



Faculty Meetings

1. Meetings of the Full Faculty
 - a. Calling and Scheduling Meetings
 - i. The faculty of the college shall meet at least once a month during the fall and spring semesters.
 - ii. Faculty meetings also may be convened at the discretion of the dean or upon submission of a petition signed by a majority of the faculty.
 - b. Procedures
 - i. Two-thirds of the faculty shall constitute a quorum.
 - ii. Faculty meetings shall be conducted according to Roberts Rules of Order. The faculty may set other rules governing its meetings, either in the bylaws or in this set of Policies and Procedures.
 - iii. All matters requiring action by the faculty shall be submitted for consideration no less than five calendar days prior to the meeting at which the action will be taken. Upon a vote of two-thirds of the faculty, however, a matter that was not submitted five days prior to the meeting may be taken up as an emergency measure.
 - c. Decisions/Voting
 - i. Unless otherwise specified in these policies and procedures all decisions in faculty meetings will be determined by a two-thirds vote of members present and qualified faculty proxy votes received prior to the start of the faculty meeting.
 - ii. Proxy votes must be submitted in writing to the associate dean for research and faculty affairs, or their designee, and must include the language of each and every motion being voted upon with a clear indication of a vote in favor, against or abstain.
 - d. Records
 - i. Minutes shall be kept for all faculty meetings. The minutes for each meeting shall be reviewed and voted on at the next meeting. Once approved by the faculty, the minutes shall be posted on the college website.
 - ii. The minutes shall include the full text of all measures submitted to the faculty for approval. The measures that are approved by the faculty shall be posted in the appropriate document as quickly as possible and in no circumstance later than by the next faculty meeting.
 - iii. The minutes shall include the number of faculty voting for and against any measure submitted for approval. This shall not include votes on approval of the minutes or other matters decided by voice vote.
2. Meetings of Faculty by Instructional Area
 - a. Frequency of Meetings
 - i. All faculty who teach or conduct scholarship in any of the majors offered by the college shall meet at least once a month, and more frequently if necessary, to consider curriculum changes, new initiatives and other matters pertinent to the major.

- ii. Faculty members who are graduate faculty members, graduate faculty associates, or graduate lecturers, as those terms are defined by the Office of Graduate Studies, shall meet at least once a month, and more frequently if necessary, to discuss curriculum changes, new initiatives and other matters pertinent to the program.
- b. Organization
 - i. The faculty of each major group shall elect a chair. The chair shall call meetings, set agendas, see that minutes of each meeting are kept and published on the college website, bring to the college leadership any matters the faculty wants communicated and represent the major on the college's executive committee. The chair may invite to the meetings administrators, staff, and guests as the faculty members may deem needed.
 - ii. The chair for meetings of the graduate faculty shall be the associate dean for academic programs. The chair shall call meetings, set agendas, see that minutes of each meeting are kept and published on the college website, and bring to the college leadership any matters the faculty wants communicated. The chair may invite to the meetings administrators, staff, and guests as the faculty members may deem needed.

Adoption

The policy on faculty meetings was approved by the faculty on November 4, 2022.