

## CHAPTER THREE

### COMMITTEES

#### I. General Considerations

##### A. Guiding Principles

1. Dickinson College is a community. A decision affecting some members affects, *to varying degrees*, all members.
2. Those affected by decisions should have a say in formulating and implementing them. It is important that diverse perspectives be adequately represented in the various decision-making bodies. But adequacy does not necessarily imply parity.
3. Those with competence in particular areas should have a say in formulating and implementing decisions relating to those areas. The members of the college community have differing needs, differing talents, differing responsibilities. These differences should be respected and used for the common good. The members of the community are interdependent, but their roles are not interchangeable.
4. Government in the college community should be representative. For the process of decision-making to be effective, some must act on behalf of all. But those who make decisions should be responsive to the interests of the rest through procedures of accountability and distributed responsibility.

##### B. System of Committees

1. There are two kinds of elected committees: All-College committees and Faculty committees. All-College committees draw their membership from faculty, administrators, and students; the other committees are composed of faculty only. In addition, commissions or committees appointed by the President of the College, and ad hoc committees created by vote of the Faculty Meeting or by the President, are formed from time to time for specific purposes. The membership of these special groups usually includes faculty, administrators, and students; it may also involve service support persons, parents, alumni, or trustees.
2. The chair of each committee is elected annually by the committee.
3. Committees have the power to create subcommittees as they deem necessary. Subcommittees are normally chaired and staffed by members of the parent committee. Members who agree to serve on a subcommittee do so voluntarily and apart from their normal obligations for committee service.
4. The President of the College is a member *ex officio* without vote on each of the All-College committees.
5. At the first Faculty Meeting of the academic year, the Provost and Dean of the College will provide an overview of the work of the committees during the prior year and the major agenda items for the upcoming year. The individual committees should thereafter report regularly about decisions or recommendations they have made that do not require Faculty Meeting action.

6. All-College committees shall regularly report to the Faculty Meeting regarding their agendas, and shall give timely reports or hold open hearings concerning their deliberations on specific issues.
  7. Changes in the non-voting membership of committees will be reported to the Faculty Meeting by the affected committee following approval by the All-College Committee on Planning and Budget, and will be reflected in the Academic Handbook.
- C. For purposes of representation on committees, the following division into groups shall be made:
- Group 1. Faculty from: Art and Art History, Classical Studies, Creative Writing, English, French and Francophone, German, Italian and Italian Studies, Music, Philosophy, Religion, Russian, Spanish and Portuguese, and Theatre and Dance<sup>1</sup>.
  - Group 2. Faculty from: Africana Studies, American Studies, Anthropology, East Asian Studies, Economics, Educational Studies, History, International Studies, International Business and Management, Political Science, Sociology, and Women's, Gender and Sexuality Studies.
  - Group 3. Faculty from: Biology, Chemistry, Earth Sciences, Environmental Studies, Mathematics and Computer Science, Physics and Astronomy and Psychology.
- D. Eligibility for committee service
1. Faculty members will not serve on an All-College or Faculty committee, on a commission, or as part of a judicial body during their first year at Dickinson.
  2. Faculty members who have not completed the highest degree in their field are exempt from nomination. Untenured faculty members who have completed the highest degree are eligible for election or appointment to committees (except the Faculty Personnel Committee), judicial bodies, and commissions, but they may not serve as chair.
  3. No faculty member shall be required to sit simultaneously on more than one All-College committee or Faculty committee. No faculty member shall be required to sit simultaneously on more than one judicial body.
  4. A faculty member shall be exempt from committee service while serving as: a) chair of a presidential Commission (e.g., President's Commission for Women and the President's Commission on Diversity), b) chair of the Institutional Biosafety Committee (one-year exemption only), the Institutional Review Board, or the Institutional Animal Care and Use Committee, or c) Secretary of the Faculty. A faculty member on sabbatical, whether for a semester or a year, is exempt from serving on a committee or judicial body for that year. Other exceptional non-teaching responsibilities will be considered by the Provost and the Faculty Personnel

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<sup>1</sup> The Department of Dramatic Arts was renamed the Department of Theatre and Dance at the 6 October 1997 Faculty Meeting.

Committee on a case-by-case basis as grounds for exemption.

5. Depending on the pool of available faculty and the divisional and/or departmental representation requirements, the Nominating Committee will endeavor to avoid nominating faculty members to committee service for any of the following factors, given here in order of decreasing bearing: a) serving as chair of an academic department or program, b) recent all-college or faculty committee service, c) recent service in any of the capacities listed in 4 above, or d) serving on (but not chairing) a presidential commission.
6. Normally all committee terms are for three academic years. When a faculty member is elected to fill a mid-term vacancy, the academic year in which the replacement begins to serve counts as the first year of the three-year term.

#### E. Nominations

1. The Nominating Committee is composed of three persons:<sup>2</sup>
  - a) A faculty representative from the Faculty Personnel Committee.
  - b) Two former members of the Faculty Personnel Committee, chosen by FPC, who have recently finished their terms of service and are not on sabbatical or leave. Selection must produce representation of all three divisions of the faculty.
2. The Nominating Committee shall:
  - a) Prepare a slate of two nominees for each elective vacancy on the committees, having determined what vacancies exist and who is eligible for election.
  - b) Report its nominations to the Faculty Meeting two weeks in advance of the meeting at which the election is to take place.
  - c) Provide voting members of the Faculty Meeting with a list indicating those eligible for election to the respective vacancies and those who have received an exemption.
  - d) Ensure that nominations are provided to the President for appointments to non-elected commissions and committees.
3. At the time of the election, further nominations will be entertained from the floor.
4. The order of election shall be as follows:
  - a) Election to standing committees, posts, and boards shall occur at the April and May Faculty Meetings. The Nominating Committee, at its discretion, shall determine which elections occur in April and which in May, and whether in either month there will be one round of balloting or more than one. In every case, nominations from the floor are possible prior to each round.

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<sup>2</sup> Approved at 5 February 2007 Faculty Meeting.

- b) Election to the Appeals Committee shall occur at the May Faculty Meeting after all other elections have been completed.
  - c) Appointments to non-elected committees and commissions shall take place by the first week of classes in the subsequent fall semester.
5. No two faculty from the same department may be elected to the same committee.
  6. Elections to fill vacancies occurring during the course of an academic year shall be a part of the order of business at any regular Faculty Meeting provided that the nominations are circulated at least a full week in advance.
  7. Elections shall proceed by written ballot as required in the Faculty Meeting By-Laws.
    - a) Faculty positions are elected by vote of all full-time faculty.
    - b) The Student Senate shall elect the student members of the All-College committees. It is also solely responsible for determining the length of their terms of office.
    - c) Administrative members of the All-College committees are appointed by virtue of office.
    - d) Hourly staff members serving on the All-College Committee on Planning and Budget will be nominated from among the President's Staff Forum and will serve staggered two-year terms.<sup>3</sup>

## II. All-College Committees

### A. All-College Committee on Planning and Budget

#### 1. Function:

- a) It shall advise the President of the College on major issues of institutional policy and planning.
- b) It shall regularly monitor and make recommendations on all policies and programs affecting the generation and application of the College's financial resources. It shall examine incomes and expenditures experienced in past budgets and make recommendations for projected budgets.
- c) It shall communicate regularly with other committees of the College, and especially with the Faculty Meeting, as well as with the various campus constituencies, informing itself regarding their concerns and informing them with respect to the topics it is exploring and the recommendations it is formulating.

#### 2. Composition:

3 faculty: one from each group

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<sup>3</sup> Approved at 7 April 2008 Faculty Meeting.

2 faculty: at-large<sup>4</sup>  
2 students: two elected students  
Student Senate President, without vote  
Provost and Dean of the College\*  
Vice President and Dean of Student Life\*  
Vice President & Chief Information Officer\*  
Vice President for Finance & Administration and Treasurer\*  
Vice President for Enrollment, Marketing & Communications \*  
Vice President for College Advancement\*  
Vice President for Institutional Initiatives\*  
Chief of Staff and Secretary of the College, without vote  
Associate Vice President for Auxiliary Services and Budget Management, without vote  
Director of Planning and Budget, without vote  
Senior Associate Provost for Academic Affairs, without vote  
Associate Provost & Executive Director, Center for Global Study and Engagement, without vote  
2 hourly staff members\*<sup>5</sup>

\*Only four administrators and one hourly staff member will have voting privileges at any one time.<sup>6</sup>

## B. All-College Committee on Academic Program and Standards

### 1. Function:

- a) It shall study and evaluate all matters associated with the academic program of the College. Whenever the activities of this committee affect specifically any department, the chair of that department shall be invited to meet with the committee at least once prior to any decision or recommendation being made.
- b) It shall review and make recommendations to the Faculty Meeting on all matters affecting curriculum, including such matters as: revision of departmental offerings, introduction of new courses, creation of new departments, offering of a major or minor in new areas, and, broadly, general supervision of course offerings in relation to the long-range educational policy of the College.
- c) It shall review and make recommendations to the Faculty Meeting on all matters involving graduation requirements, including total number of courses for graduation, distribution requirements, and general field of concentration requirements.

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<sup>4</sup> Approved at 5 February 2007 Faculty Meeting.

<sup>5</sup> Approved at 7 April 2008 Faculty Meeting.

<sup>6</sup> Approved at 2 February 2009 Faculty Meeting.

- d) It shall be responsible for the First-Year Seminar program including the recruitment of instructors, the review of seminar proposals, the orientation and training of instructors, and the on-going program evaluation.<sup>7</sup>
- e) It shall be responsible for considering how the curriculum as a whole supports the development of student competencies in such skills as writing, oral expression, quantitative reasoning, and the use of foreign languages across the curriculum.<sup>8</sup>
- f) It shall review and make recommendations to the Faculty Meeting on all matters affecting instruction and calendar.
- g) It shall review routine adjustments in department course offerings, and shall provide an all-college perspective in the periodic self-evaluation reviews conducted by each department and program; it shall regularly evaluate special programs, interdisciplinary courses, and independent studies procedures.
- h) It shall advise the Provost and Dean of the College concerning the appropriate distribution of personnel and monetary resources among the departments and programs.
- i) It shall consult with and advise the Director of the Dickinson Library, the Director of Global Education, the Coordinator for Internships, the Executive Director of Information Technology, the Director of Instructional Technology, and other people and offices as appropriate on matters related to their areas that involve instruction, advising, and research, with a view toward best strengthening and supporting the College curriculum.
- j) It shall advise the Provost and Dean of the College and the Faculty Meeting regarding all forms of academic advising, and shall consult with and advise the Director of Career Services regarding the ways by which the College should encourage and promote the preparation of able students for entering graduate and professional school. In these matters the committee shall endeavor to work through departments as well as through programs aimed at directly identifying appropriate students.
- k) It shall advise the Provost and Dean of the College in cases where an interpretation regarding satisfaction of the requirements for graduation may be in question.
- l) It shall approve all self-developed majors and other special individual student programs.
- m) It shall recommend to the Faculty Meeting changes in regulations or new regulations involving academic standards.

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<sup>7</sup> Approved at 5 May 1997 Faculty Meeting.

<sup>8</sup> Approved at 5 May 1997 Faculty Meeting.

- n) It shall nominate to the Faculty Meeting students recommended for prizes and honors.
- o) It shall consider student petitions for approval and adjudicate special cases involving academic issues, including readmission of students previously required to withdraw for academic reasons, retention of students who have fallen short of established standards, and other exceptions to academic policies and regulations.

2. Composition:

6 faculty: two from each group  
3 students: elected at-large (first-year students excluded)  
Provost and Dean of the College  
Vice President for Enrollment & Communications/Dean of Admissions, w/o vote  
Vice President for Student Development, without vote  
Associate Provost for Curriculum and Registrar, without vote<sup>9</sup>  
Associate Provost for Institutional Resources, without vote  
Director of Writing, without vote (unless elected from group 1 or at-large)  
Director of Library Services, without vote  
Associate Dean and Executive Director of Global Education, without vote<sup>10</sup>

C. Enrollment and Student Life Committee<sup>11</sup>

1. Function:

- a) It shall advise the Vice President for Enrollment, Marketing, and Communications on admissions policies and standards, as well as policies on financial aid.
- b) It shall advise the Vice President and Dean of Student Life on all non-academic and non-curricular policies and standards.
- c) It shall track emerging trends and best practices for issues related to enrollment and retention.
- d) It shall serve as a forum for the discussion of issues and the communication of ideas and concerns related to all non-academic and non-curricular matters affecting student life on campus.
- e) It shall receive regular reports regarding issues that impact enrollment, financial aid, and all non-academic and non-curricular matters affecting student life on campus.

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<sup>9</sup> Approved at 5 May 1997 Faculty Meeting.

<sup>10</sup> Approved at 1 April 2002 Faculty Meeting.

<sup>11</sup> Name change from All-College Committee on Admissions and Financial Aid to Enrollment Management Committee approved at 5 November 2001 Faculty Meeting. Name was later changed to Enrollment and Student Life Committee.

- f) It shall communicate regularly with other committees of the College, the Faculty, and various campus constituencies with regard to issues that will impact enrollment, financial aid, and all non-academic and non-curricular matters affecting student life on campus.

2. Composition:

4 faculty<sup>12</sup>

4 students: one senior, one junior, one sophomore, and one first-year student  
Student Senate Director of Campus Life and Initiatives (without vote)

Director of Financial Aid

Vice President and Dean of Student Life

Vice President for Enrollment, Marketing and Communications

Associate Provost of Academic Affairs and Civic Engagement (without vote)

Associate Vice President for Student Leadership and Campus Engagement (without vote)

Dean of Academic Advising (without vote)

Dean of Career Center and Assistant Vice President for Student Life (without vote)

Director of Institutional Research (without vote)

Executive Director of the Wellness Center (without vote)

Vice President for Institutional Initiatives (without vote)

D. All-College Committee on Information Technology and Services<sup>13</sup>

1. Function:

- a) It shall advise the Vice President for Library and Information Services and other senior management administrators on major issues associated with information technologies and services.
- b) It shall develop a strategic and contextualized understanding of issues related to technology, information services, and the evolving digital environment.
- c) It shall track emerging trends and best practices for the use of technology appropriate to the needs and mission of the college in all aspects of campus life.
- d) It shall serve as a forum for the discussion of issues and the communication of ideas and concerns related to uses of technology in teaching, research, and social life.

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<sup>12</sup> Approved at 5 February 2007 Faculty Meeting.

<sup>13</sup> Approved at May 2014 Faculty Meeting.



- e) It shall facilitate the creation and articulation of community principles to guide the uses of new and developing technologies throughout the campus.
- f) It shall communicate regularly with other committees of the College, the Faculty, and various campus constituencies with regard to issues that will impact the digital environment of the college.

2. Composition:

4 faculty  
3 students  
Provost and Dean of the College  
Vice President Finance and Administration  
Vice President for Library and Information Services  
Director, Academic Technology (without vote)  
Executive Director of Marketing and Communications (without vote) Director,  
User Services (without vote)  
Vice President for Student Development (without vote)  
Director, Library Services (without vote)  
Hourly staff member (without vote)

III. Faculty Committees/Positions

A. The Faculty Personnel Committee

1. Function:

- a) It shall advise the Provost and Dean of the College and the President of the College on the following personnel matters regarding faculty: authorization for recruitment, term appointments, promotion, tenure, salary, sabbatical and other leaves, reduced teaching loads, continuation of appointments beyond normal retirement, early retirement, and assignment of faculty to administrative duties. Candidates for initial appointment at the Associate Professor and Professor levels shall be interviewed by the committee.
- b) To ensure faculty participation in the selection of major administrators, when duly constituted search committees including faculty members have not participated in the selection process, the committee shall offer advice to the President, or to the Board of Trustees in case the selection is of a President.
- c) It shall advise regarding appointment of department chairs and coordinators, and on all nominations for national fellowships or awards.
- d) It shall advise on other personnel matters which the President or Provost and Dean may choose to present to the committee.

2. Composition

5 tenured faculty: one each from groups 1-3 and two at-large, from different groups  
Provost and Dean of the College, without vote  
Associate Provost, without vote.

B. Committee on Research and Development

1. Function:

- a) It shall encourage faculty to pursue their development as teachers, scholars, and educators.
- b) It shall allocate funds budgeted by the College for support of research and professional development, and shall determine equitable priorities among applications for this support.
- c) It shall assure proper accountability in the use of grants by requiring a report at the conclusion of a project, which is shared with the Provost and Dean of the College.

2. Composition:

3 faculty: one from each group

Associate Provost for Institutional Resources and Development, without vote

Director of Corporate and Foundation Relations, without vote

C. Secretary of the Faculty

This person is responsible for announcing the agenda and preparing the Minutes of the Faculty Meetings (see Chapter 2, section IX), for receiving and sending formal actions by the Faculty or the Faculty Meeting, and representing the Faculty in ceremonial occasions as appropriate. A faculty member elected for a one-year term. The faculty member elected as Secretary of the Faculty may extend the term of service to a second and third year; faculty members who serve as Secretary of the Faculty for less than three years are eligible for election or appointment on a committee or commission or in some equivalent role to serve for the balance of their three-year eligibility.

D. Parliamentarian of the Faculty Meeting

This person serves as Parliamentarian at all regular and special Faculty Meetings. A faculty member elected normally for a three-year term. This person remains eligible for service on committees or commissions.

IV. Judicial Bodies

A. The Appeals Committee

1. Function:

- a) It shall study policy and practice concerning academic freedom and tenure at comparable institutions, and initiate action to bring and keep Dickinson's own practices in line with the best and most enlightened procedures.

- b) It shall serve as the hearing committee specified in Chapter Four, Sections IV and V, in cases concerning dismissal or termination of appointment. Where dismissal or termination is of a tenured faculty member, only the tenured faculty on the committee shall comprise the hearing committee.
- c) It shall serve as an appeals body for faculty who think that their rights have been violated in one or more of the three areas indicated below. Procedures are outlined in Chapter Four, Section III-D.
  - (1) Academic Freedom. Where the person claims that his/her academic freedom has been violated as a result of a recommendation or decision by the department, personnel committee, or administration related to the person's evaluation for salary, contract renewal, promotion, or tenure. Academic freedom is defined in the 1940 AAUP/AAC Statement of Principles summarized in Chapter Four, Section I-D.
  - (2) Procedures. Where the person claims that the department, personnel committee, or administration has violated the procedures stated in the Academic Handbook during the process of an evaluation of that person for salary, contract renewal, promotion, or tenure.
  - (3) Discrimination. Where the person claims that the department, personnel committee, or administration has discriminated against him or her, or has subjected him or her to discriminatory harassment during the process of an evaluation for that person's salary, contract renewal, promotion, or tenure. See Fairness Statements in Chapter One, Section III. [NOTE: Discrimination in matters related to the classroom and other campus situations is not dealt with by the Appeals Committee but through procedures outlined in Dickinson College Affirmative Action, Equal Opportunity Grievance Procedures.]
- d) Upon request, the committee shall informally advise individual faculty members on any of these matters.
- e) It shall serve as the official elected agency of the Faculty in any situation in which the administration or the Board of Trustees seeks consultation on matters of academic freedom and tenure.
- f) The considered professional judgment of one's colleagues regarding the quality of the contribution one has made and might make to the department or to the College may not be appealed.

2. Composition:

7 tenured faculty, 2 each from groups 1-3, and 1 at-large

B. Judicial Boards

1. Function:

- a) The Hearing Board: The Hearing Board hears allegations of student violations of the Code of Conduct. Grievances brought by students alleging faculty misconduct shall first be directed to the faculty member's department chair or an Associate Dean of the College. [See Student Handbook, p. 56, Rights and Freedoms of Students: Student Grievance Procedures or the Student Code of Conduct. See the *Academic Handbook*, Academic Responsibilities, Chapter Eight, Section VIII.]
  - b) Allegations may be heard by either the Hearing Board or an Administrative Hearing Officer. In cases of grievance against a faculty member, the Administrative Hearing Officer is an Associate Dean of the College. In cases of alleged faculty misconduct, the finding of facts and the recommendations are reported to the Provost and Dean of the College.
  - c) Appeals Board: The Appeals Board hears respondents of decisions made by the Hearing Board, Administrative Hearing Officers, appeals under the Affirmative Action Grievance Procedures, or appeals from decisions following cases heard under the Student Records policy. Appeals Board decisions are final.
2. Composition:
- a) Hearing Board:
    - (1) The Hearing Board shall be composed of three<sup>14</sup> members: one from the pool of student members, one from the pool of faculty, and an Associate Provost, as chair.
    - (2) The pool of 10 faculty<sup>15</sup> shall be elected at the Faculty Meeting. Persons serving on other committees are eligible.
    - (3) The pool of 12 students shall be selected by the Student Senate.
    - (4) Members of the Hearing Board shall be selected from the judicial board pool, a new board for each case. All members of the pool are expected to serve in an approximately equal number of cases.
  - b) Appeals Board: The Appeals Board shall be a newly-constituted Hearing Board composed of three members, none of whom served on the original Board:
    - (1) One faculty member and one student selected from the judicial board pool.

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<sup>14</sup> A Resolution on the composition of Hearing Boards and procedures for dealing with academic violations was passed at the 7 April 2008 Faculty Meeting.

<sup>15</sup> The pool was increased from 6 to 10 faculty by vote of the Faculty Meeting 8 September 2003.

(2) An Associate Provost, as chair.

V. Committees and Commissions Appointed by the President

A. Commission on Diversity

1. Function:

It shall study and evaluate various aspects of life at Dickinson as they apply to women and to minority students and employees, advising the President of the College about these matters, and reporting findings and recommendations, when appropriate, to the College community.

2. Composition:

4 faculty

2 administrators

3 students

3 service support persons