

COLLEGE CODE

COLLEGE OF LIBERAL ARTS

I. STATEMENT OF COLLEGE OBJECTIVES

The objective of the College of Liberal Arts is to provide education for life by means of instruction, scholarship, artistry, and service in the liberal arts.

- A. The College will develop and maintain instructional programs in the liberal arts that provide an understanding of people, their cultures, histories, literatures, philosophies, media, and arts; knowledge of their social, political, economic, and environmental systems; skills of critical thinking and communication; and attitudes appropriate to its academic disciplines. To reach this objective, the College will work to strengthen undergraduate and graduate teaching, coordinate curricula and interdisciplinary programs, and enhance student recruitment, retention, and learning.
- B. The College will foster and encourage significant research, scholarship, and creativity among the faculty and students in the liberal arts.
- C. The College will support and promote efforts by faculty and students to serve the University, the academic disciplines in the liberal arts, and the community. Specifically, the College will foster curricular and extra-curricular efforts that contribute to cultural and intellectual life, stimulate interdepartmental activities, share faculty expertise with the community, and strengthen faculty self-governance.

II. COLLEGE FACULTY MEETINGS

- A. The faculty of the College will be regularly informed and consulted through College faculty meetings. Faculty will be notified in writing of meeting time, place, and agenda by the Dean at least two weeks prior to each formal meeting.
- B. Meetings may be called by the Dean or by petition of 20 or more eligible faculty to consider specified college-wide academic, operational, or governance matters. "Eligible faculty" are defined by the University Code (C.2.1.4).
- C. Minutes of all meetings will be recorded and distributed to each Department.
- D. The latest edition of the Standard Code of Parliamentary Procedure, by Alice Sturgis, will be the parliamentary authority for the College.
- E. The eligible faculty present at a meeting called in accordance with proper procedure will constitute a quorum.
- F. Questions before the College faculty will be decided by a majority vote of those present and voting, unless a 2/3 vote is required by the parliamentary authority or College Code. Uncontroversial matters may be decided by unanimous consent, and a majority vote may authorize specific voting methods, including a mail ballot to eligible members of the College faculty.
- G. Meetings of the faculty will be open to the public, unless a majority of the faculty present and voting approve a call for an executive session. Students and others who are not eligible faculty members may be given permission to speak.

III. COLLEGE ADMINISTRATIVE ORGANIZATION AND OPERATIONS

A. Administrative Organization

1. The administrative officers of the College consist of a Dean, chairs of the College departments, and other administrative support personnel as the Dean may from time to time appoint.
2. The Council of Chairs, consisting of all Department Chairs and others identified by the Dean, represents departments to the Dean and provides the normal administrative channel for collective discussion and implementation of routine College business. The Council normally will meet at least once each month during the academic year. Additional meetings may be scheduled either by the Dean or by request of three Chairs.

B. Administrative Operations

The administrative officers of the College will provide the following administrative services:

1. Promote sound fiscal management and the equitable distribution of resources via the review and approval of departmental budgets.
2. Promote the best interests of students and maximum effectiveness and development of the faculty by means of fiscal, program, and staffing reviews.
3. Assist academic departments to secure competent and dedicated faculty and staff.
4. Provide College guidelines for tenure and promotion recommendations that have been approved by College faculty. In light of Department, College, and University guidelines, consider recommendations for appointments, advancement, and/or tenure of College faculty members.
5. Promote cohesion of academic programs by coordinating programs, classes, and other instructional matters within the College and across the University.
6. Cooperate with other colleges and University entities to promote the continuous improvement of instruction and research programs that advance the College of Liberal Arts and the University.

IV. COLLEGE COMMITTEES

A. College Curriculum Committee

1. Voting members of the College Curriculum Committee will consist of one regular faculty representative chosen by each Department and the Center for Applied Studies in American Ethnicity. The Committee will include the College representative to the University Curriculum Committee, an Associate Dean, and the student representative(s) of the CLA Student Council. The Committee will have primary

responsibility for review and approval of curriculum and academic program changes in the College.

2. The Committee may function both as a committee of the whole and in subcommittees operating within the delegated jurisdiction of the whole committee. The Committee may design and implement subcommittee memberships, procedures, functions, and leadership structures to assist in executing its assigned responsibilities.
 3. The College of Liberal Arts faculty representative on the University Curriculum Committee will serve as Chair of the College Curriculum Committee.
 - a. The Chair will assign curricular proposals to appropriate subcommittees or to the whole committee, as appropriate, and coordinate their activities.
 - b. Subcommittee actions will be final unless a member of the other subcommittee objects to a course of action, in which case a meeting of the full committee will be called to resolve the issue.
 - c. The Chair is encouraged to consult with the subcommittee chairs on major issues that arise before the University Curriculum Committee and, if time permits, with the full College Curriculum Committee.
- B. Scholarship Committee
1. The Scholarship Committee will consist of one faculty representative chosen by each Department. An Associate Dean shall be a non-voting member. The Committee will have primary responsibility for all appropriate decisions relating to qualifications, applications, and selections for College scholarships.
 2. Whenever possible, the College faculty representative on the Faculty Council Committee on Scholastic Standards and Awards will serve as Chair of the College Scholarship Committee.
 3. The College Student Council may elect one full-time graduate student from one of the College Departments to serve on the Committee to consider graduate awards, and the College Student Council may elect one full-time undergraduate major from one of the College Departments to serve on the Committee to consider undergraduate awards.
- C. Other College Committees
1. Regular committees will have specified responsibilities and will be organized to perform their assigned work on a continuing basis. At the time of the adoption of this Code, the regular College committees were: Committee on the Liberal Arts, Instructional Development Program Committee, Professional Development Program Committee,

College Computing Committee, and the John N. Stern Distinguished Professor Award Selection Committee.

2. Ad Hoc committees will be created for a specified term and purpose.
3. The Dean will initiate the selection of regular and ad hoc College committee members by asking faculty to nominate themselves or others to serve. The Dean should provide opportunities for committee service to interested faculty. The members chosen by the Dean must, to the fullest extent practicable, offer the expertise and commitment necessary to do properly the committee's work, and must express the College's diversity of disciplines and intellectual perspectives.

V. COLLEGE EVALUATIONS

- A. Annual evaluations of College administrators will be initiated by the Dean. Evaluations of each Departmental Chair will be solicited from the faculty and staff in his or her department. The results will be reviewed and reported back to the Dean in accordance with each department's Code provisions. The Dean will summarize and comment upon these reports in forming each Chair's annual evaluation. Evaluations of College administrative officers will be solicited from Departmental Chairs and other administrative officers and staff. These responses will inform the Dean's annual evaluation of their performances.
- B. Regular faculty, faculty with special appointments, and temporary faculty will be invited to participate in the annual performance evaluation of the Dean, which is required by University Code. Evaluation forms will be distributed to faculty in each department no later than February 15th. The forms will be color-coded to differentiate faculty by type of appointment. The forms will ask faculty to comment on the Dean's performance in any or all of the following areas: fiscal management, programmatic and organizational leadership, college leadership, university leadership, enhancement of College and University diversity efforts, personnel management including goal setting and evaluation, and other issues/comments. Department Chairs will collect forms from faculty by March 1st and review them prior to writing their narrative evaluations of the Dean. Comments from faculty will be summarized in the narrative evaluations sent from Department Chairs to the Provost and may include narrative evaluations from the Chair. The Chairs' narrative evaluations will not quote faculty directly or reveal the names of faculty who have participated in the evaluation exercise.
- C. The Dean will provide to the faculty an annual evaluation of College operations.

VI. COLLEGE GUIDELINES FOR TENURE/PROMOTION

The document, "Guidelines for Tenure/Promotion Recommended to the Departments and the Dean of the College of Liberal Arts," approved by the College faculty in November 1988 will, in its original and amended forms, inform College faculty members, their departments, and the Dean regarding College guidelines for

evaluating recommendations for tenure and promotion. These “Guidelines” were most recently amended by the College faculty in April 2003.

VII. COLLEGE PERSONNEL SELECTION

Appointments to all faculty (regular, special, and temporary), administrative, and administrative professional positions in the College will be guided by relevant University and Department policies and administrative procedures as well as by a commitment to the legal and ethical principles of equal opportunity. Within this framework, the College will give special attention and emphasis to the following principles:

- A. The processes of formulating positions, building candidate pools, evaluating and selecting candidates, and shaping the terms of appointment will be conducted with procedural integrity. Procedural integrity refers to the ethical intent of the processes as well as to their explicit specifications.
- B. There will be active efforts to maximize the inclusion of qualified candidates appropriate to each search process, especially from those in protected classes.
- C. There will be ample opportunities for the expression and full consideration of faculty assessments.
- D. There will be clear communication of information to the faculty about the position, the processes, the candidates, and the selection results.
- E. Decisions regarding internal or national searches for administrative positions will be made in relationship to fiscal, programmatic, and personnel factors and, in the case of Department Chairs, only after there has been full consultation with the faculty of the Department.
- F. Department Chair searches, for both internal and national candidates, will follow current College procedures as reviewed, modified if necessary, and endorsed by the Council of Chairs.

VIII. COLLEGE ADVANCEMENT COUNCIL

The Dean may form an advisory Advancement Council. The Council’s primary purpose is to strengthen the communication and support relationships between the College and external communities.

IX. LIBERAL ARTS FACULTY

The designation of “Liberal Arts Faculty” will be given to all faculty members in the College of Liberal Arts or in the University Libraries who volunteer for the assignment and are approved by their Department Chair/Dean and the Dean of Liberal Arts. The Liberal Arts Faculty members are assigned to serve as academic advisers for students in the Liberal Arts major; they also act as an advisory council for the major. The Liberal Arts Faculty meets each semester in their advisory capacity and also to receive updates on advising. Supervisors of Liberal Arts Faculty members will receive feedback from the Dean’s Office with regard to their advising duties, and supervisors will include that feedback in annual evaluations of

the faculty member and will consider that part of the individual's duties in decisions regarding promotion, tenure, or post-tenure review.

X. AMENDMENT PROCEDURES

This document may be amended by a two-thirds majority of eligible faculty who vote at a faculty meeting for which an amendment was a properly announced agenda item.

XI. PRECEDENCE

Approved Department Codes as well as the University Code will take precedence over this **College Code** in all matters of apparent conflict.