upon receiving~~

~~recommendation from CEPC the courses will be passed on to the faculty for final approval.~~

- ~~B. To act on behalf of the faculty in studying and approving summer school, on Comprehensive graduation requirements (general education)~~
- ~~C. Majors, concentrations, and areas of emphasis~~
- (ii) **On-campus interim, and continuing credits:**
 - ~~A. Semester courses~~
 - ~~B. Interim courses~~
 - ~~C. Summer school courses~~
 - ~~D. Continuing education programs.~~
- ~~(iii) Courses submitted to CEPC for both general education and major or elective course credits are reviewed by both GEC and CEPC. Final general education course credit is granted by GEC and final major or elective course credit is granted by CEPC.~~
- ~~(iv) Courses submitted to CEPC for only major or elective course credit are reviewed by CEPC. CEPC grants final course approval.~~
 - ~~E. For any Independent Study/Independent Research~~
 - ~~F. Auditing of the above courses that do not come to the faculty for approval, CEPC shall circulate to the faculty the following information: the title and level of the course, brief description of the course (catalog statement), faculty teaching the course, type of credit being proposed for the course. This notification invites all faculty members to address concerns regarding the individual courses proposed.~~
- ~~(v) To recommend to the faculty special curricular programs.~~
- ~~(vi) To act in a review and advisory capacity for matters relating to the programs of teacher education, and interdisciplinary, summer school and continuing education programs.~~
- ~~(vii) To hear appeals from students for exceptions to the foreign language requirement.~~
- ~~(viii) To recommend to the faculty candidates for honorary degrees. Honorary degrees are reserved for non-alumni of St. Olaf College and should be awarded on the basis of individual merit and accomplishment of an academic or humanitarian nature. The person's overall contribution to society will be considered along with specific benefit to St. Olaf College. Financial contribution to the college alone is not sufficient to meet these criteria. No one field of interest need be given greater attention than any other. The college has generally limited the number of honorary degrees to two or three candidates in a single year.~~

~~The college policy regarding individuals to whom honorary degrees may be granted consists of three categories:~~

~~A. Persons of academic, literary or artistic distinction.~~

~~B. Pastors and other workers within the church for special services, responsibilities, and achievements in the interest of the Kingdom of God.~~

~~C. Others who embody the mission of St. Olaf College.~~

~~(ix) To recommend agendas for academic research and planning, and promote the use of results for program improvement.~~

(iii) Off-campus credits:

A. Pre-college credit (e.g., AP, IB, PSEO)

B. Transfer credit

C. International and off-campus study (St. Olaf and non-St. Olaf)

D. Internships and other forms of experiential learning

(iv) Academic regulations and procedures: The committee shall recommend policies and guidelines relative to the curriculum in the *St. Olaf Academic Catalog*. These concern the following broad categories:

A. Registration, change of registration, special registrations

B. Counting of courses and credits

C. Grading and examination policies and procedures.

D. Academic status of students (in cooperation with the Student Life Committee).

E. Academic records of students

F. Leaves of absence, withdrawal, returning to St. Olaf after an absence

G. Graduation, commencement, diplomas

(v) Long-term Curricular Planning: The committee is responsible for initiating policies (and responding to initiatives from the faculty) that affect the curricular integrity of the College. This includes both formative and summative assessment of student learning. This category includes approval of the academic calendar.

c) Personnel:

~~(i) Five representatives, one elected by each of the Faculties~~

~~(ii) The College Librarian, or representative~~

(i) Twelve faculty representatives, two from each Faculty and two at-large

- (ii) Three student representatives selected through a process outlined in the Student Government Association Bylaws
 - (iii) The Dean of the College, or a designated representative
 - (iv) The College Registrar, or a designated representative
 - ~~(v) The Director of the Office of Academic Research and Planning (non-voting)~~
 - ~~(vi) Two students (the second with voice but not vote)~~
 - (v) The term of office for elected faculty representatives shall beserve three years. The terms shall be year, staggered terms. The student representatives serve one-year terms.
- d) ~~The Chair, elected by the CEPC from among its membership, will be a tenured member of the faculty.~~

~~6.—Curriculum Coordinating Committee~~

- (vi) ~~General purpose is philosophical review of the entire curriculum. It will meet, as needed, when convened by the Chair of CEPC. It will send minutes to and, when appropriate, The committee is chaired by one of its faculty representatives. The Chair must be tenured and may not serve as Chair for more than two years per term.~~

- d) Procedures: The committee shall consider and make recommendations to the faculty regarding the integrity of the of the curriculum, assessment of student learning, the academic schedule and calendar, the St. Olaf Academic Catalog, and the Faculty Handbook. The committee is expected to bring to the faculty for a vote matters that are of importance to the faculty. These include significant changes to the academic information in the catalog, items to be included as Category 2 material in the Faculty Handbook, and other items that the committee believes impact the curricular and educational policy of the college.

The committee will consult with the College Librarian, the Director of Academic Research and Planning, the Associate Deans of the Faculties, and Department Chairs, Director of Government and Foundation Relations, the Director of International and Off-campus Studies, and others on issues directly related to their areas of responsibility.

- a) ~~Responsibilities include:~~

- ~~(i) To consider the relations among the various parts of the curriculum (e.g., general education, majors, electives, and off-campus study) with special attention to their coherence, balance, and suitability to the mission of the college.~~
- ~~(ii) To facilitate communication among the three major curriculum committees of the college.~~

~~(iii) To consider information from the Office of Academic Research and Planning and other sources that might suggest improvements to achieve better balance among the major parts of the curriculum, greater coherence of the parts, or better service to the mission of the college.~~

~~(iv) To make recommendations to the faculty, to college committees, or to the administration concerning the items above.~~

~~b) Personnel~~

~~(i) The Chair of the Curriculum and Educational Policies Committee, Convener~~

e) The Chair of the Permanent Subcommittees: Each of the elected faculty members, other than the Chair, shall be a member of at least one permanent subcommittee of the Curriculum Committee. The Director of Academic Research and Planning shall be an *ex-officio* member of the Policy and Planning subcommittee. The Director of International and Off-campus Studies shall be an *ex-officio* member of the Off-campus Courses subcommittee.

(i) **On-campus Courses Subcommittee:**
Responsibilities: To review all new on-campus courses and all courses seeking General Education Committee credit, then make recommendations to the full committee.

~~(iii) The Chair of the International and Domestic Off-Campus Studies Committee~~

~~(iv) The Dean of the College or the Dean's designate~~

(ii) **Off-campus Courses Subcommittee:**
Responsibilities: To review and make recommendations to the full committee regarding the College's international and off-campus program (in consultation with the director of IOS). These responsibilities include:

A. Recommending probationary approval for first-time offerings of off-campus courses and programs

B. Recommending approval during off-campus courses and programs in their second year.

C. To periodically review all off-campus courses and programs.

(iii) **Policy and Planning Subcommittee:**
Responsibilities: To review and make recommendations to the faculty regarding college policies in areas such as assessment, transfer credit, catalog issues, calendars, etc.; to initiate discussions regarding policies that affect the curricular integrity of the College; to review evidence of student learning in relation to educational policy and curriculum planning.

- (vii) The annual report of the Committee to the Review and Planning Committee shall provide only the information described herein for each petition and only after all steps of the procedures are completed.
 - A. For each grievance petition received, the report shall first state whether the grievance merited investigation. For those grievances that merited investigation, the report shall state (1) whether hearings were held, (2) if a resolution resulted during or at the conclusion of its hearing, and (3) whether the committee issued its findings of fact and attendant recommendations.
 - B. For each appeal petition received, the report shall first state whether the appellant established a *prima facie* case of improper and/or inadequate consideration. For those appeals where a *prima facie* was established, the report shall state (1) whether a report of findings was made and, if not, the reason why a report was not made, and (2) whether the committee found either improper or inadequate consideration. If improper or inadequate consideration was found, the report shall state (3) at what points in the decision process it occurred, and (4) whether the decision was reversed or if some or all of the applicable procedures were reviewed or repeated.

e) Terms of Office, Nominations, and Elections:

- (i) The term of office is three (3) years. The terms shall be staggered
- (ii) When it is necessary to fill a position on or replace permanently a member of the committee, the Nominating Committee shall present the names of two candidates for election by the faculty. Additional nominations shall be allowed providing that the nominees meet the requirements in (c), above. The term of the replacement shall be the remainder of the unexpired term.

~~9.—General Education Committee~~

~~a) The general purpose of this committee is to supervise the General Education components of the college's curriculum.~~

~~b) Responsibilities:~~

- ~~(i) The committee will develop and periodically review the descriptions and guidelines for each of the General Education requirements, and it will bring any changes in these descriptions and guidelines to the faculty for its approval.~~
- ~~(ii) It will oversee administrative policy and practice in the various General Education components will bring to the faculty for its approval any proposed changes in policy or practice.~~

~~(iii) It will monitor General Education courses.~~

~~(iv) It will review according to the guidelines all courses that are proposed for General Education credit and, where appropriate, in collaboration with CEPC or IDOCS, it will bring such courses to the faculty for its approval.~~

~~e) Personnel~~

~~(i) Five faculty members elected by the faculty as a whole from five slates of two candidates nominated by each of the five Faculties. Chosen for the purpose of providing balance to the committee, nominees will ordinarily be tenured members of the faculty. Untenured faculty may be nominated, provided that they are on tenure-track appointments and have completed at least two years of service at the college.~~

~~(ii) The Associate Dean for Interdisciplinary and General Studies (non-voting)~~

~~(iii) Two students (one with voice but not voting).~~

~~d) The term of office for voting members shall be three years. The terms shall be staggered. The term of a replacement shall continue for the remainder of the unexpired term.~~

~~e) From among the representatives of the five Faculties the Committee shall elect a Chair who shall provide leadership for the Committee in the implementation of the General Education curriculum. The Associate Dean for Interdisciplinary and General Studies shall provide assistance to the Chair in ensuring that course proposals are adequately prepared for consideration by the Committee, in maintaining proper records, and in sustaining appropriate liaison to relevant faculty committees and the Associate Deans of the Faculties.~~

4. Nominating Committee

a) General purpose is to serve as the faculty nominating committee.

b) Responsibilities include:

(i) To serve as the nominating committee for:

- A. Elected faculty committees
- B. Faculty Observer to the Board of Regents
- C. Regents-Faculty Conference Committee
- D. Honor Council Observer
- E. Faculty Athletic Representative
- F. Secretary of the Faculty
- G. Parliamentarian

(ii) To select hearing committees as specified under Dismissal Proceedings (Section 4.XVIII).

- (iv) Treasurer
- (v) Two students (the second with voice but not vote)
- d) The term of office for faculty representatives elected at large shall be for three years. The terms shall be staggered.

6. **Student Life Committee**

- a) **Purpose:** To examine current policies and programs related to student life. To debate issues that are brought to its attention, and, when necessary, make recommendations to all appropriate parties. The Student Life Committee is concerned with the quality of the learning and living environment at St. Olaf College; its primary function is advisory.
- b) **Responsibilities include:**
 - (i) **Academic and Personal Integrity:** The committee shall review the College's policies regarding academic and personal integrity both in and out of the classroom. It shall constitute, from its own membership, an Appeals Board consisting of three faculty members, one student, and the Dean of Students, to address student disciplinary proceedings in accordance with the processes established in the [then current--is this needed?] student handbook. The Appeals Board shall have appellate jurisdiction over cases appealed by defendants from Honor Council cases and administrative hearings, and may also hear appeals from defendants who have exhausted other avenues of appeal.
 - (ii) **Residence Life Policies:** The committee shall review the regulations, procedures, and goals of the College's residence life program. It shall discuss grievances and requests pertaining to the conduct of students both on and off campus.
 - (iii) **Co-curricular Programs and Activities:** The committee shall review current and proposed co-curricular programs and activities in relationship to the purposes of the College. Co-curricular programs and activities include, but are not limited to, recognized student organizations, recreation and intramurals, student media, student performances, music organizations, and athletics. Review athletic schedules and present them to the faculty for approval.
 - (iv) **Campus Climate:** The committee shall review and encourage programs and activities that foster welcoming and inclusive College community and shall promote initiatives in this area.
 - (v) **Enrollment:** The committee shall consider the implications of financial aid, outreach, admissions, and retention for the academic program and the College community. It shall review the orientation program for first-year students.

- (vi) Support Services: The committee shall review the academic advising program and college-wide student support services (e.g., those provided by the Academic Support Center, the Counseling Center, International Student Services, and Student Support Services).
 - (vii) Dean of Students: The committee shall serve as an advisory body to the Dean of Students.
- c) Personnel
- (i) Five faculty representatives, one from each of the Faculties, elected by the faculty as a whole
 - (ii) Five student representatives selected through a process outlined in the Student Government Association Bylaws
 - (iii) The Dean of Students, or a designated representative
 - (iv) The Dean of Community Life and Diversity, or a designated representative
 - (v) The Vice President and Dean of Enrollment, or a designated representative.
 - (vi) The faculty representatives serve three-year, staggered terms. The student representatives serve one-year terms.
 - (vii) The committee is chaired by one of its faculty representatives. The Chair must be tenured and may not serve as Chair for more than two years per term.

7. Tenure and Promotion Committee

- a) General purpose is to recommend action to the Dean of the College on promotion and tenure.
- b) Responsibilities include:
 - (i) To review annually candidates for promotion and tenure and to recommend action to the Dean of the College.
 - (ii) To recommend policy on promotion and tenure to the Review and Planning Committee.
- c) Personnel: Five tenured faculty of the rank of professor or associate professor, one from each of the Faculties, and elected by the faculty according to the procedures in (d) below.
- d) Terms of office and elections:
 - (i) The term of office is three years. The terms shall be staggered.
 - (ii) When it is necessary to fill a position or replace a member on the committee, the Faculty represented by that member shall present the names of two candidates for election by the faculty. No additional nominations shall be permitted from the floor. The term of a replacement shall continue for the remainder of the unexpired term.

- (iii) No member of the committee may also be a candidate for promotion.
- (iv) No member of the committee may also be an Associate Dean.
- (v) Members of the committee shall be exempt from all other committee work.

13.—International and Domestic Off-Campus Studies Committee

- a) ~~The general purpose of this committee is to consider, review, and promote courses, plans, and policies relating to international and domestic off-campus academic programs.~~
- b) ~~Responsibilities include:~~
 - (i) ~~To grant probationary approval for first-time offerings of off-campus courses and programs (both domestic and international) courses. Approval of these courses will signify approval of all relevant additional requirements prior to the committee's approval:~~
 - A. ~~Department or program major credit~~
 - B. ~~General Education credit~~
 - C. ~~Cross-Cultural credit~~
 - D. ~~Area Studies credit~~
 - (ii) ~~To review, evaluate, and recommend off-campus non-interim courses and programs (both domestic and international) to the faculty for final approval during the second year of operation.~~
 - (iii) ~~To review, evaluate, and recommend off-campus, field-supervisor courses to the faculty for approval.~~
 - (iv) ~~To act on behalf of the faculty in approving as on-going off-campus interim courses (both domestic and international) those offered for the second time (within three years of the first offering).~~
 - (v) ~~To advise on administrative policies and procedures for courses and programs administered by the International and Domestic Off-Campus Studies Office.~~
 - (vi) ~~To promote a global perspective through:~~
 - A. ~~encouraging scholarship and expertise supporting international and off-campus study;~~
 - B. ~~nurturing effective relationships between on-campus and off-campus study;~~
 - C. ~~fostering ties with other academic institutions which support international and off-campus study;~~
 - D. ~~advising on continuing education and alumni programs that further the aims of international and off-campus study;~~

~~E.—aiding the promotion of international career opportunities.~~

~~F.—supporting recruitment, admissions, and integration of international students and scholars on campus.~~

~~e) Personnel~~

~~(i) Five faculty representatives, one elected by each of the Faculties.~~

~~(ii) The Dean or Dean's designate.~~

~~(iii) The Director of International and Off-Campus Studies.~~

~~(iv) Two students who have had international and/or other off-campus experience (the second with voice but not vote).~~

~~d) Term of office: The term of office of the faculty representatives shall be three years. The terms shall be staggered.~~

8. ~~The four major committees, RPC, CEPC, GEC, and International and Off-Campus Studies Committee, — Review and Planning, Curriculum, and Student Life — shall keep the faculty informed of those decisions not otherwise brought to the faculty. If any faculty member wishes these decisions to be voted on by the faculty, that person should move at one faculty meeting to put the issue on the agenda. If this motion passes, the matter would be placed on the agenda for the following faculty meeting and discussed and voted on at that time.~~

9. **Faculty Offices**

a) Secretary to the Faculty

The faculty shall elect a secretary from among its franchised members. The term of office shall be one year.

b) Parliamentarian

The faculty shall elect a Parliamentarian from among its franchised members. The term of office shall be one year.

c) Faculty Athletic Representative

The faculty shall elect an Athletic Representative from among nominees who hold faculty status but who are not members of the athletic staff or the physical education department. The term of office shall be six years.

The Faculty Athletic Representative assists the President as an advisor on athletic matters, certifies the academic eligibility of athletes, and serves as an *ex officio* member of the Athletic Committee.

d) Honor Council Adviser

The faculty shall elect an Honor Council Adviser for a three-year term in office. See the *Faculty Handbook* for additional details.

I. Remuneration

On the recommendation of the faculty Hearing Committee or the President, the Board of Regents, in determining what, if any, payments will be made to the faculty member beyond the effective date of dismissal, shall take into account the length and quality of service of the faculty member.

XIX. Institutional Sanction

- A. Sanctions short of dismissal (e.g., loss of prospective benefits, major fines, reduction in salary, suspension from service) may be effected by the institution only in cases of demonstrated irresponsibility or professional misconduct.
- B. If a sanction short of dismissal is contested, the faculty member affected may seek redress through the Grievance Procedure.

XX. Termination Procedures

- A. Termination of a tenured appointment, or of a non-tenured appointment before the end of the specified term, may be effected by the institution only for adequate cause. Adequate cause for termination of service of a faculty member shall be
 - (1) demonstrably *bona fide* financial exigency as declared by the Board of Regents,
 - (2) discontinuance of a department for reasons other than financial exigency, or
 - (3) demonstrable medical disability.
 - 1. Demonstrably *bona fide* financial exigency as declared by the Board of Regents: If the Board of Regents declares a financial exigency, the following steps shall be taken before any adjustments in faculty are made:
 - a) The President and the Dean of the College, following the Board's notice of financial exigency, shall present data relevant to the exigency at a meeting of the faculty. The faculty may request the Board to make available a report of the results of an outside consultant who has examined the claim of exigency.
 - b) The President and the Dean of the College shall bring to the campus outside colleagues to assist the college in planning necessary changes in the program of the college.
 - c) Adjustments required in each department shall be prepared by the President and the Dean of the College and reviewed by both the Curriculum ~~and Educational Policies~~ Committee and the Review and Planning Committee.
 - d) Following these reviews, the President and the Dean of the College shall prepare a general plan to adjust the staff, indicating the number of needed changes in the different areas of the college. Final approval of this plan must be made by the Board of Regents.
 - 2. Discontinuance of a department for reasons other than financial exigency. In such cases, guidelines in Section 3.VII shall be followed.