A Motion to Clarify the Procedure for Temporarily Replacing Faculty Committee Members

Background:

Currently, the Faculty Handbook does not give clear directions for how faculty should be temporarily replaced on faculty standing committees. Section 1.4.3.2.9 addresses how “inactive” committee members are replaced but this is clearly about a faculty member who is failing to fulfill their commitment on a current committee assignment, not a faculty member who is temporarily away on sabbatical, a leave, or an off-campus program. In the past, temporary committee replacements have largely been appointed by Faculty Council although, in some cases, they have been handled differently depending on the time of year a future absence is known, the type of absence (sabbatical or medical leave), and whether the committee is a specially elected committee. Consequently, there has been confusion about the official protocol both on Faculty Council and among the faculty as a whole. This motion is an attempt to clarify the procedure. Because of the complex committee eligibility requirements (division, rank, tenure-status, department chair experience, etc.) and the fact that often times few eligible candidates exist for some committee seats, this motion imparts the most flexibility, giving Faculty Council the responsibility to appoint temporary replacements as necessary.

Motion:

To adopt the changes to Sections 1.4.3.4.1, and 1.4.3.2.9 of the Faculty Handbook as described below, clarifying procedures for appointing temporary committee replacements.

Handbook changes:

Current Handbook language

1.4.3.4.1 Faculty Council

c) Responsibilities:

. 1) To meet regularly and to distribute minutes to the Faculty in a timely fashion.

. 2) To provide a forum where the administration can seek, or faculty can volunteer, faculty advice or opinion on matters not on the agenda of other faculty committees.

. 3) To provide a forum where faculty grievances can be aired and brought to the attention of the administration.

. 4) To recommend to the Faculty, and to other appropriate bodies, changes in policy (including the triennial review of the Faculty Handbook provided by Section 1.5), and to present for the Faculty’s approval all proposed major changes in policy.

. 5) To establish the schedule of regular faculty meetings as stipulated in section 1.4.3.1 c)1),

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and to call special faculty meetings as necessary.

. 6) To determine the agenda of all faculty meetings.

. 7) To plan faculty retreats.

1.4.3.2.9 Replacement of Inactive Faculty Committee Members

Committee chairs will report to the Provost any committee member who does not regularly participate. If the matter is not resolved the Provost will ask the Faculty Council to replace the member for the remainder of the elected term.

Proposed New Handbook language (additions in bold, deletions crossed-out)

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. 6) To determine the agenda of all faculty meetings.

. 7) To plan faculty retreats.

. 8.) To oversee the faculty standing committee nomination and election process (as stipulated in section 1.4.3.2) and to appoint replacements as necessary.

1.4.3.2.9 Replacement of Inactive Faculty Committee Members

In the case of an inactive faculty committee member, the committee chairs will report to the Provost any committee member who does not regularly participate. If the matter is not resolved the Provost will ask the Faculty Council to replace the member for the remainder of the elected term.

When temporary replacements are required (e.g. sabbaticals, committee release, abroad programs, and medical or professional leaves), Faculty Council is responsible for appointing all replacements.

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