

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

SIMPSON COLLEGE FACULTY HANDBOOK CONSTITUTION

Article I

Name

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

Article II

Membership

Section 1. The faculty consists of the president of the college, the dean for academic affairs, library personnel and registrar with academic rank, and all regularly appointed professors, associate professors, assistant professors, and instructors who teach at least one half of a normal academic load.

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. 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

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 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.

SIMPSON COLLEGE FACULTY HANDBOOK

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

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, unless otherwise specified by this constitution.
- c. 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.
- d. 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.
- e. 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.
- f. As a general principle, no faculty member shall be elected to serve on more than two committees.
- g. Unless otherwise specified, faculty members elected to committees shall serve for one year.

Section 2. Elections

- 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 and be teaching at least one three-hour course in each semester of the academic year in which he/she serves as a member of the committee.
 - Election of the faculty personnel committee, the budget and coordinating committee and the multicultural and minority issues committee of the faculty shall be held in the April faculty meeting. For these committees the constitution and nominating committee of the faculty shall draw up and distribute the slate of nominees, attempting to list at least 50 percent more nominees than vacancies to be filled, provided qualified and eligible candidates are available.
 - All other committees will be represented divisionally, with the members of each division nominating one faculty member for each vacant committee position that represents their division. These nominations will be submitted to the constitution and nominating committee no later than April 15. Election of these committees shall be held in the second faculty meeting in May. Elections of the social secretary, the faculty secretary, the at-

large representative to the board of trustees and the chairpersons of the faculty personnel committee, the budget and coordinating committee, and the educational policy and curriculum committee shall also be held in the second faculty meeting in May.

- 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 second 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.
- b. Election of the faculty personnel committee and the multicultural and minority issues committee shall be conducted in the following manners:
- The faculty personnel committee shall be structured so that four members serve two-year terms, with two members elected one year and another two members elected the next year; the fifth member shall serve a one-year term; no member shall serve more than two consecutive years. At least three members of the committee for a given year shall be tenured, full professors, but up to two members for a given year may be associate professors (all tenures; see By-Laws, Article II, Section 3b). Those eligible for and intending to apply for promotion to full professor shall not be nominated to serve on the Faculty personnel committee during the year(s) their applications are to be considered.
 - The multicultural and minority issues committee shall be structured so that all members are elected to two year terms, with the election in one year of two members who teach in cornerstone area 6 along with one person who does not, and in the next year the election of one member who teaches in cornerstone area 6 along with one who does not.

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

Admissions, Scholarship and Finance

Membership:

- (a) One faculty member from each division elected for two-year terms.
- (b) The chief admissions officer, the chief financial assistance officer and the director of the first year program shall serve as ex officio members.
- (c) The president of the student government with the advice and consent of the student senate shall appoint two students 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

Membership:

- (a) Five tenured faculty from separate divisions to be elected for two-year terms in alternate years.
- (b) One tenured faculty appointed by the academic dean to represent the assessment and review of graduate degrees.
- (c) The administrator in charge of assessment.
- (d) The registrar if different from c above.
- (e) The academic dean.

Responsibilities:

- (a) To review and make recommendations on the assessment plans of departments, programs, cornerstones, and competencies.
- (b) To conduct continuous study, research and evaluation of the educational program of the college. Departmental programs will be regularly reviewed on a five-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.

Budget and Coordinating Committee

Membership:

- (a) Two faculty members from each of the ranks of full, associate, assistant and instructor professors to be elected for two-year terms in alternate years by rank.
- (b) The chairperson shall be elected by the faculty and serve as a member of the committee in the appropriate rank. The chairperson shall be one of the representatives of the faculty to the board of trustees.
- (c) Should a member of the budget and coordinating committee be promoted out of the rank from which he or she was elected before the completion of the two-year term, the position shall be considered vacated. The constitution and nominating committee, following procedures in Article II, Section II, Elections, will nominate two persons from the appropriate rank to fill out the one-year term.

Responsibilities:

- (a) To ensure that academic excellence is a central concern in the process of determining the institutional budget by (1) the appointment of committee members to meet with appropriate administrators in the formative stages of preparation of the institutional budget and (2) the establishment of procedures by which the whole faculty may (a) receive reports of budgetary and financial matters and (b) express concerns or make recommendations.
- (b) To make recommendations to the dean for academic affairs and the president in matters of the financial welfare of the faculty, including compensation levels and equity.
- (c) To serve as a liaison committee between the faculty and the administration in the discussion of matters of common interest and the establishment of procedures by which the vital interests of both may be represented.

Constitution and Nominating Committee

Membership:

One faculty member from each division with 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 nominate candidates for elections to faculty committees

Educational Policy and Curriculum Committee

Membership:

- (a) Two faculty members from each division to be elected for two-year terms in alternate years. One faculty member from each division must be tenured.
- (b) Three students, at least two with junior status or higher, appointed by the president of the student government with the advice and consent of the student senate.
- (c) The registrar and the director of adult learning shall be ex officio, nonvoting members.
- (d) The chairperson shall be elected by the faculty from the tenured members of the committee, and 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 courses and programs, majors and minors in all day, evening and weekend offerings of the college.
- (b) To coordinate and integrate the courses, programs, and academic functions of the college.
- (c) To recommend policies and procedures for honors programs, advanced standing, and "testing out."
- (d) To meet through a subcommittee (called the "athletics committee") to recommend policies concerning the program of intercollegiate athletics to the full committee. The "athletics committee" will be composed of three members of the EPCC. The faculty representative to the athletic conference of which the college is a member, the chairperson of the department of physical education, and the athletic director shall be ex officio members.
- (e) To consider the programs for the May term and to make recommendations to the full committee through a subcommittee called the "May term committee." The "May term committee" shall be composed of the coordinator of the May term, who shall serve as chairperson of the committee, and three faculty members and one student member selected within and by the EPCC membership.

Faculty Personnel Committee

Membership:

Five elected tenured members of the faculty, two may hold the rank of associate professor with tenure, but at least three must hold the rank of full professor. 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. The chairperson of the committee must hold the rank of full professor with tenure and shall be elected by the faculty, 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:

- (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

Membership:

- (a) A faculty member from each division to be elected for two-year terms in alternate years.
- (b) The library director 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

Membership:

- (a) Three faculty members from the group of faculty who teach courses in the minority perspective area of cornerstone studies
- (b) Two faculty members who do not teach courses in the minority perspective area of cornerstone studies
- (c) Two students – the president of student government and the president of multicultural students alliance or their designates
- (d) The director of cornerstone studies and the assistant dean of multicultural and international affairs shall serve as an ex officio member

Responsibilities:

- (a) To recommend to the faculty educational policies concerning minority students and review the minority perspective area of the cornerstone studies proposed courses prior to being submitted to the EPCC.
- (b) To participate through the EPCC in the on-going departmental reviews to ensure that minority content is present where applicable in the curricula of each department
- (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

Study Abroad Committee

Membership:

- (a) **One faculty member from each division elected for two year terms in alternate years**
- (b) **Non-voting ex officio members shall be the**
 - **Chair of the World Language and Culture Studies Department**
 - **International Education Coordinator**
 - **Registrar and Associate Dean**
 - **Assistant Dean of Multicultural and International Affairs**
 - **Cornerstone Director**
- (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

Membership:

- (a) **One faculty member from each division**
- (b) **The chairperson of the department of education shall serve as an ex officio member**
- (c) **Two students appointed by the president of the student government with the advice and consent of the student senate.**

Responsibilities:

- (d) **To recommend policies concerning the program of teacher education and its integration into the total program of the college**
- (e) **To determine the selection and retention of students in the program of teacher education.**
- (f) **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***

A member of the faculty may propose an amendment to the bylaws. An amendment must be approved by a majority vote of the faculty after a twenty-eight day waiting period subsequent to introduction to the faculty.

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.