

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

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**SIMPSON COLLEGE FACULTY HANDBOOK  
PART I: CONSTITUTION & BYLAWS**

**CONSTITUTION**

***Article I***

**Name**

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

***Article II***

**Membership** *(revised 02/04/2011 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. Faculty Secretary (*secretary/social secretary combined board meeting 05/13/2016*)

The Faculty Secretary shall work with the Administrative Assistant to the Dean in the production of the minutes of the proceedings of all faculty meetings. The Administrative Assistant to the Dean will take the minutes and prepare a draft which the Faculty Secretary shall proofread for accuracy and clarity prior to the minutes being made available for faculty approval. If the Administrative Assistant to the Dean is unable to attend a faculty meeting, the Faculty Secretary shall be responsible for taking and preparing the minutes. The minutes shall be posted to the faculty portal at least 72 hours prior to the next regular meeting of the faculty. The Faculty Secretary shall be nominated by the constitution and nominating committee at the March faculty meeting for a vote at the April faculty meeting.

The Faculty Secretary, with the assistance of the Administrative Assistant to the Dean, shall also be responsible for all social and courtesy obligations of the faculty.

#### Section 4. 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 5. Parliamentarian (*revised 02/05/2016 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 faculty parliamentarian will be elected by the faculty at the May faculty meeting from the membership of the Constitution and Nominating Committee and shall serve a two-year term.

Section 6. 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 hour 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 02/04/2011 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 04/12/2017 faculty meeting)*

#### Section 1. Committee Organization

- a. The President of the college and the Academic Dean or the Academic Dean's designees are non-voting, 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. 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.
- c. 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.
- d. As a general principle, no faculty member shall be elected to serve on more than two committees.
- e. Unless otherwise specified, faculty members elected to committees shall serve for three years.
- f. 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 finalized and distributed to the faculty at least ten days prior to the meeting in which the vote will take place.

## Section 2. Elections (*revised 05/26/2020 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, the Faculty Liaison Council, and faculty chair 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.
  - 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 04/17/2019 faculty meeting*)

Academic Appeals (*revised 04/12/2017 faculty meeting*)

Membership:

- (a) Three tenured faculty members from separate divisions with staggered terms.
- (b) Ex officio, non-voting members: The Registrar and Dean of Students.

Responsibilities:

- (a) To hear appeals made by students concerning final grades, academic probations, suspension, academic dismissal and decisions of the Academic Petitions Subcommittee of the Educational Policy and Curriculum Committee or actions of the Registrar.

Academic Program Improvement Committee **APIC** (*revised 12/05/2018 faculty meeting*)

Membership:

- (a) Three tenured faculty members from separate divisions with staggered terms.

Responsibilities:

- (a) To conduct periodic and comprehensive reviews of academic departments and academic support programs of the college to ensure that the undergraduate and graduate programs are engaged in ongoing self-evaluation to maintain and enhance their quality, vitality and responsiveness and to aid in institutional planning and budget allocation.
- (b) To review information about enrollments, budgeting and expenses, personnel, facilities, and measures of effectiveness provided by internal and external reviewers
- (c) To make reports to the administration and the faculty based on the results of those reviews. The reports will include:
  - (1) the strengths and achievements of the undergraduate and graduate programs,
  - (2) the areas in need of internal and external support and
  - (3) thoughtful feedback to enhance program goals and planning based on evaluation and data.
- (d) To develop procedures and policy for the comprehensive review of academic departments and academic support programs, as described in (a) above.
- (e) To maintain a database and archive of academic program evaluation activities.

Admissions, Scholarship and Finance **ASFC** (*revised 04/12/2017 faculty meeting*)

Membership:

- (a) Three faculty members from separate divisions with staggered terms.
- (b) Ex officio non-voting members: Vice President for Enrollment, and the Assistant Vice President for Enrollment & Financial Assistance.
- (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.

Committee for Academic Diversity & Inclusion **CADI** (*revised 05/26/2020 faculty meeting*— changed from MMIC)

Membership:

- (a) Three faculty members with staggered terms, one from the Humanities or Visual & Performing Arts; one from Natural Science or Social Science; one from Business Administration & Multimedia Communication or Education and Sport & Health Sciences.
- (b) Ex officio non-voting members: The Director of General Education, the Director of Faculty Development or the Director of Inclusive Teaching & Learning, the Assistant Dean of Multicultural and International Affairs, and the Director of Inclusive Teaching & Learning.
- (c) Two students appointed by the Student Government Association in consultation with CADI members with advice from multicultural and diverse student organizations. Other student constituencies may be included as well.

Responsibilities:

- (a) To approve Faculty Development diversity grants to enhance diversity awareness and engagement in particular courses
- (b) To assist faculty search committees to ensure that diversity and inclusion concerns are represented
- (c) To help establish relevant academic policies to enhance inclusion and respect for diversity
- (d) To consult with Faculty Development to assist with faculty diversity training
- (e) To consult with relevant student and campus groups, such as PRIDE, Latinos Unidos, MSA, the WRC, and the Diversity and Inclusion Steering Committee
- (f) To advise on relevant major lectures, including the Carver lecture and Women in America lecture

Constitution and Nominating Committee **CNC** (*revised 05/26/2020 faculty meeting*)

Membership:

- (a) One faculty member from each division with staggered terms. Every member must have at least two years of service as a faculty member at Simpson College.

Responsibilities:

- (a) To make recommendations regarding changes in or additions to the constitution and by-laws of the faculty

- (b) To accept nominations for elections to faculty committees
- (c) To provide periodic updates to Faculty Liaison Council

Educational Policy and Curriculum Committee **EPCC** (*revised 05/26/2020 faculty meeting*)

Membership:

- (a) One faculty member from each division with staggered terms. At least three members must be tenured.
- (b) One student with junior status or higher appointed by the president of the student government with the advice and consent of the student senate.
- (c) Ex officio non-voting member: the Registrar
- (d) The chair shall be elected from among the tenured faculty members.
- (e) The chair shall be one of the representatives of the faculty to the Board of Trustees.

Responsibilities:

- (a) To study, evaluate, and make recommendations to the faculty concerning the addition and deletion or substantial alteration of undergraduate and graduate 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 undergraduate and graduate 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 convene an Academic Petitions Subcommittee to consider academic petitions. There will be four members of this subcommittee, three voting members chosen from the membership of EPCC and the Registrar as a non-voting member.
- (f) To provide periodic updates to the Faculty Liaison Council.

Faculty Development Committee (*revised 05/26/2020 faculty meeting*)

Membership:

- (a) Three faculty members with staggered terms, one from the Humanities or Visual & Performing Arts; one from Natural Science or Social Science; one from Business Administration & Multimedia Communication or Education and Sport & Health Sciences.
- (b) Ex officio non-voting members: Instructional Designer, the Director of the Writing Across the Curriculum program, a research librarian, the Director of Faculty Development, the Faculty Development Coordinator for Continuing & Graduate Programs, and the New Faculty Orientation Coordinator.
- (c) One non-voting 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.

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 Academic Dean on new faculty orientation and mentoring programs to support the integration of newcomers into the faculty community.
- (d) To make recommendations to the Academic 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 Liaison Council **FLC** (*revised 10/14/2020 faculty meeting*)

##### Membership:

- (a) Faculty Chair (elected term of 3 years, non-renewable for consecutive terms)
- (b) Division Heads (may not fulfill any other membership category)
- (c) At-large tenured faculty representative (must be different academic division than Faculty Chair)
- (d) At-large non-tenured or non-tenure track representative
- (e) One faculty representative from ACBC
- (f) Academic Dean, ex-officio and non-voting
- (g) Associate Dean, ex-officio and non-voting
- (h) Dean of Continuing, Graduate and Online Programs
- (i) Registrar, ex-officio and non-voting

##### Responsibilities:

Advises faculty and administration on issues of shared governance serving as the liaison between the faculty and the administration in the discussion of matters of common interest and the establishment of procedures by which interests of both may be represented

- (a) Serves as an information site for communication among the Academic Dean, the faculty, and working committees
- (b) Advises and helps develop strategic and tactical planning initiatives including position requests and replacements
- (c) Makes recommendations to the Academic Dean and the President in matters of the financial welfare of the faculty including compensation levels and equity, changes to health insurance, and other benefits programs
- (d) Receives periodic updates from the chairs of CNC, EPCC, ACBC, and FPC
- (e) Works with the Academic Dean to set the agenda for faculty meetings

#### Faculty Personnel Committee **FPC** (*revised 05/26/2020 faculty meeting*)

##### Membership:

- (a) One faculty member from each division with staggered terms. All must be tenured. A majority must hold the rank of professor.

- (b) 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.
- (c) The Director of Faculty Development, the New Faculty Orientation Coordinator and the Faculty Development Coordinator for Continuing & Graduate Programs shall not serve on this committee during their term of office nor for three years thereafter.
- (d) Committee members shall not participate in any matter regarding their own employment status nor shall they be made aware of verbatim discussions of the committee in such cases.
- (e) The chair of the committee must hold the rank of full professor with tenure.
- (f) The chair shall be one of the representatives of the faculty to the Board of Trustees.

Responsibilities:

- (a) To make recommendations to the Academic Dean 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.
- (c) To review, upon request by the affected faculty member and in accordance with the procedures noted in Part III of the Faculty Handbook, decision against tenure, promotion or reappointment.<sup>1</sup>
- (d) To provide periodic updates to the Faculty Liaison Council.

<sup>1</sup>Rationale for the change:

- The Hearings and Appeals Committee does not exist and the responsibilities attributed to the Hearings and Appeals Committee are actually the responsibility of FPC.
- Responsibilities attributed to the Hearings and Appeals Committee are written verbatim in Part II, Section 10 of the Faculty Handbook where these responsibilities are accurately ascribed to FPC.
- Part III, Sections 3-7 of the Faculty Handbook discuss tenure, promotion, and reappointment procedures - each of these sections has a discussion of the procedure for contesting a negative decision and FPC's role in that process. It is confusing to talk about a single appeals process and to attribute responsibility of that process to FPC.
- It seems appropriate for the Constitution and Bylaws (Part I of the Faculty Handbook) to list tenure/promotion/reappointment appeals review as a responsibility of FPC, and for the Personnel Procedures (Part III of the Faculty Handbook) to explain how an appeal proceeds.

Institutional Review Board **IRB** (*revised 05/26/2020 faculty meeting*)

Membership:

- (a) One faculty member from the Natural Science or Social Science Division.
- (b) One faculty member from the Humanities or Visual and Performing Arts or Education and Sport & Health Sciences or Business & Multimedia Communication Division.
- (c) One faculty member that teaches an Ethics and Value Inquiry course.

- (d) Two faculty members at large.
- (e) The Academic Dean may appoint one ex officio voting member who is not a college professor, and not otherwise associated with Simpson College.
- (f) So long as no person is elected on the basis of gender, the Constitution and Nominating Committee will make every effort to ensure that the institutional review board does not consist entirely of men or entirely of one gender.

Responsibilities:

- (a) To review all proposals to conduct research that involves human subjects, by either exempting a proposal from IRB review, approving a proposal, require modification in a proposal (to secure approval), or disapproving a proposal.
- (b) To follow the written instructions for the research review procedures as they are described in the code of federal regulations for the protection of human subjects.
- (c) To maintain a database of proposed research projects and the review process associated with each proposal.

Library Advisory Committee **LAC** (*revised 04/12/2017 faculty meeting*)

Membership:

- (a) Three faculty members from separate divisions with staggered terms.
- (b) Ex officio, voting member: the College Librarian/Archivist
- (c) Ex officio, non-voting members: other librarians
- (d) 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.

Post-Baccalaureate Curriculum Committee **PBCC** (*revised 11/08/2017 faculty meeting*)

Membership:

- (a) Three faculty members from separate divisions with staggered terms. At least one 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: the Dean for Continuing, Graduate & Online Programs and the Registrar.

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.

Student Learning Improvement Committee **SLIC** (*revised 04/12/2017 faculty meeting*)

Membership:

- (a) Four faculty members from separate divisions with staggered terms.
- (b) The Director of Academic Assessment, ex-officio, voting.
- (c) The Director of the General Education Program, ex-officio, voting.
- (d) One member of the academic support staff appointed by the Academic Dean to serve a three-year term, voting.
- (e) One student with junior status or higher appointed by the president of the student government with the advice and consent of the student senate.

Responsibilities:

- (a) To review the results of the annual student learning assessment reports of the academic majors and academic support programs.
- (b) To administer the annual assessment of the general education program.
- (c) To make recommendations about improving student learning to the academic departments and academic support programs based on the results of the annual student learning assessment reports.
- (d) To report annually on the assessment of the general education program to the faculty and academic support staff.
- (e) To develop procedures and policy for the assessment of student learning.
- (f) To maintain a database and archive of academic assessment activities.

Study Abroad Committee **SAC** (*revised 04/17/2019 faculty meeting*)

Membership:

- (a) Three faculty members with staggered terms, one from the Humanities or Visual & Performing Arts; one from Natural Science or Social Science; one from Business Administration & Multimedia Communication or Education and Sport & Health Sciences.
- (b) Non-voting ex officio members: Director of International Education, the Registrar, and the 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 Academic Dean with either a positive or negative recommendation
- (b) Support the Office of International Education 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 Director of Faculty Development about faculty development opportunities in the area of study abroad

Teacher Education Committee (*revised 04/12/2017 faculty meeting*)

Membership:

- (a) Three faculty members from different divisions with staggered terms
- (b) One student appointed by the president of the student government with the advice and consent of the student senate will participate in meetings related to policy only
- (c) Non-voting, ex officio member: Chair of the Education Department

Responsibilities:

- (a) To act as a liaison between the Teacher Education Program and the greater Simpson community
- (b) To review existing policies regarding the Teacher Education Program and its integration into the mission of the college
- (c) To collaborate with the Teacher Education Program in the development of new policies and their integration into the mission of the college
- (d) To review the education department recommendations regarding the selection and retention of students in the Teacher Education Program based on students' fulfillment of the program requirements
- (e) To hear student appeals related to readmission or advancement through the program requirements of the Teacher Education Program

Undergraduate Research & Creativity Committee (*added 10/09/2019 faculty meeting*)

Membership:

- (a) The Undergraduate Research directors (appointed by the Academic Dean) will serve as non-voting ex-officio member(s) and co-director(s) of the Symposium
- (b) One faculty member from the Natural Science or Social Science Division
- (c) One faculty member from the Humanities or Visual and Performing Arts Division

- (d) One faculty member from the Education and Sport & Health Sciences or Business & Multimedia Communication Division
- (e) Two student representatives with prior experience presenting at the Symposium appointed by the Student Government Association (SGA) will serve as a voting member
- (f) The academic dean or a designated representative may attend in a non-voting ex-officio capacity

Responsibilities:

- (a) To oversee the planning and operation of the annual Research and Creativity Symposium
- (b) To support the Undergraduate Research Director(s) in the planning of and operation of the Summer Research Symposium
- (c) To assist the Undergraduate Research Director(s) in awarding SUSI (Simpson Urban Studies Institute) and SIR (Simpson Interdisciplinary Research) grants and student travel stipends
- (d) To work with the Undergraduate Research Director(s) in developing and promoting initiatives supporting undergraduate research

#### 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.

#### Section 4. Committee Leadership (*revised 05/26/2020 faculty meeting*)

##### 4.1 Committee Chairs

- Each standing committee shall elect a Chair from among its voting faculty members in accordance with the particular requirements of each committee. The faculty chair will be elected by the full faculty.
- The Chair may not be an ex officio member of the committee.
- The term of office shall be one year with the exception of the faculty chair.
- A Chair may be re-elected with the exception of the faculty chair.
- A Chair's responsibilities include:
  1. Establishing committee agendas
  2. Scheduling and conducting meetings
  3. Representing the committee in meetings of the full faculty
  4. Acting as a liaison between the committee and the administration
  5. Review archived committee procedures and update as necessary.
- Each standing committee shall elect a Secretary from among its voting faculty members.

##### 4.2 Committee Secretaries

- The Secretary may not be an ex officio member of the committee.
- The term of office shall be one year.

- A Secretary may be re-elected.
- A Secretary's responsibilities include:
  1. Keeping minutes of the committee
  2. Soliciting the approval of the committee for those minutes
  3. Collecting the official electronic correspondence of the committee to be included with the minutes
  4. Making minutes available to:
    - a. Other members of the current committee
    - b. Dean of Academic Affairs
    - c. Incoming chair and secretary once they are elected
    - d. Official records of the college as defined by established procedures

#### 4.3 Representatives to the Board of Trustees (*revised 05/26/2020 faculty meeting*)

##### Membership:

- (a) The faculty chair and the chairs of the Educational Policy and Curriculum Committee, and the Faculty Personnel Committee shall serve as faculty representatives to the Board of Trustees.
- (b) The faculty shall elect one at-large representative for a one-year term during the May elections.

##### Responsibilities:

- (a) Attend meetings of the Board of Trustees following the bylaws set by the Board:

Members of the faculty will serve as representatives of the faculty to the Board and will be invited to attend the Board meetings as guests and to attend the following designated committees. They may, however, elect to attend a committee meeting of their choice when circumstances warrant, with the permission of the committee chair or the administrator support person. They will have no voting power on either the Board or on the committees, but may be asked to provide faculty perspectives to either body, and should expect to report on committee deliberations to the faculty.

- The chair of the Educational Policy and Curriculum Committee may attend the meetings of the Committee on Learning Programs.
  - The chair of the Faculty Personnel Committee may attend the meetings of the Committee on College Advancement.
  - The faculty chair may attend the meetings of the Committee on Resource Management.
  - The at-large faculty representative may attend the meetings of the Committee on Enrollment Management.
- (b) Faculty representatives may, at their discretion, present reports to the faculty.

#### 4.4 Representatives to the Sexual Misconduct Review Board (*revised 10/14/2020 faculty meeting*)

##### Membership:

- a) Four faculty members with staggered terms.
- b) No more than two faculty members from the same division.
- c) Diversity of faculty representatives is encouraged and should be considered by faculty when voting for representatives.

##### Responsibilities:

- a) Undergo training as established by Simpson College and the Title IX Coordinator.
- b) Participate in Sexual Misconduct Review Board hearings on a rotating basis.
- c) Serve as an advisor to a complainant or respondent if needed.
- d) Participate in Sexual Misconduct Appeal hearings.

### **Article III**

#### **Amendments to the Bylaws** (*revised 04/15/2015 faculty meeting*)

A member of the faculty (including chairs of committees) 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. *Robert's Rules applies a simple majority vote to pass.*

Upon introduction at the first faculty meeting, the chair will refer the bylaw amendment to the Constitution and Nominating Committee for review and recommendation. The Constitution and Nominating Committee will return the proposed amendment to the faculty with its recommendation (positive or negative) at the next regular meeting for a vote.