

## FACULTY GOVERNANCE SYSTEM PRIMER

### **OVERVIEW**

This document describes the important aspects of the new faculty governance system that was approved in the previous academic year. The primer has three parts:

1. changes to the faculty handbook approved by the faculty.
2. a list of the committees considered part of faculty governance.
3. a glossary of terms and explanations.

### **PART 1: FACULTY HANDBOOK CHANGES**

**MOTION AND RATIONALE:** From Fall 2014 Faculty Meetings (on FEC website)

**Motion:** The Faculty Executive Committee proposes that the attached “F. FACULTY GOVERNANCE STRUCTURE” replace the existing Part Two, Section II, F in the Faculty Handbook and that subsections F, 16 and F, 17 be relabeled as G and H, respectively.

If approved, “1. The Service Cycle” will go into effect beginning September 2016. Also, if approved, “The Service Cycle” shall be re-evaluated in seven years, i.e., in 2023-24.

**Rationale:** The proposed changes clarify policies in the Faculty Handbook regarding the faculty governance service expectations and obligations of faculty for purposes of retention and promotion. The goal of the cycle is to ensure broad participation and service sharing in faculty governance—including fair workload sharing across generations—while leaving maximum freedom for faculty to choose from governance service options based on stipulated minimum expectations for said service. In addition, the proposed system assures continuity of committee membership (at present, membership is often interrupted by sabbatical leaves).

**F. FACULTY GOVERNANCE STRUCTURE: THE SERVICE CYCLE** (from 2015—2016 FHB):

Skidmore faculty is expected to participate in the faculty governance committees whose functions are the ultimate responsibility of the faculty (i.e., tenure, promotion, curriculum, academic standards, and academic freedom). These committees of the faculty are currently listed in Part Two, Section II, F (2) (a—o). The Service Cycle establishes a rotation structure primarily for service on these committees and on the IPPC. For all-college committees, ad hoc committees, or student government committees, FEC will appoint faculty from the ad hoc pool according to their preference. The ad hoc pool is constituted by faculty who are in their service cycle [i.e., governance service period] \*but not serving on a committee and by junior faculty in their second or third year.

The cycle establishes a college-wide seven-year rotation cycle for faculty governance service. Faculty will rotate in and out of service based on a governance service cycle that reflects their individual sabbatical cycles: three years in, four years out. Each faculty member can choose any three consecutive years of his/her sabbatical cycle to serve (i.e., years 1-2-3 or 2-3-4 or 3-4-5 or 4-5-6). This gives maximum freedom to the faculty in determining the time of their service while maintaining a key advantage of the cycle: continuity of service on our core committees.

One year of faculty governance committee service will be expected from untenured tenure-track faculty in either their second or third year. For instance, untenured tenure-track faculty may serve on ad hoc committees, task forces, or working groups, or as replacements for short-term committee vacancies. This experience will introduce them to faculty committee work and will provide an opportunity to forge relations with their new colleagues. Junior faculty will then come up for their first full three-year service cycle in years 5-6-7 or 6-7-8 or 7-8-9 or 8-9-10.

Full-time non-tenure-track faculty have the right, and are welcome, to participate in faculty governance. They will express their willingness to serve at the appropriate time as part of the process that establishes the pool of faculty who are available for service in the following year.

The cycle determines who is available for service in any particular year. Faculty at large will still determine, by way of election, who serves on any particular committee. There will be, however, only one election per year. The year prior to their service, faculty will fill out their individual “Service Preference List,” ranking the various committees, from which a ballot will be determined. All eligible faculty members will then vote to establish committee membership. In general, faculty members will not serve on more than one faculty committee at any one time. Faculty who are willing to serve more are welcome to serve beyond the minimum three years.

Exemption to the cycle will be determined by the Dean of the Faculty/Vice President for Academic Affairs in consultation with FEC.

*\*NOTE: The current FHB language uses “service cycle” in two different ways: (1) to denote the six-year period between sabbaticals and (2) to denote the three-year period during which an individual faculty member performs his or her governance service. FEC has chosen to refer to (1) as the “governance service cycle” and to (2) as the “governance service period” (see the Glossary on pages 3—4 of this primer). FEC will recommend housekeeping changes to the FHB in the near future to reflect this distinction between governance service cycle and governance service period.*

**PART 2: GOVERNANCE SERVICE COMMITTEES**

FACULTY SERVICE CONSISTS OF GOVERNANCE SERVICE AND NON-GOVERNANCE SERVICE. OUR FOCUS HERE IS ON GOVERNANCE SERVICE. **PLEASE REFER TO Figure 1.**

STANDING COMMITTEES (SEE FULL DESCRIPTIONS ON THE GOVERNANCE WEBPAGES):

ELECTED:

1. FEC—FACULTY EXECUTIVE COMMITTEE
2. ATC—APPOINTMENTS AND TENURE COMMITTEE
3. PC—PROMOTIONS COMMITTEE
4. CEPP—COMMITTEE ON EDUCATIONAL POLICIES AND PLANNING
5. IPPC—INSTITUTIONAL POLICY AND PLANNING COMMITTEE
6. CAFR—COMMITTEE ON ACADEMIC FREEDOM AND RIGHTS
7. CC—CURRICULUM COMMITTEE
8. FDC—FACULTY DEVELOPMENT COMMITTEE
9. PHF—PERICLEAN HONORS FORUM COUNCIL
10. AC—ATHLETIC COUNCIL

APPOINTED:

1. CAS—COMMITTEE ON ACADEMIC STANDING
2. CIGU—COMMITTEE ON INTERCULTURAL AND GLOBAL UNDERSTANDING
3. CSC—CAMPUS SUSTAINABILITY COMMITTEE
4. FAB—FACULTY ADVISORY BOARD
5. ASSESSMENT SUBCOMMITTEE
6. PALAMOUNTAIN PROSE AWARD COMMITTEE
7. SD—SELF-DETERMINED MAJOR
8. SRC—SUBCOMMITTEE ON RESPONSIBLE CITIZENSHIP
9. SAS—STUDENT AFFAIRS SUBCOMMITTEE

AD HOC COMMITTEES (APPOINTED—often by the President or DoF/VPAA in consultation with FEC):

1. SENIOR ADMINISTRATIVE REVIEW COMMITTEES
2. ADMINISTRATIVE SEARCH COMMITTEES
3. WORKING GROUPS
4. TASK FORCES
5. REPLACEMENTS FOR STANDING COMMITTEES

### **PART 3: GLOSSARY**

1. **The Faculty Governance Service Cycle (Figure 2):** This refers to the SIX-year time span between an individual faculty member's sabbatical years. Faculty required to serve must serve for any three consecutive years during this time, which will be known as their service period. We recognize postponements of sabbaticals will cause some anomalies in defining service cycles. We also recognize that in rare circumstances, faculty may choose to serve on a governance committee during a sabbatical. Such governance service will generally be recognized as partial fulfillment of the governance service obligation.

2. **The Governance Service Period:** This refers to an individual faculty member's chosen consecutive three-year period of governance service. The colored bars in **figure 2** illustrate the periods in which faculty in each cohort can serve.

3. **The Ad Hoc Pool (Figure 3):** The ad hoc pool will be constituted by faculty who are in their service period but are not serving on a committee (this can also include junior faculty in their second or third year, or contingent faculty) and faculty who elect to serve outside of their chosen service period (see "Voluntary Governance Service" below). Faculty in the ad hoc pool will populate ad hoc committees, senior administrative review committees, administrative search committees, working groups, task forces, and serve as replacements to standing committees, as needed.

4. **Cohort:** Faculty members required to serve will be grouped into cohorts based on sabbatical years. Each cohort has the same six-year governance service cycle. Each faculty member in a cohort can choose among four three-year governance service periods within that cohort's governance service cycle.

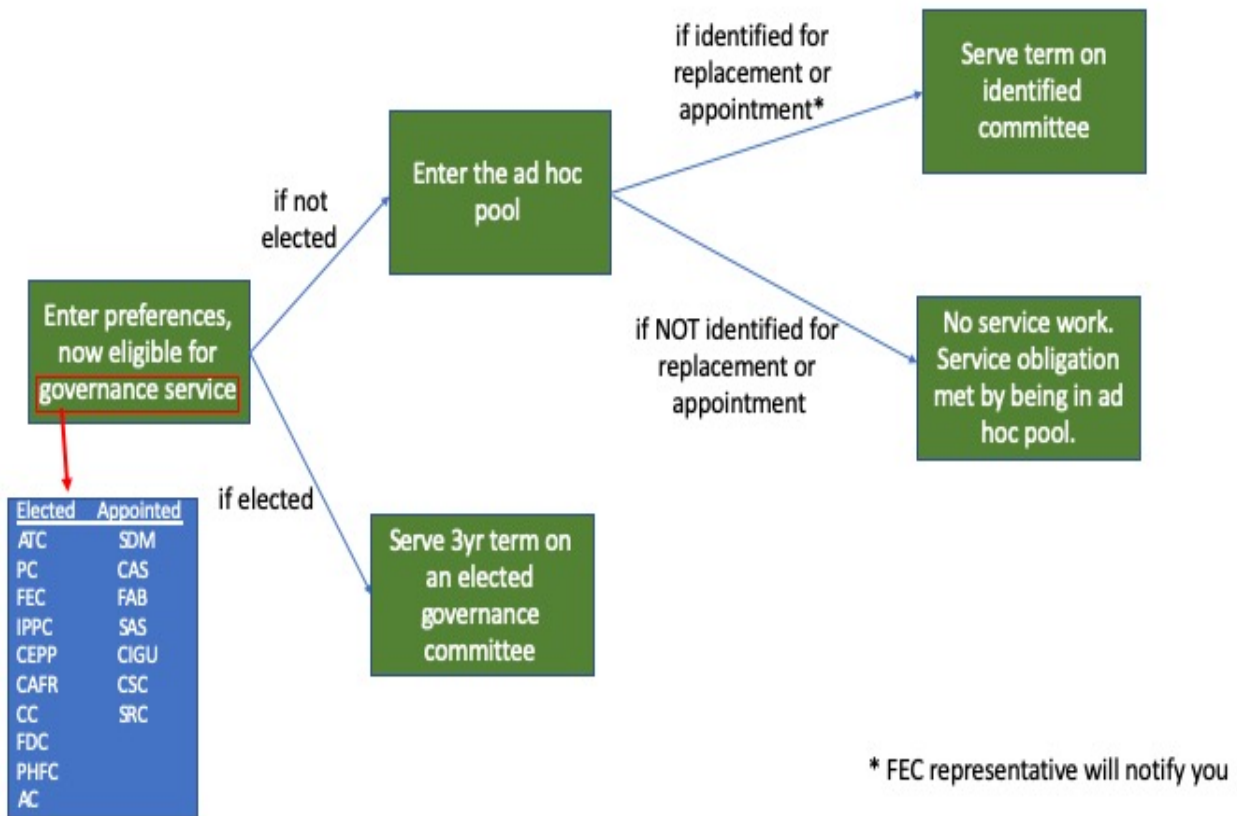
5. **Required Governance Service:** This refers to faculty required to serve in faculty governance. Faculty who are required to serve are tenured faculty, post-sabbatical, pre-tenured faculty in their 5<sup>th</sup> and 6<sup>th</sup> year, and junior faculty in years 2 and 3 of their tenure at the college.

6. **Voluntary Governance Service:** This refers to any faculty member who wishes to serve outside her/his chosen service period or to serve on more than one committee, and to contingent faculty (full-time, non-tenure track faculty) who wish to serve (although they are not required to do so).

7. **Exemptions:** Exemptions are granted by the DoF/VPAA to faculty who deserve relief from governance service. Faculty who believe they deserve an exemption from governance service will be required to submit a written petition to the DoF/VPAA. The DoF/VPAA will consult with FEC about these petitions, but the decision to grant an exemption will be at the DoF/VPAA's discretion.

**Figure 1.** Faculty Service Schematic. Diagram distinguishing governance service from non-governance service and showing the committees and other groups considered part of governance service.

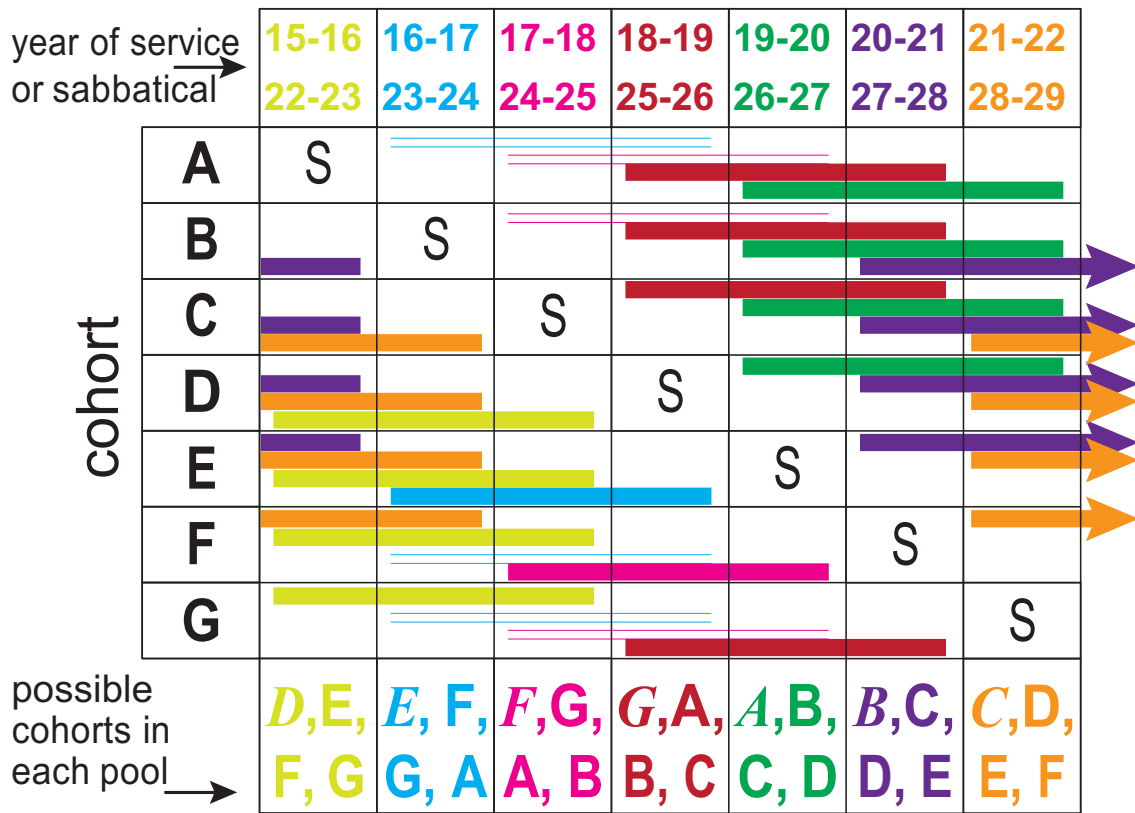
## Faculty Governance Service



Elected	Appointed
ATC	SDM
PC	CAS
FEC	FAB
IPPC	SAS
CEPP	CIGU
CAFR	CSC
CC	SRC
FDC	
PHFC	
AC	

**Figure 2.** Faculty Governance Service Cycles and Periods. Schematic diagram showing possible periods of service for tenure track faculty who are separated into cohorts based on their sabbatical year. The letter "S" denotes the sabbatical year (i.e., cohort A is currently on sabbatical). The colored bars represent possible periods of service for each cohort. For example, cohort A could choose to serve in the blue years (2016-2019), magenta years (2017-2020), red years (2018-2021), or green years (2019-2022). The groups of letters at the bottom show the cohorts that may be in an election for service that starts in a given year. For example, this year we will elect people for service that begins in fall 2016. This is the blue pool, made of a subset of people in cohorts E, F, G, and A. In this year's election, members of cohort E (*italics*) are required to serve if they have not yet met their service obligation for this sabbatical cycle. Members of cohorts F, G, and A may opt to postpone their service period until a later year.

## Faculty Governance Service Cycles and Periods



**Figure 3.** Diagram showing the routes to membership in standing committees and the ad hoc pool.

