

## Chapter VII - Faculty Organization and Governance

All members of the faculty, whether on appointment with continuous tenure or not, are expected to adhere to the standards expressed in the 2009 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. Dismissal will not be used to restrain any member of the instructional staff in their exercise of academic freedom or rights of American citizens.

### 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. The Chair of the Faculty will forego applying for a sabbatical leave for the duration of their term. They shall, at the time of election, be a full-time teaching member of the Faculty. They may not simultaneously serve as Division Chair or be a member of the Board of Review. They shall maintain an 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. They preside at all regular faculty meetings and is a member of the Committee of Division Chairs. Governance of Baker Center is the responsibility of the Chair of the Faculty. They attend meetings of the Board of Trustees and the Alumni Board, and also sits with the Budget Officers of the College in the President's Cabinet.

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. They are 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 and all tenure-track search committees in their 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 the Faculty Chair and Division Chair 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. If no member of the committee is most senior, the chair shall be elected by and from the members.

## 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. More detail about the work of the department chair may be found in the [Department Chairs Handbook](#) on the PDOF website.

List of typical duties:

- Chair department meetings;
- Forward the department budget proposals to the Provost and Dean of the Faculty with such explanation as seems appropriate;
- Administer expenditures from the department budget;
- Represent the department in discussions with the Committee of Division Chairs and the administration concerning personnel changes;

- Represent the department in matters to be considered at the divisional level or by the faculty;
- 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;
- 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. The department budget is controlled by the department chair and projected expenditures must be approved by the department chair.

## 3. Offices and Computers

Faculty are ordinarily assigned private offices. Specific assignments are usually made by the division or department chair, depending upon the building, however the Provost and Dean of the Faculty retains ultimate authority in the allocation of space in all academic buildings.

Computer equipment, software, and network access are made available through Whitman College Technology Services (WCTS). Priorities for allocation and purchase of equipment and software are determined by departments and WCTS.

Typically computer hardware is provided upon point of hire and regularly replaced based on the WCTS replacement cycle. New, tenure track faculty members, with specialized needs beyond the standard setup can use their professional development funds to make additional purchases in consultation with WCTS-Instruction and Learning Technology.

## 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 (CH I, Art IX).

- Academic Information Technology Advisory Group (AITAG)
- Assessment and Accreditation Committee
- Baker Center Governing Board
- Board of Academic Advisors
- College Athletic Committee
- Committee on Academic Freedom and Due Process
- Committee on Admission and Financial Aid
- Committee on Aid to Scholarship and Instructional Development (ASID)
- Committee on Membership in Fraternities and Sororities (ad-hoc)
- Council on Academic Standards
- Council on Student Affairs
- Curriculum Committee
- Encounters Syllabus Committee
- Faculty Committee on Compensation
- Faculty Personnel Committee
- General Studies Committee
- Grievance Committee
- Institutional Review Board ([Chapter IX-B](#))
- Library Advisory Committee
- Nominating Committee
- Off-Campus Studies Committee
- Student Life 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.

### 4. College Collections Committee

### 5. General Education Working Group

### 6. Institutional Animal Care and Use Committee (IACUC) – see [Chapter IX, Section A](#)

### 7. Institutional Biosafety Committee (constituted as needed) – see [Chapter IX, Section C](#)

### 8. Scholars at Risk

### 9. Sheehan Gallery

### 10. Biochemistry, Biophysics and Molecular Biology (BBMB) Steering Committee

### 11. David Deal Endowment Steering Committee

13. Environmental Studies Steering Committee
14. Gender Studies Steering Committee
15. Global Studies Steering Committee
16. Race and Ethnic Studies Steering Committee
17. Whitman in China Steering Committee
18. Post Graduate Fellowships Committees

- Beinecke Scholarship
- British Scholarships
- Davis Projects for Peace
- Fulbright US Student Program – Teaching
- Fulbright US Student Program – Research
- Gaither Junior Fellows Program
- Goldwater Scholarship
- Knight-Hennessy Scholars Program
- Luce Scholars Program
- Truman
- Udall
- Watson

19. Whitman College Advisory Council for CTUIR Collaboration ([WCACCC](#))

The purpose of the Whitman College Advisory Council for Collaboration with the CTUIR (WCACCC) is to enable Whitman College to function as an effective long-term partner to the CTUIR on areas of common educational concern. The WCACCC shall be composed of administrators, staff, and faculty with knowledge of past collaborative initiatives with the CTUIR and with the capacity to communicate with a broad range of members of the campus community. At least one member of the President's Cabinet, one faculty member, and one student will be included in the advisory council.

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