AMENDMENTS TO THE FACULTY HANDBOOK NEEDED TO IMPLEMENT THE RECOMMENDATIONS OF THE TASK FORCE ON SHARED GOVERNANCE

Amendments to the Faculty Handbook, commencing on p. 2015-21, related to Motion 2 from the Task Force on Shared Governance:

The Section on Procedures for Reappointments, Sixth-Semester Review, Promotion and Tenure, sub-section E. Tenure and Promotion to Associate Professor, pp. 2015-21.

1. Committee Membership. All tenured members of a department/program are eligible to serve on a committee, under the leadership of the department/program chair/director, to decide upon the recommendation of a candidate's tenure. Normally the department/program chair/director, if eligible, will serve as chair of the committee; however, when the committee feels that it is appropriate, it may choose its own chair. When department/program chairs/directors are not tenured, the department/program committee shall select its own chair. Untenured department/program chairs/directors may serve on and be eligible to chair tenure committees if so desired by the candidate. If untenured chairs/directors do not serve on the committee and wish to submit an evaluation of the candidate, they must contribute that evaluation to the candidate's dossier before it is considered by the committee. The committee shall include at least three members, including at least one tenured faculty member who is not affiliated with the candidate's department or program. The "unaffiliated" member(s) will be appointed by the Dean of Faculty upon the recommendation of the candidate and in consultation with the committee chair and shall, if possible, be agreeable to all three. Faculty members who will be hearing a case before the Committee on Promotion and Tenure are not eligible to serve as “unaffiliated” member of a departmental tenure or promotion committee.

The section on Administrative Organization of the College, sub-section F. Committees of the College and of the Faculty: Function and Membership, Committees of the Faculty, pp. 2015-65.

Committee on Promotion and Tenure: Acts as an advisory committee to the Provost Dean of Faculty and the President on nominations for promotion and tenure; forwards its votes to the President with the reasons for acceptance or rejection of departmental recommendations.

Membership: the Dean of Faculty, Provost as chair, without vote; 9 10 tenured faculty, 3 each from the Humanities, the Natural Sciences, and the Social Sciences divisions and one from the Interdisciplinary Studies division, elected for 3-year rotating terms. In any given year, no more than 2 members affiliated with a single department or program may serve on this committee. Election to this Committee is for a 3-year term, no matter how few or many of the years of that term are served by the original electee. When a 3-year term is ended, the original electee can claim one year's hiatus from eligibility for re-election.

All tenured faculty not currently serving (or in a department from which two members are already serving) will be considered eligible to be on the ballot for election to the
Committee on Promotion and Tenure. Faculty who provide a substantive reason to the Steering Committee may be excused from the ballot, at the Steering Committee’s discretion. If a faculty member has a personal reason for seeking excusal that he or she wishes to remain confidential, that faculty member may so inform the Provost who will convey her excusal of that faculty member to the Steering Committee. Requests for excusals from faculty who fall in any one of the following categories will be honored except for in unusual circumstances:

a. Faculty within three years of receiving tenure and promotion to associate professor;

b. Faculty within two years of rotating off the Promotion and Tenure Committee;

c. Faculty who have served six years on the Promotion and Tenure Committee

Amendments to the Faculty Handbook, commencing on p. 2015-58, related to Motion 4 from the Task Force on Shared Governance:

ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

F. Committees of the College and of the Faculty: Function and Membership

The following principles define Colby’s sense of shared governance:

1. The more central an issue is to our mutual sense of intellectual community, the more central the faculty role should be in deciding the issue. While everything that goes on at the College affects our intellectual community, some aspects of campus decision-making (e.g. academic regulations) are more central to our sense of community than are others (e.g. dining services). Our sense is that the centrality of College concerns falls on a continuum and that the involvement of the faculty in decisions should parallel that continuum.

2. A system of shared governance involves clear expectations for participation by everyone, which include:

   a. Equity in opportunities to participate;

   b. Elections to most positions, especially those most central to the faculty role;

   c. General agreement that all faculty members have a responsibility to participate in shared governance.

3. Fairness and equal treatment for all candidates for promotion and tenure.

4. Rules that treat all members of the community with equity across all communities of the College. Students and staff play a valuable role in governing the College and additional opportunities for their engagement would be welcome.
5. **Regular and effective communication among faculty, students, administration, and staff is a necessary component of any meaningful and productive governance structure, both formally and informally.**

6. **Timing is often an important component of taking advantage of opportunities, and a strong governance system is nimble and adaptable.**

Standing committees at Colby College are of two sorts: **Committees of the College** concerned with matters of interest to all constituencies, and, therefore, including students and sometimes graduates as members in addition to faculty and administrative staff; and **Committees of the Faculty**, concerned with matters primarily of interest to the faculty itself and drawing membership mainly from the faculty. In addition, there may be task forces appointed to deal with special problems, or subcommittees designated by existing committees for the same purpose. Membership of certain committees requires representatives from the four academic divisions. Membership of subcommittees need not be drawn from the parent committee. Task forces are an efficient means of studying particular problems; task forces should be provided with strict guidelines and expectations as to how their work should be conducted and when their report and recommendations should be submitted (normally within one academic year).

The committees, both Committees of the College and Committees of the Faculty are organized into five categories:

1. **The first group is comprised of those committees that deal with policy areas in which the faculty plays the most central role, i.e. those committees whose subject matters are closest to our concern for the intellectual life of the community;**

2. **The second group is comprised of committees that deal with areas in which the faculty clearly has a stake, but which are somewhat less central to our primary concerns;**

3. **The committees in the third group are those in which the faculty has an advisory role, though the decision making locus resides elsewhere;**

4. **The fourth group committees perform primarily a judicial function;**

5. **The committees in the fifth group are primarily service committees, including advisory committees to Centers and similar organizations, for which special expertise is often required.**

The fourth category above recognizes that some of our committees have judicial rather than policymaking roles; accordingly, the principle for selecting members of those committees is to
create an unbiased group of faculty who would serve to hear specific cases. As is the case with jury duty, those serving on these committees will be drawn at random from the pool of eligible faculty. Eligibility would vary from situation to situation (see Committee List below).

Each committee will have an elected faculty chair, with experience on the committee when possible, unless otherwise specified. The responsibilities of the faculty chair of a committee include the following.

1. To organize and lead all meetings of the committee and to ensure that the committee meets at least twice during the course of the academic year.

2. To ensure that minutes from each committee meeting are provided to the Provost’s office for posting within a reasonable time frame (e.g. two weeks), unless the work of the committee is confidential.

3. To communicate with other committee chairs or the agenda setting body for the faculty meeting when the committee generates any proposals or motions.

4. To ensure that a written summary report of the committee’s work is provided to the May faculty meeting and the Provost's office for posting.

Each committee will meet once in the spring, following elections and appointments, to elect a chair and to set up the schedule of meetings for the next year; it is the responsibility of the outgoing chair of each committee to convene this organizing meeting. **However, the new committee does not assume responsibility until July 1.**

Under the Bylaws, the President and Dean of Faculty, Provost are members *ex officio* of all committees except the Faculty Grievance Committee and the Hearing Committee for Dismissal Proceedings. The President appoints chairs for committees, except where otherwise specified.

**The Nomination Process**

(1) A call for nominations (including self-nominations) normally will be sent by the Dean of Faculty’s Provost’s office via electronic mail to all faculty members at least 10 days prior to the beginning of any faculty election 10 days prior to a faculty meeting.

With regard to the Division of Interdisciplinary Studies, the one-person/one-vote rule will apply so that a faculty member cannot run for election representing two different divisions, nor vote in the election for Division Chair in two different divisions; a faculty member cannot change divisions when he or she is serving a term as an elected divisional representative. For election purposes, a faculty member desiring to change divisional affiliations in future years can do so only at the end of his or her term of service as a divisional representative, and he/she must notify the chairs of both divisions so affected. This transition may take place during a faculty
member's last semester of service, so that he/she can be relocated on the ballot for the following year.

The Preliminary Ballot Colby Committee Candidate and Statement pages (formerly known as Preliminary Ballot) will be prepared by the Office of the Provost and Dean of Faculty under instructions from the Steering Committee Nominating Committee. It will appear on the Provost Dean's webpage under the heading "Faculty Elections." The Web page will include a list of those who are candidates for each committee and an optional brief statement by each candidate. This page will be updated periodically by the Office of the Provost and Dean of Faculty as candidates are added or withdrawn. Candidates will be listed under the committee(s) for which they are running.

Candidates may post brief statements (up to approximately 40 words) in electronic format on the Candidate and Statement pages. You may access the "Candidate Statement" link on the Nominating Committee Web page. Access to the "Candidate Statement" is restricted to candidates only. You will be requested to enter your DCE login and password for the system to identify you as a candidate. The committees for which you are a candidate will be displayed. Click on the committee for which you want to create a statement. Key in your statement. When you click on "Submit" the statement should be re-displayed for your review. To verify that your statement has been saved successfully, return to the Colby Committee and Candidate Statement – Supplementary Election page and click on the "Candidate Statement" link for the committee you loaded a statement for. If the statement does not display please contact Cathy Langlais at ext. 4204 or cclangla@colby.edu.

The web page will be available during the entire nominating period to reflect the latest committee candidate information, including during the time between the nominating period and the end of the voting period to allow faculty to view the information related to the final ballot.

The preliminary and final ballot of the Committee on Promotion and Tenure will not include candidates' statements.

The final ballot is in the form of a web page. Faculty can access the final ballot and vote through a link from the Provost’s Dean of Faculty home page between the Monday noon and Wednesday noon of the election period prior to the Faculty meeting. The Office of the Provost and Dean of Faculty will send an initial e-mail notice and an e-mail reminder to the faculty when the ballot is final and the process of election starts.
(2) Elections will be held in three cycles, with election to the Committee on Promotion and Tenure, as Division Chair, and to the Steering Committee held in March, to the A-level committees held in early April, and to the remaining committees held in late April or early May, depending on the College Calendar. At least ten days in advance of each election period, the May elections, a call for nominations by e-mail will be sent to faculty by the Office of the Provost and Dean of Faculty at least ten days prior to the April faculty meeting. A complete listing of the continuing membership of all committees will appear on the web.

(3) Nominations will be accepted in the Office of the Provost and Dean of Faculty until noon of the Friday prior to the Monday Wednesday on which a faculty election begins meeting is held. Nominations sent to the Office of the Provost and Dean of Faculty must be accompanied by each nominee’s confirmation to the Office of the Provost and Dean of Faculty. The final ballot will include only those nominees who have agreed to run for election.

If an election other than a run-off takes place after the first May faculty meeting, a call for nominations will be sent by the Office of the Provost and Dean of Faculty 10 days prior to the meeting, and nominations will be accepted in the Office of the Provost and Dean of Faculty until noon of the Tuesday preceding the second May meeting. The voting period will be Wednesday 11:00 a.m. until Friday 9:00 a.m. before the meeting.

(4) In addition to the electronic call for nominations, members of the Nominating Steering Committee will solicit candidates.

(5) Voting is electronic only: faculty on leave or away from campus are eligible to run for an office and vote.

The Election Process

(1) Final ballots will contain a listing of the current membership of each committee for which a vote is taking place.

(2) Elections for the members of the Committee on Promotion and Tenure will be held after the March faculty meeting in order to allow people elected to the committee the time to rearrange their teaching and committee schedules. All tenured faculty not currently serving (or in a department from which two members are already serving) will be considered eligible to be on the ballot for election to the Committee on Promotion and Tenure. Faculty who provide a substantive reason to the Steering Committee may be excused from the ballot, at the Steering
Committee’s discretion. If a faculty member has a personal reason for seeking excusal that he or she wishes to remain confidential, that faculty member may so inform the Provost who will convey her excusal of that faculty member to the Steering Committee. Requests for excusals from faculty who fall in any one of the following categories will be honored except for in unusual circumstances:

a. Faculty within three years of receiving tenure and promotion to associate professor;

b. Faculty within two years of rotating off the Promotion and Tenure Committee;

c. Faculty who have served six years on the Promotion and Tenure Committee

Faculty members must be present at the March faculty meeting in order to recuse themselves from service unless unusual circumstances prevent them from attending. Recusants should contact the Dean of Faculty if they are unable to attend. The Preliminary Ballot of the Committee on Promotion and Tenure will be on the web page ten days prior to the March meeting. The Office of the Provost and Dean of Faculty will issue a reminder before the March faculty meeting about the upcoming elections. The final ballot of the Committee on Promotion and Tenure will appear the Friday following the March faculty meeting. The elections will take place on the following Monday noon until Wednesday noon.

(3) The nominating process for the A level committees will begin after the results of the election for the Committee on Promotion and Tenure, Division Chair, and the Steering Committee have been announced, and the election will be held from the Monday, noon, through Wednesday, noon, at least ten days after the nominating process has opened. Similarly, so that faculty can know their commitments in advance, the nominating and election processes for the remaining committees will begin after the results of the A level committees have been announced. The faculty election in May will be held prior to the first faculty meeting of that month.

(9) When a College or Faculty Committee, excluding the Promotion and Tenure Committee, has a vacancy in an elected faculty position, the Provost Dean of Faculty, in consultation with the Steering Nominating Committee, shall appoint a faculty member meeting the qualifications of the vacant position. Such appointments will terminate at the end of the academic year (by vote of the Faculty, October 2010).

(10) Election of Division Chairs. Any faculty member holding either a tenure-track or continuing part-time position is eligible for election as division chair; in the case of Interdisciplinary Studies, faculty significantly involved in a program are eligible, if they have decided to vote with the Interdisciplinary Studies division. Division chairs serve for three-year terms are are members
of the Steering Committee. Faculty members who are willing to serve as Division Chair should nominate themselves through the Provost’s Office. Nominating petitions containing the names of all eligible faculty will be distributed to each faculty member of the division in the semester preceding the academic year in which a new division chair is to take office. Faculty members who do not want their names to appear on the final ballot should contact the current chair of the division to have their names removed. The final ballot will be distributed to all voting members of the division for a vote at the time of the March faculty elections, for a three-year term to begin the following July 1. In the case of Humanities, Social Science and Natural Science divisions, voting members include all faculty on campus at the time of the election. For the Interdisciplinary Studies division, all significantly involved faculty will submit their ballots to their program director. Program directors will forward the preferences as expressed by ballots in their programs to the Interdisciplinary Studies Chair who will tally them based upon a "one-program, one-vote" basis.

Term Lengths

To provide a measure of continuity, memberships on Committees of the College are for three two-year rotating terms. Committees of the Faculty require three-year, rotating terms unless specifically noted otherwise. Appointed members, unless otherwise indicated, serve for one-year terms, as do committee chairs whether elected or appointed. Terms for committee membership begin with the academic year in most cases. Faculty members appointed or elected to committees as replacements during the academic year begin their terms immediately. Membership on newly-created committees, task forces, or subcommittees may begin at times other than with a new academic year. To increase representation, faculty and students will, normally, be asked to only serve one all-college committee. Each year faculty, students, and administrators will be solicited so that a "volunteer pool" of those interested can be created for assignment to standing committees and task forces.

Guidelines for Committee Service

In the list of committees, some committees are labeled A level committee to designate committees that often require a regular or extensive time-commitment; these include the following: Academic Affairs Committee, College Affairs Committee, Committee on Promotion and Tenure, Committee on Mission and Priorities, Faculty Steering Committee, and any ad hoc task forces or other special committees created by the faculty or the President.

When considering appointments for all-College and faculty committees, the Steering Committee and any other appointing bodies or individuals should be guided by the following.

1. The all-College service responsibilities for a tenured faculty member should not normally exceed one major committee assignment or two minor committee assignments in any given year. This standard, along with the faculty member’s other departmental or programmatic responsibilities should be considered when making an appointment.
2. The all-College service responsibilities for untenured tenure-track faculty, non-tenure-track faculty, coaches, and faculty librarians, should not normally exceed one committee assignment, of either type, in any given year after the first year of employment. This standard, along with the individual’s other departmental or programmatic responsibilities should be considered when making an appointment.

3. Before asking faculty members to accept appointments to all-college or faculty committees, the Steering Committee should take into account departmental and other service that the faculty member has been engaged in; those members of the faculty who have signed retirement agreements may be excused from all committee service.

For most situations, the above guidelines should constitute strong advice to the Steering Committee. Extraordinary circumstances, combined with the willingness of the individual to participate in College governance, may justify an appointment that exceeds these guidelines.

When a member of the Colby community is appointed to an all-College or faculty committee, the expectation is that that faculty member will serve. Faculty, faculty librarians, and coaches who wish to be excused from service after an appointment has been made must provide a justification to and obtain approval from the Steering Committee. If a faculty member has a personal reason for seeking excusal that he or she wishes to remain confidential, that faculty member may so inform the Provost who will convey her excusal of that faculty member to the Steering Committee.

While serving, a committee member is expected to participate fully, including making every reasonable effort to attend meetings, participate in discussions, and assist in completing the committee’s business.

Amendment to the Faculty Handbook listing Committees, commencing on p, 2015-61, related to Motion V from the Task Force on Shared Governance:

Committees of the College

Committees are listed according to the grouping noted above. Committees of the College are those that include student members; others are Faculty Committees or Advisory Committees. Committees of the College are linked with the two anchor committees: Academic Affairs and College Affairs. All have administrator, faculty, and student members. Under "membership" only voting members are listed; others may be regularly invited to meetings and will serve as members without vote. Links between committees are connections of communication and consultation. The chairs of Academic Affairs and of College Affairs will meet at least once each semester with the chairs of each of their linked committees. Occasionally, conference committees from Academic Affairs and College Affairs will be formed.

Most All-voting faculty members of College Committees are elected by the faculty. Divisional representation will only be used for those committees that deal with issues on which

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members of the four divisions are seen to have different perspectives; other committees will be elected at large, by rank. Faculty librarians and coaches will have reserved slots for appropriate committees and will be able to run for or express interest in being appointed to other committees.

The Steering Committee will make appointments to some committees in order to expand expertise and the opportunity for more equitable participation for faculty members who were not elected (committees with possible appointed members are noted in the committee list below). Including at-large members are elected by the faculty and each committee will elect its own chair, with the exception of the Academic Affairs Committee and the College Affairs Committee; these chairs will be elected annually.

Each committee with student members will designate a student vice chair, elected by the committee. In the cases of committees in which the chair is appointed by the President, the student vice chair will be selected by the Student Government Association. In the case of committees that elect their chair, if the chair is a student, the vice chair will be a faculty member or administrator elected by the committee and if the chair is a faculty member or administrator, the committee will elect a student as vice chair. The committee may decide to make the vice chair the "co-chair."

Each College committee should determine whether or not it will invite any individual to sit with the committee as guest members. A guest member is any person who is approved by majority vote of the committee, who attends meetings, who is regularly sent Minutes, and who may participate in committee discussions as a resource person. Guests will be permitted to speak on issues under review when called upon by the chair or any other member of the committee. Guests will not vote and may originate committee action only by submitting agenda items to the chair or vice chair.

The decision about who should be invited as a guest member should be determined by the committee without any of the proposed guest members present during the discussion to ensure a full and free exchange of views.

All College committees have administrators as members normally listed by title. Such administrators are considered appointments of the President and if the President wishes to appoint another administrator in place of the person listed, the President has the authority to do so.

The Student Government Association President and Vice President will be considered ex officio, non-voting, members of all College committees.
I. **Central Faculty Role**

**Faculty Steering Committee (A)**

The Faculty Steering Committee, chaired by the Provost, advises the President and the Provost on matters on which either of them wish to have timely faculty input. This committee, in monthly meetings with the President, sets the agenda for the Faculty Meeting. In addition, the Steering Committee serves as the nominating committee for faculty elections, fills vacancies that occur when elected members leave committees, appoints members of those committees for which appointed members are designated, reviews excusal requests, **and considers any changes that it deems necessary to the committee system, reviews and acts upon applications for research and travel grants and sabbatical leaves, and advises the President and Provost on the allocation of faculty positions.**

The Division Chairs, without the additional two members will continue to meet as a discrete group to advise the Provost and President on the allocation of slots; they will also review applications for divisional research grants and for travel and sabbatical leaves, and will meet with visiting Overseer Committees.

**Composition:** The Provost, the Associate Provost for Curricular Planning, the four Division Chairs tenured faculty elected by the faculty members in the division from a list of faculty in each division who either have nominated themselves or who have agreed to nomination by someone else, an additional elected tenured and an untenured member of the faculty, elected for three-year terms from any division by the normal faculty procedures.

**Committee on Promotion and Tenure (A)**

The Committee on Promotion and Tenure recommends actions on tenure to the Provost and President, forwarding its votes to the President with reasons for acceptance or rejection. The Committee also advises the Provost and the President on actions regarding promotions to full rank.

**Composition:** Three faculty members each from the Humanities, Natural Science, and Social Science Divisions; one from the Interdisciplinary Division. The Provost serves as non-voting chair of the committee.

**Committee on Mission and Priorities (A)**

The Committee on Mission and Priorities (CMP) is being established to ensure that Colby's planning and priority setting benefits from broad input and consultation and furthers the College's mission. The Committee is advisory to the president, who serves as CMP's chair. The Committee's work will inform and be informed by the work of other College committees. It differs from most committees in taking a long-term view of priority and planning, in looking
across the College to consider areas of need as well as opportunities for excellence, and in ensuring that programmatic priorities and the College's financial strategy are aligned. Composition: Six elected faculty members, one from each of the four academic divisions, one from athletics and one faculty librarian; two faculty members appointed by the president, after consultation with the Steering Committee; two students appointed by the president in consultation with the Student Government Association; four senior officers of the College; and one staff representative. The committee will be chaired by the president.

*Academic Affairs Committee (A)*

The Academic Affairs Committee will oversee the curriculum and all educational policy.

Composition: The Provost and the **Associate Provost for Curricular Planning** (one of whom will chair the committee); five faculty members, one from each division, one appointed by the President upon recommendation by the Steering Committee; an elected librarian; and four students. The Registrar (or designee) and the Vice President for Student Affairs and Dean of Students (or designee) will be non-voting members of the AAC.

Sub-committees:

*Independent Majors Committee*

The Independent Majors Committee, a separately chosen sub-committee of the AAC, is in charge of approving independent majors and Senior Scholar Projects. Any policy recommendations from this Committee reach the faculty through the AAC.

Composition: The **Associate Provost for Curricular Planning**; four faculty members elected by division; the Vice President for Student Affairs and Dean of Students (or his designee) and the Registrar (or her designee) will serve as non-voting members.

*Writing Across the Curriculum Committee*

The Writing Across the Curriculum Committee, a sub-committee of the AAC, advises the director of the Writing Program and suggests changes in the Writing Across the Curriculum Program to the AAC.

Composition: The **Associate Provost for Curricular Planning**; four faculty members elected by division; an appointed member who has experience in teaching a writing intensive course; the director of the Writing Program; the director of the Writers’ Center (non-voting)

*Off-Campus Study Advisory Committee*
The Off-Campus Study Advisory Committee develops and recommends policy regarding foreign and domestic off-campus study to the Academic Affairs Committee and coordinates the work of the departmental liaisons to the Office of Off-Campus Study; meeting in executive session without students present, the committee makes recommendations for action on student applications referred to it by the director of Off-Campus Study and hears appeals from students who wish to contest the disposition of their applications for off-campus studies.

Composition: The director of Off-Campus Study; five elected faculty members, four elected by division and an elected faculty librarian; an appointed faculty member (optional); the Provost (or her representative); the Senior Associate Dean of Students; the Registrar; the associate director of Off-Campus Study; and three students

**Committee on Standing**

The Committee on Standing decides upon dismissal, probationary, or conditional status for students of low academic standing; considers applications for readmission following academic dismissal.

Composition: four faculty elected by division for six-year rotating terms, the Provost; the Vice President for Student Affairs; Non-voting members include the the Vice President for Admissions and Financial Aid, the Registrar, and the Senior Associate Dean of Students, who acts as secretary.

**Advisory Committee on Faculty Personnel Policy**

The Advisory Committee on Faculty Personnel Policies (ACFPP) serves as an advisory body to the President, the Provost, and the faculty on matters relating to faculty personnel policy.

Composition: Two tenured faculty members and one untenured faculty member; two faculty members in Category II or Category III; one faculty member appointed by the Steering Committee.

**Faculty Course Evaluation Committee**

The Faculty Course Evaluation Committee oversees the system of student evaluation of faculty and courses and formulates recommendations on policies and procedures to report to the Provost and the faculty at large.

Composition: Two tenured and one untenured member of the faculty; one faculty member with expertise in psychometric scaling or behavioral data analysis, appointed by the Steering Committee; the director of Institutional Research (or her designee) (nonvoting); the director of ITS (or his designee) (non-voting); the [Associate Provost for Curricular Planning] (nonvoting)
**Library Committee**

The Library Committee advises the Director of the Colby Libraries on matters of policy and regulations governing library use by students and faculty, on facilities, and on library purchases.

Composition: The director of Colby Libraries; the director of Academic ITS; two other faculty librarians elected by the faculty for three-year terms; one faculty member elected from each of the four divisions; one appointed faculty member; and three students.

**II. Faculty have a stake, but more equally shared with others**

**Administrative Committee**

The Administrative Committee advises the President on administrative matters not primarily involving academic policy; considers and makes recommendations on requests for exemptions from College regulations; periodically reviews the College calendar and functions and structures of the committees of the College and recommends changes to the faculty meeting and to the Student Association; receives reports from the Committee on Standing on their decisions.

Composition: 3 elected faculty, two tenured and one untenured; one appointed faculty member; the Provost, the Senior Associate Dean of Students; three students; the Registrar will serve as secretary without vote.

**Budget Committee**

The Budget Committee reviews the annual and projected budget with the administration before its presentation to the Board of Trustees. The committee makes suggestions to the administration as to the adequacy of budgetary provisions for College programs and activities in relation to the College’s resources.

Composition: Three elected faculty members; two students; the Provost; the Vice President for Administration and Chief Financial Officer.

**College Affairs (A)**

The College Affairs Committee will oversee the co-curricular program, and will formulate and recommend policies concerning student life to appropriate bodies (e.g., to the Faculty and to the Student Government Association).
Composition: The Vice President for Student Affairs and Dean of Students; two tenured and two untenured faculty members; one coach, elected by the faculty; five students.

Committee on Race and Racism and the Committee on Multicultural Affairs

The members of these two committees have been discussing the appropriate mandate(s) and membership(s) given the changes that have occurred since these committees were established by the faculty. We seek faculty input on these matters, since the members of the affected committees raised the questions but did not answer them. The existing mandates and the committee membership’s discussion of the history and remaining issues follows:

Admissions and Financial Aid

The Admissions and Financial Aid Committee recommends and reviews admissions policy and is available to the Office of Admissions for consultation, advice, and support; recommends and reviews financial aid policy; and acts as an advisory group and sounding board to the Director of Financial Aid. (Note: Bunche Scholars and International Admissions remain subcommittees).

Composition: Three tenured and two untenured faculty members; one faculty member appointed by the Steering Committee; four students; the Vice President and Dean of Admissions and Financial Aid.

Athletics Advisory Committee

The Athletics Advisory Committee provides general oversight and advice regarding planning, staffing, scheduling, policy-making and policy review for the Department of Athletics.

Composition: The Provost or his/her representative; the director of Athletics; the Senior Women’s Administrator from the department of Athletics; two additional coaches elected by the faculty; two tenured faculty members and one untenured faculty member; one faculty member appointed by the Steering Committee; three students; the Vice President for Student Affairs; and the coach with scheduling responsibility as a non-voting member.

Information Technology Committee

The Information Technology Committee shall oversee strategic direction for the use of information technology at the College, making recommendations to other Committees or Administrative Officers as appropriate. This oversight involves review of significant goals, programs, and policies, as well as the relation of these goals, programs, and policies to important choices involving hardware, software, infrastructure, staffing, and financial support.
Composition: The director of ITS; the registrar; four faculty members elected by division; one faculty librarian elected by the faculty; one faculty member appointed by the Steering Committee.

III  Faculty have advisory role but not decision making

The faculty committees listed below, each of which will be chaired by a faculty member, are primarily advisory. The first two committees currently exist; the remaining five would be new committees. The charge of each committee would be to meet at least twice a semester with the administrator in charge of the function on which they would be advising (and with such others as the chair of the committee or the administrator might suggest) to discuss faculty perceptions of how that office affects those areas of the College with which we are most centrally concerned, i.e. the intellectual community.

The committees would be comprised of members who express interest in serving and are appointed by the Steering Committee. Each member will serve a three-year term, so that expertise can be acquired. The committees will range in size from three to eight faculty members, drawn from all categories of faculty appointments, with tenured and untenured represented and with divisional representation if that seems appropriate to the Steering Committee. The role of the Steering Committee will be to afford faculty members the opportunity to serve in areas in which they have interest, to guarantee appropriate representation, to solicit colleagues to serve on advisory committees in areas in which a sufficient number do not volunteer their services. The size of these committees is not fixed, in order to give the Steering Committee opportunity to respond to faculty interest.

Healthcare Advisory Committee

Campus Life (the residential program)

Career Center Advisory Committee

Communications Advisory Committee

Development and Alumni Affairs Advisory Committee

Dining Services

Physical Plant Advisory Committee

IV. Judicial Committees
The committees listed below (with their current mission statements) have primarily judicial functions, i.e. hearing specific cases and adjudicating results, rather than setting policy, with a partial exception noted for the Academic Honesty Committee. The principle is that a unbiased group of faculty should serve to hear these cases. Our proposal is that we no longer elect these committees, but rather, as is the case with jury duty, draw potential members at random from the pool of eligible faculty. Eligibility would vary from situation to situation. For example, a faculty member who has served on the Grievance Committee cannot serve on the Hearing Committee on Dismissal Proceedings (and vice versa) within a three-year period. Those hearing a grievance cannot be department chairs or administrative officers. At the direction of the Steering Committee, the Provost’s Office will both determine which members of the faculty are eligible to be in the candidate pool for Judicial Committees and randomly select those to serve from this pool. This selection will occur in the early fall in order to have committees in place.

**Academic Honesty Committee**

The Academic Honesty committee is charged with assigning sanctions to students who have been found responsible for academic dishonesty, to conduct investigations into charges of academic dishonesty, and to work to create a sustain a culture of academic integrity. The committee is chaired by the Academic Integrity Coordinator (tenured faculty member, appointed) and additionally consists of a representative from the Dean of Students office, three students (appointed by the Dean of Students office), and three faculty members chosen at random from a uniform distribution on the pool of eligible faculty members.

**Appeals Board**

Appeals Board: Provides a formally structured panel of appeals to which (1) any student may petition for a review of any case that the student feels has not been adjudicated fairly; (2) the Dean of Students may appeal a decision of the Judicial Board; (3) students accused of or disciplined for academic dishonesty may appeal. Membership: four faculty, and four students. (For further detail, see the Student Handbook.

**Grievance Committee**

Grievance Committee: Receives petitions from faculty members who feel they have cause for grievance in matters other than promotion, tenure, dismissal proceedings, or harassment; reports its findings and recommendations to the petitioner, to the President, and to such other College bodies as it may itself deem appropriate. Membership: six faculty: two professors, two associate professors, and two assistant professors, elected at large for three-year rotating terms. The committee elects its own chair, who shall insure that the committee is fully staffed and ready to act by the end of September of each year. No department chair or administrative officer may serve on this committee. Members of this committee may not serve on the Hearing Committee for Dismissal Proceedings.

**Hearing Committee for Dismissal Proceedings**
Hearing Committee for Dismissal Proceedings: Hears cases related to dismissal of faculty members under the provisions of Section XII. C. of the Faculty Personnel Procedures. Membership: five members chosen from among a panel of fifteen full-time teaching faculty, three each from the Divisions of Humanities, Social Sciences, and Natural Sciences, and six at large. Five panel members are elected annually for three-year rotating terms. Members of this committee may not serve on the Grievance Committee.

Student Conduct Board

V. Service Committee (often with specialized expertise)

The Steering Committee will make the appointments to these committees:

- Alcohol, Education, Awareness and Training Advisory Group
- Cultural Events Committee (Lipman Lecture Committee is a sub-committee)
- Environmental Advisory Group
- Faculty Lounge Committee
- Fellowship Advisory Board
- Funded Internship Committee
- Harassment Advisory Group
- Institutional Animal Care and Use
- Institutional Biohazard Board
- Institutional Review Board
- Radiation Safety Board

VI. Center Advisory Boards

The following Centers should have advisory boards of at least four faculty members, appointed by the Steering Committee upon recommendation of the Center director. Each Advisory Board should meet with the Center director at least twice a semester to review Center programming and planning.

- Center for the Arts and Humanities
- Center for Teaching and Learning
- Goldfarb Center for Public Affairs and Civic Engagement
- Oak Institute for International Human Rights
Amendments to the Faculty Handbook, commencing on p. 2015-71, related to Motion 1 from the Task Force on Shared Governance:

FACULTY PARTICIPATION IN THE GOVERNMENT AND CEREMONIAL FUNCTIONS OF THE COLLEGE

B. Faculty Meetings

1. **The Faculty Meeting.** Faculty meetings are called and convened by the President of the College or the Dean of Faculty Provost; they are conducted by the President or by a designee according to conventional rules of order— the By-Laws of the College specify that the President shall chair the Faculty Meeting. For the purpose of discussion, the President will preside, designating others (e.g. the Provost, the chair of the committee bringing forth an item for discussion) when appropriate. When the Faculty formally considers items for adoption, the proceedings will be facilitated by a Moderator, appointed by the President and confirmed by the Faculty Steering Committee, according to conventional rules of order. In addition, the President shall appoint a Secretary and a Parliamentarian for the Faculty Meeting.

2. Meetings are ordinarily scheduled for the second Wednesday of each month during the academic year, including January. Attendance at faculty meetings is expected. New faculty members should begin attendance with the first meeting of the academic year, when it is customary to introduce them to the entire faculty.

3. **The agenda for Faculty Meetings.** To facilitate Faculty Meeting discussions, the agenda for the Faculty Meeting will be set by the President and the Steering Committee, meeting in the week before the scheduled Faculty Meeting. In deciding among items for inclusion on the Faculty Meeting agenda, the agenda-setting group will give primacy to those items on which the faculty must reach a decision (perhaps grouping more routine items on a consent agenda); in deciding among other items proposed for the agenda, the group will use the criterion of how central the proposed items are to our intellectual community. If the group decides not to place a suggested item on the Faculty Meeting agenda, they will communicate that decision back to the individuals or group suggesting the item, noting the reason that other items have been prioritized more highly.

4. **Sources of items for consideration by the agenda-setting group: Committees, Divisional meetings, and individuals.** In addition to emanating from the President and other members of the agenda-setting group, items for inclusion on the agenda will come from three sources: committee chairs, whose responsibility will include suggesting items to this group for inclusion; meetings of the academic divisions, which **should occur at least once between faculty meetings will be set for the Wednesday afternoons two weeks before each Faculty Meeting**; and individual members of the faculty who feel important items have not been raised in either of the first two ways. As noted above, the agenda-setting committee will
prioritize among the items suggested scheduling first those items on which the Faculty must vote and then items deemed most central to our shared sense of intellectual community.

5. In May 2009, the faculty approved the following categories as eligible to vote in faculty elections and at faculty meetings: continuing tenured and tenure-track members of the faculty; continuing faculty members without rank; continuing administrators with faculty status; continuing non-tenure track members of the faculty. In October 2011, the faculty re-established voting rights to Category IV faculty with current appointments. Other members of the faculty and, where appropriate administrators, are welcome to attend the Faculty Meeting and participate in debate without vote. Proxy voting at faculty meetings is not permitted. A simple majority of those eligible, present, and voting is sufficient for passage of a motion.

Questions of policy must "lie over" to the meeting following the one in which the matter is originally proposed, unless this rule is suspended by unanimous vote of those present. The "lying over" refers to voting transactions, not to discussions. At the meeting in which the motion is first introduced, it may be discussed and amended (as voted by the faculty in February 2014).

6. Two student representatives shall be allowed to attend faculty meetings regularly. Advance permission to address the faculty is required on each occasion.

6. Minutes of meetings of the faculty are prepared by the Secretary, who is appointed by the President. After each meeting, minutes of the meeting are posted to the Dean of Faculty Provost's website. The Dean of Faculty Provost's Office maintains the archive of faculty meeting minutes.