

# **Faculty Bylaws**

## **ARTICLE I**

### **Name of the Organization**

Section 1. The name of this organization shall be the faculty of Elon University.

(7/01)

## **ARTICLE II**

### **Purpose**

Section 1. Objective of the Organization. The objective of the organization is to enable the faculty, administrative officers, students, and Board of Trustees to engage in conscious, deliberate, and purposeful cooperation so that each may most effectively contribute to the growth, development, and functioning of Elon University.

(8/01)

## **ARTICLE III**

### **Membership**

Section 1. The faculty shall consist of the teaching faculty, administrators with faculty rank and academic support staff with faculty rank.

Section 2. Voting members shall be those persons elected by the Board of Trustees to the rank of lecturer, assistant professor or above and/or all teaching personnel with a load of 18 or more semester hours in the current academic year.

(7/04)

## **ARTICLE IV**

### **Officers**

Section 1. The officers of the faculty shall be a chair and a secretary.

Section 2. Method of Selection. The president of the university shall serve as chair of the faculty. The secretary shall be elected by the academic council for a 1-year term.

Section 3. Duties. The chair or his/her appointee shall serve as the presiding officer at meetings of the faculty, exercise supervision over the activities of the organization, and represent and speak for the organization to other organizations and to the public. The

secretary shall keep an accurate record of the proceedings of the meetings, prepare the minutes, and cause to be preserved all reports and documents of the organization.

**ARTICLE V**  
Powers

Section 1. General Powers. The general powers granted to the faculty by the charter of Elon University are "to confer by and with the consent of the Board of Trustees all degrees and marks of literary distinction as are usually conferred by colleges and universities and to make regulations regarding courses of instruction, student discipline, and such other matters as may be assigned to it by the Board of Trustees."

Section 2. Specific Powers. The following specific powers are granted to the faculty to be exercised subject to review by and approval of the president and the Board of Trustees:

- a. To recommend the academic standards for admission of students to Elon University and for continuation therein;
- b. To determine the courses of study, requirements for admission thereto, and standards of performance;
- c. To determine and to maintain current requirements for granting of academic degrees;
- d. To evaluate student performance and to recommend approval of student applications for graduation;
- e. To determine and recommend to the Board of Trustees standards for selection, promotion, and tenure of faculty members;
- f. To make rules for the implementation of the instructional program;
- g. To evaluate (1) effectiveness of the instructional program, (2) performance of individual faculty members in execution of the program, and (3) proposals for improvement of academic instruction;
- h. To make rules for conduct of faculty business and to organize such councils and committees as may be required;
- i. To discipline members for infractions of faculty rules;
- j. To make rules of conduct for aspects of students' lives relating to the educational process and to discipline students for infractions thereof;
- k. To make recommendations to the Board of Trustees through its academic affairs and campus life committees on any matter pertaining to the educational program of the university;
- l. To define ethical and professional standards for members of the faculty.

**ARTICLE VI**  
Academic Council

Section 1. Membership. The Academic Council shall consist of 16 members elected for terms of 3 years, the chair of the University Curriculum Committee, without vote, an adjunct faculty representative, without vote, the president, without vote, and/or the provost/vice president for academic affairs, without vote. Six of the elected members

shall be elected from the College of Arts and Sciences (two each from fine arts and humanities, mathematics and natural sciences, and social sciences), six from the schools (two each from the School of Education, the Love School of Business, and the School of Communications), and one shall represent support staff with faculty rank. In addition to these 13 elected representatives, three additional members shall be elected as at-large members. On occasions when Academic Council so requests, the president and the provost/vice president for academic affairs shall not meet with Academic Council. Such requests may be made as a matter of course, and need not signify any exigency. In addition, the president, and the provost/vice president for academic affairs will not meet with Academic Council when it is serving as a nominating committee or as a hearing committee. Elections to the Academic Council occur on a 3-year cycle. In the first year of the cycle the following will be elected: (1) three at-large members; and (2) a member of the academic support staff with faculty rank. In the second and third year of the cycle one member shall be elected from each of the following: (1) the division of fine arts and humanities; (2) the division of mathematics and natural sciences; (3) the division of social sciences; (4) the School of Education; (5) the Martha and Spencer Love School of Business; (6) the School of Communications. The adjunct faculty representative will be elected annually in August, and must be currently employed by the university as an adjunct faculty member during her/his term.

- a. **Eligibility to Serve.** To serve as a voting member of the Academic Council, a faculty member must be a voting member under the terms of these bylaws, and must have 2 years of service on the faculty. Divisional and school representatives must hold the rank of senior lecturer, associate professor, or above; at-large members must hold the rank of lecturer, assistant professor, or above. No more than two members of the faculty whose principal duties are administrative may serve on Academic Council at any one time.
- b. **Eligibility to Vote for Members.** All faculty members who have voting privileges under the terms of these bylaws shall be eligible to vote for members of Academic Council. The only exception to this will be for the adjunct representative who will be elected by adjunct faculty.
- c. **Election.** At the March Faculty Meeting or the February School/College Meeting, election of members will follow a prescribed cycle:
  - **Year One:** member of academic support staff with faculty rank and three at-large members
  - **Year Two:** The divisions of fine arts and humanities, mathematics and natural sciences, and social sciences; the School of Education; the Martha and Spencer Love School of Business; and the School of Communications
  - **Year Three:** The divisions of fine arts and humanities, mathematics and natural sciences, and social sciences; the School of Education; the Martha and Spencer Love School of Business; and the School of Communications

In year one, at-large members will be elected by full voting faculty. Academic Council shall solicit interest in serving, but will not provide a slate of nominees. All nominations for Academic Council will be made from the floor. All voting will be by secret ballot. Also in year one, a representative of the academic support staff with faculty rank will be

elected at a meeting of that group coordinated by the current Academic Council member. In years two and three, divisions and schools shall elect their representative at the February School/College meeting. The current Academic Council members from each division and school will coordinate these elections. Members of Academic Council shall take office during the last Academic Council meeting of the academic year and shall serve until their successors are duly installed.

- d. Vacancies. In the event of an elective vacancy on Academic Council, an election shall be held at the next regular meeting of the faculty to fill the unexpired term. The manner of election shall be the same as that by which the vacating member was elected.
- e. Right of Recall. The faculty reserves the right of recall of any member of Academic Council. A two-thirds vote of the faculty shall be required.
- f. Re-election or Reappointment. No member of Academic Council shall serve for more than two consecutive terms.
- g. Election of adjunct representative. For the election of the adjunct representative, paper ballots will be mailed to adjunct faculty in August and returned to the chair of Academic Council.

Section 2. Officers of Academic Council. The members shall elect annually a chair-elect. The chair-elect will serve one year in that role and then assume the duties of chair in the following year. In the third year they will serve as past-chair.

- a. Duties of chair-elect
  - i. Serve in the place of the chair in his/her absence.
  - ii. Serve on the Academic Council Chair Advisory Committee.
  - iii. When possible, attend meetings between the chair and the president and/or Provost/VPAA.
  - iv. Act as a liaison between the Academic Council and the Standing Committees of the Faculty.
  - v. Serve as recorder at the teaching faculty Town Hall Faculty Forums.
- b. Duties of the chair
  - i. Chair the Academic Council Chair Advisory Committee
  - ii. Meet regularly with the Provost's Advisory Council and the Academic Affairs Advisory Council
  - iii. Work with the president in planning the agenda for the Full Faculty Meetings. Assemble the agenda for and preside over the Academic Council portion of the Faculty Meetings, and the Academic Council Faculty Forums.
  - iv. Assemble the agenda for and preside over the regular meetings of the Academic Council. In consultation with the administration, the chair will designate on each item on the agenda the capacity in which the Academic Council will serve on that item: Make a decision, make a formal recommendation, advise, or receive a report.

- v. Act as a liaison between the administration and the teaching faculty and academic support staff with faculty rank in meetings with the president and the Provost/VPAA.
- c. Duties of the past-chair
  - i. Serve on the Academic Council Chair Advisory Committee in an advisory role.
  - ii. In the eventuality that the past-chair is not a member of Academic Council, they will not attend the regular meetings of the Academic Council.
- d. Academic Council Chair Advisory Committee. Academic Council shall have an Academic Council Chair Advisory Committee consisting of the chair of Academic Council who shall serve as chair of the advisory committee, the chair-elect, the past-chair, and the chair of the University Curriculum Committee. The Academic Council Chair Advisory Committee will advise the chair in her or his duties and will act as a bridge between Academic Council and the University Curriculum Committee.

### Section 3. Powers and Responsibilities of Academic Council

- a. The Academic Council shall act as coordinating committee of the faculty and shall deliberate on any matter within the province of the faculty for the purpose of formulating general policy for approval or disapproval of the faculty. Those matters which are the responsibility of standing committees shall be referred to the appropriate committee.
- b. Academic Council shall work with the president in planning the agenda for meetings of the faculty in order to provide for timely and appropriate discussion of faculty business and to provide adequate information about matters of concern to the faculty.
- c. In its role as coordinating committee of the faculty, the Academic Council shall communicate regularly with members of standing committees. Faculty representatives of standing committees who have concerns about issues of shared governance in areas relevant to their committee should report those concerns to the Academic Council. Academic Council shall consider these concerns and, where it deems appropriate, formally address them in regular Academic Council meetings. On matters deemed to be of general concern, Academic Council may report directly to the faculty, or request that standing committees do so. In addition, the Academic Council shall collect formal reports on a yearly basis from the chairs of all standing committees.
- d. Academic Council shall act in an advisory capacity to the president. It shall advise the president on the setting of priorities and the planning of long-range goals for the university. Academic Council shall avail itself of pertinent information that is required to carry out these advisory duties effectively.
- e. Academic Council shall act in an advisory capacity to the administration. It shall assist in the selection of members for all campus-wide ad hoc committees. It shall also advise the administration in the early stages of explorations of new programs that do not originate in a department or school.

- f. Academic Council shall supply the faculty yearly with information relevant to its participation in the formulation of the goals and priorities of the university and shall supply the faculty yearly with information relevant to these priorities and goals.
- g. Academic Council shall serve as an appointing committee for elective members of standing committees of the faculty with the exception of the Academic Council, the University Curriculum Committee, and the Promotions and Tenure Committee.
- h. Academic Council shall oversee the non-bylaws portion of the Faculty Handbook by approving or disapproving changes. A detailed account of such changes shall be included in the minutes of the meeting.
- i. Academic Council shall oversee editorial changes to these bylaws by approving or disapproving the changes. Examples include changes to the bylaws that reflect a modification of the wording of a title, changes in the name of a division, department, etc.
- j. Academic Council shall develop and maintain a Statement of Professional Standards and publish it upon adoption by the faculty. Council shall submit proposed amendments to this statement to the faculty. Approval shall require an affirmative vote of the majority of the voting members present at a regular meeting of the faculty subsequent to the one in which the proposal was presented.
- k. Elected members of Academic Council shall serve as a hearing committee, when a hearing is to be held, in cases involving the dismissal or suspension of a faculty member or charges of unprofessional conduct against a faculty member.
- l. Academic Council shall solicit names and appoint faculty to serve as temporary replacements on all standing committees of the faculty as necessary, except Academic Council, Curriculum Committee, and Promotions and Tenure Committee.

Section 4. Meetings and Procedures of Council. Academic Council shall determine its place of meeting and its procedures. Meetings of Academic Council shall be held no less than twice a month during the academic year and at such other times as it shall deem necessary. At least one monthly meeting shall be of the entire Academic Council, and at least one monthly meeting shall be of the elected members, the adjunct representative, and the chair of the University Curriculum Committee.

Section 5. Reports.

- a. The chair of Academic Council shall make reports on the deliberations and recommendations of Academic Council at all Full Faculty Meetings and shall make such other reports as may be required by the faculty.
- b. The agenda for each meeting of Academic Council shall be distributed by the elected representatives of each division and school to their constituencies at least two days in advance of the meeting.
- c. Academic Council shall produce minutes for each meeting. Council shall edit and approve the minutes at the next regular meeting of Academic Council or portion thereof.

The elected representatives of each division and school shall distribute the minutes to their constituencies within one week of their approval.

- d. All reports of Academic Council shall be maintained in a venue that is easily accessible to all faculty members. The annual goals and objectives of Academic Council shall be maintained in the same space with contact persons for each item.

Section 6. Committee on Committees. At the beginning of each academic year, the chair elect shall select six members of Academic Council to serve on the Committee on Committees, ensuring that all three of the schools, all three of the divisions on the College of Arts and Sciences, and the support staff with faculty rank are represented. The chair elect shall serve as chair of the Committee on Committees.

- a. In order to help Academic Council fulfill its responsibility to act as the coordinating committee of the faculty (see Section 3, a and 3, c, above), the Committee on Committees shall perform the following duties.
  - i. Oversee the collection of annual reports from the chairs of standing committees.
  - ii. Serve as the liaison between Council and the standing committees. In that role, the Committee on Committees will receive concerns from faculty representatives of standing committees about issues of shared governance in areas relevant to their committee, and will communicate with chairs of standing committees on behalf of Council.
- b. In order to help Academic Council fulfill its responsibility to act as the appointing committee for standing committees (see Section 3, g, above) and as an advisory committee to the administration in the creation of campus-wide ad hoc and special committees (see Section 3, e, above), the Committee on Committees shall have the following duties.
  - i. Create and maintain a database of all faculty members serving on standing committees, advisory committees, special and ad hoc committees, search committees, and task forces.
  - ii. Submit to Academic Council a slate consisting of one name for each opening on standing committees of the faculty (with the exception of the Academic Council, the University Curriculum Committee, and the Promotions and Tenure Committee) at least one week in advance of the April Council meeting. The Committee on Committees shall secure the consent of persons being nominated.
  - iii. Serve as a nominating committee for elected members of the University Curriculum Committee and the Promotions and Tenure Committee, submitting to the Academic Council at least one month in advance of the faculty meeting in which the elections will take place recommended names for each place to be filled. Normally, the number of nominees will

- exceed the number of places to be filled. The Committee on Committees shall secure the consent of persons being nominated.
- iv. Recommend to Academic Council faculty members to serve as temporary replacements on all standing committees of the faculty as necessary, except Academic Council, University Curriculum Committee, and Promotions and Tenure Committee.
  - v. Recommend to Academic Council faculty members to serve on ad hoc or special committees created by Council.
  - vi. Recommend to the chair of Academic Council faculty members to serve on ad hoc or special committees created by the president or provost. The chair of Academic Council shall forward these names to the president or provost.
  - vii. Recommend to the chair of Academic Council faculty members to serve on search committees for administrators with faculty rank. The chair of Academic Council shall forward these names to the president or provost.
- c. In fulfilling these responsibilities, the Committee on Committees will attempt to balance the need to provide opportunities for committee service to interested faculty with its responsibility to ensure that standing and special committees successfully contribute to effective shared governance.

(7/10)

## **ARTICLE VII**

### **Faculty Meetings**

Section 1. Faculty Meetings. The regular faculty meeting shall be held on the first Friday of the months of October, December, March, and May. The president or his/her designee shall cause to be prepared and distributed to each member, at least three days in advance of regular meetings, a written notice and an agenda accompanied by minutes of the previous meeting. The agenda shall be prepared jointly by the president and the chair of the academic council, with the advice and counsel of the chair-elect of academic council and the Provost/Vice President for Academic Affairs.

- a. Order of Business
  - Call to Order and Invocation/Meditation
  - Minutes of the Previous Meeting
  - Academic Council Business Items (led by the chair of the Academic Council)
    - Report and Resolutions of the Academic Council, with discussion
    - Reports and Resolutions of Standing Committees, with discussion
    - Questions and Concerns to Council
  - Reports of Task Forces or Special or Ad Hoc Committees (led by either chair of the academic council or the president of the university)
  - Administrative Business Items (led by the president of the university)



- Reports of Administrative Officers
  - Unfinished Business
  - New Business
  - Announcements
  - Adjournment
- b. Procedures
- Formal announcement of faculty action shall be made only by the president or his/her designee or by vote of the faculty.
  - Non-voting members may participate in discussion.
  - A major policy item, including a curriculum change, will not be allowed to come to a vote at a regular meeting unless the proposal in writing has been distributed with the agenda 3 days in advance or unless the item has been discussed at a previous meeting.
  - All elections shall be decided by a majority of all legal votes cast.

Section 2. Special Meetings. The president shall call a special meeting whenever (1) the president considers it necessary, or (2) the academic council or any ten faculty members request such. Special meetings follow the order of business and procedure for faculty meetings.

Section 3. School/College Meetings. The 1<sup>st</sup> Friday of September and February are reserved for meetings of the faculty of each school or college for the purpose of consideration and discussion of matters within their purview, including curriculum. The agenda of the meeting shall be set by the appropriate dean, who will also preside over the meeting. Each dean shall prepare and distribute to all faculty of the relevant school or college, at least three days in advance of the meeting, a written notice and an agenda accompanied by minutes of the previous meeting. Additional meetings may be scheduled by the dean of each school/college when needed and/or meetings may be scheduled on alternative dates according to pre-established practice.

Section 4. Town Hall Faculty Forums. Elon University's Statement on Shared Governance begins with the premise that the active engagement of the university's various constituencies is a prerequisite for effective, democratic governance (see Section I-3). In order to promote this level of engagement, the university's governance structure must provide opportunities for those constituencies to communicate and cooperate in a way that meets the following conditions. First, all faculty members—teaching faculty, support staff with faculty rank, and administrators with faculty rank—must feel empowered to express their ideas honestly and in a productive way. In addition, they must feel confident that a structural mechanism exists to ensure that these ideas, once expressed, will be taken seriously by those who participate directly in the governance of the institution. Town Hall Faculty Forums, described in more detail below, are designed to satisfy both of these conditions.

#### Procedures

- Three separate Town Hall Faculty Forums, one for each of the three categories of faculty as defined in the *Faculty Handbook* (see Section I-4), will be held on the first Friday afternoon in November and April. These forums will be led by the

following faculty members: the chair of Academic Council will lead the teaching faculty forum; the Academic Council representative of support staff with faculty rank will lead that group's forum; and the president or provost will lead the faculty forum for administrators with faculty rank. The chair elect of Academic Council will serve as recorder at the teaching faculty Town Hall Faculty Forum. The leaders of the other two Town Hall Faculty Forums will appoint an eligible faculty member to serve as recorder. In each case, the leader will prepare the agenda for his/her forum and publicize that agenda to the faculty.

- With the help of the faculty members who served as recorders, each of these three leaders—all of whom are members of Academic Council—is responsible for accurately conveying to the Council the sense of the discussion that occurred at their respective forums. In this way, the ideas expressed at each of the Town Hall Faculty Forums will be incorporated into Council's deliberations on issues of importance to the university community.
- As the term, "Town Hall Faculty Forums," makes clear, these meetings exist for the express purpose of fostering discussion and communication. Since these forums are not official meetings of the faculty, no official business can be transacted.

(6/10)

### **ARTICLE VIII**

#### **Standing Committees**

Section 1. Election of Members to Standing Committees. Election of members for the promotions and tenure committee shall be held at the regular April meeting of the faculty. Election of members for other standing committees shall be held at the regular May meeting of the faculty. Nominations shall be made by the academic council; additional nominations from the floor shall be in order. Election may be by voice vote when there is no contest.

(7/04)

Section 2. Staggering of Terms on Standing Committees. Notwithstanding other provisions of the article, upon initial election total membership shall be provided, and where staggered terms of membership are required, elected committee members shall assign themselves to short terms by lot.

Section 3. Student Membership on Standing Committees. Student members shall be full-time students; have at least a 2.0 cumulative average; and, unless otherwise provided for in this article, shall be elected annually in May by the newly installed student senate from nominations submitted by the president of the student government association. Members appointed by the president of the student government association shall be approved by the student senate. No student shall serve on more than one committee at the same time. Those standing committees with student members may submit a list to the student government association president and student senate of suggested names for future membership on their committees.

**Section 4. Meetings of Standing Committees**

- a. Standing committees shall meet at least once each academic semester and at other times as called by the chair.
- b. When they are considering matters of general concern to the faculty, standing committees shall announce the time, place, and agenda of their meetings and shall seek out information from faculty, and other knowledgeable sources.
- c. Any committee may convene in executive session at its own discretion.

**Section 5. Operating Procedures for Standing Committees**

- a. Standing committees shall agree on procedures for carrying out their duties, including their method of reporting to the faculty and the academic council, and shall publish these procedures as information in the *Faculty Handbook*.
- b. Administrative officers are responsible for insuring that necessary information and clerical assistance are provided to the committees.
- c. Standing committees shall furnish the academic council with regular, written, and substantive reports of their activities.
- d. Standing committee members who have concerns about the degree of participation in decision-making on issues falling within their purview should report those concerns to the academic council.
- e. Standing committee chairs shall communicate with the chairs of other standing committees as appropriate on issues of shared concern.

**Section 6. Academic Standing Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)**

- a. Membership
  - 1.) Provost/Vice President for Academic Affairs or designee, administrative officer
  - 2.) Vice President for Student Life and Dean of Students
  - 3.) Registrar
  - 4.) Six members of the teaching faculty elected for 2-year terms, one from the college of arts and sciences and one from each of the schools into which the institution is organized, and two members-at-large from among the teaching faculty. Three members will be elected each year, with at-large members elected in different years. The committee shall elect annually in May a chair from among these faculty members.

- 5.) Representative appointed by and from the Academic Advising Office, ex officio, without vote
- 6.) Two student members appointed by the president of the student government association
- 7.) Faculty of the law school are excluded from service on this committee

(7/07)

b. Duties

- 1.) To recommend standards for satisfactory academic performance by undergraduate students of the university
- 2.) To recommend academic standards for probationary status or suspension of undergraduate students whose work fails to meet these standards
- 3.) To recommend an appeals procedure for undergraduate students contesting academic standing decisions
- 4.) To establish procedures for the readmission of suspended undergraduate students
- 5.) To review the operation of the grading system and to propose changes that will provide for academic quality
- 6.) To publish periodic reports of its work to the faculty
- 7.) None of the above duties of the committee shall apply to the law school

(7/07)

Section 7. Academic Technology and Computing Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Assistant Vice President for Technology
- 2.) Dean and University Librarian or designee, without vote
- 3.) Six faculty members, three elected annually for a 2-year term. The committee shall elect annually in May a chair from among these six faculty members
- 4.) Four student members elected annually

b. Duties

- 1.) To make recommendations regarding improvement, extension and development of the services and facilities provided to make computational and multimedia technologies available for academic use
- 2.) To report to the faculty regarding the level of provision of educational technology to the academic community both in absolute terms and in comparative terms relative to other institutions
- 3.) To serve as a liaison committee between the faculty, the students, academic computing and the media services center and to discuss administrative matters pertaining to the provision of suitable technological support of the academic function

Section 8. Admissions Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Provost/Vice President for Academic Affairs
- 2.) Vice President of Admissions and Financial Planning, administrative officer
- 3.) Registrar
- 4.) Four faculty members, serving 2-year terms, with two elected each year. The committee shall elect annually in May a chair from among these four faculty members.
- 5.) Faculty of the law school are excluded from service on this committee

b. Duties

- 1.) To recommend to the president standards for the admission of students to the university
- 2.) To establish procedures for reviewing individual applications that are on the borderline of acceptability and collectively making decisions on acceptance
- 3.) To publish periodic reports of its work to the faculty
- 4.) None of the above duties shall apply to the law school

(7/10)

Section 9. Athletics Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Director of Athletics, ex officio, without vote

- 2.) Athletics Department's Compliance Coordinator, ex officio, without vote
  - 3.) Senior Woman Administrator, ex officio, without vote
  - 4.) Faculty Athletics representative (FAR), appointed by the president
  - 5.) Six faculty members elected for 3-year terms; two elected each year in May.  
The committee shall elect a chairperson from among these members.
  - 6.) Two students who are not members of an intercollegiate athletic squad
- b. Duties
- 1.) To oversee the intercollegiate athletics program and make recommendations about its academic and fiscal integrity; gender equity, diversity and student athlete welfare; and athletics governance
  - 2.) To monitor adherence to approved Athletics Department gender equity and minority plans
  - 3.) To serve as a liaison and provide faculty oversight of intercollegiate athletics and to report twice annually to the faculty and academic council
  - 4.) To review and recommend guidelines regarding participation in and scheduling of intercollegiate athletics contests
  - 5.) To review and recommend general institutional guidelines for awarding, reducing and terminating grants-in-aid
  - 6.) To review and make recommendations regarding the university's athletics conference and to advise the Faculty Athletics Representative concerning institutional positions on NCAA and conference legislative matters
  - 7.) To review annually the Athletics Department's progress toward meeting its established priorities and to advise the athletics director regarding priorities

(7/02)

#### Section 10. Curriculum Committees

University Curriculum Committee (For Procedures and Policies, see II-12; for Current Membership, see Web Reference Standing Committees in the Table of Contents)

- a. Membership (13 members)
- 1.) Provost/Vice President for Academic Affairs, or designee
  - 2.) Dean and University Librarian, without vote
  - 3.) Registrar, without vote
  - 4.) Director of General Studies

- 5.) Three elected teaching faculty members serving three year terms, representing the College of Arts and Sciences, one each from the fine arts and humanities, math and natural sciences, and social sciences.
  - 6.) Three elected teaching faculty members serving three year terms, representing the following schools, one each from the Love School of Business, the School of Communications, and the School of Education.
  - 7.) Three at-large teaching faculty members serving three year terms, elected by the teaching faculty members.
  - 8.) At least six of the nine elected teaching faculty members must have achieved the rank of Senior Lecturer, Associate Professor, or Professor.
  - 9.) Elections to the curriculum committee occur on a 3-year cycle. In the first year of the cycle representatives from the College of Arts and Sciences shall be elected. In the second year of the cycle, representatives from the schools shall be elected. In the final year of the cycle, at-large representatives shall be elected. One of these elected representatives shall be elected by the committee each May as chair and one as vice-chair. These members must have achieved the rank of Senior Lecturer, Associate Professor, or Professor.
- b. Duties
- 1.) To study and make decisions, Subject to Article V, Section 2 of the Faculty Bylaws, in regard to all areas of the instructional program of Elon University, including the content, methods, and objectives of all courses and major fields of study. Proposals for new graduate programs are subject to the provisions of Section II-15 of the *Faculty Handbook*.
  - 2.) To evaluate proposed additions to or deletions from the curriculum and to approve curricular changes
  - 3.) To be responsible for periodic studies of the curriculum in order to provide an instructional program which is consistent with the aims and objectives of Elon University and which will meet the needs of the students who are currently enrolled
  - 4.) To review and make recommendations on major changes in curriculum in early planning stages
  - 5.) To review and make recommendations on all major grant proposals with curriculum implications
  - 6.) To review and approve independent major proposals submitted to the director of general studies
  - 7.) To serve as the coordinating committee of the elected standing committees that deal directly with the curriculum (the Study Abroad Committee, the General Studies Council, and the Graduate Council).
  - 8.) Upon receipt by the Chair of Academic Council of a written request, decisions made by the University Curriculum Committee shall be subject to discussion and vote at the next scheduled faculty meeting. The request for a faculty vote must be signed by at least 15% of the fulltime teaching faculty and must be received by the Chair of Academic Council at least one week prior to the next

scheduled meeting of the full faculty. In that event, the decision made at the faculty meeting shall take precedence.

- 9.) None of the above duties of the committee shall apply to the curriculum of the law school, nor shall the law school faculty participate in the decisions of this committee.

(6/10)

School- and Division-Based Curriculum Committees (For Procedures and Policies, see II-12; for Current Membership, see Web Reference Standing Committees in the Table of Contents)

a. Defining the Curriculum Committees

- 1.) School-based curriculum committees shall be created for each of the schools (the Love School of Business, the School of Communications, and the School of Education).
- 2.) Three division-based curriculum committees shall be created in the College of Arts and Sciences, one each for fine arts and humanities, math and natural sciences, and social sciences.

b. Membership of Curriculum Committees

Membership of each committee shall be determined by the school or division in question. In doing so, these guiding principles shall be followed:

- 1.) The committee shall include the Academic Dean or his/her designee.
- 2.) At least five teaching faculty members shall be elected.
- 3.) The committee shall be chaired by one of the elected representatives.

c. Duties

- 1.) To evaluate proposed additions to or deletions from the curriculum in departments or majors located in their school or division, and to report to the University Curriculum Committee recommendations for curricular changes
- 2.) To study and make decisions regarding minor changes (those designated as reportable items) to the curriculum in departments or majors located in their school or division
- 3.) Upon the request of any member of the University Curriculum Committee, any decision made by a school- or division-based curriculum committee shall be subject to discussion and vote at the next scheduled University Curriculum Committee meeting. In that event, the decision made by the University Curriculum Committee shall take precedence.
- 4.) To ensure that proper consultation with the appropriate deans, department chairs, and curriculum committee chairs has occurred on any and all grant proposals that have implications for other divisions, schools, or colleges.



- 5.) To ensure that proper consultation with the appropriate deans, department chairs, and curriculum committee chairs has occurred on any and all curriculum proposals that have implications for other divisions, schools, or colleges.

(6/10)

Section 11. Faculty Research and Development Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Teaching faculty members elected for 2-year terms. In odd numbered years one member shall be elected from each of the divisions and schools, except the law school. Four at-large members shall be elected in even numbered years. The committee shall elect annually in May a chair from among these teaching faculty members.
- 2.) Provost/Vice President for Academic Affairs, or his/her designee
- 3.) Director of Sponsored Programs, without vote
- 4.) Faculty of the law school are excluded from service on this committee

b. Duties

- 1.) To develop and recommend to the president policy regarding faculty development
- 2.) To help monitor the effectiveness of such policies
- 3.) To plan and help coordinate workshops, seminars, or other individual proposals related to faculty development
- 4.) To devise criteria for the administration and evaluation of individual proposals related to faculty development
- 5.) To receive, evaluate and approve such proposals
- 6.) To receive, study and evaluate proposals for research and advanced study submitted by members of the faculty, and approve those proposals which, in the judgment of the committee, should receive financial assistance
- 7.) To receive, study and evaluate requests for sabbatical leaves, and approve those requests which, in the judgment of the committee, should be granted

8.) To form a subcommittee, composed of teaching faculty from both the FR&D committee and the broader University, to select the recipient of Elon's Distinguished Scholar Award

9.) None of the above duties shall apply to the law school

(7/07)

Section 12. General Studies Council (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Director of General Studies
- 2.) Members of the teaching faculty elected for 3-year terms, one from each of the divisions and schools into which the departments are organized, except the law school, and two at-large from among the teaching faculty. At-large members must represent different divisions. Elections to the general studies council occur in a 3-year cycle. In the first year of the cycle, one member shall be elected from each of the following: (1) Martha and Spencer Love School of Business; (2) School of Communications; and (3) an at-large member. In the second year of the cycle, one member shall be elected from each of the following divisions: (1) fine arts and humanities; (2) mathematics and natural sciences; and (3) social sciences. In the final year of the cycle, one member shall be elected from each of the following: (1) School of Education; and (2) an at-large member. The council shall elect annually in May a chair from among the eight teaching faculty members.
- 3.) Two student members elected for 2-year terms, one elected each year
- 4.) Writing Across the Curriculum Director, ex officio
- 5.) Faculty of the law school are excluded from service on this committee

(6/08)

b. Duties

- 1.) To advise the director of general studies in implementation of the general studies program
- 2.) To work in consultation with the departments to insure that department courses satisfactorily meet general studies requirements
- 3.) To provide leadership in creating, modeling, and promoting effective teaching methods for general studies courses
- 4.) To develop and implement assessment criteria and procedures to evaluate courses, student development, and the progress of the general studies program

itself

- 5.) To promote the goals of general studies across campus
- 6.) To review periodically and make recommendations to the curriculum committee for curricular changes in the general studies program
- 7.) To approve petitions from departments not included in liberal studies for acceptance for one semester of an appropriate class for general studies credit at the advanced (300-400) level
- 8.) To approve petitions from departments for acceptance of courses carrying a general studies prefix
- 9.) To plan, implement, and review general studies seminars (first-year and advanced)

Section 13. Graduate Council (For Procedures and Policies, see (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Provost/Vice President for Academic Affairs
- 2.) Director of each graduate program, except the law school
- 3.) Associate Dean for Admissions and Administration for the law school or designee, ex officio, without vote
- 4.) Members of the faculty, one from each of the divisions and schools into which the departments are organized, except the law school, and two members-at-large. Each is elected for a 2-year term with four elected in even years and the remaining elected in odd years. At-large members must represent different divisions or schools and be elected in alternate years. Those eligible for election must meet the criteria to teach graduate level courses.
- 5.) Director of Graduate Admissions, ex-officio
- 6.) Registrar, ex officio
- 7.) Two graduate students appointed annually by directors of graduate programs
- 8.) Chair to be elected from among the elected teaching faculty members

b. Duties

- 1.) To recommend to the president standards for the admission and retention of students in graduate programs
- 2.) To develop and recommend policy with regard to graduate programs

- 3.) To recommend academic support and student services pertinent to graduate students
- 4.) To establish criteria for approving faculty to teach graduate level courses
- 5.) To review the quality of graduate programs
- 6.) To make recommendations to the president regarding new graduate program approval
- 7.) To approve curriculum for new graduate programs and recommend such to the Curriculum Committee
- 8.) To approve curriculum changes to graduate programs and recommend such to the Curriculum Committee, with the exception of the curriculum of the law school
- 9.) To publish periodic reports of its work to the faculty

(7/07)

Section 14. Institutional Review Board (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) Director of Sponsored Programs, without vote
- 2.) Six members of the teaching faculty, one from each of the areas of Elon College (arts and humanities; mathematics and natural sciences; and social sciences) and one from each of the schools of the university into which the institution is organized except the law school elected by the faculty to serve a period of 4 years. Elections to the Institutional Review Board occur in a 4-year cycle. In the first year of the cycle, one member shall be elected from the fine arts and humanities faculty, and one from the mathematics and natural sciences faculty. In the second year of the cycle, one member shall be elected from the Martha and Spencer Love School of Business and one from the School of Communications. In the third year of the cycle, one member shall be elected from the School of Education. In the final year of the cycle, one member shall be elected from the social sciences faculty. The committee must always include at least two scientists and two non-scientists. (Any faculty who has had substantive training or experience in a scientific discipline or in a scientific method should be considered a scientist.)
- 3.) An additional member of the committee shall be named by the provost/vice president for academic affairs from the non-institutional population
- 4.) Invited non-members, without vote. If the committee reviews projects involving a category of vulnerable participants or involving issues requiring

competence in special areas, it may invite one or more non-members if at least two members of the committee request such representation.

- 5.) Committee members who have a conflict of interest regarding a specific project may not participate in the review of such project

(07/08)

b. Duties

- 1.) To carry out charges made by the full faculty which pertain to the activities of the committee or issues of human participants in research
- 2.) To review and amend the policies established in these guidelines when modification is deemed necessary by the committee or broader university community
- 3.) To review all research proposals and act according to these guidelines to either approve, exempt, or disapprove new research and ensure the compliance of continuing research
- 4.) To review all grant applications sponsored by the university involving proposed research with human participants and advise administration concerning compliance issues
- 5.) To act as a clearinghouse for the ethical guidelines and regulations of various professional associations and appropriate governmental agencies
- 6.) To disseminate approved guidelines in order to promote understanding of the policies and increase general sensitivity to ethical issues related to human participants in research
- 7.) To hold hearings to respond to complaints from the university community regarding issues related to research with human participants
- 8.) To maintain records of committee activity as required by 45 CFR 46.115, which include copies of all research proposals reviewed, minutes of meetings, and copies of correspondence between the committee and investigators
- 9.) To refer cases to the provost/vice president for academic affairs regarding violations of these guidelines which have not been resolvable between the committee and researcher

Section 15. Library Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

**a. Membership**

- 1.) Dean and University Librarian
- 2.) Six teaching faculty members, three elected each year for a 2-year term. The committee shall elect annually in May a chair from among these six teaching faculty members.
- 3.) Four student members elected for 2-year terms, two elected each year
- 4.) Associate Dean for Library and Information Services for the law school or his/her designee, without vote

**b. Duties**

- 1.) To serve as a liaison committee between the faculty, the students, and the librarian and to discuss administrative matters pertaining to the library and make recommendations for the best possible library services
- 2.) To develop and recommend policy with regard to the library and library services
- 3.) To allocate funds for each department from the budget provided for the purchase of books; to evaluate requests for expenditures not provided for in the budget; to make recommendations regarding such requests
- 4.) To make recommendations regarding improvement, extension, and development of the services and facilities of the library

Section 16. Promotions and Tenure Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

**a. Membership**

Eight non-probationary teaching faculty, at least four of whom shall be full professors. Of the eight, at least four shall be tenured, and all shall hold the rank of senior lecturer, associate professor, or professor. Members will serve 2-year terms with no person serving more than two consecutive terms. Four persons shall be elected annually. A chair will be elected from and by the membership. Faculty members shall be ineligible for promotion or tenure while serving on this committee. Faculty members shall be ineligible for service the year following a promotion or tenure application. Faculty of the law school are excluded from service on this committee.

**b. Duties**

- 1.) To receive from the provost/vice president for academic affairs a list of faculty members who are eligible for promotion in rank and tenure

- 2.) To consider each eligible faculty member with the assistance of relevant information which may be available from administration, department chair, faculty, or students
- 3.) To submit to the provost/vice president for academic affairs of the university recommendations for the next academic year no later than January 10 of each year
- 4.) To make available to any eligible faculty member upon request, through the provost/vice president for academic affairs, its recommendations concerning him/her and a brief explanation of the basis for that recommendation
- 5.) To review the distribution of faculty ranks each year and to make recommendations for any needed changes for the next academic year prior to October 15
- 6.) None of the above duties of the committee shall apply to the promotions and tenure of the faculty of the law school.

(6/08)

Section 17. Religious Life Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

a. Membership

- 1.) University Chaplain
- 2.) Four faculty members, serving 2-year terms, with two elected each year. The committee shall elect annually in May a chair from among these four faculty members.
- 3.) Four student members elected for 2-year terms, two elected each year
- 4.) This committee may supplement faculty and/or student membership by electing non-voting members

b. Duties

- 1.) To exercise an overall concern for the religious life of the university and to advise the university chaplain on needs in this area of campus life
- 2.) To advise the university chaplain in planning chapel and vesper services and special religious programs
- 3.) To serve as a coordinating committee for religious groups on campus

Section 18. Student Life Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

**a. Membership**

- 1.) Four faculty members, serving 2-year terms with two elected each year. The committee shall elect annually a chair from among these four faculty members.
- 2.) Four student members appointed to 2-year terms by the president of the student government association. Student membership should reflect the variety of experiences and perspectives found in the student body. The committee shall elect annually a vice chair from the student members.
- 3.) Vice President for Student Life/Dean of Students, ex officio. The dean shall serve as secretary to the committee.
- 4.) President of the student government association, ex officio
- 5.) Director of Student Activities

**b. Duties**

- 1.) To advise and assist the vice president for student life/dean of students and student organizations
- 2.) To review extracurricular student activities and organizations periodically
- 3.) To recommend changes in policy and procedures affecting student life to the faculty and/or administration of the university
- 4.) To recommend to the vice president for student life/dean of students the bylaws of all new student organizations
- 5.) To promote more effective communication among the several campus constituencies in connection with student development and/or student life

Section 19. Study Abroad Committee (For Procedures and Policies, see II-12; for Membership, see Web Reference Standing Committees in the Table of Contents)

**a. Membership**

- 1) Dean of International Programs or his/her designee, without vote
- 2) Members of the teaching faculty elected for 3-year terms, one from each of the three divisions of the college of arts and sciences and from each of the schools into which the institution is organized, except the law school, and two members-at-large from among the teaching faculty. At-large members must represent different divisions/schools. All members shall have had experience teaching a study abroad course. Three members will be elected the first 2 years and two the third year, with at-large members being elected in different years. The committee shall elect annually in May a chair from among the eight teaching faculty members.



- 3) Director of General Studies, ex officio
  - 4) Two student members, with study abroad experience, elected annually
  - 5) Faculty of the law school are excluded from service on this committee
- b. Duties
- 1) To promote the goals of the study abroad program
  - 2) To develop and apply criteria and procedures for reviewing and approving study abroad course proposals
  - 3) To work in consultation with faculty and departments on the development of study abroad courses
  - 4) To review periodically and to make recommendations to the Curriculum Committee for general curricular changes in the study abroad program
  - 5) To promote the integration of study abroad experiences with other components of the academic programs of the institution
  - 6) To review with the Dean of International Programs potential study abroad program arrangements with other institutions
  - 7) To work in collaboration with the Office of International Programs on developing and conducting assessments to evaluate credit-earning study abroad courses and programs, including both academic issues and student development
  - 8) To work in collaboration with the Office of International Programs on reviewing and evaluating relevant programmatic aspects of the study abroad program
  - 9) To consult with the Dean of International Programs on the implementation of the study abroad program

(6/09)

## **ARTICLE IX**

### **Quorum**

Section 1. Faculty Meetings. At regular or special meetings of the faculty, a majority of the voting members shall constitute a quorum.

Section 2. Meetings of the Academic Council. At meetings of the academic council, two-thirds of the voting members shall constitute a quorum.

Section 3. Meetings of the Standing Committees. At meetings of the standing committees, a majority of the voting members shall constitute a quorum.

(6/10)

## **ARTICLE X**

### **Section I. Academic Freedom Statement**

In the spirit of its historic association with the United Church of Christ, Elon University affirms the openness of that tradition to free inquiry and respect for the right of each person to her or his convictions. Academic freedom is the right of every faculty member to be responsibly engaged in scholastic efforts to seek, discover, speak, teach and publish the truth. Elon University will uphold its faculty's academic freedom and will protect all its faculty members against influences from inside or outside the university which would restrict them in the exercise of that freedom.

At the same time, Elon University enjoins its faculty members to exercise these freedoms in a professional and responsible fashion. As scholars and teachers, they should remember that others may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution unless so authorized.

Any faculty member, regardless of rank or contract status, who believes his or her academic freedom has been violated, may petition the academic council for a hearing. Following the hearing, the academic council will report its findings to the president and to the faculty member who initiated the petition.

### **Section II. Governmental Activities and Outside Employment**

The holding of public office is consistent with the principles of academic freedom, but intensive campaigning or a significant time requirement to perform the public duties may constitute interference with the faculty member's loyalty to the University and to students. The amount and type of outside employment, especially with respect to outside teaching, consistent with the teaching objective is a matter to be resolved between the individual faculty member, the department chair, and the vice president for academic affairs. Research for monetary gain should be based upon an understanding between the individual faculty member and the University administration.

(10/07)

## **ARTICLE XI**

### **Department Chair**

Section 1. Appointment. The appropriate dean will make a recommendation for a department's chair to the provost/vice president for academic affairs after consulting with all full-time department teaching faculty. The chair shall be appointed by the provost/vice president for academic affairs after conferring with the dean. A department chair shall normally be appointed for a period of 4 years. The chair may be reappointed for successive 2-, 3-, or 4-year terms.

Section 2. Duties. A department chair, in addition to performing all regular duties of teaching faculty members, shall serve as the chief administrative officer of the department and shall represent the department in general university matters. The chair shall involve department members in decision making especially with regard to curriculum proposals and appointment, promotion, and retention of faculty members. He/she may also delegate administrative duties. Specific responsibilities include the following:

- a. Planning courses, submitting class schedules, making teaching assignments, and supervising the advising of majors
- b. Keeping under continuous study the departmental curriculum and standards, and making efforts to strengthen teaching procedures and to improve the quality of instruction
- c. Holding annual individual conferences with all department members to review their progress on current goals, consider new ones, and determine how those goals might best be achieved
- d. Participating in the selection and orientation of new staff members and making recommendations relative to the retention and promotion of staff members
- e. Preparing budget requests for the department and for library needs and requisitioning materials and equipment
- f. Preparing catalog material related to the department, conducting correspondence, and maintaining files necessary for the department
- g. Collecting the information necessary and writing the department annual report
- h. Conducting the annual evaluation of faculty members within the department (Unit III of the teaching faculty evaluation process)

(7/05)

**ARTICLE XII**  
Parliamentary Authority

Section 1. All meetings and other business of the faculty shall be conducted according to *Sturgis Standard Code of Parliamentary Procedure*.

**ARTICLE XIII**  
Amendments to Bylaws

Section 1. Proposals for Amendment via a Faculty Meeting. A proposal for amendment to these bylaws may be originated by motion at any regular meeting of the faculty or at any special meeting called for such purpose. A written copy shall be distributed at the meeting.

Section 2. Proposals for Amendment via Academic Council. A proposal for amendment to these bylaws may be originated by a vote of the Academic Council. A written copy shall be distributed at least two weeks prior to the meeting at which the vote is to take place.

Section 3. Adoption. Approval of an amendment to these bylaws shall require an affirmative vote of two-thirds of the voting members present at a Faculty Meeting subsequent to the meeting of the faculty or the Academic Council at which the proposal was presented. All amendments are subject to approval by the Board of Trustees.

Section 4. Editorial Amendments. Amendments that are editorial in nature (See Article VI, Section 3.i.) may be approved by an affirmative vote of two-thirds of the voting members present at the Academic Council meeting at which the Amendment was proposed or any Academic Council meeting thereafter. Upon a motion of a voting member prior to the vote on the amendment, Academic Council will vote, using simple majority, on whether or not to require a vote on the proposed change at the next Faculty Meeting. All amendments are subject to approval by the Board of Trustees.

(6/10)