

Article IV. The Organization of the Faculty

Section 1. Officers of the Faculty

The officers of the Faculty shall be a President, to be known as President of the College, the Deans, a Chair, and a Secretary, of whom the President and Deans shall be chosen by the Board of Trustees. (Const., Art. V, Sec. 5a.)

Section 2. The President

- a. The President of the College shall be the executive head and shall have charge of all the internal administration of the College.
- b. He or she shall have general responsibility for the welfare and advancement of the institution and of all its relations to the public, and for the care of the buildings, grounds, and equipment of the College.
- c. He or she shall make recommendations from time to time to the Board of Trustees and the Board of Overseers, and shall appoint all new members of the Faculty, the educational staff, and the administrative staff, except as otherwise provided in the Constitution and By-Laws. Such appointments of the President shall be subject to confirmation by the Board of Trustees.
- d. On the nomination of the President, the Board of Trustees may appoint a Vice-President to perform such duties as the President, the Board of Trustees, or both may require. (Const., Art. v, Sec. 5b.)

Section 3. The Deans

The duties of the Deans of the College shall be determined by the President. (Const., Art. V, Sec. 5, c.) The Dean of the Faculty may appoint an Associate Dean of the Faculty who shall serve a three-year term. This person will be chosen from the tenured faculty.

Section 4. The Chair of the Faculty

- a. The Chair of the Faculty shall be elected by the Faculty for a 3-year term and shall not be elected for a second consecutive term. He or she shall, at the time of election, be a full-time teaching member of the Faculty. He or she may not simultaneously serve as Division Chair or be a member of the Board of Review or the Policy Committee. He or she shall maintain his or her office in one of the locations normally assigned to teaching members of the Faculty, and not in a facility devoted primarily to members of the administrative staff. He or she presides at all regular faculty meetings and at meetings of the Academic Council, and is a member of the Committee of Division Chairs. Governance of Baker

Faculty Center is the responsibility of the Chair of the Faculty. He or she attends meetings of the Board of Trustees, the Executive Committee of the Board of Overseers, and the Alumni Board, and also sits with the Budget Officers of the College in the President's Council.

- b. The Chair shall chair those portions of the faculty meeting to which he or she brings his or her agenda and meetings of the Faculty held as Committee of the Whole. He or she shall retain membership privileges in those meetings. In the absence of the Chair of the Faculty, the previous Chair of the Faculty shall preside, and if the previous Chair is not available then the Chair of the Policy Committee shall preside.
- c. He or she shall chair meetings of the Academic Council, voting only in case of a tie.
- d. He or she shall have membership on the President's Cabinet. He or she shall meet regularly with the Committee of Division Chairs. He or she shall assist in the orientation of new members of the Faculty.
- e. The Chair will review and sign the Faculty and Academic Council minutes.
- f. The Chair shall have responsibility for the governance of Baker Faculty Center. The Chair may consult with the Dean of Faculty and the Treasurer of the College.

Section 5. The Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a 2-year term.

- a. The Secretary shall be a full-time teaching member of the Faculty.
- b. He or she may not simultaneously serve as Chair of the Faculty, Divisional Chair, member of the Policy Committee or the Board of Review, or Secretary of the Academic Council.
- c. The duties of the Secretary shall be:
 - 1) To be familiar with the parliamentary rules governing faculty meetings and be available for consultation when the need arises.
 - 2) To act as keeper of the Faculty Code, assuring that legislation is written in Code language and preparing and distributing yearly revisions, if necessary, of the Codification of Faculty Legislation.
 - a) Revisions should be made in consultation with the Registrar.
 - b) To become official, they must be approved in final form by the Academic Council, or if the Academic Council determines that substantive questions are involved, by the Faculty.

Section 6. Faculty Meetings

- a. Regular faculty meetings shall be scheduled throughout the school year by the Chair of the Faculty.
 - 1) The Faculty will receive written notice of these scheduled meetings at the start of the academic year.
 - 2) A quorum at such meetings shall be determined by the Chair of the Faculty.
- b. Special meetings of the Faculty may be held at any time in Walla Walla, Washington, on the call of the Chair, the President, or upon the written request of any 5 members of the faculty. A quorum at such special meetings shall be 50% of the faculty.
- c. All members of the Faculty privileged to vote in faculty meetings shall attend its sessions. (Ch I, Art., I, above.)

Section 7. The Committee of the Whole

At the termination of regular business meetings or at other times on the call of the President or on written request of 5 members of the faculty, the faculty may meet as the Committee of the Whole. No formal business may be conducted during such meetings, but, after informal discussion, the Committee of the Whole may report proposals for action to the regular faculty in formal session.

Section 8. Divisions and Departments

- a. The teaching faculty shall be organized by Divisions, Departments, and areas of course offerings. Departments and areas of course offerings shall be established and discontinued by the Faculty on recommendation of the Academic Council.
- b. The Divisions, Departments, and Areas of Course Offerings are:
 - 1) Division I, Social Sciences and Education: Departments of Anthropology, Economics, Education, History, Politics, Psychology, Sociology and Sports Studies, Recreation and Athletics as well as courses in Library.
 - 2) Division II, Humanities and Arts: Departments of Art, Classics, English, Foreign Languages and Literatures, Music, Philosophy, Religion, Rhetoric and Film Studies, and Theatre, as well as courses in Dance, Linguistics, and Studies in World Literatures.

- 3) Division III, Science and Mathematics: Departments of Astronomy, Biology, Chemistry, Geology, Mathematics and Computer Science, and Physics as well as courses in Biochemistry and Molecular Biology, and Science.
 - 4) General Studies
 - 5) Interdisciplinary Studies: Race and Ethnic Studies, Asian Studies, Environmental Studies, Gender Studies, German Studies, Latin American Studies and Interdisciplinary Studies.
- c. The function of the division faculties shall be the consideration of division problems and policies, and the administration of the division curricula.
- 1) No action of a division faculty to introduce new courses, make an essential change in existing courses, alter the academic rules or requirements of the College, or depart from established educational policies shall be effective without ratification by the Faculty as a whole.
 - 2) Eligibility for voting at division meetings shall be the same as for faculty meetings.
 - 3) The Chair of the Division shall be the executive officer of the Division. He or she shall call regular meetings of the division members to consider division problems and policies and such other matters as deemed advisable.
- d. The Chairs of the several Departments within a Division shall constitute a committee which shall act as a pre-considering body for the full division, and shall be at the disposal of the Division Chair for such advice and counsel as he or she may find useful in the efficient pursuit of his or her duties and responsibilities as enumerated above.
- 1) The Chairs of the several Departments shall be designated by the Dean of the Faculty.
 - 2) The Dean shall designate a Chair from among the tenured members of the Department except in unusual cases.

Section 9. The Division Chairs

The Faculty of each Division shall elect one of its members to the office of Chair of the Division.

- a. The [Division] Chair must be a tenured member of the teaching faculty.

- b. The term of office for the Chair of the Division shall be 3 years with terms staggered as between Division. A Division Chair shall not be eligible for reappointment for more than one additional 3-year term after which he or she shall not be eligible until a period of one year shall have elapsed.
- c. He or she shall serve as executive officer for his or her Division and shall be a member of the Committee of Division Chairs and a voting member of the Academic Council.
- d. In consultation with the Division members, the Chair of the Division shall oversee the establishment of semester course offerings and class schedules of his or her Division.
- e. Problems pertaining to the physical equipment, buildings, classrooms, etc., which are pertinent to the operation of his or her Division shall be called to the attention of the Division Chair for consideration unless responsibility has been delegated by the College to some other person.
- f. He or she shall be expected to confer with the Dean of the Faculty and/or the President from time to time in order to assist them in any formal selection and evaluation of faculty personnel in his or her Division.
- g. He or she shall be the chief budget officer of his or her Division, responsible for submitting the annual requests for budget allocations for all members of his or her Division to the Dean of the Faculty.
 - a) The division budget as prepared by the Division Chair shall be subject to review by the Division.
- h. He or she shall serve as the liaison officer for his or her Division with the Dean of the Faculty in connection with the processes of advising students on academic matters.
- i. He or she shall submit to the Dean of the Faculty annually a report of the activities of his or her Division.

Section 10. The Academic Council

- a. The Academic Council shall be a preconsidering, advisory, reviewing, and determinative agency for the faculty as a whole.
 - 1) It shall refer matters to the Committee of Division Chairs, the Policy Committee, and the Board of Review, and review and/or act upon recommendations or actions of those committees.

- 2) Its general functions shall include matters of policy or operational procedures as may be presented to it by any of its members, its subcommittees, by the President, by the Dean of the Faculty, by the Chair of the Faculty, or by another member of the faculty.
 - 3) It shall review all proposals for changes in the curriculum, including adoption, deletion, and alteration of courses, major programs, and minor programs (see Ch. II, Sec. 4), and it may initiate such proposals.
 - 4) It shall review periodically the entire curriculum.
- b. The Council shall hold meetings on general matters at least once a month prior to regular faculty meetings and shall hold additional meetings restricted to curricular matters once a month or as required.
- 1) Its Minutes shall include a brief description of all matters acted upon by the full Council and a listing of all other matters discussed by the Council. These Minutes shall serve as a proposed agenda for the faculty meeting and shall be distributed prior to that meeting.
 - 2) Any member of the faculty may, upon request, attend a meeting of the Council.
 - 3) No communication within the Council may be regarded as privileged except for special meetings that may be called by the President or some other officer of the College.
- c. The 3 elected members of the Board of Review, the 3 elected members of the Policy Committee, and the 3 Division Chairs shall make up the voting membership of the Council, and no person shall be eligible for election or appointment to more than one of these positions at the same time.
- 1) The Chair of the Faculty shall act as the Chair, and shall vote only in case of a tie.
 - 2) The President, the Dean of the Faculty, the Associate Dean of the Faculty, the Registrar, and the Dean of Students are *ex officio*, non-voting members.
- d. Actions of the Academic Council shall be subject to ratification by the Faculty as a whole.

Section 11. The Board of Review

- a. The Board of Review shall act as an administrative agency for the Faculty in the enforcement and revision of its legislation and procedures.

- 1) The Board of Review shall report regularly to the Academic Council and may make proposals for revisions in regulations for new policies to the Council and/or to the faculty as a whole.
 - 2) It shall take action on student or faculty requests for modification and release from the college academic regulations and upon other matters referred to it by the Academic Council, the President, Dean of the Faculty, Registrar, or as recommended by its own members. Minutes shall include a report of all matters acted upon by the Board of Review and shall be distributed to the members of the Academic Council.
 - 3) The Board of Review shall, after consultation with the College Athletic Committee, approve in advance the schedules of the intercollegiate athletic events. (See Ch. IV, Art. XI.)
- b. Membership on the Board of Review shall consist of 3 teaching members of the faculty elected by the faculty as a whole for 3-year, staggered terms.
- 1) Each Division will be represented by one member of the Board of Review.
 - 2) A member shall not be eligible for re-election until a period of one year has elapsed.
 - 3) The Registrar shall act as an *ex officio*, non-voting member of the Board.
 - 4) The member of the Board holding the senior position as defined by the current term of service on the Committee will act as Chair. If no member of the committee is most senior, the chair shall be elected by and from the members.

Section 12. The Policy Committee

- a. The Policy Committee, as an agency of the faculty, may initiate proposals, or consider proposals from the Academic Council, the President, the Dean of the Faculty, or any faculty member, concerning major changes of policy and curriculum. The Policy Committee shall report regularly to the Academic Council and may make proposals for policy development to it and/or to the faculty as a whole.
- b. Membership on the Policy Committee shall consist of 3 teaching members of the faculty elected by the faculty as a whole for 3-year staggered terms.
 - 1) Each Division will be represented by one member of the Policy Committee.
 - 2) A faculty member shall not be eligible for re-election until a period of one year has elapsed.

- 3) The Associate Dean of the Faculty shall act as an *ex officio*, non-voting member of the Committee.
- 4) Two students shall also act as non-voting members, eligible to participate in Committee deliberations except when sensitive faculty matters are being considered.
 - a) One of the student members will be the President of ASWC and the other will be selected for a 1-year term by the Executive Council of ASWC.
 - b) Student members are not members of the Academic Council.
- 5) The faculty member of the committee holding the senior position as defined by the current term of service on the Committee will act as Chair. If no member of the Committee is most senior, the Chair shall be elected by and from the members.

Section 13. The Committee of Division Chairs

- a. The Committee of Division Chairs shall be responsible for:
 - 1) advising the President and the Dean of the Faculty on matters affecting administrative policy of an academic nature;
 - 2) matters of budget affecting the work of the three divisions;
 - 3) matters of staffing within the divisions;
 - 4) long-range planning related to academic aspects of the College;
 - 5) other matters referred to it by the President or the Dean of the Faculty.
- b. The Committee of Division Chairs shall seek to integrate policies, procedures, and administrative practices developed within individual Departments and Divisions, to provide a college-wide perspective for the work of those departments and divisions.
- c. The members of the Committee shall be the Chairs of each Division, the Chair of the Faculty, and the Dean of the Faculty, the latter acting as chair for its meetings. The Associate Dean of the Faculty shall act as an *ex officio*, non-voting member of the Committee.

Section 14. Term of Office

The term of office for all newly-elected members of faculty committees shall begin on July 1.