

## **Faculty-Administrative Communication Flow**

A. The Provost/Vice President for Academic Affairs

Receives from the faculty member a report of an alleged honor code violation.

B. The Vice President for Student Life/Dean of Students

Reports actions of all judicial agencies to faculty and staff.

C. Dean of School or College

1. Grants permission for attendance at professional meetings, requested in advance, and receives a written report on such meeting
2. Receives a statement of office hours from faculty members
3. In consort with the provost/vice president for academic affairs and the departments in his/her unit, the dean shall communicate with faculty and administration on matters for which he/she is responsible (See Section II-19)

D. The Department Chair

1. Relays to the dean a faculty member's written report of professional meetings attended
2. Is contacted by the faculty member who, because of illness or other reasons, is unable to meet classes
3. Grants permission to take make-up final examinations to students absent from the examination for legitimate reasons
4. Receives all proposals for curriculum revision to be relayed to the curriculum committee
5. Is responsible to ensure all textbook orders from the department members have been relayed to the Campus Shop manager
6. Receives and relays to the registrar from the faculty member any necessary change of grade to be made on the permanent record of a student
7. Receives and relays to the librarian requests for library book purchases (or may authorize librarian to accept a request from a member of his/her department)

8. Receives from the department member a statement of professional activities to be included in the chair's annual departmental report in May

E. The Registrar

1. Furnishes class rolls to instructors
2. Receives mid-semester and semester grade reports from instructors
3. Works with deans and chairs to coordinate schedules of classes
4. Works with deans and department chairs to collect information for the university catalog

F. Faculty Forums

Faculty forums provide an opportunity for faculty and staff to discuss issues of mutual interest. A forum is defined as a public meeting for free and open discussion. These meetings are scheduled as often as requested throughout the academic year. Requests for forums should be sent to the provost/vice president for academic affairs.

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