

## **APPENDIX B: BY-LAWS OF THE FACULTY OF CENTRE COLLEGE**

### **1. Membership**

The membership of the Faculty of Centre College is defined by the Board of Trustees. It consists of all full-time employees of the College having faculty rank, and the chair of the Health and Human Performance program, who will regularly attend meetings of the Faculty and have a vote. The Faculty may designate other members of the College community as *ex officio* members without voting privileges. The Director of the Library is an *ex officio* member.

### **2. Organization**

The officers of the Faculty shall be an elected President of the Faculty; the chairs of the Committee on Tenure and Reappointment, the Committee on Faculty Development, the Committee on Curriculum and Academic Standards, and of such other committees as the Faculty may choose to add; and one elected representative from each of the three academic divisions. These officers shall constitute the Steering Committee of the Faculty and be selected in the following manner:

#### **a. The President of the Faculty**

- (1) The President of the Faculty shall be a tenured member of the Faculty engaged in full-time teaching or research elected by the Faculty for a three-year term. The President may succeed himself or herself.
- (2) The election shall be conducted by the President of the Faculty and the Registrar, and will be the first faculty election in the spring in years when this election is necessary.
- (3) Nominations shall be in writing to the President of the Faculty, the consent of the nominee having been previously secured by the nominator. To be eligible for election, a faculty member must be self-nominated or be nominated by another member of the Faculty.
- (4) If no candidate receives a simple majority of the votes, a run-off election between the candidates with the two highest number of votes shall be held. The process shall continue until a candidate receives a simple majority of the votes.
- (5) The President of the Faculty shall not hold any other Faculty elected position.
- (6) A newly elected president of the Faculty shall give up any faculty committee membership(s) to which she or he has been elected. A new election for any position so vacated will be held in the normal fashion.

**b. The Steering Committee**

- (1) Any tenured or tenure-track full-time employee of the College having faculty rank, except continuing or incoming Division Chairs, may serve as an elected divisional representative on the Steering Committee. However, the President of the Faculty, continuing members of the Tenure and Reappointment Committee, and Faculty on sabbatical or serving as a faculty director abroad in the upcoming academic year may not be listed on the ballot. Any elected representative may succeed himself or herself.
- (2) The term of office for elected representatives shall be three years. One divisional representative shall be elected each year.
- (3) The election of each divisional representative shall be conducted by the appropriate Division Chair in the spring immediately following the Committee on Curriculum and Academic Standards elections. Faculty members without divisional membership may select a division for voting purposes.
- (4) If a divisional representative is temporarily unable to serve at any time during the three-year term, the most recent former member of the Steering Committee elected from that Division who is eligible to serve will serve until the elected representative is able to serve again or until the term expires.
- (5) The length of service by committee chairs on the Steering Committee shall be determined by the procedures of the committees in selecting chairs.

**3. Responsibilities and Authority of Officers of the Faculty**

- a. The President of the Faculty shall preside at Faculty meetings and shall call and preside at meetings of the Steering Committee.
- b. The Steering Committee shall have executive authority to act for the Faculty in cases of urgency when a timely meeting of the Faculty is impracticable.
- c. The Steering Committee shall determine the agenda for faculty meetings.
- d. The Steering Committee, or the President of the Faculty as its representative, shall consult with the administration on issues of concern to the Faculty.
- e. The Steering Committee shall determine who of its members shall preside at Faculty meetings in the absence of the President of the Faculty.
- f. The Steering Committee shall determine who shall serve as Secretary at Faculty meetings.
- g. The Secretary shall keep full and accurate minutes of faculty meetings, such

minutes to be distributed to the Faculty in timely fashion. The Secretary shall also distribute to the College Council in timely fashion a summary of faculty actions.

#### **4. Meetings and Quorum**

The Faculty shall meet as required to vote on recommendations for the granting of degrees. Meetings for other purposes may be called by the Steering Committee or by a petition signed by one-fourth of the Faculty and submitted to the President of the Faculty. A majority of the membership shall constitute a quorum.

#### **5. Rules of Order**

Proposals for faculty action involving decisions of major substance, whether originating with a committee or an individual member, shall be distributed with the agenda of the meeting at least three days in advance. No substantive motion shall be debated or put to a vote until the motion shall have been submitted to the Secretary in writing (determination of substantive issues to be made by the President of the Faculty).

In general, proceedings shall be in accord with the traditional parliamentary procedure (*Robert's Rules of Order*), except that any faculty member, by requesting such an action, may have the decision on a matter of policy postponed from one meeting to the next, there to be acted upon.

#### **6. Committees**

The following faculty committees shall report to the Steering Committee those matters to be brought before the Faculty. Membership and duties are as follows:

- a. The **Committee on Faculty Development** is concerned with any issue that relates to the professional growth of the Faculty. It seeks to promote scholarship and research by members of the Faculty, to encourage the development of faculty members as teachers, and to foster the development of the Faculty's sense of itself as a professional academic body. In meeting this responsibility, the committee administers and supervises the following programs: (1) summer study grants (see *Faculty Handbook IV-D5*), (2) collaborative student-faculty research grants, and (3) grants for students attending professional meetings. The committee also reviews sabbatical leave proposals and makes recommendations to the Dean. In addition, the committee sponsors Friday hours for the informal sharing of research and other interests and concerns of the Faculty throughout the year.

- (1) The committee will consist of nine members, three from each division. They will be elected by the Faculty for three-year terms. One third of the committee will be elected each year. Any tenured or tenure-track full-time employee of the College having faculty rank, except continuing or incoming Division Chairs, may serve as a representative on the Committee on Faculty Development, however the President of the Faculty, the incoming chair of the Committee on Curriculum and Academic Standards, continuing members of

the Tenure and Reappointment Committee, and Faculty on sabbatical or serving as a faculty director abroad in the upcoming academic year will not be listed on the ballot. Members may be re-elected. The Registrar will conduct the election immediately after the Review Board elections.

- (2) The Committee on Faculty Development shall elect its chair for the following academic year in the spring immediately after the Faculty President election and prior to the Committee on Tenure and Reappointment elections.
- (3) The chair of the Committee on Faculty Development shall not hold any other faculty elected position. A new election for any position vacated will be held in the normal fashion.

b. The **Committee on Tenure and Reappointment** will advise the Dean of the College and the President of the College on all matters of qualification for tenure and promotion to the rank of assistant or associate professor. Members of the committee shall exercise all duties imposed on the committee by the policies provided for by the Faculty in the document entitled *Policies of Centre College Relative to Academic Freedom and the Evaluation of Faculty*. The committee shall be formed in the following manner:

- (1) The committee shall consist of five members of the Faculty who have tenure and who are engaged in full-time teaching or research, one of whom shall retire each July in rotation and be replaced by another qualified member of the Faculty as specified below. Continuing members of the Review Board and continuing or incoming Division Chairs shall be ineligible for election to the Tenure and Reappointment Committee and the Special Subcommittee on Promotion. The President of the Faculty and incoming Chairs of the Faculty Development Committee and the Committee on Curriculum and Academic Standards shall not be listed on the ballot for election to the Tenure and Reappointment Committee or the Special Subcommittee on Promotion.
- (2) The selection each year of a new member of the committee shall be by faculty election conducted by the registrar in the spring immediately following the elections of the chairs of the Committee on Curriculum and Academic Standards and the Committee on Faculty Development.
- (3) In conducting the election, the registrar shall compile a list of all the faculty members eligible to serve on the committee. Each faculty member shall be asked to nominate two persons from that list as candidates for election.
- (4) The registrar shall then circulate a ballot with the names of the two persons most often nominated. Each faculty member shall then be asked to vote for one. The person receiving the larger number of votes shall be elected to membership on the committee for a five-year term. The person receiving the smaller number of votes shall be elected as the alternate member of the committee for that year.

and shall serve as a non-voting member of the committee for that year and shall serve as a voting member in the event that a regular member is temporarily unable to serve. When appropriate, in accordance with the provisions of (6) below, the alternate may also serve on the Special Subcommittee on Promotions. Additional alternates, if needed, shall be drawn from the other faculty members nominated in the election, in the order of the number of nominating votes received. If two or more persons received the same number of votes, the order will be determined by lot.

- (5) The committee shall elect one of its members chair for a term of one year. The chair shall be eligible for a second consecutive term.
  - (6) Members of the Tenure and Reappointment Committee, including alternates, shall not hold any other faculty-elected position. A new election for any position vacated will be held in the normal fashion.
  - (7) The choice of a successor to fill any vacancy which occurs because of retirement, resignation, or death shall be made from two nominees selected in accordance with the general procedure outlined in paragraphs (1), (2), and (3) above.
  - (8) One full year must have expired before anyone may be re-elected to serve on this committee. This restriction does not apply to one who has been named alternate member but who was not called upon to serve.
- c. The **Special Subcommittee on Promotions** will advise the Dean of the College and the President of the College on all matters of qualification for promotion to the rank of professor. The subcommittee shall be formed in the following manner:
- (1) The subcommittee shall consist of members of the Committee on Tenure and Reappointment with the rank of professor. If no professor from a particular division is currently serving on the Committee on Tenure and Reappointment, then the alternate member of the Committee on Tenure and Reappointment will serve, if he or she is from that division. If the alternate member of the Committee on Tenure and Reappointment is not from that division, then the Faculty of the College shall elect from that division a professor who is engaged in full-time teaching or research to serve as a voting member of the Special Subcommittee. This person will serve as long as no professor from the division is a member of the Committee on Tenure and Reappointment, or for five years, whichever term is shorter. Sections (2), (3), and (4) apply in the event that the election described in (1) is needed.
  - (2) The election shall be conducted by the Registrar in the spring immediately after the Committee on Tenure and Reappointment elections.

- (3) In conducting the election, the registrar shall compile a list of all persons eligible to serve. Each faculty member shall be asked to nominate two persons from that list as candidates for election.
  - (4) The registrar shall then circulate a ballot with the names of the two persons most often nominated. Each faculty member shall then be asked to vote for one person. The person receiving the larger number of votes shall serve on the Special Subcommittee. The person receiving the smaller number of votes shall serve as an alternate member of the Special Subcommittee on Promotions for one year.
  - (5) The subcommittee shall elect one of its members chair for the term of one year.
- d.** An *ad hoc* **Committee on Evaluation** may be formed upon a request by the Committee on Tenure and Reappointment to the Dean of the College. The *ad hoc* committee will consist of tenured faculty members with broad powers of consultation. The Committee on Tenure and Reappointment will determine the charge to the Committee on Evaluation and, in consultation with the President of the Faculty and the Dean of the College, its size and composition. The *ad hoc* committee will cease to exist after making its final report to the Committee on Tenure and Reappointment.
- a.** The purpose of the **Review Board** is to hear complaints from faculty members who seek redress for administrative decisions relating to tenure, termination, or dismissal, or to hear complaints from faculty members about conditions of employment involving administrative actions or the actions of another member of the Faculty (see *Faculty Handbook* III-17-21).
- (1) The Board shall consist of six full-time tenured members of the Faculty and two alternates. The elected members shall serve three-year terms, shall be eligible for re-election, and shall elect a Chair of the Review Board. Alternates shall serve one year and be eligible for re-election.
  - (2) Faculty members who are serving on the Tenure and Reappointment Committee or the Special Subcommittee on Promotion, or who are serving as Division Chair or as an administrative officer of any kind, shall be ineligible to serve on the Review Board. The President of the Faculty and incoming Chairs of the Committee on Faculty Development and the Committee on Curriculum and Academic Standards will not be listed on the ballot. Continuing members of the Review Board shall be ineligible for election to the Tenure and Reappointment Committee, shall not serve on the Special Subcommittee on Promotion and shall not serve as Division Chair or as an administrative officer of any kind.
  - (3) The Registrar shall conduct the elections in the spring immediately after the Committee on Tenure and Reappointment elections. The Registrar shall compile

a list of those eligible to serve on the Board. Each faculty member shall be asked to nominate four people from that list as candidates for election. The registrar shall then circulate a ballot with the names of the four people most often nominated. The two people receiving the most votes will be elected. Alternates will be selected in the order of the number of votes received and shall serve for one year. -

- (4) The newly elected members of the Review Board shall begin their terms on June 1. However, a sitting panel shall continue its work until it has completed its duties.

f. The **Committee on Curriculum and Academic Standards** proposes policies to the Faculty of the College regarding the curriculum and academic standards, including major, minor, and degree requirements. Based on program recommendations, the committee considers and rules upon proposals for new courses. The committee will rule on petitions concerning exceptions to requirements, and will determine s scholarship retention, readmission, academic probation and suspensions. The Committee on Curriculum and Academic Standards is formed as follows:

- (1) The committee shall consist of the Dean of the College; the Associate Dean of the College; the chairs of each academic division; and two faculty members from each academic division, to be elected by the Faculty of each respective division. Any tenured or tenure-track full-time employee of the College having Faculty Rank may serve as a representative on the Committee on Curriculum and Academic Standards, however the President of the Faculty, continuing members of the Tenure and Reappointment Committee, the incoming Chair of the Committee on Faculty Development, and Faculty on sabbatical or serving as a faculty director abroad in the upcoming academic year will not be listed on the ballot . The registrar shall be an *ex officio*, non-voting member of the committee.
- (2) The division chairs shall conduct the election for their respective divisions in the spring immediately after the Committee on Faculty Development elections.
- (3) Members of the committee shall serve two-year terms.
- (4) The Committee on Curriculum and Academic Standards shall elect a faculty chair for the following academic year in the spring immediately after the election of the President of the Faculty and prior to the Committee on Tenure and Reappointment elections.
- (5) The chair of the Committee on Curriculum and Academic Standards shall not hold any other elected position. A new election for any position vacated will be held in the normal fashion.
- (6) The committee may form subcommittees as needed, the membership and tenure of such subcommittees to be determined by the chair of the

committee. In its deliberations the committee shall, as appropriate, consult with professional staff and students.

- g.** The **Committee on Teacher Education** oversees the teacher education program and advises and assists in its development; reviews applications of all students seeking admission to the teacher education program, interviews all candidates and approves their admission; considers and rules upon petitions of students seeking to take teacher education courses under unusual circumstances; and monitors compliance of the program with standards for teacher certification established by the State Department of Education.
- (1) The committee shall consist of faculty members in the Education Program; at least one faculty representative from each of the three academic divisions, to be appointed by the Dean of the College; one or two staff members, to be appointed at the discretion of the Dean of the College, at least one public school teacher and one public school administrator, to be selected by the Education Faculty; and the two student members of the Education Program.
  - (2) The committee shall be chaired by the chair of the Education Program Committee.
- h.** The **International Programs Committee (IPC)** will report to the faculty, through the Committee on Curriculum and Academic Standards (CCAS) and shall advise the Dean of the College on international programs at Centre College. The IPC shall be the committee of the Faculty charged with making recommendations to the Dean of the College on issues and policy relating to long term, short term and summer international programs. The IPC shall discuss any issues that relate to international students and the international experiences of Centre College students. Topics brought to the committee may include, but are not limited to, issues and/or policy related to the curriculum, administration, facilities, programs of study, consortial and contractual agreements, evaluation, assessment and staffing of international programs.
- (I) The primary functions of the IPC are to:
- a) make recommendations to the Dean of the College on policy and practice relating to international programs,
  - b) make recommendations to the CCAS on issues relating to curriculum and academic programming, where appropriate,
  - c) review the applications from students for placement in long term international programs and advise the Director of International Programs on the selection of students for those placements (the student members of the IPC will participate in this process as appropriate),
  - d) solicit, evaluate and support proposals from faculty members for short term, and summer international programs,
  - e) assist the Dean of the College in the selection of faculty directors for the long term international programs,

- f) evaluate both long and short term programs (the Director of International Programs shall provide a summary of program evaluations for the IPC. The IPC will not be involved in any evaluation materials that relate directly to faculty evaluations.),
  - g) implement the objectives outlined in the College Strategic Plan, and
  - h) assist the Director of International Programs with any other issues as they may arise.
- (2) The IPC shall report on all academic and curricular issues as they relate to international programs to the Faculty through the CCAS. The CCAS shall act on any academic or curricular issues brought forward by the IPC and bring those actions to the Faculty for final approval.
  - (3) The IPC shall be made up of at least seven faculty members, plus three students. The seven faculty members shall reflect, wherever possible, division diversity, non-US travel and/or living experience, and leadership of either long term or short term international experiences and shall be chosen by the Dean of the College upon consultation with the Faculty President. The three student members shall reflect, wherever possible, divisional diversity, non-US travel and/or living experience, and membership of either long term or short term international experiences at Centre College and shall be chosen by the Dean of the College upon consultation with the Student Congress President.
  - (4) The Dean of the College shall charge the Director of International Programs with the administration of long term, short term and summer international programs. The Director of International Programs shall be a voting member of the IPC, as shall the resident directors-elect of the long term international programs.
  - (5) The Chair of the IPC will be appointed by the Dean of the College in consultation with the President of the Faculty from among the seven faculty members of the IPC.
  - (6) The Chair of the IPC, in consultation with the Director of International Programs, and with the approval of the Dean of the College and the Faculty President, may invite other members of the Faculty and staff to attend the committee meetings when issues of broader concern are raised.

## 7. College Council Representatives

"The College Council shall have primary responsibility and authority, subject to the general governing authority of the President of the College and the Board of Trustees, to establish policy and adopt regulations on matters of concern to the College community as a whole." (By-laws of the College Council)

- a. Fifteen members of the Faculty, three elected from each division by the Faculty of each respective division, and six elected at-large, shall represent the Faculty on the College Council. They will be elected for a three-year term. One-third of the representatives will be elected each year. Members may be re-elected. To be eligible for election, a faculty member must be self-nominated or be nominated by another member of the Faculty. All full-time employees of the College having faculty rank, except continuing or incoming Division Chairs, are eligible for nomination. The President of the Faculty, incoming Chairs of the Committee on Faculty Development and the Committee on Curriculum and Academic standards, and continuing members of the Tenure and Reappointment Committee will not be listed on the ballots for College Council faculty representative elections. Nominations should be submitted to the appropriate Division Chair for divisional elections and to the Registrar for the at-large elections.
  - b. The Division Chairs will run the Divisional elections in the spring immediately after the Faculty Steering Committee elections, and the Registrar will conduct the at-large elections after the Divisional elections have occurred.
  - c. Vacancies of elected members for a long academic term or longer will be filled by the Faculty Steering Committee with advice from the appropriate Division Chair.
  - d. "With the exception of the Steering Committee, membership and chairs of committees of the Council shall be appointed by the President of the College with the advice of a Nominating Committee to consist of the President of the Faculty, the President of Student Congress, the Co-Presidents of the Staff Congress, and the Dean of the College, who will serve as its chair. Elected members of the Council will be appointed in reasonable proportion to all Council committees. Additionally, all full-time members of the Faculty, all full-time students, and all full-time members of the staff may serve as members of Council committees." (By-laws of the College Council)
8. Faculty Elections: General Guidelines and Schedule of Elections
- Under normal circumstances, no faculty member shall serve in more than two elected positions. The Registrar will keep records of the results of all Faculty elections and elected faculty positions, and, in consultation with the President of the Faculty, shall determine eligibility for office based on the restrictions noted within each Committee's description. The Registrar and Division Chairs will conduct the elections with the advice of the President of the Faculty, as needed. In all elections, ties will be settled by lot by the President of the Faculty and the Registrar or Division Chair. The results of all elections will be announced to the Faculty. The normal schedule for Faculty elections shall be as follows:
- (1) President of the Faculty (when necessary)
  - (2) Committee on Curriculum and Academic Standards and Faculty Development Committee chairs (by the CCAS and FDC, respectively)
  - (3) Committee on Tenure and Reappointment

- (4) Special Subcommittee on Promotions (when necessary)
- (5) Review Board
- (6) Faculty Development Committee
- (7) Committee on Curriculum and Academic Standards
- (8) Faculty Steering Committee
- (9) College Council faculty representatives