

FACULTY BYLAWS
OF
ROLLINS COLLEGE

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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's deliberations and minutes of its meetings shall be open for inspection.

Section 2.

The standards set forth by the American Association of University Professors as published in AAUP Policy Documents and Reports, 1984 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.

ARTICLE II
FACULTY
MEMBERSHIP AND SUFFRAGE

Section 1.

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:

- A. Teachers serving full-time under academic appointments at the rank of instructors and above; and administrative personnel of like rank.
- B. Librarians of faculty rank.
- C. Athletic coaches of faculty rank.
- D. Administrative and executive officers of the College with faculty rank. These officers shall not acquire faculty tenure by virtue of their administrative or executive offices.
- E. Teachers appointed to part-time positions shall have the right to attend faculty meetings but shall not have the right to vote.
- F. Teachers serving in full-time off-campus positions 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 2.

For administrative purpose the Rollins Faculty is divided into three School Faculties: the Arts and Sciences Faculty; the Crummer Graduate Business Faculty; and the Brevard Campus Faculty. The following shall comprise the Faculty of each School, shall have the right to attend the School's faculty meetings, and unless otherwise specified in these Bylaws, shall possess all the usual rights and privileges accorded faculty members.

- A. Teachers serving full-time under academic appointments in the School at the rank of instructor or above; and administrative personnel of like rank.
- B. Administrative and executive officers with faculty rank in the School. These officers shall not acquire faculty tenure by virtue of their administrative offices.
- C. Athletic coaches with faculty rank in the School.
- D. Teachers serving in full-time off-campus positions on an annual contract who are teaching regularly scheduled classes as a part of the School's curriculum for which credit is given toward a degree shall be considered voting members of the School Faculty.
- E. A librarian with faculty rank shall be designated by the Library Faculty to attend the School's faculty meetings for the purpose of liaison, but shall not have the right to vote.

ARTICLE III

FACULTY RESPONSIBILITIES, RIGHTS AND DUTIES

Section 1. Academic Authority and Responsibility

Under the authority vested in the Faculty by the Board of Trustees, the Faculty shall be responsible for providing a program of instruction of high quality for the students of Rollins College, including those enrolled in the College, the Crummer Graduate Business School, the Graduate Programs in Education and Human Development, the Hamilton Holt School and the Brevard Campus. Each Faculty shall be responsible for the proper functioning of sound academic procedures within its School.

- A. Each Faculty shall prescribe the qualifications for admission of students to the School and to all its programs of instruction.
- B. Each Faculty shall be responsible for devising and approving a curriculum of studies for its instructional programs.
- C. Each Faculty shall establish sound academic requirements for the pursuit of these studies.
- D. Each Faculty shall prescribe the attainments requisite for graduation in its programs and shall nominate and recommend to the Board of Trustees candidates for all degrees and for all other diplomas to be issued on the satisfactory completion of courses of study.

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. 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 Association.
- 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.

Section 3. The College Calendars

A Faculty shall fix the calendars for its academic programs. Commencement, the day of conferring degrees, shall be during the last week of May or the first week of June. A Faculty may recommend at any time to the Executive Committee of the Board of Trustees a change in the time of a commencement.

Section 4. Election of Committees

The complete Rollins Faculty and the three School Faculties shall elect such committees as are deemed necessary to carry out their responsibilities and shall have the right to delegate some of their authority to those committees.

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.
- D. 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.

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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.

ARTICLE V

COUNCIL ON ADMINISTRATION AND BUDGET

Section 1. Membership

The voting membership of the Council shall consist of six elected members from the School of Arts and Sciences Faculty--one representative from each Division of that School and two representatives elected at large; one elected faculty member from the Library; one elected faculty member from the Roy E. Crummer Graduate School of Business; and one elected faculty member from Rollins College, Brevard Campus. The non-voting membership shall consist of the Provost, the Vice President for Business and Finance, and the Vice President for Development and College Regulations.

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, the elimination of unnecessary ones, and the appointment of administrators when vacancies occur. The Council advises on the evaluation and professional development of administrators.
- B. The Council requests the appropriate Affirmative Action officer to appoint an affirmative action representative to all search committees charged with filling administrative positions.
- C. The Council advises on policies relating to important 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.
- D. The Council participates in short and long range planning and recommends priorities regarding institutional research.
- E. The Council advises on priorities in funding on-going programs and operations, including faculty compensation, and advises on funding capital projects.
- F. 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.
- G. 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.

- H. The Council has the responsibility, should any questions of meaning arise, to interpret these Bylaws, the actions of the Council 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 members 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 and his/her delegate shall also chair meetings of the Rollins Faculty. The Council shall elect from among its members a Secretary who shall 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 members 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 Administration and Budget policy shall report to the Rollins Faculty any important decisions on 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.

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 & 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.

- A. A Task Force on Library Policy, composed of some Council members plus other faculty and officers of the administration, 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 Task Force on Computer Services, composed of some Council members plus other faculty and officers of the administration, meets with the Director of Computer Services and advises on matters of academic computer service policy.
- C. A Task Force on Faculty Research, composed of some Council members plus other faculty and officers of the administration, 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 4, paragraph E.
- 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 6. 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.

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 seems appropriate based on consultation with the Board of Trustees, the Council on Administration and Budget, 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 Trustee 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. 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 appointments, 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 Graduate School of Business; the Dean of the Hamilton Holt School, the Director of the Division of Non-Credit Programs; the Director of Libraries; the Dean of the Brevard Campus; the Registrar; the Director of Computer Services; the Director of Athletics; the Director of the Annie Russell Theatre; the Director of the Cornell Art Museum; 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 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 participation. 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 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.
- 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.
- 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 department 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: Academic Advising, Career Services, 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.

Section 7. The Dean of Admissions and Student Financial Planning

The Dean of Admissions and Student Financial Planning 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 all dimensions of student recruitment to the undergraduate College and for all aspects of financial assistance as it pertains to both new and returning students. (See standard copy regarding approval of Dean's selection.) The Dean of Admissions and Student Financial Planning shall have the following powers, duties, and responsibilities:

- A. The Dean of Admissions and Student Financial Planning is responsible for the recruitment of students to the undergraduate college and for allocating financial assistance resources to undergraduate students, acting under policies established by the Board of Trustees and the Faculty.
- B. The Dean, in consultation with appropriate administrators and faculty, develops annual budgets for Admissions and Student Financial Planning consistent with the short-range and long-range plans of the College, and administers the approved budget.
- C. The Dean, in consultation with appropriate administrators and faculty, prepares materials for enrollment management for the undergraduate college, and helps establish enrollment goals.
- D. The Dean, in consultation with the President and Provost, appoints administrators for the following functions: Admissions; Student Financial Planning.

Section 8. The Dean of the Roy E. Crummer Graduate School of Business

The Dean of the Roy E. Crummer Graduate 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 Graduate 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 9. The Dean of the Hamilton Holt School

The President shall appoint the Dean of the Hamilton Holt School in consultation with the Faculty of the College and the Provost, and shall not name a candidate whose appointment a 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 Dean of the Holt School shall have the following powers, duties, and responsibilities:

- A. The Dean is responsible for administering the educational program of the Hamilton Holt School, and for developing and enhancing its relationship with the Central Florida community.
- B. The Dean develops an annual budget, consistent with the objectives of the School, and administers the approved budget.
- C. The Dean is responsible for developing the curriculum and academic standards of the School, in consultation with appropriate academic departments and committees of the College.
- D. The Dean is responsible for appointing faculty to teach in the Hamilton Holt School and is responsible for establishing the course schedule. The Dean is responsible for ensuring that faculty teaching in the Holt School have been endorsed by the appropriate academic departments.
- E. The Dean is responsible for enhancing the instruction in the School, and for the academic and social welfare of students of the School.
- F. The Dean administers degree requirements and admissions standards established by the Faculty of the College.
- G. The Dean reports directly to the Provost and through him or her to the President.

Section 10. The Dean of the Brevard Campus

The Dean of the Brevard Campus is appointed by the President of the College, in consultation with the Provost and the Faculty of the Brevard Campus. 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 Brevard Campus Faculty fails to ratify. The Dean of the Brevard Campus shall have the following powers, duties, and responsibilities:

- A. The Dean of the Brevard Campus is responsible for the educational program of Brevard, for approving faculty appointments, for coordinating all academic activities of Brevard, for student life, for the enhancement of the curriculum, and for the development of the Brevard Campus.
- B. The Dean shall participate in the faculty evaluation process and shall recommend the appointment, non-reappointment, promotion, and tenure of Brevard Campus 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 Brevard Campus.
- D. The Dean, in consultation with the Faculty of the Brevard Campus, 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 11. 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, non-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 12. 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. These services include the selection and maintenance of equipment, the establishment and enforcement of policies regarding its use, and 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 13. 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 14. Evaluation of Administrators

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The President of the College shall be responsible for the periodic evaluation of ~~all officers~~ of administration. 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 15. Search Process

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

ARTICLE VIII
FACULTY EVALUATION

Section 1. Faculty Evaluation Committees

A. Duties, Powers, and Responsibilities

1. Every member of the faculty shall be subject to review by an evaluation committee, which shall be responsible for assisting in the professional development of each member of the faculty. The Committee shall meet at least annually for the evaluation of non-tenured faculty. Tenured faculty shall be subject to a periodic evaluation as described in Section 5. Additional evaluation of tenured faculty members may be requested by the Provost, by the Dean of the School or Director of the Libraries, by a majority of the committee members, or by the faculty member to be evaluated.
2. Each Faculty Evaluation Committee shall make recommendations according to procedures outlined in Section 4 on matters relating to faculty reappointment, promotion, tenure and merit salary increases. Recommendations for improving professional effectiveness shall be made directly to the faculty member evaluated.

B. Membership

Each evaluation committee shall consist of at least four faculty members. One member, who shall be appointed by the Provost from a list of at least three nominees prepared by the department or school, shall be from outside the candidate's school or division, whichever applies. Each school faculty shall be responsible for the composition and selection procedures for the remainder of the evaluation committee in keeping with guidelines established by AAUP Policy Documents and Reports.

Section 2. Authority

A. Faculty Appointments

1. All faculty appointments shall be made by the President upon recommendation of the Provost and the Dean of the School or Director of Libraries in which the appointment is to be made. Each search committee shall have one faculty member from outside the department or school who will be appointed by the Affirmative Action Officer in consultation with the Provost and the department or school. This appointee will be a voting member of the search committee. The Dean or Director shall not recommend the appointment of anyone of whom a majority of the members of the appointee's department or school (whichever applies) disapproves.
2. If a new appointment must be made when a majority of the members of the department or school cannot be consulted, the Dean or Director may recommend no more than a one-year term appointment.

B. Terms of Appointment

The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, will be stated or confirmed in writing and a copy will be given to the faculty member.

Except for faculty members who have tenure status, every person with a teacher research appointment of any kind will be informed each year in writing of his/her appointment and of all matters relative to his/ her eligibility for the acquisition of tenure.

C. Faculty Reappointments and Tenure

1. Reappointments shall be made by the President only with the approval of a majority of the members of the evaluation committee and after review by the Provost and the appropriate Dean or Director. All appointments and reappointments made during a faculty member's probationary period are terminal appointments for not more than three years.
2. The probationary period for tenure for faculty members shall not be less than six years nor more than seven years, unless the candidate has had at least four years full-time teaching at other senior college level institutions. In the latter case, the probationary period shall not be less than four years nor more than five years, even if the total full-time service in the profession thereby exceeds seven years; the terms of such extension will be stated in writing at the time of initial appointment. Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the institution agree in writing to an exception to this provision at the time the leave is granted.
3. Tenure may not be awarded or denied until the candidate has completed the minimum probationary period. The faculty member shall only be considered for tenure upon his/her request and upon submission of documentation supporting his/her request. The Board of Trustees, upon recommendation by the President, may grant exceptions to the minimum duration of the probationary period, but only in unusual circumstances. Appointment to tenure shall be made by the Board of Trustees only after the President and a majority of the evaluation committee have so recommended.

D. Faculty Promotions and Salary Determinations

1. The evaluation committees, the Provost, and the appropriate Dean or Director shall review faculty rank of both tenured and non-tenured faculty, and shall make recommendations concerning promotions to the President. Promotions in faculty rank up to and including associate professor shall be made by the President of the College; promotion to the rank of professor shall be made by the Board of Trustees and upon the recommendation of the President.
2. Each school shall develop criteria and procedures for recommendations concerning merit increases to the President. The President shall determine faculty salaries on an annual basis.

E. Retirement

1. Normal retirement age is defined as the last day of the academic year in which age 65 is attained. Mandatory retirement is effective the last day of the academic year in which age 70 is attained. A faculty member may be retained beyond this age, on annual appointment at the discretion of the President after consultation with the Provost and with the approval of a majority of members of the appropriate department. Exceptions to these requirements may be granted by the Board of Trustees upon recommendation by the President and with prior approval of the Provost and a majority of the appropriate department.
2. When a faculty member is eligible for retirement, he/she shall be notified by September 1 of the previous year whether he/she is to be required or receive annual appointment. He/she shall be so notified by the President after consultation as described in (1).

Section 3. Criteria for Evaluation

A. General Criteria

Each school shall develop criteria for faculty reappointment, promotion, granting of tenure, and merit salary increases. They shall be used whenever possible as guidelines to determine whether a faculty member's work and professional contribution have been consonant with the requirements or expectations assumed contractually when joining the faculty, or afterward; the expected performance of normal work load activities; and the expected assumption of responsibilities in addition to the normal work load. In all evaluations, teaching effectiveness shall take precedence over all other criteria. Where possible this criterion shall be partially evaluated by use of anonymous student forms. Other criteria shall include advising; professional adjustment; committee work; research, writing, publication, and performance; professional advancement; professional societies; honors; community service and public relations; significant program development; and other faculty activity. Given a variety of duties and services performed by the faculty, all stated criteria, other than teaching effectiveness, may not apply to each person or may not apply in the same order of importance for each faculty member. Each school shall determine how these criteria shall be defined, measured, and applied in faculty evaluation. Definitions and procedures shall be enumerated in school by-laws; standards of measurement must be submitted for approval to the Council on Academic Policies and Standards as set forth in Section 4 E.

B. Specific Criteria for Promotion

It is the expressed intent of College policy that no promotion, except as provided below for instructors who receive the terminal degree, is to be regarded as automatic, but that it must be earned by merit demonstrated by all applicable activities. Promotions in rank shall be made in accord with the criteria described below.

1. Promotion to Assistant Professor

For persons employed at the initial rank of instructor pending attainment of the terminal degree, promotion to the rank of assistant professor will be automatic upon their receiving the terminal degree, provided they meet all other criteria for reappointment.

Instructors who have not received the doctorate or the terminal degree in the appropriate field may be promoted to assistant professor only if the evaluation committee and the Dean or Director conclude that all criteria for reappointment have been met and that the individual's continued employment is justified by exceptional conditions, such as the following:

- a. The individual's contribution to the College has been outstanding.
- b. If applicable, progress on the terminal degree is significant enough so that this degree will be awarded within a year.

2. Promotion to Associate Professor

Persons holding the rank of assistant professor may apply for promotion to the rank of associate professor after a minimum of four (4) years full-time teaching in a senior institution at the assistant professor level, of which at least two (2) years have been at this institution.

If the Dean or Director and the evaluation committee believe that the individual's contribution to the College, professional growth and potential warrant the promotion, then upon their recommendations to the President and the concurrence of the Provost, the promotion may be granted. Only in exceptional cases will promotion to the rank of associate professor be considered for individuals not holding the terminal degree in the appropriate field and not having completed the minimum number of years. These exceptional cases will be determined by each department of the College or other school faculty in consultation with the appropriate Dean or Director.

3. Promotion to Professor

Faculty members with the terminal degree in the appropriate field holding the rank of associate professor may apply for promotion to professor, after a minimum of five (5) years full-time experience in a senior institution at the rank of associate professor, of which at least three (3) years have been at this institution. The Board of Trustees, upon recommendation by the President, may waive these minimum durations, but only in exceptional circumstances.

For promotion to the rank of professor, the individual must receive the recommendation of the evaluation committee, the Dean or Director, and the Provost to the President; and the President's recommendation to the Board of Trustees. The criteria for such promotions shall be the same as those for reappointment and tenure, with the additional stipulation that the candidate has earned the distinction of the rank of professor by means of scholarly publication or comparable professional achievement, as defined by each school's by-laws.

Associate Professors who have fulfilled the other criteria for promotion, but who have not distinguished themselves by scholarly publication, may, in exceptional cases, be recommended for promotion to Professor if the evaluation committee concludes that the promotion is justified because the individual's contribution to the college, especially in teaching, has been outstanding.

Section 4. Procedures

- A. Each school shall establish by-laws which provide for appropriate procedures for faculty evaluation for reappointment, tenure, and promotion. Among other provisions, each school should require the Dean or Director to supply the committee with all pertinent information regarding candidates. The chairman of the committee shall be charged with soliciting information and recommendations from various sources such as faculty members and students within the school or department. The candidate shall be required to provide a statement of professional accomplishments and plans relevant to the evaluation.

- B.
 - 1. Evaluation committees shall prepare a report and recommendations which must be submitted to the appropriate Dean or Director by February 1 of the first academic year of service for decisions affecting the second year, by October 15 of the second academic year of service for decisions affecting the third year, and by April 1 of the second and subsequent academic years of service for decisions affecting the fourth and subsequent years. At this time, all recommendations concerning decisions of reappointment, promotion, and the granting of tenure must be submitted to the appropriate Dean or Director.

 - 2. The Dean or Director must review the evaluation, and, if he/she concurs, forward said recommendation to the Provost by February 15 of the first academic year of service for decisions affecting the second year, by November 15 of the second academic year of service for decisions affecting the third year, and by May 1 of the second and subsequent academic years of service for decisions affecting the fourth and subsequent years. Recommendations for promotion to any rank other than Professor shall come under the May 1 deadline. The Dean or Director shall forward by May 1 recommendations for tenure or promotion to Professor to the Council on Academic Policies and Standards as outlined in paragraph E below. If the Dean or Director dissents from the recommendation of the Evaluation Committee, he/she must indicate said dissent in writing and must meet with the Evaluation Committee to discuss said dissent within 7 days for a first reappointment and 14 days for a second and subsequent reappointments.

- C. The Provost shall submit the recommendations of the School together with his/her recommendations to the President of the College in time for the President to reply by the deadlines set forth in paragraph D. If the Provost does not concur with the recommendation of the School, he/she must state the grounds of said dissent in detail in writing and must meet with the Dean or Director and Evaluation Committee according to the procedure of the School, within 7 days for first reappointments and 14 days for the second and subsequent reappointments.

- D. The President shall notify each candidate of reappointment or non-reappointment during the probationary period. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to a faculty member in advance of the appointment expiration, as follows:
 - 1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years of service at the institution.

Notice of non-appointment to tenure shall be in writing by September 1 of the final probationary year. In all cases failure to notify a candidate by these dates shall constitute automatic reappointment for one year.

The institution will normally notify faculty members in writing of the terms and conditions of their renewals by March 15, but in no case will such information be given later than April 15.

- E. Recommendations for tenure and promotion to Professor shall be submitted to the Council on Academic Policy and Standards by May 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 evaluation procedures and recommendations to determine whether a candidate for tenure or promotion to Professor has met the evaluation criteria specified by his/her colleagues. No member of the C.A.P.S. may participate in the review of recommendations made by evaluation committees of which he/she is a member.

The C.A.P.S. shall require each School 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"--set forth in each school's by-laws--deemed sufficient to justify recommending tenure or promotion to Professor. 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 report to the Provost by May 22. Notification shall be made to each candidate at that time.

The Provost shall submit these recommendations together with his/her recommendations to the President of the College by June 15.

- F. 1. Any candidate may appeal the final recommendations of the evaluation committees to the Faculty Evaluation Review Committee within fifteen days after receipt of the final evaluation report. This committee shall consist of four faculty members elected at large from a list of nominees prepared by the Council on Academic Policies and Standards at the Fall Term faculty meeting. Additional nominees may be made from the floor. Members of the Faculty Evaluation Review Committee shall serve staggered terms of two years. The faculty shall also elect two faculty members 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.

2. No member of the Faculty Evaluation Review Committee may participate in an appeal action concerning an evaluation committee to which the member belonged or an appeal from the member's own department. In such cases, the member must resign and be replaced by an alternate until the appeal has been concluded. Should more than two members or alternate members resign, the Faculty shall hold a special election to fill the vacancies.
3. The Review Committee shall examine the procedures which were followed in the evaluation process to determine if they were in keeping with the by-laws of the school of the candidate, these by-laws, and the standards established in AAUP Policy Documents and Reports, 1984 edition. It is not within the purview of the Review Committee to examine the substantive questions raised in the evaluation process which must reside within the candidate's own evaluation committee. The Review Committee shall then send its recommendations along with those of the evaluation committee to the President. A copy of the recommendations of the Review Committee must be presented to the candidate by February 1, or, in the case of first appointment, by February 15.
4. Any candidate may appeal the decision given to the President to the Faculty Evaluation Review Committee, which, in turn, will report its deliberations to the President, who shall reconsider the initial decision in light of the recommendations of the Review Committee. In a case involving disagreement between the candidate's evaluation committee and the President, the Review Committee may consider both procedural and substantive questions in its recommendations to the President.

Section 5. Evaluation of Tenured Faculty

Faculty Evaluation Committees are charged with the responsibilities of encouraging improved teaching and continued professional growth for all members of the faculty. In keeping with this obligation, each school must specify in their by-laws periodic evaluation of tenured faculty members. The primary purpose of continued assessment shall be to encourage tenured members of the faculty to reappraise their performances in search of greater effectiveness and to assist them in the identification and correction of any deficiencies. Should the committee detect deficiencies which are particularly significant or find that a tenured faculty member is in extraordinary need of assistance, it may initiate the evaluation proceedings at any time in the manner described in Article VIII, Section 1, A (1).

ARTICLE IX
AFFIRMATIVE ACTION

Section 1.

Rollins College is an affirmative action and equal employment opportunity employer. It considers a faculty, staff and administration diverse in sex, race, cultural and ethnic background a prerequisite to providing a good educational experience for students.

To oversee affirmative action and equal employment opportunity concerns, the President, in consultation with CAB, will appoint one or more Affirmative Action Officer(s). The following will be among the duties of the Affirmative Action Officer:

I. Affirmative Action hiring

- A. Appointing affirmative action representatives in consultation with the Provost and the relevant department, school, division or administrative unit, to each search committee involved in the hiring of administrators or faculty at the outset of the search process and prior to the advertisement of the vacancy. In order to minimize conflict of interest:
 - 1. For searches within a department of the college, the affirmative action representative must be from outside the department.
 - 2. For searches conducted by other schools, divisions or administrative units, the representative must be from outside the school, division or unit.
- B. Providing affirmative action representatives, department heads and deans with a set of guidelines that cover each stage of the hiring process.
- C. Training affirmative action representatives, department heads and deans in their duties and responsibilities with respect to affirmative action and equal opportunity.

II. Research

- A. The Officer shall initiate, coordinate and make available needed research on the status of women and minorities within the institution.
- B. She/he shall review for inequities all salaries, ranks, appointments, and tenure among women and minority faculty and staff.
- C. She/he shall review all major job classifications for adequacy-of-representation of women and minorities. Where disparity of representation is determined, corrective action, described in terms of specific goals and timetables, shall be immediately recommended to the President.
- D. She/he shall review all selection systems (including admissions, promotion criteria, hiring, committee appointments leading to tenure, tenure) in all major classifications for disparate selection rates of women and minorities.

III. Publication

The Officer shall issue a yearly public report on the College's progress of its Affirmative Action Program.

ARTICLE X

METHOD OF AMENDING BYLAWS

These Bylaws, or any provisions 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 seven 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 Secretary of the Faculty to communicate all revisions of these Bylaws to the Board of Trustees.

ARTICLE XI

AUTHORITY

These Bylaws supersede all Faculty Bylaws approved prior to February, 1981.

(These Bylaws contain subsequent amendments adopted through May 1990.)

BYLAWS OF THE FACULTY OF THE COLLEGE

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ROLLINS COLLEGE

BYLAWS OF THE FACULTY OF THE COLLEGE

ARTICLE I GENERAL GOVERNANCE

These Bylaws (hereinafter referred to as "the Rules") define the governance system for the Faculty of the College. These Rules are issued under the authority of the Bylaws of the College. The Faculty of the College may adopt for its own governance such bylaws as shall seem desirable to promote effectiveness and efficiency, provided however that all such bylaws shall be subject to the Bylaws of the College and to policies issued by the Rollins College Board of Trustees.

ARTICLE II MEMBERSHIP AND SUFFRAGE

The voting membership of the Faculty of the College includes all full-time lecturers, instructors, assistant professors, associate professors, and professors, who are appointed to academic departments of the College and whose primary responsibility is to teach in the College. In addition, the following are ex-officio members: the President of Rollins College, the Provost, the Dean of the Faculty, the Dean of the College, and other officers of administration holding faculty rank in departments of the College. All such members shall have the right to attend faculty meetings, to vote on all matters pertaining to the Faculty, and unless otherwise specified in these Rules, shall possess all the usual rights and privileges accorded to Faculty members.

Other officers of administration whose responsibilities relate to the College and adjunct faculty appointed to academic departments of the College shall be non-voting members of the College Faculty, eligible to attend meetings and participate fully in discussion. A librarian with faculty rank shall be designated by the Library Faculty as a non-voting member for purposes of liaison. (A list of these officers of administration will be published at the beginning of each academic year.) 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 but may not vote. Student members of the Steering Committee may regularly attend faculty meetings as non-voting members. Other students may make written petition to the Chair of the Faculty to attend faculty meetings with voice but not vote.

ARTICLE III
OFFICERS OF THE FACULTY

The College Faculty shall elect a Chair and a Vice-Chair/ Secretary who shall be its executive officers.

Section 1. The Chair of the Faculty

The Chair of the Faculty shall preside at College Faculty meetings and at meetings of the Steering Committee (see Article V). He/she shall be representative of the College Faculty to the administration and to the Board of Trustees. The Chair of the Faculty shall be a tenured member of the College Faculty.

Section 2. Vice-Chair/Secretary of the Faculty

The Vice-Chair/Secretary of the Faculty shall assume the duties and responsibilities of the Chair in his/her absence. He/she shall compile and distribute the agendas and minutes of all regular and special meetings of the College Faculty. The Vice-Chair/Secretary shall be a tenured member of the Faculty.

Section 3. Term of Office

The term of office for the elected officers of the College Faculty shall be two years, beginning June 1. No elected officer shall succeed himself/herself.

Section 4. Election

The Nominating Committee shall nominate at least two candidates for each elected office and shall publish the slate at least 10 days prior to the election meeting. The College Faculty shall elect the Chair of the Faculty and the Vice Chair/Secretary during the month of March. The election of these officers shall be from the list of nominees and from any additional nominations made from the floor of the faculty meetings. All nominations require prior consent.

Section 5. Recall

Any officer of the College Faculty may be recalled at a regular or special meeting by a two-thirds vote of the faculty present and voting in quorum as defined in Article IV, Section 4.

Section 6. Unexpired Term of Office

Should a vacancy occur in either of these offices, the position shall be filled for the unexpired term by faculty election. The Nominating Committee shall prepare nominations for a special meeting of the College Faculty.

ARTICLE IV
MEETINGS OF THE COLLEGE FACULTY

Section 1. Regular Meetings

Regular meetings shall be conducted at least monthly during the academic year.

Section 2. Special Meetings

Special meetings of the College Faculty may be held at any time during the academic year.

Section 3. Calling of Meetings

The authority to convene faculty meetings resides in the Steering Committee, which sets the agenda for regular meetings. The Chair of the Faculty or the Dean of the Faculty may call special faculty meetings. Special meetings shall also be convened by the Chair of the Faculty upon receipt of a petition signed by at least one-third of the Faculty.

Section 4. Quorum

The quorum for any regular or special meeting of the College Faculty shall consist of a simple majority of the voting members of the Faculty on campus that term. The Dean of the Faculty shall supply this number for announcement to the College Faculty at the first meeting of each term.

Section 5. Rules of Order

Robert's Rules of Order, when not in conflict with these Rules, shall be used as authority for the conduct of meetings of the College Faculty. The Faculty shall be served by a parliamentarian, who is appointed by the Steering Committee from among the members of the Faculty. The records of the Faculty's deliberations and minutes of its meetings shall be open for inspection.

ARTICLE V
COMMITTEES OF THE COLLEGE

Section 1. Committee Structure

The College Faculty has delegated certain of its responsibilities to standing committees. These committees act on behalf of and report to the Faculty. All standing committee actions are subject to review by the Faculty, and substantial changes (as determined by the Steering Committee) must be enacted by the Faculty. Special committees of the Faculty of the College may be created by the Chair of the Faculty, by the Dean of the Faculty, or by the Dean of the College, in consultation with the Steering Committee, or by action of the Faculty.

Section 2. Elections

Faculty members shall be elected to standing committees of the College during the month of April. The Nominating Committee prepares nominations and shall publish the slate at least 10 days prior to the election meeting, but additional nominations may be tendered from the floor. All nominations require prior consent.

Section 3. Vacancies

Should an unexpected faculty vacancy occur, the Steering Committee will nominate a replacement for approval by the faculty at its next regular meeting. Additional nominations may be made from the floor. Should a student vacancy occur, the President of the Student Association shall appoint a student to fill the vacancy until the next Student Association election. A majority of any committee may require a member to resign in the event of gross neglect of duties. A majority of the electoral unit represented by a faculty or student member may recall the representative at any time.

Section 4. Procedures

Each faculty member shall be elected for a two-year term of office and each student member for a one-year term of office unless otherwise specified in these Rules. Terms shall be staggered. Standing committees shall elect a chair and recording secretary at their first meeting. The chair of the committee shall be a faculty member. All standing committees shall normally meet at least once each month during the academic year. They may establish such subcommittees as are deemed proper for the conduct of business. (The recording secretary shall keep minutes of each meeting and distribute copies to the members of the Steering Committee.)

Section 5. Authority

Each standing committee shall report to the Steering Committee all important decisions and deliberations, and the Chair of the Faculty shall submit an annual report to the Faculty. The Steering Committee, which establishes the agendas for faculty meetings, shall interpret the authority of the standing committees as set forth in these Rules.

Section 6. The Steering Committee

A. Responsibilities

The Steering Committee convenes and sets the agenda for regular faculty meetings; refers business to committees; monitors committee actions and refers reports and recommendations to the Faculty; receives and responds to concerns of faculty and students and refers these to the attention of the appropriate committee or officer of administration; stays any committee action for review by the Faculty and/or the Student Senate; makes nominations to faculty to fill unexpected committee vacancies; regularly issues to faculty and students a report of committee activity; interprets these Rules, reviews them annually, and proposes to the Faculty any changes; acts on behalf of the Faculty when a quorum cannot be assembled.

B. Membership (5-2-2)

The following are voting members: The Dean of the Faculty; the Dean of the College; the Chair of the Faculty; the Vice-Chair/Secretary of the Faculty; three faculty members, elected by the Faculty from nominations so structured that, including the Vice-Chair, all four divisions are represented; the President of the Student Association; the Vice President of the Student Association.

Section 7. The Curriculum Committee

A. Responsibilities

The Curriculum Committee recommends to the Faculty changes in degrees, in degree requirements, in educational policies, and in the list of approved majors and minors. The Committee advises departments concerning new courses, independent studies proposals, and changes in existing major and minor requirements; advises the Dean of the Faculty concerning course offerings, schedules and calendar, as well as priorities in retrenchment or expansion of faculty; advises the Dean of the College concerning academic advising; and advises departments concerning catalogue copy describing the curriculum. The committee approves courses to fulfill allcollege requirements.

B. Membership (6-3-3)

The following are voting members: Six faculty members elected by the undergraduate faculty, one from each division and two elected at large; the Dean of the Faculty; the Dean of the College; and three students elected at large. The faculty members must be in at least their third year of teaching at Rollins at the time of election. The Registrar serves as a non-voting member.

Section 8. The Committee on Standards

A. Responsibilities

The Committee on Standards represents the College community in proposing and enforcing academic and social standards; reviews cases of inadequate academic performance and recommends to the Dean of the College probations or dismissals; acts as an appeals board for cases of alleged violation of College regulations and recommends probation, dismissal, or other action to the Dean. The Committee on Standards recommends policies concerning honors designations.

B. Membership (6-2-3)

The following are voting members: Six faculty members elected by the undergraduate faculty, one from each division and two elected at large; the Dean of the College; and three students elected at large. The faculty members must be in at least their third year of teaching at Rollins at the time of election. The Registrar serves as a non-voting member.

Section 9. Admissions Committee

A. Responsibilities

The Admissions Committee represents the Faculty in determining admissions standards; establishing general admissions policies and procedures; assisting in student recruitment activities; and advising and assisting in the interviewing of students for scholarships.

B. Membership (4-1-4)

The following are voting members: The Dean of Admissions and Financial Aid; four faculty members, one from each Division elected at large; four students, elected at large by the Rollins Student Association.

Section I0. The Committee on Financial Aid

A. Responsibilities

The Committee on Financial Aid shall establish general policies concerning scholarships, loans, and employment opportunities offered as financial aid by the College; recommend scholarship allocations; and assist in the stewardship of financial aid programs.

B. Membership (4-4-4)

The following are voting members: The Dean of Admissions and Financial Aid; the Dean of the College (or designate); the Director of Student Aid; the Director of Athletics; four faculty members elected at large; four students elected at large by the Rollins Student Association.

Section II. The Intercollegiate Athletics Committee

A. Responsibilities

The Intercollegiate Athletics Committee represents the Faculty in establishing policy for the intercollegiate athletics programs at Rollins, including recruitment, scheduling, budgeting, and facilities usage.

B. Membership (3-3-3)

The following are voting members: The Dean of the College (or designate); the Director of Athletics; the Dean of Admissions and Financial Aid (or designate); three faculty members elected at large; and three students elected at large by the Rollins Student Association.

Section I2. The Committee on Faculty Compensation and Professional Development

A. Responsibilities

The Committee on Faculty Compensation and Professional Development represents the Faculty in proposing and reviewing all policies, procedures, and criteria related to faculty evaluation, appointment, reappointment, tenure, and promotion; promulgating and sustaining professional ethics; establishing policy regarding leave, research and professional development programs; recommending compensation and faculty load policies.

B. Membership (6-1-2)

The voting members are: The Dean of the Faculty (or designate), six faculty members elected at large (four representing the four Divisions and two representing the entire faculty), and two students elected at large by the Rollins Student Association.

Section I3. The Nominating Committee

A. Responsibilities

The Nominating Committee represents the Faculty in preparing nominations for elected Faculty positions on standing committees; preparing nominations for the Chair of the Faculty and the Vice-Chair/Secretary of the Faculty; and prepares nominations for the College Faculty positions on the Council on Administration and Budgets and the Council on Academic Policies and Standards.

B. Membership (4-1-1)

The voting members are: The Dean of the Faculty (or designate); the President of the Student Association (or designate); and four Faculty members elected at large.

Section I4. The Campus Life Committee

A. Responsibilities

The Campus Life Committee represents the College community in establishing and reviewing goals and policies regarding student life and co-curricular activities, including intramurals; establishes general policies regarding campus housing and conducts a regular review of organizations which are housing units; works to establish an optimal learning environment for students.

B. Membership (4-I-4)

The following are voting members: The Dean of the College (or designate); four Faculty members elected at large; the Vice President/Program Director of the Student Center; and three students elected at large by the Student Association.

Section I5. The Special Programs Committee

A. Responsibilities

The Special Programs Committee represents the College community in developing special programs that enhance the curriculum and reflect our institutional mission; approving off-campus programs, including overseas programs and winter term off-campus group studies; assisting in arranging faculty and student exchange programs; providing scholarships and fellowships; formulating policies for all such special programs.

B. Membership (4-1-3)

The following are voting members of the committee: the Dean of the Faculty (or designate); four faculty members, one from each Division, elected at large; three student members, elected at large by the Rollins Student Association.

Section 16. Honors Degree Program Supervisory Board

A. Responsibilities

The Honors Degree Supervisory Board represents the Faculty in setting admissions requirements, graduation requirements, and curriculum for the Honors Degree Program; admits all Honors Degree candidates; approves all individual student projects required for the Honors Bachelor of Arts Degree; reviews the academic status of Honors Degree candidates, having the right to impose academic warnings and dismissals from the Honors Degree Program.

B. Membership (4-3-4)

The following are voting members: the Dean of the Faculty or designate; the Dean of Admissions and Financial Aid; the Registrar; and the Director of the Honors Degree Program (a faculty member); three faculty members appointed by the Director of the Honors Degree program; and four student representatives elected annually by and from the four classes of Honors Degree Candidates.

Section 17. The Hamilton Holt Committee

A. Responsibilities

The Hamilton Holt Committee represents the College Community in establishing goals, policies, curriculum, and standards as they relate to the Hamilton Holt School. The committee recommends to the Faculty of the College changes in degrees and in degree requirements. The Committee reviews cases and appeals of inadequate undergraduate performance and recommends to the Dean of the School probations or dismissals. On an annual basis it reports to the Steering Committee on the status of education at the Hamilton Holt School.

B. Membership (7-1-2)

The following are voting members: the Dean of the Hamilton Holt School; four faculty members, one from each Division elected at large; one faculty representative from the Curriculum Committee and one faculty representative from the Standards Committee, each selected by his or her respective Committee; one Hamilton Holt adjunct faculty member selected by the Dean; two Hamilton Holt students selected by the Hamilton Holt Student Association.

The Director of Administration and Student Services and the Chairperson of the Hamilton Holt Community Advisory Board serve as non-voting members.

Section 18. The Master of Liberal Studies Committee

A. Responsibilities

The MLS Committee represents the College Community in developing the curriculum, academic standards, policies and procedures related to the Master of Liberal Studies degree, and recommends to the Hamilton Holt Committee changes in degree requirements. The Committee represents the Faculty in determining MLS admissions standards; establishing MLS admissions policies and procedures; assisting in student recruitment; advising and assisting in the interviewing of students for admission and scholarships; and serves as the MLS student selection committee. The committee reviews cases of inadequate academic performance and recommends to the Director

of the MLS program probations and dismissals; acts as an appeals board for cases of inadequate academic performance and recommends to the Director of the MLS program probations and dismissals; acts as an appeals board for cases of alleged violation of MLS regulations and recommends probation, dismissal or other actions to the Director.

B. Membership (4-1-2)

The voting members are: the Director of the MLS Program; two faculty elected at large; one faculty from the Hamilton Holt Committee, selected by that Committee; one faculty selected by faculty teaching core MLS courses; and two MLS students, each representing and selected by her separate class.

Section 19. Other Standing Committees

- A. The following standing Committees operate with responsibilities appropriate to their titles: the Health Sciences Advisory Committee and the Pre-Law Advisory Committee. The members of these committees are appointed annually by the Dean of the College in consultation with the Dean of the Faculty and Nominating Committee.
- B. Department Heads, whose responsibilities are defined in Faculty-approved policy in the Faculty Handbook, in effect constitute a standing committee.

ARTICLE VI
FACULTY EVALUATION

Section I. Faculty Evaluation Committees

A. Duties, Powers, and Responsibilities

1. Every member of the faculty shall be subject to review by an evaluation committee, which shall be responsible for assisting in the professional development of each member of the faculty. The committee shall meet at least annually for the evaluation of non-tenured faculty. Tenured faculty shall be subject to a periodic evaluation as described in Section 5. Additional evaluation of faculty members may be requested by the Provost, by the Dean of the Faculty, by a majority of the committee members, or by the faculty member to be evaluated.
2. Each Faculty Evaluation Committee shall make recommendations according to procedures outlined in Section 4 on matters relating to faculty reappointment, promotion, tenure and merit salary increases. Recommendations for improving professional effectiveness shall be made directly to the faculty member evaluated.

B. Membership

- I. The membership shall consist of:
 - a. all faculty members of the appropriate department with the exception of any Visiting faculty or administrators; and
 - b. one faculty member from outside the division and one from within the division but not the department, who shall be appointed by the Provost upon recommendation of the Dean of the Faculty from two lists of at least three nominees each prepared by the department.
 - c. In the event that the sum of the members from a. and b. above minus the person being evaluated is less than 4, additional members will be appointed by the Dean of the Faculty in priority order from a list prepared by the department. Such additional members shall bring the total to no more than four.
2. The appropriate department head shall serve as chairperson of the committee. When the chairperson is the person being evaluated, an interim chairperson shall be elected by the committee from the other members of the department on the committee.
3. No faculty member shall serve on more than one evaluation committee outside his or her department.
4. Committee membership may be modified for faculty members who hold joint appointments or who have specially designated non-teaching responsibilities. Such modification requires approval of the appropriate department head(s) and the Dean of the Faculty.

Section 2. Authority

A. Faculty Appointments

1. All tenure-track faculty appointments shall be made as the result of national searches. Although the department to which the candidate will be appointed will usually conduct such searches, a special search committee may be established when appropriate. The composition of all search committees and the search procedures with respect to affirmative action shall be decided by the department or the special search committee subject to the approval of the Dean of the Faculty and the Affirmative Action officer. Each search committee shall have one faculty member from outside the department who will be appointed by the Affirmative Action officer in consultation with the Dean of the Faculty and the department.
2. The appropriate department head (or the chairperson of the search committee, if different) is directly responsible for the conduct of a search, for polling the department membership, and for submitting faculty appointment recommendations to the Dean of the Faculty. Such recommendations shall include rank and credit for prior experience. No one may be appointed to a tenure-track faculty position unless a majority of the members of the appointee's department approves.

B. Terms of Appointment

Faculty appointments may be made to tenure-track or visiting positions. However, no appointment may last beyond seven successive years without granting tenure. In exceptional circumstances, and with the unanimous approval of the department and the approval of the Dean of the Faculty and of the Steering Committee, appointment to the Faculty may be made with tenure. Such appointment must be confirmed by the Board of Trustees.

C. Faculty Reappointments and Tenure

1. Initial appointments of tenure-track faculty shall normally be for a two-year period. The normal pattern for a full pretenure probationary period for a faculty member without credit for prior experience is three consecutive appointments of two years, three years and two years. However, Departments may recommend contracts of one year, two years, three years or tenure, according to the conditions set forth below and in the College Bylaws.
2. Reappointments shall be made by the Provost. They will not be made without the approval of a majority of the evaluation committee.
3. The probationary period for tenure for faculty members shall not be less than six years nor more than seven years, unless the candidate has had at least four years full-time teaching at other senior college level institutions. In the latter case, the probationary period shall be not less than four years nor more than five years, even if the total full-time service in the profession thereby exceeds seven years. Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the institution agree in writing to an exception to this provision at the time the leave is granted.
4. Tenure may not be awarded or denied until the first tenure review allowed by these bylaws. The faculty member shall only be considered for tenure upon his/her request and upon submission of documentation supporting his/her request to the department head. Appointment to tenure shall be made by the Board of Trustees; such appointment will not be made without the approval of the majority of the evaluation committee.

D. Faculty Promotions and Salary Determinations

- I. The evaluation committee, the Provost, and the Dean of the Faculty shall make recommendations concerning promotions to the President. Promotions in faculty rank up to and including associate professor shall be made by the President of the College; promotion to the rank of professor shall be made by the Board of Trustees and upon the recommendation of the President. Promotions will not be granted without the approval of the majority of the evaluation committee.

E. Retirement

Normal retirement age is defined as the last day of the academic year in which age 65 is attained. Mandatory retirement is effective the last day of the academic year in which age 70 is attained. A faculty member may be retained beyond this age, on annual appointment at the discretion of the President after consultation with the Provost and with the approval of a majority of members of the appropriate department. Exceptions to these requirements may be granted by the Board of Trustees upon recommendation by the President and with prior approval of the Provost and a majority of the appropriate department.

Section 3. Criteria for Evaluation

A. General Criteria

The criteria for faculty reappointment, promotion, tenure, and merit salary increases shall be the following:

1. Teaching effectiveness
2. Advising
3. Professional adjustment
4. Professional Advancement; and Research, Writing, Publication, and Performance
5. Committee work
6. Professional society activity
7. Honors
8. Community service and public relations
9. Other faculty activity

These criteria shall be defined and assessed according to the Statement on Faculty Evaluation Policy and Procedures. (See II-22ff.) Teaching effectiveness shall take precedence over all other criteria.

B. Specific Criteria for Promotion

It is the expressed intent of College policy that no promotion, except as provided below for instructors who receive the terminal degree, is to be regarded as automatic, but that it must be

earned by merit demonstrated by all applicable activities. Promotions in rank shall be made in accord with the criteria described below.

I. Promotion to Assistant Professor

For persons employed at the initial rank of instructor pending attainment of the terminal degree promotion to the rank of assistant professor will be automatic upon their receiving the terminal degree provided they meet all other criteria for reappointment.

Instructors who have not received the doctorate or the terminal degree in the appropriate field may be promoted to assistant professor only if the evaluation committee and the Dean of the Faculty conclude that all criteria for reappointment have been met and that the individual's continued employment is justified by exceptional conditions, such as the following:

- a. The individual's contribution to the College has been outstanding
- b. If applicable, progress on the terminal degree is significant enough so that this degree will be awarded within a year.

2. Promotion to Associate Professor

Persons holding the rank of assistant professor may apply for promotion to the rank of associate professor after a minimum of four (4) years full-time teaching in a senior institution at the assistant professor level, of which at least two (2) years have been at this institution. If the evaluation committee believes that the individual's contribution to the College, professional growth, and potential warrant the promotion, then upon its recommendation to the President the promotion may be granted. Only in exceptional cases will promotion to the rank of associate professor be considered for individuals not holding the terminal degree in the appropriate field or not having completed the minimum number of years. These exceptional cases will be determined by each department of the College or other school faculty in consultation with the Dean.

3. Promotion to Professor

Faculty members with the terminal degree in the appropriate field holding the rank of associate professor may apply for promotion to professor after a minimum of five (5) years full-time experience in a senior institution at the rank of associate professor, of which at least three (3) years have been at this institution. The Board of Trustees, upon recommendation by the President, may waive these minimum durations, but only in exceptional circumstances.

For promotion to the rank of professor, the individual must receive the recommendation of the evaluation committee to the President, and the President's recommendation to the Board of Trustees. The criteria for such promotions shall be the same as those for reappointment and tenure, with the additional stipulation that the candidate has earned the distinction of the rank of professor by means of scholarly publication or comparable professional achievement, as defined by each department's criteria as approved by the Council on Academic Policies and Standards.

Section 4. Procedures

- A. The Dean of the Faculty shall notify department heads of all eligible candidates and deadlines for reappointment, promotion, and tenure, and shall supply the committees with any pertinent

information regarding candidates. The department head shall collect information as set forth in the Statement of Faculty Evaluation Policy and Procedures.

- B.
1. The Evaluation Committee as part of the process of evaluating the candidate and making a recommendation must meet with the candidate to discuss his/her performance.
 2. Evaluation committees shall prepare a report and recommendations which must be submitted to the Dean of the Faculty by February 1 on first reappointment, by October 15 on second reappointment, and by April 1 of the preceding year on third and subsequent reappointment. At this time, all recommendations concerning decisions of reappointment, promotion, and the granting of tenure must be submitted to the Dean of the Faculty.
 3. The Dean of the Faculty must review the evaluation and if he/she concurs forward said recommendation to the Provost by February 15 on first reappointment, by November 15 on second reappointment, and by May 1 of the preceding year on third and subsequent reappointments. Recommendations for promotion to any rank other than Professor shall come under the May 1 deadline. The Dean of the Faculty shall forward by May 1 recommendations for tenure or promotion to Professor to the Council on Academic Policies and Standards as outlined in paragraph E below. If the Dean of the Faculty dissents from the recommendation of the Evaluation Committee, he/she must indicate said dissent within 7 days for first reappointment and 14 days for second and subsequent reappointments.
- C. The Provost shall submit the recommendations of the School together with his/her recommendations to the President of the College in time for the President to reply by the deadlines set forth in paragraph D. If the Provost dissents from the recommendations of the School, he/she must indicate said dissent in writing and must meet with the Evaluation Committee to discuss said dissent within 7 days for first reappointments and 14 days for the second and subsequent reappointments.
- D. The President shall notify each candidate of reappointment or nonreappointment during the probationary period. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to a faculty member in advance of the appointment expiration, as follows:
1. Not later than March 1 of the first academic year of service if the appointment expires at the end of the year; or, if a oneyear appointment terminates during an academic year, at least three months in advance of its termination;
 2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
 3. At least twelve months before the expiration of an appointment after two or more years of service at the institution. Notice of non-appointment to tenure shall be in writing by September 1 of the final probationary year. In all cases failure to notify a candidate by these dates shall constitute automatic reappointment for one year.

The institution will normally notify faculty members in writing of the terms and conditions of their renewals by March 15, but in no case will such information be given later than April 15.

- E. Recommendations for tenure and promotion to Professor shall be submitted by the Dean to the Council on Academic Policies and Standards by May 1 of the calendar year prior to appropriate action.

The C.A.P.S. shall send its report to the Provost by May 22. Notification of the Council's recommendations shall be made to each candidate at that time.

The Provost shall submit these recommendations together with his/her recommendations to the President of the College by June 15.

- F. Candidates may appeal final recommendations of the Evaluation Committee or the President according to procedures stated in Article VIII, Section 4 of the Rollins College Faculty Bylaws.
- G. When a faculty member is eligible for retirement, he/she shall be notified by September 1 of the previous year whether he/she is to be retired or receive annual appointment by the President upon recommendation by the Dean of the Faculty and the Provost.

Section 5. Evaluation of Tenured Faculty

Faculty Evaluation Committees are charged with the responsibilities of encouraging improved teaching and continued professional growth for all members of the faculty. Tenured faculty will normally be evaluated every four years, beginning four years after the departmental tenure review. Individual exceptions may be recommended by the Dean of the Faculty after consultation with the faculty members and the department, to the Steering Committee for approval.

The primary purpose of continued assessment shall be to encourage tenured members of the faculty to reappraise their performances in search of greater effectiveness and to assist them in the identification and correction of any deficiencies. Should the committee detect deficiencies which are particularly significant or find that a tenured faculty member is in extraordinary need of assistance, it may initiate the evaluation proceedings at any time.

ARTICLE VII
The HOLT SCHOOL

Section 1. Administration

The Dean of the Hamilton Holt School who reports to the Provost, is defined in the Faculty Bylaws of Rollins College, in Article VII, Officers of the Administration, Section 8.

Section 2. Committees

The Hamilton Holt Committee and the Master of Liberal Studies Committee, (described in Article V, Section 17 and 18 of these Bylaws) represent the Faculty in establishing goals and policies, curriculum and standards, as they relate to the Hamilton Holt School.

Section 3. Core Faculty

A. Description

Core Faculty are defined as those faculty with joint appointment in the Hamilton Holt School and in the College. Such faculty usually hold tenure-track or tenure appointments in a regular academic department of the College.

B. Selection and Evaluation

Core faculty will be selected and evaluated according to the usual departmental and College procedures with the following additional stipulations:

1. Such Faculty must be endorsed and approved by the Dean of the Hamilton Holt School in order to be appointed to the core faculty.
2. Evaluation committees shall submit their reports and recommendations to both the Dean of the Hamilton Holt School and the Dean of the Faculty as per the schedule set out in Article VI, section 4(b)(2) of the Bylaws of the College.
3. Reviews of all core faculty are joint, collaborative reports of both the Dean of the Faculty and the Dean of the Hamilton Holt School in accordance with established schedules. Should either Dean dissent from the recommendation of an evaluation committee, the recommendation would not be forwarded.

ARTICLE VIII
AMENDMENT PROCEDURE

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, provided that a notice one week prior to the meeting shall contain a copy of the proposed amendment or amendments. The amendment ultimately made, if any, need not be in the exact form in which it was sent to each Faculty member, but must deal with the same subject matter.

MEMORANDUM

ROLLINS COLLEGE

From Marvin Newman

Date 4/24/91

To S. Joseph Nassif, Chair of CAB

Copies To

Subject Amendment to Proposed By-laws of the Faculty of Arts and Sciences

- I. Article II, Section 4: Add the following sentence after the first full sentence: Provided, however such open observation shall not apply in grievance considerations, including hearings on that subject.

Rationale: Marvin Newman

- II. Article V, Section 4: Insert in Social Sciences:
Organizational Communication

Library Faculty Meeting
Tuesday, June 25, 1991 - 3:30 pm
Van Houten Conference Room

AGENDA

1. Updates
2. Freshman Orientation, 1991
3. Janirve Grant Progress
4. Retreat, Olin Library Faculty
 - a. July ~~10-11~~, 1991 ✓
 - b. Langford Hotel
 - c. Agenda *Goals & Object.*
5. Faculty By-Laws

To: Prof. Roy Kerr, Chair, By-laws Task Force, box 2632

From: Charlie Rock

RE: Amendment to proposed by-laws

cc: J. Nassif, C. Edmondson

Arts & Sciences By-laws: Article IV, Sections 3, 5 (a) and 5(b)

Replace the clause "of a petition...that is signed by one third of the faculty or..." with:

"of a petition...that is signed by one half of the faculty members required for a quorum or..."

$\frac{1}{3}$

passed as modified

Justification for Amendment:

I would like to argue that the number of petitioners required to call a should not exceed the number required to vote for overruling a Senate decision.

Current draft has: petitioners = $\frac{1}{3}$ of total "voting membership"; overruling vote is (implicitly) a majority ($> 50\%$) of a meeting of the A&S faculty (with a quorum of a simple majority), hence the minimum percentage of faculty needed is $50\% \times 50\% = 25\%+$ for overruling.

Moreover, interpretation of the draft document may allow inclusion of off-campus faculty for the petition process, while the overruling vote could take place at a meeting with only "on campus" faculty. Assuming $\frac{1}{10}$ of the faculty is away each term on average then a petition might still require 33% of the total faculty membership, while overruling might only require a majority of a quorum of on campus faculty or $50\% \times 50\% \times \frac{9}{10} = 22.5\%$ of the total faculty both on- and off-campus.

N.B. Quorum defined in Art. IV Sect.4

The following proposed amendments to the Bylaws drafts were received by Saturday, 20 April, as a result of Joe Nassif's memo of 12 April 1991:

I. Bylaws of the Faculty of Rollins College

1. Article II, Section 1 - change line two to read: ... administrators with faculty rank or holding tenure at Rollins College;

Rationale: Eileen Gregory

2. Article V, Section 2. Faculty Appointments - change line four to read: ... of whom the majority of tenured and tenure-track members of the department

Rationale: Eileen Gregory

II. Bylaws of the Faculty of Arts and Sciences

✓ 1. Article III, Section 3. Terms of Office - change line two to read: ... The President of the Faculty may not serve consecutive terms.

Rationale: Eileen Gregory

2. Article VII, Section 3.B. Membership of the Student Life Committee - change line two to read: ... the faculty, five students selected by the Student Government Association, and two exempt professional staff, chosen by procedures recommended by the Staff Advisory Committee.

note : examples of professional exempt staff who interact with students: admissions counselors, academic advisors, campus safety officers, career counselors, personal counselors, nurses, student activities coordinators, financial aid counselors, study skills counselors, residential life staff, alumni staff.

Rationale: Judy Provost:

*Since faculty, staff, and students comprise the College community, it is logical that all these groups serve on appropriate Standing Committees.

*If faculty serve on the Academic Affairs Committee, then professional exempt staff should serve on the Student Life Committee.

*The governance system should reflect its constituency - faculty, students, and staff.

*Professional staff as full members of the Committee can participate in ongoing, continuing dialogue with students and faculty to enhance understanding of the issues. This dialogue is, of course, supplemented by consultation with student affairs administrators in the same manner as consultation will occur on all other standing committees.

Proposed Amendments

Article V, Section 4, Paragraph 4, lines 3-4

No faculty member shall serve more than two consecutive terms on ^{the same} any standing committee [nor in the Senate].

carried

Article VI, A, Section 1, lines 3-4

Substitute "the chairs of departments" for five faculty elected at large and four tenured faculty divisional representatives.

no - failed