

Howard College of Arts & Science Faculty Assembly Governance Document¹

(Submitted to and approved by the Board of Trustees on Sept. 7, 2001)

GOVERNANCE OF THE FACULTY ASSEMBLY OF THE HOWARD COLLEGE OF ARTS & SCIENCES

I. ORGANIZATION

- A. Departmental Structure - Each faculty member shall be a member of some academic department or program within the College. The academic departments at the time this document is approved are Art, Biology, Chemistry, Classics, Communications, English, Geography, History, Journalism and Mass Communication, Mathematics and Computer Science, Political Science, Philosophy, Physics, Psychology, Religion, Sociology, and World Languages and Cultures. The listing of current departments is for informational purposes only and does not imply any authority of the Arts & Sciences (A&S) Faculty Assembly to determine departmental structure.
- B. Department Chair - The activities of each department shall be overseen by a chair. The chair is appointed by the President on an annual basis. The department chair shall call and preside over regular meetings with the faculty of the department to discuss departmental policies and their implementation. The department chair, in consultation with the faculty, shall be responsible for the administration of departmental policies. Such policies include but are not limited to those related to curriculum, recruitment of students, space allocation, schedules, budget, faculty and staff evaluation, faculty development, student advisement, and selection of full-time and part-time faculty.
- C. College Steering Committee - The College shall have a steering committee comprising the department chairs, the Dean, and the Associate Dean. This committee shall serve as an advisory body to the Dean in matters of resource allocation, budget, program and curriculum development, and other matters relating to the administration and management of the College.
- D. College Standing Committees and Representatives to University Committees - The College shall have at least **five** standing committees: the Curriculum Committee, the Faculty Development and Evaluation (FDE) Committee, the Faculty Scholarship Committee, **the Teaching Award Committee**, and the Nominating Committee. The Curriculum Committee and the FDE Committee shall each have six members. Members shall serve staggered three-year terms. The Faculty Scholarship Committee will have three members (one representative from each division), serving staggered three-year terms. **The Teaching Award Committee will consist of all those who have received the award since its inception.** Other standing committees may be formed as necessary. The term of office for members of all standing committees except the Nominating Committee shall begin on the first day of the fall semester.

The Nominating Committee shall select candidates for all vacancies on all standing committees other than itself. The composition and selection of the Nominating Committee is

¹ Recent Revision History: Reformatted and renumbered **with additions**, July 2009, **December 2012, May 2013.**

described in the Constitution² of the Faculty Assembly of the Howard College of Arts & Sciences. Each standing committee shall choose its own chair at its first meeting. The Nominating Committee shall also be responsible for nominating representatives from the College to University standing committees and to the University Faculty Senate. The Nominating Committee shall present all of these candidates to the A&S Faculty Assembly for election following the procedure and schedule described in the Constitution (Article IV, Section 2).

II. CURRICULUM

All changes in departmental curricula shall be submitted as proposals to the A&S Curriculum Committee by the department chair. Appropriate proposal forms shall be made available to the department chairs by the chair of the A&S Curriculum Committee. Changes in curricula include, but are not limited to, addition of, major changes in, or dropping of courses, concentrations, programs, or majors. To be placed on the agenda, the department chair shall submit the proposal to the A&S Curriculum Committee chair at least one week in advance of a scheduled meeting. After the proposal has been acted upon by the A&S Curriculum Committee, the chair of the committee shall give notice in writing to the department chair and to the Dean that the proposal was accepted or rejected. If a proposal is rejected, a revised proposal may be resubmitted to the committee. Proposals for curricular changes that fall under the purview of the University Curriculum Committee shall be sent to the chair of that committee by the chair of the A&S Curriculum Committee after approval by the A&S Curriculum Committee.

III. PERSONNEL, PROMOTION, AND TENURE

A. Personnel

1. Preeminence of University Guidelines. The College will adhere to all University guidelines or regulations relating to appointment, tenure, and promotion. The following policies and procedures are intended to supplement the University Faculty Handbook. These guidelines are meant to inform faculty of the standards of the College and are to be used by the appropriate departmental and College committees in considering appointment, promotion, and tenure. They reflect minimum requirements.
2. Appointment. All faculty members shall be appointed to an appropriate rank as described in the University Faculty Handbook.
3. Allocation of Appointments. Whenever new faculty lines are created or existing lines are redeployed, the Dean shall notify the College steering committee regarding such changes and seek their advice.

B. Procedures for Promotion and Tenure

1. Overview - The structure of this plan provides for successively broader levels of consideration in the review of candidates for tenure or promotion.
 - a. All reviews will begin at the departmental level. There, a department through its departmental Promotion and Tenure (P&T) Committee (see 2.b below) will evaluate both the candidate's record and the role the candidate can be expected to play in the future evolution of the department's curriculum and mission. Smaller departments

² The Constitution was not included by reference in the Trustee approval on 9/7/01.

with too few faculty to form a departmental P&T Committee may choose to form a committee with faculty outside the department, or to evaluate a candidate's dossier wholly within the department, as set forth in 2.b below. The role of the department is fundamental. Its recommendations carry the weight of informed professionals considering their colleagues and, more importantly, the future strength and vitality of their curriculum and identity.

- b. The College FDE Committee provides the faculty with a broader forum to consider the standards applied in a promotion and tenure decision. This committee considers the candidate's record and the relationship of the candidate to the department's mission and curriculum. At the same time, it considers the way in which faculty standards and the balance among the criteria of teaching, scholarship, and service are applied. The FDE Committee shall submit an independent review and recommendation to the Dean. The role of the FDE Committee is crucial to the on-going development of the College as a collegial community. It brings faculty from different disciplines together to develop the identity of the total faculty and, through its recommendations, articulates the agreed-upon values and standards of the faculty.
- c. The Dean's role is the broadest within the College. He or she has the responsibility to consider the record of the candidate and its relationship to the school's mission and curriculum and to apply consistent standards to faculty selection, retention, and development. At the same time, the Dean's responsibility extends to the broad range of institutional considerations (both in the College and in the University) that shape the on-going growth and direction of the College as a whole.
- d. After the Dean has reviewed a candidate's application for promotion and/or tenure, the application will be reviewed by the University FDE Committee, the Provost, the President, and the Board of Trustees.

2. The Process

- a. Notification by the Candidate. Notification of eligibility for tenure is given to a faculty member in the initial letter of agreement. It is the responsibility of the candidate to notify the department by May 1 preceding the year of eligibility of his/her desire to be considered. Eligibility for promotion after service of a normal minimal period of five years in rank shall be determined by the department chair and Dean based on annual performance reviews. Pre-tenure reviews will be conducted in the second or third year of service, as appropriate to a faculty member's contract and as set forth in Pre-Tenure Review (8.6) of the Faculty Handbook
- b. Submission of Materials. At the beginning of the academic year in which the actual consideration of the candidate is to take place, the chair shall convene a department Promotion and Tenure (P&T) Committee to review the candidate's application for promotion, pre-tenure review, or tenure. For candidates applying for promotion, the department P&T Committee shall comprise all members of the department who hold tenure and the rank equal to or higher than the rank for which the candidate has applied. For candidates applying for pre-tenure review or tenure, the department P&T Committee shall comprise all tenured members of the department. The department P&T Committee shall be chaired by the department chair or, if necessary, by a faculty member designated by the department chair. In cases in which the department

chair does not hold a rank equal to or higher than that for which a candidate has applied, the chair will serve as an ex officio member of the P&T Committee and shall have no vote.

In cases where there are fewer than three members of the department who meet the criteria to serve on the department P&T Committee, by a simple majority vote the department will elect one of two alternate review options. One, the department chair, the chair of the College FDE Committee, and the Dean together may select additional faculty drawn from the College as a whole, who do meet this criteria. Alternatively, small departments may choose to review a candidate's dossier using tenured personnel within the department only, and pass the evaluation forward to the College FDE Committee.

By September 15, documentation of the candidate's readiness for promotion and/or tenure (or, in the case of pre-tenure review, progress toward tenure) must be organized into a dossier and forwarded to the chair of the P&T Committee or to the appropriate individual depending on the size of the department and the review option chosen [This is implied in all subsequent references to a P & T Committee.]. The contents of the dossier should include a cover letter, a curriculum vitae, a summary of student evaluations, copies of scholarly works and other creative activities, annual faculty evaluations, and any other supporting materials that the candidate may consider relevant to conducting a thorough evaluation. While assembling the dossier, the candidate is encouraged to consult with the department P&T Committee and the College FDE Committee as to the specific types of supporting documentation that would be most beneficial in evaluating the candidate's application.

In the cover letter, the candidate should describe his or her workload assignments since appointment or promotion to the presently held rank. The candidate should specify the proportions of time allocated for teaching, scholarship, and service. In addition, the candidate should describe his or her professional activities and attainments in relation to the criteria (teaching, scholarship, and service) for promotion and/or tenure specified in the College's Guidelines.

- c. Recommendation by the Department. The department P&T Committee shall consider the merits of the candidate with respect to his or her teaching, scholarship, and service and the role of the candidate in light of the department's curriculum, mission, personnel, projected needs, and all other relevant departmental concerns. The candidate may request a personal meeting with the department P&T Committee to present his or her case. The P&T Committee may also request that the candidate appear personally.

Following evaluation, the department P&T Committee shall vote by secret ballot on the candidate's application. For candidates applying for tenure and/or promotion, the vote shall be on whether to recommend the candidate for tenure and/or promotion. For candidates undergoing pre-tenure review, the vote shall reflect the committee's assessment of the candidate's prospects for successfully obtaining tenure in the future. Following this vote, the chair of the P&T Committee shall write a report that summarizes the vote and addresses the rationale for the recommendation. In the event that the chair of the P&T Committee disagrees with the majority vote of the faculty, the chair should designate to another appropriate faculty member, who agrees with the majority, the responsibility for writing the report. Any member of the department

P&T Committee who cannot support the majority report shall have the option of writing a minority report that details his or her rationale for the dissent. The report, along with any minority reports, shall be forwarded to the FDE Committee no later than November 1. For departments that do not form a P&T Committee, the chair will conduct a review of the candidate's dossier, with input from the other tenured faculty member in the department (if any), forwarding an assessment and recommendation to the College FDE by November 1. Where there is disagreement between the chair and the other tenured faculty member in the same department, each may submit an assessment and recommendation to the College FDE Committee.

- d. Appeals Procedure. In the event a candidate's review is conducted solely by a department chair, and the candidate feels the review would be prejudicial to other levels of evaluation, the candidate may seek an additional assessment of his/her dossier. The chair of the College FDE Committee and the Dean together shall select three faculty, drawn from the College as a whole, who hold tenure and the rank equal to or higher than that for which the candidate is applying. This ad hoc committee shall review the candidate's dossier according to the standards outlined earlier and submit a report to the College FDE Committee by November 1.
- e. Review by the FDE Committee. After receipt of the departmental report(s), plus any supplemental report that may result from an ad hoc committee, the FDE Committee shall consider that report, the candidate's record, and any and all matters it considers relevant to the candidate's application. Such considerations may include, but shall not be limited to, the merits of the candidate, the curriculum and mission of the candidate's department, and the overall situation and direction of the College.

At its option, the FDE Committee may request the candidate or other interested party to make a presentation before it or accept the written testimony of faculty or students. The candidate may also request a personal appearance before the committee.

After discussion, the FDE Committee shall vote by secret ballot on whether to concur with or dissent from the recommendation of the department P&T Committee. The chair of the FDE Committee shall write a report that summarizes the vote and addresses the rationale for the recommendation. In the event that the chair of the FDE Committee disagrees with the majority vote of the committee, the chair should designate another member of the committee, who agrees with the majority, the responsibility for writing the report. Any member of the FDE Committee who cannot support the majority report shall have the option of writing a minority report that includes the rationale for his or her dissent. The report, along with any minority reports, shall be forwarded to the Dean no later than December 15.

- f. Review by the Dean. After receipt of all material submitted in the earlier stages, the reports of the department P&T Committee and the FDE Committee, the Dean shall consider the candidate's application. At his or her option, the Dean may request or consider additional material or speak with other informed parties.

The Dean shall write a report that indicates whether or not he or she supports the recommendations of the departmental P&T Committee and the FDE Committee. In this report, the Dean shall set forth the rationale for his or her recommendation, including but not limited to institutional considerations, the candidate's record, the

department's curriculum and mission, and any other relevant matters concerning the candidate's application.

The Dean's report, along with all material submitted in earlier stages, shall be forwarded to the University FDE Committee.

IV. SCHOLARSHIP

- a. The purpose of the Faculty Scholarship Committee is to encourage scholarly activity in the faculty of Arts and Science and to recognize faculty achievements.
- b. The FSC oversees the evaluation and selection of applicants for mini-sabbaticals (a single course reduction for one semester). Calls for applications will go out from the chair of the committee by September 15 and will be due back to the committee by November 1. The Application will consist of one cover sheet and a four-page (double-spaced) project proposal. All full-time faculty members of Arts and Sciences may apply with the exception of members of the FSC and faculty already receiving course reductions for research.
- c. Projects eligible for the proposal include any that will lead to scholarly publication(s) in the applicant's field of study. The committee will consider the following criteria:
 1. The excellence of the proposal;
 2. The level of need (e.g., an approaching deadline);
 3. The likelihood of success, i.e., that the project will result in scholarly publication(s).
- d. Applicants must have the signature of the chairs of their departments before submission of the application. The FSC will evaluate and rank the applicants, and the chair will submit the committee's recommendations to the Dean of Arts and Sciences for evaluation and approval. The dean will then inform the successful applicants and their department chairs. The FSC will supply written feedback to any applicant upon request.
- e. Unsuccessful applicants may reapply the next year. Successful applicants must wait three years before reapplying. Successful applicants must also be available for service on the committee after their mini-sabbaticals end.
- f. The FSC may also propose additional measures to promote faculty scholarship and publications as opportunities arise.

V. TEACHING AWARD COMMITTEE

- a. **The purpose of the Teaching Award Committee (TAC) is to recognize outstanding teaching among the faculty of the Howard College of Arts and Sciences. Its main responsibility is to oversee the election of an Outstanding Teacher of Arts and Sciences each year.**
- b. **The TAC is composed of all of the previous winners of the Arts and Sciences Teaching Award. Members will remain on the committee as long as they are associated with a department in Arts and Sciences.**

- c. **For the purposes of selecting the award winner, a quorum is seven votes. If committee membership falls below seven, a quorum is 66% of the members.**
- d. **The chair of the committee will solicit nomination letters from Howard College faculty and graduating seniors by November 30 in the fall semester. The committee should receive copies of the nominations by the second week of January of the following year. The process of deliberation and selection must be complete by the first meeting of Arts and Sciences in the spring semester.**
- e. **The chair is responsible for arranging the trophies and other recognitions for the recipients and celebrating the achievements of the winners.**
- f. **The TAC will choose its chair for the next year by May 1 of the previous academic year. The outgoing chair initiates the vote. Effort should be made that the chair duties be spread among the members of the committee. Chairs may serve more than once, but no longer than two years consecutively.**
- g. **All full-time faculty members affiliated with a Howard College department and who have taught at Samford for at least three years are eligible for the award, irrespective of tenure status. Members of the TAC are not eligible to win the award.**
- h. **The TAC may also propose additional measures to promote excellence in teaching as opportunities arise.**

VI. COMMITTEES OF THE DEAN

When the Dean forms a committee, the Dean shall inform the Speaker of the Faculty Assembly of the committee, the committee charge, and the committee membership.

VII. COMMITTEES OF THE ASSEMBLY

The Faculty Assembly may elect either standing committees or ad hoc committees to make recommendations to the Dean, the Provost, the University Faculty Senate, or other bodies as appropriate. When the Faculty Assembly forms a committee, the Speaker of the Faculty Assembly shall inform the Dean of the committee, the committee charge, and the committee membership.

VIII. AMENDMENTS

The Faculty Assembly may propose amendments to these Guidelines for Governance by a two-thirds (2/3) vote of the members present and voting, a quorum being present. The Assembly Speaker shall send such proposals to the Dean, who shall notify the Assembly Speaker of his or her approval or disapproval of the proposal. The Dean may also propose amendments to these Guidelines. The proposal requires a two-thirds (2/3) vote of the members present and voting at a Faculty Assembly meeting, a quorum being present. All proposed amendments must be approved by both the Faculty Assembly and the Dean before being incorporated into these Guidelines for Governance.

IX. RATIFICATION

These Guidelines shall be ratified when approved by the Dean and by two-thirds (2/3) of the members of the Assembly present and voting, a quorum being present.

X. REVIEW

This document shall be reviewed for consistency and practicality after it has been in effect for one year. To this end, the Faculty Assembly shall elect a committee to review the implementation of this plan and recommend, if necessary, changes to the Faculty Assembly. Such changes, if any, shall be submitted to the Faculty Assembly for a vote at its first meeting of the next academic year.