



UNIVERSITY OF RICHMOND  
SCHOOL OF ARTS & SCIENCES  
FACULTY GOVERNANCE  
POLICIES

“A&S Faculty Governance Policies”

October 1, 2018 Draft

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## Preamble

The policies and procedures contained within this document describe the mechanisms by which the School of Arts & Sciences (hereafter “A&S”) faculty exercise their roles and responsibilities with regard to faculty and shared governance. Faculty governance includes the ways in which the A&S faculty organizes itself to make decisions and recommendations, including the running of faculty meetings, the keeping of documents, and the organization of faculty committees. The interaction of these faculty bodies with the A&S Dean (hereafter “the Dean”) and the responsibilities of each during decision-making defines shared governance in A&S and is further detailed in the A&S Shared Governance Bylaws.

Additionally, the policies and procedures contained within this document should be used only for matters exclusive to A&S. For matters that are relevant to two schools at the University, the University Faculty Senate and its committees exercise the role of the faculty in shared governance.

## Section I. A&S Faculty Officers

The term of service for all A&S Faculty Officers shall start and end on June 15.

### A. A&S Faculty Chair

The A&S Faculty Chair (hereafter “A&S Chair”) is elected to a one-year term by the full voting A&S faculty from among the returning Steering Committee (see Section V.E.1 below) members, excluding the Chair of the Nominating Committee. The A&S Chair serves as the Chair of the Steering Committee and the main representative of the A&S faculty, particularly in matters of faculty governance. The A&S Chair is charged with soliciting input on matters of faculty interest from all quarters of A&S, including departments, programs, divisions, and committees, and with helping to set the agenda and tone of faculty governance within A&S. By agreement with the Dean, the A&S Chair has the right to one course reassigned time or a stipend equal to the amount paid to an adjunct instructor for one course. The A&S Chair cannot serve more than two consecutive years. Specific duties of the Chair include:

1. representing the opinions and interest of the A&S faculty to the administration and facilitating communication between the A&S faculty and administration;
2. scheduling, setting the agenda, and presiding over all Steering Committee meetings and A&S faculty meetings;
3. meeting individually with the Dean on a regular basis to discuss matters of concern to the Dean and/or the A&S faculty; and

Removal of the A&S Chair from office may be initiated by a petition signed by 30 voting A&S members from across all three divisions and confirmed by two-thirds affirmative vote of

**Comment [SGT1]:** To be clear, the faculty officers, who are also members of the Steering Committee, set the agenda of the A&S faculty meetings, but they do not have any determinative power, which resides only in the A&S faculty, acting through the A&S faculty meeting.

the full A&S faculty. In such cases, the A&S Vice-Chair shall serve as Chair until a new election can be completed.

#### **B. A&S Faculty Vice-Chair**

The A&S Faculty Vice-Chair (hereafter “A&S Vice-Chair”) is appointed to a one-year term from among the Steering Committee members. By agreement with the Dean, the A&S Vice-Chair has the right to one course reassigned time or a stipend equal to the amount paid to an adjunct instructor for one course. Specific duties of the Vice-Chair include:

1. filling in for the A&S Chair whenever needed, including presiding over A&S faculty meetings when the A&S Chair cannot do so;
2. recording the minutes of A&S faculty meetings;
3. overseeing the updating, archiving, and posting of all A&S faculty policies, reports, guidelines, minutes, and other such documents;
4. overseeing all A&S committees, including training A&S committee chairs and receiving the minutes and/or year-end reports from each A&S committee; and

#### **C. Divisional Representatives of the Steering Committee (Division Heads)**

Divisional representatives of the Steering Committee (Division Heads) provide perspective on their entire division within the committee, serve as a conduit for issues and concerns within the division, and can call meetings of the division or any subset thereof as needed.

#### **D. Director Representative of the Steering Committee (Director Head)**

The at-large Director representative of the Steering Committee (Director Head) provides the perspective of the A&S Directors within the committee, serves as a conduit for issues and concerns among the Directors, and can call meetings of all the A&S Directors or any subset thereof as needed.

## **Section II. A&S Faculty Meetings**

As stated in the A&S Shared Governance Bylaws, “A&S faculty meetings are the determinative body of the A&S faculty. The A&S faculty shall discuss in its meetings questions or information put to it by members of the A&S or University community and, on due deliberation, pass motions, create policy on matters that are the primary responsibility of the A&S faculty, and convey recommendations to the Dean or other administrators. Its votes, electronic or floor, are expressive of the faculty’s determinations.”

#### **A. Participation in A&S Faculty Meetings**

1. A&S faculty members not on leave, including the Dean, are expected to attend all A&S

**Comment [SGT2]:** We discussed a common time, and though requested by many faculty members, we could not decide on an appropriate time. We leave the designation of a common time to a future date when consensus as to a particular meeting time is present.

faculty meetings. They shall deliberate conscientiously over all faculty business and consider the needs and goals of A&S and the University as a whole in their deliberations as a part of their professional responsibility to the University.

2. Those who may attend, participate, and/or vote in A&S faculty meetings and electronic ballots include the following:
  - a. Full-time continuing faculty with rank in an A&S department, including those on leave or with administrative status, as well as librarians and staff with faculty status in A&S (see Section II.B.2 of the A&S Shared Governance Bylaws), have voice and vote in A&S faculty meetings and on electronic ballots.
  - b. Full-time visiting faculty, i.e. those holding temporary, non-continuing appointments, have voice but no voting rights in A&S faculty meetings or on electronic ballots.
  - c. Other members of the A&S or University community, including student representatives, may attend A&S faculty meetings. Such individuals have no voting rights in A&S faculty meetings or on electronic ballots, but may have voice by permission of the Steering Committee member presiding over the meeting (usually the A&S Chair) or the Dean.

#### **B. Schedule of A&S Faculty Meetings**

1. The A&S Chair shall typically call A&S faculty meetings once per month during the academic year, but A&S faculty meetings must occur at least twice per term, ideally once at the beginning of the fall semester, once in May on the Monday after baccalaureate graduation, and one meeting each term to approve the proposed curriculum prior to registration for the following semester.
2. The schedule for regular A&S faculty meetings for the entire academic year shall be made available to the University community as early as possible, but at least one week before the start of fall term.
3. The A&S Chair shall call special meetings of the A&S Faculty when he or she deems it necessary or at the request of the Dean, four other members of the Steering Committee, or a petition signed by 30 members of the voting A&S faculty.

#### **C. Setting and Distributing the Agenda**

1. The A&S Chair sets the agenda of A&S faculty meetings in consultation with the Steering Committee, including the Dean. The agenda should normally be agreed upon by consensus within the Steering Committee. In the event of a disagreement with the A&S Chair over the content of an agenda, the question shall be resolved by a two-thirds vote of the voting Steering Committee members, excluding the A&S Chair.
2. Requests for an item to be placed on an agenda of an A&S faculty meeting shall be made

in writing to any member of the Steering Committee at least two weeks before the meeting date. The A&S Chair, in consultation with the Steering Committee, retains discretion to approve, deny, or, in consultation with the requestor, modify any agenda request. Requests for the placement of an item on the agenda include the circumstances below.

- a. Individuals and committees from within A&S or the larger University community may request that announcements, information, or reports of interest to the A&S community be attached to the agenda, with time in the meeting normally reserved for the answering of questions related to the material.
  - b. A&S faculty and committees may propose motions for faculty action or questions for the Dean or Steering Committee. Common motions include creating or making changes to A&S curricula, policies, procedures, guidelines, or bylaws, creating ad hoc A&S committees, and conveying A&S faculty recommendations to the Dean or other administrators.
3. The agenda for a regular A&S faculty meeting will be made available and transmitted by electronic means to all A&S faculty members at least five calendar days prior to the meeting. The agenda will include the minutes of the previous A&S faculty meeting, as well as any motions, reports, or information relevant to an agenda item. The electronic posting and sending of the agenda for special A&S faculty meetings should occur as early as possible, but with notice of at least 24 hours.

#### **D. Conduct of A&S Faculty Meetings**

1. The A&S Chair shall preside over all A&S faculty meetings. In the absence of the A&S Chair, the A&S Vice-Chair shall preside, and in the absence of both, another member of the Steering Committee shall preside.
2. The rules of parliamentary procedure as found in Robert's Rules of Order will govern A&S faculty meetings except when inconsistent with procedures in this document.
3. Procedural motions, which relate to the conduct of a meeting, are allowed at any time. Examples of procedural motions include tabling or reconsidering an agenda item or calling a question.
4. Substantive motions, which relate to the purpose of a meeting, must normally appear on the agenda to be voted on during an A&S faculty meeting. Unannounced substantive motions may be voted on at an A&S faculty meeting only if they are i) of an emergency nature and put on the agenda by a unanimous vote of the voting Steering Committee members present at the meeting; or ii) clearly germane or indispensable to a matter already contained in the agenda, as determined by the Steering Committee member presiding over the meeting.
5. A motion being considered by the A&S faculty may be amended without vote when the amendment is considered friendly and has the approval of the individual or group making

the motion.

6. A faculty parliamentarian may be appointed by the Steering Committee from the University of Richmond faculty to advise the A&S Chair and the Steering Committee on matters regarding the conduct of A&S faculty meetings.
7. The A&S faculty at any point in its proceedings may, by majority vote, declare itself in executive session, thereby limiting the meeting to voting members. All motions passed in executive session shall be reported out by the Steering Committee. All discussions will be held in confidence unless released by majority vote of the Steering Committee.

#### **E. Voting in A&S Faculty Meetings**

1. Voting on motions before the A&S faculty will occur at A&S faculty meetings, except for the following matters, which require a vote by electronic ballot:
  - a. changes to the Faculty Handbook that are the purview of the A&S faculty, as established by the provisions of the Faculty Handbook;
  - b. any motion brought to the faculty by an A&S committee that requests an electronic ballot;
  - c. any motion in which a majority of the A&S faculty choose by floor vote to decide the motion by electronic ballot; and
  - d. votes of confidence and no confidence in individual administrators or the Board of Trustees.
2. A quorum is required to vote on motions in A&S faculty meetings. A quorum is defined as 50 voting members present and is assumed unless a quorum count is called for at the meeting. In the absence of a quorum, the A&S faculty may only hold discussions and hear reports and announcements. Electronic ballots have an automatic quorum.
3. Motions put before the faculty at A&S faculty meetings will be decided by voice vote unless a count by show of hands, even after a voice vote, is requested. When votes are counted, the number of yes and no votes and abstentions will be recorded in the minutes. Absentee and proxy votes are not allowed.
4. The Steering Committee shall be in charge of running and tallying a floor or electronic vote. Unless otherwise stated in this document, a majority vote of the faculty who voted shall be considered determinative of the A&S faculty's decision.

#### **F. Minutes of A&S Faculty Meetings**

1. The A&S Vice-Chair shall record the substance and any outcomes of A&S faculty discussions in meeting minutes. The minutes should not identify individual contributors, with the exception of those answering questions regarding information or announcements included in the agenda, or those leading discussion or the consideration of a motion. If

the A&S Vice-Chair is presiding over the A&S faculty meeting or is absent, another member of the Steering Committee shall take the minutes for that meeting.

2. The minutes of an A&S faculty meeting shall be made available to the A&S faculty for review within two weeks. The Steering Committee, including the Dean, as well as any individuals named in the minutes shall have the opportunity to review the minutes and offer edits before they are made available to the A&S faculty.
3. Minutes of an A&S faculty meeting shall be submitted for A&S faculty approval at the next regular A&S faculty meeting. Once approved, the A&S Vice-Chair shall ensure a copy is permanently retained.

### Section III. Divisions

1. A&S departments are organized into the following divisions:

**Division I. Arts, Languages, and Literatures:**

Art & Art History, Classical Studies, English, Latin American, Latino, & Iberian Studies, Languages, Literatures, & Cultures, Music, Theatre & Dance

**Division II. Humanities and Social Sciences:**

Education, Geography, History, Journalism, Philosophy, Political Science, Religious Studies, Rhetoric & Communication Studies, Sociology & Anthropology

**Division III. Mathematics and Computer, Natural, and Psychological Sciences:**

Biology, Chemistry, Math & Computer Science, Physics, and Psychology

2. The voting membership of each division is comprised of the full time continuing faculty assigned to departments within that division, including those with administrative status (see Section II.B.2 of the A&S Shared Governance Bylaws), as well as librarians and staff with faculty status in A&S assigned to that division by the Steering Committee (see Section V.E.1 below), in consultation with the Nominating Committee, when needed.
3. While divisions have no formal legislative power, faculty within divisions can discuss any items, advise or make recommendations to the A&S faculty or the Dean, and organize themselves in any of the following ways:
  - a. division heads can call meetings of the entire voting membership of a division or any subset thereof;
  - b. department chairs and/or interdisciplinary program coordinators with common interests can call joint meetings; and
  - c. any A&S faculty member within a division can call a meeting with the entire division or any subset thereof.

4. The presence of divisions does not preclude any A&S faculty member or group of A&S faculty members from organizing discussion and/or offering advice or recommendations from any cohort of faculty, including those in different divisions.

## Section IV: A&S Faculty Representation on Committees

### A. General Principles

1. Full-time continuing faculty with rank in an A&S department, including department chairs and interdisciplinary program coordinators, as well as librarians and staff with faculty status in A&S can serve as A&S faculty representatives on any committee (A&S or University, faculty or administrative, standing or ad hoc), unless stated otherwise in this document. A&S faculty members in their first year at UR are not expected to serve on any A&S or University committees. A&S faculty with administrative status (see Section II.B.2 of the A&S Shared Governance Bylaws) and staff with faculty status who report directly to the Dean cannot serve as A&S faculty representatives on any committee.
2. Staff with faculty status at-large within the University and assigned to A&S by action of the University Faculty Senate's Faculty Status and Faculty Credentials Committee may serve on University committees as A&S faculty at-large representatives.
3. A&S faculty representatives on a committee are selected or elected either from a division (a divisional representative) or from the full A&S faculty (an at-large representative), with certain positions elected from and/or by a further subpopulation as stipulated in this document (e.g. a director at-large elected from and by the directors in A&S). A&S faculty representatives on a committee should be knowledgeable of the needs and perspectives of their constituents, as well as communicate with them as appropriate. During committee meetings, they shall represent the interests of all faculty from their respective constituency (for example, the entire division for divisional representatives or all directors for director at-large representatives) while still considering the needs and goals of A&S and the University as a whole.
4. Divisional representatives from A&S on faculty committees (A&S or University, standing or ad hoc) must be from different departments. At-large representatives can be from any division or department.
5. The Nominating Committee shall appoint or oversee the election of A&S faculty representatives to all A&S faculty committees (standing or ad hoc) and work with the University Committee on Committees to appoint or elect A&S faculty representatives to all University committees (faculty or administrative, standing or ad hoc). For appointments of faculty members to A&S administrative committees (standing or ad hoc), the Dean shall consult with and report all committee memberships (including changes in membership) to the Nominating Committee.

**Comment [SGT3]:** Some of the detail in this section may end up in the Guidelines of the Nominating and Steering Committees. We present them here so that faculty can see how the Taskforce envisions elections or appointments to committees working.

6. The Nominating Committee shall work with the Steering Committee and the Dean to make available to the A&S faculty the current memberships of all A&S committees (faculty or administrative, standing or ad hoc) each term. Records from at least the past five years of committee memberships shall also be made available.
7. A&S faculty members who take leave from a committee (for example, due to sabbatical or other forms of leave), should notify their committee chair and the Chair of the Nominating Committee as soon as possible. A&S faculty members on leave for one semester are normally excused from service for the entire academic year.

#### **B. Schedule of Elections and Appointments**

1. The Nominating Committee shall complete all elections and appointments to committees by the first week of April. The full list of A&S membership on all A&S and University committees (faculty or administrative, standing or ad hoc) for the following academic year shall be included as part of the agenda at the April or May A&S faculty meeting.
2. In the spring, as A&S faculty committee memberships for the following academic year are finalized, the A&S Vice-Chair shall contact each current A&S faculty committee chair to identify the committee chair for the following academic year. All chairs for A&S faculty committees shall be identified by May 15.

#### **C. Appointment of A&S Faculty Representatives**

1. The Nominating Committee assigns A&S faculty, with their permission, to appointed A&S faculty committees (standing or ad hoc), consults with the Dean on appointments to A&S administrative committees (standing or ad hoc), and works with the University Faculty Senate Committee on Committees to assign A&S faculty representatives, with their permission, to appointed University committees (standing or ad hoc, faculty or administrative).
2. When making committee assignments, the Nominating Committee shall work with the Steering Committee, the Dean, department chairs, and individual faculty, as needed, to:
  - a. match faculty experience, expertise, and interest with the appropriate committee;
  - b. keep service equitable across faculty members;
  - c. have a diversity of experience and expertise on a committee; and
3. The Nominating Committee shall have authority to consider any A&S faculty member for appointment to any A&S or University committee. In order to best align their service appointment(s) with their experience, expertise, and interests, individual faculty are strongly encouraged to submit yearly their committee preferences to the Nominating Committee.

#### **D. Election of A&S Faculty Representatives**

1. Those who can vote in A&S faculty meetings (see Section II.A.2 above) can also vote in elections for A&S faculty members on a committee (A&S or University, standing or ad hoc, faculty or administrative). The entire electorate is comprised of those with full-time continuing A&S faculty appointments, including those on leave or with administrative status, as well as librarians and staff with faculty status in A&S.
2. Staff members who hold faculty status at-large within the University with assignment to A&S (by action of the University Faculty Senate's Faculty Status and Faculty Credentials Committee) may vote in elections for at-large A&S Senators.
3. Unless otherwise noted, divisional representatives are elected by all A&S faculty members within that division and at-large representatives are elected by the full A&S faculty.
4. Individual faculty cannot be a candidate on more than two ballots concurrently for any elected standing faculty committee.
5. Voting Process
  - a. Nominations for A&S faculty to serve on elected committees (A&S or University, standing or ad hoc) can be made by anyone, including self-nominations and by those on the Nominating Committee. Department chairs and recent members of a given elected committee are especially encouraged to make nominations.
  - b. The nomination window for standing elected committees shall be the first two full weeks of February. Nominations for unscheduled elections (i.e. for ad hoc committees or elected member replacement) shall take place for at least five calendar days after the announcement of the election.
  - c. The Nominating Committee will contact all nominated faculty and identify those who are willing to stand for election. Individuals willing to stand for election are also agreeing to serve if elected and shall provide a statement that, at a minimum, includes their department or unit, discipline, and classes they teach (if any). If they so choose, candidates may also include any relevant expertise or previous service, as well as their interest in or plans for the position.
  - d. All elections must have at least three candidates on the ballot. If necessary, the Nominating Committee will nominate additional faculty members until three individuals willing to stand for election are identified.
  - e. The faculty electorate is provided with the candidate statements and elections are conducted by single transferable vote (instant run off) whereby individual faculty rank up to their top eight candidates or the number of candidates on the ballot, whichever is smaller. First choices are tabulated. If a candidate receives a majority of first choices, that candidate is elected. If no candidate receives a majority of first

choices, the candidate(s) receiving the fewest first choices is(are) eliminated. Ballots cast for the eliminated candidate(s) are now counted toward those voters' second choices (with the original third choice candidate now being their second choice). At any stage of counting, if a ballot indicates no preference among the remaining candidates, that ballot is treated as an abstention and set aside. This process continues until one candidate receives a majority of the counted votes and is elected. In the case of a 50%:50% tie in counted votes, the candidate with the larger number of second choice votes (and in the case of another tie, third place votes, and so on) will be elected. Any ties not resolved by the above procedure will be decided by coin toss.

- f. The election for A&S Chair shall take place by February 1 from all returning members of the Steering Committee by single transferable vote as described above. If they so choose, librarians and staff with faculty status in A&S, untenured faculty, and directors shall be excused from running for A&S Chair.

#### **E. Replacement of A&S Faculty Representatives**

If an A&S faculty member takes leave from a faculty committee, a replacement member shall serve in his or her place. At-large replacements substitute with a preference for the same division. Divisional replacements substitute with preference for a department not already divisionally represented on the committee. When the replacement is for an appointed committee, the Nominating Committee will select the replacement (for A&S faculty committees) or work with the University Faculty Senate Committee on Committees to assign the replacement (for University committees). When the replacement is for an elected committee, a runner-up from the election for the member to be replaced shall serve (in order of descending number of counted votes and with preference for at-large representatives within the same division and divisional replacements from departments not already divisionally represented on the committee). If none of the runners-up are able to serve, a new election will be held.

### **Section V. A&S Faculty Committees**

**Comment [SGT4]:** This section parallels the definitions in the Senate's Committee Policy Document.

#### **A. General Principles**

1. All A&S faculty committee documents (for example, guidelines and reports) shall be held, made available to the A&S faculty through electronic means, and archived by the Steering Committee.
2. The A&S Vice-Chair shall work with the University Committee on Committees Chair to include the chairs of all A&S faculty committees in the University chair training that occurs each fall. The A&S Vice-Chair shall train the A&S committee chairs on all A&S specific policies and procedures.

## B. Membership and Service

1. Consistent with Section IV.A above, full-time continuing A&S faculty and librarians and staff with faculty status in A&S can serve as voting members of A&S faculty committees. A&S faculty with administrative status or those who report directly to the Dean (see Section II.B.2 of the A&S Shared Governance Bylaws) and staff with faculty status who report directly to the Dean cannot serve as voting members of A&S faculty committees.
2. Unless otherwise stated, a term of service on all standing A&S faculty committees is three years with terms starting and ending on June 15. The terms of service on such committees shall be staggered so that experienced committee members return each year and so that divisional representatives from the same division are not selected or elected in the same year. Typically, a similar number of committee members will be serving the first, second, or third year of their term. By action of the A&S faculty as recommended by the Nominating Committee, the term of service for an individual position on an A&S faculty committee may be temporarily shortened to better stagger overall service on a committee.
3. Individual A&S faculty members cannot serve concurrently on more than one standing elected A&S faculty committee and are limited to two consecutive terms on any given committee with a term of service defined as service of over one-year and up to the normal three-years.
4. If any member of an A&S faculty committee misses at least three committee meetings, the committee chair may make a request to the Nominating Committee for a replacement member using the policies described in Section IV.E above.
5. *Ex-officio* members of A&S faculty committees shall receive all official committee correspondence (e.g., meeting announcements, meeting agendas) and have voice, but no voting rights on the committee.
6. With the exception of the Tenure and Promotion Committee, A&S faculty committee members may choose a proxy from within the same division to attend committee meetings and have voice and vote on their behalf. A&S faculty committees may include the barring of proxies in their guidelines, but only after recommendation by the committee and affirmative vote by the A&S faculty.
7. With the exception of the Tenure and Promotion committee, when a standing A&S faculty committee lacks a certain expertise or mode of inquiry of use to the committee, by decision of the committee chair or the A&S Chair, one or more additional specific faculty member(s) may be included in the committee's discussions either on an issue-by-issue basis or for the rest of an academic term or year. The additional member(s) will be selected by the Nominating Committee, in consultation with the committee chair and the A&S Chair. When the committee is appointed by the Nominating Committee, the additional faculty member(s) may have voting rights as decided by a two-thirds affirmative vote of both of the committee and the Steering Committee. When the

**Comment [SGT5]:** This date is in keeping with the change-over of the University Faculty Senate and its officers.

**Comment [SGT6]:** The Taskforce would like faculty feedback on this provision.

**Comment [SGT7]:** This provisions allows committees to seek specific areas of expertise relevant to their deliberations or for groups that are otherwise under-represented by the tripartite divisions to seek representation on pertinent questions under discussion by a committee.

committee is elected, the additional faculty member has voice, but no voting rights, on the committee. Once any such committee membership decisions have been finalized, they shall be announced to the A&S faculty at its next meeting. Committees that wish to alter their membership to include a certain expertise or mode of inquiry for longer than a year shall provide the motion in writing to the Steering Committee for inclusion on the agenda of an A&S faculty meeting (see Section II.C above).

### **C. Committee Responsibilities**

1. A&S faculty committees report to and work on behalf of the A&S faculty. They may have executive responsibilities, advisory responsibilities, or often, a combination of both.
  - a. Executive responsibilities involve making decisions (if the faculty has primary responsibility) or making formal recommendations to the administration (if the faculty has a consultative role) on behalf of the A&S faculty. Examples of executive responsibilities include:
    - i. recommending tenure and promotion for individual faculty members by the Tenure and Promotion Committee;
    - ii. making recommendations to the Dean regarding the funding of faculty and staff lines by the Academic Planning and Policies Committee.
  - b. Advisory responsibilities include discussing issues and providing ideas and advice to the Dean and A&S faculty, but not making decisions or formal recommendations on behalf of the A&S faculty. Instead, when undertaking their advisory responsibilities, faculty committees may bring issues and recommendations to the A&S faculty for discussion and possible action, including creating or altering policies (if the A&S faculty has primary responsibility) or making a formal recommendation to the administration (if the A&S faculty has a consultative role). Examples of advisory responsibilities include:
    - i. having the Faculty Affairs Committee discuss and provide advice to the Dean regarding A&S faculty development programs;
    - ii. having the Academic Planning and Policies Committee bring recommendations regarding an academic policy change to the A&S faculty for discussion and approval; and
    - iii. having the Faculty Affairs Committee propose that the A&S faculty make a recommendation to the Dean regarding enhanced sabbaticals.
2. A&S faculty committee members shall continually review the charge and guidelines of the committee in order to properly and effectively exercise the duties of the committee. Any question on the interpretation of a committee's charge shall be adjudicated as outlined in Section VII.B below.

3. A&S faculty committees shall consult with the Dean (or his or her designee), Academic Council, departments, and programs, as well as individual faculty members and other faculty committees, as needed, to gather wide and diverse perspectives on matters before the committee.
4. All A&S faculty committees shall have A&S faculty approved guidelines that outline the processes and procedures used by the committee. Guidelines for all faculty committees shall be available to the A&S faculty through electronic means. If an A&S committee wishes to alter its guidelines, the chair should send the committee approved tracked-changes version to the Steering Committee for inclusion as a motion at an A&S faculty meeting.
5. All A&S faculty committees shall submit, within 10 days of the end of spring classes, an end of the year report to the A&S Vice-Chair for archiving and inclusion on the agenda of the May A&S faculty meeting. A committee representative (usually the committee chair) shall be present at the final A&S faculty meeting to take comments or answer questions regarding the report. The submission and posting of meeting minutes or end of semester reports from an individual committee can be helpful, but is not required unless mandated by the committee guidelines.
6. A&S faculty committees are encouraged to meet in executive session when needed, though no formal business may take place. Executive session limits the meeting to voting members and prevents the reporting of any discussion. As a matter of practice, some committees may conclude each committee meeting with an executive session or hold the final meeting of the academic year in executive session.

#### **D. Committee Chair Responsibilities**

1. A&S faculty committee chairs serve one-year terms that start and expire on June 15. They are selected from the faculty serving on the committee and should normally be tenured (or up for tenure) or a Director or librarian or staff with faculty status in A&S with more than 5 years of employment at UR. Unless otherwise stated, A&S committee chairs are elected (in person or by electronic vote) by May 15 for the following academic year by the new, returning, and departing voting committee members.
2. A&S faculty committee chairs represent the committee to the faculty and administration and are responsible for organizing and overseeing the business and duties of the committee. Specific responsibilities include:
  - a. scheduling, providing an agenda for, and presiding over each committee meeting;
  - b. training committee members in the charge and guidelines of the committee;
  - c. notifying the Nominating Committee as early as possible of any upcoming vacancies on the committee;
  - d. submitting an end of year report and, if applicable, meeting minutes or end of

semester reports to the Steering Committee; and

- e. reviewing the committee guidelines and other documents at the end of the year and, when needed, working with the committee to recommend changes to the A&S faculty.

## **E. Standing A&S Faculty Committees**

Standing A&S faculty committees work on behalf of the A&S faculty to address matters relevant to A&S. Matters relevant to two schools at the University of Richmond are the purview of University faculty committees as outlined in the University Faculty Senate's Charter and University Faculty Senate Committee Policy Document.

### **1. A&S Steering Committee**

Charge: The A&S Steering Committee is responsible for:

- a. representing the A&S faculty to the University Faculty Senate and to school and university administrators; serving as a line of communication between the A&S faculty and the University Faculty Senate, as well as school and university administrators;
- b. meeting regularly with the Dean and working in coordination with the Dean;
- c. receiving and coordinating responses to issues raised by the A&S faculty, including, when needed, deciding the appropriate A&S faculty committee to address a question or concern;
- d. calling, attending, and presiding over A&S faculty meetings and setting the agenda in consultation with the Dean;
- e. overseeing all A&S faculty committees and, when needed, making recommendations to the A&S faculty regarding changes to the A&S committee structure; changes to the charge and/or membership of a standing A&S faculty committee; and the formation of ad hoc A&S faculty committees;
- f. working with the Nominating Committees, as needed, to assign divisional placement to librarians and staff with faculty status in A&S, and evaluating and making recommendations to the A&S faculty regarding the granting of faculty status in A&S to individual staff members;
- g. overseeing, archiving, and making available to the A&S faculty through electronic means, minutes of A&S faculty meetings, guidelines, reports, and minutes from A&S faculty committees, and documents and reports, as well as copies of policies and procedures that concern the A&S faculty; and
- h. evaluating school and university policies and procedures as they may concern the A&S faculty with a view to shaping them, promoting them, or responding to them.

Membership: Seven elected faculty members (one divisional representative from each tripartite division, one at-large representative, one director at-large representative elected from and by the directors in A&S, one professor at-large representative elected from the full professors in A&S and elected by the full A&S faculty, and the chair of the Nominating Committee), plus one full-time A&S staff member, *ex-officio*, non-voting and the Dean or his or her designee, *ex-officio*, non-voting.

## 2. Academic Planning and Policies Committee (APPC)

Charge: The Academic Planning and Policies Committee is responsible for:

- a. evaluating the A&S curricula (e.g. enrollment trends, grade distribution, and other academic matters), as well as graduation requirements, academic policies, and academic regulations exclusive to A&S (e.g. student evaluation instruments, finals policies, class size, grade appeals) and, when needed, taking related reports or recommendations to the A&S faculty for discussion or approval;
- b. evaluating policies related to the A&S curriculum that impact faculty workload (e.g. faculty teaching units or reassigned time given for course instruction, including for courses that are team taught, research based, or non-standard), and, when needed, bringing such matters before the A&S faculty for discussion or to make a recommendation to the Dean;
- c. recommending to the Dean on behalf of the A&S faculty the funding of faculty and staff lines and one-time academic requests over \$5000 and reporting on the recommendations to the A&S faculty;
- d. consulting with the Dean regarding policies that govern departmental and program review and, when needed, bringing such matters to the A&S faculty for discussion or to make a recommendation to the Dean;
- e. consulting with the Dean and studying specific proposals and programs regarding the academic goals and priorities of A&S and, when needed, bringing such matters before the A&S faculty for discussion, approval, or to make a recommendation to the Dean;
- f. hearing and making recommendations to the Dean on behalf of the A&S faculty regarding grade appeals by students;
- g. hearing and making recommendations to the registrar's office on behalf of the A&S faculty regarding academic petitions from A&S students;
- h. working with the registrar to publish, at least once each year, a list of additions and deletions of A&S courses; and
- i. serving as a liaison between the A&S faculty and other units of the University where matters affecting the academic affairs of A&S may be involved.

**Comment [SGT8]:** This committee absorbs some of the responsibilities currently performed by the Dean's Advisory Council, which is abolished by these Shared Governance proposals.

Membership: Seven elected faculty members (one divisional representative from each tripartite division, one department chair divisional representative from each tripartite division elected by all A&S faculty in the respective division, and one interdisciplinary program coordinator at-large representative, elected by the full A&S faculty), plus one full-time A&S staff member, *ex-officio*, non-voting, the Dean or his or her designee, *ex-officio*, non-voting, and two student members (one each selected by the Richmond College Student Government and the Westhampton College Student Government, majoring in an A&S discipline or program), *ex-officio*, non-voting. Department chairs and interdisciplinary program coordinators elected (or runners-up) to the committee may serve even if their term as department chair or program coordinator has ended.

### 3. Budget, Priorities, and Resources Committee (BPRC)

Charge: The Budget, Priorities, and Resources Committee is responsible for:

- a. consulting with and making recommendations to the Dean on behalf of the A&S faculty regarding the allocation of the School's fiscal, physical, and tangible resources, long-range financial planning, and priorities in fund-raising and capital expenditures;
- b. consulting with and making recommendations to the Dean on behalf of the A&S faculty regarding annual budgets, individual budget lines (e.g. funds for faculty and undergraduate research, department and interdisciplinary program budgets), and the budgeting process;
- c. consulting with and making recommendations to the Dean on behalf of the A&S faculty regarding one-time resource requests, excluding start-up packages, over \$5000 that are not allocated through normal continuing budgetary lines or by other faculty committees; and
- d. reporting to the A&S faculty once a year on the committee's recommendations to the Dean and any other information requested by the faculty or deemed important by the committee.

Membership: Seven elected faculty members (the three divisional representatives elected to the University Planning and Priorities committee, one additional divisional representative from each tripartite division, and one at-large representative), plus one full-time A&S staff member, *ex-officio*, non-voting and the Dean or his or her designee, *ex-officio*, non-voting.

### 4. Faculty Affairs Committee (FAC)

Charge: The Faculty Affairs Committee is responsible for:

- a. consulting with the Dean regarding A&S policies, procedures, and guiding principles that govern the professional growth and welfare of faculty from the time of hiring throughout their professional careers (e.g. faculty appointments and hiring, academic

**Comment [SGT9]:** This committee absorbs some of the responsibilities currently performed by the Dean's Advisory Council, which is abolished by these Shared Governance proposals.

freedom, intellectual property, professional standards and ethics, reassigned time, annual reports, merit review, salaries, endowed chairs, sabbaticals, enhanced sabbaticals, emeritus faculty, faculty awards, departmental travel funds, and faculty compensation for administrative duties), and when needed, bringing such matters before the A&S faculty for discussion or to make a recommendation to the Dean;

- b. overseeing and recommending to the A&S faculty revisions to the Faculty Handbook and ensuring that faculty approved revisions are forwarded to the University Faculty Senate, and when appropriate, the Board of Trustees;
- c. consulting with the Dean regarding A&S programs that support the professional growth of the faculty (e.g. chair and program coordinator development, new faculty orientation) and, when needed, bringing such matters before the A&S faculty for discussion or to make a recommendation to the Dean; and
- d. interacting with units outside of A&S (e.g. the grants office) that provide or could provide support or opportunities for enhancing the teaching and/or scholarly and creative work of faculty.

Membership: Seven elected faculty members (two divisional representatives from each tripartite division, one at-large representative), plus the Dean or his or her designee, *ex-officio*, non-voting.

#### **5. Faculty Research Committee (FRC)**

Charge: The Faculty Research Committee is responsible for:

- a. recommending to the Dean on behalf of the A&S faculty the funding of research and creative activities of full-time, tenure-stream A&S faculty;
- b. reporting to the A&S faculty, at least once a year, on the number of applications and award recommendations, broken down by award type and faculty division, gender, and rank, a summary of important discussions within the committee, and other information that the faculty requests; and
- c. consulting with the Dean, as needed, regarding events and materials that highlight or support the research and creative activities of A&S faculty members.

Membership: Seven appointed faculty members (two divisional representatives from each tripartite division and one at-large representative), plus the A&S Dean or his or her designee, *ex-officio*, non-voting, and the A&S Grants & Research Specialist, *ex-officio*, non-voting. Directors and librarians are excused from service on the FRC.

#### **6. Nominating Committee**

Charge: The Nominating Committee is responsible for:

- a. selecting and overseeing elections for faculty members on all A&S faculty

committees, including those that are standing or ad hoc;

- b. consulting with the Dean regarding faculty membership on all A&S administrative committees, including those that are appointed or elected, and standing or ad hoc;
- c. working with the University Committee on Committees to select or elect A&S members for all University committees, including those that are faculty or administrative, and standing or ad hoc;
- d. working with the Steering Committee, Dean, department chairs, and individual faculty members to ensure that committee memberships are as broadly representative and equally distributed as possible;
- e. making recommendations to the A&S faculty, when needed, regarding the shortening of an individual term of service on a given A&S faculty committee to better align the overall staggering of terms;
- f. presenting at the April or May A&S faculty meeting, the A&S membership of all University and A&S committees for the following academic year;
- g. maintaining and making available to the A&S faculty lists of all librarians and staff with faculty status in A&S, including their divisional placement, and of all staff with faculty status at-large at the University with voting rights for at-large A&S senators;
- h. working with the Steering committee to maintain and make available to the A&S faculty yearly lists, and at least a five year history, of all A&S committee memberships; and
- i. reporting to the A&S faculty, at least once a year, on the number of requests for committee service made, the number of refusals of service, the number of standing and ad hoc committees filled, the distribution of service across the A&S faculty, (including distribution by division, rank, and gender), a summary of important discussions within the Committee, and other information that the faculty requests.

Membership: Four elected faculty members (one divisional representative from each tripartite division, and one at-large representative), plus the Dean or his or her designee, *ex-officio*, non-voting.

#### **7. Tenure and Promotion Committee (T&P)**

Charge: The Tenure and Promotion Committee is responsible for:

- a. making recommendations on behalf of the A&S faculty as to whether individual faculty members have met the criteria for tenure and/or promotion as set forth in the Faculty Handbook;
- b. remaining knowledgeable of and current on the Faculty Handbook section regarding tenure and promotion in A&S;

- c. reviewing its committee guidelines and ensuring that they are consistent with the Faculty Handbook and recommending guideline changes to the A&S faculty when they are inconsistent;
- d. meeting at least once a year as a committee to discuss the process that year and when needed, making recommendations for improvement to the A&S faculty;
- e. consulting with the Dean and the Faculty Affairs Committee, as appropriate, to propose policy recommendations regarding tenure and promotion to the A&S faculty; and
- f. leading, at least once each spring, in collaboration with the Dean, a discussion about the Tenure and Promotion Guidelines and the Committee's processes with forthcoming tenure and promotion candidates, their Chairs (or person overseeing their candidacy), as well as any other A&S faculty members who may be interested.

Membership: Seven elected faculty members who have been tenured at the University of Richmond for at least two years (two divisional representatives from each tripartite division, one at-large representative) or in cases of recusal, their reserved substitutes (see explanation below). The Tenure and Promotion Committee includes the Dean as a full participating but non-voting member.

After a three-year term, committee members become emeriti committee members for up to three additional years, available as reserve committee members, and listed as such within the committee membership. The Chair of the Tenure and Promotion Committee will call in reserve committee members to replace active Tenure and Promotion Committee members who must recuse themselves from a specific case. The reserve members substitute by division.

#### **8. Undergraduate Research Committee (URC)**

Charge: The Undergraduate Research Committee is responsible for:

- a. recommending to the Dean on behalf of the A&S faculty the funding of undergraduate research and creative activities mentored by faculty in A&S;
- b. reporting to the A&S faculty, at least once a year, on the number of applications and award recommendations, broken down by award type, division of the faculty mentor, and class year of the student, a summary of important discussions within the committee, and other information that the faculty requests;
- c. making awards as part of the annual A&S Undergraduate Research Symposium to faculty mentors of undergraduate research and to undergraduate students who have conducted outstanding research; and
- d. consulting with the Dean, as needed, regarding events and materials that highlight or support the research and creative activities of undergraduate students in A&S,

including the annual A&S Undergraduate Research Symposium.

Membership: Seven appointed faculty members (two divisional representatives from each tripartite division and one at-large representative), plus the Dean or his or her designee, *ex-officio*, non-voting, and the A&S Grants and Research Specialist, *ex-officio*, non-voting.

## **Section VI. Curricular Approvals**

### **A. New or Revised Educational Programs in A&S**

Educational programs include majors and minors, as well as degree and certificate programs. New educational programs or revisions to existing educational programs in A&S are approved by the following process:

1. A faculty committee, department, or program creates the proposal.
2. The proposal comes to A&S Academic Council for its recommendation.
3. If recommended by Academic Council, the proposal goes before the A&S faculty at its meeting for approval.
4. If the change is to an educational program exclusive to A&S, it goes into effect once approved by the A&S faculty. If the educational program under consideration involves A&S and another school, the following additional procedures are required.
5. Once approved by the A&S faculty, the proposal is then presented to the University Senate for approval.
6. If the Senate approves the proposal, it goes as a recommendation to the Provost for final approval, except in the case of new degree programs, which require approval by the Board of Trustees. The Provost also notifies the Academic and Enrollment Management Committee of the Board of Trustees of the creation of new majors and certificate programs and the modification to requirements for an existing educational program.

### **B. New or Revised Courses in A&S**

New courses and revisions to existing courses in A&S are proposed using a standard form and approved using the following process:

1. Courses are proposed by A&S faculty members and approved by the relevant department and/or interdisciplinary program.
2. The department chair or program coordinator presents the course proposal to Academic Council for its recommendation.

3. If recommended by Academic Council, the proposal goes before the A&S faculty at its meeting for approval.
4. Once approved by the A&S faculty, the course becomes part of the regular offerings.

## **Section VII. Interpreting and Amending this Document**

### **A. Supremacy Clause**

Nothing in this document or the policies and guidelines of A&S committees shall contradict or override the A&S Shard Governance Bylaws or following University faculty governing documents: the University Faculty Senate Charter, the policy documents of the University Faculty Senate, and the Faculty Handbook.

When this document or the policies or guidelines of A&S committees appear in conflict with these governing documents, the members of the Steering Committee, the A&S Senators, and the Dean shall meet to resolve such disagreements. The Steering Committee shall inform the A&S faculty of the nature of the disagreement and the steps taken to bring this document or A&S committee policies or guidelines into agreement with the University faculty governing documents. In those occasions where agreement cannot be reached, the disagreement shall be referred to the Provost for resolution. Once the Provost, in consultation with the Dean, the Steering Committee, and the A&S Senators, has resolved the disagreement, the faculty shall be informed of the resolution, which shall be recorded in the minutes of an A&S faculty meeting.

If this document require amending, the changes will be proposed by the Steering Committee and brought to the A&S faculty through the process outlined in Section VII.C below. If policies or guidelines of an A&S committee require amending, the changes will be proposed by the corresponding committee, in consultation with the Steering Committee, and brought before the A&S faculty for approval.

### **B. Interpretation of this Document**

The Steering Committee, in consultation with the Dean and University legal counsel, if needed, shall rule on any question of interpretation of this document. Any such rulings shall be reported to the A&S faculty at its next meeting. If this document requires amending, the changes will be proposed by the Steering Committee and brought to A&S faculty through the process outlined in Section VII.C below.

### **C. Amending this Document**

Amendments to this document may be initiated by any A&S faculty member, committee, or group. The Steering Committee reviews the amendment(s) and may choose to bring the proposed language, with revisions if needed, before the A&S faculty for approval. Approved

amendments to this document shall be included in the minutes of an A&S faculty meeting, as well as in this document, with the date of the changes noted.

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## **Appendix I: Standing A&S Administrative Committees**

Standing A&S Administrative Committees are altered, staffed, and overseen by the Dean, in consultation with the A&S faculty or its representative. This section provides a list of all such committees as an informational item for the A&S faculty. It may be altered as needed (and without an A&S faculty vote) in order to remain current and accurate.

### **Academic Council**

Academic Council is an administrative committee composed of the Dean of Arts and Sciences, the Associate Deans, the chairs of the departments, interdisciplinary program coordinators at the Dean's discretion, the Deans of Richmond College and Westhampton College, the University Registrar, and the University Librarian. Meetings of Academic Council are called, overseen, and run by the Dean and may be attended by any A&S faculty member. Among its duties, the Council (1) advises the Dean; (2) recommends approval of curricular proposals to the A&S faculty; (3) provides comments on recommendations of the Dean and/or faculty committees before they are presented to the full faculty; and (4) serves as a line of communication between the Dean and the departments and interdisciplinary programs. Though Academic Council (and any subset thereof) serves as an important forum for discussion and providing advice and recommendations, it has no legislative power within A&S.

The Dean or his or her designee may also call meetings of a subset of chairs and/or interdisciplinary program coordinators (a subset of Academic Council) as needed in order to have a more focused discussion or obtain more focused advice or recommendations.

## **Appendix II: Other Standing A&S Faculty Committees**

This section provides a list of standing A&S faculty committees whose memberships comes from across all A&S divisions, but that do not report directly to the A&S Steering Committee. This section is informational for the A&S faculty and may be altered as needed (and without an A&S faculty vote) in order to remain current and accurate.

### **Health Professionals Advisory Committee**

charge and membership to be added

### **Interdisciplinary Studies Program Advisory Committee**

charge and membership to be added

**Supplement I: Implementation Plan** (needs to be voted on by faculty)

1. Abolish the Dean’s Advisory Council to be replaced by Budget, Priorities, and Resources Committee and the Academic Planning and Policies Committee.
2. Abolish the Curriculum Committee. Those members who were on the Curriculum Committee are now only on the University General Education Committee.
3. Use the existing Nominating Committee to appoint and elect all committee members by the first week of April 2019 in order to implement the new governance structure in the 2019-2020 academic year. Current members of elected A&S committees (T&P and Nominating) will complete their terms as scheduled.
4. Elect an A&S Chair by second week of April 2019 from all six newly elected A&S Steering Committee members.
5. During the implementation of the new committee structure, with the exception of T&P and Nominating Committees, new committee members will establish staggered terms by drawing lots for terms of one, two, and three years with as equal a distribution as possible (i.e. for a seven-member committee: two 1-year terms, two 2-year terms, and three 3-year terms, with any representatives for the same division serving different length terms).
6. Create or update guiding documents for all A&S committees to be approved by the full voting faculty during spring 2019.

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