

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 Dance¹.
 - 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, Data Analytics, 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

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

- responsibilities will be considered by the Provost and the Faculty Personnel 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:²
 - 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:

² Approved at 5 February 2007 Faculty Meeting.

- a) Election to standing committees, posts, and boards shall occur at a regularly scheduled Faculty Meeting. The Nominating Committee, at its discretion, shall determine which elections occur in which month, and whether there will be one round of balloting or more than one in each meeting. In every case, nominations from the floor are possible prior to each round.³
 - 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.⁴

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.

³ Approved at 10 November 2020 Faculty Meeting.

⁴ Approved at 7 April 2008 Faculty Meeting.

- 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
- 2 faculty: at-large⁵
- 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*⁶

*Only four administrators and one hourly staff member will have voting privileges at any one time.⁷

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.

⁵ Approved at 5 February 2007 Faculty Meeting.

⁶ Approved at 7 April 2008 Faculty Meeting.

⁷ Approved at 2 February 2009 Faculty Meeting.

- 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.
- 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.⁸
- 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.⁹
- 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.

⁸ Approved at 5 May 1997 Faculty Meeting.

⁹ Approved at 5 May 1997 Faculty Meeting.

- 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.
 - 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 vote¹⁰
 - 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 vote¹¹

¹⁰ Approved at 5 May 1997 Faculty Meeting.

¹¹ Approved at 1 April 2002 Faculty Meeting.

C. Student Engagement and Experience Committee (SEEC)¹²

1. Function:

- a) Serves as a forum for the reciprocal discussion of issues and the communication of ideas and concerns related to enrollment, engagement, persistence, and retention as well as non-curricular matters affecting the student experience.
- b) Supports the student experience from discovery to completion including admissions, enrollment, engagement, retention, persistence.
- c) Works in collaboration with the faculty, student senate, and the broader campus community on current issues, best practices and initiatives affecting the student experience.
- d) Receives regular reports regarding issues that impact enrollment, engagement, persistence, retention, and non-curricular matters affecting the student experience.
- e) Communicates as appropriate with other committees of the college and the Student Senate.
- f) Identifies topics and reports annually that are helpful to better understand the student experience. 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:

Voting members:

4 faculty members

4 students: one senior, one junior, one sophomore, and one first-year student

Vice President and Dean of Student Life

Vice President for Enrollment and Dean of Admissions

Resource members with voice, without vote:

Student Senate Director of Campus Life and Initiatives

Vice President and Chief Diversity Officer

¹² 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. Name changed to Student Engagement and Experience Committee (SEEC) in May 2023

Associate Vice President for Campus Operations

Associate Provost and Executive Director of the Center for Global Study and Engagement

Executive Director for Campus Life

Executive Director for Student Engagement, Retention, and Persistence

Executive Director, Associate Provost Advising, Internships, and Career Center (*to be updated based on changes to this office)

Executive Director of Center for Civic Learning and Action

Executive Director of the Wellness Center

Dean and Director of Access and Disability Services and SOAR: Strategies, Organization, and Achievement Resource

Director of Athletics

Director of Financial Aid

Committee Liaison

Invited Attendees:

Director of Institutional Research (by invitation, without vote)

Vice President, Marketing and Communication (by invitation, without vote)

D. All-College Committee on Information Technology and Services¹³

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.

¹³ 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)

E. All-College Committee on Equity, Inclusivity, and Belonging¹⁴

1. Function:

- a) It shall monitor the college's adherence to and legal compliance with policies and legislation such as Titles VI, VII, IX, the ADA and Rehab Act, the PHRA, etc.
- b) It shall ensure ongoing dialogue to enhance and improve all policies related to harassment and discrimination.
- c) It shall monitor trends in the field, receive, review, and make recommendations to senior leadership relative to proposed substantive changes to policies related to harassment and discrimination.
- d) It shall monitor, engage and educate our community relative to bias-related concerns.
- e) It shall monitor and report progress on the Inclusivity Strategic Plan to the community.

¹⁴ Approved at the 10 November 2020 Faculty Meeting.

- f) It shall ensure that students, faculty and staff are educated about and receive professional development on issues of equity, inclusivity & belonging.
- g) It shall ensure that departments and divisions are creating unified and cohesive inclusivity efforts in their creation of extra- and co-curricular programming; it shall not recommend or pursue any course of action that would impede academic freedom.
- h) It shall advise on education and training to ensure recruitment and retention of a diverse student body, faculty and staff.

2. Composition:

4 faculty: at-large – with vote

(Faculty will be nominated taking into consideration representation across divisions by faculty and student members)

4 students – with vote

The Student Senate VP for Inclusivity

Two students elected through the Student Senate Committee election process

A representative from the Student Athletic Advisory Committee

2 staff – sharing a vote

One exempt staff member

One non-exempt staff member

Associate Vice President of Human Resource Services – with vote

Associate Provost and Executive Director of the Center for Global Study & Engagement – with vote

Executive Director of the Office of Equity & Inclusivity – with vote

Title IX Coordinator – with vote

The following administrators will be members of the committee with voice but no vote:

College Counsel

Faculty Athletic Representative

Financial Aid Director

Dean and Director of Access and Disability Services and SOAR: Strategies, Organization, and Achievement Resources

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 the College's Equal Opportunity Policy

- 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, 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 three¹⁴ 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 faculty¹⁵ shall be elected at the Faculty Meeting. Persons

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

¹⁵ The pool was increased from 6 to 10 faculty by vote of the Faculty Meeting 8

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.
 - (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