

Faculty Executive Committee (FEC)  
AY 2012-2013 Operating Code



III. BEGINNING OF THE ACADEMIC YEAR TASKS.

A. The Chair requests from the Dean of the Faculty/Vice President for Academic Affairs





#### E. Record Keeping.

All willingness-to-serve forms, final ballots, announcements of the results, and the tally sheets are retained electronically and in hard copy by the Executive Secretary for a period of three years, after which they are turned over to the Skidmore College archives. The FEC Chair also places these materials in the Committee's archives (see Article XII, below).

### VI. APPOINTMENTS AND REPLACEMENTS (Round IV).

A. Round IV, which largely consists of appointments to several standing committees and replacements for faculty entering sabbaticals, leaves or retirement, is typically conducted late in the spring semester, once the Trustees have approved sabbaticals, leaves, and retirements for the upcoming year.<sup>2</sup> A special election to find sabbatical replacements for certain committees may also be conducted during this round.

B. In the case of appointed committees, FEC circulates Willingness-To-Serve forms to the Faculty via e-mail.

- c. FEC receives input as to the appropriateness of the appointments; and
- d. FEC retains the right to make the final appointments

D. Replacements.

1. When a faculty member of an elective committee needs to be replaced, the replacement should be made after consultation with the committee concerned either by election or by appointment, procedures for which are described below. The consultation should focus on the replacement procedure, not on replacement candidates.

- a. A replacement may be elected as follows. A special election is to be held which follows the procedures outlined above under Article V, Sections B-E. In

VII. OVERSIGHT OF THE

A. FEC is charged with overseeing changes in the





C. Minutes, or at least detailed notes, of Faculty Caucuses will be taken, with the scribe

## XII. ARCHIVING OF COMMITTEE RECORDS

A. In June the outgoing Chair of FEC must place within the Committee's archives the following items from the most recent academic year:

## APPENDIX A: FACULTY, ALL-COLLEGE, AND SGA COMMITTEES

## 1. Elected:

- Athletic Council
- Committee on Academic Freedom & Rights (CAFR)
- Committee on Appointments, Promotions, & Tenure (CAPT)
- Committee on Educational Policies & Planning (CEPP)
- Curriculum Committee
- External Master of Arts Committee ( MALS)
- Faculty Development Committee (FDC)
- Faculty Executive Committee (FEC)
- Honors Council
- Institutional Policy and Planning Committee (IPPC)
- Tenure Review Board (TRB)
- University Without Walls Committee (UWWC)

## 2. Appointed:

- Board of Appeals
- Committee on Academic Standing (CAS)
- Honor Code Commission
- Information Resource Council (IRC)
- Institutional Animal Care and Use

External Master of Arts Committee ( MALS)  
Tenure Review Board (TRB)

4. Round Four

Appointed committees (like FAB)

Replacements for sabbatical leaves (appointed or elected)