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Lindenwood College Faculty Bylaws

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BY-LAWS

I. Faculty Council

A. Organization

1. The Council shall elect its own chairperson, vice-chairperson and secretary for one year terms at the initial meeting in September called by a returning council member designated in the previous spring. The chairperson will be a tenured faculty member.
2. No faculty member shall substitute for the elected Faculty Council member. In the case of sabbatical leave, leave of absence, or illness, substitutes for the elected Faculty Council member will be elected from the division or faculty at large as specified in the Constitution (I-Cla).
3. A council member may succeed himself/herself.
4. Vacancies on the Council shall be filled for the remainder of the unexpired term at the next meeting of the appropriate elective body as specified in the Constitution (I-Cla).
5. Meetings of the Council shall be held at least monthly during the academic year.

B. General Procedures

1. Council meetings shall ordinarily be called and conducted by the chairperson.
2. Half of the membership of Faculty Council constitutes a quorum. Votes are binding only if a quorum is present and voting.
3. Any member of the faculty may request that an item be placed on the agenda providing the chairperson receives at least 24 hours notice.
4. Both the deliberations and recommendations of the Faculty Council on personnel matters are to be considered confidential. Only the Chairperson of the Faculty Council has the authority to communicate the recommendations of the Council to the faculty member concerned and to the appropriate administrative office.

C. Procedures for Consultation

1. The Council shall act in consultation with the Dean of Faculty concerning priorities in faculty appointments.
2. The Dean of Faculty shall discuss with the Council vacancies and needed additions to the faculty before such positions are advertised.
3. The Council shall act in consultation with the Dean of Faculty on appointments. The Council shall interview all candidates for full-time, tenure-track positions and inform the Dean of Faculty of its recommendation in writing.
4. The Council shall act in consultation with the Dean of Faculty concerning reappointments and promotions. The Council shall review all available data and inform the Dean of Faculty of its recommendation in writing.
5. The Council shall act in consultation with the Dean of Faculty concerning changes in fringe benefits.
6. The Council shall act in consultation with the Dean of Faculty concerning sabbatical leaves.

D. Procedures for Joint Action

1. In cases of granting of tenure and/or dismissal of tenured faculty members, Council shall review all available data and inform the Dean of Faculty of its recommendation in writing.
2. If the Council, the Dean of Faculty, and the President concur, the case is concluded unless the intervention of a special ad hoc hearing committee is requested by the faculty member. (See Section VII-B)
3. If the Council and the President do not concur, the Council shall establish a special ad hoc hearing committee as specified in Section VII-B.

E. Procedures for Other Responsibilities

1. Council shall recommend and review the criteria concerning appointments, reappointments, non-renewals of contracts, promotions and rank, salary policies, fringe benefits, tenure, evaluations, and replacement of faculty on sabbatical or other leave.
2. Council shall maintain channels of communication between the Board of Directors and the faculty. One channel

shall be a Faculty-Board of Directors Liaison Committee. This shall consist of the Chairperson of Faculty Council, two faculty members selected by the faculty from the faculty at large, for staggered two year terms, three Board of Directors members, and the President.

- a. The Committee shall meet at least twice during each academic year to discuss issues of faculty concern.
 - b. When a President is to be appointed, the Committee shall act in a consultative capacity in the initial stages of the process of screening and interviewing candidates. The Committee shall seek faculty opinion regarding desirable qualifications for the position and the names of possible candidates. The Committee shall then present these as recommendations to the Board of Directors and shall remain available for consultation until the appointment is made.
3. Council shall recommend emeritus status for retiring faculty members when appropriate. Normally the persons considered as candidates for emeritus status will have:
- a. served Lindenwood College for at least ten years,
 - b. attained the rank of professor or associate professor,
 - c. demonstrated scholarly achievement, and
 - d. made significant contributions to the College.

The Council will consult the faculty members in the department in question and will, as it deems necessary, consult with other faculty members and administrators. It will then send its recommendation to the President through the Dean of Faculty for final consideration by the President and the Board of Directors.

II. Initial Appointment and Renewal of Contract

A. Term of Initial Appointment

1. Professor: The initial appointment to the rank of Professor is for one year or other written contractual periods of less than one year and may be renewed on a yearly basis thereafter. Evaluation procedures as outlined in the By-laws shall be followed.

2. Associate Professor: The initial appointment to the rank of Associate Professor is for one year or other written contractual periods of less than one year and may be renewed on a yearly basis thereafter. Evaluation procedures as outlined in the By-laws shall be followed.
3. Assistant Professor: The initial appointment to the rank of Assistant Professor is for one year or other written contractual periods of less than one year and may be renewed on a yearly basis thereafter. Evaluation procedures as outlined in the By-laws shall be followed.
4. Instructor: Appointment to this rank shall be for one year and is renewable up to six years. If, after six years, the faculty member has not been promoted to the rank of Assistant Professor, the instructor will be given notice of one year. Evaluation procedures as outlined in the By-laws shall be followed.
5. Visiting Appointment: Visiting appointments at any rank may be made for a minimum of one term. These appointments may be renewable for a maximum of two years depending upon the circumstances within the respective department and the College.
 - a. Visiting appointments are not tenure-track appointments. If a faculty member who has served in a visiting capacity is subsequently offered a regular, tenure-track appointment, the years of service in the visiting capacity shall not be counted for purposes of contract renewal or as credit toward the probationary period.
 - b. Exceptions may be made by Faculty Council upon recommendation by the department chairperson and/or the Dean of Faculty.

B. Criteria for Initial Appointment

1. Professor: Initial appointment at the rank of professor may be made if the candidate meets the following requirements:
 - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
 - b. service for five years or more as an associate professor or one year or more as a professor at prior institution of employment, and

- c. evidence of recent distinguished professional accomplishment and/or institutional service.
2. Associate Professor: Initial appointment at the rank of associate professor may be made if the candidate meets the following requirements:
 - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
 - b. service for four years or more as an assistant professor or one year or more as an associate professor at prior institution of employment, and
 - c. evidence of recent noteworthy professional accomplishment and/or institutional service.
3. Assistant Professor: Initial appointment at the rank of assistant professor may be made if the candidate meets the following requirements:
 - a. an earned doctorate or appropriate terminal degree in the faculty member's field, or one year of work toward a doctorate beyond a master's degree, and
 - b. evidence of demonstrable promise of professional accomplishment.
4. Instructor: Initial appointment at the rank of instructor may be made if the candidate holds a master's degree in the faculty member's field.

C. Procedures for Renewal of Contract

1. The responsibility for ensuring that a complete contract renewal file is prepared for each faculty member under consideration for contract renewal shall rest with the Dean of Faculty. The contract renewal file shall contain those materials specified in the section on Faculty Evaluation (Section VI-B).
2. All materials related to the contract renewal shall be submitted to the Dean of Faculty's office as follows:
 - For first year faculty - by January 31
 - For second year faculty - by November 1
 - For other untenured faculty - by March 1
3. For purposes of both contract renewal and years served in the probationary period, faculty members who teach at

least one semester or two quarters in their initial year of appointment shall be considered to have completed one year of service.

4. In the case of contract renewal of a department chairperson who is untenured, the Dean of Faculty shall appoint a chairperson of another department within the respective division to act in the capacity of the Department Chairperson.
5. Once the necessary materials have been received, the Dean of Faculty will make them available, along with the other materials, to the Faculty Council. Procedures for consultation with Faculty Council will be followed as outlined in Section I-C of the By-laws.

D. Notice of Reappointment and Non-Reappointment

1. Written notice of reappointment and non-reappointment shall be given not later than March 15 of the first academic year of service, if the appointment expires at the end of that year.
2. Written notice of reappointment and non-reappointment shall be given not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
3. Written notice of reappointment and non-reappointment shall be given at least nine months before the expiration of an appointment after the faculty member has served two or more years at Lindenwood College.

E. Notice of Resignation

1. Faculty members who intend to resign their appointments should notify the Dean of Faculty as soon as possible, but in no case later than May 15 or 30 days after receiving a contract letter outlining the conditions of employment for the following year, whichever date occurs later.
2. In the event of an emergency situation, the faculty member may ask the Dean of Faculty and the President to waive this deadline.

III. Tenure

A. Purpose of Tenure

1. A faculty member who is awarded tenure is appointed to a permanent academic position with Lindenwood College. Tenure is a means to encourage and preserve the atmosphere of academic freedom for teaching and research. Tenure is also a means
 - a. to attract and retain individuals of ability to college teaching.
 - b. to bring stability and strength to a faculty that might otherwise be subject to frequent change of personnel.
 - c. to plan and carry through long-range goals, especially in the face of difficulties.
 - d. to develop unity in the achievement of the educational goals of Lindenwood College.
2. Once tenure is granted, faculty members have tenure until retirement. Tenured service can be terminated only for cause or for reasons of financial exigency or program discontinuance. If a tenure appointment is terminated because of financial exigency or program discontinuance, the released faculty member shall be offered an alternate appointment at the College if qualified, and will not be replaced and the vacancy will not be filled within two years unless the released faculty member has been offered reappointment and has declined.
3. Transfer of a tenured faculty member from one department to another, or to or from an administrative position within Lindenwood College, shall not deprive the person involved of rank, tenure, or the opportunity for promotion.

B. Eligibility for Tenure

1. Tenure shall be granted to faculty members who have demonstrated teaching excellence; professional, intellectual, and moral integrity; and a commitment to the mission of Lindenwood College.
2. Normally, tenure shall be granted to faculty members who possess a Ph.D. or other earned doctorate. In selected disciplines, the master's degree may be considered the terminal degree and faculty members who hold that degree shall be considered eligible for tenure.

3. Tenure shall be granted only to those faculty members who have served the probationary period as specified in Section III-C below.

C. Terms of Probation

1. The probationary period of full-time faculty members beginning their careers with Lindenwood College shall be six years of full-time service.
2. A faculty member may receive a maximum of three years credit toward the six year probationary period for full-time teaching at another institution of higher education. A faculty member may request that Faculty Council consider part-time teaching experience and/or relevant professional experience as being the equivalent of up to three years credit toward tenure. In any case, a faculty member must complete a minimum of three years of full-time teaching at Lindenwood College before being eligible for tenure.
3. Leaves of absence are not included in the probationary period.

D. Procedures for Tenure

1. The responsibility for ensuring that a complete tenure review file is prepared for each faculty member eligible for tenure shall rest with the Dean of Faculty. In the preparation of this file, the Dean shall consult with the faculty member and the department chairperson. The tenure review file, which shall contain those materials specified in the section on Faculty Evaluation (Section VI-B), shall be prepared by January 31.
2. In the event that the department chairperson is being considered for tenure, or the faculty member is the only full-time member of the department, or the department chairperson is on sabbatical leave or other extended absence, the Dean of Faculty shall appoint a faculty member from the respective department or division to act as the department chairperson in the tenure review process.
3. Once the tenure review file is complete, the Dean of Faculty will submit it to the Faculty Council for its review and recommendation.
4. The following procedures shall be in effect in voting on tenure recommendations:

- a. At least seven members of Faculty Council must be present and voting.
- b. All voting on tenure recommendations in the Council shall be by secret ballot. Each ballot shall indicate "yea", or "nay", or "abstain".
- c. The following number of affirmative votes are necessary for a positive tenure recommendation:
 1. if ten members are present and voting "yea" or "nay", seven affirmative votes
 2. if eight or nine members are present and voting "yea" or "nay", six affirmative votes
 3. if seven members are present and voting "yea" or "nay", five affirmative votes
 4. in all cases, a minimum of five affirmative votes are required for a positive tenure recommendation.
5. Once the Faculty Council has concluded its deliberations, the procedures outlined in Section I-D of the By-laws shall be followed. The deadline for the submission of all recommendations to the Dean of Faculty shall be April 1.
6. Formal written notification of the granting or denial of tenure shall be provided to the candidate for tenure by the President no later than May 1.

IV. Promotion

A. Purpose of Promotion

1. Promotion is awarded in recognition of excellent teaching and superior performance in one or more of the following areas: research, publication, advising, professional activities, and community service.
2. Promotion is awarded in order to enhance the goals and mission of the College.

B. Eligibility Requirements for Promotion

1. To be eligible for promotion to the rank of Professor, a faculty member must meet the following requirements:

- a. an earned doctorate or appropriate terminal degree in the faculty member's field,
 - b. five years as an Associate Professor, and
 - c. evidence of distinguished professional accomplishment and/or institutional service.
2. To be eligible for promotion to the rank of Associate Professor, a faculty member must meet the following requirements:
 - a. an earned doctorate or appropriate terminal degree in the faculty member's field,
 - b. four years as an Assistant Professor, and
 - c. evidence of noteworthy professional accomplishment and/or institutional service.
3. To be eligible for promotion to the rank of Assistant Professor, a faculty member must meet the following requirements:
 - a. an appropriate terminal degree or a master's degree with additional professional education (at least one year of work toward a doctorate or comparable professional preparation),
 - b. three years as an Instructor, and
 - c. evidence of demonstrable promise of professional accomplishment and/or institutional service.

C. Procedures for Promotion

1. Initiative for promotion may come from the Dean of Faculty, the Division Chairperson, the Department Chairperson, the faculty member, or from another faculty member. Nominations and/or a statement of intention to apply for promotion from the faculty member are due in the Dean of Faculty's office by December 1.
2. The responsibility for ensuring that a complete promotion review file is prepared for each faculty member being considered for promotion shall rest with the Dean of Faculty. In the preparation of this file, the Dean shall consult with the faculty member and the Department

Chairperson. The promotion review file, which shall contain those materials specified in the section on Faculty Evaluation (Section VI-B), shall be prepared by January 31.

3. In the event that the Department Chairperson is being considered for promotion, or the faculty member is the only full-time member of the department, or the Department Chairperson is on sabbatical leave or other extended absence, the Dean of Faculty shall appoint a faculty member from the respective Department or Division to act as the Department Chairperson in the promotion review process.
4. Once the promotion review file is complete, the Dean of Faculty will submit it to the Faculty Council for its review and recommendation.
5. The following procedures shall be in effect in voting on promotion recommendations:
 - a. At least seven members of Faculty Council must be present and voting.
 - b. All voting on promotion recommendations in the Council shall be by secret ballot. Each ballot shall indicate "yea" or "nay" or "abstain".
 - c. A majority of those present and voting is required for a positive promotion recommendation.
6. Once the Faculty Council has concluded its deliberations, a written report of its recommendation shall be submitted to the Dean of Faculty no later than April 1.
7. Formal written communication of the administration's action on the promotion recommendation shall be provided to the candidate for promotion by the President no later than May 1.

V. Sabbatical Leave

A. Eligibility and Conditions

1. Eligibility requirements for sabbatical leaves and their conditions are set forth in Section V of the Faculty Constitution.
2. Tenured faculty teaching on the semester calendar may either take a leave for the entire academic year (two semesters) at half pay or a leave of one semester at full pay.

3. Tenured faculty whose teaching and related responsibilities are primarily based on the quarter calendar have the option of taking a leave of one quarter at full pay after three years of service, two quarters at full pay after six years of service, or three quarters at half pay after six years of service since the most recent sabbatical leave.

B. Application

1. Written application and proposal should be received by the Dean of Faculty on or before October 15.
2. The application should be accompanied by a supporting letter from the Department Chairperson (or other full-time faculty member appointed by the Dean of Faculty if the applicant is a Department Chairperson). This support letter must address the merits of the proposal and include staffing recommendations.

C. Approval

1. The Dean of Faculty will bring the applications to the Faculty Council for its recommendations at the first regularly scheduled meeting in November.
2. The President will inform individual applicants and their department chairpersons of the decision in writing by December 15.

D. Criteria

1. In cases where Faculty Council deems it necessary, for financial or programmatic reasons, to recommend deferral of a sabbatical leave, the following criteria will be considered in priority order:
 - a. the number of years since the last sabbatical and/or whether a particular proposal could be deferred without jeopardizing the benefit to the individual
 - b. the benefit to the institution
 - c. seniority (the number of years full-time at the institution)
 - d. if all other considerations fail, choices will be made by lot.
2. If a proposal is deferred, that proposal will be given priority consideration the following year.

E. Reporting

1. Upon completion of the sabbatical leave, the faculty member shall make a written report to the Dean of Faculty.
2. This report shall become part of the faculty member's personnel file.

VI. Faculty Evaluation

A. Criteria for Faculty Evaluation

1. The College expects that all faculty members will be individuals of academic and moral integrity who will conduct themselves in a professional manner in the fulfillment of their responsibilities at the College. In addition, the College expects that all faculty members will be supportive of the mission of the institution. While faculty members are not routinely evaluated on their adherence to these standards, the expectations remain. If, at any time, those involved in the faculty evaluation process have legitimate concerns about the behavior of a faculty member in these areas, those concerns are to be shared with the faculty member and an opportunity for a response provided. This process is intended both to protect the integrity of the institution and the rights of a faculty member to know the full basis upon which personnel evaluations are being made.
2. Teaching and Professional Effectiveness
 - a. meeting of classes promptly and regularly
 - b. demonstration of a positive attitude towards students
 - c. intellectual integrity
 - d. intellectual competence
 - e. clarity of presentation
 - f. continuing effort to keep abreast of new knowledge in higher education generally and in one's field(s) of specialization
 - g. willingness to incorporate new ideas and techniques into one's teaching

ative participation in and cooperation with other faculty and administrative personnel concerning such activities as

1. student recruitment
 2. service on faculty committees
 3. curricular development
- b. performance in advisement and counseling of students
- c. demonstration of commitment to and support of the advancement of the mission and goals of the college in such activities as
1. leadership and initiative in faculty affairs
 2. assistance in the development of extramural funding for institutional enhancement
 3. institutional service to the community
4. Professional Development
- a. demonstration of professional ethics
 - b. professional honors, achievements, additional academic degrees
 - c. research, publications, productions, performances, exhibitions, or developing new areas of expertise
 - d. consultative roles outside the institution
 - e. participation in professional organizations

B. Procedures for Faculty Evaluation

1. All members of the faculty, including those on continuing appointments and department chairs, shall undergo periodic performance reviews. The purpose of these performance reviews is to assist individual faculty members in assessing their own professional activities and performance, as well as to provide a basis, where appropriate, for personnel decisions, such as contract renewal, promotion, and tenure.
2. All performance reviews will include the following elements:

- a. Self evaluation through the completion of annual summaries of professional activities (see Section VI-B-8 below),
 - b. Course evaluations (see Section VI-B-9 below),
 - c. Peer evaluations (see Section VI-B-10 below), and
 - d. Evaluation by the department chairperson or appointed reviewer (see Section VI-B-11 below).
3. In the case of department chairpersons, the Dean of Faculty, in consultation with the department chairperson, will appoint a faculty member from the chairperson's division to serve as the reviewer.
 4. All elements of the periodic performance review will be forwarded to the Dean of Faculty for inclusion in the faculty member's personnel file. The following individuals will have access to the personnel file:
 - a. the faculty member;
 - b. the department chairperson or appointed reviewer;
 - c. members of Faculty Council, when the faculty member is being considered for contract renewal, promotions, and tenure; and
 - d. the Dean of Faculty and the President.
 5. Following each performance review, the Dean of Faculty will schedule a meeting with the individual faculty member and the department chairperson or appointed reviewer to discuss the results of the performance review.
 6. Normally, the results of periodic performance reviews of tenured faculty will not be submitted to the Faculty Council except when a faculty member is being considered for promotion. However, the Dean of Faculty may request that Faculty Council review the results in a particular case if, in the Dean's judgment, such a review is appropriate.
 7. The frequency of performance review shall be as follows:
 - a. for untenured faculty, annually;
 - b. for tenured faculty, every five years, except as modified below;

- c. for tenured faculty, in the year they are being considered for promotion; and
 - d. for tenured faculty, at other times, if requested by the department chairperson or appointed reviewer, by Faculty Council, or the Dean of Faculty.
- 8. Each faculty member shall prepare and submit to the Dean of Faculty's office an annual summary of professional activities. This summary, to be submitted on a form approved by Faculty Council, will include sections on Instruction, Professional Service, and Professional Development.
- 9. Course evaluations shall be considered as an integral aspect of faculty evaluation. The purpose of course evaluations is to help assess the teaching effectiveness of faculty members.
 - a. Course evaluations shall be administered by the Dean of Faculty's office as follows:
 - 1. for untenured faculty, every year, in every course taught;
 - 2. for tenured faculty, every five years and/or in the year prior to consideration for promotion;
 - 3. for all faculty, at other times, if so requested by the Dean of Faculty, department chairperson, or the faculty member concerned.
 - b. All departments shall use the approved course evaluation instrument; however, departments may choose to use additional evaluation material.
 - c. The course evaluations shall be summarized by the Department Chairperson, or appointed reviewer, and the summary shall be forwarded to the Dean of Faculty. The Dean of Faculty shall review the summary, and it shall be placed into the faculty member's personnel file.
 - d. The department chairperson or appointed reviewer shall retain the individual course evaluations for a minimum of six years.
- 10. Peer evaluations are another integral aspect of faculty evaluation. The purpose of peer evaluations is to have other faculty members assess the contributions of their colleagues. Peer evaluations shall be based upon the criteria as specified in Section VI-A of the By-laws.

- a. The peer evaluations shall be administered as follows:
 1. for untenured faculty, every year, beginning with the second year;
 2. for tenured faculty, every five years and/or in the year of consideration for promotion; and
 3. for all faculty, at other times, if so requested by the Dean of Faculty or Department Chairperson.
 - b. Peer Evaluation forms are available in the Dean of Faculty's office. However, faculty members may choose to use other formats, such as letters, reports of class visitations, reviews of scholarship, etc.
 - c. The Dean of Faculty, after consultation with the faculty member and the Department Chairperson or appointed reviewer, will determine the faculty members to be asked for peer evaluations and will request those faculty members to submit peer evaluations.
 - d. The peer evaluations will be forwarded to the Dean of Faculty's office and placed in the faculty member's personnel file.
11. At the time of each periodic performance review, the Department Chairperson or appointed reviewer shall submit an evaluation of the faculty member's professional performance to the Dean of Faculty's office for inclusion in the faculty member's personnel file. In the case of reviews associated with the faculty member's considerations for contract renewal, promotion, or tenure, the evaluation also shall include a recommendation on the particular personnel issue.

VII. Appeals

- A. A non-tenured faculty member who is notified by the President that the faculty member's contract will not be renewed at the expiration date of the faculty member's appointment may follow these appeal procedures:
 1. The faculty member will review the matter with the Department Chairperson, the Chairperson of the Faculty Council, and the Dean of Faculty.

2. The results of this review will be reported to the Faculty Council by the Chairperson of Faculty Council.
 3. The faculty member may then, by written request, ask that a hearing before the Faculty Council be arranged. At the same time, the faculty member shall provide the Chairperson of Faculty Council a written statement setting forth the basis for the appeal.
 4. If a hearing is to be held, the Council shall elect a sub-committee of three Council members (two of whom shall be tenured) to conduct the hearing.
 5. At the hearing, the affected faculty member, the Dean of Faculty, and the Department Chairperson involved shall be present; the faculty member shall have the opportunity to present any information which the faculty member believes will support the faculty member's case.
 6. The Dean of Faculty, the Department Chairperson, the affected faculty member or members of the sub-committee itself may invite other members of the faculty or administration to speak to the issue.
 7. Student opinion may be solicited and introduced, either by individual written statements or by the personal appearance of representative properly delegated by the student government. Council may set limits upon the number of such representatives to be received, provided the limit shall be no lower than three but may be higher.
 8. On receipt of this sub-committee's report at the conclusion of the hearing, the Council shall meet and shall arrive at a recommendation within 48 hours to be made to the President. Only after this recommendation has been received shall the President make a final disposition of the case.
- B. A tenured faculty member who is to be dismissed or a non-tenured faculty member who is to be dismissed before the expiration of the faculty member's appointment, may follow these appeal procedures:
1. The procedures set forth in Section VII-A 1-8 will be followed.
 2. If the recommendations of the Council and the President do not agree, the Dean of Faculty shall schedule another meeting of the Council at which meeting the President shall be present.

3. If this meeting is not successful in producing concurrence, an ad hoc committee shall be established to review the case.
4. If the affected faculty member is not satisfied with the joint action of Faculty Council and the President, the faculty member may request the establishment of an ad hoc committee.
5. This ad hoc committee shall consist of three faculty members not previously connected with the case, who are elected by the faculty after being nominated by the officers of the Faculty Council. The proceedings of the hearing committee shall be governed by the 1958 Statement of Procedural Standards in Faculty Dismissal Proceedings issued by the AAUP.
6. Upon receipt of the recommendation of the ad hoc hearing committee, the President shall transmit the full report of the hearing committee to the Board of Directors which shall make the final decision on the appeal.

VIII. Faculty Organization

- A. For the purpose of the general faculty meetings, the Faculty shall consist of:
 1. Voting members, who shall include:
 - a. all members of the teaching faculty who hold tenure or who hold appointments leading to tenure,
 - b. those persons to whom faculty status belongs by constitutional provision, namely the President of the College, the Dean of Faculty, the professional librarians, and the LCIE Faculty Advisors, and
 - c. other such persons whom, by virtue of their responsibilities within the College and their general competence in higher education, the Faculty may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by simple majority.
 2. Non-voting members, who shall include:
 - a. persons who are teaching any course at Lindenwood, excluding graduate assistants and laboratory assistants, but who are not entitled to vote,
 - b. such other persons who, by virtue of their responsibilities within the College and their general competence in higher education, the Faculty

may choose to seat. These persons shall be recommended to the Faculty by the Faculty Council. Faculty approval shall be by a simple majority, and

- c. a maximum of 3 students designated by Student Government.

B. Practices concerning Faculty Meetings

1. Regular meetings of the Faculty shall be held once each month during the academic year. Special meetings may be called by the President, the Dean of Faculty, or the Faculty Council.
2. The agenda shall be distributed to each Faculty member no later than the second day before each regular or, if time permits, before each 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 vote, a statement of the proposal to be voted on and pertinent information concerning it shall accompany the agenda.
3. One-half of the voting Faculty membership shall constitute a quorum.
4. Meetings and other business of the Faculty shall be conducted according to Robert's Rules of Order.
5. The Secretary of the Faculty shall be elected at the September Faculty Meeting and shall begin duties of office at that meeting. The Secretary shall serve a term of two years, and may be reelected. The Secretary shall keep a record of all proceedings of the Faculty, along with all memoranda, petitions, requests, and reports introduced at the Faculty meeting, and may secure the services of a professional secretary in the actual taking and construction of the minutes.
6. The Treasurer of the Faculty shall be elected at the September Faculty meeting and shall begin duties of office at that meeting. The Treasurer shall serve a term of two years, and may be reelected. The Treasurer shall keep the accounts of the faculty, receive faculty dues, make appropriate disbursements, and make recommendations to the Faculty as to the amount of annual faculty dues.
7. The President is Chairperson of the Faculty and presides at Faculty Meetings; he has the privilege of delegating the right to preside. In the President's absence from

campus, the Dean of Faculty may serve as Chairperson of the Faculty. In the absence of both, the Chairperson of the Educational Policies Committee shall preside.

IX. Divisions

A. A member of the Faculty shall also be a member of one of the three divisions within the College: Humanities, Natural Sciences and Mathematics, and Social Sciences.

B. The Divisions shall include the following departments:

<u>Humanities</u>	<u>Natural Sciences and Mathematics</u>	<u>Social Sciences</u>
English	Biology	Business Administration
Communications	Chemistry	Education
Art	Mathematics and	History and Political
Foreign	Computer Science	Science
Languages		Psychology
Library Science		Sociology/Anthropology
Performing Arts		

C. Faculty members who are voting members of the faculty but who are not members of a department listed in Section IV-B will be assigned by the Dean of Faculty to a division based upon their academic discipline.

D. For the purposes of meetings of the Divisions, the faculty of a Division shall consist of:

1. Voting members, who shall be all those faculty members who are voting members of the faculty, and whose teaching responsibilities and/or academic disciplines are within the Division.
2. Non-voting members, who shall include all persons who are currently teaching any course within the Division, but who are not entitled to vote.

E. Election of Division Officers

1. Each Division shall elect a chairperson, a vice-chairperson, and a secretary for a two-year term of office, the elections to be held at the end of the academic year in which the terms expire.
 - a. A notice of the election shall be sent by the Division Chairperson at least one week before the election.
 - b. An election requires a majority of those present and voting, a run-off between the two candidates receiving the most votes to be held if necessary.

2. The term of office shall start with the beginning of the academic year (ten days before the first day of classes in the Fall Semester).
3. A Division officer may be moved from office by a 2/3 majority vote of the Division. In such cases, the election of a new officer, following the method outlined above, shall take place within two weeks.

B. A tenured faculty member who is to be dismissed or a non-tenured faculty member who is to be dismissed before the expiration of the faculty member's appointment, may follow these appeal procedures:

1. The procedures set forth in Section VII-A 1-8 will be followed.
2. If the recommendations of the Council and the President do not agree, the Dean of Faculty shall schedule another meeting of the Council at which meeting the President shall be present.
3. If this meeting is not successful in producing concurrence, an ad hoc committee shall be established to review the case.
4. If the affected faculty member is not satisfied with the joint action of Faculty Council and the President, the faculty member may request the establishment of an ad hoc committee.
5. This ad hoc committee shall consist of three faculty members not previously connected with the case, who are elected by the faculty after being nominated by the officers of the Faculty Council. The proceedings of the hearing committee shall be governed by the 1958 Statement of Procedural Standards in Faculty Dismissal Proceedings issued by the AAUP.
6. Upon receipt of the recommendation of the ad hoc hearing committee, the President shall transmit the full report of the hearing committee to the Board of Directors which shall make the final decision on the appeal.