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## Lindenwood College Faculty Constitution and Bylaws

Lindenwood College

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CONSTITUTION OF LINDENWOOD COLLEGE FACULTY

Preamble

The purpose of the Faculty Code of Lindenwood College is to set forth clearly the duties and rights of the Faculty, and to give definite statement to the various rules, practices, customs and traditions that pertain to the Faculty in the governance of the College. This Code is designed to describe the organized channels of cooperation between the Faculty, the Administration, and the Board of Directors.

I. Academic Freedom and Tenure

- A. Lindenwood College endorses basic principles of academic freedom and tenure as outlined in the document which follows. Particularly it subscribes to the general statement in regard to academic freedom issued jointly by the Association of American Colleges and the American Association of University Professors in 1940:

"Tenure is a means to certain ends; specifically:

"(1) Freedom of teaching and research and of extramural activities, and  
(2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

"Academic Freedom:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties....

"(b) The teacher is entitled to freedom in the classroom in discussing

his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

"(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or disciplines, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

#### B. Academic Tenure\*

After the expiration of a probationary period, teachers have permanent or continuous tenure to age 65, and their service is terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. In keeping with this principle, the following practice is observed at Lindenwood College:

1. The precise terms and conditions of every appointment are stated in writing and are accepted by both the College and the teacher before

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\* Adapted from the Association of American Colleges and AAUP 1940 Joint Statement of Principles on Academic Freedom and Tenure.



- the appointment is consummated.
2. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period is from three to six years. Tenure must be considered after five years of continuous, full-time service at Lindenwood College. One who accepts tenure commits himself to the basic goals and objectives of the College as set forth in its current catalogue.
  3. Notice of nonreappointment, or of intention not to recommend reappointment to the Board of Directors, should be given in writing in accordance with the following standards:
    - a. Not later than March 1 of the first academic year and February 1 of the second academic year of service, if the appointment expires at the end of that year; or, if an appointment terminates during an academic year, at least three months in advance of its termination.
    - b. Not later than December 15 before the expiration of an appointment after two or more full years at Lindenwood if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least six months in advance of its termination.
  4. In the event that a faculty member on permanent tenure chooses to resign, it is expected that he give the Administration notice by February 1. A professor may request a waiver of this requirement in a situation where he would otherwise be denied substantial professional advancement.
  5. During the probationary period a teacher has the academic freedom that

all other members of the faculty have.

6. A faculty member on tenure who is dismissed for cause, or a faculty member not on tenure who is dismissed before the expiration of his appointment, may request consideration for his case by both the Faculty Personnel Committee and the Board of Directors Committee on Faculty and Curriculum. The request shall stipulate exactly in what way the faculty member feels this Code or the 1940 Statement has been violated; the hearing shall be held only if the Faculty Welfare Committee by a majority vote decides there is a reasonable case that a violation has been committed. If formal hearings are held, procedures outlined in the 1940 AAUP Statement on Principles on Academic Freedom and Tenure are to be followed.
7. Termination of a tenure appointment because of financial exigency should be demonstrably bona fide. The cases of termination because of change of program or prolonged decrease in student enrollment shall be brought before the Faculty Welfare Committee for discussion. If that Committee does not agree with the administrative decision, it shall have the right to request a joint meeting with the Board Committee on Faculty and Curriculum.

## II. Faculty Duties and Responsibilities

- A. The Faculty shall fulfill duties as designated in the Faculty Manual.
- B. The Faculty shall have the responsibility to:
  1. Determine the membership categories of the Faculty for the purposes of voting, with due regard for the principle established by the Board of



Directors that the President and Vice-President and Dean of the College are by nature of their appointments voting members of the faculty.

2. Originate, as well as study, hear proposals upon, and make recommendations to the Administration about the academic curriculum of the college.
3. Determine the requirements for earned degrees.
4. Recommend to the Board of Directors candidates for earned and honorary degrees.
5. Determine the nature of the system to be used in grading students in courses.
6. Make recommendations to the President and Dean of the College concerning any other matters of educational policy.

### III. Faculty Organization

- A. The Faculty of Lindenwood College shall consist of all full-time members of the college staff holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Administrative officers having faculty status are the President, the Vice-President and Dean of the College, the Dean of Students, the Registrar, the Librarian, and such other librarians as the faculty may vote to admit. The Vice-President for Public Affairs, and the Vice-President and Business Manager shall have voice but not vote. The Faculty may vote to extend to other persons either special or standing invitations to attend Faculty meetings. Such guests of the Faculty shall have voice but not vote. Standing invitations to attend Faculty meetings shall be continuous until such time as this privilege is withdrawn by vote

of the Faculty.

- B. Regular meetings of the Faculty shall be held once a month during the academic year. Special meetings may be called by the President or the Dean of the College. The Dean shall call a special meeting on the written request of the Educational Policies Committee or at least ten faculty members.
- C. The agenda shall be distributed to each faculty mailbox the second day before each regular or special meeting of the Faculty. By a two-thirds vote of the members present and voting, the Faculty can waive the two-day requirement regarding any particular item of business. On any subject requiring a vote, a statement of the proposal to be voted on and pertinent information concerning it shall accompany the agenda. In case of an amendment of a motion before the faculty that would in the judgment of the chairman constitute a substantive change in the original motion, he may, at his discretion, postpone a vote on the proposal until the next Faculty meeting.
- D. One-half of the faculty membership shall constitute a quorum.
- E. Meetings and other business of the Faculty shall be conducted according to Robert's "Rules of Order."
- F. Any item of business conducted in faculty meetings to be held confidential shall be so designated by the President or the Dean of the College. Announcement of Faculty action shall be made only by the President or the Dean of the College, or by such other persons as the President or Dean may designate.



- G. The Secretary of the Faculty shall be elected at the May faculty meeting and shall begin duties of office at the start of the next academic year. The Secretary shall serve a term of two years, and he may succeed himself. The Secretary of the Faculty is also Secretary of the Educational Policies Committee, and he shall have voice but not vote at committee meetings. The Secretary shall keep a record of all proceedings of the Faculty, along with all memoranda, petitions, requests, and reports introduced at the Faculty meetings.
- H. The president is Chairman of the Faculty and presides at faculty meetings, except that he has the privilege of delegating the right to preside to the Vice-President and Dean of the College. In the President's absence from campus the Vice-President and Dean of the College serves as Chairman of the Faculty. In the absence of both, the senior member (in years of service to the College) of the Educational Policies Committee shall preside.

#### IV. Committee Organization and Duties

- A. Serving on committees is recognized as an obligation of all Faculty members. Committee service shall be distributed as equitably as possible.
- B. The President and the Vice-President and Dean of the College are ex officio members of all committees, except those on which they serve as regular members (Faculty Personnel Committee and Educational Policies Committee).
- C. All committees, except the Nominations Committee, the Faculty Welfare Committee and the Educational Policies Committee, are appointed by the President after consultation with the Nominations Committee. Faculty representatives on the Nominations Committee, the Faculty Welfare Committee,



and the Educational Policies Committee are elected by the Faculty.

- D. The annual election of the faculty representatives to the Nominations Committee, the Faculty Welfare Committee, and the Educational Policies Committee shall take place at the April faculty meeting.
- E. New committee members shall commence their term of office at the beginning of the next academic year, but they may attend as observers any meetings of their committees during the period between the announcement of appointment or election results and the beginning of their service.
- F. An elected member of a committee shall not succeed himself, but he may be re-elected to the same committee after a period of one year. A faculty member shall not serve simultaneously on more than two standing committees of the Faculty.
- G. Unless otherwise indicated, each committee shall elect its own chairman and secretary. After new committee members have been designated and before the end of the academic year, members of the committee for the next academic year shall elect officers and report the results of the election to the Dean of the College.
- H. All committees shall make at least an annual report to the Faculty in writing. At least two weeks before the close of each academic year, each committee shall submit to the Dean a written report of its activities and recommendations for future action.
- I. Members of ad hoc committees and Faculty representatives or delegates to any group may be elected by the Faculty or appointed by the President or the Dean of the College.

V. Faculty Having Administrative Responsibility

## 1. The Librarian

## a. Appointment:

(1) The Librarian shall be appointed by the President of the College.

## b. Duties:

(1) Shall be responsible to the Dean of the College.

(2) With the advice of the Library Committee, shall be responsible for formulating such policies as will promote the fullest use of the library by students and faculty and in general make the library an effective educational organization.

(3) Shall direct and supervise the work of the library and its personnel.

(4) With the advice of the Library Committee, shall be responsible for the administration of the library budget, and the purchase of books, periodicals, and other materials.

(5) Shall assist the Library Committee and the Dean of the College in preparation of the budget by submitting to both an annual report on the activities and needs of the library.

## 2. The Division Chairman

## a. Appointment:

(1) Division chairmen are appointed by the President on the Dean's



recommendation, after consultation with all departmental chairmen within the division.

- (2) The term of office is two years, and a chairman is eligible for reappointment.

b. Duties:

- (1) Shall be responsible to the Dean of the College.
- (2) Shall be a member of the Educational Policies Committee.
- (3) Shall coordinate the various departmental plans for curricular development within the Division.
- (4) Shall confer with the President and the Dean of the College with reference to recruitment, appointment, and promotion of faculty members within their academic division.

3. The Department Chairman

a. Appointment:

- (1) Department Chairmen are appointed by the President on recommendation of the Dean of the College, who will consult with members of the department in the process of formulating his recommendation.
- (2) The term of office is for two years, and a chairman is eligible for reappointment. Departments with three or more members with rank of assistant professor or higher may recommend the principle of rotation of chairmen to the President and Dean.

## b. Duties:

- (1) Shall be responsible to the Vice-President and Dean of the College.
- (2) Shall be the administrative officer of his department, and shall, by means of departmental meetings and personal consultation, involve his colleagues in the department in the making of decisions. He may also delegate administrative duties.
- (3) Shall take the initiative in seeking to enhance the academic and scholarly vitality of the department as a whole, and he shall encourage and facilitate professional growth of staff members with special attention to the needs of new members.
- (4) Shall review course offerings and propose course changes, prepare schedules, and make teaching assignments.
- (5) Shall prepare budget requests for departmental needs, in consultation with members of the department, and shall requisition budgeted items and authorized budgeted expenditures.
- (6) Shall represent the department in relation to general college matters, prepare departmental statements for the catalog, conduct correspondence, and maintain such files as the welfare of the department may require.
- (7) Shall consult with tenured members of the department as to promotion, tenure, and non-renewal of contract.
- (8) Shall consult with returning members of the department as to new staff appointments.



## VI. Appointments

### A. Faculty

1. Appointment to the Faculty is made by the Board of Directors upon the recommendation of the President of the College after he has consulted with the Dean of the College, the Division Chairman, and the Chairman of the Department concerned.

## VII. Promotion

- A. Recommendations to the President and the Dean of the College for the promotion of faculty members shall be made by the chairman of the department and by the division chairman.

- B. Four general criteria are considered in making promotions:

1. Effectiveness in teaching.
2. Scholarly and creative growth.
3. Contributions to one's professional group and to the functioning of the committees contained ~~herein~~ *in the Bylaws.*
4. Contributions to the cultural, intellectual, or spiritual climate of the College and the community.

## VIII. Leaves of Absence

### A. Sabbatical Leave.

1. A member of the Faculty is eligible for Sabbatical leave after

completion of six full years of teaching prior to each leave.

2. Sabbatical leave shall include either a whole year or one long term and one short term.
3. Written application for any leave for any coming college year shall be made by the eligible person by November 1 of the year preceding the leave. The application should include a statement of the proposed use of time during the leave. The faculty member must assure the College that it is his intention to return to the College for at least one full year after the leave. The announcement of the granted leave shall be made by the Administration by April 1 of the next year.
4. The compensation for a Sabbatical leave shall be equal to half salary for one year or full salary for one long term and one short term. A person on Sabbatical leave shall continue to receive the college contribution to his retirement pension and his major medical insurance policy. He shall not forfeit his status in connection with salary increments.

B. Other Leaves.

1. Full-time members of the Faculty will be granted leave in accordance with the following provisions:
  - a. A leave of absence without pay may be granted by the President for special or emergency reasons.
  - b. Military duty or other government service:
    - (1) Members called for such duty will have the privilege of



returning to the service of the college at the beginning of the term following their release from service provided the college has been notified at least six months in advance so that arrangements can be appropriately made.

(2) The return to the College of all members of the Faculty from such leave is conditional upon the mental, moral, and physical competence of such persons.

c. Time spent on leaves mentioned in a or b above will not be counted in computing the maximum probationary period.

#### IX. Retirement

- A. A member of the faculty shall retire from Lindenwood College on September 1 of the year nearest his 65th birthday unless, with the consent of the faculty member and upon the recommendation of the appropriate officers, the Board of Directors continues him under annual contract.
- B. A member of the faculty or an officer of administration with long and distinguished service to the college may, upon retirement, be awarded emeritus status. Emeritus status is recommended by a faculty committee and, with the concurrence of the Administration, is awarded by the Board of Directors. Those eligible for consideration for emeritus status are professors, associate professors, and administrative officers having faculty status. A professor emeritus is entitled to use facilities as arranged with the Administration of the College and to participate in faculty meetings, but he is without vote.

X. Amendment of the Constitution

A. This Constitution may be amended by:

1. Reading and presenting a written statement of the proposed amendment at a regular meeting of the Faculty.
2. Securing the approval by a simple majority of those present and voting at the next regular faculty meeting, and
3. Securing the approval of the Administration and Board of Directors.

LINDENWOOD COLLEGE  
St. Charles, Missouri

BYLAWS OF LINDENWOOD COLLEGE FACULTY

A. The Committees of the Faculty

1. Nominations Committee

a. Membership:

- (1) Three members of the faculty (no two from the same department) above the rank of instructor; staggered three-year terms; one new member shall be elected each year. At the first election, terms of three years, two years, and one year shall be drawn by lot.
- (2) Members are elected after nominations from the floor at the April faculty meeting.

b. Duties:

- (1) To nominate the faculty members to be appointed to committees. In each case, a minimum of one more nominee than required shall be submitted to the President. Also, in each case, the committee notifies the Faculty of the date by which nominations are to be completed, so that names may be submitted to the committee for considerations.
- (2) To keep records of all nominations and membership on committees.
- (3) To nominate members to fill vacancies on committees.

2. Admissions Committee

a. Membership:



- (1) The Director of Admissions (chairman), the Dean of the College (or the Director of the Summer School).
- (2) Three appointed members of the faculty, to serve staggered three-year terms.

b. Duties:

- (1) To recommend to the Faculty and Administration criteria for the selection of students.
- (2) To review and make recommendations to the President and the Dean policies concerning all scholarships and all other financial assistance given to students upon admission to the college.
- (3) To make an annual report to the Faculty covering:
  - (a) Data concerning the nature of students admitted and statistical studies comparing this data with achievement data at certain intervals of the students' college career.
  - (b) Any changes in admissions policy in a given year.

3. Faculty-Board of Directors Liaison Committee

a. Membership:

- (1) The President and Dean of the College (ex officio).
- (2) Five members selected by the Board of Directors.
- (3) Five appointed faculty members who are tenured; three appointed for two terms; two appointed for three-year terms.
- (4) Five student members invited to attend meetings, one of whom shall be the President of the Student Body; one-year terms.

b. Duties:

- (1) To meet at least once a year, in February, for the purpose of

exchanging ideas between members of the Board, Faculty, and Student Body.

- (2) When a President or a Dean is to be appointed, the committee shall be consulted in the initial stages in the process of discovering and interviewing candidates. The committee shall recommend names of persons believed by one or more faculty members to be suitable candidates, shall make known faculty opinions concerning the standards by which the candidates should be judged, and will be available for consultation until the appointment is made.

#### 4. Educational Policies Committee

##### a. Membership:

- (1) The Divisional Chairmen, the President, and the Dean of the College as Chairman.
- (2) Six faculty members shall be elected at the April faculty meeting for staggered two-year terms. Nominations shall be in the first instance for two groups; one group shall serve one year, and the other group shall serve two years.
- (3) Four of the elected faculty members shall be on tenure, and all elected faculty members shall have been at Lindenwood for two or more years.
- (4) No more than two of the elected faculty members shall serve from the same academic division.

##### b. Duties

- (1) To represent the faculty in the interim between meetings of the faculty.

- (2) To serve in an advisory capacity to the President and Dean of the College.
- (3) To initiate or consider proposed changes in the educational program and make recommendations to the faculty regarding such changes.
- (4) To meet with the Academic Vice-President of the student body and the members of the student Curriculum Committee at least once every long term.

5. Library Committee

a. Membership:

- (1) The Librarian and one other member of the library staff, to be selected by the Dean of the College in consultation with the Librarian; both to serve as ex officio members.
- (2) Five appointed members of the faculty, equitably distributed as to departments, to serve for staggered two-year terms.
- (3) Two student members appointed by the President, for a one-year term.

b. Duties:

- (1) To serve as a coordinating link between the faculty, the students, and the Librarian.
- (2) To advise on matters of general library policy.
- (3) To make recommendations concerning the library budget.
- (4) To make recommendations for the improvement of the book collection, the physical plant, and equipment.



6. Faculty Personnel Committee

## a. Membership:

- (1) Five elected members of the faculty to serve for staggered two-year terms, all of whom shall be on tenure. Nominations shall be in the first instance for two groups; one group shall serve one year, and the other group shall serve two years.
- (2) The President and the Dean of the College.
- (3) All full-time teaching members are elected at the April faculty meeting.

## b. Duties:

- (1) To consider matters of faculty welfare not specifically assigned to other committees.
- (2) To recommend policy with regard to faculty teaching loads, Sabbatical leaves, leaves of absence, and other grants.
- (3) To consider provisions for faculty work facilities, faculty research, and attendance at professional meetings.
- (4) To serve as review board in possible academic freedom cases, in which case only full-time teaching personnel will participate in the board's decision or recommendation.

7. Committee on Special Academic Programs

## a. Membership:

- (1) Five appointed faculty members, at least one from each academic division; to serve for staggered two-year terms.
- (2) Three appointed student members, to serve one-year terms.

## b. Duties:

- (1) To originate, supervise, and evaluate all special academic programs for the superior student and to recommend to the Dean of the College for faculty review proposed changes.
- (2) To recommend to the Administration honorary degree candidates, the Faculty Lecturer, emeritus status, and honors involving persons other than students.
- (3) To offer suggestions for programs that bring visiting lecturers and artists to the college.
- (4) To plan and evaluate the program and activities of Honor Day.

8. Committee on Faculty Rules and Regulations

## a. Membership:

- (1) Three appointed faculty members on tenure, to serve for staggered two-year terms.

## b. Duties:

- (1) To make an annual review of the Faculty Manual and recommend necessary changes.
- (2) To make certain that rules and regulations in the Manual are in accord with the Constitution Bylaws.
- (3) To propose amendments to the Constitution and Bylaws.

9. Committee on Off-Campus Study

## a. Membership:

- (1) Five appointed members of the faculty, to serve for staggered two-year terms.

## b. Duties:

- (1) To stimulate, investigate, supervise, and evaluate all off-campus study programs scheduled during the fall and/or spring terms and the summer, including study abroad. Responsibility for study abroad shall be limited to Junior Year Abroad programs, semester abroad programs, and summer study abroad programs.
- (2) To recommend to the Dean of the College policies, guidelines, and procedures that shall govern off-campus study as defined in (1) above.
- (3) To serve as a depository and clearing house for all off-campus study opportunities included in (1) above.

10. Council on Teacher Education

## a. Membership:

- (1) The staff of the Department of Education; the President; the Dean of the College; the Dean of Students; the Registrar.
- (2) Appointed staff members of college departments who are involved with teacher education.

## b. Duties:

- (1) To review, plan, and approve the program of teacher education.

11. Institutional Research Committee

## a. Membership:

- (1) Five appointed members of the faculty to serve for staggered two-year terms.
- (2) Dean of the College and Vice-President for Public Affairs.



## b. Duties:

- (1) To collect and analyze data that will be helpful in long-range planning.
- (2) To devise ways of storing data in order that it can be retrieved with maximum efficiency.
- (3) To undertake a number of studies each year that will be helpful to long-range planning.

## B. Amendment of the Bylaws

## 1. These Bylaws may be amended by:

- a. Reading and presenting a written statement of the proposed amendment at a regular meeting of the Faculty.
- b. Securing the approval by a simple majority of those present and voting at the next regular faculty meeting, and
- c. Securing the approval of the Administration of the College.