

Raymond Walters College
FACULTY HANDBOOK
2006-07

CHAPTER 6

Bylaws

RWC FACULTY BYLAWS

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** Number of Faculty members*

**BYLAWS OF THE FACULTY
OF THE UNIVERSITY OF CINCINNATI
RAYMOND WALTERS COLLEGE**
Effective September 1, 2005

I. Name and Membership

- A. The organization shall be called the Faculty of the University of Cincinnati Raymond Walters College.
- B. In conformance with the Regulations of the Board of Trustees, the Faculty of the Raymond Walters College shall consist of the President of the University, the Provost for Academic Affairs, the Dean of the Raymond Walters College, the professors, associate professors, assistant professors, instructors, senior librarians, associate senior librarians, associate librarians, assistant librarians, and beginning librarians of the Raymond Walters College. Also included are all persons holding clinical, field service or research titles; and all persons with adjunct appointments of sixty-five per cent or more FTE.

II. Authority of the Organization

- A. The laws of the State of Ohio, the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, and any appropriate sections of the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter, shall be in effect.
- B. The Faculty of the Raymond Walters College, acting under the authority of the Regulations of the Board of Trustees, has the authority to designate its officers, establish committees, and in general assist the administration of the Raymond Walters College.

III. Meetings and Quorums

- A. The Faculty, in consultation with the Dean, shall schedule and call at least two (2) regular business meetings for each quarter, with the exception of the Summer Quarter.
- B. A quorum of one-half ($\frac{1}{2}$) of the Faculty will be needed in order to transact any business.
- C. If a Faculty member is unable to attend a Faculty meeting due to conflict with College or University-sanctioned activities, that person may cast a proxy vote if ruled in order by the Faculty Chair after being informed, in writing, of:
 - 1. The nature of the conflict.
 - 2. The name of the person chosen to cast the proxy vote.

- D. The agenda for regular business meetings shall be:
 - 1. Reading and Approval of Minutes.
 - 2. Announcements and Introduction of Bylaw Amendments.
 - 3. Special Orders (which include previously proposed Bylaw Amendments and Elections).
 - 4. Reports of Officers, Boards, and Standing Committees.
 - 5. Reports of Ad Hoc Committees.
 - 6. Unfinished Business and General Orders (General Orders are items remaining from the previous agenda in the same order.)
 - 7. New Business.

IV. Procedures and Amendments

- A. The rules contained in Robert's Rules of Order shall govern the cases to which they are applicable, and in which they are not inconsistent with these Bylaws.
- B. These Bylaws may be amended at any Business meeting of the Faculty by a two-thirds (2/3) affirmative vote of those members present, provided such proposed amendment has been presented in writing to the members at the previous business meeting of the Faculty.
- C. These Bylaws may not be set aside.
- D. Except as provided otherwise in these Bylaws, all elections shall be won by a plurality of those voting.

V. Organization

- A. Term Appointments for the Dean
The term of office for the Dean shall be five (5) years, with the initial appointment effective as of September 1, 1969.
- B. Term Appointments for an Academic Unit Head/Chair
Academic unit heads/chairs shall be elected by the members of their units for a term of not less than three (3) nor more than seven (7) years.
- C. University Faculty Senator
Two (2) Faculty representatives to the University Faculty Senate shall be elected for two (2) year terms, one (1) in the spring quarter of each year, thereby staggering the terms of office. Vacancies shall be filled by special election for the unexpired portion of the term. A Faculty Senator is limited to two (2) consecutive terms and must wait at least two (2) years before he/she can be re-elected.

D. Committee Representation and Procedures

1. Eligibility
Membership of all committees and other elected positions shall be limited to Faculty members as defined in Section 1B except (1) where otherwise stipulated in these Bylaws or the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, or (2) where special expertise is needed which is not available from the full-time teaching faculty membership. This exception shall be determined by a two-thirds (2/3) majority vote of the members present at a Faculty meeting.
2. Election
 - a. The current Executive Committee shall serve as nominating committee for all faculty members of committees.
 - b. The Executive Committee will advise the Faculty when it is considering nominations. Any person wishing to place his/her name in nomination should inform the committee in writing at this time. The Committee shall attempt to place in nomination at least twice the number of candidates for which there are openings.
 - c. During Spring Quarter, the slate of nominees shall be presented in writing to the Faculty one week prior to the election. Additional nominations from the floor shall be accepted prior to the election.
 - d. Elections shall take place at the April Faculty meeting. An electronic system will be used, whenever possible, for voting and counting of the ballots electing members of Raymond Walters College committees and representatives to the University Faculty Senate.
 - e. Those candidates receiving the most votes shall be declared elected, unless otherwise specified in an individual committee's bylaws.
 - f. Following the election of committee members, the Executive Committee shall call for candidates to fill the appointed positions on committees and shall make the appointments no later than May 15.
3. Terms and Duties of Office
 - a. Terms of office for elected and appointed positions shall be three (3) years unless otherwise stated in these Bylaws. There are no term limits unless otherwise stated in these Bylaws. To ensure continuity, all committee terms should be staggered, with approximately one-third (1/3) new members each year. When establishing new standing committees, approximately one-third (1/3) of the members should be selected for a three-year term, approximately one-third for a two-year term and the remainder for a one-year term.
 - b. A vacancy shall be considered to exist if a member resigns from the committee or terminates employment, or if the member cannot attend meetings and fulfill committee responsibilities for two or more consecutive quarters. Otherwise, a more restrictive definition provided in an individual committee's bylaws shall take precedent.

- 1) In the case of a vacancy of an elected committee member, the Faculty Executive Committee shall conduct a special election to fill the unexpired portion of the vacant term.
A special election will be held within one month of the occurrence of the vacancy. Where there is a term limit, the committee member so elected may be re-elected if the unexpired portion of the vacated term was less than two (2) full years.
 - 2) In the case of a vacancy of an appointed member, the Faculty Executive Committee shall recommend a faculty member to fill the remaining portion of the vacant term. Where there is a term limit, the faculty member may be reappointed if the unexpired portion of the vacated term was less than two (2) full years.
 - c. New committee members shall assume office and each committee shall select a chair by the end of Spring Quarter.
 - d. The outgoing chairperson shall preside until the election of his or her successor and shall notify the Executive Committee of the election results.
4. Reporting
 - a. The outgoing chairperson shall submit to the Executive Committee an annual report.
 - b. Each committee shall annually place a complete set of its minutes, reports, appendices, changes to its bylaws, etc. in the College library.
5. General
 - a. Each committee may organize itself and its work to best accomplish its functions in accordance with these Bylaws.
 - b. Each committee may consult with students, staff, faculty, administrators and other resource persons as needed.
 - c. Periodically, the composition and functions of each committee shall be reviewed by the committee, the Faculty Executive Committee, or the Faculty for the purpose of making desired changes.
6. Ad Hoc Committees
The Faculty and Executive Committee shall establish such ad hoc committees as are necessary.

E. Faculty Committees

1. Committees of Elected Representatives

a. Executive

1) Membership

- a) The Executive Committee shall be composed of nine (9) elected faculty members, at most one of whom is non-tenure-track.
- b) Each member shall be elected for a three-year term. Three (3) members shall be elected each year. No faculty member may serve more than six (6) years consecutively.

2) Functions of the Executive Committee

- a) The principal function of the Executive Committee shall be to articulate and advocate the will of the Faculty. Specific functions include:
 - (1) Identifying the important issues potentially affecting the Faculty as a whole as well as issues affecting the academic integrity of the institution;
 - (2) Examining said issues by the Executive Committee or by referring them to appropriate standing committees or by appointing ad hoc committees as necessary;
 - (3) Conducting information sessions; collecting and disseminating information on important issues;
 - (4) Acting as a liaison between the Faculty and the administrative, staff and student governing bodies.
- b) Arranging for a periodic review of the Faculty governance structure and the Faculty's participation in college-wide governance.
- c) Additional functions shall include:
 - (1) Calling and conducting regularly scheduled and special Faculty meetings.
 - (2) Acting as the nominating committee for the Executive Committee.
 - (3) Acting as the nominating committee for all elected Faculty members of committees and positions.
 - (4) Handling all Faculty elections.
 - (5) Calling for candidates and selecting members for all appointed Faculty positions, as well as nominating Faculty to represent the College on college-wide, decanal and university committees as requested.
 - (6) Recommending the establishing of new standing and ad hoc committees.
 - (7) Distributing minutes of its meetings and the minutes of all Faculty meetings to the Faculty.
 - (8) Receiving reports from the elected representatives to the University Faculty Senate.
 - (9) Requesting reports from all permanent committees.

- (10) Appointing one of its members as a non-voting liaison member to each standing and ad hoc committee.
- (11) Distributing to the Faculty each September a list showing the membership of every committee and the years remaining in each member's term.
- (12) Obtaining and keeping up to date a list of all the RWC Faculty membership, showing the status of each member such as full-time teaching, part-time, adjunct, administrator, etc.

b. Reappointment, Promotion and Tenure

1) Membership

a) Composition

- (1) The committee on reappointment, promotion and tenure shall consist of nine (9) elected tenure-track faculty members. There shall be at least one and no more than two non-tenured members, and no more than two members from any one department.
- (2) A vacancy on the committee shall be considered to exist if the committee member cannot attend two consecutive RPT committee meetings.

b) Election

For both the tenured and non-tenured categories, those receiving a majority of the number of ballots cast will be declared elected except in the case where this could place more than two members from one department on the committee. If on a previous ballot not all positions were filled, the candidate in each of the tenured and non-tenured categories receiving the lowest number of votes will be stricken from the next and all subsequent ballots. Run-off elections will be held until a sufficient number of candidates are declared elected.

c) Term of Office

- (1) Terms of Office will be for three (3) years, staggered so one-third are elected each year.
- (2) In the event an elected non-tenured member receives tenure before his or her term expires, the member will continue his or her term as a tenured member.

2) Functions

- a) The committee shall review and consider recommendations of the academic unit and academic unit head for reappointment, promotion and tenure, in accordance with the RPT criteria and procedures of the academic unit. The committee's recommendation and the candidate's file shall be forwarded to the office of the Dean.
- b) The committee will assist academic unit heads/directors in developing methods of evaluation of Faculty members.

- c) The committee will circulate recommendations to the Faculty concerning the organization of the Promotion and Tenure folder.

c. **Academic Action**

1) Membership

- a) This committee shall be composed of eight (8) faculty members, with no more than one from any one department.
- b) The members of this committee shall constitute the pools from which faculty representatives are chosen for student hearings and grievances.

2) Functions

a) **Hearing**

- (1) The Academic Action Committee shall select two of its members to be faculty representatives on a College Hearing Committee when a formal hearing is necessary in a case of academic dishonesty.
- (2) The structure and procedures of a College Hearing Committee are outlined in the Student Code of Conduct, University of Cincinnati.

b) **Grievance**

- (1) The Academic Action Committee shall select one of its members to serve as chair of a College Grievance Committee when a student grievance is filed. The Academic Action Committee will recommend the chair to the Dean for appointment for each grievance.
- (2) This chair shall select two members from the remaining members of the Academic Action Committee and request two student representatives from the Student Government to constitute the College Grievance Committee.
- (3) The grievance shall be heard according to the University of Cincinnati Student Grievance Procedures as established by the University of Cincinnati Board of Trustees and issued by the Office of the University Ombuds.

- c) No member of a College Hearing Committee shall also serve on a College Grievance Committee when the same parties are involved in the situation that led to the necessity for a formal hearing or grievance procedure, or in the case of another conflict of interest.

2. Committees of Elected / Appointed Representatives

a. Academic Enterprise

- 1) Membership
This committee shall be made up of six (6) faculty members, three (3) elected and three (3) appointed.
- 2) Functions
 - a) The principal function of this committee is to work with departments, offices and other relevant units to review, support and promote new academic initiatives for non-traditional credit instruction. This may include, but is not limited to, multi-disciplinary efforts, off-site offerings, and new technologies/techniques.
 - b) The Committee shall request information regarding these credit academic enterprises from academic units and the offices of Academic Affairs and Outreach and Continuing Education. Relative information might include the following: the number of students and others served by each enterprise that year; the number of faculty, tenure track and other, involved in each enterprise that year; a copy of each enterprise's own assessment of its work that year; resources and infrastructure required for the enterprise.
 - c) The Committee shall prepare an annual report to the Executive Committee and the Faculty summarizing the state of credit academic enterprises with any recommendations the Committee may have.
 - d) This committee shall serve as a resource to the Faculty on new credit academic enterprise initiatives.

b. Academic Priorities and Resources

- 1) Membership
 - a) This committee shall be composed of nine (9) faculty members, six (6) elected and three (3) appointed. No faculty member may serve more than two (2) consecutive terms except as stated in section V.D of these bylaws.
 - b) The Academic Priorities and Resources Committee shall select 3 individuals from its membership to serve as liaisons to: (1) the Strategic Planning Committee, (2) the Building and Grounds Committee, and (3) the College Computer Advisory Committee.
- 2) Functions
 - a) The principal function of the committee is to provide Faculty input into College budget and planning, to inform Faculty of budget and planning issues, and to formulate and promote the Faculty's positions/interests in the budget and planning process.

- b) Planning Functions
 - (1) The committee shall gather and analyze information from academic departments and other academic-support units as to projected future needs, examine internal and external trends that impact the College and its resources, and identify the broad educational issues affecting the College.
 - (2) The committee shall develop a set of institutional priorities and make recommendations to the Executive Committee and the Faculty concerning the use of College resources to maximize the academic effectiveness of the College in accordance with the College mission and the fiscal realities of the institution.
- c) Budget Functions
 - (1) The committee shall request from the Dean the projected College budget for that academic year, a description of the priorities on which it was based, and the previous year's financial statement.
 - (2) The committee shall request additional pertinent data and information, as needed.
- d) Capital Building and Academic Space Functions
 - (1) The committee shall ascertain academic and Faculty space needs, including office space, on an annual basis, prioritize these needs and make recommendations to the Executive Committee and the Faculty as to how these needs can be met.
 - (2) The committee shall annually review the College plan for future capital building and renovations in light of academic needs.
 - (3) The committee shall also make ongoing recommendations to the Executive Committee and the Faculty concerning maintenance of academic and Faculty space.
- e) Information/Instructional Technology Functions
 - The committee shall annually assess computing and other information/instructional technology needs, and make recommendations to the Executive Committee and the Faculty that enhance instruction and communication, as well as the ongoing operation of information/instructional technology.
- f) Training Function
 - The committee shall see that opportunities are provided for its members and other interested Faculty to gain requisite knowledge in budget, planning and other appropriate areas as needed.
- g) Reporting
 - (1) The committee shall make an annual report, including its recommendations and the status of the previous year's recommendations, to the Executive Committee.
 - (2) The committee's liaisons shall report recommendations to the appropriate College committees.

c. Faculty Development

- 1) Membership
This committee shall be made up of six (6) faculty members, four (4) elected and two (2) appointed, and the Director(s) of the Learning and Teaching Center.
- 2) Functions
 - a) The committee shall facilitate opportunities for Faculty growth and development.
 - (1) The committee shall coordinate with the Learning and Teaching Center and the Electronic Media Communications Department in providing Faculty development opportunities.
 - (2) The committee shall act in an advisory capacity to the Director(s) of the Learning and Teaching Center.
 - (3) The Committee shall create a venue for discussion of faculty issues, including governance.
 - b) The committee shall research and develop guidelines for the entire process of teaching evaluation, including self, peer and student. Every four years, the committee shall review the Survey of Student Perception of Teaching and Learning form and process.
 - c) The committee shall develop procedures for announcing and soliciting student nominations for the Cohen, Barbour, and similar Faculty awards.
 - d) The committee shall oversee the annual updating by the Dean's office of the Faculty Handbook, including changes to the Faculty Bylaws.

d. Scholarship and Honors

- 1) Membership
This committee shall be made up of nine (9) faculty members, 6 elected and 3 appointed, with no more than two from any one department.
- 2) Functions
 - a) This committee shall recommend appropriate action to the Dean concerning students identified for probation, suspension or dismissal, and periodically review the various academic criteria.
 - b) This committee shall select and recommend those students who meet the guidelines established by the College for the awarding of scholarships other than those awarded by individual departments and offices.
 - c) This committee shall be responsible for addressing questions regarding College admissions criteria and grading policies.
 - d) This committee shall set criteria for and choose the RWC Honor Student of the Year.
 - e) This committee shall identify students eligible for the Honors Program.

e. Study Abroad and Exchange Programs

1) Membership

This committee shall be made up of seven (7) faculty members, four (4) elected and three (3) appointed, and the coordinators of the RWC study abroad and exchange programs.

2) Functions

- a) This committee shall plan, administer, and assess RWC study abroad and exchange programs.
- b) This committee shall help create articulation agreements with other colleges/universities abroad.
- c) This committee shall investigate various programs for international studies and serve as a resource to the Faculty.
- d) This committee shall act in an advisory capacity to the coordinators of study abroad and exchange programs at RWC.

3. Committees of Departmental Representatives

a. Academic Assessment

1) Membership

- a) This committee shall be made up of one faculty representative appointed by each academic department within the college.
- b) In the event that a representative is unable to attend a committee meeting, the department chair may designate in writing an alternate representative to attend as a committee member with full rights.

2) Functions

- a) The committee is charged with the development and maintenance of academic assessment measures deemed necessary for renewal and revitalization of the curriculum and for the continued accreditation of the college.
- b) The committee serves as a resource to the Dean of Academic Affairs.

b. Curriculum

1) Membership

- a) The Curriculum Committee shall be composed of the academic unit heads and directors of academic departments within the College.
- b) In the event that the head/director is unable to attend a committee meeting, the head/director shall designate in writing an alternate representative to attend with full rights as a committee member.

2) Functions of the Curriculum Committee

The functions of the committee shall be:

- a) To receive and consider proposals made by departments concerning their course offerings and to recommend action on these proposals to the Faculty.
- b) To receive and consider proposals that have college-wide merit, but do not seem to fall under the aegis of any existing department, and to recommend action on these proposals to the Faculty. The Curriculum Committee would then decide methods of administering and evaluating these courses, and when possible, place the course under an appropriate department.
- c) To receive and consider proposals made for general changes in program requirements and for the establishment of new programs and to recommend action on these proposals to the Faculty.
- d) To make recommendations concerning credit and non-credit course offerings.
- e) To request departments to review and report their course offerings.
- f) To appoint sub-committees to review programs, to establish boards or committees of special consultants from the university, business, and professional communities, which would make recommendations about the programs falling within their special competence.

c. **Library and Media Services Subcommittee**

Functions of this standing subcommittee shall be:

- a) To serve as a forum for library and electronic media issues in the broader view of academic and curricular matters.
- b) To facilitate communication between the Director of the Library, the Director of the Electronic Media Communications Department and the Faculty.
- c) To contribute to the development and implementation of the mission statements and strategic plans of the College Library and the Electronic Media Communications Department as appropriate to academic and curricular needs.
- d) To periodically evaluate the effectiveness of these areas in fulfilling the academic and curricular needs and mission of the College.

F. Multi-Constituent Committees

1. Committees of Elected Representatives

a. Building and Grounds

1) Membership

- a) This committee shall be made up nine (9) full-time faculty members elected by the faculty, with not more than two (2) from any one department, three (3) representatives from the staff, one (1) adjunct faculty member, if available, and three (3) students, if available. The staff representatives shall be selected by the staff. The adjunct faculty member shall be selected by the Executive Committee. The student members shall be selected by the Student Government. In addition, an Administrative Services representative, College Relations representative, and the Executive Committee Liaison shall serve on the Committee as ex officio, non-voting members.
- b) The term of membership for full-time faculty and staff representatives shall be three years; for the representatives of the Student Government for one to three years; and for the adjunct faculty member, one quarter to three years.
- c) A vacancy on the committee exists if a committee members resigns, takes a leave of absence during which he/she cannot serve actively for more than one quarter, or is otherwise unable to fulfill obligations to the Committee. The Committee will decide by a 2/3 majority that a vacancy exists.
- d) In the event of a full-time vacancy or staff vacancy occurs, a special election will be held as soon as possible to fill the vacancy. In the event a student or adjunct faculty vacancy occurs, a new member will be selected.

2) Functions

- a) The Building and Grounds Committee functions as an advisory committee to the Dean, faculty, staff and students. In addition, the Committee is responsive to the entire Raymond Walters College community.
- b) The Committee makes recommendations about College facilities and grounds on matters related to use, maintenance, construction, space allocation and remodeling.
- c) To enable the Committee to fulfill its responsibilities, the Dean, and an Administrative Services representative will share with the committee information on changes to the campus buildings and grounds as soon as plans are initiated. The Chair of the Building and Grounds Committee shall invite to meetings appropriate persons from committees/groups whose actions are of significance to the functions of the committee.
- d) The Building and Grounds Committee will maintain a standing subcommittee to make recommendations for assigning faculty office

- space. The subcommittee will be comprised of three (3) faculty members appointed by the chair.
- e) The Building and Grounds Committee will convene a subcommittee to adjudicate faculty and staff parking appeals when needed. The committee will consist of three (3) members from the Building and Grounds Committee representing both faculty and staff and appointed by the chair.
 - f) The Building and Grounds committee will maintain a standing subcommittee to make recommendations for posting on campus. The committee will consist of three (3) members of the Building and Grounds Committee representing both faculty and staff and appointed by the chair.

B&GMtgMinutes/March11,2003/NRBowers, Secretary

b. Strategic Planning

- 1) Membership
 - a) The Strategic Planning Committee shall be composed of the following members: Six (6) elected faculty members (no two from the same department, at least one non-tenured); One (1) non-faculty staff member selected by Staff Council; Two (2) students selected by Student Government (Ivote); One (1) community representative appointed by the Dean; the Dean (nonvoting, ex officio); the Senior Business Administrator; the Executive Committee liaison (nonvoting, ex officio).
 - b) The Chair shall invite to meetings appropriate persons whose input is of significance to the functions of the committee including, but not limited to: the Associate Dean for Academic Affairs, and representatives of the Capital Building Task Force, the Building and Grounds committee, ad hoc committees, and the community.
 - c) The term of membership for the elected faculty and staff members shall be three (3) years. Members may be re-elected to any number of consecutive terms. New members shall take office at the time of election.
 - d) In the case of vacancies on this Committee, a special election will be held as soon as possible to fill the unexpired term. (See 2.c. regarding non-tenured representative.)
 - e) A vacancy on the Strategic Planning Committee shall be considered to exist if the faculty or staff committee member terminates employment or if the member cannot attend Strategic Planning Committee meetings and fulfill committee responsibilities.
- 2) Faculty Election Procedure
 - a) The election shall take place in April of each year.
 - b) The Executive committee will serve as the nominating committee and, if possible, will submit double the number of nominations for the openings to be filled. Additional nominations may be made from the floor.

- c) No member's term shall end if he/she receives tenure during his/her elected terms.
- 3) Functions
The committee shall be responsible for periodic review, revision, and updating of the College strategic planning document, for preparing new strategic plans as appropriate, and for making appropriate recommendations to the faculty based upon the plans. The plans will consider academic and administrative functions, physical facilities and budget.

2. Committees of Appointed Representatives

a. Appeals

- 1) Membership
 - a) This committee shall be made up to six (6) faculty members, the Director of Career Services (ex-officio), and the Assistant Dean of Student Services. Faculty members of this committee will be representative of a variety of disciplines. Faculty shall not serve concurrently on the Scholarship and Honors Committee. Faculty will be appointed by the Dean upon recommendation by the Faculty Executive Committee.
 - b) Term of membership of faculty members shall be three (3) years. Two (2) faculty members will be appointed each year. Members may be reappointed to any number of consecutive terms.
 - c) In the case of a vacancy, the Faculty Executive Committee shall recommend for appointment another faculty member to fill the remaining portion of the vacant term.
 - d) A vacancy on the Appeals Committee shall be considered to exist if the committee member terminates employment or if the committee member is on leave for two or more consecutive quarters and cannot attend Appeals Committee meetings and fulfill committee responsibilities.
- 2) Function
This committee shall make recommendations to the Dean concerning letters of appeal received from students who have been suspended or dismissed.

b. College Computer Advisory

- 1) Membership
 - a) This committee shall be made up of five (5) faculty members, one (1) staff member selected by the Staff Council, a Library faculty member designated by the Library Director, one (1) student selected by Student Government and approved by the Committee, and the Director of College Network Resources. Faculty members of this committee will be representative of a variety of disciplines

- 2) Functions
 - a) The committee will develop comprehensive and coordinated programs and events to increase faculty, staff, and student awareness and knowledge of a diversity of cultures, races and ethnic groups, sexual orientations and religious affiliations. The committee will seek to coordinate its work with the Faculty Development Committee, and other groups working in this area, when appropriate.
 - b) The committee will monitor the revision and the implementation of the College's Affirmative Action Plan, as needed.
 - c) A faculty subcommittee will:
 - (1) Encourage faculty to develop, and academic departments to sponsor, new courses and to revise existing courses to reflect, as appropriate, the multi-ethnic society in which we live.
 - (2) Give assistance and support to the Cultural Diversity certificate program.
 - d) Periodically, the composition and functions of this committee shall be reviewed by the committee itself, the Faculty Executive Committee, and the Faculty, for the purpose of making desired changes.

d. **Student Services Advisory**

- 1) Membership
 - a) This committee shall be made up of six (6) faculty members one of whom shall be the advisor of Student Government, three (3) students when available, the Dean for Student Services and the Coordinator of Student Life. Faculty members of this committee will be representative of a variety of disciplines and will be appointed by the Dean of the College upon recommendation by the Faculty Executive Committee.
 - b) Term of membership of faculty members shall be three (3) years.
 - c) In the case of a vacancy, the Faculty Executive Committee shall recommend for appointment another faculty member to fill the remaining portion of the vacant term.
- 2) Functions
 - a) The function of the Student Services Advisory Committee shall be to facilitate communication between the Dean for Student Services and the Faculty and to recommend types of services and, as appropriate, evaluate their effectiveness for the mission and needs of the college.
 - b) Periodically, the composition and functions of this committee shall be reviewed by the committee itself, the Faculty Executive Committee, and the Faculty, for the purpose of making desired changes.