

ARTICLE VII

OFFICERS OF ADMINISTRATION

Section 1. The President of the College

The President of the College is appointed by the Board of Trustees. The Board shall receive nominees from the Presidential Search Committee, a special ad hoc committee which shall include faculty and student members. The Board of Trustees shall not appoint a candidate of whom the majority of the faculty disapproves. The President shall have the following powers and responsibilities:

- A. The President is the Chief Executive Officer of the College, serving at the pleasure of the Board. He or she is responsible for the welfare of the College and the orderly and prudent conduct of its affairs, acting under authority granted by the Charter of the College, the Bylaws of the Board of Trustees, and these Bylaws.
- B. The President shall be a member of the Faculty and shall hold the rank of Professor.
- C. The President shall appoint whatever administrative staff seem appropriate based on consultation with the Board of Trustees, the Council on Administration and Budgets, and the Faculty and its several agencies. Administrative officers and staff shall serve at the pleasure of the President of the College.
- D. The President shall approve all appointments to the Faculty, all Faculty promotions, and all appointments to tenure. The President or his/her designate shall submit the names of faculty recommended for promotion to the rank of Professor and for appointment to tenure to the Board of Trustees.
- E. The President of the College may act in times of emergency on any matter, and should act in consultation with whatever campus agencies are appropriate. These powers are of course subject to limitations and appeals contained in these Bylaws, the Trustees Bylaws, and the Charter of the College.

Section 2. The Vice President for Academic Affairs and Provost

The Provost and Vice President for Academic Affairs is the Chief Academic Officer of Rollins College and serves as Dean of the Faculty. The Provost is appointed by the President of the College. Vice presidential status is conferred by the Board of Trustees. The President shall appoint the Provost in consultation with the Faculty, and shall not name a candidate whose appointment the majority of the Faculty fails to ratify. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The Provost shall have the following powers, duties, and responsibilities:

- A. The Provost is the Chief Academic Officer and is responsible for administering the educational program, for approving Faculty appoint-

ments, for coordinating all academic activities of the College, for overseeing Institutional and Faculty research, and for coordinating the educational programs of the various Divisions of Rollins College.

- B. The Provost reports directly to the President of the College and shall serve as Acting President in the absence of the President.
- C. The Provost shall authorize faculty searches and shall approve all appointments to the faculty. The Provost shall forward recommendations on faculty appointment, non-reappointment, promotion, and tenure to the President for final action.
- D. Appointments to the following positions shall be made by the President in consultation with the Provost: The Dean of the Faculty; the Dean of the College; the Dean of the Roy E. Crummer School of Business; the Dean of the School of Education and Human Development; the Director of the Division of Non-Credit Programs; the Director of Libraries; the Director of the Patrick Air Force Base Branch; the Registrar; the Director of Computer Services; the Director of the Annie Russell Theatre; and the Director of the Rollins College Concert Series. Persons holding these positions shall be directly responsible to the Provost and through him or her to the President.
- E. The Provost shall serve as Dean of the Faculty (see Section 5).
- F. The Provost shall have such other duties as may occur in the faculty-adopted policies and procedures published in the Faculty Handbook.

Section 3. The Vice President for Business and Finance and Treasurer

The Vice President for Business and Finance and Treasurer is the Chief Financial Officer of Rollins College, appointed by the President. Vice presidential status is conferred by the Board of Trustees. The President shall appoint this senior administrator following a search process which permits faculty participation. The Vice President for Business and Finance and Treasurer shall have the following powers, duties, and responsibilities:

- A. The Treasurer is the Chief Financial Officer, responsible for the fiscal administration of the College and for the maintenance and operation of the physical plant.
- B. Appointments to the following positions shall be made by the Vice President for Business and Finance in consultation with the President: the Business Manager; the Comptroller; the Director of Personnel; and the Director of the Physical Plant. Persons holding these positions shall be directly responsible to the Vice President and through him or her to the President.

Section 4. The Vice President for Development and College Relations

The Vice President for Development and College Relations shall be appointed by the President following a search process which permits faculty participa-

tion. Vice presidential status is conferred by the Board of Trustees. The Vice President for Development and College Relations shall have the following powers, duties, and responsibilities:

- A. The Vice President for Development and College Relations is responsible for the external affairs of the College, including fund raising, public relations, and alumni affairs.
- B. The Vice President for Development and College Relations shall assure that fund raising efforts are consonant with the mission and priorities of the College.
- C. The Vice President for Development and College Relations shall, in consultation with the President, appoint administrators for the following functions: Deferred Giving, the Rollins Annual Fund, Public and Community Relations, Special Fund Raising Projects, and Foundation and Corporate Giving. Administrators holding these positions shall be directly responsible to the Vice President and through him or her to the President.

Section 5. The Dean of the Faculty

The Dean of the Faculty is responsible for the curriculum, instruction, and faculty of the undergraduate college. The Dean reports to the Provost. The President shall appoint the Dean of the Faculty in consultation with the Faculty of the College, and shall not name a candidate whose appointment a majority of that Faculty fails to ratify. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The Dean of the Faculty shall have the following powers, duties, and responsibilities:

- A. The Dean of the Faculty is responsible for administering the educational program of the College, for approving undergraduate faculty appointments, for improving instruction, and for enhancing the College curriculum.
- B. The Dean of the Faculty facilitates and monitors faculty recruitment and evaluation, and is responsible for the professional development of the College Faculty. He or she participates in the faculty evaluation process, recommending appointment, non-reappointment, promotion, and tenure to the Provost.
- C. The Dean of the Faculty works closely with academic Department Heads in preparing the academic budget for the College, faculty assignments, and all matters related to educational programs. The Dean makes final decisions concerning course schedules, course offerings, changes in majors and minors, area studies majors, independent studies and internships, interdisciplinary courses and experimental courses.
- D. The Dean of the Faculty in consultation with the President and the College Faculty supports administration for the following functions: Curriculum and Faculty Matters, Special Programs, Continuing Education.

- E. The Dean appoints academic Department Heads based on departmental nominations.

Section 6. The Dean of the College

The Dean of the College is appointed by the President in consultation with the Faculty and students of the College. The Dean reports to the Provost and is responsible for the students academic and social programs, and for all dimensions of student recruitment and standing. Both Faculty and students shall have ample opportunity to examine a candidate's qualifications and to interview the candidate in person. The President shall not appoint a candidate whose appointment the majority of the Faculty fails to ratify. The Dean of the College shall have the following powers, duties, and responsibilities:

- A. The Dean of the College is responsible for the academic and social welfare of students at the College, acting under policies established by the Board of Trustees and the Faculty.
- B. The Dean of the College in consultation with the President and the Provost shall appoint administrators for the following functions: Admissions, Student Aid, Academic Advising, Career Counseling and Placement, Personal and Psychological Counseling, Health Services, Community Responsibility and Discipline, Student Organizations, Residential Life Programs, Student Government, and Campus Safety. Administrators holding these positions shall be directly responsible to the Dean of the College.
- Director of Athletics*
- Graduate*

Section 7. The Dean of the Roy E. Crummer School of Business

The Dean of the Roy E. Crummer School of Business is appointed by the President of the College, in consultation with the Provost and the Faculty of the Crummer School. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The President shall not appoint a candidate unless the appointment has been ratified by a majority of the Crummer Faculty. The Dean of the Roy E. Crummer School shall have the following powers, duties and responsibilities:

- A. The Dean is responsible for the development of long-range plans, including staffing, resource procurement, and facilities for the Crummer School.
- B. The Dean establishes and maintains external relationships for the purpose of furthering the research, teaching, and service missions of the Crummer School.
- C. The Dean develops an annual budget consistent with the short-range and long-range plans of the School, and administers the approved budget.
- D. The Dean is responsible for the educational programs of the Crummer School, for approving faculty appointments, for all academic activities of the School, for student life, and for ensuring the development of the curriculum.

- E. The Dean directs the faculty evaluation process and recommends the appointment, non-reappointment, promotion and tenure of Crummer Faculty to the Provost.
- F. The Dean directs the faculty recruitment process, and is responsible for the professional development of the Crummer Faculty.
- G. The Dean makes decisions regarding Faculty assignments and course schedules, and administers degree requirements and admissions standards established by the faculty.
- H. The Dean reports directly to the Provost and through him or her to the President.

Section 8. The Dean of the School of Education and Human Development

The Dean of the School of Education and Human Development is appointed by the President of the College, in consultation with the Provost and the faculty of the School of Education and Human Development. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The President shall not name a candidate whose appointment a majority of the School of Education and Human Development Faculty fails to ratify. The Dean of the School of Education and Human Development shall have the following powers, duties and responsibilities:

- A. The Dean of the School of Education and Human Development is responsible for the educational program of the School, for approving faculty appointments, for coordinating all academic activities of the School, for student life, for the enhancement of the curriculum, and for the development of the School.
- B. The Dean shall participate in the faculty evaluation process and shall recommend the appointment, non-reappointment, promotion, and tenure of School of Education and Human Development Faculty to the Provost.
- C. The Dean facilitates and monitors faculty recruitment and evaluation. The Dean is responsible for the professional development of the faculty of the School of Education and Human Development.
- D. The Dean, in consultation with the faculty of the School of Education and Human Development, makes decisions regarding Faculty assignments, course schedules, degree requirements, and admissions.
- E. The Dean shall report directly to the Provost and through him or her to the President.

Section 9. The Director of the Patrick Air Force Base Branch

The Director of the Patrick Air Force Base Branch is appointed by the President of the College, in consultation with the Provost and the faculty of the Patrick Air Force Base Branch. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in

person. The President shall not name a candidate whose appointment a majority of the Patrick Air Force Base Branch faculty fails to ratify. The Director of the Patrick Air Force Base Branch shall have the following powers, duties, and responsibilities:

- A. The Director of the Patrick Air Force Base Branch is responsible for the educational program of Patrick, for approving faculty appointments, for coordinating all academic activities of Patrick, for student life, for the enhancement of the curriculum, and for the development of Patrick.
- B. The Director shall participate in the faculty evaluation process and shall recommend the appointment, non-reappointment, promotion, and tenure of Patrick Air Force Base Branch Faculty to the Provost.
- C. The Director facilitates and monitors faculty recruitment and evaluation. The Director is responsible for the professional development of the faculty of the Patrick Air Force Base Branch.
- D. The Director, in consultation with the faculty of the Patrick Air Force Base Branch, makes decisions regarding Faculty assignments, course schedules, degree requirements, and admissions.
- E. The Director shall report directly to the Provost and through him or her to the President.

Section 10. The Director of Libraries

The Director of Libraries is appointed by the President in consultation with the Provost and the Faculty. The General Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person, and the President shall not appoint a candidate whose appointment a majority of the Library Faculty and a majority of the General Faculty fail to ratify. The Director of Libraries shall have the following powers, duties, and responsibilities:

- A. The Director of Libraries is directly responsible to the Provost and through him or her to the President. The Director is responsible for planning, maintaining and developing the learning resources of Rollins College available in and through the Libraries. The Director is responsible for the preparation of the annual budget. The Director is responsible for the acquisition, maintenance, circulation, cataloging and developing of the library collection, in accordance with current library practices.
- B. The Director of Libraries is responsible for developing and providing the instructional and reference services of the library.
- C. The Director of Libraries is responsible for such special functions as: Archives, Special Collections, Inter-library cooperation, and Special Programs.
- D. The Director of Libraries is responsible for the recruitment and evaluation of Library Faculty. The Director recommends appointment,

reappointment, promotion, and tenure of Library Faculty to the Provost. The Director is responsible for the professional development of Library Faculty and for all Faculty assignments.

- E. The Director, in consultation with the Library Faculty and with the advice of the Library Task Force, is responsible for all policies concerning the library.
- F. The Director of Libraries, in accordance with Personnel Office policies and procedures, and in consultation with library faculty is responsible for the recruitment, assignment and evaluation of non-professional personnel.

Section 11. The Director of Computer Services

The Director of Computer Services is appointed by the President in consultation with the Provost and the Faculty. Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The Director of Computer Services shall have the following powers, duties, and responsibilities:

- A. The Director shall be responsible for the academic computer services of the College, including the selection and maintenance of equipment, the establishment and enforcement of policies regarding its use, and for the selection and supervision of staff for the Computer Center.
- B. The Director shall have similar responsibilities with regard to the administrative computer services.
- C. The Director of Computer Services shall report directly to the Provost and through him or her to the President. The Director works in consultation with the Faculty and the Task Force on Computer Services.

Section 12. The Dean of Knowles Memorial Chapel

The Dean of Knowles Memorial Chapel is appointed by the President of the College and reports directly to the President. Within policies described by the Charter of the College and the Bylaws of the Board of Trustees, a candidate for this Deanship shall be appointed in consultation with the Faculty. The President shall not appoint a candidate of whom a majority of the Faculty disapproves. The Dean of Knowles Memorial Chapel shall be an ordained minister in good standing with an Evangelical Church. The Faculty shall have ample opportunity to examine the candidate's qualifications and to interview the candidate in person. The Dean of the Knowles Memorial Chapel shall have the following powers, duties, and responsibilities:

- A. The Dean of the Knowles Memorial Chapel shall be the Minister of the College and shall be responsible for the spiritual welfare of the Rollins Community.
- B. The Dean is responsible for all activities of the non-denominational Knowles Memorial Chapel, for the full implementation of all Chapel

services, for recruitment and appointment of Chapel personnel, and for the activities of the United Campus Ministries.

- C. The Dean shall perform the offices of an ordained Christian minister, shall determine all policies and procedures regarding use of the Chapel facilities, and shall perform such other duties as the President may prescribe.
- D. The Dean shall be a member of the Faculty and in fulfilling his or her office shall enjoy the privilege of a free pulpit and freedom of worship.

Section 13. Evaluation of Administrators

The President of the College shall be responsible for the ^{periodic} regular evaluation of all senior administrators. This process shall allow for full participation of Faculty, students, and other administrators, as appropriate. Professional development of administrators shall be a concern of the President and the Board of Trustees.

Section 14. Search Process

Senior administrators shall be appointed only after a formal search process conducted by a search committee. Composition of search committees shall be approved by the Council on Administration and Budgets and proposed by the President for vice presidential positions and by the appropriate vice president for other positions.

those described here

Proposed Amendments to the Faculty Bylaws of Rollins College:

ARTICLE VIII

Section 4. Procedures

- B. (1) Delete "on first reappointment" and insert "of the first academic year of service for decisions affecting the second year"; delete "on second reappointment" and insert "of the second academic year of service for decisions affecting the third year"; delete "of the preceding year on third and subsequent reappointments" and insert "of the second and subsequent academic years of service for decisions affecting the fourth and subsequent years."
- (2) Delete "on first reappointment" and insert "of the first academic year of service for decisions affecting the second year"; delete "on second reappointment" and insert "of the second academic year of service for decisions affecting the third year"; delete "of the preceding year on third and subsequent reappointments" and insert "of the second and subsequent academic years of service for decisions affecting the fourth and subsequent years."

PROPOSAL FOR THE ARTS & SCIENCES GOVERNANCE STRUCTURE

FACULTY MEMBERSHIP

The voting membership of the Faculty of Arts & Sciences includes all full-time instructors, assistant professors, associate professors, and professors, whose primary responsibility is to teach in the College (Arts & Sciences), along with the following ex officio members: the President of Rollins College, the Provost of Rollins College, the Dean of the Faculty of Arts & Sciences, and the Dean of the College. Other officers of administration whose responsibilities relate to Arts & Sciences will be non-voting members of the Faculty, eligible to attend meetings and participate fully in discussion. (A list of these Officers will be published at the beginning of each academic year by the Dean of the Faculty).

Regular faculty meetings are held once a month during the academic year. The authority to convene faculty meetings resides in the Steering Committee, which sets the agenda for regular meetings. The President, the Provost, or the Dean of the Faculty may call special faculty meetings. Faculty meetings are normally chaired by _____. The faculty is also served by a Parliamentarian, who is appointed by the Steering Committee from among the voting members of the faculty. Whenever the agenda includes business recommended by a committee on which students serve, those students may attend the meeting and participate fully in the discussion.

Committee structure is outlined below. The composition of each committee is abbreviated in a three-digit number. The first numeral indicates the number of faculty members to be elected to the committee; the second numeral indicates the number of ex officio members who are specified below; the third indicates the number of student members to be elected to the committee. All these are voting members.

STEERING COMMITTEE

(3-5-1)

Ex Officio

Provost
Dean of the Faculty
Dean of the College
President of the Student Association
Vice-President of the Student Association

CURRICULUM COMMITTEE

(4-4-2)

Ex Officio

Vice-President of the Student Association
Dean of the Faculty
Registrar
(Dean of the College)
4 Division Heads

COMMITTEE ON APPOINTMENTS & PROMOTIONS (5-1-2)

Ex Officio Dean of the Faculty

ADMISSIONS AND FINANCIAL AID (3-4-3)

Ex Officio Dean of the College
Director of Admissions
Director of Financial Aid
Director of Athletics

ATHLETICS COMMITTEE (3-2-3)

Ex Officio Dean of the College
Director of Athletics

COMMITTEE ON STANDARDS ()

Ex Officio President of the Student Association
Vice-President of the Student Association
Dean of the College
Registrar
Chairman of the Student Court

FACULTY COMPENSATION & DEVELOPMENT ()

Ex Officio Dean of the Faculty

PRE-MEDICINE COMMITTEE ()

Ex Officio Coordinator of Pre-Medical Studies

(PRE-LAW COMMITTEE) ()

Ex Officio Coordinator of Pre-Law Studies (College Attorney)

HONORS DEGREE COMMITTEE ()

Ex Officio Dean of the Faculty
Director of Honors Program

CAMPUS MEDIA COMMITTEE ()

Ex Officio Director of the Student Center
Dean of the College
Director of Public Relations
WPRK
Editors (3)

NOMINATING COMMITTEE ()

Ex Officio President of the Student Association

FRESHMAN YEAR COMMITTEE

()

Ex Officio Director of Admissions
 Dean of the Faculty
 Dean of the College
 Director of the Student Center
 Registrar
 Chairman of Orientation Week

GRADUATE FELLOWSHIP COMMITTEE

()

Ex Officio Dean of the College
 Assistant Director of Career Counseling

LECTURES COMMITTEE

()

Ex Officio Dean of the Faculty
 Director of Public Relations

DEPARTMENT HEADS COMMITTEE

()

Ex Officio Dean of the Faculty

HOUSING COMMITTEE

()

Ex Officio Dean of the College

PROPOSAL FOR THE ARTS & SCIENCES GOVERNANCE STRUCTURE

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Committee structure is outlined below. The composition of each committee is abbreviated in a three-digit number. The first numeral indicates the number of faculty members to be elected to the committee; the second numeral indicates the number of ex officio members who are specified below; the third indicates the number of student members to be elected to the committee. All these are voting members.

STEERING COMMITTEE

(3-5-1)

Ex Officio

Provost
Dean of the Faculty
Dean of the College
President of the Student Association
Vice-President of the Student Association

CURRICULUM COMMITTEE

(4-4-2)

Ex Officio

Vice-President of the Student Association
Dean of the Faculty
Registrar
(Dean of the College)
4 Division Heads

FACULTY GOVERNANCE---SCHOOL OF ARTS AND SCIENCES

There is a strong need for the faculty body to be recognized by its members as a functional entity. By functional I mean that it should have the means to exert a strong influence in the following areas:

1. The establishment of programs which are helpful to the individual faculty member.
2. The determination of salaries.
3. The preservation of academic freedom.
4. The establishment of its fringe benefits.
5. The change of administrative directives that it deems to have an adverse effect on its productivity.
6. The determination of appointments, promotions, and tenure.
7. The determination of its membership.

It has certain rights, privileges, and obligations given to it by the Charter, By-laws, etc. The governance system is the means by which it can carry these out. However, it is difficult, if not impossible for the faculty to properly oversee this activity. Therefore, it seems necessary to propose that a relatively powerful committee be instituted to supervise the committee activities and try to protect the rights and privileges of the faculty as a whole and its individual members.

A possible name is the Executive Committee. It could be constituted as follows.

1. President
2. President-elect
3. Secretary
4. 3 at large faculty

NOTE: There should be at most one non-tenured member.

DUTIES--

1. It shall review the decisions of the individual committees and make one of the following recommendations:
 - a) Immediate implementation.
 - b) Referral to faculty.
 - c) Return to committee.
2. It shall call the faculty meetings and formulate the agendas.
3. It shall assign problem areas needing action to the appropriate committee, if it exists and has the time to devote to the problem. Otherwise, it shall constitute a special committee for that special task.

4. It shall budget for monies needed by the committees and shall distribute these monies on some priority basis.
5. It shall act collectively as an ombudsman to the faculty for those problems that are not handled satisfactorily through normal administrative channels.

COMMITTEES--

The committees listed below are broken up into two categories: Consulting and Supportive.

CONSULTING-- These committees work with (on a consulting basis) a specific administrator.

1. Academic Standards-----Dean of the College
2. Admissions-----Admissions Officer
3. Appointments, Promotions, and Tenure--Dean of the Faculty
4. Athletic-----Director of Athletics
5. Budget-----Dean of the Faculty
6. Curriculum-----Dean of the Faculty
7. Financial Aid-----Financial Aid Officer
8. Registrar's Committee-----Registrar

SUPPORTIVE-- These are thinking committees generating new ideas and establishing programs which will enable faculty (individually or in groups) and student groups to carry out their educational and extra-curricular objectives.

1. Advisors.
2. Academic-(extra-curricular).
Orientation week. Generate ideas on how to improve the academic atmosphere of the campus. Coordinate the academic activities (speakers, field trips, etc.) of clubs and groups. Sponsor seminars.
3. Professional Development-external.
Provide ways and means for individual faculty members to find consulting opportunities and support for research activities.
4. Professional Development-internal.
Find ways to support the individual's efforts to improve their course materials and teaching.
5. Publications.

6. Recreation.

Work with students to find more diverse recreational activities. Similar to but on a broader scale than Sullivan House.

COMMITTEE MEMBERSHIP--

Faculty only.

Why?

This does not suggest an adversary situation. It is expected that a close working relationship would exist between the individual committees and the appropriate administrative person, ~~who~~ ^{they} would be informed of the workings of the committee and attend only those meetings where a specific input would be useful.

Administrators in the past have been overburdened with committee meetings. Unfortunately, they often exert more influence on the deliberations by the power of their office than the logic of their arguments.

A general inclusion of students on committees has been in a most part unproductive. In some committees student input would be indispensable. However, there are other ways. Perhaps a closer relationship with student government.

Certain responsibilities have been given to the faculty. Our committee structure with the inclusion of students and administrators has diluted our ability to carry out these ^{to} obligations. Consequently all too often we find it difficult ^{to} get a quorum at meetings. We need a unified sense of our responsibilities.

MISCELLANEOUS--

After proper discussion at faculty meetings, all faculty decisions shall be by written ballot distributed to all its members through the campus mail.

PROPOSED AMENDMENTS TO THE ROLLINS FACULTY BYLAWS

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FACULTY
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1. Current Table of Contents

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Proposed amendment: Delete: Articles V through XIII
Add: New Articles V through X listed below.

- Article V Council on Administration and Budget
- Article VI Council on Academic Policies and Standards
- Article VII Offices of the Administration
- Article VIII Faculty Evaluation
- Article IX Method of Amending Bylaws
- Article X Authority

2. Current Article I:

GENERAL GOVERNANCE

Section 1.

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 to facilitate its work, provided, however, that all such bylaws and principles shall be subject to the rules, regulations, and requirements as set forth by the Board of Trustees or from time to time as 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, the College Senate, and the Senate Council and their meetings shall always be open for the inspection of any Trustee, and all Faculty and Senate legislation shall be subject to approval or revision by the Board.

Section 2.

The standards set forth by the American Association of University Professors as published in AAUP Policy Documents and Reports, 1973 edition, when not in conflict with the College Charter, Trustee Bylaws, and these Bylaws, shall be binding on matters of academic freedom, appointments, tenure, faculty responsibility and accountability.

Proposed amendment: Delete: everything following "The records of the"
Add: "Faculty's deliberations and minutes of its meetings shall be open for inspection."

3. Current Article III, Section 2.

Section 2. Co-curricular Authority and Responsibility

- A. The Faculty shall promote the welfare of those under instruction and shall have the responsibility for the maintenance of good order and discipline within the student body. The Faculty, in providing a strong liberal arts education, including 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 Constitution and Bylaws. All other matters remain under the authority and responsibility of the College Senate and of the Faculty.
- 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, regulations, and requirements as set forth by the Faculty or higher authority or from time to time as 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 charter or bylaws of Rollins College, or any law of the State of Florida. The records of the Rollins Student Association and its meetings shall be open for inspection by Trustees or members of the Faculty, and the minutes of the meetings of the governing body of the Student Association shall be distributed to all members of the Council of the Senate. All legislation passed by the Rollins College Student Association governing body is subject to the final authority of the Faculty if found to overstep the boundaries of authority delegated to the Rollins Student Association.

Proposed Article III, Section 2:

- A. The Faculty shall promote the welfare of those under instruction and shall have the responsibility for the maintenance of good order and discipline within the student body. Recognizing the desire of students to participate responsibly in their own government, the Faculty provides students the opportunity to enhance their education outside of the classroom by governing themselves according to the governance documents of the Rollins student associations.
- B. The Rollins student associations may adopt for their own government such constitutions, bylaws, and codes of conduct as they shall deem desirable to promote efficiency and facilitate their work, provided, however, that such documents shall be subject to the rules, regulations, and requirements set forth by the Faculty and shall not be in violation of the Rollins Faculty Bylaws, the Charter or Bylaws of Rollins College, or any law of the State of Florida. The records of the Rollins student associations and minutes of all meetings shall be open for inspection.

4. Current Article III, Section 5, Paragraphs A and B concern delegation of authority to the Senate.

Proposed amendment: Delete: Article III, Section 5, Paragraphs A and B.

5. Current Article III, Section 6 defines "Final Authority."

Proposed amendment: Delete Article III, Section 6.

Add: Revised Section 5 as stated below.

5. (con't) Section 5 Final Authority

The final authority in all matters coming within the jurisdiction of the Faculty shall rest in the Faculty. The final authority of the Faculty is subject to the following regulations:

- A. The President of the College has the power of veto. If the President vetoes a measure passed by the Rollins Faculty, he/she shall present his/her reasons to the Faculty.
- B. Should any measure so vetoed be reconsidered and passed again by the Faculty, enforcement of the measure shall stand suspended until decided by the Board of Trustees.
- C. When the Board of Trustees is required to consider a measure, the Chair of the Council on Administration and Budget shall request the Faculty to elect three representatives who shall be charged with presenting the Faculty's views to the Board.

The Executive Committee of the Board of Trustees, exercising its customary powers of acting for the Board between regular meetings, shall be requested by the President of the College or by the Chair of the Council on Administration and Budget to meet as soon as practicable.

6. Current Article IV describes "Meetings of the Faculty".

Proposed amendment: Delete: Current Article IV.

Add: Revised Article IV as stated below.

Article IV Meetings of the Faculty

Regular and special meetings of the Rollins Faculty are attended by the Faculty as defined in Article II, Section 1. Administrative officers without faculty rank may attend meetings but shall not have the right to vote. Student representatives may attend meetings to observe the proceedings or make reports if they have the permission of the presiding officer.

Section 1 Regular Meetings

There shall be a regular meeting of the Rollins Faculty prior to the October, February and May meetings of the Board of Trustees.

Section 2 Special Meetings

Special meetings of the Faculty may be called by the President of the College, or in his/her absence, by the Provost. A special Faculty meeting shall be called by the President as soon as practicable upon receipt of a written petition signed by one-third of the Faculty or upon receipt of a written request from a majority of the elected members of either the Council on Administration and Budget or the Council on Academic Policies and Standards.

Section 3 Quorum

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

Section 4 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 and its Councils. At its meetings, the Faculty is served by a parliamentarian appointed for a term of three years by the Council on Administration and Budget.

7. Proposed new Article V.

Article V Council on Administration and Budget

Section 1 Membership

The membership of the Council shall consist of the President of the College, the Provost, the Vice-President for Business and Finance, the Vice-President for Development and College Relations, four elected members from the School of Arts and Sciences Faculty, one elected member from each of the other School Faculties. The Council shall meet once a month during the academic year and at other times as necessary.

Section 2 Terms of Office

The elected members of the Council shall serve three-year terms. Their terms of office shall be staggered so that approximately one-third of the elected membership changes each year.

Section 3 Responsibilities and Duties

The Council consults on matters relating to the general administrative policies of Rollins College and on matters relating to the College budget.

- A. The Council reviews the structure of administrative responsibilities and advises on the establishment of new administrative positions and the elimination of unnecessary ones. The Council provides for the evaluation of administrators and advises on professional development for administrators.
- B. The Council advises on policies relating to important support services of the College such as, but not restricted to, the administrative computing and data processing services, central word-processing service, bookstore, food service, campus safety, physical plant, purchasing, and personnel.
- C. The Council participates in short and long range planning and shall establish priorities regarding institutional research.

D. The Council advises on priorities in funding on-going programs and operations, including faculty compensation, and advises on funding capital projects.

E. The Council sets the agenda for and convenes all regular meetings of the Rollins Faculty. The Council appoints a parliamentarian for a three-year term of office.

F. The Council acts as a nominating committee for all elected positions to both Councils or may delegate to a School the responsibility of nominating candidates for election to vacant positions.

G. The Council has the responsibility, should any question of meaning arise, to interpret these Bylaws, the actions of the Councils or the actions of the Faculty subject to the restrictions set down in Article III, Section 5 of these Bylaws.

Section 4 Vacancies

Should a vacancy occur among the elected members of the Council the body represented by the retiring member shall fill the vacancy at its next regular meeting.

Section 5 Procedures

Each year the Council shall elect a Chair from among its elected Faculty representatives. The Chair of the Council shall also chair meetings of the Rollins Faculty. The Council shall elect from among its members a Secretary who shall also serve as Secretary for all meetings of the Rollins Faculty. Minutes of all meetings of the Council shall be kept as shall minutes of all meetings of the Faculty. The President of the College shall call the first meeting of the Council each academic year and shall establish a schedule of regular Council meetings.

Section 6 Authority

The Chair of the Council on Administrative and Budget policy shall report to the Rollins Faculty any important decision or deliberations, and the Chair shall file an annual written report in the Office of the President. Unless otherwise stated in these Bylaws, the Council shall determine its own procedures.

Proposed amendment: Delete: Current Article V Officers of the Faculty
Add: Proposed Article V Council on Administration
and Budget

8. Proposed new Article VI.

Article VI. Council on Academic Policies and Standards

Section 1 - Membership

The membership shall consist of the Provost, four elected representatives from the School of Arts and Sciences, one elected representative from each of the other Schools, and one elected representative from the Library.

Section 2 - Terms of Office

The elected members of the Council shall serve three-year terms. Their terms of office shall be staggered so that approximately one-third of the elected membership changes each year.

Section 3 - Duties and Responsibilities

The Council shall advise the Provost and the Rollins Faculty on matters relating to the general educational policies of the College. It shall advise on the consonance of all programs with the mission of the institution and on the addition, extension or deletion of credit, non-credit, and degree-granting programs.

- A. A sub-council on library policy meets with the Director of Libraries to advise on matters of library policy and recommend on the allocation of the purchasing budget among the Schools and their academic programs.
- B. A sub-council on computer services meets with the Director of Computer Services and advises on matters of academic computer service policy.
- C. A sub-council on faculty research meets with the Provost to determine policies, procedures and budgets affecting faculty research.
- D. The Council members, with the exception of the Provost, serve as a college-wide evaluation committee as described in Article VIII, Section 3, paragraph G.
- E. The Council shall act as a judicial body, under procedures outlined in the AAUP Policy Documents and Reports, when serious or recurring complaints are brought against a member of the Faculty. The Council shall recommend action to the President of the College. When the Council is called upon to act as a judicial body any council member may ask to be excused from the proceedings for personal reasons. No more than two faculty members of the Council may be excused from the judicial body by request of the subject(s) of the judicial proceedings. All excused Council members are to be replaced by alternates elected by the bodies which they represent. The Provost participates in judicial sessions as a non-voting member.

Section 4 - Vacancies

Should a faculty vacancy occur, the body represented by the retiring member shall fill the vacancy at its next meeting.

Section 5 - Procedures

The Council shall elect a Chair from among its elected faculty representatives. A Secretary elected by the Council from among its members shall keep minutes of the meetings. The Provost shall be responsible for calling the first meeting of the academic year and for establishing a schedule of meetings for the full Council. The Chair of the Council shall call meetings of the college-wide evaluation committee.

Section 5 - Authority

Either the Provost or the Chair of the Council shall report to the Rollins Faculty any important decisions or deliberations and the Chair shall submit an annual written report to be kept on file in the Office of the Provost. Unless otherwise stated in the Bylaws, the Council shall determine its own procedures.

Proposed amendment: Delete: Current Article VI The Senate
Add: Proposed Article VI The Council on Academic Policies and Standards

9. Proposed amendment: Delete: Current Article VII The Council of the Senate
Substitute: Article VII Offices of the Administration

(Note: Revisions of this Article are incomplete. The Faculty will be asked to vote on amendments to Article VII during the 1981-82 academic year.)

10. Proposed amendment: Change: Article X Faculty Evaluation to Article VIII Faculty Evaluation

Substitute: Article VIII, Section 3, Paragraph G below for the Paragraph G approved by the Faculty in 1980. (This Paragraph G does not appear in the current issue of the Bylaws but is reproduced as page 9 of this proposal.)

Proposed amendments to Article VIII, Section 3, Paragraph G

Delete current Paragraph G

Add new Paragraph G

Recommendations for tenure and promotion and for annual appointment after retirement age shall be submitted to the Council on Academic Policies and Standards by May 1 of the calendar year prior to appropriate action.

Meeting without the Provost, the C.A.P.S. serves as a college-wide evaluation committee which reviews the recommendations of departmental and School evaluation committees to determine whether the recommendations are consonant with evaluation criteria specified by the department or School. If a regular member of the C.A.P.S. is from the same department of the School of Arts and Sciences as a candidate under consideration, that member shall not participate in the proceedings. Similarly, a member of one of the other School faculties would not participate in discussion of the evaluation of a candidate from his/her School.

The C.A.P.S. shall require each department in the School of Arts and Sciences and each of the other School faculties to submit for its approval a statement of evaluation criteria and standards. These statements should not conflict with the general criteria stated in Article VIII but should specify the nature, quantity and recency of "Research, Writing, Publication and Performance" (Item 5 of the Faculty Evaluation Policies and Procedures) deemed sufficient to justify recommending tenure or promotion. Statements may also include criteria specific to a particular discipline and therefore not mentioned in the general criteria.

The C.A.P.S. shall send its recommendations along with those of the departmental or School evaluation committee to the Provost by May 22. Notification of the Council's recommendations shall be made to the candidate at that time.

The Provost shall submit these recommendations together with his/her recommendations to the President of the College by June 1.

PROFESSIONAL DEVELOPMENT COMMITTEE

PROPOCAL FOR BY-LAW CHANGES

BYLAWS, APPENDIX A

I. ARTICLE X, Section 1, B. Membership (p.22)

Delete: The Provost or the appropriate administrative representative.

Reassign appropriate letters to the remaining list of committee members.

II. ARTICLE X, Section 3, Paragraph G.

Add:

Recommendations for tenure, for promotion to full professor, and for annual appointment after age 65 shall be submitted to the College-Wide Evaluation Committee by May 1 of the calendar year prior to appropriate action.

This committee shall consist of one faculty member from each division, one member elected from the library and physical education departments, a non-voting representative from the Provost's office, and an alternate to be elected from the faculty at large who shall serve on the committee in place of one of its regular members when a candidate is under consideration from a department which is represented by this regular member.

The CWEC shall elect its own chairperson from its voting members. The Faculty shall nominate and elect the committee members during the winter faculty meeting to staggered two-year terms. Nominees must not fall under consideration in these categories during their term. No member shall serve successive terms.

Each department shall proceed promptly to the formulation of a statement of its evaluation criteria and standards for the use of the CWEC. They shall be subject to subsequent alteration by the department with the approval of the CWEC. The CWEC shall examine the departmental evaluation committee recommendations for each candidate with regard to reasonably equitable standards throughout the College. The CWEC may request further information from other sources including the departmental committee and from the candidate. It shall be the particular responsibility of the CWEC to weigh the significance and nature of "Research, Writing, Publication and Performance". (Item 5 of Faculty Evaluation Policies and Procedures, p. 37).

The CWEC shall send its recommendations along with those of the departmental evaluation committee to the Provost by May 22. Notification shall be made to the candidate at that time. The Provost shall submit these recommendations together with his own recommendation to the President by June 1.

11. Proposed amendment to Article VIII, Section 3, Paragraph I.

Current Paragraph I.

~~I.~~ Any candidate may appeal the final recommendations of the Evaluation Committee to the Faculty Evaluation Committee within fifteen days after receipt of the final evaluation report. This committee shall consist of one faculty member from each division of the College. The Senate shall nominate and elect these members in the fall to staggered terms of two years. The Senate shall also nominate and elect to staggered terms of two years one faculty member from each division of the College to serve as alternate members of the Faculty Evaluation Review Committee. The alternate members shall replace any regular member who may resign before the expiration of the two year term. No member of the Faculty Evaluation Review Committee may participate in an appeal action concerning the activity of an evaluation committee in which he/she is a member, nor may he/she hear an appeal from a member of his/her department. In such cases, he/she must relinquish his/her position to the alternate from his/her division until the appeal has been concluded. Should more than one member or alternate member resign, the Senate shall hold a special election to fill the vacancies.

Delete: Current Paragraph I.

Substitute: Paragraph I below.

Any candidate may appeal the final recommendations of the evaluation committees to the Faculty Evaluation Review Committee within fifteen days after receipt of his/her evaluation report. The Review Committee shall consist of three members from the School of Arts and Sciences Faculty, one member from the Crummer Graduate Business Faculty and one member from the Education and Human Development Faculty. The School Faculties shall nominate and elect these members in the fall to staggered terms of two years. Each school shall elect alternate members, three from Arts Sciences and one each from the other two School Faculties. These alternates shall replace any regular member who resigns before the end of the two-year term. No member of the Review Committee may participate in an appeal action concerning the activity of an evaluation committee of which he/she is a member, nor hear an appeal from a member of his/her department, but must relinquish his/her position to an alternate member until the appeal has been concluded.

12. Proposed amendment: Delete: Article IX Committees of the College

Add: Article IX Method of Amending Bylaws

Current Article XII Method of Amending the Bylaws

These Bylaws, or any provision thereof, may be abrogated or amended at any meeting of the Faculty by a two-thirds vote of the Faculty present and voting, providing that notice 10 days prior to the meeting 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 member as above provided, but must deal with the same subject matter. It shall be the responsibility of the President of the Faculty to communicate all revisions of these Bylaws to the Board of Trustees.

Change: "10 days" to "7 days"

Change: "President of the Faculty" to "Secretary of the Faculty"

13. Proposed amendment: Add: Article X Authority

These Bylaws supercede all Faculty Bylaws approved prior to February 1981 and May 1981.

Special Programs
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