Chapter 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 three-year term and shall not be elected for a second consecutive term. The Chair of the Faculty will forego applying for a sabbatical leave for the duration of their 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. 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 Curriculum Committee, and is a member of the Committee of Division Chairs. Governance of Baker 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.

Nominations of persons to run for the office of chair of the faculty shall be submitted to the chair of the Nominating Committee. The chair of the Nominating Committee will determine whether persons nominated are willing to stand for election, and will communicate to the faculty the names of such persons at least 72 hours prior to the faculty meeting at which the election for faculty chair is to be conducted. No nominations will be accepted from the floor of the faculty.

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 Curriculum Committee, 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 Deans of the Faculty shall act as ex-officio, non-voting members 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.

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. Board of Review

Charge

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

Membership

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.

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 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. Off-Campus Studies Committee
12. Faculty Committee on Compensation
13. Faculty Personnel Committee
14. Governance of the Baker 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.
15. Committee on Aid to Scholarship and Instructional Development (ASID)
16. Academic Information Technology Advisory Group (AITAG)
17. Library Advisory Committee
18. Curriculum Committee

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. Health Professions Advisory Committee
Charge
To advise prospective health profession students and assist them in applying to professional schools.

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

2. 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 Dean of Students, and the Treasurer, all ex-officio; two staff members on one-year terms and one faculty member on a three-year term appointed by the Provost and Dean of the Faculty.

3. Center for Teaching and Learning Steering Committee

Charge
To plan programming for faculty in support of excellent teaching and oversee the Center’s mission to promote a campus-wide environment that values, respects, and encourages excellent teaching.

Membership
Five or six faculty members with diverse disciplinary and pedagogical interests and representatives from the Academic Resource Center, Penrose Library, and WCTS appointed by the Associate Dean for Faculty Development in consultation with the current steering committee.

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