

# FACULTY HANDBOOK, CHAPTER 8

## Faculty Governance and Committees

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## A. FACULTY GOVERNANCE AND ELECTIONS

### 1. PROCEDURES FOR FACULTY MEETING

*(approved by the Faculty, December 4, 2017)*

The regularly scheduled College of Wooster faculty meetings will continue to meet a firm end time of 6:00 pm (with a 4:15 pm start time) until the faculty elect to change the procedure.

This resolution requires that:

- Legislative items remain at the beginning of the meeting, followed by reports;
- Committees and Reports create and hold to realistic time projections for agenda items;
- One fifteen-minute extension per meeting can take place when necessary, with majority a vote;
- Items that are not discussed prior to 6:00 pm should come to the next meeting as Old Business at the start of the agenda;
- We maintain our commitment to the effective and efficient governance of faculty meetings.

### 2. PROCEDURES FOR FACULTY VOTING AT THE FACULTY MEETING

*(Approved by the Faculty, May 6, 2019)*

Beginning with the 2019-2020 academic year and until such time as the Faculty vote to change this, legislative items will be voted on in faculty meetings using the electronic voting tool Mentimeter.

#### **Background to this Proposal**

Recent study of, changes in, and observations about faculty meeting procedures;

- In Spring 2017, faculty were surveyed about their concerns and ideas regarding Faculty Meeting procedures and process.
- In May 2017, faculty voted the following changes, beginning in 2017-2018 (and ongoing):
  - End meetings at 6:00 p.m. (with approved procedures to extend meetings)
  - Legislative items first on the agenda
  - In 2018-2019, more legislative proposals are, when possible, being brought to the faculty in a two- or three-stage process, in which proposed legislation is discussed in draft form, input/response is sought, and then legislative/voting

items ensue. (Such procedures were not voted and are not recommended to be voted – committees and other bodies take on these procedures as they can.)

None of this guarantees a perfect process, but having begun to adjust to some of these changes, in this past year, we have run Faculty Meetings on schedule, passed significant legislation, and have avoided the time involved in “wordsmithing” legislation during faculty meetings.

One remaining gap in our faculty meeting process is our voting procedures. The Committee on Conference with Trustees (CWT) undertook a study of voting procedures and considered our options. Our conventional voting procedures (voice voting, show-of-hands, paper ballots) are antiquated, time-consuming, and tend not to be equitable, inclusive, or representative of a diversity of faculty perspectives. Voice voting is approximate at best and may tend to silence a diversity of voices. Show-of-hands voting is more accurate but can silence varying opinions as well. Paper ballots are time-consuming, and work against a time-constrained meeting. Robert’s Rules of Order does allow for electronic voting. After careful study by CWT—and after demonstrating Mentimeter in the March and April meetings, surveying faculty responses, and getting very positive support from faculty who tested Mentimeter—the proposal above is now presented.

Benefits of using electronic in-meeting voting with Mentimeter

- Time saved on voting can be used for discussion.
- A wider range of faculty perspectives on voting items will be represented.

### **Notes on this proposal**

- This is a “rule of order”; i.e., it is simply a rule of process, just like the 4:15-6:00 times for our meetings and the decision to put legislative items first on our agendas. Such rules are in effect until we vote to change them again. It is not a Statute change.
- Electronic voting (Mentimeter) is not used to count quorum. That remains the responsibility of the Chair of the Faculty Meeting.
- Electronic voting simply counts the majority of votes for a legislative item. Thus, it substitutes for either a voice vote or a paper ballot. Likewise, following Robert’s Rules of Order, when called for, an electronic vote can be verified by the same procedures that nonelectronic votes can be verified. This changes nothing regarding RRoO voting procedures.
- Electronic voting will be used for legislative items. Thus, it will not be used to approve the minutes of previous faculty meetings. That voice vote regarding meeting minutes is a pro forma exercise in any case, as per RRoO, meeting minutes do not need to be voted to be approved.

- To engage in electronic voting in faculty meetings, faculty members will need to bring to meetings a web-enabled electronic device (College-issued laptop, smart phone, tablet, etc.). For cases in which a device isn't functioning correctly or isn't available, Committee on Committees members will always have a supply of paper ballots available, votes via which can be anonymously added to the electronic vote tallies.

### 3. PROCEDURES FOR SPECIAL MEETINGS OF THE FACULTY

If in consultation with the Dean for Curriculum and Academic Engagement, the Provost, and the chairs of TS&T, EPC, FA, CoC and CWT, the Dean for Faculty Development identifies an issue of central importance of the faculty meriting broader discussion, a portion of a faculty meeting might be scheduled for structured discussion. Such changes to the format of the faculty meeting shall not interfere with the legislative work of the faculty, and will be scheduled no more than once a semester.

### 4. PROCEDURES FOR FACULTY ELECTIONS

*(revision approved by the Faculty May 2020)*

#### **General Principles**

The responsibilities of the Committee on Committees include: 1) to conduct nominations for and elections to the elected committees (Teaching Staff and Tenure Committee, Faculty Grievance Committee, Educational Policy Committee, Committee on Conference with Trustees, Strategic Planning and Priorities Advisory Committee, the Committee on Committees); 2) to nominate to the Faculty candidates to other faculty committees; and 3) to fill unanticipated vacancies in faculty committees. The following procedures specify the method by which these responsibilities are to be carried out.

Service on faculty committees is part of a faculty member's duties at The College of Wooster and is one of the factors used in evaluating a faculty member under the "General Value to the College" criterion. Individuals who believe that they are not able to serve on any committee during a particular year or believe that it would be inappropriate for them to serve on a particular committee shall notify the Chair of Committee on Committees in writing and that person's name shall be removed from the list of eligible candidates prior to the nominating process.

For the purposes of these elections, the **slate** is the list of nominees still under consideration, i.e., those who have been neither elected nor eliminated; a **ballot** is the nominees for which an individual has voted; and a **vote** is the selection of a nominee on a ballot. A simple majority is defined as more than one-half of the ballots cast in that round.

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a. **ELECTED COMMITTEES**

1. The elected committees of the faculty shall be elected in the Spring Semester prior to the May faculty meeting for terms beginning the following academic year.
2. Faculty members will be elected to committees for three-year terms, except for the Committee on Committees and the Faculty Grievance Committee, which have two-year terms.
3. Vacancies on elected committees shall be filled in the following manner:

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*i) NOMINATING PROCESS AND INITIAL SLATE OF NOMINEES*

The Committee on Committees will prepare for each of the six elected committees (plus the Chair of the Faculty Meeting) a list of faculty members eligible for service. These lists will include information on continuing members and the number of vacancies on the respective committee. (Faculty members already serving on an elected committee who are not in the last year of their term are not eligible for election to another committee.) A list of eligible and willing candidates will be distributed to all faculty eligible to vote prior to the formal election. Each faculty member may nominate for each committee the same number of persons as there are vacancies on the committee.

For each elected committee, the initial slate of nominees will contain a list of candidates at least three times as numerous as the number of vacancies. The Committee on Committees will certify as nominated the candidates receiving the highest number of nominating votes. In case of ties at the bottom of the list, all those tied shall be included on the initial slate of nominees.

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*ii) ORDER OF ELECTIONS*

Vacancies on committees will be filled in the following order: Chair of the Faculty Meeting, Teaching Staff and Tenure Committee, Strategic Planning and Priorities Advisory Committee, Faculty Grievance Committee, Educational Policy Committee, Committee on Conference with Trustees, and the Committee on Committees. During the elections, faculty members who are elected (including Chair of the Faculty Meeting) are ineligible for all subsequent elected committees and are removed from all remaining lists of nominees.

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### *iii) ELECTION*

1. Each election will be conducted by secret ballot. At the discretion of the Committee on Committees, elections shall be held at a regular or special legislative meeting or by electronic means. Electronic votes shall remain open for at least 23 hours after notification of all eligible faculty, and ordinarily should begin only on days when the College is in session. A quorum (over 50 percent of faculty members eligible to vote) is required for each election round to be valid. In the case that a quorum is not met, faculty shall be notified of this condition, and the election round shall be repeated, as needed.
2. On a ballot each faculty member may vote for up to the number (remaining) to be elected and may vote for a nominee only once. A slate will be created for each committee with open seats. When necessary, additional ballots may be created for committees that have multiple types of open seats (i.e., at-large and divisional seats). All elections will be conducted using ranked choice voting by committee (RCVC). Voters mark their ballots in order of preference and separate elections are held for each committee in sequence.
3. The Committee on Committees will certify as elected those candidates who are determined by ranked choice voting according to the following procedures, based on the number of seats available.

#### **(a) Single seat elections**

For single seat elections, the number of first choice votes for each candidate is tallied. If a candidate receives a majority of votes, they are elected. If there is no initial majority, then the candidate with the fewest votes is eliminated. The voters who selected the defeated candidate as a first choice then have their votes added to the totals of their next choice. This process of elimination and reallocation continues until a candidate has a majority.

#### **(b) Ties in single seat elections**

If all candidates receive the same number of first-place votes, then the Chair of the Committee on Committees will randomly determine the winner. After one or more eliminations, if all remaining candidates have the same number of votes, then a run-off election will be conducted between the remaining candidates. If, at any elimination step, there is a tie between candidates with the fewest number of votes, then all tied candidates will be eliminated.

#### **(c) Multi-seat elections**

For multi-seat elections, the Scottish Single Transferable Vote system shall be used, as follows. A quota is determined by computing the number of non-empty votes divided by one more than the number of seats available, then rounding down. All votes are initially assigned to their first choices. Each subsequent round of counting involves either fractionalized transfer of surplus votes that exceed the quota, or elimination of the candidate with the fewest votes if no candidate has a surplus. This process continues until either the number of candidates meeting the quota equals the number of available seats, or until the number of remaining candidates is only one more than the number of seats, in which case the candidate with the fewest votes is eliminated while the others are elected.

**(d) Ties in multi-seat elections**

Ties at any stage are broken based on the results of prior rounds. Any ties that cannot be resolved by the results of prior rounds will be resolved by random selection by the Chair of the Committee on Committees.

**(e) Splitting multi-seat elections into rounds**

If more than half of the elected faculty seats on a committee are to be voted upon in an election, then voting for that committee will be split into two rounds, with equal numbers of seats contested in each. If the number of available seats is odd, then the extra seat will be included in the first round.

4. Voting for elected committees will take place during the Spring semester and will conclude once all seats have been filled. The voting cycle with RCVC will be completed over a 2-3 week period.

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*iv) UNANTICIPATED VACANCIES*

An unanticipated vacancy occurring between elections shall be filled as soon as practicable. The Committee on Committees will present, as nominees, the names of the three eligible and willing individuals receiving the next highest number of votes for that committee in the last election. The standard election procedures described in part (3) above apply. Members filling such vacancies shall serve the remainder of the vacated term.

If, based on the results of the last election, there are only two such individuals eligible and willing to serve, then the election will be between those two. If there are fewer than two, then a slate of three candidates will be selected by a nominating vote from the pool of all faculty who are eligible and willing. In this case, if there is a

sole candidate from the last election, this individual advances to become one of the three, without going through the nomination process.

## 5. OTHER FACULTY COMMITTEES UNDER THE JURISDICTION OF THE COMMITTEE ON COMMITTEES

Other committees of the faculty shall be approved at a faculty meeting in the Spring Semester after the elections of the elected committees for terms beginning the following academic year.

All continuing faculty members, tenured and non-tenured, are eligible to serve on the following committees. Faculty members will be appointed to committees for one-year terms, except for Campus Council, which has a two-year term.

Vacancies on these committees shall be filled in the following manner:

- a) The Committee on Committees will nominate the faculty members for the committees. Nominations may be made from the floor. Election shall be by a simple majority.
- b) An unanticipated vacancy occurring between elections in these committees shall be filled as soon as practicable. The Committee on Committees will nominate the faculty member(s) for the committee. Approval shall be by a simple majority. Members filling such vacancies shall serve for the remainder of the vacated term.

### **APPOINTED COMMITTEES OF THE FACULTY**

*(Updated August 2020)*

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#### **a. ACADEMIC STANDARDS COMMITTEE**

*Committee Membership:* Ten. Dean for Curriculum and Academic Engagement, Dean of Students, two other Dean of Students office staff (one voting, one non-voting), Vice President for Enrollment and Public Relations (or a designate from that office), Registrar (non-voting), Associate Dean for Academic Advising, three additional faculty members.

*Purpose and Responsibilities:* The purpose of the Academic Standards Committee is to review at the end of each semester students' progress toward acquiring a degree from the College. The Committee, following the rules established by the faculty, is empowered to issue academic warning letters, place students on academic probation, continue students on academic probation, and remove from academic probation students who have achieved their grade point targets. The Committee may also require students to withdraw from the College for failure to meet minimum academic requirements; the Committee also considers for readmission those students who were withdrawn for academic failure. When

circumstances seem to warrant, the Committee is empowered to exercise discretion for exceptions. The Committee meets four times per year.

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#### **b. ALUMNI BOARD**

*Committee Membership:* Two. Two faculty members.

*Purpose and Responsibilities:* The purpose of the Alumni Board is to plan activities to strengthen the relationship between the College and its alumni and to support the College in a variety of ways. It holds events such as phone-a-thon, Homecoming Weekend, Alumni Weekend, and plans ways for alumni to assist students.

The Board meets twice a year, once each semester. Ideally service on the Alumni Board is for two years.

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#### **c. ASSESSMENT REPORTS REVIEW COMMITTEE**

*Committee Membership:* Four. Director of Educational Assessment, two faculty members, and one staff member from either Academic Affairs or Student Affairs (appointed by the Provost or Dean of Students.) Faculty appointments will be made in consultation with the Director of Educational Assessment. Members will normally serve a two-year term.

*Purpose and Responsibilities:* The Assessment Reports Review Committee will provide support and feedback to departments and programs submitting assessment reports. Responsibilities include assisting the Director of Educational Assessment to deliver three one-hour workshops for departments and programs submitting reports that year, along with working in teams to provide written feedback on submitted assessment reports.

The Committee will meet approximately five or six times a year (two to three meetings in the fall semester to provide feedback on departmental/program assessment reports, as well as assisting with three workshops over the academic year).

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#### **d. CAMPUS SUSTAINABILITY**

*Committee Membership:* Thirteen. Two Faculty Members, including the Chair of Environmental Studies, if possible (other members include two students, and representatives from the staff).

*Purpose and Responsibilities:* The committee is charged to review campus practices and make recommendations for changes in those practices that will reduce harmful effects on

the natural environment; reduce energy consumption and employ sustainable energy sources when possible; enhance awareness and experience of the natural world on campus; advance adherence to The Colleges Commitment to Environmental Stewardship; and aid in sharing information about campus sustainability practices with outside audiences, as appropriate.

*Initiatives:*

- Conducting a campus-wide survey about recycling to help the recycling subcommittee design appropriate communications.
- Supporting efforts by the student group Greenhouse to establish a Green Fund for investments in physical improvements that could reduce our environmental footprint.

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**e. CLASSROOM STEWARDS**

*Committee Membership:* Five. One faculty member from each academic division, the Associate Vice President for Facilities Management and Development, and the Director of Digital Infrastructure, or their representatives.

*Purpose and Responsibilities:* The charge of the committee is to assess needs and prioritize projects for the refurbishment of teaching spaces on campus. The goals of this process are to make transformative changes to the quality and equipping of classrooms and teaching spaces and to do so in an orderly and intelligent manner. The committee submits to the Provost a prioritized list of proposed projects to be undertaken over the following summer. Two to three meetings in the fall.

*Initiatives:*

- Solicit proposals for renovations to teaching spaces
- Review teaching spaces
- Make funding recommendation to the Provost for the highest priority projects for transformative pedagogy

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**f. CONDUCT BOARD**

*Committee Membership:* Four faculty members, the Director of Students Rights and Responsibilities (who serves as chair), staff representing various departments, and four voting student members (plus three student alternates).

*Purpose and Responsibilities:* The Conduct Board provides a forum in which complaints concerning academic, community, or individual misconduct can be heard, and the rights of both complaining and responding parties may be upheld. The board is tasked with hearing

complaints regarding misconduct brought by members of the campus community, to hear the defense offered by the accused for the behaviors giving rise to the complaints, and to assess appropriate sanctions. Members of the hearing serve on cases on a rotating basis, and cases involving potential student separation include at least one faculty member. The process takes place during the business day.

All members are asked to participate in bi-monthly meetings during the fall semester, and as needed in the spring semester. Training is required and this will be a full-day training workshop that takes place on campus during the summer and/or winter break.

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#### **g. COPELAND FUND FOR INDEPENDENT STUDY**

*Committee Membership:* Six. Five faculty members, and the Director of the Global Engagement Office (non-voting). Membership must include one representative from each of the academic divisions.

*Purpose and Responsibilities:* The committee is responsible for determining the policies for granting awards from the Copeland fund, and for determining the recipients of the awards. The Copeland Fund for Independent Study provides awards to Juniors (in the summer before their Senior year) and Seniors to enhance the Senior Independent Study projects.

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#### **h. CULTURAL EVENTS COMMITTEE**

*Committee Membership:* Six. Three faculty members, two students and one administrator (ex officio).

*Purpose and Responsibilities:* The purpose of the Cultural Events Committee is to pass judgment on funding requests from departments and programs. Top priority is given to events (speakers, etc.) that will enhance the academic life of the College. The Committee meets six or seven times per year.

*Initiatives:*

- Review and fund a wide variety of cultural events proposed by faculty, ranging from talks to musical, dance, and theater performances. Committee members gain a window onto the diverse programming sponsored by different departments.
- Encouraging more new faculty to propose cultural events.

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#### **i. FACULTY RESEARCH AND DEVELOPMENT COMMITTEE**

*Committee Membership:* Dean for Faculty Development (Chair), Three tenured faculty members.

*Purpose and Responsibilities:* The committee is responsible for overseeing faculty development opportunities and providing counsel to the Dean for Faculty Development in developing teaching, learning, and research opportunities for faculty. The committee approves applications for Faculty Funding (including the Faculty Development Fund and from endowments to support Advancing Strategic Priorities of the College and other faculty research). The committee also reviews applications to the Luce Fund for Distinguished Scholarship and makes recommendations to the Provost.

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**j. GLCA ACADEMIC COUNCIL REPRESENTATIVES (GREAT LAKES COLLEGES ASSOCIATION)**

*Committee Membership:* Two. Two Faculty Members.

*Purpose and Responsibilities:* The members of this committee represent the College at meetings of the Academic Council of the Great Lakes Colleges Association. Each member campus sends two representatives to the Academic Council. Of these twenty-six, three are selected as a steering committee to represent the Council on the Board of Directors. The charge of the Academic Council is to consider current issues in curriculum and other faculty-related matters for two chief purposes: 1) advising GLCA as to timely areas for program development and 2) informing campus discussions with knowledge of current issues on similar campuses. Each member of the Council is charged with reporting to the Council on behalf of their campus and with reporting back to their Curriculum/Academic Programs Committee on Council discussions.

*Initiatives:*

- Contribute to Presidential Summits on Mental Health & Wellness (2019), Title IX and Sexual Respect (2014), and Diversity and Inclusion (2008)
- Partnering with the Global Liberal Arts Alliance, an international partnership of 30 liberal arts institutions in 18 countries

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**k. GLOBAL ENGAGEMENT OFFICE (GEO) ADVISORY COMMITTEE**

*Committee Membership:* Six. Dean for Curriculum and Academic Engagement, Director of Global Engagement (ex officio), four faculty members (including one faculty member from Global and International Studies and one from the languages). The Committee on Committees will pay particular attention to divisional representation in appointment this committee.

*Purpose and Responsibilities:* The purpose of the Global Engagement Advisory Committee (GEAC) is to identify issues of concern or interest in off-campus study at the College, offer suggestions for planning and strategy, and provide advice to the Director of Global

Engagement. The Committee reviews endorsement proposals and makes recommendations for endorsements or de-endorsements of programs; reviews and makes recommendations regarding student petitions; makes recommendations to the Educational Policy Committee regarding changes of Off-Campus Study procedures and policies; and acts as a liaison between the Global Engagement Office and departments. The committee meets every other week.

*Initiatives:*

- The GEO Advisory Committee is active in managing student participation in off-campus study programs, promoting the development of new TREK programs led by faculty, reviewing new study abroad programs, and clarifying policies related to credit loads with the Educational Policy Committee.
- The committee reviews student applications and petitions for study abroad and provides support for staff leaders involved in crisis management and student safety (most recently during the coronavirus pandemic).

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## I. HUMAN SUBJECTS RESEARCH COMMITTEE

*Committee Membership:* Six. Four Faculty Members, the Dean for Faculty Development (ex officio), and a member of the community.

*Purpose and Responsibilities:* The Human Subjects Research Committee (HSRC), or “Institutional Review Board (IRB)” for federal purposes, is a specially constituted review body established or designated to protect the welfare of human subjects recruited to participate in research studies or assessment projects. The committee reviews all proposals from any member of the College community seeking to conduct research using human subjects. Review of proposals take place online and the committee meets every other week. The workload is heavier in the fall semester when the committee reviews the majority of proposals for I.S. research.

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## m. INSTITUTIONAL ANIMAL CARE AND USAGE COMMITTEE

*Committee Membership:* Six. Three Faculty Members (two of whom are practicing scientists experienced in research with animals and one whose primary concerns are in a nonscientific area), the Provost (ex officio), the College veterinarian, the animal caretaker, and a community member unaffiliated with the college.

*Purpose and Responsibilities:* The Institutional Animal Care and Usage Committee (IACUC) is a specially constituted review body established to protect the welfare of animals used in

research studies or in teaching. The major activities performed by the IACUC each semester include:

- n. Review and approve proposals for animal research
- o. Inspect animal facilities and review the overall animal research program at the College
- p. Ensure compliance with applicable federal and state animal welfare requirements

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**q. LIBRARY, INFORMATION RESOURCES, AND TECHNOLOGY COMMITTEE**

*Committee Membership:* Nine. Dean for Faculty Development, Chief Information and Planning Officer, Director of Educational Technology, Librarian of the College, an additional librarian, two teaching faculty members, two students. Chair to be elected by the committee from among its members.

*Purpose and Responsibilities:* The purposes of the Library, Information Resources, and Technology Committee are to foster communication between faculty, staff, and students on issues relating to the College libraries and to IT and educational technology and to engage in short and long range planning for the establishment of facilities, services, and information content to meet the learning, research, and administrative needs of the College. The committee meets monthly and reports to the faculty once each semester and whenever need arises.

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**r. RESEARCH AND STUDY LEAVES COMMITTEE**

*Committee Membership:* Six. Provost, Dean for Faculty Development, four faculty members (who have had research or study leave(s) of at least two semesters, either consecutively or separately, as granted by The College of Wooster's Research and Study Leaves Program). The Committee on Committees will pay particular attention to divisional representation in appointment of this committee.

*Purpose and Responsibilities:* The purpose of the Research and Study Leaves Committee is to evaluate and rank the leave proposals submitted in a particular year and make recommendations to the Provost.

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**s. SCOT COUNCIL**

*Committee Membership:* Faculty will be appointed to the Scot Council and serve as members of the Standing Committees (see Article III: Standing Committees of the Bylaws of the Scot Council)

*Purpose and Responsibilities:* Scot Council exists to serve as the collective voice of the student body to the faculty, staff, administration, and the Board of Trustees. It is the unwavering purpose of Scot Council to ensure and protect the welfare, well-being, and best

interests of all students of The College of Wooster. (From Article 1, section 2 Mission Statement / Purpose of Scot Council Constitution)

According to the BYLAWS of the Scot Council:

Section 1: Faculty, Staff, and Administrator Representatives

Subsection 1.1: Faculty, Staff and Administrator representatives chosen to serve on Standing Committees whose positions are not explicitly stated below will be assigned committees by the Executive Board of Scot Council.

Subsection 1.2: Faculty, Staff, and Administrators will serve as voting members and act in an advisory capacity.

Subsection 1.3: Faculty members shall be appointed by the faculty's Committee on Committees to serve for no fewer than a one (1) year term.

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**t. STEM SUCCESS INITIATIVE ADVISORY BOARD**

*Committee Membership:* Eleven. STEM Zone coordinator, STEM Success Initiative Staff Member, Director of Educational Assessment, Learning Center staff representative, Center for Diversity and Inclusion staff representative, five STEM faculty members nominated by their departments/programs, one non-STEM faculty member appointed by Committee on Committees.

*Purpose and Responsibilities:* The purpose of the STEM Success Initiative (SSI) Advisory Board is to support the mission of the SSI through programming, assessment, and information exchange (through attending and presenting at conferences). The mission of the SSI is to empower STEM students from underrepresented groups in their academic success and STEM identity development, while cultivating an inclusive STEM community at The College of Wooster. To achieve these goals, all members of the Advisory Board except the chair are organized into three working groups (Academic Support, Professional Development, and Inclusive Excellence) which each work to organize, promote, assess, and report back about programming in the group's area. The Advisory Board holds two-hour meetings once per month. Additionally, SSI working groups meet in between monthly meetings to organize events or initiatives that they are responsible for.

## B. EVALUATION AND REVIEW OF DEANS, PROVOST & PRESIDENT

### 1. POLICIES AND PROCEDURES REGARDING THE DEAN FOR CURRICULUM AND ACADEMIC ENGAGEMENT AND THE DEAN FOR FACULTY DEVELOPMENT

The Statute of Instruction (Article IV, Sections 3, 4) outlines procedures for appointment of the Dean for Curriculum and Academic Engagement and the Dean for Faculty Development. On April 7, 2014, the faculty voted this additional legislation:

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#### a. TERM OF SERVICE

Three years of service will qualify the Deans for a guaranteed leave of at least one semester. Faculty may elect to combine their service as Dean with any prior teaching service they accrued (and for which they are eligible for a leave) for purposes of determining an appropriate leave amount to be awarded upon stepping down. The final determination of the length of leave beyond the guaranteed one semester will be made by the President, the Provost, and the Leaves Committee. Normally, the Dean for Curriculum and Academic Engagement and the Dean for Faculty Development shall serve a maximum of two terms in either position.

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#### b. PROCEDURES FOR THE REVIEW OF DEANS

The Provost shall provide formal feedback to each Dean annually. A faculty committee will conduct a more comprehensive review of each Dean in the spring semester of the second year of each term of service. This committee shall be appointed by the Committee on Committees, without the participation of the Dean for Faculty Development. The committee should solicit and compile feedback from relevant campus constituencies. The committee will then prepare a report summarizing the review. This report should be shared with the Dean, retained by the Provost, and submitted to the President.

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#### c. PROCEDURES FOR THE APPOINTMENT OF DEANS

Early in the final year of each current Dean's term of service, the Provost shall seek nominations for candidates to fill the position in the upcoming term. All nominations, whether from new candidates or an incumbent Dean seeking reappointment, should be submitted by October 1. Normally an incumbent Dean eligible for reappointment will decide whether to seek reappointment by this date and share that intention with the faculty before full applications are due. The Committee on Committees will appoint a search committee composed of faculty members and chaired by the Provost. The committee membership shall be determined without the participation of the Dean for Faculty Development. The search committee will review applications and interview candidates. In

the event that an incumbent Dean is one of the candidates, the committee will consider the previous year's review of that Dean. The committee makes a recommendation of its selected candidate to the Provost, which is subject to final approval by the President (as specified in the College Bylaws).

## 2. FACULTY EVALUATION OF THE PRESIDENT AND PROVOST

The faculty will conduct regular evaluations of the President and the Provost every three years. The presidential evaluation should be coordinated with the presidential evaluation by the Board of Trustees. The presidential evaluation committee, which is appointed by the Committee on Committees, should consider suggestions from the trustees about questions that they might consider including in their evaluation.