

Faculty Executive Committee (FEC)

AY 2018-2019 Operating Code

PREAMBLE

This Operating Code is a set of guidelines for the functioning of the Faculty Executive Committee (FEC). The guidelines are just that: guidelines. Situations arise during the academic year that will require FEC to use its best judgment, in the light of these guidelines, on a particular course of action. This Operating Code should be distributed to all members of FEC at the beginning of each academic year and reviewed and modified at the end of each academic year.

I. FUNCTION AND ROLE IN ALL-COLLEGE GOVERNANCE

A. Function

1. The Faculty Executive Committee serves as the primary conduit of information and ideas into and out of the Faculty concerning all-college issues and policies. FEC oversees faculty governance and faculty participation in all-college governance.
2. FEC fosters communication within the Faculty, via both reports to the Faculty Meeting and organization of other faculty discussion meetings and forums, about all-college issues and policies. The Chair of FEC sits is responsible for all-college committees and subcommittees.
- 3.

make the replacements as soon as possible.

- E. The DOF Office consults with FEC and then posts the Committee membership list.
- F. The FEC Chair will participate in

B.

- a. FEC requests lists of candidates under consideration;
 - b. FEC requests a rationale for the recommended appointments;
 - c. FEC provides its input as to the appropriateness of the appointments;
 - d. The appointing body retains the right to make the final appointments.
2. In those instances where FEC makes appointments in consultation with other parties, the following procedure applies:
- a. FEC forwards a list of candidates to the appropriate person or body;
 - b. FEC provides a rationale for the recommended appointments;
 - c. FEC receives input as to the appropriateness of the appointments;
 - d. FEC retains the right to make the final appointments

C. Replacements.

1. When a faculty member of an elected committee needs to be replaced, the replacement should be made after consultation with the committee concerned. The consultation should focus on the replacement procedure, not on replacement candidates.
2. FEC will consider replacements by taking into account such factors as faculty preferences for governance service, faculty performance in the last election to the committee, and junior and non-tenure faculty interest in and need to participate in governance service.
3. Newly elected FEC members may be invited to omnibus appointment meetings in the spring.

VII. OVERSIGHT OF THE

- A. FEC is charged with overseeing changes to the *Faculty Handbook*. This

fall and once in the spring.

- B. The first session, held in early December, permits FEC to discern the state of interactions among member committees and between them and the Administration, and to discuss ongoing issues and problems with committee operations. As a courtesy, members of FEC write up a summary of FEC's assessment, omitting names, and sends this to the President and the DOF/VPAA. Should the President and/or the DOF/VPAA decide that they would like to address issues raised by the COC, a second session will be convened for that purpose in late January. Alternatively, the President and/or the DOF/VPAA may choose to prepare a written response to the COC minutes, which will be posted on the FEC web site.
- C. The same procedures are followed in the Spring Semester.
- D. FEC writes up its assessment of interactions among member committees and between them and the Administration, which is read into the minutes of the final Faculty Meeting in mid-May as FEC's Report. As a courtesy, the Chair of FEC provides the President and/or the DOF/VPAA with a copy of the Report as far in advance of the mid-May Faculty Meeting

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- D. In mid-May, a list is obtained of all students appointed by SGA to committees, and the administrative assistant to the Dean of the Faculty/Vice President for Academic Affairs and chairs of the relevant committees are informed of incoming student members.
- E. By June 1, changes to the *Faculty Handbook* made over the course of the year are submitted to the Dean of Faculty/Vice President for Academic Affairs.
- F. In June, a copy of the FEC Annual Report, along with a list of those faculty elected or appointed to committees during the academic year, is distributed to the Faculty.
- G. In June, the FEC archives are updated (see Article X, below).
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APPENDIX A: Ballot Building Guidelines

Faculty Executive Committee: Ballot Building Guidelines

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APPENDIX B: FACULTY AND ALL-COLLEGE GOVERNANCE COMMITTEES

A. Elected:

1. Appointments and Tenure Committee (ATC)
2. Athletic Council (AC)
3. Committee on Academic Freedom & Rights (CAFR)
4. Committee on Appointments, Promotions, & Tenure (CAPT)
5. Committee on

