

CFG OPERATING CODE

Version Adopted October 20, 2000

FUNCTION: To represent the faculty in matters of faculty governance and to foster the effective functioning of the faculty governance system.

CFG convenes the Committee of Committees (comprising faculty members of All-College Council, CAFR, CAPT, CEPP, College Benefits Committee, Curriculum Committee, CFG, FPPC, and IPC) at least twice a year to assess the interactions among member committees and between them and the administration, and to discuss ongoing issues and any problems in committee operations. CFG is then required to inform the faculty at large of the issues raised by the Committee of Committees.

CFG is responsible for coordinating faculty committee work and for furthering democratic representation and committee efficiency. In accordance with this purpose, it promotes cooperation among members of the college community, brings governance issues of faculty concern to the faculty and makes recommendations to the faculty, other committees, and the administration. In addition, CFG reviews operating codes of all faculty committees and maintains files of annual committee reports.

CFG is responsible for ensuring the proper constitution of faculty committees and for the equitable distribution of committee assignments. It conducts nominations and elections for and makes appointments to faculty committees; it provides advice and oversight of procedures regarding faculty appointments to search committees for senior administrative positions and to administrative, trustee, and SGA committees; and it maintains a list of all faculty members on all committees.

Finally, CFG is responsible for ensuring that the text of the Faculty Handbook appears and remains precisely as approved by the faculty.

MEMBERSHIP: Six faculty members elected to serve three-year terms, at least two of whom are tenured and all of whom have had experience on one of the elected faculty committees listed in the Faculty Governance Section of the Faculty Handbook, or who will be concurrently serving on one of those elected faculty committees at the time of the beginning of their term of service on the CFG. The Committee will normally elect a chair from among the continuing members.

The Operating Code forms a set of guidelines for the functioning of the Committee on Faculty Governance (CFG). It is prepared in order to provide a written description of how the CFG operates. These are only guidelines. Situations arise during the academic year that will require the CFG to use its best judgment, in the light of these guidelines, on a particular course of action. This Operating Code should be distributed to all members of the CFG at the beginning of each academic year and reviewed and modified at the end of each academic year.

A. BEGINNING OF THE ACADEMIC YEAR TASKS

1. The Chair requests from the Dean of the Faculty a "Faculty Status List." The Chair must then determine all full-time members of the faculty who are eligible to serve on committees and vote in elections.
2. The mailing list of eligible faculty must be brought up to date.
3. The Committee Membership List must be reviewed to determine if any committee members need to be replaced for the academic year or for a semester. The replacements should be made as soon as possible. Committee Chairs should be asked to notify the CFG if they know of or anticipate needing any replacements and to deal with any vacancies that have arisen over the summer.

4. The Committee membership list is posted on the CFG Web-page at the beginning of the year.
5. The current schedule of elections should be circulated to all faculty members at the beginning of the year.
6. CFG chair will participate in the new faculty orientation to introduce the new faculty to Skidmore's faculty governance system.
7. A representative of CFG should meet with student leaders and inform them of policy for information exchange between faculty committees and students governance. This discussion should include interpretation of key language (e.g., public information)

Several key faculty and college committees (e.g., FPPC, CEPP, IRC, Athletic Council, Curriculum Committee, IPC, etc.) include representatives from several constituencies within Skidmore's governance structure, e.g., the faculty, the administration, and the student community. The steady and accurate flow of information between these committees and their represented constituencies is essential to the proper functioning of College governance. In the case of communication with the student community, the normal vehicle for such exchange of information is through the student representatives on these committees.

In addition,

1. The Student Senate may request that the chair or other appropriate spokesperson for a faculty or college committee (on which students serve) meet with it to provide information and exchange viewpoints about committee matters that are public.
2. Following this information session, the Student Senate may choose to put the issue on the agenda for All-College Council (All-CC).
3. As a result of its discussions, All-CC may choose to provide input on this issue back to the original committee.

Note: The privileges listed above for the Student Senate also apply to other constituencies in the College community, such as academic departments and administrative offices.

B. ELECTION GUIDELINES

A list of elected and appointed committees and a schedule of elections is at the end of this Operating Code. Generally, the responsibility to conduct each election round will be assigned to a different member of the Committee. CFG will conduct the elections electronically.

1. Willingness-to-serve

Generally (excluding special elections) there are two rounds of elections each semester (four each year). The dates for each round as well as the list of committees involved in each round are determined as soon as possible at the beginning of each academic year. The normal schedule of elections is attached at the end of this Operating Code and updated annually. At the appropriate time, a Willingness-to-serve form should be distributed to all eligible faculty members via e-mail at the beginning of each round of elections. The WTS forms are prepared by the executive secretary in the office of the Vice President for Academic Affairs and the Dean of the Faculty (here and after the Executive Secretary). The members of CFG will review the WTS forms. A copy of this form should be kept by the Chair of the CFG for its Committee file. The form must include the following information:

a. Date

b. Name, function, and membership of the committee

- c. Names and departments of continuing members
- d. The number of faculty members to be elected and any restrictions on eligibility (including tenure status)
- e. Relevant information such as frequency of committee meetings, etc. (if available)
- f. Deadline by which the form must be received by the person running the election
- g. Name of the person to whom the form must be returned
- h. Space for faculty members to declare their willingness to serve: printed name and department

A sample Willingness-to-serve form is available from the Chair of the Committee. Generally (excluding special elections) there are two rounds of elections each semester (four each year).

2. Final Ballot

The electronic Final Ballot is prepared by the Director of User and Academic Computer Services and should be distributed electronically as soon as possible after the results of the Willingness to Serve are determined, or as soon as possible after the deadline for the return of the Willingness-to-serve forms. It is desirable that the person running the election should not be one of the candidates on the Final Ballot. However, the CFG recognizes that this may not always be possible and will refrain from strict enforcement of this policy in cases where it would result in denying a CFG member the opportunity of being a candidate. The Final Ballot should contain the same information as (a) through (g) in item I above. Faculty members who are candidates should be listed alphabetically by their last names together with their departmental affiliations. Faculty members are asked to vote for the number of people who are to be elected to the committee. If a faculty member votes for more than the requested number of candidates, that ballot is considered to be void and is not be counted.

The positions are to be filled by the candidates receiving the highest number of votes while making sure that this results in a correctly constituted committee. In the event of a tie for the last position available in the committee, a run-off election must be held for the position.

A sample Final Ballot is available from the Chair of the Committee.

3. Announcing the Results

Director of User and Academic Computer Services and the executive secretary retrieve the electronic results. The Executive Secretary tabulates the results and informs the CFG member(s) in charge, who in turn announces the results in writing to all faculty members. The announcement should include the date, the committee name, the names and departments of the elected individuals, the total number of Final Ballots received, and the term of service for each elected individual. A copy of this announcement should be sent to the Chair of the CFG for the Committee file. In addition, copies of the current election schedule, Willingness-to-serve forms, Final Ballots, and announcements of results should be sent to the Office of the Dean of the Faculty for their records marked "for your information."

4. Record Keeping

All Willingness-to-serve forms, Final Ballots, announcements of the results, and the tally sheets are retained electronically by the Executive Secretary for a period of three years, after which they are turned over to the Skidmore College archives.

5. Replacements

When a faculty member of an elective committee needs to be replaced, the replacement should be made, after consultation with the committee concerned, by following one of the two procedures described below. The consultation should focus on replacement procedure, not on replacement candidates.

a. A replacement may be elected as follows: a special election is to be held which follows the procedures outlined above under items I-V in this section, or

b. A replacement may be appointed as follows: the replacement should be the individual who received the next highest number of votes to those elected in the most recent election for that committee's membership, unless either that person declines or the appointment of that person would result in an incorrectly constituted committee. Because some committees place special requirements on membership, care must be taken that the replacement does not result in an incorrectly-constituted committee. If necessary, the next highest vote recipient should be considered. This procedure is iterated until either the position is filled or until the list of potential candidates is exhausted. If no potential candidates are available, a special election must be held.

Procedure (b) is the usual procedure to follow for replacements for less than one academic year, unless there are no potential candidates to appoint. Procedure (a) is the usual procedure to follow for full-year (or longer) replacements. However, this guideline may be superseded by the CFG if in a specific instance a special election or some other alternative procedure is deemed to be in the best interest of all concerned.

C. COMMITTEE APPOINTMENTS

1. CFG circulates willingness to serve for appointed committees to the faculty via e-mail. Faculty return the forms to CFG, indicating prioritized interest in service on specific committees. Appointments are made from among those willing to serve, balancing factors of individual interests, diversity of representation on appointed committees, and widespread inclusion of faculty members in committee service.
2. Consultative appointments:
 - a. In those instances where committee appointments are made by others in consultation with CFG, the following procedure applies: CFG requests lists of candidates under consideration CFG requests a rationale for the recommended appointments CFG provides its input as to the appropriateness of the appointments The appointing body retains the right to make the final appointments
 - b. In those instances where CFG makes appointments in consultation with other parties, the following procedure applies:
 - CFG forwards a list of candidates to the appropriate person or body
 - CFG provides a rationale for the recommended appointments
 - CFG receives input as to the appropriateness of the appointments
 - CFG retains the right to make the final appointments

Generally, newly elected CFG members are invited to omnibus appointment meetings.

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D. OVERSIGHT OF THE FACULTY HANDBOOK

The CFG is charged with overseeing changes in the Faculty Handbook. The oversight is done in consultation with the CAPT, CAFR, SGA, and the Administration. The master copy of the Faculty Handbook is maintained by the Office of the Dean of the Faculty. The Outgoing CFG Chair must submit by May 15 any changes which have come to his/her attention over the course of the year to the Associate Dean of the Faculty. The Chair of CFG in coordination with the Associate Dean of the Faculty revises the Faculty Handbook in order to present the Handbook at the first fall faculty meeting. The revised Handbook then must lay over for one month before it is voted on. The Handbook becomes official only after the Faculty have approved the revisions. (Part One, XVIII, describes the procedures for Handbook amendments.

E. END OF THE ACADEMIC YEAR TASKS

1. The Annual Report of the Committee of Committees is read into the minutes of the final Faculty meeting.
2. In March, immediately following spring break, the CFG sends a reminder to the committee chairs to do the following:
 - a. File a written annual report and send a copy to the CFG for its records,
 - b. Update their Operating Code and send a copy to the CFG for its records,
 - c. Alert the CFG to the need for any sabbatical replacement on their committee.
 - d. CFG reminds the faculty committees to select a chair for the following academic year.
 - e. Unless constituent committees of the Committee of Committees select a summer liaison to the Administration and inform the CFG of the liaison's identity, the chair-elect of the committee will be the summer liaison.
3. Circulate to the Faculty a copy of the CFG Annual Report, along with a list of those faculty elected or appointed to committees during the academic year.
4. Select a summer liaison and new Chair for the CFG. (Return to the top of the document)

The Annual Report of the Committee of Committees is read into the minutes of the final Faculty meeting.

F. ARCHIVING OF COMMITTEE RECORDS

The Chair of the Committee on Faculty Governance must keep the prior year's election results for the appointment of one semester committee replacements. The permanent records of the Committee are kept in the archives of the College.

G. FACULTY, COLLEGE, AND SGA COMMITTEES

1. Elected:
 - o Admissions & Student Aid Committee (CASA)
 - o All-College Council (All-CC)
 - o Athletic Council
 - o College Benefits Committee
 - o Committee on Academic Freedom & Rights (CAFR)
 - o Committee on Appointments, Promotions, & Tenure (CAPT)
 - o Tenure Review Board (TRB)
 - o Committee on Educational Policies & Planning (CEPP)

- o Committee on Faculty governance (CFG)
- o Curriculum Committee
- o External Master of Arts Committee (EMAC)
- o Faculty Development Committee (FDC)
- o Faculty Observers
- o Financial Policy & Planning Committee (FPPC)
- o Honors Council
- o Institutional Planning Committee (IPC)
- o University Without Walls Committee (UWWC)

2. Appointed:

- o Academic Integrity Board (AIB)
- o Administrative Review Committee
- o Affirmative Action Committee (presidentially appt'd)
- o Board of Review
- o Committee on Academic Standing (CAS)
- o Committee on Convocation & College Events (ACC)
- o Honor Code Commission
- o Information Resource Council (IRC)
- o Institutional Review Board (IRB)
- o Safety in the Workplace Committee
- o Social Integrity Board (SIB)

H. NORMAL SCHEDULE OF ELECTIONS

ROUND I (September to late October)

- CAPT
- CEPP
- CURRICULUM COMMITTEE
- ADMISSIONS AND STUDENT AID

ROUND II (Late October-December)

- TENURE REVIEW BOARD
- CAFR
- CFG
- FPPC

ROUND III (Late January-early March)

- COLLEGE BENEFITS
- EMAC
- FDC
- HONORS COUNCIL
- UWWC

ROUND IV (Early March to late April)

- ACC
- ATHLETIC COUNCIL
- FACULTY OBSERVER
- IPC

- IRC