



Medaille College

Volume IV – Faculty Handbook

Appendix 4.8

Faculty and Academic Governance

Appendix 4.8 – Faculty and Academic Governance	3
4.8.1 Organizational Structure of Academic Affairs	3
A. Responsibility for Organizational Structure	3
B. Operating Units within Academic Affairs	3
C. Leadership of Operating Units within Academic Affairs	3
D. Academic Affairs – Leadership Titles and Duties	3
1. Teaching Faculty.....	3
2. Academic Department Chairs and Program Directors.....	4
3. Directors of Academic Programs.....	6
4. Coordinators of Academic Field Placements.....	7
5. Library Director	7
6. Professional Librarians	8
4.8.2 Shared Governance.....	9
A. Conduct of the Faculty Business.....	10
B. Meetings of the Faculty Assembly	10
C. Faculty Committees	11
D. Elected Faculty Committees	12
1. Faculty Council.....	12
2. Faculty Budget Committee	13
3. Promotion Committee.....	14
4. Faculty Development Committee	15
5. Grievance Committee	15
6. Hearing Committee.....	15
7. Sabbatical Leave Committee	16
8. Academic Quality Program Council (AQPC).....	16
E. Undergraduate Standing Faculty Committees	17
1. Common Processes for the Undergraduate Standing Faculty Committees	17
2. Membership in the Undergraduate Standing Faculty Committees	18
3. Undergraduate Curriculum Committee.....	19
4. Undergraduate Educational Policies Committee	19
5. Undergraduate Academic Standards Committee	21
F. Academic Councils	22
1. Graduate Program Council (GPC).....	22
G. Committees of the Board of Trustees	23
H. Other Committees	23
I. Establishment and Review of Faculty Committees	23

Appendix 4.8 – Faculty and Academic Governance

The following contains and explains the policies and processes relating to the academic affairs and shared governance between the faculty and the administration.

4.8.1 Organizational Structure of Academic Affairs

A. Responsibility for Organizational Structure

The responsibility for organizing the leadership and management rests with the Vice President for Academic Affairs (“VPAA”). Changes to the structure should be done in consultation with the faculty and faculty leadership.

B. Operating Units within Academic Affairs

Various labels or titles can be used to allocate the administrative and managerial responsibilities within Academic Affairs, such as Schools or Divisions. Similarly, within Schools or Divisions, various labels or titles can be used to further allocate the administrative and managerial responsibilities, such as Departments or Programs. Some academic units align with traditional academic departments, such as English. Other Schools/Divisions might be better served by organizing around delivery modes or groups of majors; such as Graduate (Masters-level) Psychology or Online Business. As the different Schools/ Divisions and Departments/ Programs have unique needs, the choice of a particular title is an aspect of the organizational structure of Academic Affairs.

C. Leadership of Operating Units within Academic Affairs

As the different Schools, Divisions, Departments and Programs have varying responsibilities; e.g., managing laboratories, specialized accreditation issues, unique staffing models, the specific responsibilities of Deans, Division Heads, Department Chairs and Program Directors, etc. ,will be defined in separate Position Description documents.

The responsibilities will be defined via shared governance between faculty leadership (i.e., Deans, Division Heads, Department Chairs, and Program Directors) and the VPAA.

D. Academic Affairs – Leadership Titles and Duties

1. Teaching Faculty

The teaching faculty member has been employed as a professional educator by the College on the basis of the faculty member’s credentials and demonstrated competence in his or her discipline. Detailed descriptions of the responsibilities, evaluation, and review of the teaching faculty are located in Volume IVA.

In the spirit of shared governance, adjustments to academic departments shall be made in consultation with the teaching faculty.

2. Academic Department Chairs and Program Directors

The Academic Department Chair/Program Director serves as the chief representative of the department/program (also referred to as an academic unit) within the College. The Board, administration, and faculty shall recognize that the Department Chair has a special responsibility to build a department/program strong in teaching excellence and scholarship. In light of their duties to the faculty members within their respective departments, Chairs shall be consulted concerning all matters in their purview, to include but not be limited to curriculum, students, faculty, committee assignments, and the duties and responsibilities of department members.

The Department Chair/Program Director shall be a member of the full-time teaching faculty, shall be recommended by full-time members of the department by a majority vote, and the applicable Division Head or Division Head/Dean, and shall be appointed by the VPAA.

Before the VPAA appoints a Department Chair/Program Director who is different than the candidate a department recommends, opportunity shall be given for department's full time faculty members to present and discuss their views concerning the candidate.

In the event that a qualified candidate within the department or within the College is not available, the VPAA shall discuss the possibility of a search for an external Chair/Director prior to launching the search. In this instance, the VPAA will follow the procedures for a Faculty Search Committee as specified in Appendix 4.3.1. If the VPAA does not select one of the candidates identified by the Search Committee as having met the required credentials, the Vice President will discuss his or her choice prior to offering the position to the candidate. The newly hired Department Chair/Program Director shall have faculty status and rank.

Chair/Director appointments for the upcoming year shall, if possible, be made before the end of the current academic year. No vacancy shall last longer than one month, though an acting chair may be appointed until such vacancy shall be filled from the full-time teaching faculty or hired as an external candidate using the aforementioned processes. The Chair/Director shall serve for three years without prejudice to reappointment.

Department Chairs/Program Directors shall be compensated by release time and/or a stipend, in accordance with the guidelines established by the Vice President of Academic Affairs. Factors that affect such compensation shall include the number of faculty in a department, the number of faculty being supervised, department-specific accrediting issues, or other special department needs or requirements (e.g. maintaining laboratories or special equipment). In addition, when they so elect, Department Chairs/Program Directors are eligible to receive the training required to perform their duties as administrators, mentors, and evaluators.

The Department Chair/Program Director shall be evaluated each year by the faculty in his or her department and by the VPAA and/or the appropriate Division Head/Dean. The Department Chairs/Program Directors shall use the evaluation instrument created in cooperation with and approved by the full-time teaching faculty. Each department may include additional evaluation items specific to its department.

Duties of the Chair/Director of an academic department to the faculty include, but are not limited to, the following:

1. To promote high academic quality;
2. To develop, organize, and revise the academic program, as necessary, in conjunction with the faculty members in the department;
3. To supervise Academic Program Directors in their department;
4. To evaluate and review department faculty, according to Subsection 4.5.2, and evaluate instructional staff;
5. To assist, as necessary, department faculty in their teaching effectiveness according to Paragraph 4.5.3.1;
6. To serve on the College or School committee responsible for curriculum as required by this *Faculty Handbook/Volume IV*;
7. To coordinate and inform mentoring/advising activities of department faculty and staff;
8. To orient new full-time and part-time department faculty;
9. To plan and Chair regular department meetings and maintain minutes;
10. To recommend to the VPAA, or designee, the need for selecting additional full-time department faculty and personnel;
11. To select and recommend part-time faculty for appointments;
12. To serve as a member and/or Chair of committees that are appropriate to the department (e.g. a program advisory committee);
13. To represent the department with the office of the appropriate College or School Dean, or other appropriate administrative offices, and serve as a liaison between them.

Administrative duties of the Chair/Director of an academic department include, but are not limited to, the following:

1. To schedule courses and assign appropriate faculty and staff;
2. To participate in College-wide scheduling;
3. To maintain necessary department files and records;
4. To assist in preparing the annual budget;
5. To authorize requisitions and expenditures in conformity with established department budgets;
6. To recommend the acquisition of audiovisual materials and library holdings;
7. To supervise and evaluate non-instructional department personnel (e.g., the department secretary);

8. To assist representatives from Admissions in the recruitment of students;
9. To assign faculty member(s) to evaluate the content of the portfolio(s) for Prior Learning Assessment;
10. To assign faculty member(s) to prepare, administer, and evaluate challenge examinations;
11. To ensure the implementation and regular review of the department's student learning assessment plan(s).

Duties of the Chair/Director of an academic department to students include, but are not limited to, the following:

1. To assist in reviewing the pre-graduation review documents generated by the Office of the Registrar;
2. To assist in evaluating transcripts of transfer students in conjunction with the Registrar;
3. To facilitate forms or waivers for students in department programs as required by the Registrar;
4. To serve as a resource with respect to academic matters or issues for faculty, administration, and students.

3. Directors of Academic Programs

Because of varying needs, some academic programs will function like academic departments. In those situations, the responsibility of the Program Directors is described above. In situations where programs reside within an academic department; e.g., the Honors Program, the responsibilities of the Program Director is described in this section.

The Director of an Academic Program is responsible to the Department Chair in which the program resides and/or the Division Head or Division Head/Dean, as appropriate. The Director serves as a representative of that program within the department or school and for the College. The Director shall be a member of the full-time teaching faculty, recommended in writing by the Department Chair and/or the appropriate College or School Dean, and appointed by the VPAA.

The appointment of Directors of Academic Programs for the upcoming academic year shall, if possible, be made before the end of the current academic year.

Program Directors may be compensated by release time or a stipend, as determined by the College or School Dean and Chair, where appropriate, and approved by the VPAA.

Duties of the Academic Program Director include, but are not limited to, the following:

1. To promote high academic quality in the program;
2. To develop, organize, and revise the academic program, as necessary, in conjunction with the Department Chair or School Dean and appropriate faculty;
3. To maintain necessary files and records;

4. To recommend the acquisition of audio-visual materials and library holdings;
5. To assist Admissions representatives in the recruitment of students;
6. To authorize requisitions in conformity with the established budget and purchasing procedure;
7. To orient full-time and part-time faculty who are new to the program;
8. To serve as a member on committees appropriate to the department or School.

4. Coordinators of Academic Field Placements

The Coordinators of Academic Field Placements arrange internships, student teaching, and other placements for students, as well as serve as an official liaison between the College and external organizations, particularly for presentation and clarification of the responsibilities and prerogatives of each placement.

Duties of the Academic Field Placement Coordinator include, but are not limited to, the following:

1. To arrange placements for students;
2. To serve as an official liaison between the College and the external organization, particularly for presentation and clarification of the responsibilities and prerogatives of each placement;
3. To assign, with the approval of the Department Chair or designee, students to designated field supervisors within the College;
4. To visit students during the field placements;
5. To arrange and conduct any seminars associated with field placement;
6. To assign students a final grade for the placement experience;
7. To report regularly to the Department Chair (or Program Director) or designee and provide evaluation material as requested;
8. To design and provide for administration of evaluation instruments in conjunction with the Department Chair (or Program Director) or designee;
9. To assist students with their academic preparation for each new field period, including a well-designed learning contract with appropriate educational goals and objectives and assessment activities;
10. To assess the effectiveness of the field experience component in the overall major curriculum and to help students achieve program and college-wide educational outcomes.

5. Library Director

As the chief academic librarian for the College and its libraries, the Library Director reports to the VPAA. The Library Director is a member of the full-time teaching faculty and administers

library programs and supervises library personnel. The Library Director is recognized as a full-time teaching faculty member, even though his or her job duties are both similar to and different from those of other full-time teaching faculty. As a result, the Library Director is subject to applicable provisions of Section 4.5.

Duties of the Library Director include, but are not limited to, the following:

1. To administer library programs and to supervise its personnel;
2. To evaluate and review full-time library faculty, in accordance with Subsection 4.5.2, and to evaluate other library staff;
3. To recommend to the VPAA, or designee, the need for selecting additional full-time library faculty and personnel;
4. To assist in preparing the annual budget;
5. To develop and administer long-range library strategic and tactical plans in conjunction with the College mission and goals;
6. To develop, oversee, and coordinate library collection development and acquisitions;
7. To develop electronic library resources in compliance with state and regional guidelines, and in keeping with the needs of the College and its programs;
8. To prepare library reports for administrative review when requested to do so;
9. To formulate and enforce policies, rules, and regulations relating to the library, its users, and its holdings;
10. To represent the library on internal faculty and/or College committees;
11. To promote the use of the library among members of the College community and the greater Western New York area;
12. To explore ways to maximize library resources, including cooperative projects with other regional libraries;
13. To represent the College and its library on regional and/or other state library committees and organizations.

6. Professional Librarians

The Professional Librarians are members of the full-time teaching faculty and report to the Library Director. Professional Librarians shall have obtained a terminal degree approved by the American Library Association. Professional Librarians are recognized as full-time teaching faculty even though their job duties and responsibilities are both similar to and different from those of other full-time teaching faculty. As a result, Professional Librarians are subject to applicable provisions of Section 4.5.

Duties of the Professional Librarians include, but are not limited to, the following:

1. To participate in the process of teaching and research through traditional and electronic instruction to students, faculty, and staff;

2. To assist in selection and maintenance of all library resources and materials in both print and electronic format;
3. To provide reference and research services;
4. To provide the technical services of cataloging, revising the catalog, completing automated applications, generating statistical information, and overseeing book processing;
5. To provide automated technical library services;
6. To develop and maintain the library's periodical collection, using both print and electronic formats;
7. To provide access to remote information resources through the library's web page;
8. To represent the library on internal faculty and/or College committees;
9. To maintain appropriate affiliations with other external library committees and organizations.

4.8.2 Shared Governance

Medaille College, its Board of Trustees, administration, and faculty are committed to a model of shared governance in higher education.

Shared governance primarily involves assessment of student outcomes, as well as assessment and administration of academic programs, departments, curricula, and services on a College-wide basis. The faculty has paramount responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, the creation, modification, or deletion of departments and programs, faculty selection decisions, and those aspects of student life that relate to the educational process. On these matters, the power of review or final decision is lodged in the Board of Trustees, or delegated by it to the President.

Committees and councils for faculty participation in the shared governance of Medaille College shall be established at each level where faculty have responsibilities. A Faculty Assembly shall exist for the presentation of views of the whole faculty. Faculty Council is the executive body of the Faculty Assembly and shall be responsible for the presentation of the views of the Faculty Assembly.

Communication is important to the philosophy of shared governance. The means of communication between the faculty and administration include:

1. Circulation of memoranda, reports, and minutes;
2. Faculty representation on appointed committees, councils, and task forces formed by the administration;
3. Faculty representation on appropriate committees of the Board of Trustees;
4. Periodic joint meetings of the faculty and administration.

A. Conduct of the Faculty Business

The business of the faculty as a whole is conducted in regularly scheduled meetings of the Faculty Assembly for which attendance is required. The Chair of the Faculty Council or designee presides over the meetings of the Faculty Assembly. The meetings shall be conducted according to *Robert's Rules of Order*, and an elected parliamentarian is the final arbiter when there is doubt or conflicting opinion about the application of Robert's Rules.

Faculty Council shall select a member of the Council to serve as sergeant-at-arms. This individual shall maintain order and proper decorum during general meetings of the Faculty Assembly.

Faculty Council shall also select a member of the Council to serve as secretary. This individual shall record and distribute minutes and perform other duties as determined by the Faculty Council.

The purpose of the Faculty Assembly meetings shall include the following:

1. At the discretion of Faculty Council, review and discussion of findings of the standing and elected faculty committees;
2. To be apprised in advance of and given a consultative voice in such major decisions of the administration as would directly affect:
 - a. The mission of Medaille College;
 - b. Conditions of teaching and learning within Medaille College;
 - c. Search, selection, and evaluation of academic administrators;
3. Further, to concern itself with:
 - a. The general welfare of the faculty;
 - b. Relationships between faculty members and groups that comprise the Medaille College community;
 - c. The right of the faculty to a voice when its members wish to speak to matters of common concern;
 - d. The quality and nature of student development and academic services.

B. Meetings of the Faculty Assembly

The Faculty Assembly shall have a maximum of three regularly scheduled meetings during each semester of the academic year. The process for calling meetings and setting the agenda is as follows:

The Faculty Assembly is held in accordance with a schedule established in advance by the Faculty Council for the whole year. Special meetings are called by the Chair or the VPAA when judged by them as necessary, or when written request for a special meeting has been submitted to the Faculty Council Secretary by one third of the full-time teaching faculty.

(Notices of such special meetings shall be furnished to members of the faculty 48 hours in advance.)

The agenda and minutes of any previous Faculty Assembly shall be distributed electronically by the Secretary to all members one week prior to the next regularly scheduled meeting of the Faculty Assembly.

The Faculty Council Chair shall prepare the agenda, but any member of the faculty may present at any meeting (under new business) any matter within the jurisdiction of the faculty for discussion and, if appropriate, for vote at a future Faculty Assembly.

The order of business for the Faculty Assembly shall be:

1. Approval of the minutes of the previous meeting;
2. Discussion of old business;
3. New business.

One half of the full-time voting membership plus one, exclusive of members on leave or on sabbatical, shall constitute a quorum.

On committee recommendations to be sent to the administration, a simple majority vote of the Faculty Assembly present and voting is required.

Upon receipt of items from the administration, the Faculty Assembly shall submit their recommendations within 30 calendar days.

From time to time the Faculty Council may invite members of the administration or others to report or respond to the faculty on issues of common interest or concern. Such attendance entitles the guest with the right to speak when recognized by the Chair.

C. Faculty Committees

In the spirit of shared governance, faculty shall participate in the governance of Medaille College through faculty committees in those areas where faculty rights and responsibilities are involved.

The structure and processes for faculty participation shall be designed and approved by joint action of the faculty and administration. Faculty representatives shall be selected by the faculty according to processes determined by the faculty:

1. Newly formed Elected and Standing Committees shall convene immediately after the elections to select a Chair and reserve meeting times for the rest of the present semester. The name of the Chair shall be forwarded to the Faculty Council;
2. Each Elected and Standing Committee shall maintain written minutes of their deliberations and shall list all those in attendance and those absent;
3. Each Committee's written minutes shall be stored electronically on the Library server. However, Committees that require confidentiality shall maintain their minutes in a place and manner to be determined.

No member of the full-time faculty during their first year of appointment at Medaille College shall be required to serve on an Elected or Standing Committee.

D. Elected Faculty Committees

Faculty Council, Faculty Compensation Committee, Faculty Development Committee, and the Academic Quality Program Committee shall be elected by and from the full-time faculty at the beginning of each academic year. A quorum shall consist of fifty percent plus one of the number of full-time faculty. The vote required for election is a simple majority of valid votes cast at the meeting called for this purpose; abstentions are not counted. The Faculty Council Chair or designee shall call and conduct these elections.

All Elected Committees shall operate according to the following processes:

1. Voting to fill vacancies on the elected committees shall take place at the first duly called Faculty Assembly meeting of the fall semester. Faculty Council shall distribute to the faculty a list of the Elected Committees. This list shall include those full-time teaching faculty who will continue to serve on the Elected Committees and the open slots on those Committees that must be filled;
2. Faculty Council shall facilitate a presentation of the function and agenda of each Elected Committee, as well as a brief report of each Committee's activities during the previous year;
3. Nominations from the floor for the Elected Committees shall be taken if a motion to do so receives a majority vote of the faculty present. The final slate of candidates for all the Elected Committees shall be established at this time;
4. Prior to voting, all nominees shall have a brief opportunity to present their views on Committee-related issues;
5. All vacancies on one Elected Committee shall be filled before voting on another Committee begins;
6. Nomination shall be for one vacancy on a Committee; one vote per faculty member shall be cast for one nominee. The nominee who receives a majority of votes cast shall be elected to the Committee;
7. Nominees for one vacancy on a Committee may request that their name be in nomination for another vacancy on the same Committee.

Should a vacancy occur in any of the Elected Committees, the Chair shall notify Faculty Council in writing. Such vacancies shall be filled through an ad-hoc election conducted by the Faculty Council within 30 calendar days after the Faculty Council has been notified, with the following exception: no vacancies will be filled between June 15 and August 15.

1. Faculty Council

Composition Seven members from the full-time faculty.

Terms of Office	<p>Three-year terms.</p> <p>When a position becomes vacant, a replacement shall be elected for the duration of the term.</p>
Duties	<p>To represent the interests of the faculty;</p> <p>To establish an annual schedule of the Faculty Assembly;</p> <p>To publish, in a timely manner, an agenda for the Faculty Assembly. Items may be placed on the agenda by the Faculty Council Chair, the President, the VPAA, and by Committee Chairs. Items may also be put on the agenda by faculty members from the floor at a Faculty Assembly;</p> <p>To represent the faculty at meetings with the President, the Cabinet, or the Board of Trustees;</p> <p>To call special meetings of the Faculty Assembly;</p> <p>To conduct the business of the Faculty Assembly in a timely and efficient manner;</p> <p>To receive petitions and conduct Faculty Assembly votes on proposed changes to the <i>Faculty Handbook/Volume IV</i>.</p>

2. Faculty Budget Committee

Composition	<p>Five members.</p> <p>One member must hold the rank of Full Professor.</p> <p>One member must hold the rank of Associate Professor.</p> <p>One member must hold the rank of Clinical Associate Professor or Associate Professor of Practice.</p> <p>One member must hold the rank of Assistant Professor.</p> <p>At least one member must hold the rank of Clinical Professor or Professor of Practice.</p> <p>Representation of faculty from a variety of Departments and Programs is recommended.</p>
Terms of Office	<p>Three year staggered terms.</p> <p>When a position becomes vacant, a replacement shall be elected for the duration of the term</p>

Duties	<p>To attend regular Budget Meetings called by the President.</p> <p>To review both short-term and long-term budget data.</p> <p>To review and make recommendations, when appropriate, on all matters concerning the revenues and expenses of the College budget.</p> <p>To represent the interests of full-time and part-time faculty and to actively participate in the budgetary decision-making process.</p> <p>To report to the Faculty Assembly before the budget is presented to the Board of Trustees.</p>
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3. Promotion Committee

Composition	<p>Voting members:</p> <p>Five members of the full-time faculty, one full-time Clinical Professor, at the rank of Associate or higher, and one full-time Professor of Practice, at the rank of Associate or higher, and two alternates.</p> <p>The full-time Clinical Associate or full Professor will participate and vote only on promotion cases and appointment renewals for clinical or professor of practice faculty.</p> <p>The full-time Associate or full Professor of the Practice will participate and vote only on promotion cases and appointment renewals for clinical or professor of practice faculty.</p> <p>Non-voting member: Vice President for Academic Affairs</p>
Terms of Office	<p>Three-year terms for the five members and two auxiliary members.</p> <p>Alternates are elected to one-year terms.</p> <p>When a position becomes vacant, a replacement shall be elected for the duration of the term.</p>
Duties	<p>To review and make recommendations on reappointment, promotion, to the Vice President for Academic Affairs.</p>

4. Faculty Development Committee

Composition	<p>Elected members:</p> <p>Nine members of the full-time faculty, elected so as to comprise a variety of academic programs.</p> <p>Selected member: One adjunct faculty member.</p> <p>Appointed member: Director of the Library or designee.</p> <p>Non-voting member: VPAA or designee.</p>
Terms of Office	<p>Three-year terms.</p> <p>When a position becomes vacant, a replacement shall be elected for the duration of the term.</p>
Duties	<p>To recommend policies and processes on faculty growth in teaching, learning, and scholarship;</p> <p>To recommend allocations for travel, conferences, course release time, and other professional development activities.</p>

5. Grievance Committee

Composition	<p>Five members, at least three must be tenured, and two alternates who may be tenured or non-tenured.</p> <p>If a grievance is filed by a tenured faculty member and includes sanctions or possible dismissal, only tenured faculty may hear the grievance.</p> <p>No faculty member may serve on the Promotion Committee, the Grievance Committee, or the Hearing Committee at the same time.</p>
Terms of Office	<p>Three-year terms.</p> <p>Alternates are elected to one-year terms.</p> <p>When a position becomes vacant, a replacement shall be elected for the duration of the term.</p>
Duties	<p>To maintain standard and uniform grievance procedures, and to hear grievances.</p>

6. Hearing Committee

Composition	<p>Five tenured members of the full-time faculty, and two tenured alternates also chosen from the full-time faculty.</p>
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No faculty member may serve on the Promotion and Tenure Committee, the Grievance Committee, or the Hearing Committee at the same time.

Terms of Office	All members of the Hearing Committee shall serve one-year terms. If a member of the Committee serves on a case that extends beyond the expiration of the term of office, that member shall remain active on that case until the case is resolved. Vacancies shall be filled only for the duration of the term.
Duties	To hear cases in which a faculty member contests termination proceedings that have been brought against the faculty member; To maintain a verbatim record of hearings; To call expert witnesses when appropriate to provide testimony at hearings; To make conclusions of fact and report their conclusions to the President.

7. Sabbatical Leave Committee

Composition	Five tenured or non-tenured members of the full-time faculty.
Terms of Office	Three-year terms. When a position becomes vacant, a replacement shall be elected for the duration of the term.
Duties	To invite and review applications for sabbatical leave and to make recommendations for sabbaticals to the VPAA.

8. Academic Quality Program Council (AQPC)

Composition	Voting members: Nine full-time tenured or non-tenured faculty members elected by the Faculty Assembly as follows: At least four full-time faculty members representing the Graduate Program; At least four full-time faculty members representing the Undergraduate Program. To be eligible for election, the faculty member must teach in the program they wish to represent.
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Non-voting members:

VPAA;

Dean of Adult ,Graduate and Online Education;

Dean of the Undergraduate Education.

As appropriate, other faculty members and administrators may serve as invited guests.

Terms of Office

Three-year terms.

When a position becomes vacant, a replacement shall be elected for the duration of the term.

Duties

To meet regularly and review recommendations made by the Graduate Program Council (GPC) and the Undergraduate Standing Committees;

To discuss and review other policies and processes.

E. Undergraduate Standing Faculty Committees

The Undergraduate Standing Faculty Committees include: the Undergraduate Curriculum Committee, the Undergraduate Educational Policies Committee, and the Undergraduate Academic Standards Committee.

Full-time faculty shall be assigned to these Undergraduate Standing Committees by Faculty Council unless otherwise noted. The Undergraduate Standing Committees shall report regularly to the Faculty Council in order to inform them of important developments.

1. Common Processes for the Undergraduate Standing Faculty Committees

Matters may be submitted to each Undergraduate Standing Committee for proposed action by the VPAA, the appropriate College or School Dean, the Department Chairs, any member of the Undergraduate Standing Committee, or any member of the Faculty Assembly.

Each Undergraduate Standing Committee shall meet at least twice a semester, but more frequently as needed. The first meeting of each academic year shall be called by the existing Chair of the Undergraduate Standing Committee.

A quorum is required for an Undergraduate Standing Committee to conduct business. A quorum shall be fifty percent of the voting members, or their official alternates, plus one.

The voting members of each Undergraduate Standing Committee shall elect a Chair at its first official meeting of a new academic year.

Each Undergraduate Standing Committee shall decide on the processes it deems best to adopt for its meetings.

The majority will of the Undergraduate Standing Committee shall prevail in its proceedings on matters of either substance or process.

The Undergraduate Standing Committee Chair shall promptly present any suggested matters that the Chair receives to the members of the Undergraduate Standing Committee for its consideration.

Each Undergraduate Standing Committee shall give an annual report to the full-time faculty, by presentation to the Faculty Council, or as otherwise directed by the Faculty Council Chair.

Each Undergraduate Standing Committee shall decide, in conjunction with the Faculty Council, which of its recommendations will be submitted to the Faculty Assembly for discussion and/or approval before submission to the VPAA or designee. Such recommendations shall be acted upon by the full faculty within 30 calendar days, with the following exception: no Committee business is required to be acted upon between June 15 and August 15.

Each Undergraduate Standing Committee shall submit to the Chair of the Faculty Council a copy of its written recommendations to the VPAA.

Each Undergraduate Standing Committee shall take minutes at every meeting. A copy of these minutes shall be sent to the Library where it shall be available for viewing.

2. Membership in the Undergraduate Standing Faculty Committees

Certain individuals, by virtue of the positions that they hold at Medaille College, automatically shall be asked to serve as members on one or more of the Undergraduate Standing Committees.

Full-time faculty shall be selected to serve as voting members of the Undergraduate Standing Committees as follows:

At the beginning of each academic year, the Faculty Council shall request full-time faculty to list their preferences for serving on the three Undergraduate Standing Committees in order of their preference.

Shortly after holding elections to the Elected Faculty Committees, the Faculty Council shall assign the teaching faculty to the Undergraduate Standing Faculty Committees on the basis of the teaching faculty members' expressed preferences.

No member of the full-time teaching faculty during their first year of appointment at Medaille College shall be required to serve on an Undergraduate Standing Faculty Committee.

Assignments to the Undergraduate Standing Faculty Committees shall be made in such a way that all full-time teaching faculty shall have the opportunity to serve on at least one Elected or Standing Committee.

The Faculty Council shall not make any assignment that results in a faculty member serving on three Elected or Standing Committees, unless the faculty member has requested or specifically agreed to it. In no case shall the Faculty Council make any assignment that results in a faculty member serving on four or more Elected or Standing Committees.

3. Undergraduate Curriculum Committee

Composition	<p>Voting members:</p> <p>The Department Chair of each Academic Department</p> <p>Non-voting members:</p> <p>Dean of the Undergraduate College;</p> <p>VPAA;</p> <p>Vice President for Enrollment Management or designee;</p> <p>Registrar;</p> <p>Senior Director of Special Academic Programs;</p> <p>Director of Academic Research and Planning or designee;</p> <p>Library Director or designee.</p>
Official Alternates	<p>Any member, when necessarily absent, may send an official alternate who has the same rights and duties as the member. The absent member shall notify the Committee Chair of this fact in writing or by e-mail.</p>
Terms of Office	<p>Membership on the Undergraduate Curriculum Committee shall coincide with the members' incumbency in their respective offices.</p>
Chair	<p>Chosen by the voting members of the Committee during its first meeting of the academic year. The Chair shall be chosen from the voting members of the Committee.</p>
Vacancies	<p>Vacancies shall be filled within 30 calendar days of the onset of the vacancy.</p>
Duties	<p>To review and make recommendations in the Undergraduate College on changes to existing courses, changes to existing programs, new courses, new programs, program reviews, and articulation agreements.</p> <p>To report to the VPAA, Dean of the Undergraduate College and the Academic Quality Program Council.</p>

4. Undergraduate Educational Policies Committee

Composition	<p>Voting members:</p> <p>Six members of the full-time faculty, selected so as to comprise a variety of academic programs.</p>
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One member shall be from the Veterinary Technology or Mathematics and Sciences faculty.

Non-voting members:

Dean of the Undergraduate College; Vice President for Enrollment Management or designee;

Registrar;

Senior Director for Special Academic Services;

Director of Academic Advisement.

Official Alternates	Any member, when necessarily absent, may send an official alternate who has the same rights and duties as the member. The absent member shall notify the Committee Chair of this fact in writing or by e-mail.
Terms of Office	Voting members serve three-year terms.
Chair	Chosen by the voting members of the Committee during its first meeting of the academic year. The Chair shall be chosen from the voting members of the Committee.
Vacancies	Faculty Council shall appoint replacements to fill vacancies that arise before the expiration of the member's term of office. Such vacancies shall be filled within 30 calendar days of the onset of the vacancies. Such appointments shall be only for the duration of the original members' term of office.
Duties	To recommend the academic calendar for the Undergraduate College and to make recommendations for the Undergraduate College in the areas of admissions, course scheduling, registration, academic advisement, and class size; To evaluate and make recommendations in the Undergraduate College for academic credit requested through established non-traditional means, to report Committee recommendations to all appropriate personnel, such as Department Chairs, mentors, academic advisors, Dean of the Undergraduate College, and the VPAA, as well as to review and recommend new non-traditional means to acquire academic credit. To report to the VPAA, Dean of the Undergraduate College and the Academic Quality Program Council.

5. Undergraduate Academic Standards Committee

Composition	<p>Voting members:</p> <p>Five members of the full-time faculty, selected so as to comprise a variety of academic programs.</p> <p>One member shall be from the Veterinary Technology or Mathematics and Sciences faculty.</p> <p>Non-voting members:</p> <p>Dean of the Undergraduate College;</p> <p>Senior Director for Special Academic Services;</p> <p>Director of Academic Advisement.</p>
Official Alternates	<p>Any member, when necessarily absent, may send an official alternate who has the same rights and duties as the member. The absent member shall notify the Committee Chair of this fact in writing or by e-mail.</p>
Terms of Office	<p>Voting members serve three-year terms.</p>
Chair	<p>Chosen by the voting members of the Committee during its first meeting of the academic year. The Chair shall be chosen from the voting members of the Committee.</p>
Vacancies	<p>Faculty Council shall appoint replacements to fill vacancies that arise before the expiration of the member's term of office.</p> <p>Such vacancies shall be filled within 30 calendar days of the onset of the vacancies.</p> <p>Such appointments shall be only for the duration of the original members' term of office.</p>
Duties	<p>To recommend policy and processes for the Undergraduate College on probation, separation, honors, transfer credit, grading, readmission, graduation, scholarship, study abroad, and the Family and Educational Rights and Privacy Act (FERPA);</p> <p>To review student appeals concerning any of the areas listed above and to recommend appropriate action on such appeals to the Dean of the Undergraduate College;</p> <p>To report to the VPAA, Dean of the Undergraduate College and the Academic Quality Program Council.</p>

F. Academic Councils

The assessment of student outcomes, as well as assessment and administration of academic programs, departments, curricula, and services on a College-wide basis, involves the following two Councils, namely the Adult Learning Program Council and Graduate Program Council. In the spirit of shared governance and mutual commitment to educational excellence, these Councils shall work, as appropriate, in close communication and collaboration with the Elected and Undergraduate Faculty Standing Committees, and the Faculty Council. In matters of curriculum, these two Councils, like the Undergraduate Curriculum Committee, report to the Academic Quality Program Council (AQPC).

1. Graduate Program Council (GPC)

Composition	<p>Voting members:</p> <ul style="list-style-type: none">Graduate program directors;Department Chairs that house graduate programs; <p>Non-voting members:</p> <ul style="list-style-type: none">Dean of the School of Adult and Graduate Education;VPAA. <p>As appropriate, administrative advisors from the other campuses may serve as invited guests.</p>
Official Alternates	<p>Any member, when necessarily absent, may send an official alternate who has the same rights and duties as the member. The absent member shall notify the Committee Chair of this fact in writing or by e-mail.</p>
Terms of Office	<p>Voting members serve three-year terms.</p>
Chair	<p>Chosen by the voting members of the Committee during its first meeting of the academic year. The Chair shall be chosen from the voting members of the Committee.</p>
Vacancies	<p>Membership on the Graduate Program Council shall coincide with the members' incumbency in their respective offices.</p>
Duties	<p>To meet regularly to review and recommend changes, as appropriate, to all graduate programs and support services;</p> <p>To establish degree requirements, admission and academic standards, as well as academic policies, including grading practices and processes for the graduate programs and to recommend the academic calendar for Graduate Programs;</p>

To report to the VPAA, Dean of the School of Adult and Graduate Education and the Academic Quality Program Council.

G. Committees of the Board of Trustees

Several Board of Trustees Committees exist that allow for, or invite, participation of full-time faculty members. As part of the mutual commitment to shared governance and effective communication among the President, the Board of Trustees, administrators, and faculty members, these Board Committees are listed here.

The following Committees have been established by the Medaille College By-Laws as approved by the Board of Trustees (Section 6.1 of the By-Laws): the Committee on Student Success/ Student Experience, and the Committee on Institutional Advancement.

The Chairs of these Committees are permitted to appoint special members, including faculty, with the approval of the voting members of the respective Committees (Section 6.1 of the By-Laws).

Each year, at the pleasure of these Committee Chairs, the Faculty Council is invited to assign two faculty members to each Committee.

Unless notified differently by the annually appointed Board Committee Chair(s), the Faculty Council shall continue to assign two faculty members to each Committee at the beginning of any given academic year.

Such appointments shall be for a period of one year.

No written exclusion exists that prevents voting by any special member appointed to these Committees, but voting privileges of the appointed special members remain the prerogative of these Committee Chairs.

H. Other Committees

Governance and Administration/Volume I lists institutional committees on which faculty members are entitled to participate.

I. Establishment and Review of Faculty Committees

As the organizational structure of Medaille College changes, it may become necessary to add new faculty committees in those areas for which faculty have primary responsibility under the new organizational structure. The Faculty Assembly will vote on the addition of proposed committees after appropriate review and deliberation by the Faculty Assembly. A simple majority of the full time teaching faculty is required to add new committees.

It shall be the annual responsibility of the Faculty Council, during the spring semester, to review all of the faculty committees to make recommendations to the Faculty Assembly for their continuance, modification, or elimination. A simple majority of the full time teaching faculty is required to modify or eliminate committees.