

CHAPTER I

The Faculty

Organization, Powers, Responsibilities, and Officers

Article I. Composition of the Faculty

Section 1. The Faculty shall consist of the President of the College and the members of the instructional staff who hold the title of Dean, Professor, Associate Professor, Assistant Professor, Instructor, or Non-tenured Assistant Professor, Associate Professor, or Professor of Forensics, Senior Lecturer, and Senior Adjunct Assistant Professor.

- a. Any administrative officers shall also be deemed members of the Faculty.
- b. Professorial rank as used hereafter is to mean the rank of Instructor, Assistant Professor, Associate Professor, and Professor.
- c. The instructional staff includes all individuals having classroom teaching responsibilities.
- d. The Forensics Track consists of those faculty members holding the titles Non-tenured Assistant Professor or Forensics; Non-tenured Associate Professor of Forensics; and Non-tenured Professor.
 - 1) Although the titles given to faculty in the Forensics Track parallel those given to tenure-track faculty, they are to be considered distinct.
 - 2) Faculty members in the Forensics Track are eligible to attend meetings of the faculty and vote therein, sit on faculty committees and serve as faculty officers, participate in convocation and commencement exercises, apply for funds from the ASID program, apply for sabbaticals.
 - 3) The criteria applied in evaluating sabbatical proposals from faculty members in the Forensics Track will agree with those applied to proposals submitted by tenure-track faculty, except that special consideration will be given to the effect of a proposed sabbatical upon an individual's coaching or other responsibilities.
- e. Visiting Professors, Lecturers, and other members of the instructional staff, with the exception of assistants, and non-teaching Whitman staff members invited by the president to attend specific Faculty meetings, shall have the privilege of sitting with the Faculty, but shall not be entitled to vote (Charter, Sec. 4, and Const., Art. V, Sec. 1 and 2).

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- f. The term "teaching member of the Faculty" used in matters such as the election and appointment to Faculty positions, is defined to include all full and part-time members of the Faculty eligible for tenure, (see Ch. I, Art. II, Sec. 3).
- g. Part-time faculty members who are full-time employees of the College will be considered "teaching members of the Faculty" upon individual decision by the President at the time of initial appointment or reappointment if they meet the provisions of the following guidelines:
 - 1) At least 50 percent of the appointee's time is devoted to teaching.
 - 2) The individual is professionally prepared for a full-time teaching assignment on the Whitman College faculty.
 - 3) The individual is granted regular faculty status with the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
 - 4) The teaching portion of the employment obligation is considered a permanent one.
- h. Excluded from the provisions of Ch. I, Art., I., Sec. 1, e and the guidelines pertaining thereto are those members of the college staff whose appointment or contract assigns them primarily to administrative positions (for example, the President, the Deans, the Registrar, etc.) whether or not they teach one or more courses.

Article II. Appointment and Removal of Faculty Members

Section 1. Initial Appointments

- a. The Board of Trustees shall have the power to appoint and remove the President of the College, the Professors, Tutors, Teachers, and any other necessary Agents and Officers, and may fix the compensation of each. (Charter, Sec. 4.)
- b. All appointments to the teaching faculty of Whitman College shall be made by the Board of Trustees on recommendation of the President of the College. (Const., By-Laws, Art.V, Sec. 1.)
- c. The Trustees, Overseers, Faculty, and Officers of instruction and administration shall sign the Roll of Official Records of Trustees, Overseers, Faculty, and Officers of Instruction and Administration, and shall subscribe to the following declaration:

In signing this Roll, I accept the position written in against my name, to which I have been elected by the constituted authorities of Whitman College. I hereby declare my intention of fulfilling the duties thereof, and of supporting faithfully

the Constitution, By-Laws, and regulations of Whitman College. (Const., Art. XI.)

Section 2. The Length of Appointments

- a. The initial appointment of a person as a member of the Faculty at the non-professorial ranks of Assistant or Associate or, at the professorial ranks of Instructor or Lecturer, shall be for a term of 1 academic year. The term for instructors shall be renewed only by reappointment for 1 academic year (Const., By-Laws, Art. V, Sec.2).
- b. Initial appointments at the rank of Assistant Professor, Associate Professor, or Professor shall always be for a term of 2 academic years, as provided in the Constitution (By Laws, Art. V, Sec. 3). Upon expiration of the initial 2-year term, appointments at these professorial ranks are renewable, subject to the tenure decision in the case of Professor, and to the provisions of the Constitution (By-Laws, Art. V, Sec. 4) for all three ranks.
- c. Faculty in the Forensics Track will be evaluated by the Personnel Committee, which will make recommendations to the Provost and Dean of the Faculty and the President of the College regarding promotion and contract renewal. Upon positive evaluations, the normal schedule for promotion and contract renewal in the Forensics Track is as follows:
 - 1) three 2-year contracts, during which the individual will hold the title Assistant Professor of Forensics.
 - 2) promotion to Non-tenured Associate Professor of Forensics, after which the individual will receive 5-year contract renewals.
 - 3) after two 5-year contract renewals, consideration for promotion to Non-tenured Professor of Forensics.
- d. Temporary appointments to the Faculty that result from a regular search process cannot be held for more than 5 years.

Section 3. Tenure

- a. Except in the case of initial appointment to the Faculty, all appointments at the rank of Professor shall be for indefinite tenure. Indefinite tenure means that the appointment shall not run for a fixed term or period and shall be terminable only as hereinafter provided. (Const., By-Laws, Art. V, Sec. 5.)
- b. Persons holding the rank of Associate Professor, Assistant Professor, and Instructor may be given indefinite tenure by special vote of the Board of Trustees at any time

but, with the exception of the teaching faculty in the Forensics Track, any such who have not been given indefinite tenure at the beginning of their 7th year of service shall at that time be notified in writing whether they will be given indefinite tenure at the beginning of their seventh year of service.

In the event that indefinite tenure be not given, such persons shall be entitled to a 7th year of service but shall not be continued in the service of the College beyond the end of their 7th year. (Const., By-Laws, Art. V, Sec. 6.)

- c. No tenure regulations shall apply to part-time members of the instructional staff regardless of title, unless the following guidelines pertain:
 - 1) At least 50 percent of the appointment is devoted to teaching.
 - 2) The individual is professionally prepared for a full-time teaching assignment on the Faculty.
 - 3) The individual holds regular faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor.
 - 4) The teaching portion of the position is considered a permanent one.
 - 5) Tenure for such part-time member of the instructional staff shall be half-time tenure.
- d. Nor shall tenure regulations apply to any person not holding the title of Professor, Associate Professor, Assistant Professor, or Instructor. (Const., By-Laws, Art. V, Sec. 10.) Faculty in the Forensics Track are not eligible for tenure.

Section 4. Causes for Suspension or Dismissal

Regardless of the status of his or her tenure, any member of the Faculty may be suspended or dismissed by the Board of Trustees for any of the following reasons: (Const., By-Laws Art. V, Sec. 7.)

- a. Conviction of an infamous crime.
- b. Misconduct reflecting seriously upon the College or upon the character and reputation of the person involved.
- c. Being a member, associate, or supporter of any organization or group which gives allegiance to a foreign power or strives to undermine or overthrow the government of the United States by other than constitutional means.

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- d. Mental or physical disability or unfitness to perform the duties for which he or she was appointed.

Section 5. Procedures for Suspension or Dismissal

- a. In every case of proposed dismissal, the procedure approved by the American Association of University Professors and the Association of American Colleges will be followed. (See A.A.U.P. Bulletin, March, 1958, pp. 272-274.)
- b. In implementing these procedures, the following steps shall occur:
 - 1) In cases of an accusation of sexual harassment the procedures outlined in Chapter X of the Faculty Handbook shall be followed. In all other cases the following steps constitute the procedures.
 - 2) The President shall consult with the person whose dismissal is being considered, and at the option of the President or request of the defendant other persons may be present at the interview.
 - 3) If the President decides to continue with consideration of dismissal, an advisory-investigatory committee shall be appointed. This committee shall consist of the 5 senior members of the full-time tenured teaching Faculty, subject to the following specifications:
 - a) Seniority shall be determined according to total length of service with the College.
 - b) No members of the Academic Council will be included; and
 - c) The committee shall be chosen to assure representation of the three divisions.
 - 4) If the President decides to proceed toward dismissal, the Academic Council at the request of the faculty member shall act as a hearing committee.
 - 5) Resignation or dismissal of charges may occur at any point in the procedure.
- c. The faculty member may, however, be suspended without pay by the President pending the aforesaid hearing and final action by the Board of Trustees. (Const., By-Laws, Art. V, Sec. 7.)

Section 6. Procedures for Evaluation

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- a. The President and the Provost and Dean of the Faculty, in consultation with the Faculty, shall disseminate a statement of faculty evaluation policy and procedure in the Faculty Handbook.
- b. In the course of making decisions concerning advancement in rank, contract renewal, and tenure appointments, the President shall consult with the Provost and of the Faculty and the Faculty Personnel Committee (described in Ch. I, Art. V, Sec 14).
- c. A Faculty member who has been the subject of such evaluation proceedings may request, within 2 weeks after he or she is notified in writing of the results, that the Provost and Dean of the Faculty appoint a review committee to determine whether the decision was the result of adequate consideration in terms of the relevant standards of Whitman College as expressed in the current procedures and criteria for evaluation.
The current statement of faculty evaluation policy and procedures shall provide for the selection of the review committee. If the review committee finds that reconsideration would be appropriate, the case shall be returned to the original evaluation committee for reconsideration.

Section 7. Retirement

The Board of Trustees shall have authority to terminate by retirement the appointment of any Faculty member who by reason of mental or physical disability has become unable to perform the duties for which he or she was appointed. (Const., By-Laws, Art. V, Sec. 8.)

Early and phased retirement are available as options as approved by the Board of Trustees.

Upon retirement, all faculty in good standing will be given Emeritus status following the recommendation of the Division Chairs Committee and President and upon approval by the Board of Trustees.

Section 8. Leaves of Absence for Non-Tenured Faculty

A member of the Faculty who does not have tenure and who requests a leave of absence may be granted a leave of absence subject to the condition that he or she is under no obligation to return to the College and that the College is under no obligation to hold the position open for him or her but that by mutual agreement he or she may return. (Const., By-Laws, Art. VI, Sec. 5)

Article III. Powers of the Faculty

- a. The Faculty shall have power to arrange the courses of study, and to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary. The foregoing authority may be delegated to a properly constituted committee, the Faculty reserving the right of review. (Const., Art. V, Sec. 2.)

- b. All members of the faculty, whether on appointment with continuous tenure or not, are expected to adhere to the standards expressed in the 1987 Statement on Professional Ethics, as adopted by the American Association of University Professors. Moreover, all members of the faculty, whether on appointment with continuous tenure or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure and additions and amendments thereto formulated by the American Association of University Professors.
- c. The Faculty shall make such rules for its own organization and government as it shall deem proper, except as elsewhere provided. (Const., Art. V, Sec. 3.)
- d. These rules may be amended at any regular meeting of the Faculty. Every amendment shall specify the Chapter, Article, Section, and Paragraph of this Codification which is to be amended.
- e. Only those Faculty members who are eligible to vote (see Article I, Composition of the Faculty) may serve on committees that are elected by the Faculty.
- f. Any Faculty member may invite to the campus any speaker. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of his or her own views by the Institution, its Faculty, its Administration, or its Governing Boards.

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 Provost and 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 Provost and Dean of the 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 Provost and Provost and Dean of the Faculty.
 - 2) The Provost and Dean of the Faculty 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 Provost and 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 Provost and 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 Provost and Dean of the Faculty in connection with the processes of advising students on academic matters.
- i. He or she shall submit to the Provost and 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 Provost and 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 Provost and 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, Provost and 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 Provost and 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 Provost and 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 Provost and 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 Provost and 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.

Article V. Standing and Ad-hoc Committees of the Faculty

Section 1. Student Life Committee

- a. The Student Life Committee may review and recommend policies on any matter, which is not of a curricular or disciplinary nature, relating to student life at Whitman College.

- 1) The Committee has policy-making authority in those areas of student life where authority is not specifically delegated to another committee, person, or department by the Faculty Code or the President.
 - 2) If, in reviewing a matter brought before it, the Committee determines that proper jurisdiction is elsewhere, the Committee will refer the matter there.
 - 3) Any recommendation or policy matter brought to a vote must pass by a majority of each of the 3 represented constituent groups present at the time. Any policy decision made by the committee will be passed on to the appropriate department or organization for implementation.
- b. The Student Life Committee shall be composed of 6 students, 3 faculty members, the Dean of Students and/or designee, and the Provost and Dean of the Faculty or the Associate Dean of the Faculty. The President of the College and the President of the Associated Students of Whitman College are *ex officio*, non-voting members.
- 1) The Executive Council of the Associated Students of Whitman College shall appoint 3 students each year for 2-year terms. No more than 1/3 of the students shall be representative of one social or living group, no more than 2/3 shall be of the same sex, and both Greeks and independents shall have at least 1/3 of the membership.
 - 2) One faculty member is elected each year by the Faculty to a 3-year term. The senior position as defined by length of service on the committee shall act as chair. If no member is most senior, the chair shall be elected by and from the members.

Section 2. Council on Student Affairs

- a. The Council on Student Affairs shall meet in order to hear and act upon any case, involving alleged infractions of college regulations, referred to it by duly designated college groups or individuals. The Council may also establish and revise student discipline procedures and act on other matters referred to it. (See Ch. V, Art. I, Sec. 4 and Ch. V, Art. 3.)
- b. The Council on Student Affairs shall be composed of 4 members of the faculty, 5 members of the student body, and the Dean of Students as Chair.
 - 1) The faculty and student membership must have 2-2 and 3-2 gender balance, respectively.
 - 2) All members shall be voting members.

- 3) Faculty members of the Council on Student Affairs shall be elected to 3-year staggered terms. Each year the Faculty shall elect from its body enough members to maintain Council membership of 4 faculty members and gender balance.
- 4) Three of the student members also serve 3-year staggered terms, each 3-year term beginning in the sophomore year of the new member.
 - a) The Executive Council of the Associated Students of Whitman College shall appoint one sophomore member of ASWC to serve a 3-year term and shall appoint 2 members to serve 1-year terms during their senior year.
 - b) 3-2 gender balance must be maintained in the student appointments.

Section 3. Committee on Membership in Fraternities and Sororities

- a. The Chair of the Faculty shall convene an ad hoc Committee on Membership Selection in Fraternities and Sororities to investigate alleged violations of the provisions set forth in Ch. V, Art. IV, Sec. 1, Par. 5 and 6. At the conclusion of its investigation, the Committee shall report to the faculty.
- b. The Committee shall consist of the 3 elected faculty members and the 3 senior student members of the Council on Student Affairs, and the Associate Dean of Students and the Assistant Dean of Students. The Chair shall be the elected faculty member of the Council on Student Affairs holding the senior position as defined by the termination date of his/her position.

Section 4. Grievance Committee

- a. Upon request of an individual faculty member the Chair of the Faculty may appoint an Ad Hoc Grievance Committee to consider charges that institutional, administrative, or faculty policy has been violated. The Ad Hoc Grievance Committee will report to the faculty member requesting the action, to the Academic Council, and to the President.
- b. The Ad Hoc Grievance Committee shall be composed of the members of the Policy Committee, the Board of Review, and the Division Chairs Committee who are serving the second year of the 3-year term.

Section 5. Board of Academic Advisors

The Board of Academic Advisors shall consist of all faculty and staff members engaged in pre-major and major advising with the Provost and Dean of the Faculty acting as Chair.

Section 6. Nominating Committee

- a. The nomination of members of the faculty to positions elected by it shall be initiated by the Nominating Committee although nominations may also be made from the floor at the time of the election.
- b. The Nominating Committee shall consist of the Chair of the Faculty, the retiring member of the Committee of Division Chairs, the retiring member of the Policy Committee, and the retiring member of the Board of Review.
The Chair of the Faculty shall act as Chair, voting only in case of a tie.
- c. The Nominating Committee shall, in fulfilling its functions, and barring exceptional circumstances, attempt to nominate at least two candidates for all committee vacancies.

Section 7. Committee on Studies with Human Subjects

The Provost and Dean of the Faculty shall appoint a committee to scrutinize all studies and research conducted in connection with courses of study or otherwise which use human subjects, in order to protect the rights of those persons made the subject of such studies.

Section 8. College Athletic Committee

- a. The purpose of the College Athletic Committee is to offer advice and make recommendations to the Director of Athletics, to the administration, and to the faculty on matters relating to the conduct and character of the College's program in intercollegiate athletics. (See Ch. IV, Art. XI.)
- b. The membership of the Committee shall consist of 3 faculty members appointed for 3-year terms by the President of the College; 4 *ex officio* members, namely, the Director of Athletics, the Chair of the Department of Sports Studies, Recreation and Athletics, Faculty Athletic Representative, Associate Dean of the Faculty; and 3 student members selected for 3-year terms by the Student Congress.

Section 9. Committee on Admission and Financial Aid

- a. The Committee on Admission and Financial Aid shall establish the procedures of admission and shall recommend policy on admission and financial aid.
- b. The Committee shall consist of the following voting members:
 - 1) Three full-time teaching members of the Faculty. One faculty member from each of the three Divisions, elected by the Faculty as a whole to serve in staggered 3-year terms.

- 2) Two students recommended by the Dean of Students;
- 3) The Dean of Admission and Financial Aid, and the Provost and Dean of the Faculty and/or Associate Dean of the Faculty will serve as *ex officio* Members

Section 10. General Studies Committee

- a. The General Studies Committee shall supervise and administer the General Studies Program.
 - 1) The General Studies Committee shall function as a Division for the purposes of the introduction of new courses, substantive changes in existing courses, and the alteration of rules and requirements for the General Studies Program.
 - 2) The General Studies Committee shall advise the Academic Council on these matters and shall also advise the Board of Review on waivers of General Studies requirements in the cases of continuing or transfer students.
- b. The General Studies Committee shall consist of a representative from each of the three Divisions, a representative from each General Studies course offered, two non-voting students, and the Provost and Dean of the Faculty or designate, *ex officio*.
 - 1) The 3 divisional representatives shall be elected by the Faculty as a whole, and may or may not be instructors in a General Studies course. The divisional representatives shall serve 3-year terms.
 - 2) A tenured or tenure-track faculty representative from each offered course shall be elected by the instructors in that course. A course representative shall serve a 1-year term.
 - 3) The student members shall be appointed annually by the Provost and Dean of the Faculty from nominations by ASWC.
 - 4) The Committee Chair shall be selected annually by the Committee members.

Section 11. The International Studies Planning Committee

- a. The International Studies Planning Committee shall be responsible for the supervision of the foreign study programs of the College including the development of criteria for acceptable programs, the maintenance of a list of approved programs, and the promulgation of guidelines for the review and approval of student proposals for participation in foreign study.

- 1) The criteria, list of approved programs, and guidelines statement are subject to the approval of the Academic Council.
 - 2) The committee shall review and act on all proposals for participation by students, and where necessary, evaluate work completed and recommend credit for acceptance.
- b. The International Studies Planning Committee shall be composed of 3 members of the Faculty appointed yearly by the Provost and Dean of the Faculty who shall also appoint the Chair of the Committee. The Provost and Dean of the Faculty or Associate Dean of the Faculty, the Registrar, and the Study Abroad Advisor are *ex officio* members of the Committee.

Section 12. Faculty Committee on Fringe Benefits

- a. The Committee will examine fringe benefits and will investigate alternative programs with a view toward present and long-term fringe benefits at the College. The committee will issue reports to the Faculty.
- b. Six faculty members shall be elected for staggered 3-year terms.
 - 1) There shall be 2 members from each of the ranks of Assistant Professor, Associate Professor, and Professor, but during their terms members will not be removed from the Committee because of promotion in rank.
 - 2) Members of this Committee will not be replaced due to sabbatical leaves unless more than 3 members will be absent in a given semester. If both members of a single rank will be unavailable to serve in a given semester a single replacement will be elected for that rank.

Section 13. Faculty Personnel Committee

- a. The Faculty Personnel Committee shall be responsible for the evaluation of each candidate for tenure, promotion, contract renewal, and periodic review.
- b. The Committee shall consist of 6 tenured faculty members, 2 from each Division, who will serve staggered 3-year terms.
 - 1) Non-tenured Associate and Professors of Forensics will also be eligible to serve on the Personnel Committee.
 - 2) Since the terms are staggered, each year the faculty as a whole will elect 2 members from different Divisions.
 - a) Each appropriate Division will submit 2 nominees from its membership.

- b) No nominations will be accepted from the floor of the faculty.
 - c) A faculty member will not be eligible for re-election to the Committee until one year has elapsed except for those who serve 1-year terms.
 - d) A member of the Faculty Personnel Committee may not serve simultaneously as a member of the Academic Council.
- 3) Any serving member of the Committee who wishes to apply for promotion during his or her term of service on the Committee would be replaced for the academic year in which her or his case was being considered.
 - 4) The President and the Provost and Dean of the Faculty will sit as *ex officio*, non-voting members.
 - 5) The Chair of the Committee will be elected annually by and from its voting members.

Section 14. Baker Faculty Center Governing Board

- a. Governance of Baker Faculty Center is the responsibility of the Chair of the Faculty. The Chair may consult with the Provost and Dean of the Faculty and the Treasurer of the College.

Section 15. The Domestic Off-Campus Programs Committee

- a. The Domestic Off-Campus Programs Committee shall be responsible for the supervision of the off-campus programs within the United States with which the College has a recognized relationship.
 - 1) This includes the development of criteria for acceptable programs, the maintenance of current information on approved programs, the promulgation of guidelines for the review and approval of student proposals for participation in domestic off-campus study.
 - 2) The criteria, list of approved programs, and guidelines statement are subject to the approval of the Academic Council.
- b. The Domestic Off-Campus Programs Committee shall be composed of 4 members of the faculty appointed yearly by the Provost and Dean of the Faculty who shall also appoint the Chair of the Committee.
- c. The Provost and Dean of the Faculty or the Associate Dean of the Faculty and Registrar are *ex officio* members of the Committee.

Section 16. Committee on Aid to Scholarship and Instructional Development (ASID)

- a. The Committee on Aid to Scholarship and Instructional Development shall administer the budget for assistance to faculty scholarship and instructional development. It shall also set criteria, receive applications, and allocate Whitman sponsored student/faculty research awards.
- b. The Committee on Aid to Scholarship and Instructional Development shall be composed of the Provost and Dean of the Faculty (or his/her designate), the 3 Division Chairs, and 3 faculty members, one from each division, elected by the faculty as a whole, for staggered three-year terms.
- c. The Chair of the Committee shall be the Provost and Dean of the Faculty (or his/her designate).

Section 17. Faculty Grievance Panel

- a. The Faculty Grievance Panel shall be responsible for conducting an investigation and hearing to resolve formal grievances filed by a faculty member against one or more other faculty members for alleged conduct that harmed the grievant and which impinges on the grievant's ability to do his or her work as a faculty member.
- b. The panel members shall be chosen according to the following criteria:
 - 1) All three members of the Grievance Panel must be tenured or tenure-track faculty members who have completed at least four years of service to the College.
 - 2) Among the three members shall be the most junior active faculty member from the grievant's division who has completed a term on the Academic Council within the past five years.
 - 3) Among the three members shall be the most senior active faculty member from the accused's division who has completed a term on the Academic Council within the past five years.
 - 4) Among the three members shall be the active faculty member who has most recently completed a term on the Academic Council, and who is not from the division of either the grievant or the accused.