

FACULTY GOVERNANCE HANDBOOK

Long Island University

C. W. Post Campus

(Rev. November 24, 2006)

TABLE OF CONTENTS

1. Faculty Governance at C.W. Post, Long Island University

- 1.1 Purpose
- 1.2 Statement on Academic Freedom
- 1.3 Areas of Faculty Primacy

2. C.W. Post Faculty Governance: Policies and Procedures

- 2.1 Campus Governance
- 2.2 Faculty Council: Purposes
- 2.3 Special Powers
- 2.4 Composition
- 2.5 Elections, Tenure, and Officers
- 2.6 Duties of the Faculty Council Chair
- 2.7 Executive Committee
- 2.8 Procedures

3. Campus Faculty Meetings

4. Committees

4.1 Campus Faculty Personnel Committee

- 4.1.1 Purpose
- 4.1.2 Membership

4.2 Campus Research Committee

- 4.2.1 Purpose
- 4.2.2 Membership

4.3 Committee on Committees

- 4.3.1 Purpose
- 4.3.2 Membership
- 4.3.3 Procedures
- 4.3.4 Convening

4.4 Newton Award Committee

- 4.4.1 Purpose
- 4.4.2 Membership
- 4.4.3 Convening

4.5 Elections Committee

4.6 Appointed Committees

4.6.1 Campus Committee on Student Writing (CCSW)

Purpose

Membership

4.6.2 Academic Standing Committee

Purpose

4.6.3 Admissions Committee

Purpose

4.6.4 Athletics, Orientation, and Student Life Committee

Purpose

4.6.5 Calendar, Scheduling, and Space Utilization Committee

Purpose

4.6.6 Core Curriculum Committee

Purpose

Membership

4.6.7 Faculty Student Appeals Board

Purpose

4.6.8 Faculty Technology Resource Advisory Committee

Purpose

Membership

4.6.9 Interdisciplinary Studies and Life Experience Committee

Purpose

4.6.10 Library Committee

Purpose

4.6.11 Scholarship and Financial Aid Committee

Purpose

Membership

5. Distribution

6. Amendments

1. Faculty Governance at C.W. Post, Long Island University

1.1 Purpose

The purpose of this handbook is to delineate the roles, responsibilities, and rights of the C.W. Post faculty with regard to self-governance and participation in a system of shared governance at Long Island University. The primary participants in this system of shared governance are the campus full-time faculties of C.W. Post, Brooklyn/LIU, Brooklyn Pharmacy, the LIU Administration and the LIU Board of Trustees. The campus faculties will choose their own governance structure, policies and procedures, to include a faculty senate or faculty council, and various faculty committees deemed necessary to conduct and facilitate the business of the faculties. In addition, the University Faculty Senate (UFS) has been duly constituted as the faculty governance body responsible for addressing university-wide matters of concern to LIU faculty.

In this system of shared governance at Long Island University, campus faculty governance must be understood with reference to the “Statutes” of Long Island University and the Constitution of the University Faculty Senate. The LIU Statutes recognize the unique and separate roles and responsibilities of the Board of Trustees, the University Administrative Officers, and the campus faculties. In addition, the LIU Statutes address the rights and privileges of the faculties. The LIU Statutes recognize the University Faculty Senate (UFS) as the body, which “represents the faculty of the University on those matters which are University-wide.” The Statutes also state that each campus will “have a faculty Senate or Faculty Council for the deliberation of local academic matters. Its decisions and resolutions are advisory to the President.” In Article II of the newly adopted UFS Constitution, the “UFS recognizes that individual campuses have their own governance structures that communicate independently with the Board and Administration about matters related to their respective campuses.” Furthermore, Article III, paragraph C states, “The authority of the UFS does not extend to academic and governance matters that are particular to individual campuses. Moreover, the UFS has no authority in areas specifically addressed by collective bargaining agreements.” This latter injunction applies also to the C.W. Post faculty governance structure and its scope of authority.

This C.W. Post Faculty Governance Handbook recognizes the unique, separate and joint duties, rights, and responsibilities of the principle participants in this system of shared governance and decision-making. The variety and complexity of these responsibilities produce an inescapable interdependence among the LIU Board of Trustees, the Administration, and the Faculties. This interdependence requires recognition of areas of primacy and open communication among these participants, opportunity for joint planning and operation where called for, and overall shared governance of the University.

Shared governance is a fundamental principle. The role of faculty in decisions that concern its areas of primacy must be recognized and maintained. It is essential to academic freedom and the integrity of the University as a whole that shared governance be respected and supported.

This C.W. Post Faculty Handbook delineates areas of faculty primacy consistent with the Statutes and the UFS Constitution, and describes the structure and procedures of faculty governance at C.W. Post. The means by which C.W. Post Faculty participate in University-wide governance through representation on the University Faculty Senate (UFS) and representation at Board of Trustee meetings is also described herein.

1.2 Statement on Academic Freedom

A university best serves the community of scholars as an open intellectual forum where varying shades of opinion may be expressed openly and debated fairly. Within this general framework, academic freedom is understood to mean the opportunity for each member of the Faculty to discuss subject matter fully in the classroom, to engage in research and publish results without institutional censorship, and to write and speak as a citizen without institutional prior restraint or subsequent disciplinary action when the Faculty member acts individually and does not purport to represent the C. W. Post Campus or Long Island University as a whole. Subject to the terms of the agreement between the Administration of Long Island University and the Faculty's Collegial Federation, the Faculty shares with the Administration the obligation to protect academic freedom (including freedom of expression, freedom of enquiry and dissemination, and intellectual property rights) not only on campus but also in the larger intellectual community.

1.3 Areas of Faculty Primacy

The LIU Statutes recognize that, subject to the approval of the University Officers and the Board of Trustees, the faculties are the primary agents in fulfilling the University's responsibilities with respect to professional ethics and standards, academic standards, peer review and academic judgment, and protection of academic freedom.

Additional areas of faculty primacy include, but are not limited to, matters of self-governance, academic policy, academic programs and curriculum, and faculty status. It must be recognized that the faculty has the primary responsibility and rights in these traditional areas of faculty primacy, albeit in a system of shared governance and decision-making.

2. C.W. Post Faculty Governance: Policies and Procedures

2.1 Campus Governance

The C.W. Post Campus Faculty, consisting of all full-time instructors from the various schools and colleges across the campus, shares responsibility for the formation and development of Campus-wide policy in traditional areas of faculty primacy—including, but not limited to, matters related to governance, academic policy, the protection of academic freedom, and curriculum.

While the Campus Faculty, acting as a body, is not chiefly responsible for initiating changes to Campus-wide policy in the areas of faculty primacy indicated above, it may do so. These changes, however, wherever initiated, must be approved by the vote of the Faculty at Campus Faculty meetings or by Faculty Council when the conditions specified in Section 2.3 of this Handbook are met or, when explicitly so authorized, by mail ballot.

Specific authority to recommend certain decisions may be delegated by the campus Faculty to a Standing or ad hoc committee for ultimate approval of the Faculty as a whole. The various academic units at the C.W. Post Campus shall establish rules of procedure for their respective faculties dealing with matters within the competency of these faculties. Disagreements as to the proper jurisdiction (Campus, School, College, etc.) for dealing with a particular matter shall be resolved by the Campus Faculty as a whole (or by the Faculty Council acting on its behalf, subject to the conditions specified in Section 2.3 of this Handbook).

2.2 Faculty Council: Purposes

In the context of shared governance, the Faculty Council, whose elected members are full-time faculty from the various schools and colleges on the C.W. Post campus, has the primary responsibility for the formation and development of campus-wide policy for the C.W. Post Campus Faculty as a whole in the traditional areas of faculty primacy. These areas include, but are not limited to, matters related to governance, academic policy, the protection of academic freedom, and curriculum. In addition, the Faculty Council is the body through which the faculty as a whole shall govern itself. It assumes collective responsibility for the “matters of faculty primacy” named above.

The Faculty Council also represents the C.W. Post Faculty in relation to other groups and constituencies; acts and speaks on behalf of the Faculty in furthering the objectives expressed in Campus Faculty meetings; receives regular reports from the standing Campus Faculty committees and evaluates them for further action; receives and evaluates reports from any ad hoc committees it has appointed; serves as an advisory body to the Administration and the Board of Trustees; facilitates the representation of the Campus Faculty in the University Faculty Senate; and selects delegates to and facilitates the representation of the Campus Faculty at the meetings of the Board of Trustees and of its standing committees. At these meetings, faculty may participate in the business and activities of the Board and of its committees. Faculty has the right to place items on the agendas of all meetings and to discuss all agenda items, but faculty does not have voting rights. . The Board and its Standing Committees reserve the right to go into Executive Session as required by law and for good cause. Executive Session is defined as a meeting restricted to the voting members of the Board and its Standing Committees and any individuals specifically invited to address these bodies on a given issue. The Board of Trustees shall supply Faculty Council with the dates, agendas, and all relevant materials sufficiently in advance of these meetings to allow meaningful faculty participation.

In exchange the Faculty Council shall invite a representative of the Board of Trustees or of the Administration to Campus Faculty meetings and Faculty Council meetings. Such representatives have the right to place items on the agendas of those meetings and discuss all agenda items, but do not have voting rights. The Faculty reserves for itself the right to enter into Faculty Executive Session at Campus Faculty meetings and Faculty Council meetings. Faculty Executive session is here defined as a Faculty meeting restricted to the voting members of the Faculty. The Chair of Faculty Council shall provide the Vice-President for Academic Affairs with the dates, agendas, and all relevant materials sufficiently in advance of these meetings to allow meaningful participation by the Vice-President for Academic Affairs or by a Trustee.

The Faculty's offer to have members of the Board of Trustees attend meetings of the Faculty Council and meetings of the full faculty is contingent upon the willingness of the Long Island University Administration to grant the faculty of C.W. Post the full participation rights enjoyed by the faculties of Brooklyn and the School of Pharmacy.

2.3 Special Powers

When it is not feasible to wait upon or to call a Campus Faculty meeting, the Faculty Council shall be empowered to speak for and to represent the Campus Faculty. Under similar circumstances, the Council shall be the source of official Faculty opinion expressed to the L.I.U. administration and to the Board of Trustees. Whenever the Faculty Council shall have acted under this special empowerment, it shall seek endorsement of its action at the next Campus Faculty meeting. All resolutions adopted by the Faculty Council shall be reported to the Campus Faculty and are, in principle, reversible by that body.

2.4 Composition

Council membership shall be open to all full-time faculty of the C. W. Post Campus.

Representation on the Council shall be apportioned among the academic units of the Campus every two years on a basis of the number of full-time faculty members. The Council shall consist of 10% of the full-time faculty in each academic unit rounded to the nearest whole number except that every unit shall be entitled to at least one representative. Reapportionment shall take place every two years reflecting faculty membership as of September 1 of the current academic year.

The academic units are:

Humanities (English, Foreign Languages, Philosophy)
Sciences (Biology, Chemistry, Earth and Environmental Science,
Mathematics, Physics, and Psychology)
Social Sciences (Economics, History, Political Science/International
Studies, and Sociology/Anthropology)
College of Management (Accounting, Criminal Justice, Finance, Health Care/Public
Administration, Social Work, Management, and Marketing)
College of Information and Computer Science (Palmer School of Library and Information
Science, Computer Science and Management Engineering)
School of Education (Administration and Leadership; Communication Sciences and Disorders;
Counseling and Development; Curriculum and Instruction; Educational Technology;
Health, Physical Education, and Movement Science; Special Education and Literacy)
School of Visual and Performing Arts (Art; Media Arts; Music; Theatre, Film and Dance)
School of Health Professions and Nursing (Biomedical Science, Nursing, and Nutrition)
Library

The out-going Chair shall continue for one year as a voting member of the Council and of the Executive Committee.

Faculty Council meetings are open to all full-time members of the faculty. Others may attend at the invitation of the Council.

2.5 Elections, Tenure, and Officers

Each full-time member of the faculty is entitled to nominate and to vote for those members of the Council who represent the faculty member's academic unit.

The term of office for Council representatives shall be two years. A Council member can serve no more than two consecutive two-year terms.

Elections will be conducted by the Elections Committee and will take place in each academic unit in April. Every unit will generally elect half of its representatives each year.

The out-going Chair shall convene the incoming Council between April 15 and the Friday preceding Commencement. At this meeting the following officers shall be elected: a Chair, a Vice Chair, and a Secretary.

The term of office for these officers is one year. No officer shall serve more than two consecutive terms.

The term of office of newly elected members of the Council shall begin, and the term of office of outgoing members of the Council shall end, at the conclusion of the above-mentioned meeting.

Every officer is removable by the Faculty Council at a Faculty Council meeting specifically called for the purpose of considering such action upon receipt by the Chair of a petition to consider the removal of that officer signed by one-half of the members of the Council.

Elected members of the Council are expected to attend all meetings. If circumstances force a member's absence from a meeting, that member should arrange in writing for an alternate from the member's academic unit. If a representative is absent (without alternate or replacement) from two consecutive meetings, or from a total of three meetings during any regular semester, the Recording Secretary shall advise the Chair, and the Council may, at its next regular meeting, call for a replacement through an election within the representative's constituency.

2.6 Duties of the Faculty Council Chair

1. To schedule and conduct four (4) Faculty Council meetings per semester and send minutes to the archives.
2. To schedule and conduct two (2) Campus Faculty meetings per semester and send minutes to the archives.
3. To schedule additional meetings as needed.
4. To distribute Faculty Governance Handbook to all new full-time faculty members at the first Campus Faculty meeting.
5. To present to Faculty Council faculty information for reapportionment at the beginning of the academic year.
6. To ask Faculty Council to appoint representatives to appropriate committees
7. To assure the convening of the following committees in a timely fashion: Committee on Committees, Elections Committee, Newton Awards Committee, and Research Committee.
8. To communicate to the Administration the views of the Faculty.
9. To provide the Vice-President for Academic Affairs dates, agendas, and relevant materials in advance of Faculty and Council meetings.
10. To distribute the agenda of the next Faculty Council meeting in a timely fashion.
11. To distribute Faculty Council minutes prior to the next meeting.

12. To call for Standing Committees to meet, appoint chairs, and send reports at the beginning of the academic year.
13. To request appointment of members of the Campus Committee on Student Writing (CCSW) at the beginning of the academic year.
14. To collect reports of all Standing Committees and send these to the Archives.
15. To prepare agendas and distribute them prior to each Campus Faculty meeting.
16. To distribute minutes of each Campus Faculty meeting.
17. To convene Campus Curriculum Committee upon appeal by concerned faculty.
18. To present all resolutions and requests of the Faculty Council and Campus Faculty to the appropriate administrators.
19. To act as a facilitator between faculty and administration on issues of faculty governance.
20. To place in archives all Campus Faculty and Faculty Council minutes, Committee on Committees membership and Standing Committee membership and reports.
21. To distribute eligibility lists for committee membership and chairs
22. To serve as an ex officio member of the University Faculty Senate

2.7 Executive Committee

The Chair, Vice-Chair, Secretary, and the Past Chair shall serve as the Executive Committee of the Council.

2.8 Procedures

At its first meeting the Faculty Council shall adopt a calendar for the coming year. The Council shall meet at least four times during each fall and spring semester. In addition, it shall meet at the discretion of its Chair, the Executive Committee, or upon written request to the Chair on five schooldays' notice of ten (10) members.

The Executive Committee of the Council shall be empowered to consult with the Administration on behalf of the Council and the faculty as a whole when it is not practical to convene the Council. Subsequently, the Executive Committee shall report to the Council and to the faculty as a whole on all discussions with the Administration.

A written agenda and the minutes of the previous meeting shall be provided to all members of the Faculty Council for each meeting.

3. Campus Faculty Meetings

The combined Faculty of the Campus is to be called into a formal meeting at least two times during each semester, arranged by schedule at the beginning of each academic year. Additional meetings may be convened by resolution of the Faculty Council. The Chair of the Faculty Council shall call a special Campus Faculty Meeting upon receipt of a petition signed by 10% of the full-time Faculty.

Campus Faculty meetings shall be convened and conducted only during regular semesters except in rare and compelling circumstances; only the Faculty Council (or the Faculty at a Campus Faculty Meeting occurring during the regular semester) shall have the authority to declare the existence of such circumstances or to authorize mail balloting.

The Chair of the Faculty Council shall preside. The agenda will be prepared and minutes will be kept by the Secretary of the Faculty Council. The meetings will provide faculty members with opportunities to discuss academic and administrative matters and to enable them to exchange ideas and voice opinions. All faculty members shall be invited to attend and be heard, and all full-time faculty members shall have the right to vote. The quorum shall be ten percent (10%) of the full-time faculty of the Campus, except that a quorum is assumed to be present until such time as a member in attendance calls upon the Chair to verify the presence of a quorum.

The same rules regarding promulgation of agendas and minutes as apply for Faculty Council meetings apply for general faculty meetings.

4. Committees

The necessary business of the Faculty will be facilitated by various committees. Campus Faculty committees, both standing and ad-hoc, are established by vote of the Faculty. Committee responsibilities include reviewing, planning, and recommending policies and practices to Faculty Council.

Campus Faculty committee memberships will be chosen by the Faculty and by the Faculty alone. Unless otherwise specified, membership is limited to full-time faculty members only. Further restrictions apply for some committees and are given under the individual committee specifications below. No faculty member may serve on a Campus Faculty committee, except ex-officio, for more than four successive years.

Advisory committees of specific expertise (consisting primarily of Faculty members) may be appointed by the President to assist in making decisions (e.g. Budget Advisory Committee, Convocations Committee, Campus Planning Committee). The Campus Committee on Committees and the Collegial Federation shall each designate one additional Faculty member to serve on each Presidential Committee.

Faculty committees are responsible to the Faculty Council and to the Faculty as a whole. Committee recommendations and reports, with the exclusion of information involving student or faculty confidentiality, shall be made to the Faculty Council and shall be available to all Faculty. Committees do not establish policy. Subject to review by the Administration or Trustees where appropriate, the Faculty establishes policy in a general Faculty meeting. In the event that such a meeting cannot be convened in a timely fashion, the Faculty Council shall establish policy.

The Chair of each committee shall submit copies of committee minutes and an annual report to the Chair of the Faculty Council. Where Faculty endorsement is necessary, the committee concerned shall promptly report such matters to the Faculty Council for consideration and referral, if necessary, to a Campus Faculty Meeting. Copies of all recommendations, minutes, and reports received by Faculty Council shall be submitted by Faculty Council to the archives.

Each committee shall elect its own chair.

4.1 Campus Faculty Personnel Committee

4.1.1 Purpose

The purposes of the Campus Faculty Personnel Committee are the following:

- (1) to evaluate individual performance and merit and to enable Campus-wide Faculty recommendations to be made for appointment, reappointment, promotion and tenure, and to process complaints regarding these matters.
- (2) to review and approve the Personnel Guidelines of all Departments annually.
- (3) to appoint additional members from outside the department whenever any department Personnel Committee has fewer than five members to make a particular personnel decision.
- (4) to participate in the selection of resolution panels in disputes between a Department and the Administration concerning the appointment of a Chair of that Department;

- (5) to participate in the development of sabbatical proposals of individual Faculty members who so request pursuant to the Contract;
- (6) to become involved in other personnel matters as prescribed by the C..W. Post Faculty Contract.

4.1.2 Membership

Members of the Campus Faculty Personnel Committee must be tenured. The Committee shall consist of eight members drawn proportionately from two groups, members of the College of Liberal Arts and Sciences and members of all other Schools and Colleges on Campus. The number of seats allocated shall be determined in September every other year in the Election Committee census of Campus faculty.

Nomination to the Committee and election of the members are Campus-wide at large. The term of membership is two years with a limit of two consecutive terms.

Approximately one half of the membership of the Committee is elected every year. In any election to this Committee in which either all the seats from the College of Liberal Arts and Sciences or all the seats from outside the College are to be filled, the elected candidate who receives the smallest number of votes in that category shall serve a one-year term.

4.2 Campus Research Committee

4.2.1 Purpose

The purpose of the Campus Research Committee is to grant short-term reassigned time for research and to evaluate requests for monetary grants in support of faculty research projects.

4.2.2 Membership

This is a calendar year committee. Each year one half of the membership shall be elected. The term of membership is two years, and a member may serve a maximum of two consecutive terms. If any member shall leave the committee before the end of the term, an election shall be held to fill that seat for the remainder of the term.

Each academic unit shall be proportionally represented on the Committee by one-third the number of its seats on the Faculty Council except that each unit shall be entitled to at least one seat.

4.3 Committee on Committees

4.3.1 Purpose

The Committee on Committees recommends the membership of certain standing committees, called herein appointed committees, to the Faculty for approval at the first Campus Faculty meeting in September.

4.3.2 Membership

The Committee on Committees is a calendar-year committee. Members are elected from their constituencies for two-year terms.

Each academic unit shall be proportionally represented on the Committee by one-third the number of its seats on the Faculty Council except that each unit shall be entitled to at least one seat.

Three additional members are chosen by the Faculty Council (during the meeting at which it elects officers).

4.3.3 Procedures

The Committee shall contact all Faculty members and collect the names of those interested in serving on appointed committees.

In preparing the recommended membership for each appointed committee, the Committee shall take into account the expressed desires of each faculty member, the needs of each appointed committee, the need for untenured faculty to provide university service, and the need for continuity on each appointed committee. The Committee shall recommend a convener for each committee.

The Committee may recommend that a seat for a non-voting student representative be approved on any appointed committee. If the Faculty approves such a seat, such approval shall be for a period of no more than one year at a time. The Student Government Association shall be entitled to select the student representative to each appointed committee for which a student representative seat has been approved by the Faculty.

The Committee shall maintain a current roster of all faculty approved to serve on the appointed committees. The roster shall include the number of years of consecutive service on a particular committee for each faculty member. The roster shall be provided to the Webmaster for posting on the campus website.

The Chair of the Committee, in consultation with the Chair of the Faculty Council, shall appoint faculty to fill vacancies occurring on appointed committees during an academic year. Such appointments shall be made in accordance with all relevant procedures prescribed herein.

4.3.4 Convening

The Chair of the Faculty Council shall convene the Committee on Committees at the beginning of the calendar year and conduct the election of its Chair.

4.4 Newton Award Committee

4.4.1 Purpose

The Newton Award Committee is a calendar-year committee which sets the guidelines, calls for nominations and selects the recipient of the annual faculty recognition award for teaching excellence. The honoree of the Newton Award receives professional recognition, a monetary stipend and a memento.

4.4.2 Membership

The Newton Award Committee, constituted in the spring semester, consists of recipients of the award for the past two years and one member from each of the following seven divisions not represented by one of the award winners, to be appointed by Faculty Council:

- College of Liberal Arts and Sciences
- Library
- College of Management
- College of Information and Computer Science
- School of Education
- School of Health Professions and Nursing
- School of Visual and Performing Arts

4.4.3 Convening

The Chair of the Faculty Council shall convene the Newton Award Committee at the beginning of the calendar year and conduct the election of its Chair.

4.5 Elections Committee

The Elections Committee shall conduct all elections to the Faculty Council, to the campus-wide elected committees specified in this document, and to the University Faculty Senate. The elections to the Campus Faculty Personnel Committee shall be completed by April 30; the newly elected committee will take office September 1. The elections to the Committee on Committees and to the Campus Research Committee shall be completed by the last day of the Fall semester; the elections for the Faculty Council shall be completed one week prior to the Spring meeting of the Faculty Council; and the University Faculty Senate shall be completed by April 30.

The procedure for all elections shall be as follows: A call for nominations shall be sent by the Elections Committee to all full-time tenure-track C. W. Post faculty (in the particular constituency) giving no fewer than ten days to respond. Each nominee shall be notified within forty-eight (48) hours of nomination and given the list of nominees and the opportunity to accept the nomination or withdraw. A ballot shall then be sent to all tenure-track faculty in the particular constituency, giving no fewer than ten days to respond and stating the date, time, and place of the ballot count so that all interested faculty may attend.

For all elected bodies, the Elections Committee will keep track of the following information for each member: name, constituency, when present service began, when current term ends, whether continuing or newly elected, and whether able to run again. After an election, the Elections Committee will send to all faculty members a list of the winners and the new membership roster with the aforesaid information for each member.

The Elections Committee will send the vote tallies of each election to the Chair of the Faculty Council.

The Elections Committee, for the next academic year, shall be selected by the Faculty Council at the April/May meeting at which the officers of the new Faculty Council are chosen.

The Committee shall choose its Chair, and this Chair shall keep a copy of the Committee's announcements and resolutions. Every other year in September, the Elections Committee shall conduct a census determining the number of Faculty in each constituency that it and the Committee on Committees use in determining membership on committees.

4.6 Appointed Committees

There are several committees, called herein appointed committees, whose membership is either entirely or predominately chosen by the Committee on Committees.

Each academic unit shall be proportionally represented on appointed committees by one-third the number of its seats on the Faculty Council except that each unit shall be entitled to at least one seat. Exceptions to the makeup of appointed committees are noted herein under the respective committees.

Schools and divisions with only graduate courses may elect not to be represented on appointed committees which deal exclusively with undergraduate matters.

For each appointed committee, the Committee on Committees shall designate a convener, who, within one month of the first meeting of the Campus Faculty, shall schedule a meeting to elect a Chair. The convener shall report the name of the elected Chair to the Chair of the Faculty Council.

The term of a Chair is one year. No Chair shall serve more than two years in succession. Each immediate past Chair of an appointed committee shall serve *ex officio* as a non-voting member of that committee for one year.

Appointed committees are constituted on an academic-year basis except as noted. The term of office is one year. According to the term limits discussed above, no member may serve more than four consecutive terms, except *ex officio*. To the extent possible, no one shall serve on more than one appointed Campus committee during one academic year, except *ex officio*.

4.7 Campus Committee on Student Writing (CCSW)

4.7.1 Purpose

The Campus Committee on Student Writing (CCSW) establishes guidelines for defining what a writing-intensive class is, approves proposed WAC courses or sections, and works with department chairs, deans, and the Registrar to guarantee that there are a sufficient number of these scheduled each semester. It also determines the roster of faculty participants in faculty development workshops, selects the directors of these workshops, and makes recommendations to the Academic Vice President regarding ways to strengthen the program that have budgetary implications (for example, hiring a full-time Writing Center supervisor, determining maximum class size in WAC sections, adding an extra workload hour to English 1 and 2 sections).

4.7.2 Membership

The membership of the Campus Committee on Student Writing (CCSW) will be chosen by the Faculty Council and will include representatives of all academic units. The Coordinator of Writing Across the Curriculum will be a member ex-officio. The Committee may recommend additional members subject to the approval of the Faculty Council.

4.8.1 Academic Standing Committee

Purpose

The Academic Standing Committee enforces the academic policies and standards established by the Faculty and recommends policies for approval by the Faculty.

4.8.2 Admissions Committee

Purpose

The Admissions Committee is principally responsible for the procedures pertaining to C. W. Post undergraduate admissions and monitors the undergraduate admissions policies of the Faculty. It makes recommendations to the Faculty on new policies, procedures, and standards as well as on changes to them.

4.8.3 Athletics, Orientation, and Student Life Committee

Purpose

The Athletics, Orientation, and Student Life Committee monitors the orientation, academic advising, and counseling of students, makes recommendations for improvement, and represents the academic interest in all such activities. The Committee helps develop intercollegiate and intramural athletics and recreational programs consistent with the best interests of the C. W. Post Campus.

4.8.4 Calendar, Scheduling, and Space Utilization Committee

Purpose

The Calendar, Scheduling, and Space Utilization Committee makes recommendations about registration procedures, scheduling, and deadlines which affect Campus academic programs. The Committee also makes recommendations about the Academic Calendar and the utilization of space in academic buildings.

4.8.5. Core Curriculum Committee

Purpose

The Core Curriculum Committee reviews and recommends for approval by the Campus Faculty new Core requirements (including competencies) as well as changes in the Core. In addition, individual courses are evaluated for appropriateness as options in Core areas.

The Core Curriculum Committee shall also serve as a Campus Curriculum Committee to adjudicate curriculum conflicts between the colleges, schools, and divisions of the Campus.

It shall have authority to review courses and programs approved by departments and college or school curriculum committees which may affect a department outside the jurisdiction of the local committee. In the case of a recommendation the decision of the Campus Faculty is binding.

Membership

In addition to the membership already specified, a representative appointed by Faculty Council shall serve ex officio as a voting member.

4.8.6 Faculty Student Appeals Board

Purpose

The Faculty Student Appeals Board considers appeals by students who feel they have been unfairly treated by professors. In addition, it hears appeals in cases of student violations of academic regulations. The Board, on its own initiative, may recommend disciplinary action including suspension or dismissal from C. W. Post. The appeals procedure is as follows:

1. A student with a complaint consults with the instructor about the problem.
2. If not satisfied, the student then seeks a solution with the chair of the department involved.
3. If still not satisfied, the student visits with the appropriate Dean for a possible solution.
4. After these three steps are completed, the student may submit in writing the history and nature of the complaint to the Chair of the Faculty Student Appeals Board.

The Faculty Student Appeals Board considers appeals by a professor who wishes to lodge a complaint against a student. The appeals procedure is as follows:

1. The professor first meets with the student. The professor may invite the department chair or another impartial witness to attend.
2. If the parties do not reach a resolution, the professor may contact the appropriate academic dean.
3. If the parties do not resolve the problem, the professor should send a written report to the Chair of the Faculty Student Appeals Board for appropriate action.

4.8.7 Faculty Technology Resource Advisory Committee

Purpose

The Faculty Technology Resource Advisory Committee acts as a liaison among faculty, the Information Technology Department, the Faculty Technology Resource Center (FTRC), and Campus and University Administration. The mission is to open communications with other members of the University community who make decisions, allocate resources, and consider the impact of technologies on teaching, learning, and research. In conjunction with the FTRC, the Committee may seek to increase faculty involvement with events and activities during the year to facilitate faculty learning to meet best the educational needs of students and support faculty growth.

Membership

When the Campus Webmaster is a Faculty member, this person shall serve ex officio as a voting member of the Faculty Technology Resource Advisory Committee.

4.8.8 Interdisciplinary Studies and Life Experience Committee

Purpose

The Interdisciplinary Studies and Life Experience Committee reviews and makes recommendations concerning interdisciplinary programs developed for individual students (undergraduate and graduate). In conjunction with the appropriate curriculum committees, this Committee reviews and makes recommendations about proposals for interdisciplinary programs. The Committee develops and makes recommendations concerning criteria for evaluating life experience and for granting life-experience credit.

4.8.9 Library Committee

Purpose

The Library Committee reviews with the Dean of the Library the overall policies of the Library regarding acquisitions, allocation of space, rules, and services. It makes suggestions to the Dean for the improvement of service and represents the Faculty in the apportionment and allocation of book funds. This Committee reviews revenue-generating proposals for the purchase of extraordinary book and non-book materials.

4.7.10 Scholarship and Financial Aid Committee

Purpose

The Scholarship and Financial Aid Committee recommends standards and procedures for the disbursement of financial grants-in-aid and loan funds, including the allocation of loan monies made available through federal and state legislation and recommends an annual budget for scholarships, grants-in-aid, and loans.

5. Distribution

Copies of the Faculty Governance Handbook shall be distributed by Faculty Council to each member of the Faculty at the beginning of each academic year.

6. Amendments

Amendments to the Faculty Governance Handbook may be proposed at a regularly scheduled Campus Faculty meeting and adopted or rejected by a majority vote at the following meeting. Any proposed amendment that would alter the authority of the Faculty Council or any of its committees relative to the authority of the Administration or the Board of Trustees must be submitted for approval to the Board of Trustees.