

# **COLLEGE OF LIBERAL ARTS FACULTY HANDBOOK**

## **SECTION 3 FACULTY GOVERNANCE**

### **3.1 ARTICLES OF GOVERNANCE OF THE COLLEGE OF LIBERAL ARTS FACULTY**

#### **Article III - Academic Council**

Responsibilities - It shall be the responsibility of the Academic Council to:

A. Provide academic leadership in the College through cooperation with the Administration, Students, and Faculty.

B. Make recommendations to the College of Liberal Arts faculty for their deliberation and action with respect to:

1. Academic standards and policies for the admission, retention, and graduation of students.

2. Academic policies and programs necessary to achieve the educational aims of the University.

3. Curricula and methods of instruction necessary to implement academic policies and programs.

4. General policy and regulations for the conduct of intercollegiate athletics and other formalized intercollegiate activities.

5. University policies regarding student privacy and student records - see the complete text of the Education Records Policy in Section 8.4, APPENDIX.

C. Constitute its voting members as the Faculty Positions Committee, with the Dean of the College of Liberal Arts as chair, to make recommendations to the Administration on all vacant faculty positions and on requests for additional positions in the College of Liberal Arts.

D. Assume any additional responsibilities or duties delegated to it by the College of Liberal Arts faculty.

Composition - The Academic Council shall consist of nine (9) members:

A. Six (6) faculty members elected by constituency areas according to the procedures of Article V - five (5) members elected to two (2) year staggered terms, and a Chair

elected separately for a two (2) year term. The Chair must be someone who has already served on the Academic Council.

B. The Dean of the College of Liberal Arts who shall have no vote.

C. Two (2) undergraduate students selected by a means determined by student government.

The Council shall elect its Vice Chair from among its own members.

Operating Procedures - To facilitate its work, the Academic Council shall establish the following standing committees and assign appropriate responsibilities to each: Academic Programs Committee, Off-Campus Study Committee. Prior to the end of each academic year, standing committees will be reconstituted for the upcoming academic year. The Council may also establish ad hoc committees, as appropriate, to discharge special responsibilities of a short term duration.

Standing committees shall consist of (1) faculty members appointed by the Chair of the Council after consultation with the Council; (2) student members selected by a means determined by student government; and (3) administrators designated by the President of the University. Ad hoc committee membership should be appropriate to the committee charge and should give adequate representation to faculty, student, and administration interests.

It shall be the function of Council committees to study proposals and report their findings, conclusions, and recommendations to the Academic Council. The Academic Council shall submit its recommendation to the Faculty for deliberation and action.

The Positions Committee will review requests for replacement and expansion faculty positions each fall. The CLA faculty have two ways of recommending new and replacement tenure-track positions. The first and most common is to request authorization for a national search open to all qualified applicants. A department or program initiates this process by applying to the Dean and the Positions Committee during the regular fall positions review.

An alternative way to request authorization is through the uncommon vehicle of an Opportunity Hire, which may be initiated at any time during the academic year. Such a hire may be made only when the College 1) identifies a candidate uniquely qualified to contribute to the strategic interests of the institution, and 2) determines that securing the candidate would likely be jeopardized by delaying the hire until the completion of a national search. An Opportunity Hire shall be made subject to existing salary and tenure policies and shall not be used as a way to increase the size of a department over the long term.

An Opportunity Hire shall be proposed by a department to the Positions Committee, which assesses the merits of adding the position. The proposal and the Committee's

recommendation shall be forwarded to the Faculty Council, which judges the merits of this particular candidate and his/her potential for long-term success. The proposal and both recommendations shall then be forwarded to the Dean and the President, who decide whether or not to authorize the hire based on the recommendations received, on their review of the candidate, and on available funding.