

# **BYLAWS OF THE FACULTY**

As approved by the  
Faculty on  
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Amended:  
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Secretary of the Bylaws

## **BYLAWS OF THE FACULTY**

### **ARTICLE I: PURPOSE OF THE BYLAWS**

- 1.1 These Bylaws are intended to establish machinery for the execution of the responsibilities of the faculty.

### **ARTICLE II: MEMBERSHIP**

#### 2.1 Definition of Faculty Membership

Faculty membership includes all those individuals who hold job designations which are listed below:

- A. Administrative personnel who hold any one of the titles of President, Vice President, Assistant to the President, Assistant Vice President, Dean, Associate Dean, or Assistant Dean.
- B. Academic teaching faculty which includes any full-time member of the teaching staff who holds the rank of Instructor, Assistant Professor, Associate Professor, or Professor and who performs her/his principal duties in the classroom. Included also are instructional division chairpersons.
- C. Academic non-teaching faculty which includes any full-time staff member who holds the rank of Instructor, Assistant Professor, Associate Professor, or Professor and who performs her/his principal duties outside the classroom.
- D. Academic professional staff who hold the title of Director of the Center for Student Learning and Development Services or Coordinator of First Year Experience and Academic and Personal Success Advocate.
- E. The Instructional and Technical Assistants shall elect five of their number at large to be voting members of the faculty.
- F. Teaching faculty adjuncts shall elect one (1) representative who will have voting rights, and will serve for one semester on Faculty Council.
- G. Members of the professional staff whose job designations (as described above) do not carry faculty membership may be nominated for individual membership with the approval of the faculty membership. Nominations and approval of individual membership must be renewed at the first meeting of the Faculty Council in an

academic year. Individual members who change positions during the year may be removed from the faculty membership. Candidates for individual membership will be voted on individually. Individual member terms will end at the close of the academic year.

## 2.2 Officers of the Faculty

- A. The officers of the Faculty shall be the Chairperson, the Vice Chairperson, and the Secretary.
- B. The Chairperson of the Faculty shall be elected annually by the Faculty Council at their May meeting from the academic teaching and non-teaching faculty. The Chairperson of the Faculty shall preside over the meetings of the Faculty and discharge the functions customarily performed by a Chairperson.
- C. The Vice Chairperson shall be elected annually by the Faculty Council at their May meeting from the academic teaching and non-teaching faculty. The Vice Chairperson shall preside in the absence of the Chairperson.
- D. The Secretary shall be elected annually by the Faculty. The Secretary shall prepare minutes, agenda of the meetings, and perform other customary duties of a corresponding and recording secretary.
- E. The Parliamentarian shall be elected annually by the Faculty and shall perform the duties customarily performed by a Parliamentarian.

## 2.3 Appointees of The Chair

Secretary of the Bylaws: An individual charged with the responsibility of maintaining the accuracy of the Bylaws as revisions are made by the Faculty. The Secretary of the Bylaws shall certify an annual list of qualified Faculty members at the Faculty's annual election meeting.

## **ARTICLE III: POWERS AND DUTIES OF THE FACULTY**

- 3.1 The purpose of the Faculty shall be to exercise the functions of a Faculty, which include making recommendations to the board of Trustees on the Mission and Goals of the College.
- 3.2 The Faculty shall have the right to form policy relating to the curriculum, the granting of degrees, student activities, and student discipline, to be submitted and subject to the approval of the President and, where appropriate, the Board of Trustees. The Faculty may also make recommendations to the President and the Board of Trustees on policy with

respect to budgetary problems of the College within such procedures as the Trustees may establish.

- 3.3 In case of jurisdictional dispute or ambiguity as to which Committee shall deal with a given issue, the Faculty shall have the power to decide which is the appropriate committee to deal with the issue.

#### **ARTICLE IV: MEETINGS OF THE FACULTY**

- 4.1 The faculty shall meet regularly once a month during the academic year at a time designated by the Chairperson at the beginning of each academic year.
- 4.2 All faculty members are encouraged to attend all meetings of the Faculty.
- 4.3 Special meetings may be called by the Chairperson at her/his discretion or within five days of the receipt of the request for a special meeting signed by twenty-five percent of the Faculty.
- 4.4 One-half of the members of the Faculty, as defined in Article II, shall constitute a quorum. Motions are carried by a majority vote of those present.
- 4.5 Roberts Rules of Order will govern the conduct of all meetings of the Faculty, of committees of the Faculty, and of Divisions of the Faculty.
- 4.6 Order of Business for regular meetings of the Faculty
  - A. Approval of minutes of previous meeting
  - B. Unfinished Business
  - C. Reports and action items of standing committees
  - D. New Business
  - E. Announcements
- 4.7 The Faculty shall recommend an academic calendar to the President by December 1 of each year.
- 4.8 The Faculty shall make the final decision regarding the acceptability of any Faculty-sponsored speaker, film, or other event that precipitates dispute or controversy.
- 4.9 New Curricula

- A. After the Faculty has reviewed and voted upon a new curriculum which meets the criteria established by the Curriculum Committee and the Faculty, and if the vote of the Faculty is negative, or if the Faculty does not vote on the new curriculum within thirty calendar days after it is proposed, the President of the College may, if the President chooses, implement the new curriculum.
  - B. The Faculty will have the power, in conjunction with the Curriculum Committee, to waive the established criteria in special circumstances.
- 4.10 A student elected by the Student Government Association may function as a voting member of the Faculty.
- 4.11 Once a particular motion has been introduced to the Faculty via a resolution on proper three days notice, the subject need not be required to meet the ‘Three-Day Rule’ again for that meeting.
- 4.12 There will be an Agenda Committee consisting of the Chairperson of the Faculty, the Vice Chairperson of the Faculty, the Secretary of the Faculty, and the Parliamentarian. The agenda for meetings shall be published by the Secretary of the Faculty at least three working days prior to scheduled Faculty meetings within the academic year. Any member of the Faculty may place an item on the agenda.
- 4.13 A motion not on the agenda may be introduced with the consent of two-thirds of the Faculty. This waiver does not apply to amendments to the Bylaws of the Faculty which will still require a notice of three working days.

## **ARTICLE V: STANDING COMMITTEES OF THE FACULTY**

### **5.1 Curriculum Committee**

#### **A. Duties**

1. To review the existing curricula and programs and to make recommendations for changes to the Faculty. To establish criteria for the evaluation of existing curriculum programs and divisions and to review them in terms thereof; and to make recommendations for changes to the Faculty.
2. To review new curricula proposals, including programs and courses; and to make recommendations for their implementation to the Faculty. Conversely, to review proposals for program deactivations and to make recommendations for consequent action to the Faculty.

3. Upon submission by the appropriate division, the Curriculum Committee may review and evaluate the descriptions, credit hours, and prerequisites for courses; and make recommendations for changes to the Faculty.
4. To concern itself generally with the educational policies governing the programs and curricula of the College and with their appropriateness to the realization of the educational objectives of the College. Recommendations and reports are to be referred to the Faculty.

#### B. Membership

1. Chaired by the Vice President for Academic and Student Affairs
2. Delegates to be elected as follows
  - a. One Faculty member from each instructional division having 10 or fewer members; two Faculty delegates from each instructional division having 11 to 20 members.
  - b. One Faculty delegate from Student Personnel
  - c. Three delegates from the student body
  - d. One Faculty delegate from the Department of Learning and Student Development Services, who will be an ex-officio member without vote
  - e. Two Faculty members at large
3. The Registrar shall be an ex-officio member without vote.

### 5.2 Academic Affairs and Governance Committee

#### A. Duties

1. To recommend to the Faculty
  - a. Policies on academic honors, probation and dismissal; scholastic standards for graduation; and academic requirements for participation in extracurricular activities
  - b. Policies and guidelines for the Convocation and Commencement programs
2. To review the Bylaws of the Faculty annually in order to maintain the consistency of the Bylaws and itself and all other official college publications

3. To review all proposed revisions of the Bylaws.
4. To report to the Faculty or to refer to appropriate committees all matters coming before the Academic Affairs and Governance Committee under sections two and three above.

#### B. Membership

1. Delegates to be elected as follows
  - a. One Faculty delegate from each instructional division
  - b. One delegate from the student body
2. Chaired by a Faculty member elected from and by the Committee

### 5.3 Committee on the Standing of Students and Academic Appeal

#### A. Duties

1. To hear and decide appeals concerning academic status and satisfactory progress
2. To hear and decide grade appeals, including academic treatment of students

#### B. Membership

1. Delegates to be elected as follows
  - a. One Faculty delegate from each instructional division
  - b. One Faculty delegate from Student Personnel
  - c. One Faculty delegate from the Financial Aid Office
  - d. One Faculty delegate at large
2. Chaired by a Faculty member elected by and from the Committee

### 5.4 Assessment Committee

#### A. Duties

1. To review and revise existing assessment instruments and procedures
2. To review student outcomes
3. To make recommendations on assessment to faculty and to divisions

#### B. Membership

1. One Faculty delegate elected from each instructional division
2. The Director of Institutional Research shall be an ex-officio member without vote
3. Chaired by a Faculty member elected by and from the Committee

### 5.5 Student Affairs Committee

#### A. Duties

##### 1. Student Conduct and Discipline

- a. To recommend policies to the Faculty concerning student conduct
- b. To review cases of infractions of regulations referred to the Committee by the Dean of Enrollment Management and Student Development Services and/or members of the Faculty, and to recommend action to be taken.
- c. To receive and review appeals from students regarding disciplinary action applied to them by faculty members. After due process, if a disagreement exists between the faculty member and the Committee's recommendations, the Committee chairperson and the faculty member will meet with the Vice President for Academic and Student Affairs regarding the student's appeal. After the discussion, the final decision will rest with the Vice President for Academic and Student Affairs.

##### 2. Student Interest and Activities

- a. To recommend, in consultation with the Faculty Student Association, revisions of the student activities program to the Faculty
- b. To make decisions regarding the acceptability of any student-sponsored speaker, film, or event that precipitates dispute or controversy

- c. To serve as a regular channel of communication between the Faculty and the student body and its duly chosen representatives on matters of mutual interest and responsibility

### 3. Procedure

- a. The Chairperson of the Student Affairs Committee will vote only to break a tie vote.

## B. Membership

### 1. Delegates to be elected as follows

- a. Six Faculty delegates at large
- b. Two Faculty delegate from Student Personnel
- c. Three delegates from the student body

### 2. Chaired by the Dean of Enrollment Management and Student Development Services

## 5.6 Committee on Teaching, Learning, Mission, and Goals

### A. Duties

1. To gather and share information with the faculty and staff on effective and innovative methods of teaching and learning
2. To assess and evaluate the uses of technologies for teaching and learning. To facilitate the adoption of technologies for teaching and learning
3. To identify effective teachers at Sullivan and elsewhere as resources
4. To arrange teaching and learning seminars and workshops for the faculty and staff
5. To review annually the Mission statement and Goals of the College
6. To recommend revisions to the Faculty, as mandated by Article 3.1

### B. Membership

1. The Vice President for Academic and Student Affairs or his or her designee

2. One Faculty delegate from each instructional division (elected by each division)
3. One Faculty delegate from the Library (elected by the Library)
4. One Faculty delegate from Student Personnel (elected by Student Personnel)
5. Chaired by a delegate from and by the Committee

5.7 Membership on Committees

- A. The term of office for all members of faculty committees is one year beginning with the new academic year, not earlier than August 25. All members of the Faculty Council are eligible to serve on faculty committees. Each faculty member may be on only one standing committee at a time.
- B. Faculty delegates at large will be nominated and elected by the Faculty at its monthly meeting in April. Student Personnel delegates to standing committees will be nominated and elected in April prior to the election of at-large delegates.
- C. Faculty delegates from instructional divisions and departments will be nominated and elected by instructional divisions and departments at their monthly meetings in May.
- D. The names of faculty delegates elected by divisions and departments will be presented to the Faculty by public notice in time for the Faculty to vote on final committee rosters at its monthly meeting in May.
- E. Student delegates shall be elected by the Student Government Association no later than October 1 of the year in which the student delegates serve.

**ARTICLE VI: GENERAL OPERATING PROCEDURES FOR STANDING COMMITTEES OF THE FACULTY**

- 6.1 Regular meeting dates will be established at the first meeting of the academic year, and special meetings may be called by the chairperson of each committee.
- 6.2 Minutes of all meetings, except for those of the Committee on the Standing of Students and Academic Appeal, will be distributed electronically to all members of the Faculty. Each committee chairperson will maintain a file of minutes during his term of office. A copy of all minutes will be submitted to the Vice President for Academic and Student Affairs, who will maintain a permanent file of minutes.
- 6.3 Agenda of all meetings will be distributed electronically to all members of the Faculty at least three working days before committee meetings. This provision shall not preclude

committees which perform review functions from meeting during the months of July and August.

- 6.4 All faculty members may attend meetings of standing committees.
- 6.5 All non-delegate faculty members may speak at committee meetings, but they may not vote.

Note:“Working Day” shall be defined as any day an employee is required to work.

**ARTICLE VII: GENERAL OPERATING PROCEDURES FOR INSTRUCTIONAL DIVISIONS OF THE PROFESSIONAL STAFF**

- 7.1 Each instructional division will organize itself at the beginning of the academic year, and the chairperson will report its committee structure and membership to the Vice President for Academic and Student Affairs.
- 7.2 Minutes of all instructional division meetings will be filed in the Office of the Vice President for Academic and Student Affairs as soon as practicable after each meeting.
- 7.3 Instructional division committees will report to the entire instructional division at regular or special meetings of the instructional division.
- 7.4 Nothing herein shall preclude the filing of minority reports within instructional division committees or in reports by an instructional division.

**ARTICLE VIII: PROCEDURES FOR SPECIFIC AREAS OF CONCERN**

- 8.1 Curriculum
  - A. Subcommittees for specific areas within an instructional division will be appointed by the chairperson of the instructional division and will report to the entire instructional division.
  - B. Meetings of advisory commissions and appropriate faculty members will be arranged by program coordinators, and will be held annually.
  - C. Curriculum revision will be the subject of ongoing discussions between instructional divisions and the Office of the Vice President for Academic and Student Affairs.
- 8.2 Selection of Personnel

A. After vacancies have been publicized and written applications screened by the Vice President for Academic and Student Affairs, selected candidates will be interviewed by the Vice President for Academic and Student Affairs, the appropriate instructional division chairperson and/or members of the instructional divisions. The Vice President for Academic and Student Affairs will recommend to the President the appointment of the outstanding candidates on the basis of the consensus of the group and her/his evaluation.

### 8.3 Promotion of Professional Staff:

#### A. Minimum Qualifications for Consideration

For: Promotion from Instructor to Assistant Professor: at least two years at the College when promotion goes into effect.

For: Promotion from Assistant Professor to Associate Professor: at least three years at the College, of which two years must be in rank, when promotion goes into effect.

For: Promotion from Associate Professor to Professor: at least four years at the College, of which two years must be in rank, when promotion goes into effect.

Note #1: These criteria apply to faculty members hired after January 1, 1970. All present faculty members (Fall 1969) will be eligible for their initial promotion according to the criterion used during 1968-69; at least one year in rank when promotion process begins.

Note #2: The President may waive these requirements if, in the President's judgment, said waiver will serve the best interest of the College.

Note #3: Promotions will normally be approved by the board of Trustees at the March or April meeting, to become effective the following September 1.

Note #4: At the discretion of the President, staff members may be deemed eligible for consideration for promotion if they will have completed at least two years of service by the end of the academic year in question.

### 8.4 Evaluation of Faculty on Term Appointments

A. The Chairperson of each instructional division and at least two (but no more than four) members of the instructional division who are on continuing appointment (elected for a one-year term by all members of the instructional division on

continuing appointment) shall constitute the Instructional Division Committee on Evaluation of Faculty on Term Appointments.

- B. This committee shall recommend to the Vice President for Academic and Student Affairs on the reappointment for the following academic year of each candidate at least two weeks prior to the date of notice of reappointment specified in the PSA contract.
- C. The Vice President for Academic and Student Affairs shall forward this recommendation along with his/her own to the President for action at least one week prior to the date of the notice of reappointment specified in the PSA contract.
- D. Each person on a term appointment shall receive a written evaluation of his/her work from the instructional division committee each semester. A copy of this evaluation shall be filed with the Vice President for Academic and Student Affairs.
- E. Until such time as a sufficient number of faculty on continuing appointment is present within an instructional division, the following interim procedure will be used.

The Vice President for Academic and Student Affairs, after appropriate consultation with instructional division chairpersons and other personnel, will recommend reappointment or non-reappointment to the President. Each person on term appointment will receive a written evaluation by the Vice President for Academic and Student Affairs each academic year.

## 8.5 Promotion of Faculty

### A. Minimum Qualifications for Consideration

- For: Promotion from Instructor to Assistant Professor: at least two years at the College when promotion goes into effect.
- For: Promotion from Assistant Professor to Associate Professor: at least three years at the College, of which two years must be in rank, when promotion goes into effect.
- For: Promotion from Associate Professor to Professor: at least four years at the College, of which two years must be in rank, when promotion goes into effect.

- B. The President may waive these requirements if, in the President's judgment said waiver will serve the best interest of the College.

- C. Promotions will normally be approved by the board of Trustees at the March or April meeting, to become effective the following September 1.
- D. At the discretion of the President, staff members may be deemed eligible for consideration for promotion if they will have completed at least two years of service by the end of the academic year in questions.

#### 8.6 Procedure for Promotion of Faculty

- A. The Office of the Vice President for Academic and Student Affairs will submit to the individual division chairpersons a list of the members of their respective divisions who meet the minimum standards for promotion. Individual faculty members will be notified of their eligibility by the Office of the Vice President for Academic and Student Affairs at the same time.
- B. Each eligible faculty member may review the folder of personnel material used by the division chairperson to make a recommendation for promotion. The faculty member may rebut anything contained in the folder in writing, or provide additional information or clarification in writing. All such rebuttals, additions, or clarifications shall be inserted in the folder.
- C. Any detrimental material in the folder which predates a faculty member's last promotion shall be removed from the folder.
- D. Each division chairperson will submit, in writing, to the Vice President for Academic & Student Affairs the name(s) of the person(s) on the list he/she is recommending for promotion.
- E. Each division chairperson will then notify each eligible member of her/his division as to whether he/she has been recommended for promotion so the procedure outlined in Section G below may be initiated.
- F. Each division chairperson will then meet individually and discuss his/her recommendations with the President and the Vice President for Academic and Student Affairs.
- G. If someone eligible is not recommended, the procedure is the same except that he/she, or a colleague of his/her, must initiate the procedure. He/she, or his/her colleague, will attend a conference with the division chairperson and the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs may recommend the eligible faculty member for promotion, and will include his/her name with the names of those whom the division chairpersons have recommended for promotion.

H. Those on the nomination list who are not promoted even though recommended by the instructional division chairperson, shall be notified as to the reason why they did not receive the promotion.

## 8.7 Criteria for Promotion of Faculty

A. Each Faculty member who has met the minimum eligibility requirements for the next promotional level will be evaluated according to the following criteria

### 1. Effectiveness With Students

- a. Teaching ability: Success in securing optimum progress on the part of students; resourcefulness, the ability to vary classroom procedure in order to stimulate the interest and the intellectual curiosity of his/her students; the ability to inspire students to think for themselves; and a genuine and contagious interest in the subject he/she teaches.
- b. Advising ability: An appreciation and respect for young people; a patient and tactful manner of meeting them on common ground; an appreciation of their viewpoint; and a sympathetic understanding of their problems.
- c. Character and Personality: Integrity; conscientiousness; objectivity; cooperativeness; maturity; tact; enthusiasm; sense of humor; a high sense of professional responsibility.

### 2. Scholarship:

- a. Increased command of one's special field, through graduate study, independent study, creative work, attainment of professional degrees, travel, and related experience.

### 3. General Educational Activity

- a. Willingness to assume responsibility for participating in College activities and to work constructively within them
- b. Contributions to educational programs and administrative work of the College other than teaching
- c. Contributions to the objectives and to the work of the instructional division

- d. Student counseling and assistance to student organizations
- e. Quality of relationship to the community and general community participation
- f. Participation and leadership in professional societies

Note #1: Section 1 is of major importance. Sections 2 and 3 will carry equal weight.

#### 8.8 Library and Student Personnel

- A. All procedures and criteria where applicable contained within this article shall also apply to the professional staff of the Library and to the professional staff of Student Personnel.

### **ARTICLE IX: PROCEDURE FOR AMENDMENT OF THESE BYLAWS**

- 9.1 These bylaws may be amended by a vote of one-half of the entire Faculty Council. Proposals for amendments must be distributed to all members of the Faculty at least three working days prior to the Faculty meeting within the same academic year.