

## **THE FACULTY COLLEGIUM**

### **I. Purpose and Activity**

- A. The Faculty Collegium is the faculty assembled as a collective and organized group. The Collegium is a faculty forum and, as such, may discuss and pass resolutions on matters that it deems important. The faculty understands their Collegium as filling a partnership role with university bodies considering matters of concern to the faculty as a whole.
  
- B. Whenever an issue comes before the Faculty Senate that the Senate determines to be a substantive matter directly affecting the faculty-at-large, it will be considered by the Faculty Senate for possible discussion by the Collegium. This policy should assist the Collegium in fulfilling its role and encourage the spirit of collegiality. Senate and Collegium discussion on substantive issues should take place before policies are adopted.
  
- C. The Senate may address resolutions or inquiries to any committee, council, or board of the university, as well as to members of the administration or staff. If a report from the group or individual to whom such a resolution or inquiry is addressed is not forthcoming or if the response is unacceptable to the Senate, the executive committee of the Senate will initiate a meeting with the individual or group involved to seek a satisfactory result.
  
- D. Collegium meetings serve as a public forum for individual members of the faculty. Any faculty member may submit in writing suggested agenda items to a Senate representative. While routine matters are regularly handled by a majority vote of the Senate, substantive matters will first be examined by the Senate and alternative courses of action proposed, and then referred to the Collegium for a vote. Whenever at least one-third of the Senate so votes, an issue must be submitted for a Collegium vote. A Collegium vote can also be required whenever 20% of the faculty signs a petition requesting such a vote and present it to the president of the Collegium.

### **II. Membership and Voting**

- A. Collegium membership consists of:
  - 1. Full-time or pro-rata ranked faculty
  - 2. Per-course, term faculty.

- B. All full-time or pro-rata ranked faculty members have a vote on Collegium matters; per-course, term faculty teaching two or more courses have a vote on Collegium matters.

### III. Quorum

A quorum of the Senate will consist of one-half of the voting members. A quorum of the Collegium will consist of a number equal to one-fourth of the faculty which constitutes the Collegium membership. In the absence of a quorum, the assembled faculty members may discuss and make suggestions and recommendations but may not pass formal resolutions or conduct official business.

### IV. Meetings

- A. Generally the Faculty Senate meets at least once a month during the school year. Regular monthly meetings of the Senate are open to all members of the Collegium. Monthly meetings should be scheduled on a day and time convenient for the most faculty. Preferably a regular meeting time will be designated for the entire year. The president of the Collegium notifies faculty members of the date, time, place and agenda of each regular monthly meeting, and presides at the meetings.
- B. Faculty wishing to propose an agenda item should summarize their proposal in writing to a Senate representative. Anyone wishing to present a document to the Senate or Collegium for a vote must first submit this document to the Senate. (See I. D. above for further procedures.)
- C. Future agenda items may be introduced at meetings of the Senate during the “call for new business.”

### V. Officers of the Senate

- A. President

The president is elected for a two-year term by the Collegium from among the tenured faculty and presides at Senate and Collegium meetings. The President also chairs meetings of the Senate executive committee. In addition, the president is the ex-officio faculty representative to the SEU Board of Trustees. The president will execute decisions by the Senate and Collegium in a way that represents the spirit and letter of the intent of those bodies. While holding this office, the president will not serve on any committee of the university and will receive ¼ release time from regular teaching responsibilities.

- B. Vice President

The vice president is elected annually by the Senate from within its own membership. In the event of the president's illness or absence, the vice president performs the duties of the president.

- C. The secretary is elected annually by the Senate from within its own membership. The secretary keeps minutes of Senate and Collegium meetings and maintains records of past and current business of faculty committees.
- D. The three officers of the Senate serve as officers of the Collegium and sit as the Senate Executive Committee (see section VII. D. below).

## **VI. Records**

Minutes of Collegium and Senate meetings are kept and filed in the executive vice president's office as well as by the Senate Secretary. Minutes of the previous meeting of either the Senate or the Collegium will be sent out in advance of the next Senate or Collegium meeting.

## **VII. Structure of the Collegium**

### **A. The Senate**

1. Members of the Senate are elected in three ways:
  - One representative from each school elected by the school faculty; one from the library elected by the librarians; and, one from the MBA program elected by the MBA faculty. Eligible candidates must have five years faculty service at SEU.
  - 8 faculty representatives are elected at large, 2 of which will be faculty in graduate programs. There is no length of service requirement for faculty candidates.
  - 1 President of the Collegium is elected at large from among the tenured faculty.
2. Senate members are elected to two-year staggered terms.
3. The Senate is accountable to the Collegium. As noted in I.D., 20% of the faculty may, at any time, require that actions of the Senate be submitted to a discussion and review by the entire faculty. The same percentage may call for the removal of one or more members of the Senate, with the vote of a majority of the faculty being sufficient to remove a member of the Senate from office.

4. As a body, the members of the Senate meet regularly with the university president, the vice president for Academic Affairs and the executive vice president to discuss matters of common interest.
5. The Senate serves as a coordinating body for policy discussions and proposals of interest to the faculty. Through its sub-committees and through reports routinely gathered from other committees, it remains in touch with what other faculty committees and university bodies are doing and so is in a position to keep the general faculty well informed about matters of interest to them.
6. With its staggered terms and broad representation, the Senate is able to speak consistently and expeditiously with a common faculty voice in partnership with other bodies of the university.
7. The Senate is charged with periodically reviewing the effectiveness of faculty governance in the areas of curriculum, planning and budgeting. Proposed improvements should be solicited from interested faculty and discussed and voted on by the Collegium.
8. By a majority vote, the Senate may make minor amendments to the structure and procedures of the Collegium. All substantive amendments must be referred to the Collegium for a vote (see I.D.). A three-fifths vote of the Collegium membership is required to pass an amendment. Before taking effect, substantive amendments that involve Board approved institutional policy will then be forwarded for Board of Trustees review and decision.

B. Curriculum Committee

1. The Curriculum Committee consists of the members of the Senate elected by academic areas. They serve as faculty representatives to the Academic Council and elect their own chairperson of the Curriculum Committee.
2. Committee members are charged with representing the Collegium on matters pertaining to the curriculum and with actively soliciting and forwarding faculty proposals for improvements in the curriculum.

C. Faculty Elections and Appointment Committee (FEAC)

1. The FEAC consists of eight members of the Senate elected at large. It is chaired by the vice president of the Senate. Its duties are to oversee at-large elections of its replacements, of the

president of the Collegium, and of two members of the Faculty Evaluation Committee.

2. The FEAC is charged with keeping records of all committee assignments to ensure equitable workloads and with recommending to the full Senate for its approval nominees to the two standing committees of the Collegium and to all university-wide committees, councils and ad hoc bodies requiring representatives of the faculty.
3. The two committees exempt from Senate approval are the Faculty Evaluation Committee (eight members, one from each of the five schools, New College, a representative of the graduate faculty, and the library elected by the respective entity; and two additional members being elected at large; see *Faculty Manual, Sec. 2.5.7.*) and the Committee on Professional Development (whose members are elected by the faculty of individual schools).
4. Using the following annual schedule other FEAC recommends for Senate approval faculty representatives to certain committees: one to the Athletic Council to serve one year; one to the Student Life Council to serve one year; one to the Student Financial Aid Committee to serve two years (two Senate appointed representatives serve staggered terms); three members of the Student Publications Board who serve two-year staggered terms. (The Senate appoints two representatives in odd numbered years and one representative in even numbered years.)
5. The FEAC nominates for Senate approval two faculty representatives to the Faculty Manual Revision Committee. The faculty members are post-probationary faculty with full-time contracts. Their terms are staggered and are for two years. (See *Faculty Manual, Sec. 2.17.33.*)
6. It is Collegium policy that individual faculty members volunteering to serve or being asked to accept appointment as representatives of their peers on boards and committees beyond the boundaries of a particular program or school first seek the approval of the Senate by informing the FEAC. Using this process, the faculty, acting through their elected senators, retains some voice in who serves in their name.

D. Senate Executive Committee

1. The Senate Executive Committee consists of the three officers of the Collegium. Its primary duty is to serve as a policy-

coordinating group in negotiations between the Senate and other university bodies.

2. In grievances of individual faculty members which have not been satisfactorily resolved through routine procedures, the Senate Executive Committee at the request of the faculty member appoints a three- member Ad Hoc Committee to review the matter and express a non-binding opinion to the university president prior to the university president's rendering of the final decision.
3. The Senate Executive Committee also collaborates with the executive vice president in the selection of the winner of the Distinguished Teaching Career Award. For this purpose, the Senate Executive Committee may be joined by up to two additional members of the Senate, chosen by the Senate, to assure representation of all sections of the faculty

## **VIII. Standing Committee of the Collegium**

### **A. Faculty Compensation Committee**

1. The Faculty Compensation Committee (FCC) is composed of eight contracted faculty members appointed by the FEAC, one from each school plus two appointed at-large, for staggered two-year terms, without prejudice to re-appointment. Two (one undergraduate faculty member and one graduate faculty member) of these five members are faculty representatives to the Budget Council. The executive vice president, the vice president for Financial Affairs, and the Office of Institutional Research serve as informational resources for the committee.
2. The duties of the FCC are:
  - a. to solicit recommendations from the faculty, at the beginning of each academic year;
  - b. to report to the Senate and Collegium during the spring semester of each academic year the current status of faculty compensation (which includes salaries and benefits) and its comparability to similar institutions;
  - c. to present for Senate approval, during the spring semester of each academic year, detailed recommendations specifying compensation and increment policies (for the academic year two years from the committee's working year) for all SEU faculty members.

4. The approved report of the FCC is immediately submitted to the executive vice president, who then provides an initial response to the faculty before the end of the spring semester.
5. The executive vice president presents the report to the Budget Council at its first or second meeting of the following academic year. After the report has been considered by the Budget Council, the executive vice president provides a second response to the faculty.

B. Faculty Performance Evaluation Committee (FPEC)

1. The six members of the Faculty Performance Evaluation Committee (FPEC) are appointed by the Faculty Senate from among the contracted faculty of each academic area. Members serve for one- and two-year terms to ensure continuity. The director of the Center for Teaching Excellence may serve on the committee in an informative and advisory capacity.
2. The duties of the FPEC are to conduct research into methods of course evaluation; to keep up with current research on the course evaluation process and to inform faculty of their findings; to evaluate the evaluation procedures currently in use on campus and to suggest appropriate improvements.
3. The FPEC serves as a forum for faculty concerns regarding course evaluations. It assists faculty in interpreting evaluation data and in using the information to adjust and improve their teaching as needed.

C. Other Committees

1. The Senate or Collegium may establish ad hoc committees as they deem necessary. Any additional standing committees must be approved by a two-thirds vote of the Senate or by a majority vote of the Collegium.
2. It is recommended that Collegium members serve as faculty representatives on no more than two major committees.

**Collegium**

- full-time or pro-rata faculty
- per-term contracted faculty

**Senate**  
(18 members; 2 yr. staggered terms)

- **President of Collegium (elected at large, tenured)**

7 reps from academic areas 1 from library elected by area faculty. 1 from MBA program elected by MBA faculty Five year eligibility requirement	8 faculty reps elected at-large (2 of which will be faculty in graduate programs). No length of service requirement.
---	---

**Curriculum Committee**

To  
Academic  
Council

**Senate  
Executive Committee**

- President
- Vice President
- Secretary

**Faculty Elections &  
Appointment Committee**

-FEAC recommends, Senate appoints faculty to the following:

Standing Collegium Committees

- Faculty Compensation Committee
- Course Evaluation Committee

Representatives to the University Committees

- ❖ Athletic Council (1)
- ❖ Student Life Council (1)
- ❖ Student Financial Aid Committee (2)
- ❖ Student Publications Board (3)
- ❖ Faculty Manual Revisions Committee (2)

- FEAC monitors committee workloads to ensure equitable distribution

- FEAC recommends for Senate approval the fac. reps. asked to accept administrative appt. to university-wide committees

Each School elects (each spring):

- 1 Senator (for total of 7) who also serves as Academic Council rep. of the school
- 1 rep. to Fac. Eval. Cmte.
- 1 rep. to Committee on Prof. Devel.
- All school committees

**- FEAC conducts at-large spring elections for the following:**

- 8 at-large Senators (staggered terms )
- 2 at-large members of Faculty Evaluation Committee (staggered 2 yr. terms)
- The President of the Collegium (every 2 yrs.)