

## **2.4 FACULTY GOVERNANCE STRUCTURE**

The Faculty Council, as described below, shall have the right and duty to advise the President and Trustees of the University and to initiate recommendations in all areas of the University. In addition, the Faculty Council shall work to create a closer liaison between the members of the faculty and the administrative officers and to develop greater cooperation and closer cultural and educational exchange among the faculties of the schools of the University.

Throughout the description of faculty governance structure, *ex officio* shall refer to non-voting members.

### **2.4.1 Faculty Council Composition**

The Faculty Council shall be composed of elected representatives from each academic school and college plus two elected officers, the President and President-Elect (full voting members). Throughout this document, the word faculty means any individual holding regular faculty status as defined in the Faculty Handbook (see 7.1.2B).

The President of Bellarmine University holds the title Honorary President of the Faculty Council and is invited to attend all its meetings. The Senior Vice President of Academic Affairs (SVPAA) is an *ex officio* member of the Faculty Council. The University President and SVPAA are non-voting members.

The Faculty Council will consist of 19 representatives drawn from Bellarmine's schools as follows: each school/unit with a minimum of one regular status faculty member will be allocated one seat on the Faculty Council. Additional representatives for Faculty Council will be drawn from schools/units whose number of faculty comprise at least 10% of the Bellarmine faculty population. The number of Faculty Council seats allocated to each school will be based on the proportional number of faculty in each school. For purposes of governance representation, Bellarmine College is divided into two units: 1) Science & Mathematics (biology, chemistry/physics, computer science, library, mathematics, psychology/sociology) and 2) Arts & Humanities (art/music/theater, English, foreign language, history/political science, philosophy, theology). Representation among schools will be reviewed and seats re-apportioned as necessary.

Faculty Council members are elected to serve two year terms. A year of office begins May 16<sup>th</sup> and ends May 15<sup>th</sup>. When a position becomes vacant, the school/unit will elect a replacement to complete the original term of office.

A council member who misses more than two meetings (unless excused) in any given academic year will automatically vacate his/her seat on the Council. His/her remaining term of office will be filled by a replacement elected from the appropriate school/unit.

Each year a President-Elect of the Faculty Council will be elected at-large to serve a two-year term on the Faculty Council, the first year as President-Elect and the second year as President. The President-Elect assists the President and serves as President in his/her absence. The

President also serves as chair of the Faculty Assembly. During his/her term in office the Faculty Council President has a 3 hour course load release per semester.

The President-Elect of the Faculty Council shall also serve as the Recording Secretary. The Recording Secretary will take minutes, copy and distribute documents, schedule facilities, and publish information as directed by the Faculty Council President.

#### **2.4.2 Elections Run by Faculty Council for Faculty Positions**

The Coordinating Committee of the Faculty Council (described in 2.4.3) will supervise the nomination and election process for (a) President-Elect, (b) Faculty Advisor to the Board of Trustees, (c) At-Large members of the Faculty Compensation Committee, and (d) School Representatives to the Rank and Tenure Committee and (e) Members of the Faculty Grievance Committee.

- A. All faculty with regular faculty status are eligible for the role of President-Elect. Any individuals who are full-time faculty and all administrators with faculty status may nominate candidates for the position of President-Elect. Self-nominations are acceptable.

After verifying their willingness to serve, the two individuals receiving the most nominations (plus any ties) will be placed on the ballot. Each nominee will submit a brief (100 word) statement to be printed on the ballot. Ballots, with return envelopes, will be sent to all regular status faculty before the end of March. Faculty must sign the envelope in order for the ballot to be counted. The Coordinating Committee will verify and tabulate each valid ballot and publish the results.

- B. All faculty with regular faculty status are eligible for the role of Faculty Advisor to the Board of Trustees. Any individuals who are full-time faculty and all administrators with faculty status may nominate two candidates for the role of Faculty Advisor to the Board of Trustee. Self-nominations are acceptable.

After verifying their willingness to serve, the five individuals receiving the most nominations (plus any ties) will be placed on the ballot. Each nominee will submit a brief (100 word) statement to be printed on the ballot. Ballots, with return envelopes, will be sent to all regular status faculty before the end of March. Faculty must sign the envelope in order for the ballot to be counted. The Coordinating Committee will verify and tabulate each valid ballot. The top two names will be submitted to the University President for appointment to a two-year position.

- C. One Faculty Council member, who holds tenure, is also elected each year, for a 1-year term, as a representative member of the Faculty Compensation Committee. This election takes place at the opening May meeting of the new Faculty Council. All faculty with regular faculty status who hold tenure are eligible for the role of At-Large members of the Faculty Compensation Committee. Any individuals who are full-time faculty and all

administrators with faculty status may nominate candidates for the role of At-Large members of the Faculty Compensation Committee. Self-nominations are acceptable.

After verifying their willingness to serve, the five individuals receiving the most nominations (plus any ties) will be placed on the ballot. Ballots, with return envelopes, will be sent to all regular status faculty before the end of March. Faculty must sign the envelope in order for the ballot to be counted. The Coordinating Committee will verify and tabulate each valid ballot. The top two names will serve in this two-year position.

- D. The University Rank and Tenure Committee consists of seven elected members, each elected to three-year positions in staggered years. Only faculty with regular faculty status who hold tenure are eligible to serve on the Rank and Tenure Committee. One faculty member will be elected by each division or school having at least five tenure-track faculty appointments. Each division or school nominates and votes for its own representative to Rank and Tenure. Any individuals within each school who are full-time faculty and all administrators with faculty status may nominate candidates for their college or school's representative(s) for Rank and Tenure. Self-nominations are acceptable. The remaining positions on the committee will be filled by members elected at large by the entire faculty.

A complete list from the SVPAA's office of eligible tenured faculty for each division or school is sent to all full-time faculty and all administrators with faculty status in that division or school. Each eligible faculty member may nominate up to two (2) faculty from his/her division or school when a representative election is needed in a given year. Each eligible faculty member in those divisions or schools who are not electing a representative in a given year may nominate up to two (2) faculty from his/her division or school to run for an at-large position of Rank and Tenure. Faculty who serve on a division or school Rank and Tenure Committees, who will be on sabbatical, or who are submitting portfolios for promotion may not serve on the University Rank and Tenure Committee during that given academic year.

After verifying their willingness to serve, the two individuals, from each division or school holding representative elections, with the most nominations will be placed on ballots to be completed by their respective full-time faculty with regular faculty status. Ballots will be sent to all regular status faculty in that division or school before the end of March. Faculty must place the completed ballot in a signed and sealed envelope in order for the ballot to be counted. The Coordinating Committee will verify and tabulate each valid ballot. The top vote recipient from each of the divisions or schools will serve as representatives for his/her respective divisions or schools in a three-year position on Rank and Tenure.

Once the division or school representatives to Rank and Tenure have been elected, the remaining candidate's name from each division or school from these representative elections, will be placed on a ballot, along with the faculty with the most at-large nominations from each of the divisions or schools not currently holding representative election. This ballot of candidates for at-large members of Rank and Tenure will be sent

to all faculty with regular faculty status before mid-April. Faculty must place the completed ballot in a signed and sealed envelope in order for the ballot to be counted. The Coordinating Committee will verify and tabulate each valid ballot. The top vote recipient(s) will fill the number of remaining spots on the Rank and Tenure Committee and serve in a three-year position.

- E. A complete description of the Faculty Grievance Committee is found in 2.4.4.2 B of this document. The election procedures for this committee will be the following. Since the terms of the Grievance Committee are staggered and have a maximum allowable representation from any given school/division, the elections will ask for nominations (self or otherwise) from all eligible faculty.

### **2.4.3 Coordinating Committee**

The Coordinating Committee is composed of the Faculty Council President, the President-Elect, and the chairpersons of the four operational standing committees: Faculty Affairs, Faculty Compensation Committee, Undergraduate Educational Affairs, and Graduate Educational Affairs. The Coordinating Committee will meet regularly to review all items/issues coming to the Faculty Council and will make recommendations to the Faculty Council as to whether the items/issues will be assigned to an operational standing committee, a subcommittee, or to an *ad hoc* Committee for review prior to coming before the Faculty Council. The Coordinating Committee will arrange the Faculty Council agenda, allocate discussion time limits, coordinate the staffing of committees, organize nominations and elections, and will generally handle the minutia of governance that is too unwieldy for the entire Council. The Coordinating Committee will maintain a working relationship with both the Senior Vice President for Academic Affairs and the President of the University and will facilitate the flow of information between the administration and the Faculty Council. Permanent subcommittees of the Coordinating Committee include:

- Calendar Committee – This committee shall be composed of the Chair of UEA, the Chair of GEA, the Registrar, one representative from each of the schools/units (department chairs or program chairs and at least one dean recommended), a representative from each of Student Affairs and Enrollment Management. School/unit representatives will be appointed by the Coordinating Committee and will serve two-year, staggered terms.

Each year, the chair of the committee will be elected by its members. If at all possible, the chair should be drawn from one of the faculty members on the committee. The responsibilities of this committee shall be to set meeting dates of pertinent committees so as to facilitate better communication and streamlining of new course, program, or curricular proposals, as well as setting the academic calendars.

### **2.4.4 Faculty Council Standing Committees**

There are four “operational” standing committees of the Faculty Council that meet to research and discuss particular ongoing business of the faculty, and that may produce decisions and proposals to be forwarded to the FC for review and approval: Faculty Affairs, Faculty Compensation Committee, Undergraduate Educational Affairs, and Graduate Educational

Affairs. The Faculty Council will set the agenda for each committee. In addition, there are two “judicial” standing committees of the Faculty Council that meet as needed to hear and adjudicate complaints: Hearing Committee and Grievance Committee.

#### **2.4.4.1 Operational Standing Committees**

- A. Faculty Affairs Committee – This committee addresses faculty related issues as directed by the Coordinating Committee. It is composed of a chair elected from Faculty Council and five members drawn from Bellarmine’s schools; no school, however, shall have more than one representative. The associate vice-president serves as a liaison to the administration and attends each meeting. Sub committees of Faculty Affairs include:
- Faculty Development/Forums – The purpose of this committee is to promote continuing growth for faculty through the presentation of workshops, symposia, forums, etc. that addresses current trends and research in academia. This committee is composed of a chair and representatives from the faculty at large.
  - Handbook Committee – The responsibility of this committee is the maintenance and revision of the Faculty Handbook. This committee is composed of a chair and five members drawn from Bellarmine’s schools; no school, however, shall have more than one representative.
  - Technology Committee – This committee addresses technology issues that affect faculty teaching and research.
  - Non-Regular Faculty Issues Committee – This committee addresses issues related to faculty with non-regular faculty status.

The chair of each subcommittee of Faculty Affairs should report monthly to the chair of Faculty Affairs. The monthly report enables the Faculty Affairs chair to relate pertinent information to the Faculty Council at its monthly meetings.

- B. Faculty Compensation Committee (FCC) shall review with the Administration the structure of faculty salary, benefits and workload within the University. The FCC shall meet with the Administration at least once per quarter (prior to September 1, December 1, March 1 and June 1) in order to help determine the amount and allocation of monies for faculty salaries and benefits, subject to the approval of the Board of Trustees. The FCC shall report to the Faculty Council and obtain its approval before reaching a final agreement with the Administration. Nothing in this paragraph shall modify the power of the Board of Trustees in consultation with the President to establish the University Budget. The Faculty Compensation Committee shall consist of the current Faculty Council President (*ex officio*), the two most recent past presidents of the Faculty Council, one elected representative from the Faculty Council, and four members elected from the faculty at large. All elected members serve one year terms. There are no term limits for members of the FCC. (For example, an outgoing Faculty Council member is eligible to be elected at large.) The Chair of the Faculty Compensation Committee shall be elected from within by the seven voting FCC members. FCC members must have been granted tenure by the start of the year in which they are to serve. The four at-large

members of the Faculty Compensation Committee shall be elected by the faculty during the usual spring elections. The Faculty Council shall elect its representative at the first meeting (May). If an elected member of the FCC is unable to serve, a new vote shall be held immediately. If a past president of the Faculty Council is unable to serve, the Faculty Council President shall appoint a former Faculty Council President to serve on the FCC for a one year term. The Faculty Council President shall do his/her best to ensure that the interests of each school are judiciously represented by the FCC.

- C. Undergraduate Educational Affairs consists of the academic department chairs, the SVPAA, one undergraduate student, and the chairperson. Non-voting members and resource persons to the committee include the Dean of each of the schools, program directors, the Library Director, and the Registrar. As directed by the Faculty Council, this committee handles issues of broad undergraduate academic or educational concern that have the potential to impact more than one school or the General Education curriculum. In particular, UEA convenes and monitors the work of the General Education Sub-committee and considers reports from the Honors and Brown Scholars Program Directors.
- D. Graduate Educational Affairs includes all graduate program directors, the SVPAA, one graduate student, and the chairperson. Non-voting members and resource persons to the committee include the Dean of each of the schools, the Library Director, the Registrar, and the Director of Academic Operations. This committee will handle issues of broad graduate academic or educational concern as directed by the Faculty Council. These issues may include but are not limited to providing a forum for graduate student or program needs, development of the graduate culture at Bellarmine, assessment and evaluation of graduate programs, quality assurance, and graduate academic policies.

#### **2.4.4.2 Judicial Standing Committees**

- A. The Hearing Committee will consist of five faculty members. At the first fall meeting of the Faculty Council, the Coordinating Committee will present a list of fourteen candidates for a Hearing Committee, having ascertained their willingness to serve. All candidates must be full-time, regular, tenured faculty members. In selecting candidates, the Coordinating Committee will strive to maintain a reasonable balance among the academic units of the University. These candidates, plus any others nominated from the floor of the governing body of the faculty, will be voted upon by the Faculty Council. The five candidates receiving the most votes will constitute the Hearing Committee for that year. The candidates will be ranked in order of the number of votes received. The remaining candidates, ranked in order of the number of votes received, will constitute the pool of alternates for the Hearing Committee for that year. In the case of a tie vote the faculty member with the most seniority is ranked higher. The Chair of the Hearing Committee will be selected by the members of that committee, when it is constituted. All five members of the committee, including the chair, may vote (for Hearing procedures, see 7.4.2).

- B. The Grievance Committee will consist of five elected members and three alternates of the faculty, each serving a two-year term (staggered). Members must be full time teaching faculty, and no more than two members can be from the same school/college/unit/library. Members must have served full-time at Bellarmine University for a minimum of three consecutive years, including the past academic year, and be of the rank of associate or full professor. The committee will elect its chairperson. Every member of the committee, including the chair, may vote. No officer of the University will serve on this committee (for Grievance procedures, see 7.4.6).

#### **2.4.4.3 Resolving Issues of Unprofessional Behaviors on Committees**

- If there is a committee-related incident of unprofessional behavior involving one or more committee members of a faculty governance committee or subcommittee, the first step in resolving the issue is to discuss the problem with the committee chair.
- If the issue cannot be resolved within the committee itself or if the issue involves the committee chair, the committee chair or committee member should contact the Coordinating Committee.
- The Coordinating Committee will meet with each member involved in the issue and will attempt to mediate a solution.
- If the mediation does not resolve the issue, the Coordinating Committee will make a decision on the issue based on the available facts and may request input from other members of the committee. The Coordinating Committee may decide whether or not any member or members of the committee involved in the issue should be removed from the committee for that academic year. Only the Coordinating Committee can dismiss a member of a faculty governance committee or subcommittee.
- The Coordinating Committee's decision is the final step in the committee issue resolution process. Should a faculty member not be satisfied with the Coordinating Committee's decision, the faculty member may file a formal grievance that will be heard by the Faculty Grievance Committee following the policy outlined in Chapter 7.
- The Coordinating Committee will inform the Senior Vice-President of Academic Affairs of any formal decision reached in the matter of Faculty Council committee issues.

#### **2.4.5 Faculty Council Operating Procedures**

- A. The Faculty Council generally meets monthly from August 15 through May 15 and meetings are open to all regular status faculty. Additional council meetings may be scheduled as needed. A quorum is required to begin a meeting, to conduct business, or to vote on motions. A quorum consists of 55% of the elected council members. If members leave during a meeting, a quorum must exist to continue business or to vote on motions.
- B. All Faculty Council business will be brought directly to the Coordinating Committee of the Faculty Council. The Coordinating Committee may refer items to any of the

operational standing committees, subcommittees, or *ad hoc* committees for review and recommendation to the Council, or place them directly on the Faculty Council agenda. Faculty Council meeting agendas will be sent to the full faculty at least five calendar days in advance of meetings.

- C. All course, program, and curricular issues approved by a School/Unit will be sent to the Coordinating Committee. All School Council meeting minutes will be sent to the Coordinating Committee as information items. The Coordinating Committee will review the minutes to determine if the Council should consider additional issues and make recommendations. The Coordinating Committee and the Faculty Council will be responsible for ensuring that all course, program, and curricular issues receive appropriate review and recommendation. The Faculty Council will submit its final recommendations to the University President and/or SVPAA.
- D. Issues, other than course, program, and curricular issues, may be brought to the Coordinating Committee for Faculty Council consideration by the University President, by the SVPAA, and/or by individual Council Members. Non-council members (faculty, administrators, staff, and students) may ask individual Council Members, the University President, and/or the SVPAA to submit issues to the Faculty Council through the Coordinating Committee. All business brought to the Coordinating Committee may be referred directly to the Faculty Council for deliberation or be sent to a Standing Committee, a Subcommittee, and/or an Ad Hoc Committee for prior review and recommendation. The Faculty Council will submit its final recommendations to the University President and/or SVPAA.
- E. The following procedure for making recommendations to the Faculty Council regarding the assignment of agenda items will be followed by the Coordinating Committee:
  - 1. Issues of Minor Significance, as recommended by the Coordinating Committee, will not be placed on the agenda of the Faculty Council or a Committee of the Faculty Council. The decisions of the School/Unit will stand. Examples of issues of minor significance include course name and number changes, or, in general, any change that is purely nominal and not substantive in nature.
  - 2. Issues of Moderate Significance, as recommended by the Coordinating Committee, will be placed on the agenda of one of the Committees of the Faculty Council. Examples of issues of moderate significance include new courses and changes in the direction or intention of a program. Course, program, and curricular issues approved by a School/Unit will be sent to the Undergraduate Affairs or the Graduate Affairs Committee. Other issues of moderate significance brought to the Coordinating Committee will be placed on the agenda of any of the five Standing Committees, a Subcommittee, or an *ad hoc* Committee. The Coordinating Committee may refer an issue to an *ad hoc* Committee for review prior to submission to a Standing Committee or a Subcommittee. Each Standing Committee, Subcommittee, or *ad hoc* Committee will review issues placed on its agenda, and take one of the following actions: either (1) notify the appropriate School/Unit and the SVPAA of agreement on the issue; (2)

- investigate and reach an acceptable resolution on the issue with the School/Unit and the SVPAA; or (3) return the issue to the Coordinating Committee for submission to the Faculty Council.
3. Issues of Major Significance, as recommended by the Coordinating Committee, will be placed on the agenda of the Faculty Council. Examples of issues of major significance include items that require a substantial new use of University resources and issues that indicate a new focus or direction for the University. The Faculty Council may request an operational standing committee, subcommittee, or an *ad hoc* committee to review and report on an issue. Such reports will include information and rationales to serve as the basis for Council deliberation and recommendation to the University President and/or SVPAA. The Faculty Council will be responsible for the oversight function for Major Significance issues and for making recommendations to the President and SVPAA.
- F. All recommendations for assignment of issues to an operational standing committee, subcommittee, or an *ad hoc* Committee will be itemized and sent to the Faculty Council for review. The assignments made by the Coordinating Committee will go forward as recommended unless an objection is raised by a Council member within three calendar days of notification. Objections must be conveyed in writing (via email or note) to the President of the Faculty Council who will then place the issue on the next regularly scheduled Faculty Council meeting agenda for consideration and/or assignment.
  - G. The Faculty Council has the discretion to determine issues of sufficient importance that will be taken either to the individual school/college councils or to the Faculty Assembly for discussion and/or referendum.
  - H. The Faculty Council may only take votes on motions that pertain to issues published in the agenda or on items that have been discussed at a prior meeting. Whenever possible, the full text of each motion will be printed with the agenda. Motions arising from business not on the agenda will be voted on at a subsequent Council meeting. The Council President may rule a motion out of order for a particular meeting.
  - I. To accommodate extraordinary situations or to meet a pressing time schedule, the governance procedure described above may be suspended by a two-thirds majority vote of the Faculty Council.
  - J. Changes to the general operating procedures of the Faculty Council and its committees require a two-thirds majority vote of the Faculty Council.
  - K. The President of the Faculty Council may invite the college/school deans and other individuals to attend a council meeting for the purpose of providing information to aid in its deliberations.

- L. To facilitate more candid discussion, any council member may direct the Faculty Council President to respectfully ask the Senior Vice President of Academic Affairs and/or guests to temporarily excuse themselves from the meeting.
- M. All minutes of the Faculty Council, operational standing committees, subcommittees, *ad hoc* committees, and the School/Unit Councils will be placed in Public Folders and published on the Faculty Council intranet web pages as directed by the Council President. The chairperson of each group will be responsible for providing the Council President with the committee minutes within one week following its meeting.
- N. At the final May council meeting, newly elected council members and the new President-Elect will be transitioned onto the Faculty Council but will not vote on business items. Standing Committee chairpersons will be elected for the next year by the incoming council membership (new and returning members) and Board of Trustee committee nominations will be made and forwarded to the University President for selection over the summer. The new Faculty Council, its officers, and coordinating committee will begin on May 16<sup>th</sup>.

#### **2.4.6 Faculty Assembly**

There will be one full Faculty Assembly meeting each semester during which the President of the University and the President of the Faculty Council will share information with the full faculty. The fall meeting will be in October or November after enrollments and budgets are finalized. The spring meeting will be in March or April to wrap up the academic year and include projections for the coming year.

#### **2.4.7 School Councils**

Each school/unit will form a “School Council” chaired by its Dean. Each school/unit will determine its own internal governance structure, by a majority vote of full time faculty within the school/unit. A school/unit may, at any time, change its governance structure by a vote of its faculty. The School Council will be responsible for school-specific issues including courses, curriculum, and policies related to programs within their purview.

#### **2.4.8 Faculty Advisors to the Board of Trustees**

Each year, the President of Bellarmine University will appoint two faculty members to each of the four subcommittees of the Board of Trustees (Finance, Fundraising, Academic Affairs, Facilities) to serve staggered two-year terms. Three nominees for each subcommittee position will be made by the Faculty Council from members of the Faculty Council. The two faculty advisors serving on the Board of Trustees will be eligible for seats on the subcommittees.

**2.4.9 Changes to the formal governance structure, or to Chapters Two or Seven, or to the general education curriculum, require a two-thirds majority vote of the Faculty Council and ratification by simple majority of the Faculty Assembly. All changes will then be recommended to the University President for incorporation into the University Policy and Procedures Manual.**

**Appendices**

Appendix 1 Faculty Council Action Flowchart

Appendix 2 Curriculum Action Oversight Flowchart