

VII. FACULTY ORGANIZATION AND GOVERNANCE

A. Governance

The faculty is charged by the Constitution and By-Laws of the College "to arrange the courses of study and to take proper measures for the government and discipline of the students." To accomplish these goals and, further, to provide a means for considering policies, guidelines, and procedures for its business, the faculty has developed a system of governance which includes regular elections of officers, establishment of committees, and election of members to serve on these committees. Below is a brief outline of the major components of this system. Full details of faculty governance are in the Faculty Code.

1. Officers

a. Chair of the Faculty

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 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. Secretary of the Faculty

The Secretary is elected for a two-year term. He or she is responsible for updating the Faculty Code and acts as parliamentarian.

c. Division Chairs

Each of the three divisions elects its own chair for a three-year term. The Chair presides at all division meetings and is a member

of the Committee of Division Chairs, the Academic Council, and all tenure-track search committees in his or her division.

d. The Committee of Division Chairs

The Faculty Chair and the three Division Chairs sit with the Provost and Dean of the Faculty to form the Committee of Division Chairs, with the Provost and Dean of the Faculty acting as Chair of the Committee. The Associate Dean of the Faculty shall act as an *ex-officio*, non-voting member of the Committee. The Committee of Division Chairs is responsible for advising the President and the Provost and Dean of the Faculty on administrative policy of an academic nature, budgets and staffing matters affecting the Division, long-range academic planning, and any other matters referred to it by the President or the Provost and Dean of the Faculty. The Committee acts as an advisory committee to the Department of Education in all matters concerning the teacher certification program.

Elections of Faculty Chair and Division Chairs will take place in December rather than in May. Those elected will take office on the following July 1, as specified in the Faculty Code.

2. Major Governance Committees

a. Academic Council

Charge: To consider all changes in curriculum, policy, and faculty legislation, and to recommend action to the entire faculty.

Members: The three Division Chairs, the faculty members on the Policy Committee and the Board of Review are voting members; the President, the Provost and Dean of the Faculty, the Associate Dean of the Faculty, the Dean of Students, and the Registrar are *ex-officio*, non-voting members. The Chair of the Faculty chairs the Academic Council and has the right to vote only in cases of a tie.

b. Board of Review

Charge: To enforce faculty legislation and procedures and to approve exceptions to faculty academic regulations.

Members: Three faculty members elected for three-year, staggered terms; the Registrar as an *ex-officio*, non-voting member. The Chair is the faculty member holding the most senior term.

c. Policy Committee

Charge: To initiate proposals for major changes in policy and curriculum or to review such proposals initiated by other bodies and referred to it.

Members: Three faculty members elected for three-year staggered terms; the Associate Dean of the Faculty shall act as an *ex-officio*, non-voting member. The Chair is the faculty member holding the most senior term.

B. Departments

1. Department Chair

a. Appointment

- i. Department chairs are appointed for three-year terms.
- ii. The Provost and Dean of the Faculty seeks advice from the department members prior to making an appointment.

b. Duties

The chair conducts department meetings and administers policy determined during those meetings by the members of the department and represents the department at faculty and administrative meetings. While the chair may well handle some routine matters without consultation, such matters as budget recommendations, course schedule recommendations, course change recommendations, or evaluation of seniors on their major examinations should be determined by the department as a whole. Normally, the chair of the department will chair the search committee for any appointments in the department.

List of Typical Duties

- i. Chair Department meetings
- ii. Forward the department budget proposals to the Provost and Dean of the Faculty with such explanation as seems appropriate.
- iii. Administer expenditures from the department budget.

- iv. Represent the department in discussions with the Committee of Division Chairs and the administration concerning personnel changes.
- v. Represent the department in matters to be considered at the divisional level or by the faculty.
- vi. Represent the department in relations with the Registrar's Office concerning such matters as course offerings, course scheduling, enrollment limits, evaluation of transfer credits, et cetera.
- vii. Represent the department in relations with the Communications Office in connection with catalog copy.

2. Departmental Budgets

Departmental budgets ordinarily include funds for student employment, services (e.g. telephone, photocopying, film and video rentals, equipment repair, service contracts) and supplies (such as paper, pens, chemicals), and capital expenditures (equipment items costing over \$500.00). Some departments will also have equipment replacement budgets for the replacement of worn out items. The department budget is controlled by the department chair; projected expenditures must be approved by him or her.

3. Offices and Computers

Faculty are ordinarily assigned private offices to facilitate advising and scholarship. Although specific assignments are usually made by the division or department chair, depending upon the building, the Provost and Dean of the Faculty retains ultimate authority in the allocation of space in all academic buildings. Computing equipment, software, and network access are made available through Whitman College Technology Services. Priorities for allocation and purchase of equipment and software are determined by departments and Technology Services.

C. Standing Committees of the Faculty:

Below is a list of the standing and ad hoc committees established by the faculty and described in the Faculty Code.

1. Student Life Committee

2. Council on Student Affairs
3. Committee on Membership in Fraternities and Sororities
4. Grievance Committee
5. Board of Academic Advisors
6. Nominating Committee
7. Committee on Studies with Human Subjects
8. College Athletics Committee
9. Committee on Admission and Financial Aid
10. General Studies Committee
11. International Studies Planning Committee
12. Faculty Committee on Fringe Benefits
13. Faculty Personnel Committee
14. Governance of the Baker Faculty Center is the responsibility of the Chair of the Faculty. The Chair may consult with the Provost and Dean of Faculty and the Treasurer of the Committee.
14. Domestic Off-Campus Programs Committee
15. Committee on Aid to Scholarship and Instructional Development (ASID)

D. Non-Code Committees

In addition to the code committees listed above, there are a number of other elective and appointive committees which help the College perform important functions and encourage faculty participation.

1. Academic Information Technology Advisory Group (AITAG)

Charge: To recommend policies and priorities for campus information technology with particular emphasis on services to faculty and students.

Membership: Two representatives from each division to be appointed by the Provost and Dean of the Faculty for staggered two-year terms to ensure continuity across years, two students, Chief Technology Officer, Librarian, Provost and Dean of the Faculty (or designate) *ex-officio*. Committee chair to be elected by faculty members from the six members.

2. Administrative Information Technology Advisory Panel (AITAP)

Charge: To recommend policy and priorities for campus information technology with particular emphasis on the needs of administrative offices.

Membership: A representative from each of the following budget areas: Provost and Dean of the Faculty, Dean of Students, Dean of Admissions

and Financial Aid, Treasurer, and VP for Development and College Relations. The committee will elect its own chair and the Chief Technology Officer will serve *ex-officio*.

3. Art Advisory Committee

Charge: To make recommendations to the President concerning the acquisition or commissioning of art objects.

Membership: Selected by the President or Provost and Dean of the Faculty from faculty, staff, and community for one-year terms: Chair appointed by the President or Provost and Dean of the Faculty.

4. Bookstore Committee

Charge: To advise the manager of the bookstore on policy concerning textbooks, trade books, supplies, and all procedures associated with operations.

Membership: The director of the Reid Campus Center as chair, the manager of the bookstore, the Provost and Dean of the Faculty, the Dean of Students, and the Treasurer, all *ex-officio*; two staff members on one-year terms and three faculty members on three-year terms appointed by the President or the Provost and Dean of the Faculty.

5. Conservation Committee

Charge: To coordinate recycling efforts on the Whitman campus and promote an ongoing education program for the Whitman community.

Membership: Members are appointed by the President or the Provost and Dean of the Faculty with participation by faculty, staff, and students.

6. Elementary or Secondary School Teaching Award

Charge: To select a distinguished elementary or secondary school teacher from the nominations of graduating seniors.

Membership: Four faculty and two students (recommended by ASWC) appointed by the President or Provost and Dean of the Faculty for one-year terms, plus the Provost and Dean of the Faculty(or designate) *ex-officio*.

7. Historical Collections Advisory Committee

Charge: To advise the College Archivist and the Director of the Museum of Man and Nature in the Pacific Northwest on policy.

Membership: Three to six faculty, appointed by the Provost and Dean of the Faculty to one-year terms, the Archivist and the Director of the MMNPN, *ex officio*. The chair is appointed by the Provost and Dean of the Faculty.

8. Library Advisory Committee

Charge: To advise the Director of the Library on policy.

Membership: Six faculty, two from each division, appointed by the President or the Provost and Dean of the Faculty for three-year terms; two students appointed for one-year terms on the recommendation of ASWC, the Chief Technology Officer, *ex-officio*, and the Library Director, *ex-officio*. The chair is elected by the membership.

9. Pre-Medical Advising Committee

Charge: To advise prospective medical students and assist them in applying to medical school.

Membership: Five or six faculty appointed by the President or the Provost and Dean of the Faculty for one-year terms.

10. Safety Committee

Charge: To monitor and recommend policy on safety in the college community.

Membership: Three faculty and two students (recommended by ASWC) appointed by the President or the Provost and Dean of the Faculty for one-year terms, plus the Director of Physical Plant and the Security Officer *ex-officio*.

11. The Council on Sexual Misconduct

The College Council on Interpersonal Relations and the review board are described in the College policy in Chapter IX of this document.

12. Sheehan Gallery Committee

Charge: To assist the Gallery Director in planning exhibition schedules and events.

Membership: Several faculty appointed by the President or the Provost and Dean of the Faculty for one-year terms plus the Gallery Director *ex-officio*.

13. Technology Equipment Allocation Review Committee

Charge: To review computer equipment allocations proposed by the Chief Technology Officer.

Membership: Chief Technology Officer, the chair and one other member of the Academic Information Technology Advisory Group, and the chair and one other member of the Administrative Information Technology Advisory Panel.

14. Honorary Degree Committee

Charge: To assist the President in selecting individuals to be recognized at commencement exercises.

Membership: Several members of the students, faculty and/or governing boards, appointed by the President. To be chaired by the Associate Dean of Faculty.

Ad-hoc Committees may be appointed from time to time by the President or the Provost and Dean of the Faculty.