



6. FEC is responsible for ensuring that the text of the *Faculty Handbook* remains precisely as approved by the Faculty.

7. FEC works with the DOF/VPAA to set the agenda for Faculty Meetings. FEC chair meets with the DOF/VPAA monthly to finalize Faculty Meeting agenda and discuss governance-related issues. FEC also reviews motions brought to the Faculty Meeting by governance committees and offers feedback. For motions on changes of committee membership, FEC will ask committees to include a timeline for implementation.

8. FEC convenes the Committee of Committees, which consists of faculty members (typically the chairs) from FEC, IPPC, ATC, PC, CAFR, CEPP, CC, FDC, PHF, AC and any current (e.g. CIGU) and/or 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.

## B. Role in All-College Governance

1. Several key faculty and

continuing member who has served on the Skidmore faculty for the longest shall become chair.

### **III. BEGINNING OF THE ACADEMIC YEAR TASKS**

A. The Chair of FEC will work with staff in Communications to update membership information for the committee on the FEC webpage.

B. The Chair of FEC will work with the DOF/VPAA to craft a motion to approve the revised *Faculty Handbook* for the first faculty meeting of the year.

C. The Chair of FEC works with the DOF/VPAA to put on the first or second faculty meeting's agenda the report on the Committee of Committees meeting from the spring.

D. The Chair requests

search committees and administrative reviews.

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

K. A representative of FEC will make themselves available to student leaders and discuss area of potential interest.

#### **IV. MEETING GUIDELINES AND COMMITTEE WORKLOAD**

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 det.5q0.56rship

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.

B. FEC writes a report, omitting names, and sends it for corrections to Committee of Committee attendees, and, as a courtesy, sends it to the President and the DOF/VPAA by Jan 31 after the fall semester COC meeting, and May 31 after the spring semester COC meeting. If the President and/or the DOF/VPAA do not respond to FEC's report within one week, FEC will email the report to faculty at least 48 hours before the next faculty meeting. FEC will hold a discussion on the report at that meeting.

C. If the President and/or the DOF/VPAA wish to respond formally to FEC's report before it is distributed, the President and/or the DOF/VPAA can ask FEC to convene a second session in February or early September with the President and/or the DOF/VPAA, FEC, and relevant parties (perhaps just committee chairs of specific committees). FEC will release the report from the first session unaltered along with an additional report reflecting discussion at the second session as soon as possible after that meeting and emailed to faculty 48 hours before the next faculty meeting, where FEC will hold a discussion of the two reports. 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.

D. 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 (Note: 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.); 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, 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.

D. By June 1, changes to the *Faculty*



## APPENDIX A: BALLOT BUILDING GUIDELINES

In creating ballots, FEC has adopted the standard of multiplying the number of candidates that need to be elected ( $n$ ) by two, plus one ( $2n+1$ ) with some latitude.

The table below offers some possible ranges:

| <b>Number of openings</b> | <b>Preferred # of candidates</b> | <b>Acceptable # of candidates</b> |
|---------------------------|----------------------------------|-----------------------------------|
| 1                         | 3                                | 3 or 4                            |
| 2                         | 5                                | 4 to 6                            |
| 3                         | 7                                | 5 to 8                            |

FEC considers the following guidelines when constructing a ballot.

1. FEC respects faculty choice and always attempts to place candidates on ballots to reflect how they ranked committees under their preferences. When faculty members rank committees (1-19), FEC chooses candidates from the ranking groups formed by these choices.
2. For committees that have membership restrictions (for example, based on tenure status, department, or academic division), only faculty eligible to be elected will be on the ballot.
3. Once a faculty member is elected to a standing committee, FEC removes their name from the pool of candidates unless he or she has volunteered for additional service by filling out a second preference sheet.
4. Under normal circumstances FEC will select candidates for a ballot following faculty preferences until the preferred number of candidates is reached. FEC will select candidates from those faculty who ranked the committee most favorably among those available to serve.
5. If more candidates are needed to achieve the preferred number on the ballot, then faculty will be selected from groups that ranked the committee successively less favorably until the preferred number of candidates is reached.
6. If the last ranking group represented on a ballot has more candidates than necessary to achieve the preferred number of candidates, then the candidates from that final ranking group will be chosen randomly from that last group. For example, if three candidates ranked a committee 4th, and only one of those is needed for the ballot, that candidate will be chosen at random. (The ballot-builder feature of the committee management software orders names randomly within ranking groups, so selecting the top names from the list will achieve the goal of making randomized selections.)
7. When choosing candidates from the last ranking group to be represented on the ballot, two considerations may override the random selection from that group. First, for an election in which only one member of a department can be elected, additional members of that department would be selected for the ballot only after faculty from other departments in that final represented ranking group. Second, faculty members who will be available for full three



### Special Circumstance 1

If more faculty members than the preferred number of candidates for an available position rank a committee first in their preferences, then up to the maximum acceptable number of candidates will appear on the ballot. If more faculty members than the maximum acceptable number rank the committee first in their preferences, then the candidates will be selected randomly.

### Special Circumstance 2

FEC will select candidates to appear on a ballot for a committee for which they have given the least preferred ranking only in instances where it is necessary to achieve the minimum acceptable number of candidates on a ballot. For example, if there are 19 committees, a candidate who ranked a committee as their 19th preference will appear on a ballot only if fewer than the minimum acceptable number of candidates who rank the committee 18 or better are available. In such circumstances, FEC will choose candidates from the last possible ranking group until the minimum acceptable number of candidates on the ballot is achieved.

### Special Circumstance 3

For cases in which a faculty member from a specific group must be elected due to tenure, departmental, or divisional restrictions, at least two, but preferably three, faculty members from that group must be on the ballot. Meeting this requirement may force the ballot to

## APPENDIX B: FACULTY AND ALL-COLLEGE GOVERNANCE COMMITTEES

### A. Elected:

1. Appointments and Tenure Committee (ATC)
2. Promotions Committee (PC)
3. Faculty Executive Committee (FEC)
4. Institutional Policy and Planning Committee (IPPC)
5. Committee on Educational Policies & Planning (CEPP)
6. Committee on Academic Freedom and Rights (CAFR)
7. Curriculum Committee (CC)
8. Faculty Development Committee (FDC)
9. Periclean Honors Forum Council (PHF)
10. Athletic Council (AC)

### B. Appointed:

1. Self-Determined Major Committee (SDMC)
2. Committee on Academic Standing (CAS)
3. Faculty Advisory Board (FAB)
4. Student Affairs Subcommittee of IPPC (SAS)

## APPENDIX C: NORMAL SEQUENCE

## APPENDIX D: ELECTION CALENDAR

When possible, FEC will complete elections and appointments during the fall semester, with elections taking place prior to Thanksgiving break. The following is suggested:

1. Early September: Confirm with committee chairs the number of openings on each committee that will ne4ru0.00000912 BT