

Faculty Executive Committee (FEC)
AY 2016-2017 Operating Code

PREAMBLE

This Operating Code is a set of guidelines for the functioning of the Faculty Executive Committee (FEC). The guidelines are just that: guidelines. Situations arise during the academic year that will require FEC 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 FEC at the beginning of each academic year and reviewed and modified at the end of each academic year.

FUNCTION AND ROLE IN ALL-COLLEGE GOVERNANCE

A. Function

1. The Faculty Executive Committee serves as the primary conduit of information and ideas into and out of the Faculty concerning all-college issues and policies. FEC oversees faculty governance and faculty participation in all-college governance.
2. FEC fosters communication within the Faculty, via both reports to the Faculty Meeting and organization of other faculty discussion meetings and forums, about all-college issues and policies. The Chair of FEC sits on IPPC in order to strengthen communication between the two committees. FEC, together with the President, the VPAA/DOF, IPPC and SGA, is responsible for the proper constitution of all-college committees and subcommittees.
3. FEC is responsible for coordinating the faculty governance cycle and for furthering democratic representation and committee efficiency. FEC is responsible for ensuring the proper constitution of faculty committees: it solicits faculty preference sheets, solicits nominations for, conducts elections for, and makes appointments to faculty and all-college committees; it provides advice about and oversight of procedures for faculty appointments to search committees for senior administrative positions; and it maintains a list of all faculty members on all committees. In addition, FEC reviews operating codes of all faculty committees and maintains files of annual committee reports.
4. FEC is responsible for ensuring that the text of the *Faculty Handbook* remains precisely as approved by the Faculty.
5. FEC convenes the Committee of Committees, which consists of faculty members from FEC, IPPC, CAPT, CAFR, CEPP, CC, FDC, and any current ad hoc committees whose presence FEC believes would be helpful to the Committee and any members of other committees who would like to attend, 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. FEC is then required to inform the Faculty at large of the issues raised by the Committee of Committees. FEC's practice is to alert all committees to the time and place of Committee of Committees meetings.

6. FEC posts Board of Trustee Meeting minutes on its web page

B. Role in All-College Governance

1. Several key faculty and college committees (e.g., IPPC, CEPP, Athletic Council, Curriculum Committee, 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 among 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.

2. In addition,

- a. The Student Senate may request a meeting with a chair or other appropriate spokesperson of a faculty or an all-college committee (on which students serve) to provide information and exchange viewpoints about committee matters that are public.
- b. Following this information meeting, the Student Senate may choose through its representatives to put the issue on the agenda of IPPC.
- c. As a result of its discussions, IPPC may choose to provide input on this issue to the original faculty or all-college 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.

II. MEMBERSHIP OF FEC

A. Four faculty members are elected to serve staggered three-year terms. The Committee will normally elect a Chair from among the continuing members.

III. BEGINNING OF THE ACADEMIC YEAR TASKS

A. The Chair requests from the Dean of the Faculty/Vice President for Academic Affairs (DOF/VPAA) a "FEC-Eligible-List." The Chair, in consultation with the other members of FEC, will review the list for accuracy and alert the DOF/VPAA to any discrepancies.

B. FEC reviews the Committee Membership List to determine if any committee members need to be replaced for the academic year or for a semester. FEC will make replacements from the Ad Hoc pool. FEC asks Committee Chairs to notify FEC if they know of or anticipate needing any replacements. FEC will make the replacements as soon as possible.

C. The DOF Office consults with FEC and then posts the Committee membership list.

D. The FEC Chair will participate in new faculty orientation to introduce new faculty to Skidmore's faculty governance system.

E. A representative of FEC should meet with student leaders and inform them of policies for exchanging information between faculty committees and student governance. This discussion should include interpretation of key language (e.g., what constitutes "public information").

F. FEC will schedule elections and make appointments to faculty committees

1. FEC will schedule a series of elections for governance committees each year.
2. FEC will inform the Faculty of deadlines for submitting preference sheets and the dates of these elections.
3. FEC will, after these elections are completed, make appointments to appointed governance committees that have vacant seats.
4. FEC will also throughout the year make appointments to ad hoc committees from faculty members in the Ad Hoc pool.
5. FEC will consult with appropriate administrators to ensure faculty representation on search committees and administrative reviews.

G. At the beginning of the fall semester, a shared governance meeting with the college's President will occur. This meeting will consist of chairs of the major committees) and the DOF/VPAA.

IV. MEETING GUIDELINES

A. The Chair will run meetings of FEC. Questions of committee governance, *Handbook* amendments, elections, appointments, administrative queries, Faculty Meeting agendas, etc., will be the primary subjects of discussion and action.

B. The duty of taking minutes at FEC meetings will rotate among the membership as determined by the Chair. The Chair, or other designated member, will place electronic copies of all minutes, once approved, in the FEC archives FEC website(see Article X below).

V. ELECTION GUIDELINES

A. FEC will hold elections to governance committees once a year. The elections to fill available seats on these committees will occur over a set period of time (usually two weeks), with one election being held each day. Faculty will vote electronically.

B. FEC will prior to holding elections get the list of those faculty who are required to serve in the forthcoming service period from the DOF/VPAA.

C. FEC will make available to FEC-eligible faculty a "Faculty Governance Preference Sheet." FEC will establish a deadline for submission of preferences from those faculty who are required or can elect to serve in the next service period. FEC will, once the deadline has passed, contact those faculty who are required to serve but have failed to submit a preference sheet. FEC will forward to the DOF/VPAA names of those faculty who fail to submit a preference sheet after two requests from FEC to submit this sheet.

D.. Ballot Building

1. FEC will ensure that only FEC-eligible faculty who are required or have elected to stand for election are on the candidate list for each committee.
2. FEC will review membership restrictions for each committee before building each committee's ballot.

a. FEC will place up to four names on each ballot, with the option to include a fifth name if the committee has more than one opening. FEC will try to populate ballots with faculty who have listed that committee as their first choice. If fewer than four candidates have listed the committee as their first choice, FEC will proceed to those faculty who have listed the committee as their second choice. FEC will continue in this way until the ballot is populated. If more than four faculty have chosen the committee as their first choice, FEC will devise a process to select the four candidates who will populate the ballot.

E. Announcing the Results

1. FEC certifies the results of all elections. The outcome of each election is then announced to the Faculty at large. The announcement should include the date, the committee name, the names and departments of the elected individuals, the total number of votes cast, and the term of service for each elected individual. In addition, the election schedule, vote tallies, and announcements of results should be sent to the DOF/VPAA for his/her records.

F. Record Keeping

1. All vote tallies are maintained by FEC. Announcements of results are retained electronically and in hard copy by the DOF/VPAA Office for a period of three years, after which they are turned over to the Skidmore College archives. The FEC Chair also places these materials in the Committee's archives (see Article X below).

VI. APPOINTMENTS AND REPLACEMENTS

A. FEC will meet after elections to elected governance committees are completed to make appointments to those appointed governance committees that have vacancies. FEC will refer to faculty preferences for each committee when making these appointments. FEC will also take into account committee needs and faculty development when making these appointments.

B. Consultative appointments.

1. In those instances where committee or subcommittee appointments are made by others in consultation with FEC, the following procedure applies:

- a. FEC requests lists of candidates under consideration;
- b. FEC requests a rationale for the recommended appointments;
- c. FEC provides its input as to the appropriateness of the appointments;
- d. The appointing body retains the right to make the final appointments.

2. In those instances where FEC makes appointments in consultation with other parties, the following procedure applies:

- a. FEC forwards a list of candidates to the appropriate person or body;
- b. FEC provides a rationale for the recommended appointments;
- c. FEC receives input as to the appropriateness of the appointments;
- d. FEC retains the right to make the final appointments

C. Replacements.

1. When a faculty member of an elected committee needs to be replaced, the replacement should be made after consultation with the committee concerned. The consultation should focus on the replacement procedure, not on replacement candidates.
2. FEC will choose replacements by taking into account such factors as faculty preferences for governance service, faculty performance in the last election to the committee, and junior and non-tenure faculty interest in and need to participate in governance service.
3. Newly elected FEC members may be invited to omnibus appointment meetings in the spring.

VII. OVERSIGHT OF THE *FACULTY HANDBOOK*.

A. FEC is charged with overseeing changes to the *Faculty Handbook*. This oversight is done in consultation with CAPT, CAFR, SGA, and the Administration. The master copy of the *Faculty Handbook* is maintained by the Office of the Dean of the Faculty/Vice President for Academic Affairs. The outgoing FEC Chair must submit by June 1 any changes that have come to his/her attention over the course of the year to the Dean of the Faculty/Vice President for Academic Affairs. The Chair of FEC, in coordination with the Dean of the Faculty/Vice President for Academic Affairs and, where appropriate, the President of SGA, revises the *Faculty Handbook* in order to present the *Handbook* at the first fall Faculty Meeting. The revised *Handbook* then must lie over for one month before it is voted on. The *Handbook* becomes official only after the Faculty have adopted the revisions. (*Handbook* Part One, XXI describes the procedures for amendments).

VIII. COMMITTEE OF COMMITTEES.

A. The Committee of Committees (COC) is convened twice a year, once in the fall and once in the spring.

B. The first session, held in early December, permits FEC to discern the state of interactions among member committees and between them and the Administration, and to discuss ongoing issues and problems with committee operations. As a courtesy, the Chair of FEC writes up a summary of FEC's assessment, omitting names, and sends this to the President and the DOF/VPAA. Should the President and/or the DOF/VPAA decide that they would like to address issues raised by the COC, a second session will be convened for that purpose in late January. Alternatively, the President and/or the DOF/VPAA may choose to prepare a written response to the COC minutes, which will be posted on the FEC web site.

C. The same procedures are followed in the Spring Semester.

D. FEC writes up its assessment of interactions among member committees and between them and the Administration, which is read into the minutes of the final Faculty Meeting in mid-May as FEC's Report. As a courtesy, the Chair of FEC provides the President and/or the DOF/VPAA with a copy of the Report as far in advance of the mid-May Faculty Meeting as possible; the purpose of this advance notice is to afford these administrators the option of preparing a response, to be given after the COC Report is read.

E. The Chair of FEC is responsible for scheduling all COC meetings and for securing meeting space. The Dean of the Faculty/Vice President for Academic Affairs' office traditionally pays for light refreshments at COC meetings

IX. END OF THE ACADEMIC YEAR TASKS.

A. In March, immediately following spring break, FEC sends a reminder to the committee chairs to do the following:

1. File a written annual report and send a copy to FEC for its records;
2. update their committee's Operating Code and send a copy to FEC for its records;
3. alert FEC to their need for any replacements to their committee;
4. remind them to select a chair for the following academic year;³ and
5. consult with any student representatives who will be on their committees before scheduling meeting times

B. In early May, the new Chair of FEC and a summer liaison for the Committee is selected.

C. In mid-May the Annual Report of the Committee of Committees is read into the minutes of the final Faculty Meeting (see Article VIII, Section D above).

D. In mid-May, a list is obtained of all students appointed by SGA to committees, and the administrative assistant to the Dean of the Faculty/Vice President for Academic Affairs and chairs of the relevant committees are informed of incoming student members.

E. By June 1, changes to the *Faculty Handbook* made over the course of the year are submitted to the Dean of Faculty/Vice President for Academic Affairs.

F. In June, a copy of the FEC Annual Report, along with a list of those faculty elected or appointed to committees during the academic year, is distributed to the Faculty.

G. In June, the FEC archives are updated (see Article X, below).

H. With the religious holiday calendar in mind, FEC reviews the Faculty Meeting dates for the next academic year.

³ Unless constituent committees of the Committee of Committees select a summer liaison to the Administration and inform the FEC of the liaison's identity, the chair-elect of the committee will be the summer liaison.

X. ARCHIVING OF COMMITTEE RECORDS

A. In June, the outgoing Chair of FEC must place in the Committee's archives the following items from the most recent academic year:

1. Approved minutes of FEC meetings;
2. the results of the prior year's elections and appointments;
3. Board of Trustees Observers' notes;
4. notes from Committee of Committee meetings, written responses to these notes from the Administration, and the Committee of Committees Annual Report;
5. the FEC Annual Report;
6. the newly revised FEC Operating Code;
7. reports from ad-hoc committees; and
8. any other items deemed by the Chair helpful to future incarnations of FEC.

B. The FEC Archive is a series of electronic folders, ideally accessible on the world wide web, over which Chairs of FEC will have ownership privileges. Although the FEC website may link to materials from the FEC Archive, the website and the archive are considered to be different entities. Chairs should take care to maintain the file structure in an organized and transparent manner

C. Items stored in the FEC Archive for more than three years should be turned over to the Skidmore College Archives for permanent storage. NOTE: This does not necessarily mean that the items in question should be removed from the FEC Archive. In fact, Chairs are encouraged to retain records from previous years for as long as is possible and practical.

APPENDIX A: FACULTY AND ALL-COLLEGE GOVERNANCE COMMITTEES

1. Elected:

Athletic Council

Committee on Academic Freedom & Rights (CAFR)

Committee on Appointments, Promotions, & Tenure (CAPT)

Committee on Educational Policies & Planning (CEPP)

Curriculum Committee

Master of Arts in Liberal Studies Committee (MALS)

Faculty Development Committee (FDC)

Faculty Executive Committee (FEC)

Institutional Policy and Planning Committee (IPPC)

Tenure Review Board (TRB)

Committee on Intercultural and Global Understanding of IPPC (CIGU)

Appointed:

Faculty Advisory Board

Committee on Academic Standing (CAS)

Palamountain Prose Award Committee

Responsible Citizenship Subcommittee of IPPC

Assessment Subcommittee of IPPC

Student Affairs Subcommittee of IPPC

APPENDIX B: NORMAL SEQUENCE OF ELECTIONS

Faculty Executive Committee (FEC)

Committee on Appointments, Promotions, and Tenure (CAPT)

Institutional Policy and Planning Committee (IPPC)

Committee on Intercultural and Global Understanding (CIGU)

Committee on Educational Policies and Planning (CEPP)

Committee on Academic Freedom and Rights (CAFR)

Curriculum Committee

Faculty Development Committee (FDC)

Tenure Review Board (TRB)

Periclean Honors Forum Council

Master of Arts in Liberal Studies Committee (MALS)

Athletic Council