## SIMPSON COLLEGE FACULTY HANDBOOK
### PART I: CONSTITUTION AND BYLAWS

**Table of Contents**

- CONSTITUTION .......................................................................................................................... 2
- Name ........................................................................................................................................ 2
- Membership *(revised 2/04/11 board meeting)* ......................................................................... 2
- Object ......................................................................................................................................... 2
- Officers and Duties ..................................................................................................................... 3
- Meetings and Conduct of Meetings .......................................................................................... 4
- Amendments to the Constitution *(revised 2/04/11 board meeting)* ...................................... 5

- BYLAWS .................................................................................................................................... 6
- Meetings of the Faculty .............................................................................................................. 6
- Faculty Committees and Organization *(revised 2/12/14 faculty meeting)* .......................... 7
  - Academic Appeals *(revised 2/12/14 faculty meeting)* ...................................................... 9
  - Admissions, Scholarship and Finance *(revised 2/12/14 faculty meeting)* ....................... 9
  - Assessment and Program Review Committee *(revised 2/12/14 faculty meeting)* .......... 10
  - Budget and Liaison Committee *(revised 2/12/14 faculty meeting)* ............................... 10
  - Constitution and Nominating Committee *(revised 2/12/14 faculty meeting)* ............ 10
  - Educational Policy and Curriculum Committee *(revised 2/12/14 faculty meeting)* .... 11
  - Faculty Development Committee *(revised 2/12/14 faculty meeting)* ......................... 12
  - Faculty Personnel Committee *(revised 2/12/14 faculty meeting)* .................................. 12
  - Hearings and Appeals Committee: ....................................................................................... 13
  - Library Advisory Committee *(revised 2/12/14 faculty meeting)* ..................................... 13
  - Multicultural and Minority Issues Committee *(revised 2/12/14 faculty meeting)* ....... 14
  - Post-Baccalaureate Curriculum Committee *(added 2/12/14 faculty meeting)* ............ 14
  - Study Abroad Committee *(revised 2/12/14 faculty meeting)* ........................................ 15
  - Teacher Education Committee *(revised 2/12/14 faculty meeting)* .............................. 15
  - Ad Hoc Committees .............................................................................................................. 16
- Amendments to the Bylaws *(revised 2/15/11 faculty meeting)* .............................................. 16
SIMPSON COLLEGE FACULTY HANDBOOK

CONSTITUTION

Article I

Name
Section 1. The organization shall be known as the Faculty of Simpson College.

Article II

Membership (revised 2/04/11 board meeting)
Section 1. The faculty consists of the president of the college, the academic dean and faculty holding contracts described in Part II, Section 2 of the Simpson College Faculty Handbook.

Section 2. Only full-time faculty holding contracts described in Section 2.1.1 have voting rights in full faculty meetings. Voting rights at the department level are established by the department.

Article III

Object
The object of the faculty is to discharge efficiently and effectively the following responsibilities:

Section 1. The faculty shall have primary responsibility for determining the academic policies of the college. This responsibility includes concern for such matters as courses of instruction, standards, degrees, requirements for admission, retention and graduation.

Section 2. A deep and abiding concern for academic freedom is of paramount importance to the determination of a sound academic policy. Therefore, the primary responsibility of the faculty for the determination of the academic policy of Simpson College carries with it certain responsibilities with respect to academic freedom. First, the faculty is charged with the responsibility of maintaining a climate of academic freedom throughout the Simpson College community. Second, the individual faculty member must accept the obligations imposed on him or her by the climate of academic freedom. Specifically this means:

- Each faculty member is entitled to freedom in exercising his/her responsibilities in the classroom.
- The faculty member is entitled to freedom in research and to the enjoyment of the results of such research, subject to adequate performance of his/her other academic duties. Contract research undertaken for pecuniary return should not be undertaken without consultation with the dean for academic affairs.
• The faculty member is a citizen, a member of a learned profession, and a representative of Simpson College. When he/she speaks or writes as a citizen, the faculty member is free from institutional censorship or discipline, but his/her position in the community imposes a special obligation on him/her. As a person of learning and as an educator, he/she should remember that the public may judge one’s profession and Simpson College by one’s statements. Hence, the faculty member should at all times be accurate, show respect for the right of others to express their opinions, and make every effort when speaking or writing as a private citizen to indicate that he/she is not an institutional spokesman.

Section 3. The faculty shall have broad responsibilities for the life of the college community and the preservation of a “climate of learning.”

Section 4. The faculty shall have responsibility for making recommendations to the president concerning personnel policies affecting its own members.

**Article IV**

**Officers and Duties**

Section 1. Chairperson of the Faculty
The president of the college is the chairperson of the faculty. He/she presides at faculty meetings and serves as an ex officio member on all faculty committees. The chairperson of the faculty shall have a secretary keep minutes of the proceedings of all faculty meetings.

Section 2. Vice Chairperson of the Faculty
The dean for academic affairs is the vice-chairperson of the faculty. He/she shall preside at faculty meetings in the absence of the chairperson; serve as an ex officio member on all faculty committees; act as custodian of the constitution and provide true copies of the current constitution to the members of the faculty.

Section 3. Secretary
The secretary shall oversee the minutes of the proceedings of all faculty meetings. He/she shall distribute copies of the minutes to the faculty at least 72 hours prior to the next regular meeting of the faculty. In accordance with article V, Section 3, paragraph c, the minutes of the faculty meetings are to be held confidential. The secretary shall be nominated by the constitution and nominating committee at the April faculty meeting for a vote at the May faculty meeting.

Section 4. Social Secretary
The social secretary shall be responsible for all social and courtesy obligations of the faculty. The social secretary shall be nominated by the constitution and nominating committee at the April faculty meeting for a vote at the May faculty meeting.
Section 5. Marshals
Three marshals shall direct the physical organization and conduct of all academic processions. Two marshals shall be nominated by the constitution and nominating committee from a list of full-time faculty members who will be teaching during the following academic year. The nominations shall be presented at the April faculty meeting for a vote at the May faculty meeting. In order to allow for continuity, the first election shall provide for one person serving for a one-year term and the second person to serve for a two-year term. In subsequent years, only one person will then be elected to serve for a two-year term. In addition to the two full-time elected faculty members, the academic dean shall appoint one member of the emeritus faculty to serve as the third marshal.

Section 6. Parliamentarian (revised 5/16/14 board meeting)
The faculty parliamentarian shall be responsible for providing advice to the chair of the meeting on matters of procedure during meetings and details of the constitution and by-laws as required. Rulings by the parliamentarian on procedural issues can be overruled by a simple majority vote of the faculty. The Constitution and Nominating Committee shall present at least two candidates for faculty parliamentarian at the April faculty meeting for a vote at the May faculty meeting. The faculty parliamentarian shall serve a two-year term.

Section 7. A faculty member shall not hold more than one office during an academic year.

Article V
Meetings and Conduct of Meetings
Section 1. Regular meetings of the faculty shall be held once a month during the academic year.

Section 2. Special meetings may be called by the chairperson of the faculty or in his/her absence the vice-chairperson of the faculty.

- The chairperson of the faculty, or in his/her absence the vice chairperson of the faculty, will call a special meeting when it is requested by a petition signed by ten or more members of the faculty.
- Twenty-four hours notice shall be given to members of the faculty for all special meetings. Notification of special meetings shall include the following:
  - Whether the meeting was called by the chairperson of the faculty, vice chairperson of the faculty or by petition.
  - Purpose
  - Time and place

Section 3. Conduct of Meetings

a. All faculty meetings are open to the faculty and to all regularly enrolled students. Students in attendance will act solely in the capacity of observers and will not have the privilege of speaking or voting.
b. In addition to the students acting as observers, six regularly enrolled, degree-seeking, full or part-time students shall act as all-campus representatives. These students shall be designated in September under the regular procedures of the student senate. Their names shall be transmitted by the president of the student body to the chairperson of the faculty for confirmation by the faculty at the October faculty meeting. Upon confirmation by the faculty, these students shall have floor privileges at all faculty meetings for the balance of the academic year.

c. Announcement of faculty action shall be made only by the chairperson of the faculty or in his/her own initiative or upon the request of the faculty.

d. Other individuals may be invited to attend faculty meetings by the chairperson of the faculty on his/her own initiative or upon the request of the faculty.

e. Only those defined by the constitution as members of the faculty in Article II, Section 1 may vote in faculty meetings, serve as voting faculty members of faculty committees, or vote in departmental meetings.

f. The faculty may elect, by majority vote, to meet as a body of voting members only. In considering whether to close a meeting, the faculty should weigh its commitment to openness with the college community implied in paragraphs a and b of this Section. A motion to meet as a body of voting members only will include the reason for the closed session.

g. One-half of the members of the faculty shall constitute a quorum.

Article VI

Amendments to the Constitution (revised 2/04/11 board meeting)

Section 1. The faculty, the president of the college, or the board of trustees may propose an amendment to this constitution. Normally such an amendment shall carry the approval of all three. The responsibility of the president of the college to make an independent recommendation to the board of trustees, however, and the prior and final authority of the board in all matters pertaining to the life of the college under the articles of re-incorporation (Article II, Section 3), are recognized.

Section 2. Procedure for Obtaining Faculty Approval

a. An amendment to this constitution can only be approved by the faculty during the regular academic year.

b. A proposed amendment (whether it is initiated by the board of trustees, the president of the college, a group of faculty members, or an individual member of the faculty) will be distributed in writing to the members of the faculty, and will be read at the first faculty meeting following its distribution.

c. Immediately after the proposed amendment has been read, the chairperson of the faculty will refer it, without debate or discussion, to the constitution and nominating committee for investigation. The committee shall report at the next regular faculty meeting.

d. The committee will encourage members of the faculty to present their arguments to the committee concerning the merits of the proposed amendment.
e. At the time the committee makes its report to the faculty, the chairperson of the committee will move the adoption of the changes as the committee may deem appropriate.

f. If the committee has made substantial changes in the proposed amendment, it will distribute written copies of the amendment, as modified, to the members of the faculty. Immediately following the seconding of the motion to adopt the proposed amendment, the chairperson of the committee will move to table the motion to adopt and to make it orders of the day for the next regular faculty meeting.

g. Approval of the proposed amendment requires an affirmative vote by two-thirds of the voting members of the faculty.

Section 3. Certification of Approval
a. The signature of the chairperson of the faculty appended to the amendment under the statement “approved by the faculty of Simpson College on (insert date of approval)” will certify the faculty’s approval of the amendment.

b. The signature of the president of the college appended to the amendment under the statement “approved by the President of Simpson College on (insert date of approval)” will attest to his/her approval of the amendment.

c. The signature of the chairperson of the board of trustees appended to the amendment under the statement “approved by the Board of Trustees of Simpson College on (insert date of approval)” will attest to the board of trustee’s approval.

Section 4. An amendment to this constitution shall take effect on the day following final approval.

BYLAWS

Article I

Meetings of the Faculty
Section 1. Ten regular faculty meetings will be held every year. The chairperson of the faculty shall designate the date of the first faculty meeting that shall be during the period immediately preceding the first day of classes in the fall semester. A standard day and time shall be designated by the chairperson of the faculty for the remaining regular faculty meetings held each month of the academic year.

Section 2. Order of Business
The order of business for all regular faculty meetings will be proposed by the chairperson of the faculty at the first faculty meeting of the academic year and approved by a majority vote of the faculty. Any changes in the order of business of a particular faculty meeting can be proposed by the chairperson or any faculty member at the beginning of that meeting and will require a majority vote for implementation.

Order of the Agenda:
Call to Order
Consideration of Minutes
Report of the President
Report of the Academic Dean
Items Requiring 28-day Waiting Period
Unfinished Business
New Business
Reports of Faculty Committees
Reports of Officers of the College
Reports of Officers of the Faculty
Announcements
Adjournment

Section 3. In a special faculty meeting the consideration of any business other than that for which the meeting was called must be approved by two-thirds of the members present.

Section 4. All meetings shall be conducted in accordance with Robert’s Rules of Order, except that informal consideration of all business shall prevail and paragraph seven of Article I of Robert’s Rules of Order on the limitation to debates shall be suspended, unless the faculty votes to invoke this paragraph for the consideration of a particular question.

Section 5. If a faculty member believes that action taken by the faculty is in violation of the constitution or bylaws and if an appeal of the decision of the chair was not upheld by a majority vote of the faculty, then any two faculty members may request the constitution and nominating committee to study the constitutional issues involved and to return with a recommendation to be acted upon at the next regularly scheduled faculty meeting.

**Article II**

**Faculty Committees and Organization** *(revised 2/12/14 faculty meeting)*

Section 1. Committee Organization

a. The president of the college and the dean for academic affairs are ex officio members of all committees. They should be notified of all meetings, and should receive copies of the minutes of each meeting. Other members of the faculty and administrative staff may be asked to serve ex officio on committees related to their interests and responsibilities, subject to approval by a majority vote of the faculty.

b. Each committee shall elect its own chairperson and secretary.

c. Ex-officio members of the committee may not serve as chairperson or secretary, although they may serve on subcommittees.

d. The first alphabetically listed member of the newly elected or appointed committee shall be responsible for convening the first meeting of the committee for the purpose of electing a chairperson and a secretary.

e. Prior to the last faculty meeting of each academic year, each committee chairperson shall submit to the dean for academic affairs two copies of the committee’s minutes for the preceding year, together with any recommendations for future action. The dean for academic affairs shall give one copy of the minutes and recommendations to the chairperson of the newly elected committee; the other copy shall be filed with the official records of the college.
f. Each committee has the authority to designate subcommittees from its own membership and to enlist the cooperation and assistance of other faculty members and college officers, not members of the committee.

g. As a general principle, no faculty member shall be elected to serve on more than two committees.

h. Unless otherwise specified, faculty members elected to committees shall serve for three years.

i. Generally, proposals considered at full faculty meetings originate in a standing committee. When proposing a change to the faculty handbook or college catalog, committees can request a vote at the next full faculty meeting or request that the proposal be given a “waiting period” before faculty vote. In either case, the proposal must be distributed to the faculty at least ten academic days prior to the meeting in which the vote will take place. If the committee wants additional feedback from the faculty, the committee can announce the proposal at a given faculty meeting and request a vote at the following faculty meeting. Any changes to the proposal must be finalzed and distributed to the faculty at least ten days prior to the meeting in which the vote will take place.

Section 2. Elections (revised 2/12/14 faculty meeting)

a. In order to be eligible for committee membership a faculty member must meet the specified membership requirements of the committee to which he/she would be elected. Faculty on leave or teaching a semester abroad in a given academic year may not serve on an elected committee during that year. A faculty member already serving on a committee shall be replaced for the academic year in which the leave or semester abroad takes place.

- Election of committees, requiring divisional representation shall be held in the April faculty meeting.
- All other elections will be held in the faculty meeting in May.
- Members of each division shall nominate two faculty members for each vacant position that represents their division on the faculty personnel committee and at least one faculty member for each vacant position on each of the other committees with divisional representation. These nominations shall be submitted to the constitution and nominating committee no later than March 20 for elections at the April faculty meeting.
- After soliciting input from all faculty members regarding the committees on which they are interested in serving, the constitution and nominating committee shall draw up the slate of nominees for all the other positions. The slate of nominees for budget liaison committee, constitution and nominating committee, library advisory committee, and teacher education committee shall consist of at least 50% more nominees than vacancies to be filled, provided qualified and eligible candidates are available.
- The constitution and nominating committee shall have the slate of candidates, along with each nominee’s department and rank, included with the agenda prior to the faculty meeting at which the elections are scheduled.
- Nominations may be made from the floor before voting begins for each committee to be elected.
If during the academic year vacancies occur in committees having divisional representation, the appropriate divisions will submit their nominations to the constitution and nominating committee which will in turn submit such nominations to the faculty for election at the next regularly scheduled faculty meeting. If vacancies occur in committees not having divisional representation, the constitution and nominating committee will submit such nominations to the faculty for election at the next regularly scheduled faculty meeting. Nominations may be made from the floor before voting begins.

Nomination and election of faculty to committees are to begin at the commencement of the April and the May faculty meetings, with the balloting process to be initiated immediately following the opening of the meeting and the approval of the minutes of the previous faculty meeting.

Standing faculty committees elected at the last regular faculty meeting of the academic year shall take office at the beginning of the next academic year.

Section 3. Standing Committees (revised 2/12/14 faculty meeting)

Academic Appeals (revised 2/12/14 faculty meeting)

Membership:
(a) Three tenured faculty members. The committee shall determine its chairperson among the members.

Responsibilities:
(a) To meet as needed to hear appeals made by students concerning final grades, academic probations, suspension, academic dismissal and decisions of the academic petitions committee or actions of the Registrar.

Admissions, Scholarship and Finance (revised 2/12/14 faculty meeting)

Membership:
a) Three full-time faculty members from different divisions. Members shall be elected with terms staggered so that approximately one-third of the committee members are elected each year.
(b) Ex officio non-voting members include: the director of the first year program, chief admissions officer, chief financial assistance officer.
(c) The president of the student government with the advice and consent of the student senate shall appoint one student who will be available to participate on the committee to discuss policy issues, at the request of the committee.

Responsibilities:
(a) To formulate and recommend to the faculty policies governing the admission of students.
(b) To evaluate the administration of the admission policies, and to report its operation to the faculty.
(c) To develop policy regarding scholarships, student aid, activity aid, and recommend adoption of such policy to the faculty, administration, or student government as appropriate.
(d) To exercise final responsibility in the case of exceptions to the normal policy.
Assessment and Program Review Committee (revised 2/12/14 faculty meeting)

Membership:
(a) Five tenured faculty from separate divisions to be elected for two-year terms in alternate years. Members shall be elected with terms staggered so that approximately one-third of the committee members are elected each year.
(b) One tenured faculty involved in teaching and/or assessing a graduate program, elected to a two-year term to represent the assessment and review of graduate degrees.
(c) The Director of Academic Assessment.
(d) The Associate Vice President for Academic Affairs, non-voting.
(e) The Academic Dean or designee, ex-officio.

Responsibilities:
(a) To review and make recommendations on the annual assessment reports of departments, programs, and the general education program.
(b) To conduct continuous study, research and evaluation of the educational program of the college. Departmental programs will be regularly reviewed on an eight-year cycle.
(c) To make recommendations to the administration and the faculty concerning the future of programs, including how they may be strengthened, or whether they should be continued.
(d) To function as an advisory committee for the Director of Academic Assessment.

Budget and Liaison Committee (revised 2/12/14 faculty meeting)

Membership:
(a) Two faculty members and two non-tenured faculty members to be elected with terms staggered so that approximately one-third of the committee members are elected each year. In managing the nomination process, the constitution and nominating committee will maintain the 50-50 ratio of tenured to untenured faculty.
(b) The chairperson shall be elected from among tenured faculty members in the committee.
(c) The chairperson shall be one of the representatives of the faculty to the Board of Trustees.

Responsibilities:
(a) The Committee shall regularly seek data and other information necessary to disseminate reports of budgetary and financial matters of interest to the faculty.
(b) The Committee shall regularly and systematically collect data and other information from the faculty in order to accurately represent their concerns and/or recommendations during the formative institutional budget process.
(c) The Committee (or select of its members) shall meet with administrators during the formative stages of preparation of the institutional budget.
(d) The Committee shall designate representatives to participate in consideration of changes to the health insurance or other benefits programs.
(e) The committee shall make recommendations to the Senior Vice President and Academic Dean and the President in matters of the financial welfare of the faculty, including compensation levels and equity.

(f) The committee shall serve as the liaison between the faculty and the administration in the discussion of matters of common interest and the establishment of procedures by which interest of both may be represented.

Constitution and Nominating Committee (revised 2/12/14 faculty meeting)

Membership:
(a) One faculty member from each division with at least two years of service as a faculty member at Simpson College from different divisions. Members shall be elected for three-year terms, with terms staggered so that approximately one-third of the committee members are elected each year.

(b) The parliamentarian shall serve as a non-voting ex-officio member.

Responsibilities:
(a) To make recommendations regarding changes in or additions to the constitution and by-laws of the faculty
(b) To nominate candidates for elections to faculty committees

Educational Policy and Curriculum Committee (revised 2/12/14 faculty meeting)

Membership:
(a) The chairperson shall be elected from among the tenured faculty members. The chairperson shall be one of the representatives of the faculty to the Board of Trustees.

(b) One faculty member from each division plus two faculty members at large from different divisions with terms staggered so that approximately one-third of the committee members are elected each year. At least three members elected to serve on the committee must be tenured.

(c) One student with junior status or higher appointed by the president of the student government with the advice and consent of the student senate.

(d) Ex officio non-voting members include the registrar, the associate vice president of academic affairs, general education director, and assessment director.

Responsibilities:
(a) To study, evaluate, and make recommendations to the faculty concerning the addition and deletion or substantial alteration of courses and programs, majors and minors in all day, evening, weekend offerings of the college as proposed by department chairs.

(b) To coordinate and integrate the courses, programs, and academic functions of the college.

(c) To recommend to the faculty academic policies and procedures.

(d) To communicate curricular and policy changes to the registrar in the manner and form the registrar requires.

(e) To meet through a petition subcommittee to consider academic petitions. There will be four members of this subcommittee, three voting member chosen from the membership of EPCC and the registrar as a non-voting member.
Faculty Development Committee (revised 2/12/14 faculty meeting)

Membership:
(a) One faculty member from each division. Terms shall be staggered so that approximately one-third of the committee members are elected each year. The chair shall be elected by the committee at its last meeting of the year for the following year.
(b) Ex officio non-voting members include: academic dean or designee, instructional technology specialist, the writing across the curriculum director, the research librarian, and faculty development director.
(c) One student appointed by the president of the student government with the advice and consent of the student senate. The student may not participate in discussions of who receives faculty development grants, but otherwise would have voice—not vote on the committee.

Responsibilities:
(a) To encourage professional development by promoting planning and opportunities for growth throughout each stage of a faculty member’s career. The committee shall report to the faculty on all matters pertaining to faculty development in the college.
(b) To support all forms of faculty development, including research, scholarship, creativity and pedagogy; and to encourage the publication, propagation, and exhibition of faculty work.
(c) To advise the dean on new faculty orientation and mentoring programs to support the integration of newcomers into the faculty community.
(d) To make recommendations to the dean regarding the awarding of internal grants (e.g., the Research, Scholarship and Creativity Grant and the Course Development and Enhancement Grant) to support faculty development.

Faculty Personnel Committee (revised 2/12/14 faculty meeting)

Membership:
(a) Seven elected tenured members of the faculty, three may hold the rank of associate professor with tenure, but at least four must hold the rank of professor. A faculty member from each division and two at-large members to be elected.
(b) At least four members of the committee for a given year shall be tenured, full professors, but up to three members for a given year may be associate professors (all tenured; see By-Laws, Article II, Section 3).
(c) Those eligible for and intending to apply for promotion to full professor shall not serve on the faculty personnel committee during the year(s) their applications are to be considered.
(d) The director of faculty development and the faculty orientation coordinator shall not serve on the faculty personnel committee during their term of office nor for three years thereafter.
(e) No committee member shall participate in any matter regarding his/her own employment status nor shall he/she be made aware of verbatim discussions of the committee in such cases.
(f) The chairperson of the committee must hold the rank of full professor with tenure and shall be one of the representatives of the faculty to the Board of Trustees.

Responsibilities:
(a) To make recommendations to the dean for academic affairs and the president in matters of reappointment, rank and tenure; sabbatical leaves and leaves of absence of faculty members; initial appointments above the rank of assistant professor; the general welfare of the faculty excluding compensation levels and other predominantly budgetary matters.
(b) To recommend to the faculty: candidates for honorary degrees; criteria for earning tenure, promotion, and sabbatical leaves.

Hearings and Appeals Committee:
(a) The dean for academic affairs has the responsibility of conveying the reasons for a negative recommendation of the committee.
(b) If the faculty member involved desires a fuller explanation of the reasons for the negative recommendation in his or her case, he/she will have the right to a hearing before the committee.
(c) The faculty member always has the right of appeal to the president of the college who may, in exceptional cases and in the light of certain stated questions, ask the committee to restudy and reassess the case and subsequently to report its recommendations.

Library Advisory Committee (revised 2/12/14 faculty meeting)
Membership:
(a) Three full-time faculty members from different divisions. Terms shall be staggered so that approximately one-third of the committee members are elected each year.
(b) The college librarian with vote and the other librarians serving without vote as ex officio.
(c) One student appointed by the president of the student government with the advice and consent of the student senate.

Responsibilities:
(a) To act in an advisory capacity in all areas of library administration, including the following:
- Mission, vision and strategic planning.
- Instruction: liaisons with divisions, collaboration for teaching/learning, integrating information literacy.
- Policies, media and other services, facilities, technology and web presence.
- Budget proposals and allocations.
- Personnel: serve on search committees as needed.
- Assessment: annual report, comparative statistics, surveys and other assessments; preparation for accreditation.
(b) To make recommendations regarding other matters directly related to library administration not mentioned above.
(c) To report the committee’s recommendations to the college administration.

Multicultural and Minority Issues Committee (revised 2/12/14 faculty meeting)
Membership:
(a) One faculty member from each division. Members shall be elected with terms staggered so that approximately one-third of the committee members are elected each year.
(b) Ex officio non-voting members include: The director of general education, the director of faculty development, and the assistant dean of multicultural and international affairs.
(c) Two students will be appointed by the president of student government with advice and consent from the presidents of the multicultural student organizations, so that at least two different multicultural student organizations are represented on the committee.

Responsibilities:
(a) To recommend to the faculty educational policies concerning minority students.
(b) To encourage the faculty to seek out opportunities to include diversity perspectives in their courses.
(c) To nominate persons for the Carver lectures to the assistant dean of multicultural and international affairs and/or appropriate committee.
(d) To provide liaison with the college’s diversity steering committee.

Post-Baccalaureate Curriculum Committee (added 2/12/14 faculty meeting)
Membership:
(a) Three faculty members one of whom must be from a department which offers post-baccalaureate degrees or certificates.
(b) One graduate student elected by the Graduate Student Council.
(c) Ex-officio non-voting members include: the assessment director and the associate vice president of academic affairs.

Responsibilities:
(a) To study, evaluate, and make recommendations to the educational policy and curriculum committee concerning the addition, deletion, or substantial alteration of graduate courses and programs.
(b) To study, evaluate, and make recommendations to the educational policy and curriculum committee concerning the addition, deletion, or substantial alteration of post baccalaureate certificate programs.
(c) To aid in coordinating and integrating the graduate courses, programs, and academic functions of the College.
(d) To recommend to the education policy and curriculum committee policies and procedures for graduate courses and programs.
Study Abroad Committee (revised 2/12/14 faculty meeting)

Membership:
(a) One faculty member from each division. Members shall be elected with terms staggered so that approximately one-third of the committee members are elected each year.
(b) Non-voting ex officio members shall be the
   - Chair of the World Language and Culture Studies Department
   - Director of International Education
   - Registrar and Associate Dean
   - Assistant Dean of Multicultural and International Affairs
(c) One student appointed by the president of the student government with the advice and consent of the student senate.

Responsibilities:
(a) Oversight of study abroad proposals
   - To receive all proposals for study abroad courses offered for academic credit
   - To discuss, evaluate, and provide feedback on those proposals according to standards set by the faculty and in consultation with other faculty committees where appropriate
   - To forward all proposals for educational policy and curriculum to the EPCC with either a positive or negative recommendation
   - To forward all proposals for other policies to the dean for academic affairs with either a positive or negative recommendation
(b) Support the Office of International Education (OIE) by making recommendations to the EPCC and administration regarding:
   - Existing study-abroad programs offered by the college and other institutions
   - New international programs of the college
   - Promotion of international education among students and faculty
(c) To advise the faculty development director about faculty development opportunities in the area of study abroad

Teacher Education Committee (revised 2/12/14 faculty meeting)

Membership:
(a) Three full-time faculty members from different divisions. Members shall be elected with terms staggered so that approximately one-third of the committee members are elected each year.
(b) One student appointed by the president of the student government with the advice and consent of the student senate.

Responsibilities:
(a) To recommend policies concerning the program of teacher education and its integration into the total program of the college
(b) To determine the selection and retention of students in the program of teacher education.
(c) To make appropriate recommendations for the certification and endorsement of prospective teachers.

Ad Hoc Committees
Members of ad hoc committees may be elected by the faculty or appointed either by the chairperson of the faculty or the vice-chairperson of the faculty. Such committees shall be dissolved with the submission and acceptance of a final report, and shall in no case extend beyond the end of the academic year succeeding the one in which the committee was constituted.

Article III

Amendments to the Bylaws (revised 2/15/11 faculty meeting)
A member of the faculty may propose an amendment to the bylaws. An amendment must be presented to the faculty at one meeting, and voted on at the next regularly scheduled faculty meeting.

NOTE:
By action of the board of trustees, each year the chairperson of the faculty personnel committee, the chairperson of the educational policy and curriculum committee, the chairperson of the budget and coordinating committee, and one faculty elected at large will serve on the academic affairs committee of the board of trustees of Simpson College.