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* ROLLINS COLLEGE
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* FACULTY BYLAWS
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ARTICLE I.

GENERAL GOVERNANCE

As stated in the Trustee Bylaws, the Faculty may adopt for its own government such principles and bylaws as shall seem desirable to promote efficiency and facilitate its work, provided, however, that all such bylaws and principles shall be subject to the rules and regulations and requirements set out by the Board of Trustees or from time to time changed by such Board and provided further that such bylaws and principles set forth by the Faculty shall not be in violation of the constitution or bylaws of this corporation or any law of the State of Florida. The records of the Faculty and its meetings shall always be open for the inspection of any Trustee and all of its acts shall be subject to approval or revision by the Board.

Section 5.

Librarians of faculty rank.

Section 3.

Athletic coaches who are academically and professionally qualified.

Section 1.

The following administrative and executive officers:

- | | |
|---------------------------------------|--|
| The President or Acting President | The Registrar |
| The Dean of the College | The Director of Admissions |
| The Vice President | The Director of Music |
| The Treasurer | The Librarian |
| The Dean of Student Affairs | The Director of the Annex |
| The Associate Dean of Student Affairs | Russell Theatre |
| | The Director of Physical Education and Athletics |
| The Dean of the Chapel | |
| The Director of the Museum | |

These officers shall not acquire tenure by virtue of their administrative or executive offices.

ARTICLE II.

MEMBERSHIP AND SUFFRAGE

The following shall comprise the Faculty of Rollins College, shall have the right to attend faculty meetings, to vote on all matters pertaining to the Faculty, and, unless otherwise specified in these bylaws, shall possess all the usual rights and privileges accorded Faculty members:

Section 1.

Teachers engaged by the College at a stated salary who are teaching regularly scheduled courses as part of the Rollins curriculum for which credit is given toward a degree.

Section 2.

Librarians of faculty rank.

Section 3.

Athletic coaches who are academically and professionally qualified.

Section 4.

The following administrative and executive officers:

The President or Acting President	The Registrar
The Dean of the College	The Director of Admissions
The Vice President	The Director of Music
The Treasurer	The Librarian
The Dean of Student Affairs	The Director of the Annie Russell Theatre
The Associate Dean of Student Affairs	The Director of Physical Education and Athletics
The Dean of the Chapel	
The Director of the Museums	

These officers shall not acquire tenure by virtue of their administrative or executive offices.

Section 5.

Other administrative or executive officers who may be elected to faculty rank, but without tenure, by a vote of the Faculty on nomination by the president. These other officers may be removed from faculty rank by a vote of the Faculty.

Section 6.

Faculty members engaged for part-time shall not vote until their second term of teaching.

Teachers engaged in full-time off campus teaching on an annual contract who are teaching regularly scheduled classes as a part of the Rollins curriculum for which credit is given toward a degree shall be considered voting members of the Faculty.

Section 7.

Teachers engaged only for part-time off campus or special courses shall be considered non-voting members of the Faculty.

Section 8. Disciplinary Authority and Responsibility

A. The Faculty shall promote the welfare of those under instruction and shall have the ultimate responsibility for the maintenance of good order and discipline within the student body. The Faculty, in providing a strong liberal arts education under the impetus of changing social and national needs in a curriculum emphasizing self-education through directed study and independent study programs, recognizes the desire of students to participate responsibly in the government of the student body. The Faculty, therefore, provides students the opportunity to enhance their education outside the classroom by governing themselves through the Rollins Student Association.

ARTICLE III.

RESPONSIBILITIES, RIGHTS AND DUTIES

Section 1. Academic Authority and Responsibility

Subject to the regulations of and under the authority vested in it by the Board of Trustees, the Faculty shall be charged with the proper functioning of sound academic procedure within the College as a whole.

- A. It shall prescribe the qualifications for admission of students to the College.
- B. It shall be responsible for devising and approving a curriculum of studies.
- C. It shall establish suitable requirements for the pursuit of these studies.
- D. It shall prescribe the attainments requisite for graduation, and shall nominate and recommend to the Board of Trustees candidates for all degrees in course, and for all other diplomas to be issued on the satisfactory completion of courses of study. These diplomas shall be signed by the President, the Dean of the College, and the Secretary of the Board of Trustees.

Section 2. Disciplinary Authority and Responsibility

- A. The Faculty shall promote the welfare of those under instruction and shall have the ultimate responsibility for the maintenance of good order and discipline within the student body. The Faculty, in providing a strong liberal arts education under the impetus of changing social and national needs in a curriculum emphasizing self-education through directed study and independent study programs, recognizes the desire of students to participate responsibly in the government of the student body. The Faculty, therefore, provides students the opportunity to enhance their education outside the classroom by governing themselves through the Rollins Student Association.

B. The Rollins Student Association may adopt for its own government such constitution, bylaws, and code of student conduct as it shall deem desirable to promote efficiency and facilitate its work, provided, however, that such constitution, bylaws, and code shall be subject to the rules and regulations and requirements set out by the Faculty or higher authority or from time to time changed by them and provided further that such constitution, bylaws, and code set forth by the Rollins Student Association shall not be in violation of the bylaws of the Faculty, the constitution or bylaws of Rollins College, or any law of the State of Florida. The records of the Rollins Student Association and its meetings shall always be open for the inspection of any Trustee or member of the Faculty and all of its acts shall be subject to approval or revision by the Faculty or Board of Trustees.

Section 3. The College Calendar

The Faculty shall fix the College calendar, except that commencement day or the day of conferring degrees shall be the last Friday in May or the first Friday in June. The Faculty at any time may recommend to the Executive Committee of the Board of Trustees a change in the date of Commencement.

Section 4. Election of Committees

The Faculty shall elect such committees as it deems necessary to carry out its assigned responsibilities. (See Article VI. Committees of the Faculty.)

Section 5. Emergency Policy

In times when financial emergency may result in possible freezing or lowering of salaries, or dismissal of Faculty on tenure, it is an historic and fundamental policy of Rollins College that the Trustees, Administration and Faculty work in cooperation for the good of the College, and that the Trustees and Administration consult the Faculty and ask for its best

thinking and planning to aid in meeting the emergency.

Section 6. Final Authority

The final authority in all matters coming within the jurisdiction of the Faculty shall be decided by a majority vote in a faculty meeting as provided in Article V, subject to the following checks and balances:

- A. The President has the power of veto. If the President wishes to veto a measure passed by the Faculty, he should do so by giving his reasons in writing to the members of the Faculty.
- B. Should any measure so vetoed be reconsidered and passed by a majority of the Faculty, enforcement of the measure shall stand suspended until decided by the Trustees.
- C. In this situation, the Faculty may have its views submitted to the Trustees by a representative, or representatives, elected from and by the above majority of the Faculty.
- D. For this purpose the Executive Committee of the Board of Trustees shall be requested to meet as soon as practicable upon a request by the President or the Faculty representative and to exercise its customary powers of acting for the whole Board between regular meetings.
(See also Article I, Section 6, of the Trustee Bylaws.)

ARTICLE IV.

OFFICERS

(For the appointment and duties of the Officers of the College see Bylaws of Rollins College and the Statement of Principles provided for at the meeting of the Trustees of May 31, 1955.)

Section 1. The Dean of the College

Appointment: The Dean of the College is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult the Advisory Committee of the Faculty, and he will not recommend a candidate of whom the majority of the Faculty on tenure disapproves.

A. Duties, Powers and Responsibilities

1. The Dean of the College shall be the responsible officer in the appropriate areas as designated in these regulations. He shall be responsible for administering the curriculum and academic standards, faculty teaching loads, improvement of instruction, and such other duties as the President may prescribe. He shall have full discretion to act within the policies established by the Faculty and/or the President and Board of Trustees.
2. He will be a member and chairman of the Faculty Administration Committee in order to ensure continuous liaison between the Faculty and Administration.
3. The Dean will be consulted whenever the President recommends to the Trustees a candidate for the position of Dean of Student Affairs, Associate Dean of Student Affairs, Registrar, Director of Admissions, Dean of the Knowles Memorial Chapel, Director of Music, Director of the Annie Russell Theatre, Director of Museums, and

the Librarian.

B. Department of the Dean

1. The Student Affairs Deans, the Registrar, the Director of Admissions, the Director of Music, the Director of the Annie Russell Theatre, the Director of Museums, and the Departments of Library and Physical Education (personnel holding faculty rank), shall be immediately responsible to the Dean of the College, and through him to the President and the Faculty.
2. Appointments of Faculty Members: Informal Method
 - a. Members of a department will be consulted on appointments, reappointments, and appointments to tenure, by the Dean of the College. The Dean will carefully ascertain, and retain in confidence, the views of all members of the department concerned and such other Faculty members as he may contact or as may contact him. The Dean will give due weight to the advice of the Faculty on tenure.
 - b. In the case of new appointments it is the responsibility of the Administration with the assistance of the department or ad hoc committee concerned, to canvass the field to find the best possible candidates. These will be screened, and the best few considered by both Administration and the appropriate members of the Faculty. The Administration will then make every effort to bring the top candidates to the campus but will not appoint anyone of whom the majority of the department or ad hoc committee disapproves.
 - c. Should an appointment be necessary during the summer recess, the Dean will consult such members of the department concerned and related departments as may be conveniently contacted.

(If desired by the Administration, the formal procedure outlined as follows may be used instead of the above informal method.)

3. Appointments of Faculty Members: Formal Method

a. The Department. All members of a department will be consulted on appointments, reappointments, and tenure, but only those who possess tenure will vote on recommendations to the Dean and the President. Faculty members who previously had tenure but are now over sixty-five and are on annual appointment may also vote.

b. The Ad Hoc Committee. When a department contains fewer than three members on tenure, the President may appoint an ad hoc committee, of not less than three or more than five, consisting of the members on tenure from the department concerned, the Dean of the College, and such other Faculty members on tenure, preferably from the candidate's division, as he sees fit. This committee shall function as a department in recommending appointments and appointments to tenure.

4. New Appointments

In making new appointments during vacation periods when the Faculty is dispersed, the President will appoint a temporary ad hoc committee to determine the qualifications of a candidate and make recommendations concerning appointment. This committee will include the Dean of the College and as many members of the candidate's department, or if a small department, of his division as can be consulted, and shall act as the department for this purpose. This committee may be replaced later by the department, or a permanent ad hoc committee, as above.

5. Reappointments

Reappointments will be made only after the candidate has been approved by a majority of the voting members in the department concerned or the ad hoc committee, subject to final confirmation by the Board of Trustees upon recommendation of the President. During each year of a Faculty member's probationary period at the College, the

President after consultation with the Dean and upon recommendation of the department concerned or the ad hoc committee, will decide whether or not the Faculty member shall be reappointed and shall so notify him. The Dean of the College will ensure the continuity of the appropriate departmental or ad hoc committee for each probationary appointee from year to year so far as possible and will appoint chairmen of these committees responsive to him. It will be the duty of these chairmen to conduct such meetings as are necessary, to prepare a confidential committee evaluation report on each candidate for reappointment, and to provide this written report to the Dean by February 1st on first reappointment, by November 15th on second reappointment, and by June 1st of the preceding year for third and subsequent reappointments. This report will contain a specific recommendation as to reappointment or non-reappointment and may contain tenure and promotion recommendations when applicable. Immediately upon designation the chairman of these committees will meet with their respective probationary appointees, inform them of the other committee members, and encourage them to consult with the committee, collectively or individually, on any questions or problems relating to their effectiveness as members of the faculty. A list of the committee members for each probationary appointee will be provided by the Dean to each faculty member on tenure. Written notification as to non-reappointment or reappointment will be provided to probationary appointees in accordance with the provisions of the Statement of Principles for the Administration of Rollins College (Article Two, Section 4 C (1), revised 1965).

6. Tenure

Appointment to tenure will be made only after the candidate has been approved by a majority of the voting members of the department or the ad hoc committee and the Dean subject to final confirmation by the Board of Trustees upon

recommendation of the President.

7. Faculty Promotions and Salaries

Faculty ranks and salaries will be reviewed annually by the Dean of the College. He will bring any inequities or needed adjustment to the attention of the President. Promotions in rank and advances in salary of Faculty members will be recommended to the Trustees by the President after consultation with the Dean of the College.

8. Leave of Absence

If a Faculty member on tenure wishes a leave of absence, the President, in consultation with the Dean of the College and the department concerned, may grant the leave of absence. Such absence shall be without pay unless pay is granted by the Board of Trustees.

C. Power of Dean of the College to Call Faculty Meetings

1. Regular meetings shall be called by the President, or, in his absence, by the Dean of the College.
2. Special meetings may be called by the President, or, in his absence, by the Dean of the College.
3. The President, or in his absence, the Dean of the College, shall call a special meeting upon written petition by ten (10) faculty members.
4. The Dean shall preside at faculty meetings in the absence of the President.

D. Membership of Dean of the College on Elective Committees

1. The Faculty Administration Committee Membership. The Committee shall consist of the President of the College, the Dean of the College as Chairman, eight elected Faculty members, and one appointed-at-large. On all other committees, the Dean may at his discretion delegate all or part of his responsibility as chairman to any voting member of the committee. In the case a

voting member acts as chairman in behalf of the Dean of the College, the acting chairman is responsible to keep the Dean of the College fully informed of actions taken by the committee.

2. Faculty Committee on Admissions

- a. Membership shall consist of the President of the College, the Dean of the College as Chairman, the Treasurer, the Registrar as Secretary, the Associate Dean of Student Affairs, the Director of Admissions, and four members of the Faculty.
- b. Duties. This committee shall apply the admission standards of the College as set forth by the Faculty. It shall pass on all applications for admission where there is a question of the qualifications of an applicant. When there is no question of the qualifications of an applicant, the Director of Admissions shall be delegated the authority of admissions. This committee is responsible for initiating and formulating policy on admission for Faculty consideration.
- c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

3. Faculty Committee on Academic Standing

- a. Membership shall consist of the President of the College, the Dean of the College as Chairman, the Registrar as Vice Chairman, the Dean of Student Affairs, and six members of the Faculty.
- b. Duties. This committee shall apply the academic standards of the College as set forth by the Faculty, with the responsibility to warn, suspend or dismiss, admit on, warn of, place on, or remove from probation; accept on trial or remove from on trial, any regularly matriculated students who have failed to meet or are in danger of not meeting the academic standards of the College. This committee is responsible for initiating and formulating policy for academic standing for Faculty consideration. This committee shall meet regularly after each mid-term

and end of term to scrutinize and evaluate the records of those students reported by the Registrar who are below or near the minimum of the above standards. Other meetings may be called as needed.

c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member may succeed himself.

4. Faculty Committee on Scholarship and Financial Aid

a. Membership shall consist of the President of the College, the Dean of the College, the Treasurer of the College or a delegate from his office, the Dean of Student Affairs as Chairman, the Associate Dean of Student Affairs, and six members or the Faculty.

Consultants. The Director of Admissions, the Registrar, and the Director of Placement shall attend the meetings as consultants.

b. Duties. This committee shall allocate the funds available, shall investigate possible sources of funds, and shall review and enforce the academic policies and standards established for each scholarship award. This committee is responsible for initiating and formulating policy on scholarships and financial aid for Faculty consideration.

c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

E. The Dean shall be a member of appointive committees as set forth in these Bylaws VI, Sec. 3, and any other appointive committees as determined by the President.

Section 2. The Student Affairs Deans
Duties, Powers and Responsibilities

Acting under policies established by the Faculty, the Dean of Student Affairs and the Associate Dean of Student Affairs shall be responsible to the Dean of the College, and, through him, to the President.

In consultation with the Dean of the College they shall recommend annually the appointment of resident heads and resident advisers of the dormitories, who shall be appointed by the President. The resident heads and resident advisers shall be directly responsible to the Dean of Student Affairs.

Section 3. The Registrar. Duties and Responsibilities

The Registrar shall be responsible to the Dean of the College, and, through him, to the President and the Faculty. He shall have the responsibility for all the academic records of the students, for registration, student loads and such other academic duties as the Dean, the President or the Faculty prescribe.

Section 4. The Director of Admissions. Duties and Responsibilities

The Director of Admissions shall be responsible to the Dean of the College, and, through him, to the President and the Faculty. He shall have supervision of, and be responsible for, the operation of the Admissions Program of the College.

Section 5. The Secretary of the Faculty

A. Election

At the regular May faculty meeting the Faculty shall elect a secretary to assume office immediately and serve for the ensuing year or until a successor is elected.

B. Duties

1. The Secretary shall keep minutes of all faculty meetings and shall send a copy of the minutes

to each Faculty member and each Trustee after each meeting.

2. The secretary shall send notices to each Faculty member of the time and place of meetings. Notices of regular meetings shall be sent at least forty-eight hours before the time of meetings. For a special meeting, the reason for the meeting shall be indicated on the notice. In addition, important business coming to the Faculty for action should be indicated on the notices for all meetings.

A. Regular meetings shall be called by the President, or, in his absence, by the Dean of the College.

B. Special meetings may be called by the President, or, in his absence, by the Dean of the College.

C. The President, or, in his absence, the Dean of the College shall call a special meeting upon written petition by ten (10) members of the Faculty.

D. In the absence of both the President and the Dean, the Secretary of the Faculty shall call regular meetings, and upon written request of ten (10) Faculty members shall call special meetings.

Section 3. President Officer.

The President shall preside at Faculty meetings. In his absence, the Dean of the College shall preside. In the absence of both, the Faculty shall elect a chairman pro tem.

Section 4. Quorum.

A quorum for a Faculty meeting shall consist of a simple majority of the voting members of the Faculty for any given term.

ARTICLE V.

Section 1. Meetings.

There shall be a regular meeting of the Faculty once a month during the college year. Special meetings may be held at any time during the college year.

Section 2. Calling of Meetings.

- A. Regular meetings shall be called by the President, or, in his absence, by the Dean of the College.
- B. Special meetings may be called by the President, or, in his absence, by the Dean of the College.
- C. The President, or, in his absence, the Dean of the College shall call a special meeting upon written petition by ten (10) members of the Faculty.
- D. In the absence of both the President and the Dean, the Secretary of the Faculty shall call regular meetings, and upon written request of ten (10) Faculty members shall call special meetings.

Section 3. Presiding Officer.

The President shall preside at faculty meetings. In his absence, the Dean of the College shall preside. In the absence of both, the Faculty shall elect a chairman pro tem.

Section 4. Quorum.

A quorum for a faculty meeting shall consist of a simple majority of the voting members of the Faculty for any given term.

Section 5. Rules of Order.

Robert's Rules of Order, when not in conflict with these Bylaws, shall be used as authority for the conduct of meetings of the Faculty.

The Committee System. (See also Article III, Section 4.)

In order to function more efficiently without sacrificing the democratic principle of representation, the Faculty has delegated certain of its functions to committees.

Section I.

A. General Organization and Functions

1. (a) Committees are either standing or special. The former shall be chosen annually; of the latter, some shall be constituted annually, others as needed to serve for a particular session.
- (b) Committees are elective or appointive. Both elective and appointive committees may include ex officio members.
2. In order to insure continuity of thought and action, members shall be elected or appointed for such a definite term of years as is designated for each specific committee.
3. Balloting for elective committees shall be conducted by the Faculty as a whole, except for the members of the Faculty Administration Committee who are Division Chairmen.
4. Eligibility for membership on standing committees, elective or appointive, shall be limited except as otherwise specified to members of the Faculty and of the Administration who are voting members of the Faculty.
5. No member of the Faculty may serve on more than three of the standing committees at any one time.
6. Unless otherwise stated, chairman of elective committees are elected by the committee, and chairman of appointive committees may be

ARTICLE VI.

COMMITTEES OF THE FACULTY

The Committee System. (See also Article III, Section 4.)

In order to function more efficiently without sacrificing the democratic principle of representation, the Faculty has delegated certain of its functions to committees.

Section 1.

A. General Organization and Functions

1. (a) Committees are either standing or special. The former shall be chosen annually; of the latter, some shall be constituted annually, others as needed to serve for a particular occasion.
- (b) Committees are elective or appointive. Both elective and appointive committees may include ex officio members.
2. In order to insure continuity of thought and action, members shall be elected or appointed for such a definite term of years as is designated for each specific committee.
3. Balloting for elective committees shall be conducted by the Faculty as a whole, except for the members of the Faculty Administration Committee who are Division Chairmen.
4. Eligibility for membership on standing committees, elective or appointive, shall be limited except as otherwise specified to members of the Faculty and of the Administration who are voting members of the Faculty.
5. No member of the Faculty may serve on more than three of the standing committees at any one time.
6. Unless otherwise stated, chairmen of elective committees are elected by the committees, and chairmen of appointive committees may be

designated by the President.

7. Unless otherwise stated, each committee shall determine its own procedure. Previously adopted procedures should be kept on file for guidance.
8. Each committee is empowered to appoint sub-committees.
9. All committees shall report to the Faculty as promptly as possible any important actions or deliberations.
10. The President is ex officio a member of all standing committees.
11. The Faculty Administration Committee may act in an advisory capacity for the selection of committees.

B. Method of Nominating and Recommending Members of Standing Committees

The Faculty Administration Committee shall submit to the Faculty nominations of at least one member of the Faculty eligible to each of the various elective committees. Additional nominations may be made from the floor.

These nominations and recommendations shall be made prior to the last faculty meeting of the academic year and the list submitted to the Faculty with the notice of meeting.

The new committees shall begin their functions after the first faculty meeting in the academic year for which they are elected unless otherwise specified. The Faculty Administration Committee shall recommend names to fill vacancies on any committee at any time during the year if it seems desirable. This Committee shall make its nominations and recommendations with a view both to maintaining established principles through continuity of membership and to securing distribution in order that representation may be wide and that all members of the Faculty may share

in committee work.

Section 2. Elective Committees

A. The Faculty Administration Committee

1. Membership. The Committee shall consist of the President of the College, the Dean of the College as Chairman, eight elected Faculty members, and one appointed member-at-large. The Committee shall annually elect a vice-chairman.

The eight members of the Faculty, each elected for a term of three years, shall include three elected from the Faculty-at-large, one elected from and by the Faculty members in the departments of the Library, Physical Education and all other Faculty members not included in the four academic divisions, and the elected Chairmen of the following divisions or their representatives:

Humanities (English; Foreign Languages; Philosophy and Religion)

Expressive Arts (Art; Music; Theatre Arts and Speech)

Science and Mathematics (Biology; Chemistry; Mathematics and Physics)

Social Sciences (Behavioral Science composed of Anthropology, Sociology, Psychology, and Education; Economics; History and Public Affairs composed of Area Studies and Geography, History, and Political Science)

The Library (personnel holding Faculty rank) and the Physical Education Department shall be organized as separate departments within the office of the Dean of the College.

2. Purpose.

The Faculty Administration Committee shall be a representative body which shall have as its purpose and functions the formulation and recommendation of any policy which concerns the powers and duties entrusted to the Faculty by the Charter and Bylaws of Rollins College.

3. Duties.

It shall be the duty of the Faculty Administration Committee to study all matters charged to it by the Faculty, as well as to formulate and to recommend policy for subsequent action by the Faculty at large.

4. Method of Selection.

- (a) Each Division shall nominate and elect, by majority vote, prior to April 15, a Division Chairman.
- (b) The members of the Faculty-at-large shall be elected prior to Commencement by the Faculty as a whole.
- (c) The Member-at-large shall be appointed by the President for a term not to exceed three years.
- (d) No elected member may be elected to succeed himself.
- (e) All members shall take office immediately following Commencement.

5. Responsibilities of Division Chairmen.

So far as it concerns his duties on the Faculty Administration Committee, each Division Chairman shall represent his Division and shall be charged with the obligation of presenting Division thinking to the Committee.

The Division Chairman shall call Division meetings and report back to his Division all important matters under discussion by the Faculty Administration Committee. He shall call any other meetings upon the request of any member of his Division.

6. Change of Divisional Organization and Recall of Division Chairmen.

Any proposed change in the existing organization of the College into Divisions shall be decided by the vote of the Faculty of the College.

It shall be the right of a Division to recall its Chairman and to elect a successor by majority vote of said Division.

B. The Faculty Advisory Committee on the General Welfare of the College

1. Purpose.

The purpose of this Committee is to furnish the President with personal advisors to whom he can turn for advice, and by whom individual faculty members may have problems brought to the President's attention through an established channel.

2. Membership.

Membership shall consist of three Faculty members who have had tenure at least three years. They shall be nominated by the President and elected by the Faculty. One member shall retire each year and the retiring member shall not be eligible to succeed himself.

3. Duties.

(a) The President may confer with this Committee on any matter concerning the proper functioning of the College.

(b) In lieu of making formal request to this Committee, any member of the Faculty may consult with individual members of the Committee. A member so consulted may, at his discretion and with the consent of the Faculty member who consulted with him, lay the matter before the Committee as a whole or consult with the President.

(c) This Committee shall act in an advisory capacity only. While it may advise the

President or consult with him at the request of a Faculty member, problems for which standing or special committees are established shall be considered and handled by the appropriate committee.

C. The Faculty Review Committee

1. Membership and Election.

The Faculty Review Committee shall consist of five full professors on tenure and one alternate from the same group. The members and alternate shall be nominated and elected by the Faculty from a list of those eligible. Both nominations and elections shall be by ballot, one each year to serve five years. The alternate (who should not be in the same department represented by any other committee member) shall be elected each year and shall serve whenever a problem is presented upon which one of the members of the Committee has passed judgment as a member of a department or ad hoc committee which made the recommendation to the President.

A member elected to the Committee shall retire at the beginning of the academic year in which he will reach or has already reached the age of sixty-five and a new member will be elected to serve the unexpired term.

No member may be elected to succeed himself.

2. Function and Procedure.

The function of the Review Committee is to advise the Trustees, Administration, or a member of the Faculty where questions of adherence to the accepted Principles of Administration of Rollins College arise in matters involving reappointment of a faculty member not on tenure, or the acquisition of tenure.

A member of the Faculty, not on tenure, who feels that such a decision in his case has been arrived at in violation of the accepted Statement of Principals of Administration may request a hearing from the Faculty Review Committee.

The Committee will review the facts and make a report and recommendations to the President. The decision of the President with the recommendations of the Review Committee and the department or ad hoc Committee, shall be placed before the Trustees for final decision.

D. Joint Committee--Trustees-Faculty-Students

1. Faculty Membership

Faculty membership shall include three members of the Faculty of any professorial rank. One member shall be elected from and by the Faculty Administration Committee each year, and two shall be elected from the Faculty as a whole for a term of two years, one member to be elected each year.

2. This Joint Committee will meet on the request of any of its groups - Trustees, Faculty, Students - either singly or in any combination, and in any event there shall be a combined meeting at least once each term called by the Trustee Chairman of the Committee. It shall be the duty of these groups to confer on mutual problems and to foster good relationships and cooperation among the groups represented. If any problem arises requiring specialized or wider information, other members of the Trustees, Faculty and Student body, or the Administration and Staff, may be invited to attend.

3. Matters which in the judgment of this Committee fall within the province of another standing committee of the Faculty shall be referred to the appropriate committee for study, prior to a meeting of the groups concerned.

E. Faculty Committee on Admissions

1. Membership.

Membership shall consist of the President of the College, the Dean of the College as Chairman, the Treasurer, the Registrar as Secretary, the Associate Dean of Student Affairs, the Director of Admissions, and four members of the Faculty.

2. Duties.

This committee shall apply the admission standards of the College as set forth by the Faculty. It shall pass on all applications for admission where there is a question of the qualifications of an applicant. When there is no question of the qualifications of an applicant, the Director of Admissions shall be delegated the authority of admissions. This committee is responsible for initiating and formulating policy on admission for Faculty consideration.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

F. Faculty Committee on Academic Standing

1. Membership.

Membership shall consist of the President of the College, the Dean of the College as Chairman, the Registrar as Vice-Chairman, the Dean of Student Affairs, and six members of the Faculty.

2. Duties.

This committee shall apply the academic standards of the College as set forth by the Faculty, with the responsibility to warn, suspend or dismiss, admit on, warn of, place on, or remove from probation; accept on trial or remove from on trial, any regularly matriculated students who have failed to meet or are in danger of not meeting the academic standards of the College. This

committee is responsible for initiating and formulating policy for academic standing for Faculty consideration. This committee shall meet regularly after each mid-term and end of term to scrutinize and evaluate the records of those students reported by the Registrar who are below or near the minimum of the above standards. Other meetings may be called as needed.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

G. Faculty Committee on Scholarships and Financial Aid

1. Membership.

Membership shall consist of the President of the College, the Dean of the College, the Treasurer of the College or a delegate from his office, the Dean of Student Affairs as Chairman, the Associate Dean of Student Affairs and six members of the Faculty.

Consultants.

The Director of Admissions, the Registrar, and the Director of Placement shall attend the meetings as consultants.

2. Duties.

This committee shall allocate the funds available, shall investigate possible sources of funds, and shall review and enforce the academic policies and standards established for each scholarship award. This committee is responsible for initiating and formulating policy on scholarships and financial aid for Faculty consideration.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

H. Honors Committee

1. Membership.

This committee shall consist of the Dean of the College as Chairman, the Registrar, the Director of Admissions, the Honors Degree Program Director, and five Faculty members.

2. Method of Selection.

The Honors Degree Program Director will be appointed annually by the President of the College. Each of the five Faculty members will be nominated and elected by one of the four divisions of the Faculty, and one from the Faculty-at-large, prior to April 15, by majority vote. Term of office to be three years except at the first election.

3. Duties.

This committee will be responsible for administering the Honors Degree Program, and the Honors at Graduation Program in accordance with the policies approved by the Faculty. It will seek approval from the Faculty for any major policy change. To facilitate the work of this committee, it will be divided into two sub-committees as follows:

Honors Degree Sub-Committee. The membership shall consist of the Honors Degree Program Director as Chairman and two Faculty members. This sub-committee shall be delegated the responsibility of administering the Honors Degree Program. It will seek approval from the main committee for all changes of procedure and make a periodic report to the main committee of its actions.

Sub-Committee on Honors Work. The membership shall consist of three Faculty members. The Chairman will be

elected by the main committee every two years. This sub-committee will be delegated the responsibility of administering the Honors at Graduation Program. It will seek approval from the main committee for all changes of procedure and make a periodic report to this committee of its actions.

I. The Graduate Council of Rollins College

1. Membership.

Membership shall consist of the Dean of the College as Chairman of the Graduate Council, the Director of each graduate program, four members of the Faculty, one from the Humanities Division, one from the Expressive Arts Division, one from the Science and Mathematics Division, and one from the Social Sciences Division.

2. Purpose.

The Graduate Council shall be a representative body which shall have as its purpose the formulation and recommendation of policies which concern the powers and duties entrusted to the Faculty by the Charter and Bylaws of Rollins College which affect the operation of the Graduate Programs established by the Trustees.

3. Duties.

It shall be the duty of the Graduate Council to formulate and recommend policy and standards concerning the operation and administration of the Graduate Programs for subsequent action by the Faculty-at-large.

4. Method of Selection.

(a) Each division shall present at least one nominee to the Faculty Administration Committee. Nominations shall be presented to the Faculty for election at the May meeting.

(b) The Faculty members of the Graduate Council shall be professors or associate professors on

- tenure.
- (c) Faculty members of the Graduate Council shall be elected for terms of three years except at the first election, where provision shall be made to stagger the terms.
 - (d) No elected member may succeed himself.
 - (e) Members shall take office upon election.

J. The Administrative Council for the Central Florida School For Continuing Studies and The Patrick Branch

1. Membership.

Membership shall consist of the Dean of the College as Chairman, the members of the Faculty Administration Committee, the Director of the Central Florida School for Continuing Studies, the Director of the Patrick Branch of the Central Florida School for Continuing Studies. The Registrar, the Director of Admissions, and the Treasurer shall be members ex officio.

2. Duties.

It shall be the duty of the Administrative Council to formulate and recommend policy on matters concerning the Central Florida School for Continuing Studies and the Patrick Branch for subsequent action by the Faculty-at-large.

3. The Administrative Council shall meet at least once each term, and on call as necessary.

Section 3. Appointive Committees

All appointive Committees shall be appointed by the President of the College.

A. Library Committee

1. Membership shall consist of the Librarian (ex officio) and three members of the Faculty appointed for three years, one to be appointed each year.

2. This committee shall be advisory in the formulation of policies affecting the Library.

B. Committee on Intercollegiate Athletics

1. Membership.

Membership shall consist of five members of the Faculty other than members of the Physical Education Department, appointed for three years on a staggered basis.

A full-time member of the teaching Faculty shall be appointed as Chairman each year. The Dean of Student Affairs shall be one of the five members of the committee. The Director of Physical Education and Athletics shall be a member ex officio.

2. Duties.

It shall be the duty of this committee to supervise the certification of eligibility of students for participation in intercollegiate athletics in accordance with the rules of the College and the rules of all associations of which Rollins may be a member; to approve schedules; and to act as an advisory committee to the President in all matters pertaining to intercollegiate athletics.

C. Committee on Student Publications

1. Membership.

Membership shall consist of the Faculty Advisers of the approved student publications, the Faculty Adviser-at-large to the Student Publications Union, all appointed by the President, and the Treasurer of the College (ex officio) or his delegate.

2. The function of this committee, through the individual Faculty Advisers, is to encourage and aid the student editors in the search for material, to consult with the editors on questionable and delicate editorials, articles or other subject matter relative to college or community matters; to assist with printing contracts, formats, circulation, advertising (especially national advertising), and anything, in addition, upon which the editors seek counsel.

D. Committee of Academic Advisers

Members of this Committee shall be appointed by the President, the number of members to be determined by the President annually. Members may be appointed for one-, two-, or three-year terms.

The function of this Committee shall be to integrate the total campus situation for the development of the student's personality and to guide the student toward an integrated academic program for himself. The Committee will jointly make case studies and carry on more or less formal studies aimed at bringing the best in the literature and experience in student advisement to bear on the Rollins situation.

E. Committee on Reeve Essay and Oratorical Contests

The Committee shall consist of three (3) members, each appointed for a term of three (3) years, one member retiring each year. The Committee shall be appointed in the Spring Term of each year after the Reeve Oratorical Contest has been held. There shall always be at least one member of the English Department on the Committee.

F. Ad Hoc Committee (See Article II., Section 3-B, Statement of Principles)

G. Other Committees

The President shall appoint annually such special committees of the Faculty as may be necessary for the proper administration of the College.

Article VII has been passed by the Faculty on April 10, 1967; the Trustees, following a trial period, will consider final approval of the new Student Bylaws and Constitution.

ARTICLE VII.

FACULTY - STUDENT RELATIONSHIPS

Section 1. Code of Student Conduct

A. The administration of the Rollins Code of Student Conduct is delegated to the Rollins Student Association subject to the provisions of Article III, Section 2 of these Bylaws and the following additional provisions.

B. Faculty Court

1. Membership.

The Faculty Court shall consist of the Dean of the College as Chairman and four members of the Faculty.

2. Duties.

This Court shall act on any appeal from a decision of the Lower Court; on any case referred to it by the Lower Court; or on direct referral by the Chairman of the Lower Court, in consultation with the appropriate Student Dean and, when necessary, the Dean of the College.

3. Procedures.

In appellate proceedings the Faculty Court may act on the record of the Lower Court provided the defendant (and appellant if other than defendant) is given the rights to make a statement and appear in person. If the Faculty Court decides to hear the case de novo it shall be guided by Lower Court procedures in respect to defendant rights.

4. Reversal.

The decisions of the Faculty Court are final unless reversed by the Executive Committee of the Board of Trustees.

5. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

Section 2. Student-Faculty-Administration Council
(Joint Council)

- A. Faculty membership shall include three members elected from and by the Faculty for three-year staggered terms, one member elected from and by the Faculty Administration Committee, and the two Student Deans.
- B. Legislation approved by the Joint Council will become effective one academic week after Joint Council approval unless three Faculty members of the Joint Council interpose a stay of action within that period.
- C. If such first stay of action is interposed the legislation is transmitted to the Faculty Administration Committee. The legislation then becomes effective two academic weeks after receipt by that committee unless a majority of that committee interposes a stay of action within that period.
- D. If such second stay of action is interposed the legislation is transmitted to the Faculty. The legislation then becomes effective only upon affirmative vote by the Faculty.
- E. The Joint Council may recall legislation for reconsideration by the Student Association at any stage of the foregoing procedure.

ARTICLE VIII.

METHOD OF AMENDING BYLAWS

These Bylaws, or any provision thereof, may be abrogated or amended by the Trustees, or amended at any regular or special meeting of the Faculty by a majority vote of the entire voting membership of the Faculty, provided that notice of the meeting shall be sent to each Faculty member ten (10) days prior to the meeting and shall contain a copy of the proposed amendment or amendments. The amendment ultimately made need not be in the exact form in which it was sent to each Faculty member as above provided, but must deal with the same subject matter; provided, however, that no amendment adopted by the Faculty shall become effective until approved by the Trustees.

12 July 67/Office of the Dean/CD:jk

AS AMENDED JUNE 1955

AS AMENDED JUNE 1958

AS AMENDED JUNE 1961

AS AMENDED JUNE 1964

AS AMENDED JUNE 1965

AS AMENDED JUNE 1966

AS AMENDED JUNE 1967

AS AMENDED OCT. 1968

Recd 5/29/69

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* ROLLINS COLLEGE
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* STATEMENT OF PRINCIPLES
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Under the authority granted to him by Article II, Section 1 of the Bylaws of Rollins College and subject to those bylaws and the Charter of Rollins College and as specifically requested by Resolution at the meeting of the Board of Trustees on May 31, 1955, the President does hereby create these principles and policies which are presently in general use in the College, together with certain additions and changes by the Trustees and the President.

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Under the authority granted to him by Article II, Section I of the Bylaws of Rollins College and subject to those Bylaws and the Charter of Rollins College and as specifically requested by Resolution at the meeting of the Board of Trustees on May 31, 1955, the President does herewith state those principles and policies which are presently in general use in the College, together with certain additional regulations by the Trustees and the President.

ARTICLE I

CRITERIA FOR APPOINTMENT, REAPPOINTMENT, PROMOTION, CONTINUOUS TENURE, AND LOADS

Section 1. A.

The College during a stated number of years has the opportunity to observe and evaluate the capabilities and services of each member of the teaching faculty. Each time an appointment comes up for renewal the Administration will judge all the qualifications of such faculty member. Upon this judgment will be based a decision to reappoint those who have performed satisfactorily, not to reappoint those who have failed to adapt themselves to the standards of this institution, and to promote those who have achieved beyond the normal expectation or who have performed satisfactorily over a period of years. No system of tenure will work unless the Administration acts with firmness in not reappointing those who are not adapted by training, experience or temperament to the local situation.

After a teacher has served his apprenticeship for a specified number of years and has been found worthy of continuance on the Faculty, he should be given the assurance of continuous appointment which cannot be terminated except by due process.

In such review, the position of each faculty member concerned will be evaluated on the basis of the following criteria governing appointments and promotion. Such evaluation may result in the acceptance, rejection or modification by the

ARTICLE 1, Section 1 A. (Cont)

Administration of a recommendation of the department or ad hoc committee concerned.

- (1) Teaching effectiveness, the prime criterion in determining the worth of a teacher, is, strictly speaking, undefinable, and just as strictly speaking, unmistakable.
- (2) Subordinate to teaching effectiveness, but contributing to it, are the following criteria, all of which may be considered to determine an individual's eligibility for promotion: Productive scholarship (work on and/or publication of papers or creative work in one's special field); professional improvement (advanced study, attendance at and participation in professional meetings, travel, and other pursuits which may be judged as contributing to professional betterment); experience (years of duty as a teacher); committee work (work on any duly recognized college committee involving faculty, faculty-administration, or faculty-student activities); community activity (participation in extracurricular activities which may serve, directly or indirectly, the best interests of the College).
- (3) In addition to the criteria set forth in the paragraphs above, consideration will be given to those personal characteristics which promote the smooth functioning of faculty-student, faculty-administration and inter-faculty relationships; enthusiasm (a manifest and sincere liking of the job); cooperativeness (the antonym of obstructionism); loyalty (faithfulness to the College and to the department); adaptability (recognition that the College cannot adapt to the pattern of each individual, and willingness, therefore, to conform in essentials to the pattern of the College); cheerfulness (a practical optimism which gives impetus to work); dependability (a reliable acceptance of responsibility).

ARTICLE 1, Section 1 A (Cont.)

- (4) Normal and Minimum Teaching Loads. The normal classroom teaching load for full-time teaching under the present term plan will be 36-credit hours per academic year. When the teaching load is less than this because of other assigned duties, the Dean of the College will report the facts to the President and Trustees. When the number of students taught by any teacher falls below 180 student-hours during two consecutive terms the Dean will also report the facts to the President and the Trustees. (Student-hours are computed as follows: One student in a 6-credit course is six student-hours.)
- (5) Minimum Working Requirements for Administrative Personnel. The normal administrative work load is forty hours a week. The President will report to the Trustees if an administrative position does not require forty hours a week either in office work or in some activity obviously connected with the position held.
- (6) Investigation of Complaints Against College Personnel. Where recurring and serious complaints are made against College personnel such complaints will be brought before an investigating committee appointed by the President. Normally this committee will consist of members of the Faculty, Administration, and Board of Trustees. Its findings will be reported to the full Board of Trustees at one of its annual meetings.
- (7) Change of Administrative Personnel. It is the College policy for members of the staff concerned to submit their resignations when there is a change in the administrative office under whom they work. Such personnel will be given first consideration for appropriate positions in the College.

ARTICLE II

METHOD OF APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION,
LEAVE OF ABSENCE, AND RETIREMENT OF FACULTY MEMBERS

Section 1. General Procedure.

- A. Rollins College subscribes to the principles of academic freedom and tenure outlined in the 1940 Statement of the American Association of University Professors. At Rollins College these principles will be carried out as provided in this Article.
- B. Final responsibility for all appointments rests with the Administration and Board of Trustees.

Section 2. Informal Method.

- A. Members of a department will be consulted on appointments, reappointments, and appointments to tenure, by the Dean of the College. The Dean will carefully ascertain, and retain in confidence, the views of all members of the department concerned and such other faculty members as he may contact or as may contact him. The Dean will give due weight to the advice of the faculty on tenure.
- B. In the case of new appointments it is the responsibility of the Administration with the assistance of the department or ad hoc committee concerned, to canvass the field to find the best possible candidates. These will be screened, and the best few considered by both Administration and the appropriate members of the Faculty. The Administration will then make every effort to bring the top candidates to the campus but will not appoint anyone of whom the majority of the department or ad hoc committee disapproves.

ARTICLE II, Section 2 (Cont)

- C. Should an appointment be necessary during the summer recess, the Dean will consult such members of the department concerned and related departments as may be conveniently contacted. When the method described below is used, the appropriate provisions of Sections 3 and 4 will apply.

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If desired by the Administration, the formal procedure outlined below in Sections 3 and 4 may be used instead of the above informal method.

Section 3. Formal Method.

- A. The Department. All members of a department will be consulted on appointments, reappointments, and tenure, but only those who possess tenure will vote on recommendations to the Dean and the President. Faculty members who previously had tenure but are now over sixty-five and are on annual appointment may so vote.
- B. The Ad-Hoc Committee. When a department contains fewer than three members on tenure, the President may appoint an ad hoc committee, of not less than three or more than five, consisting of the members on tenure from the department concerned, the Dean of the College, and such other faculty members on tenure, preferably from the candidate's division, as he sees fit. This Committee shall function as a department in recommending appointments and appointments to tenure.

Section 4.

A. New Appointments.

- (1) See Article II, Section 2.
- (2) In making new appointments during vacation periods when the faculty is dispersed, the President will appoint a temporary ad hoc committee to determine the qualifications of a candidate and make recommendations concerning appointment. This Committee will include the Dean of the College and as many members of the candidate's department, or, if a small department, of his division as can be consulted, and shall act as the department for this purpose. This Committee may be replaced later by the department, or a permanent ad hoc committee, as above.

B. Reappointments.

Reappointments will be made only after the candidate has been approved by a majority of the voting members (see Section 3 A) in the department concerned or the ad hoc committee, subject to final confirmation by the Board of Trustees upon recommendation by the President. During each year of a faculty member's probationary period at the College, the President, after consultation with the Dean, and upon recommendation of the department concerned or the ad hoc committee, will decide whether or not the faculty member shall be reappointed and shall so notify him as in Section 4 C below.

C. Probationary Period and Appointment to Tenure.

- (1) The probationary period for persons appointed to the Faculty after May 1, 1955, shall be not less than four years or more than seven years (except as in (2) below). Appointments to the Rollins College

Faculty will be made upon an annual basis until the probationary period is completed and permanent tenure is granted. Every appointment during the probationary period will be a terminal appointment for one year only.

- * It is the express understanding that the Faculty member will be notified in writing of reappointment by March 1st of any of his probationary years; such notification to include the terms and conditions of reappointment. It is further the express understanding that the Faculty member who is not offered a reappointment will be notified in writing of nonreappointment by March 1st of his first probationary year, by December 15th of his second probationary year, and by September 1st of his third and subsequent probationary years; in general accord with the AAUP 1964 codification of standards for notice of nonreappointment.
- (2) The probationary period for a person who has had at least four years full-teaching at other institutions on the college level will be three years. All provisions of Article II, Sections 1, 2, 3, and 4, shall apply.
- (3) Appointments to tenure will be made only after the candidate has been approved by a majority of the voting members of the department or the ad hoc committee and the Dean, subject to final confirmation by the Board of Trustees upon recommendation of the President.
- (4) Notice of appointment or nonappointment to tenure will be given to the Faculty member in writing by March 1st of his final probationary year.
- (5) Administrative officers shall not acquire tenure as administrative officers.

* Revised by the Board of Trustees on June 3, 1965.

Section 5.

Faculty Promotions and Salaries. Faculty ranks and salaries will be reviewed annually by the Dean of the College. Promotions in rank and advances in salary of faculty members will be recommended to the Trustees by the President after consultation with the Dean of the College.

Section 6.

Retirement of Faculty Members. The retirement age at Rollins College will be 65. The actual retirement shall be effective at the date of the regular commencement following the faculty member's sixty-fifth birthday. However, a faculty member may be retained beyond this age, on annual appointment.

In any case, all faculty members, including emeriti from other colleges, must retire at the date of the regular commencement following their seventieth birthday.

After age 65, a faculty member must be notified by March 1st of his annual reappointment or retirement.

Before each faculty member reaches the age of 65, the President, after consultation with him and upon recommendation of the department concerned, or an ad hoc committee, will decide whether the faculty member shall retire or shall continue on annual appointment.

*None of the above provisions shall apply to those holding the rank of full professor at age 65. They may be reappointed by the President after consultation with his Advisory Committee and the Dean of the College.

*Revised by the Board of Trustees on February 22, 1963.

Section 7. Leave of Absence.

- A. If a faculty member on tenure wishes a leave of absence, the President, in consultation with the Dean of the College and the department concerned, may grant the leave of absence. Such absence shall be without pay unless pay is granted by the Board of Trustees.

- B. If, after two full years and before six full years of teaching at Rollins, a faculty member leaves for graduate or professional study the years already served shall accrue toward the acquisition of tenure, but not the time away from the campus.

ARTICLE III

OFFICERS OTHER THAN THOSE PROVIDED FOR
IN THE BYLAWS OF ROLLINS COLLEGE

Section 1. The President.

(See the Bylaws of Rollins College, Article II.)

Section 2. The Dean of the College.

- A. Appointment. The Dean of the College is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult the Advisory Committee of the Faculty, and he will not recommend a candidate of whom the majority of the Faculty on tenure disapproves.
- B. Duties, Powers and Responsibilities.
- (1) The Dean of the College shall be the responsible officer in the appropriate areas as designated in these regulations. He shall be responsible for administering the curriculum and academic standards, and for scheduling of courses, faculty teaching loads, improvement of instruction, and such other academic duties as the President may prescribe.
 - (2) He will be a member and chairman of the Faculty-Administration Committee in order to ensure continuous liaison between the Faculty and the Administration. (See Faculty Bylaws Article IV, Section 1, A (2).)
- C. Department of the Dean. The Student Deans and the Registrar shall be immediately responsible to the Dean of the College, and through him to the President and the Faculty.

(1) The Student Deans.

(a) Appointment. The Dean of Student Affairs and the Associate Dean of Student Affairs are appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for either of these positions, he will first consult with the Dean of the College, the other Student Dean, the Dean of the Chapel and the Advisory Committee. The President will not recommend a candidate of whom the majority of these officers and committee members disapproves.

(b) Duties, Powers and Responsibilities.
(See Faculty Bylaws, Article IV, Section 2.)

(2) The Registrar.

(a) Appointment. The Registrar of the College is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult with the Dean of the College and the Advisory Committee.

(b) Duties and Responsibilities.
(See Faculty Bylaws, Article IV, Section 3.)

(3) The Director of Admissions.

(a) Appointment. The Director of Admissions is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult with the Dean of the College and the Advisory Committee.

(b) Duties and Responsibilities.
(See Faculty Bylaws, Article IV, Section 4.)

Section 3. The Dean of the Chapel.

A. Appointment.

- (1) The Dean of Knowles Memorial Chapel is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this position, the President will first consult with the Dean of the College, the Student Deans, and the Advisory Committee, and he will not recommend a candidate of whom a majority of these officers and committee members disapproves.
- (2) The Dean of the Knowles Memorial Chapel shall be an ordained minister in good standing with an evangelical church. The word "evangelical" is here used in the same sense as it is used in the Charter and By-laws of Rollins College.

B. Duties, Powers and Responsibilities.

- (1) The Dean of the Knowles Memorial Chapel will be the Minister of the College and will direct the religious activities of the College. He will be responsible for all religious services held in the Knowles Memorial Chapel and shall perform the offices of an ordained Christian minister.
- (2) In the administration of these duties he shall be responsible to the President.
- (3) In fulfilling his office he shall enjoy the privilege of a free pulpit and freedom of worship.

Section 4. The Director of Music.

A. Appointment.

- (1) The Director of Music is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this position he will first consult with the Dean of the College, the Advisory Committee, and the Department of Music faculty, and he will not recommend a candidate of whom the majority of the Department of Music faculty disapproves.
- (2) As a member of the teaching faculty, he will be governed by the principles as set forth in Article II of this Statement of Principles.

B. Duties, Powers and Responsibilities.

- (1) The Director will discharge the administrative duties of the position.
- (2) He will be responsible, through the Dean of the College, to the President.

Section 5. The Librarian.

- A. Appointment. The Librarian of the Mills Memorial Library will be appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this position, he will first consult with the Dean of the College, the Advisory Committee, and those members of the Library staff who have faculty rank.
- B. Duties, Powers and Responsibilities. The Librarian will be responsible for the administration of the library service. He shall be responsible to the President.

C. Department of the Library.

- (1) In addition to the Librarian, members of the library staff who are academically and professionally qualified will be granted faculty status.
- (2) The President will appoint librarians of faculty rank after consultation with the Librarian and Librarians of faculty rank.

Section 6. The Director of the Annie Russell Theatre

A. Appointment

- (1) The Director of the Annie Russell Theatre is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this position he will first consult with the Dean of the College, the Advisory Committee, and the Theatre Arts faculty, and he will not recommend a candidate of whom the majority of the Theatre Arts faculty disapproves.
- (2) As a member of the teaching faculty, he will be governed by the principles as set forth in Article II of this Statement of Principles.

B. Duties, Powers, and Responsibilities

- (1) The Director will discharge the administrative duties of the position.
- (2) He will be responsible, through the Dean of the College, to the President.

Section 7. The Director of Physical Education and Athletics.

A. Appointment

- (1) The Director of Physical Education and Athletics is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this position he will first consult the Dean of the College, the Advisory Committee, and the Physical Education faculty, and he will not recommend a candidate of whom the majority of the Physical Education faculty disapproves.
- (2) As a member of the teaching faculty, he will be governed by the principles as set forth in Article II of this Statement of Principles.

A. Duties, Powers and Responsibilities.

- (1) The Director will discharge the administrative duties of the position.
- (2) He will be responsible, through the Dean of the College, to the President.

APPROVED BY THE BOARD OF TRUSTEES

May 31, 1955

AS AMENDED FEBRUARY 22, 1963

AS AMENDED JUNE 3, 1965

AS AMENDED JUNE 2, 1967

AS AMENDED OCTOBER, 1968

MEMORANDUM

ROLLINS COLLEGE

FROM: Donald W. Hill, Dean of the College

February 19, 1969

TO: Members of the Board of Trustees

=====
SUBJECT: Faculty Bylaw Revisions

The following revisions to the Faculty Bylaws were approved by the Faculty at the October 7, 1968 meeting. (Revised copy carries these revisions).

Article II, Section 4. Membership and Suffrage.
Change titles of Dean of Men and Dean of Women to
Dean of Student Affairs and Associate Dean of Student Affairs,
respectively.

Article IV, Section 1.A.3. Officers-Duties,Powers,
and Responsibilities.

Change titles of Dean of Men and Dean of Women to
Dean of Student Affairs and Associate Dean of Student
Affairs, respectively.

Article IV, Section 1.D.2 Faculty Committee on Admissions.
Delete Dean of Men; change Dean of Women to Associate
Dean of Student Affairs.

Article IV, Section 1.D.3. Faculty Committee on Academic Standing.
Change Dean of Men to Dean of Student Affairs;
delete Dean of Women.

Article IV, Section 1.D.4.a. Faculty Committee on Scholarships
and Financial Aid - Membership.
Change Dean of the College as Chairman to Dean of the College;
change Dean of Men to Dean of Student Affairs as Chairman,
and Dean of Women to Associate Dean of Student Affairs.

Article IV, Section 2. The Student Deans, Duties, Powers and
Responsibilities.

Change Dean of Men and Dean of Women to Dean of Student Affairs
and Associate Dean of Student Affairs respectively.

Delete last sentence and add: The resident heads and
resident advisors shall be responsible to the Dean of
Student Affairs.

Article VI, Section 2.E.1. Faculty Committee on Admissions-Membership.

Change Dean of Men and Dean of Women to Dean of Student Affairs
and Associate Dean of Student Affairs respectively.

Article VI, Section F.1. Faculty Committee on Academic Standing-Membership.

Change Dean of Men to Dean of Student Affairs; delete Dean of Women.

Article VI, G.1. Faculty Committee on Scholarships and Financial Aid-Membership.

Change Dean of the College as Chairman to Dean of the College; change Dean of Men, Dean of Women to Dean of Student Affairs as Chairman, the Associate Dean of Student Affairs respectively.

Article VI, J.

Change the Administrative Council for the Central Florida School for Continuing Studies to the Administrative Council for the Central Florida School for Continuing Studies and the Patrick Branch.

1. Membership:

Change: and the Director of the Patrick Air Force Base Branch of the Central Florida School for Continuing Studies to "and the Director of the Patrick Branch."

2. Duties:

Add: after the Central Florida School for Continuing Studies "and the Patrick Branch."

Article VI, Section 3.B.1. Committee on Intercollegiate Athletics - Membership.

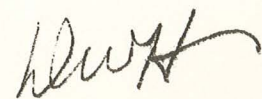
Delete entire paragraph and add:

Membership shall consist of five members of the Faculty other than members of the Physical Education Department, appointed for three years on a staggered basis.

A full-time member of the teaching faculty shall be appointed as Chairman each year. The Dean of Student Affairs shall be one of the five members of the Committee. The Director of Physical Education and Athletics shall be a member ex-officio.

Article VII, Section 2.

Change the name from "Joint Council" to Student-Faculty-Administration Council (Joint Council).



MEMORANDUM

ROLLINS COLLEGE

FROM: R. S. Wolfe
Secretary of the Faculty

December 17, 1968

TO: All Faculty

SUBJECT: Proposed amendments to Faculty Bylaws

Proposed amendments to the Faculty By-laws to be voted upon at the Faculty meeting, January 13, 1969, are presented herewith.

PROPOSED AMENDMENT TO FACULTY BYLAWS

ARTICLE IV -- SECTION 1

D. 4. a. Membership: change ". . . and three members of the faculty" to read ". . . and six members of the faculty."

ARTICLE VI -- SECTION 2

G. 1. Membership. Change ". . . and three members of the faculty" to read ". . . and six members of the faculty."

Approved by the Faculty Administration Committee
December 10, 1968.

The purpose of these changes is to increase the faculty representation on the Faculty Committee on Scholarships and Financial Aid.

ARTICLE VI --- SECTION 2

I. Committee on Finance and Budget

1. Purpose

The purpose shall be to provide the means by which the diverse interests of the College are represented in determining the financial policies affecting both the academic and non-academic programs of the College.

2. Membership

The membership shall consist of: four (4) Faculty members; the Treasurer of the College; the Comptroller of the College; a development officer appointed by the President; two (2) students representing the Student Association. Faculty members shall serve two-year staggered terms.

The Dean of the College and the Dean of Student Affairs shall meet with the Committee as consultants.

3. Duties

The duties of the Committee shall be to consider financial priorities, policies, procedures and budgets that pertain to the conduct of the academic programs of the College; to act as a vehicle for the continuing exchange of information concerning the total financial program of the College; to make such proposals to the College as the Committee shall deem necessary to the advancement of the academic programs; and to publish a report of its proceedings at least once each academic year. The Committee shall call upon the Board of Trustees and others for such advice and counsel as may be required in the discharge of its duties.

ARTICLE VI -- SECTION 2

K. Committee on Curriculum

1. Purpose

The purpose shall be to study all aspects of the curriculum with a view towards continual improvement.

2. Membership

The membership shall consist of: eight (8) faculty members, one elected by each division (including the group of Faculty in the departments of Library and Physical Education) and three (3) elected from and by the Faculty-at-Large; the Dean of the College; the Registrar; three (3) students representing the Student Association, one each from the Sophomore, Junior and Senior classes. The Faculty members shall serve three-year staggered terms and may not succeed themselves.

3. Duties

The duties of the Committee shall be to consider all facets of the curriculum and all proposed changes in the curriculum and to present a written report including their recommendations, if any, to the Faculty at least once each academic year.

Approved by the Faculty Administration Committee

December 10, 1968

E. Craper

MEMORANDUM

February 7, 1969

From: Donald W. Hill, Dean of the College

To: All Faculty, Administrative Offices.

SUBJECT:

Replacement pages for Principles and Bylaws.

The attached pages should be inserted in your present copy of the Bylaws and Principles respectively, as indicated.

These pages represent changes approved up to October, 1968.

The Statement of Principles and the Faculty Bylaws will be reproduced in their entirety when current and anticipated changes in each are finalized.

DWH

DWH:cd

CORRECTED PAGES FOR FACULTY BYLAWS

TO REPLACE PAGES:

2
4
5
7
8
12
13
14
25
26
27
28
29
30
33

last page

CORRECTED PAGES FOR STATEMENT OF PRINCIPLES

TO REPLACE PAGES:

3
11

last page

APPROVED BY THE BOARD OF TRUSTEES

May 31, 1955

AS AMENDED FEBRUARY 22, 1963

AS AMENDED JUNE 3, 1965

AS AMENDED JUNE 2, 1967

AS AMENDED OCTOBER, 1968

ARTICLE 1, Section 1 A (Cont.)

- (4) Normal and Minimum Teaching Loads. The normal classroom teaching load for full-time teaching under the present term plan will be 36-credit hours per academic year. When the teaching load is less than this because of other assigned duties, the Dean of the College will report the facts to the President and Trustees. When the number of students taught by any teacher falls below 180 student-hours during two consecutive terms the Dean will also report the facts to the President and the Trustees. (Student-hours are computed as follows: One student in a 6-credit course is six student-hours.)
- (5) Minimum Working Requirements for Administrative Personnel. The normal administrative work load is forty hours a week. The President will report to the Trustees if an administrative position does not require forty hours a week either in office work or in some activity obviously connected with the position held.
- (6) Investigation of Complaints Against College Personnel. Where recurring and serious complaints are made against College personnel such complaints will be brought before an investigating committee appointed by the President. Normally this committee will consist of members of the Faculty, Administration, and Board of Trustees. Its findings will be reported to the full Board of Trustees at one of its annual meetings.
- (7) Change of Administrative Personnel. It is the College policy for members of the staff concerned to submit their resignations when there is a change in the administrative office under whom they work. Such personnel will be given first consideration for appropriate positions in the College.

(1) The Student Deans.

- (a) Appointment. The Dean of Student Affairs and the Associate Dean of Student Affairs are appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for either of these positions, he will first consult with the Dean of the College, the other Student Dean, the Dean of the Chapel and the Advisory Committee. The President will not recommend a candidate of whom the majority of these officers and committee members disapproves.
- (b) Duties, Powers and Responsibilities.
(See Faculty Bylaws, Article IV, Section 2.)

(2) The Registrar.

- (a) Appointment. The Registrar of the College is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult with the Dean of the College and the Advisory Committee.
- (b) Duties and Responsibilities.
(See Faculty Bylaws, Article IV, Section 3.)

(3) The Director of Admissions.

- (a) Appointment. The Director of Admissions is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult with the Dean of the College and the Advisory Committee.
- (b) Duties and Responsibilities.
(See Faculty Bylaws, Article IV, Section 4.)

ARTICLE II.

MEMBERSHIP AND SUFFRAGE

The following shall comprise the Faculty of Rollins College, shall have the right to attend faculty meetings, to vote on all matters pertaining to the Faculty, and, unless otherwise specified in these bylaws, shall possess all the usual rights and privileges accorded Faculty members:

Section 1.

Teachers engaged by the College at a stated salary who are teaching regularly scheduled courses as part of the Rollins curriculum for which credit is given toward a degree.

Section 2.

Librarians of faculty rank.

Section 3.

Athletic coaches who are academically and professionally qualified.

Section 4.

The following administrative and executive officers:

The President or Acting President	The Registrar
The Dean of the College	The Director of Admissions
The Vice President	The Director of Music
The Treasurer	The Librarian
The Dean of Student Affairs	The Director of the Annie Russell Theatre
The Associate Dean of Student Affairs	The Director of Physical Education and Athletics
The Dean of the Chapel	
The Director of the Museums	

These officers shall not acquire tenure by virtue of their administrative or executive offices.

- B. The Rollins Student Association may adopt for its own government such constitution, bylaws, and code of student conduct as it shall deem desirable to promote efficiency and facilitate its work, provided, however, that such constitution, bylaws, and code shall be subject to the rules and regulations and requirements set out by the Faculty or higher authority or from time to time changed by them and provided further that such constitution, bylaws, and code set forth by the Rollins Student Association shall not be in violation of the bylaws of the Faculty, the constitution or bylaws of Rollins College, or any law of the State of Florida. The records of the Rollins Student Association and its meetings shall always be open for the inspection of any Trustee or member of the Faculty and all of its acts shall be subject to approval or revision by the Faculty or Board of Trustees.

Section 3. The College Calendar

The Faculty shall fix the College calendar, except that commencement day or the day of conferring degrees shall be the last Friday in May or the first Friday in June. The Faculty at any time may recommend to the Executive Committee of the Board of Trustees a change in the date of Commencement.

Section 4. Election of Committees

The Faculty shall elect such committees as it deems necessary to carry out its assigned responsibilities. (See Article VI. Committees of the Faculty.)

Section 5. Emergency Policy

In times when financial emergency may result in possible freezing or lowering of salaries, or dismissal of Faculty on tenure, it is an historic and fundamental policy of Rollins College that the Trustees, Administration and Faculty work in cooperation for the good of the College, and that the Trustees and Administration consult the Faculty and ask for its best

ARTICLE IV.

OFFICERS

(For the appointment and duties of the Officers of the College see Bylaws of Rollins College and the Statement of Principles provided for at the meeting of the Trustees of May 31, 1955.)

Section 1. The Dean of the College

Appointment: The Dean of the College is appointed by the Board of Trustees. Whenever the President recommends to the Trustees a candidate for this office, the President will first consult the Advisory Committee of the Faculty, and he will not recommend a candidate of whom the majority of the Faculty on tenure disapproves.

A. Duties, Powers and Responsibilities

1. The Dean of the College shall be the responsible officer in the appropriate areas as designated in these regulations. He shall be responsible for administering the curriculum and academic standards, faculty teaching loads, improvement of instruction, and such other duties as the President may prescribe. He shall have full discretion to act within the policies established by the Faculty and/or the President and Board of Trustees.
2. He will be a member and chairman of the Faculty Administration Committee in order to ensure continuous liaison between the Faculty and Administration.
3. The Dean will be consulted whenever the President recommends to the Trustees a candidate for the position of Dean of Student Affairs, Associate Dean of Student Affairs, Registrar, Director of Admissions, Dean of the Knowles Memorial Chapel, Director of Music, Director of the Annie Russell Theatre, Director of Museums, and

the Librarian:

B. Department of the Dean

1. The Student Affairs Deans, the Registrar, the Director of Admissions, the Director of Music, the Director of the Annie Russell Theatre, the Director of Museums, and the Departments of Library and Physical Education (personnel holding faculty rank), shall be immediately responsible to the Dean of the College, and through him to the President and the Faculty.
2. Appointments of Faculty Members: Informal Method
 - a. Members of a department will be consulted on appointments, reappointments, and appointments to tenure, by the Dean of the College. The Dean will carefully ascertain, and retain in confidence, the views of all members of the department concerned and such other Faculty members as he may contact or as may contact him. The Dean will give due weight to the advice of the Faculty on tenure.
 - b. In the case of new appointments it is the responsibility of the Administration with the assistance of the department or ad hoc committee concerned, to canvass the field to find the best possible candidates. These will be screened, and the best few considered by both Administration and the appropriate members of the Faculty. The Administration will then make every effort to bring the top candidates to the campus but will not appoint anyone of whom the majority of the department or ad hoc committee disapproves.
 - c. Should an appointment be necessary during the summer recess, the Dean will consult such members of the department concerned and related departments as may be conveniently contacted.

(If desired by the Administration, the formal procedure outlined as follows may be used instead of the above informal method.)

voting member acts as chairman in behalf of the Dean of the College, the acting chairman is responsible to keep the Dean of the College fully informed of actions taken by the committee.

2. Faculty Committee on Admissions

- a. Membership shall consist of the President of the College, the Dean of the College as Chairman, the Treasurer, the Registrar as Secretary, the Associate Dean of Student Affairs, the Director of Admissions, and four members of the Faculty.
- b. Duties. This committee shall apply the admission standards of the College as set forth by the Faculty. It shall pass on all applications for admission where there is a question of the qualifications of an applicant. When there is no question of the qualifications of an applicant, the Director of Admissions shall be delegated the authority of admissions. This committee is responsible for initiating and formulating policy on admission for Faculty consideration.
- c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

3. Faculty Committee on Academic Standing

- a. Membership shall consist of the President of the College, the Dean of the College as Chairman, the Registrar as Vice Chairman, the Dean of Student Affairs, and six members of the Faculty.
- b. Duties. This committee shall apply the academic standards of the College as set forth by the Faculty, with the responsibility to warn, suspend or dismiss, admit on, warn of, place on, or remove from probation; accept on trial or remove from on trial, any regularly matriculated students who have failed to meet or are in danger of not meeting the academic standards of the College. This committee is responsible for initiating and formulating policy for academic standing for Faculty consideration. This committee shall meet regularly after each mid-term

and end of term to scrutinize and evaluate the records of those students reported by the Registrar who are below or near the minimum of the above standards. Other meetings may be called as needed.

- c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member may succeed himself.

4. Faculty Committee on Scholarship and Financial Aid

- a. Membership shall consist of the President of the College, the Dean of the College, the Treasurer of the College or a delegate from his office, the Dean of Student Affairs as Chairman, the Associate Dean of Student Affairs, and six members of the Faculty.

Consultants. The Director of Admissions, the Registrar, and the Director of Placement shall attend the meetings as consultants.

- b. Duties. This committee shall allocate the funds available, shall investigate possible sources of funds, and shall review and enforce the academic policies and standards established for each scholarship award. This committee is responsible for initiating and formulating policy on scholarships and financial aid for Faculty consideration.
- c. Selection. Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

- E. The Dean shall be a member of appointive committees as set forth in these Bylaws VI, Sec. 3, and any other appointive committees as determined by the President.

Section 2. The Student Affairs Deans
Duties, Powers and Responsibilities

Acting under policies established by the Faculty, the Dean of Student Affairs and the Associate Dean of Student Affairs shall be responsible to the Dean of the College, and, through him, to the President.

In consultation with the Dean of the College they shall recommend annually the appointment of resident heads and resident advisers of the dormitories, who shall be appointed by the President. The resident heads and resident advisers shall be directly responsible to the Dean of Student Affairs.

Section 3. The Registrar. Duties and Responsibilities

The Registrar shall be responsible to the Dean of the College, and, through him, to the President and the Faculty. He shall have the responsibility for all the academic records of the students, for registration, student loads and such other academic duties as the Dean, the President or the Faculty prescribe.

Section 4. The Director of Admissions. Duties and Responsibilities

The Director of Admissions shall be responsible to the Dean of the College, and, through him, to the President and the Faculty. He shall have supervision of, and be responsible for, the operation of the Admissions Program of the College.

Section 5. The Secretary of the Faculty

A. Election

At the regular May faculty meeting the Faculty shall elect a secretary to assume office immediately and serve for the ensuing year or until a successor is elected.

B. Duties

1. The Secretary shall keep minutes of all faculty meetings and shall send a copy of the minutes

E. Faculty Committee on Admissions

1. Membership.

Membership shall consist of the President of the College, the Dean of the College as Chairman, the Treasurer, the Registrar as Secretary, the Associate Dean of Student Affairs, the Director of Admissions, and four members of the Faculty.

2. Duties.

This committee shall apply the admission standards of the College as set forth by the Faculty. It shall pass on all applications for admission where there is a question of the qualifications of an applicant. When there is no question of the qualifications of an applicant, the Director of Admissions shall be delegated the authority of admissions. This committee is responsible for initiating and formulating policy on admission for Faculty consideration.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

F. Faculty Committee on Academic Standing

1. Membership.

Membership shall consist of the President of the College, the Dean of the College as Chairman, the Registrar as Vice-Chairman, the Dean of Student Affairs, and six members of the Faculty.

2. Duties.

This committee shall apply the academic standards of the College as set forth by the Faculty, with the responsibility to warn, suspend or dismiss, admit on, warn of, place on, or remove from probation; accept on trial or remove from on trial, any regularly matriculated students who have failed to meet or are in danger of not meeting the academic standards of the College. This

committee is responsible for initiating and formulating policy for academic standing for Faculty consideration. This committee shall meet regularly after each mid-term and end of term to scrutinize and evaluate the records of those students reported by the Registrar who are below or near the minimum of the above standards. Other meetings may be called as needed.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

G. Faculty Committee on Scholarships and Financial Aid

1. Membership.

Membership shall consist of the President of the College, the Dean of the College, the Treasurer of the College or a delegate from his office, the Dean of Student Affairs as Chairman, the Associate Dean of Student Affairs and six members of the Faculty.

Consultants.

The Director of Admissions, the Registrar, and the Director of Placement shall attend the meetings as consultants.

2. Duties.

This committee shall allocate the funds available, shall investigate possible sources of funds, and shall review and enforce the academic policies and standards established for each scholarship award. This committee is responsible for initiating and formulating policy on scholarships and financial aid for Faculty consideration.

3. Selection.

Members shall be elected by the Faculty for a term of three years. No Faculty member shall succeed himself.

H. Honors Committee

1. Membership.

This committee shall consist of the Dean of the College as Chairman, the Registrar, the Director of Admissions, the Honors Degree Program Director, and five Faculty members.

2. Method of Selection.

The Honors Degree Program Director will be appointed annually by the President of the College. Each of the five Faculty members will be nominated and elected by one of the four divisions of the Faculty, and one from the Faculty-at-large, prior to April 15, by majority vote. Term of office to be three years except at the first election.

3. Duties.

This committee will be responsible for administering the Honors Degree Program, and the Honors at Graduation Program in accordance with the policies approved by the Faculty. It will seek approval from the Faculty for any major policy change. To facilitate the work of this committee, it will be divided into two sub-committees as follows:

Honors Degree Sub-Committee. The membership shall consist of the Honors Degree Program Director as Chairman and two Faculty members. This sub-committee shall be delegated the responsibility of administering the Honors Degree Program. It will seek approval from the main committee for all changes of procedure and make a periodic report to the main committee of its actions.

Sub-Committee on Honors Work. The membership shall consist of three Faculty members. The Chairman will be

elected by the main committee every two years. This sub-committee will be delegated the responsibility of administering the Honors at Graduation Program. It will seek approval from the main committee for all changes of procedure and make a periodic report to this committee of its actions.

I. The Graduate Council of Rollins College

1. Membership.

Membership shall consist of the Dean of the College as Chairman of the Graduate Council, the Director of each graduate program, four members of the Faculty, one from the Humanities Division, one from the Expressive Arts Division, one from the Science and Mathematics Division, and one from the Social Sciences Division.

2. Purpose.

The Graduate Council shall be a representative body which shall have as its purpose the formulation and recommendation of policies which concern the powers and duties entrusted to the Faculty by the Charter and Bylaws of Rollins College which affect the operation of the Graduate Programs established by the Trustees.

3. Duties.

It shall be the duty of the Graduate Council to formulate and recommend policy and standards concerning the operation and administration of the Graduate Programs for subsequent action by the Faculty-at-large.

4. Method of Selection.

(a) Each division shall present at least one nominee to the Faculty Administration Committee. Nominations shall be presented to the Faculty for election at the May meeting.

(b) The Faculty members of the Graduate Council shall be professors or associate professors on

- tenure.
- (c) Faculty members of the Graduate Council shall be elected for terms of three years except at the first election, where provision shall be made to stagger the terms.
 - (d) No elected member may succeed himself.
 - (e) Members shall take office upon election.

J. The Administrative Council for the Central Florida School For Continuing Studies and The Patrick Branch

1. Membership.

Membership shall consist of the Dean of the College as Chairman, the members of the Faculty Administration Committee, the Director of the Central Florida School for Continuing Studies, the Director of the Patrick Branch of the Central Florida School for Continuing Studies. The Registrar, the Director of Admissions, and the Treasurer shall be members ex officio.

2. Duties.

It shall be the duty of the Administrative Council to formulate and recommend policy on matters concerning the Central Florida School for Continuing Studies and the Patrick Branch for subsequent action by the Faculty-at-large.

3. The Administrative Council shall meet at least once each term, and on call as necessary.

Section 3. Appointive Committees

All appointive Committees shall be appointed by the President of the College.

A. Library Committee

1. Membership shall consist of the Librarian (ex officio) and three members of the Faculty appointed for three years, one to be appointed each year.

2. This committee shall be advisory in the formulation of policies affecting the Library.

B. Committee on Intercollegiate Athletics

1. Membership.

Membership shall consist of five members of the Faculty other than members of the Physical Education Department, appointed for three years on a staggered basis.

A full-time member of the teaching Faculty shall be appointed as Chairman each year. The Dean of Student Affairs shall be one of the five members of the committee. The Director of Physical Education and Athletics shall be a member ex officio.

2. Duties.

It shall be the duty of this committee to supervise the certification of eligibility of students for participation in intercollegiate athletics in accordance with the rules of the College and the rules of all associations of which Rollins may be a member; to approve schedules; and to act as an advisory committee to the President in all matters pertaining to intercollegiate athletics.

C. Committee on Student Publications

1. Membership.

Membership shall consist of the Faculty Advisers of the approved student publications, the Faculty Adviser-at-large to the Student Publications Union, all appointed by the President, and the Treasurer of the College (ex officio) or his delegate.

2. The function of this committee, through the individual Faculty Advisers, is to encourage and aid the student editors in the search for material, to consult with the editors on questionable and delicate editorials, articles or other subject matter relative to college or community matters; to assist with printing contracts, formats, circulation, advertising (especially national advertising), and anything, in addition, upon which the editors seek counsel.

himself.

Section 2. Student-Faculty-Administration Council
(Joint Council)

- A. Faculty membership shall include three members elected from and by the Faculty for three-year staggered terms, one member elected from and by the Faculty Administration Committee, and the two Student Deans.
- B. Legislation approved by the Joint Council will become effective one academic week after Joint Council approval unless three Faculty members of the Joint Council interpose a stay of action within that period.
- C. If such first stay of action is interposed the legislation is transmitted to the Faculty Administration Committee. The legislation then becomes effective two academic weeks after receipt by that committee unless a majority of that committee interposes a stay of action within that period.
- D. If such second stay of action is interposed the legislation is transmitted to the Faculty. The legislation then becomes effective only upon affirmative vote by the Faculty.
- E. The Joint Council may recall legislation for reconsideration by the Student Association at any stage of the foregoing procedure.

ARTICLE I

SECTION 1

Section 1. The purpose of this Act is to provide for the establishment of a system of public higher education in the State of Texas, to be known as the State System of Higher Education, and to provide for the governance of such system.

AS AMENDED JUNE 1955

AS AMENDED JUNE 1958

AS AMENDED JUNE 1961

AS AMENDED JUNE 1964

AS AMENDED JUNE 1965

AS AMENDED JUNE 1966

AS AMENDED JUNE 1967

AS AMENDED OCT. 1968

SECTION 2

The faculty shall have the primary responsibility for the maintenance of good order and discipline in the student body. The faculty shall provide a liberal arts education, and the teaching of reading, writing, and national history in a progressive and balanced self-educative manner, and shall encourage and support the development of the desire of students to assume responsibility in the government of the State and the Nation. The faculty shall provide the opportunity to acquire their education through the classical method of preparation through the use of the liberal arts.

ARTICLE III.

RESPONSIBILITIES, RIGHTS AND DUTIES

Section 1. Academic Authority and Responsibility

Subject to the regulations of and under the authority vested in it by the Board of Trustees, the Faculty shall be charged with the proper functioning of sound academic procedure within the College as a whole.

- A. It shall prescribe the qualifications for admission of students to the College.
- B. It shall be responsible for devising and approving a curriculum of studies.
- C. It shall establish suitable requirements for the pursuit of these studies.
- D. It shall prescribe the attainments requisite for graduation, and shall nominate and recommend to the Board of Trustees candidates for all degrees in course, and for all other diplomas to be issued on the satisfactory completion of courses of study. These diplomas shall be signed by the President, the Dean of the College, and the Secretary of the Board of Trustees.

Section 2. Disciplinary Authority and Responsibility

- A. The Faculty shall promote the welfare of those under instruction and shall have the ultimate responsibility for the maintenance of good order and discipline within the student body. The Faculty, in providing a strong liberal arts education under the impetus of changing social and national needs in a curriculum emphasizing self-education through directed study and independent study programs, recognizes the desire of students to participate responsibly in the government of the student body. The Faculty, therefore, provides students the opportunity to enhance their education outside the classroom by governing themselves through the Rollins Student Association.

45
A

Fac, B-L

October 23, 1969

BYLAW CHANGES

To be approved by the Faculty at the November meeting, 1969.

ARTICLE II, Section 4 Add Dean of the Faculty after "The Treasurer"

ARTICLE IV, Section 1 A 2 Add ex-officio, but non-voting before "member" and delete "and chairman"

Section 1 A 3 Add Dean of the Faculty before "Dean of Student Affairs"

Section 1 B 1 Add Dean of the Faculty before "The Student Affairs Deans"

Section 1 B 2 A Add and the Dean of the Faculty after "Dean of the College"

Section 1 B 7 Add and the Dean of the Faculty after "Dean of the College" (Appears twice)

Section 1 D 1 Delete "as chairman" (4th line)
Add (non-voting) after "Dean of the College"
Add Dean of the Faculty as chairman after "Dean of the College" and before "eight elected Faculty members"

ARTICLE IV, Section 2,3,4, and 5 - make Section 3,4,5, and 6.

Add new Section 2:

Dean of the Faculty

The Dean of the Faculty shall be a member and chairman of the Faculty Administration Committee to ensure continuous liaison between the Faculty and Administration. He will be responsible to the Dean of the College, and through him, to the President and the Faculty. He shall have responsibility for administering the Faculty evaluation system, academic department budgets, and other matters dealing directly with the faculty.

ARTICLE VI, Section 2 A 1 THE FACULTY ADMINISTRATION COMMITTEE

Delete "as chairman" and Add (non-voting) after "Dean of the College"
Add after "Dean of the College" Dean of the Faculty as chairman.

page 2 - BYLAW CHANGES

ARTICLE VI, Section 2 H 1

Delete "as chairman" and Add (non-voting)
after "Dean of the College"
Add Dean of the Faculty as Chairman after
"Dean of the College (non-voting)"

ARTICLE VII, Section 1 B 1

Delete "Dean of the College"
Add Dean of the Faculty

DWH:cd
10/23/69