

Faculty Executive Committee
Particular
of the year.

ALL -COLLEGE GOVERNANCE

Committee serves as the primary conduit of information and
Faculty concerning college issues and policies. FEC
ance and faculty participation in college governance.

2. FEC

faculty members in each sabbatical cohort, tenure track faculty members in years 1 or 2 at Skidmore, and non-tenure track faculty members.

E. Working with staff in Communications, FEC posts the cohort lists and updates link titles as well as which cohort is mandated to submit their preference sheets on the FEC web page containing "Sabbatical Cohorts" <https://www.skidmore.edu/governance/fec/sabbatical-cohorts/secure/index.php>

F. FEC asks Committee Chairs to notify FEC if they know of or anticipate needing any replacements for the year. FEC will make replacements from the Ad Hoc pool as soon as possible.

G. The Chair of FEC provides the DOF Office with the updated list of Committee Membership and works with Communications to update the membership information on committees' webpages

H. The Chair of FEC will provide IT with an updated list of whitelisted faculty members who have access to the all faculty listserv; this list includes the Chair of FEC, the Chair of CEPP, and the Vice Chair of IPPC. The Chair of FEC will consult the Chair of CEPP and the Vice Chair of IPPC on the protocols for forwarding or rejecting emails to the all faculty listserv.

I. FEC will schedule elections and make appointments to faculty committees

1. FEC will schedule a series of elections for governance committees each year (see Appendix D for the election calendar and activities).

2. FEC will, throughout the year, make appointments to ad committees and as replacements for partial-term openings on standing committees as needed. Faculty for these appointments will come from the Ad Hoc pool, as needed.

3. FEC will consult with appropriate administrators to ensure faculty representation on search committees and administrative reviews.

4. At the beginning of the fall and spring semesters, a shared governance as

once approved, on the FEC website (see Article X below).

V. ELECTION GUIDELINES

A. See Appendix D for the election calendar and activities.

B. Ballot Building: see Appendix A.

C. Faculty will vote electronically.

D. Announcing the Results

1. FEC certifies the results of all elections. The outcome of each election is then announced to the Faculty at large. The announcement should include the date, the committee name, the names and departments of the elected individuals, and the term of service for each elected individual. In addition, FEC chair will send a cumulative list of the election results to the faculty and the DOF/VPAA office once elections have been completed

E. Record Keeping

1. All vote tallies are maintained by FEC (see Article X below).

VI. APPOINTMENTS, REPLACEMENTS AND WORKING GROUPS

A. FEC will meet after elections to elected governance committees are completed to make appointments to those appointed governance committees that have vacancies. FEC will refer to faculty preferences for each committee when making these appointments. FEC will also take into account committee needs and faculty development when making these appointments.

B. Consultative Appointments.

1. In those instances where working group, committee or subcommittee appointments are made by others in consultation with FEC, the following procedure applies:
 - 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 may provide 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 choose replacements by taking into account such factors as faculty preferences § ragorv-4 (e) eanac

2. Update their committee's Operating Code and send a copy to FEC for its records;
3. Alert FEC to their need for any replacements to their committee;
- 4.

- e. Board of Trustees Meeting minutes and
- f. Any other items deemed by the Chair helpful to future incarnations of FEC.

B. FEC will archive material on the college's governance web page.
<https://www.skidmore.edu/governance/fec/index.php>

C. FEC members and chairs are encouraged to retain records from previous years for as long as is possible and practical.

APPENDIX § 87(2)(b) § 87(1)(6)

In creating ballots, FEC has adopted the standard of multiplying the number of candidates that need to be elected (n) by two, plus one (2n+1) with some latitude.

The table below offers some possible ranges:

Number of openings	Preferred # of candidates	Acceptable # of candidates
1	3	3 or 4
2	5	4 to 6
3	7	5 to 8

FEC considers the following guidelines when constructing a ballot.

1. FEC respects faculty choice and always attempts to place candidates on ballots to reflect how they ranked committees under their preferences. When faculty members rank committees (419), FEC chooses candidates from the ranking groups formed by these choices.
2. For committees that have membership restrictions (for example based on tenure status, department, or academic division), only faculty eligible to be elected will be on the ballot.
3. Once a faculty member is elected to a standing committee, FEC removes their name from the pool of candidates unless he or she has volunteered for additional service by filling out a second preference sheet.
4. Under normal circumstances, FEC will select candidates for a ballot following faculty preferences until the preferred number of candidates is reached. FEC will select candidates from those faculty who ranked the committee most favorably among those available to serve.
5. If more candidates are needed to achieve the preferred number on the ballot, then faculty will be selected from groups that ranked the committee successively less favorably until the preferred number of candidates is reached.
6. If the last ranking group represented on a ballot has more candidates than necessary to achieve the preferred number of candidates, then the candidates from that final ranking group will be chosen randomly from that last group. For example, if three candidates ranked a committee 4th, and only one of those is needed for the ballot, that candidate will be chosen at random. (The ballot builder feature of the committee management software orders names randomly within ranking groups, so selecting the top names from the list will achieve the goal of making randomized selections.)
7. When choosing candidates from the last ranking group to be represented on the ballot, two considerations may override the random selection from that group. First, for an election in which only one member of a department can be elected, additional members of that department would be selected for the ballot only after faculty from other departments in that final represented ranking group. Second, faculty members who will be available for full three year terms will be placed on a ballot before those who will be unavailable for one or more semesters during the same period. Candidates from the hoc pool who are available for less than the three year term may be contacted by a representative of FEC to inquire, if elected, they would be willing to serve the full term.

APPENDIX B: COMMITTEES

A. Elected:

1. Appointments and Tenure Committee (ATC)
2. Promotions Committee (PC)
3. Faculty Executive Committee (FEC)
4. Institutional Policy and Planning Committee (IPPC)
5. Committee on Educational Policies & Planning (CEPP)
6. Committee on Academic Freedom and Rights (CAFR)
7. Curriculum Committee (CC)
8. Faculty Development Committee (FDC)
9. Periclean Honors Forum Council (PHF)
10. Athletic Council (AC)

B. Appointed:

1. Self-Determined Major Committee (SDMC)
2. Committee on Academic Standing (CAS)
3. Faculty Advisory Board (FAB)
4. Student Affairs Subcommittee of IPPC (SAS)
5. Committee on Intercultural and Global Understanding (CIGU, subcommittee of IPPC)
6. Campus Sustainability Committee (CSC)

APPENDIX C: 1 2 5 0 \$ / 6 (4 8 (1 0 f (/ (& 7 , 2 1 6

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APPENDIX D: (/ (& 7 , 2 & \$ / (1 ' \$ 5

When possible, FEC will complete elections and appointments during the fall semester, with elections taking place prior to Thanksgiving break. The following is suggested:

1. Early September Confirm with committee chairs the number of openings on each committee that will need to be filled (and any relevant restrictions on department, division, and/or rank) for the upcoming service period.
2. / D W H 6 H S W H Preference Sheet Form
September Solicit exemption requests from faculty.
3. / D W H 6 H S W H Preference Sheet Form
Preference Sheet Form Mail will be sent to all "Eligible" faculty announcing the dates that the preference sheet will be open, and including instructions on how to access and complete the online form. Preference sheets will include any pertinent information about standing committee meeting times and course releases to help faculty make informed decisions about ranking. A separate email will be sent to the cohort of faculty who are required to serve in the forthcoming service period. Once the deadline has passed, FEC chair or designated member will check to make sure that everyone in the cohort has submitted their preference sheets and identify discrepancies. Faculty who fail to submit preference sheets will have committee preference automatically ranked in committee order.
4. Before the due date for preference sheets, FEC will email to the faculty at least once the current slate of candidates for ATC and PC.
5. Mid-October – Mid-November: Hold elections. Ballots for ATC and PC will be open for 2 business days, 9 AM to 5 PM the next day; all other ballots will be open for 1.5 days, 9 AM to noon the following day.
6. Prior to each election, FEC will announce which candidates will appear on the upcoming ballot and their ranking of the committee on their preference sheets, along with a list of restrictions (e.g. divisional and tenure restrictions) for the openings on that committee, if applicable. The FEC Chair will email each candidate to inform them when they are eligible to run for the upcoming election.

Tel: (457) 232-4648 (T) J 44