Faculty Committee Positions

Policy/Procedure

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
   
a) 5 tenured faculty: one each from groups 1-3 and two at-large, from different groups

   b) Provost and Dean of the College, without vote

   c) 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.
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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:

   a) 3 faculty: one from each group

   b) Associate Provost for Institutional Resources and Development, without vote

   c) 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 is elected normally for a three-year term. This person remains eligible for service on committees or commissions.

Related Information

History/Revision Information

Responsible Office/Division:
Faculty Responsibilities, Resources and Policies: Committees:
Faculty Committee Positions

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Academic Handbook