

## **Faculty Meeting**

## Attachment I

### F. FACULTY GOVERNANCE STRUCTURE

#### 1. THE SERVICE CYCLE

Skidmore faculty is expected to participate in the faculty governance committees whose functions are the ultimate responsibility of the faculty (tenure, promotion, curriculum, academic standards, and academic freedom). These committees of the faculty are currently listed in Two, Section II F 1-16. The Service Cycle establishes a rotation structure primarily for service on these committees and on PPE for all-college committees, ad hoc committees, working groups, task forces, or student government committees, the Faculty Executive Committee appoint faculty from the ad hoc pool according to preference. The ad hoc pool is constituted by faculty who are in their service cycle but not serving on a committee and by junior faculty in their second or third year.

The cycle establishes a college-wide seven-year cycle for faculty governance service. Faculty will rotate in and out of service based on a service cycle that reflects their individual sabbatical cycles: three years in, four years out. Faculty member can choose any three consecutive years of his/her sabbatical cycle (e.g. to years 1-2-3-4 or 3-4-5 or 4-5-6). This gives maximum freedom to the faculty in determining the time of their service while maintaining a key advantage of the continuity of service on our core committees.

One year of faculty governance committee service will be expected from untenured tenure-track faculty in either their second or third year. For untenured tenure-track faculty may serve on ad hoc committees, task forces, or working groups, or as replacements for short-term cover vacancies. This experience will introduce the faculty committee work will provide an opportunity to forge relationships with new colleagues. Junior faculty will then come up for their first full three-year service cycle in 5-6-7 or 6-7-8 or 7-8-9 or 8-9-10.

## 2. FACULTY GOVERNANCE COMMITTEES

### a. FACULTY EXECUTIVE COMMITTEE (FEC) — Elected

Function: To act as the primary conduit of information and ideas into and out of the Faculty concerning all-College issues and policies; to oversee faculty governance and faculty participation in all-College governance; and to act as Faculty Observers of the Board of Trustees.

FEC fosters communication within the Faculty, and reports to the Faculty Meeting and organization of other faculty discussion meetings and forums, all-College issues and policies. The Chair of FEC shall sit on IPPC in order to strengthen communication between the two committees. FEC, together with IPPC, is responsible for the proper constitution of all-College committees and subcommittees.

FEC is responsible for coordinating faculty committee work and for furthering democratic representation and committee efficiency. It is responsible for ensuring the proper constitution of faculty committees; solicits nominations for, conducts searches for, and makes appointments to faculty and all-College committees; its procedures regarding faculty appointments to search committees for administrative positions; and it maintains a list of all faculty members on all committees. In addition, FEC reviews operating codes of all faculty committees and maintains files of committee reports, and FEC is responsible for ensuring that the text of the Faculty Handbook appears and remains precisely as approved by the Faculty.

FEC convenes the Committee of Committees (composed of faculty members of FEC, IPPC, CAPT, CAFR, CEPP, Curriculum Committee, FDC, and any current ad hoc committees whose presence FEC believes would be helpful to the Committee) twice a year to assess the interactions among member committees and between them and the Administration, and to discuss ongoing issues and any problems in committee operations. The FF required to inform the Faculty at large of the issues raised by the Committee of Committees.

Finally, FEC observes the on-campus meetings of the Board of Trustees, at the invitation of the Board, and reports its observations in writing to the Faculty. (In addition, CAPT, CAFR, and the Chair of CEPP meet annually with the Academic Affairs Committee of the Board of Trustees.)

Membership: Five members of the Faculty (one from each of the five divisions)

trustee-faculty committee is held during each year. Revisions to some parts of Part One (Faculty Rights and Responsibilities) Faculty Handbook are reviewed by CAPT for its recommendations prior to a faculty vote.

Membership: Six faculty members with tenure from each different department chosen from the ranks of Professor and Associate Professor, none is on the Tenure Review Board, CAFR or FAB, elected to serve three-year terms. No CAPT may not participate in the tenure or promotion cases of candidates in their own departments; replacements for such cases selected from recent members of CAPT Tenure Review Board (or its predecessor, the CAPT Review Committee). The first eligible faculty member will be chosen from a list beginning with the most recent past members of groups (eligible replacements must have reviewed at least one case).

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided the service does not exceed one calendar year.

#### c. COMMITTEE ON EDUCATIONAL POLICIES AND PLANNING (CEPP) — Elected

Function: To recommend to the Faculty and Administration short- and long-range educational plans for the College and to assist in clarifying, growing and changing major policies and educational procedures. To evaluate Skidmore's present practices and goals. The Chair of CEPP shall sit on IPPC. CEPP meets annually, and whenever necessary in the pursuit of its functions, with the appropriate faculty committee and appropriate committee of the Board of Trustees.

Membership: Six faculty members, two of whom must be tenured, each from a different department, elected to serve three-year terms; the Dean of Faculty/Vice President for Academic Affairs or his/her designated representative; the Dean of Student Affairs/Vice President for Student Affairs or his/her designated representative; and two students elected by SGA. CEPP may appoint such subcommittees from among its members or the College community as it deems helpful to facilitate its work.

#### d. COMMITTEE ON ACADEMIC FREEDOM AND RIGHTS (CAFR) — Elected

Function: To serve as guardian of the academic freedom and rights of all members of the academic community; to receive inquiries and complaints concerning academic freedom and rights and to consider formal charges of violations of academic freedom and rights from any faculty member, student, administrator, trustee or CAPT; to advise and make appropriate recommendations to the President. The Operating Procedures of CAFR are available to any member of the Committee. CAFR meets annually, whenever necessary in the pursuit of its functions, with the appropriate committee of the Board of Trustees. Revisions to Part One of the Faculty Handbook, Articles I-XI, XIV-XVI, and XVIII are reviewed by CAFR for its recommendations prior to a faculty vote.

Membership: Five members of the Faculty, ~~who are~~ ~~on~~ CAPT, ~~the~~ Tenure Review Board, CAS, or FAB, at least two of whom are untenured at the time of their election and two tenured, each to serve a three-year term and each from a different department; and no more than six students, selected by SGA.

A member who has served a full three-year term is eligible for re-election after being out of office for two years; members who complete an interim term serve an interim term in place of a regularly elected member on leave are immediately eligible for re-election provided their service did not exceed one calendar year.

e. CURRICULUM COMMITTEE — Elected

Function: To act for the Faculty in reviewing curricular matters including those which implement educational policy concerning college requirements; to make recommendations concerning immediate and long-range curricular matters; to make recommendations to the Faculty concerning other curricular matters brought by faculty, students, and the Administration.

Membership: Six faculty members, each from a different department, at least two of whom are tenured, elected to serve three-year terms; the Dean of the Faculty/Vice President for Academic Affairs or his/her designated representative; and two students selected by SGA. Non-voting members of the committee are the Registrar and the Associate Dean of Faculty for Academic Policy and Advising.

f. FACULTY DEVELOPMENT COMMITTEE (FDC) — Elected

Function: To advise the Dean of the Faculty/Vice President for Academic Affairs on faculty development policies; to initiate ideas for faculty growth and improvement, including programs to support both scholarly and professional activities and improvement of teaching; to allocate such research funds as the Dean of the Faculty/Vice President for Academic Affairs shall designate for committee decision; to represent the Faculty in award of pre-tenure paid research and sabbatical leaves and to make recommendations on such leaves to the Dean of the Faculty/Vice President for Academic Affairs; and to set the annual Edwin Moseley Faculty Research

Membership: Three tenured faculty members, each to serve a three-year term, at least one of whom has previously served on CAPT. All members of the Board must have been tenured for at least two years. No two members may be from the same department. Faculty currently serving on CAPT, CAFR or FAB are not eligible. No member of the Tenure Review Board may sit for the review of a candidate in his/her department. FEC will provide replacements for such reviews as needed.

#### h. TENURE APPEAL COMMITTEE

Function: To review a negative tenure recommendation and the request of the Tenure Review Board.

Membership: The six members of CAPT plus the members of the Tenure Review Board. No member of the Tenure Appeal Committee may sit for the review of a candidate in his/her department. FEC will provide replacements for such reviews as needed.

#### i. PERICLEAN HONORS FORUM COUNCIL- Elected

Function: The ongoing responsibilities of the Periclean Honors Forum Council include reviewing applications for membership and inducting new members, monitoring the eligibility standards for current members, planning and sponsoring significant co-curricular events, developing a sufficient number of courses and co-curricular events for inclusion among the "honors" resources, communicating with the wider community of students and faculty regarding Forum opportunities and the achievements of honor (or) students, and assessing the effectiveness of the Periclean Honors Forum in achieving its goals. The Periclean Honors Forum Council will constitute the Periclean Scholar Awards Sub-Committee as follows: two students, one faculty member chosen from among the Periclean Honors Forum Council members, and three faculty members chosen in consultation between the Periclean Honors Forum Council and FEC. The four faculty members of the Periclean Scholar Awards Committee shall elect a Chair from their membership.

Membership: Four faculty, three elected for one year terms and one who chairs the Council and serves as Director of the Periclean Honors Forum for a four-year term; the Associate Dean of Student Affairs and Director of Campus Life; the Director of First-Year Experience; and three students appointed from members of the Forum.

#### j. MASTER OF ARTS IN LIBERAL STUDIES COMMITTEE (MALSC) — Elected

Function: To participate in all aspects of the Master of Arts in Liberal Studies (MALS) Program by determining academic policies and procedures, admitting and dismissing students, approving core seminars, approving degree plans and project proposals, making recommendations for degrees, and recommending faculty selection. In addition, the committee shall advise on all matters of administrative policy and to assist in the further direction of the program.

Membership: Four faculty members, each representing one of the four Divisions of Disciplines (see Part Two, preamble) elected to serve one-year terms, and one library faculty member,

appointed in consultation with the Director of the MALS Program and the College Librarian, to serve a three-year term; the Dean of Students, the Dean of the Faculty/Vice President for Academic Affairs or his/her designee; and the Director and Academic Advisor of the MALS Program.

#### k. ATHLETIC COUNCIL — Elected

Function: To provide oversight and support for the athletic, fitness, physical activity, and recreation programs on campus; to advise the Dean of Students and Vice President for Student Affairs in articulating and espousing the vision for, fitness and recreation at Skidmore and to recommend policies regarding these programs in conjunction with the President, the Dean of Students and Vice President for Student Affairs, the Dean of the Faculty/Vice President for Academic Affairs, the Athletic Director, the Student Athletic Advisory Committee (SAAC), and Advancement to assure productive links between athletic and academic programs; to evaluate the teaching of physical activity and to review the physical activity program; and to assist in other matters relating to athletics, fitness, physical activity, and recreation, as may be brought to the Council's attention by the Athletic Director or by any other member or group of the College community.

Membership: Three faculty members, each from a different department, elected to serve three year terms; two students, one selected by SGA and one representative from SAAC; the Dean of the Faculty/Vice President for Academic Affairs or his/her designee; the Dean of Students and Vice President for Student Affairs or his/her designee; the National Collegiate Athletic Association Faculty Athletics Representative ex-officio; the Senior Woman Administrator (non-voting); and the Athletic Director (non-voting).

#### l. COMMITTEE ON ACADEMIC STANDING (CAS) — Appointed

Function: To formulate and administer policy relating to the academic status of students including matters concerning probation, honors requirements for graduation, acceleration, and leave of absence; to determine the academic status of each student on the basis of the record, reports of instructors, the opinion of the faculty in the major and any other relevant data; and to give any instructions and advice which are necessary or advisable.

Membership: Three faculty members, at least one and none of whom may be a member of CAFR, appointed to serve three-year terms by the Dean of the Faculty for Academic Policy and Advising and/or his/her designated representative, the Registrar and his/her designated representative, and two students elected by SGA to be appointed each year to serve a one-year term. Additional staff may join the meetings of the Chair, the Associate Dean of the Faculty for Academic Policy and Advising, the Registrar, or Off-Campus Study and Exchanges. This expanded participation in CAS meetings can occur only with the consent of the regular CAS membership. Those voting on CAS are the three faculty members, the Associate Dean of the Faculty for Academic Policy and Advising or his/her designee, the Registrar and his/her designee, and the two students.

m. FACULTY ADVISORY BOARD (FAB) – Elected and Appointed

Function: To provide a pool of faculty peers to staff an Advisory Panel (AP, see 15 below), which is convened in the formal investigation of a discrimination or harassment charge made against a member of the Faculty; or to staff a Grievance Panel (GP, see 16 below), which is convened (i) when a member of the Faculty pleads disciplinary actions, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct or (ii) when the Associate Dean of the Faculty for Personnel Development and Diversity believes dismissal of a member of the Faculty is warranted, based upon charges of professional incompetence, neglect of duties, professional misconduct, or personal misconduct

Membership: Eight members of the Faculty, six of whom must be tenured and two of whom may be untenured at the time of appointment, serving overlapping three-year terms. These members will be appointed by FEC in consultation with the Dean of the Faculty/Vice President for Academic Affairs, and the Human Resources in matters of discrimination, harassment, and disciplinary proceedings. Appointments will be based on an initial willingness-to-serve pool, the vote of the faculty, and when necessary, the need for appointing a representative FAB. Members of FAB may not serve concurrently on CAA, or TRB. FAB will select its chair from its membership.

n. ADVISORY PANEL (AP) – Appointed

Function: To provide the Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD) with advice, suggestions, and comments during the formal investigation of a discrimination or harassment charge made against a member of the Faculty; to participate, with the guidance of the ADEWD, in interviews of complainant, respondent, and relevant witnesses (or in lieu of participation to all documents pertaining to the charge, if the complainant or the respondent so requests and both parties agree); to review the ADEWD's report and to ensure that the members of the AP are represented; to uphold the strictest standards of confidentiality during and after an investigation. (See further Part Six, Article VII, Sections D, E, and F.)

Membership: Two members of the Faculty Advisory Board (FAB, see above) selected by the ADEWD, and subject to the following restrictions. A faculty member



o. GRIEVANCE PANEL (GP) - Appointed

Function: To provide a panel of peers to hear appeals brought by members of the Faculty regarding disciplinary sanctions involving professional incompetence, neglect of duties, professional misconduct, or personal misconduct; to consider cases involving dismissal of members of the Faculty, based on charges involving professional incompetence, neglect of duties, professional misconduct, or personal misconduct; and to uphold th