Title: Operational Guidelines for Faculty Governance

Background: This policy contains sections removed from the constitution, such as the structure of the Senate and references to committees. This eases the process of adjustments to committee structure as Idaho State Board of Education (SBOE) approval is not required for such minor changes.

Point of Contact: Office of the Provost / Vice President for Academic Affairs

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Faculty Association

Date of previous approvals by LC State authority: May 9, 2024

Date of State Board approval: N/A

Date of Most Recent Review: May 9, 2024

Summary of Major Changes incorporated in this revision to the policy: Establish web editor; update Gen Ed committee to reflect current organizational structure; other edits to reflect current practice/style guide requirements. Updated to align with the LC State Writing Style Guide and the Associated Press Stylebook.

Purpose

This document establishes operational guidelines for the Faculty Senate, Faculty Association, and Standing Committees of the State faculty. Refer to Policy 1.104 Constitution of the Faculty for general provisions regarding the definition of faculty, the function of the Faculty Senate and Faculty Association, and responsibilities of the faculty. All official business conducted by the Faculty Senate, the Faculty Association, and all Standing Committees shall follow the current edition of Robert's Rules of Order.

1. FACULTY SENATE

A. Structure

The Faculty Senate shall be constituted as follows:

i. Each instructional division of the college engaged in instruction shall elect two (2) senators to the Senate. The Library, Coeur d'Alene, and Student Affairs shall elect one (1). Each senator for a division shall be a regular member of the Faculty Association with his or her primary appointment in that division. Divisions are defined as the Library and those instructional units that are chaired by a division chair. Student Affairs shall have one (1) Senator.

ii. Up to two (2) students may be appointed by the president of the Associated Students of Lewis-Clark State College (ASLCSC). The student representatives will be ex-officio members with voice but without vote.

iii. The president, or the president's designated representative, registrar, the chair of the Curriculum Committee, and past faculty chair shall be ex-officio members with voice, but without vote in the Faculty Senate.

B. Officers

Each year by the end of spring semester, the Faculty Association shall elect a chair and a chair-elect from the faculty to take office the day following spring graduation. The chair and the chair-elect are also chair and chair-elect of the Faculty Senate. Also, each year a secretary and a

web editor shall be appointed by the chair from among the faculty, subject to confirmation by the Faculty Association.

i. Responsibilities of the chair are to:
   a) be the official leader and voice of the Faculty Association, and represent the faculty at President's Cabinet, President's Council, and other campus committees where the chair is appointed by virtue of the office;
   b) represent the Faculty Association at meetings of the Idaho State Board of Education (SBOE) held on the LC State campus and at other meetings and events where faculty representation is requested by administration;
   c) preside at Faculty Association meetings called by the chair;
   d) preside at or appoint the chair-elect or past chair to preside at all meetings of the Faculty Senate;
   e) be an ex-officio member of all standing committees with voice, but without vote;
   f) appoint the secretary and web editor of the Faculty Association, subject to confirmation by the Faculty Association;
   g) call regular meetings of the Faculty Senate during the academic year;
   h) ensure a quorum of 50% plus one (1) Faculty Senate voting members are present prior to conducting official business;
   i) perform all other duties pertaining to this office, as they arise;
   j) act as a chair of the chairs for the standing committees of the Senate;
   k) chair the Faculty Senate Cabinet and the Budget, Planning, and Assessment Committee;
   l) report balances in the Faculty Association and Benevolence Fund local accounts at Association meetings; and
   m) represent faculty in campus commencement activities, including the preparation of any required published or oral materials.

ii. Responsibilities of the chair-elect are to:
   a) assume the duties and responsibilities of the chair in the absence of the chair;
   b) perform all other duties pertaining to this office, and other such duties as may be assigned by the chair or by the Faculty Association;
   c) chair the Faculty Affairs Committee;
   d) serve on the College Foundation Board Committee;
   e) be a member of the Budget, Planning, and Assessment Committee; and
   f) be a member of the Faculty Senate Cabinet.

iii. Responsibilities of the past chair are to:
   a) chair the Student Affairs Committee;
   b) be a member of the Budget, Planning, and Assessment Committee;
   c) be a member of the Faculty Senate cabinet;
   d) be an ex-officio member of the Faculty Senate;

e) be a member of the eLearning Advisory Committee; and

f) perform other duties pertaining to this office, as may be assigned by the chair or by Faculty Association, in the event the chair cannot.

iv. Responsibilities of the secretary are to:

a) maintain an accurate record of all meetings of the Faculty Association and the Faculty Senate; and

b) send an initial copy of the Faculty Association meeting and the Faculty Senate meeting minutes in a timely manner to the chair, chair-elect, and past chair for review, and the final copy to the web editor.

v. Responsibilities of the web editor are to:

a) update and maintain the Faculty Senate and Faculty Association websites, with direction from the chair, and in accordance with campus policy;

b) coordinate and assist with mailing and communication to the Faculty Association and Faculty Senate bodies; and

c) archive Faculty Senate and Faculty Association meeting minutes.

vi. Compensation.

a) The chair may receive a stipend of $5,000 upon agreement of the provost, pending availability of funds, which is to be paid over the term of the chair's regular contract.

1) The chair shall receive a fifty percent (50%) release time from normal teaching duties during the term of service.

2) Upon the mutual agreement of the chair, provost, chair's division chair, chair-elect, and chair-elect's division chair, the chair and chair-elect may elect to receive release from normal teaching duties in a combination that will provide for a smooth transition from year to year. For example: fall semester, chair 50%; spring semester, chair 25% and chair-elect 25%, or some other combination as agreed upon by all of the above parties.

b) The chair-elect may receive a stipend of $2,500 upon agreement of the provost, and in alignment with section 6(a)(1), above, pending availability of funds.

c) The secretary and web editor may receive stipends of at least $500 each upon agreement of the provost, pending availability of funds.

d) The provost's office shall provide budget support for travel to meetings and other engagements mandated by the regular responsibilities of the chair or chair-elect.

C. Term of Office.

i. Faculty Senators. Faculty Senators are encouraged to serve for three (3) years.

ii. Faculty Chair. The chair shall serve one (1) year as the chair, and one (1) year as the immediate past chair. In the event of a resignation by the chair, the immediate past chair will assume the responsibilities of the chair for the remainder of the term.

iii. Chair Elect. The chair-elect shall serve one (1) year as chair-elect and the following year will serve as the chair. In the event of a resignation by the chair-elect, an Association meeting will be held within a month of the resignation if said resignation occurs during

the academic year, or upon resumption of the subsequent academic year if the resignation occurs during summer, for the purpose of electing a new chair-elect.

iv. With mutual agreement between the faculty chair and the chair-elect, and upon election by the Faculty Association, the faculty chair, chair-elect, and past chair may serve an additional one (1) year term.

v. Secretary. The secretary shall serve a term of one (1) year. This term may be repeated.

vi. Web Editor. The web editor shall serve a term of three (3) years. This term may be repeated.

2. FACULTY ASSOCIATION

A. Meetings. Meetings of the Faculty Association may be called with five (5) school days' notice by the president or by the chair of the Faculty Association, or in the absence of the chair, by the chair-elect of the Faculty Association, or upon the written petition of ten (10) faculty members. There will be at least four (4) meetings during the college year. The president and the chair, respectively, may call at least two (2) meetings each. The president, (or her or his designee), may preside at all meetings of the Faculty Association which the president has called, and the chair or chair-elect shall preside at all meetings they have called.

B. Secretary. The secretary of the Faculty Association shall be the secretary of the Faculty Senate, subject to confirmation by the Faculty Association.

C. Web Editor. The web editor of the Faculty Association shall be the web editor of the Faculty Senate, subject to confirmation by the Faculty Association.

D. Quorum. A quorum shall consist of not less than one fifth (1/5) of the members of the Faculty Association (as defined in Article 1, Section 5.) Proxy votes must be presented in writing to the secretary of the faculty. Proxy votes will not count in the calculation of a quorum. Where circumstances warrant electronic polling (for example, during pandemic or when the subject at hand does not justify a meeting of the full Association), an electronic poll of the faculty of the college may replace a voice or written vote. When requested by a majority vote of the members of Association, the written or electronic polls must be issued within two (2) working days of the request and returned within seven (7) working days of the request.

E. Agenda. An agenda listing all subjects to be voted on by the Faculty Association, other than routine matters, shall be issued to all members of the faculty at least two (2) days in advance of each meeting of the Faculty Association, except as provided in clause D of this section.

i. Responsibility. The President may be responsible for and may issue the agenda when she or he has called the meeting. The Faculty Association chair (or chair-elect in the absence of the chair) shall be responsible for and issue the agenda when the chair (or chair-elect) has called the meeting.

ii. Agenda Items. Individual members of the college community who wish to suggest items for the agenda shall submit them to the president if the president has called the meeting, or to the chair (or chair-elect) if the chair (or chair-elect) has called the meeting. No items may be considered under this clause, unless presented within the proper time limit (see Article II, Section 4 for Agenda and Article II, Section 5, E. Agenda for Emergency Meetings), or unless the presiding officer considers the matter at hand "routine" business.

iii. Resolutions Requiring Action. Ten (10) or more members of the college community desiring to submit a resolution which requires action at the next Faculty Association meeting shall submit the signed resolution to the president at least three (3) school days

prior to the meeting. Such resolutions shall be published in full and included with the agenda.

iv. Proposed Changes of Written Policies or Regulations. Any proposed change in written policy or regulation which requires action at the next Faculty Association meeting must be published in full with the agenda, or final action on the proposal must be delayed until the next Faculty Association meeting.

v. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the total faculty, the president or the Faculty Association chair shall declare the emergency, and thus call the meeting. In such circumstances, the agenda may be limited to items approved by the president, if the president calls the meeting, or by the chair if the chair calls the meeting, and should be published not less than two (2) school days prior to the emergency meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds (2/3) of the members of the total faculty in attendance at the emergency meeting. A quorum, as indicated in Article II, Section D ~~3~~, must be present to conduct any business. None of the rules stipulated in this clause may be suspended or altered.

3. COMMITTEES

Section 1 – General Provisions

A. The word "committees" is a general term describing all committees, sub-committees, councils, boards, and similar bodies.

B. The Faculty Senate appoints all standing committees other than those reserved to the president or designee.

C. The president is responsible for appointing ad hoc committees of a fact-finding nature to provide advice and to appoint committees made up solely of administrators; the president, or designee, may also appoint committees for delegation of administrative tasks.

D. The establishment, discontinuance, or restructuring of a standing committee requires a constitutional amendment, except for committees required by Idaho SBOE policy or eliminated by the Idaho SBOE.

E. Unless otherwise indicated, no standing committee will be chaired by the administrative officer who is substantially responsible for implementing the policies or recommendations of the committee.

F. The president of the college, or her or his designee, and the chair of the faculty, or her or his designee, are members ex-officio, with voice, but without vote on all committees.

G. Divisions for purposes of committee membership are defined as those instructional units that are chaired by a division chair.

H. The tenure of individual members on standing committees may not be terminated within their stated term of office except for cause and with the concurrence of the Faculty Senate.

I. Committees meet on the call of the chair. Committees may be convened by one-half (1/2) of the members on the committee with one (1) day written notice to all other members. All committees will be convened by the last week of September. A quorum for committee meetings shall consist of 50% plus one (1) committee member.

J. Proxy votes are not permitted. Committee chairs shall maintain records of individual committee member participations and report any members failing to participate regularly to the Faculty Senate Chair.

K. Unless otherwise provided, all committee assignments terminate on September 1 of the year of termination.

L. Standing committees shall keep minutes and shall distribute them to all members on the committee.

M. All committees shall have the power to appoint subcommittees in addition to those spelled out in this constitution for a specific purpose within the realm of that standing committee's function.

Section 2 – Standing Committees of the Faculty Senate – General Information

A. Appointment. The Faculty Senate will appoint all faculty members on campus-wide committees. Administrative members will be appointed by the president of the college, or designee, and student members will be appointed by student body president, or designee.

B. Reporting.

i. Each committee will make progress reports to the Senate when such reports are requested by the Senate chair. These may be written or oral reports, should identify time and place of committee meetings, and should describe current status as well as future goals of the committee.

ii. Recommendations for Senate action should be printed and distributed to Senate members prior to the Senate meetings at which they will be presented.

C. Meetings. Meetings will be open to general faculty except when such open meetings would be an infringement of individual rights.

D. Terms of Office. A term consists of one (1) year unless otherwise stated in Section 3.

Section 3 – Standing Committees of the Faculty Senate

A. Faculty Affairs Committee.

i. Function. The responsibilities are to:

a) recommend and monitor policies regarding evaluation, promotion, tenure and merit of the faculty;

b) conduct a continuing study of salaries, professional problems, welfare, retirement practices, and working conditions of members; and

c) coordinate and facilitate faculty development grants, sabbaticals, and offerings in concert with the provost.

ii. Structure.

a) The Faculty Affairs Committee will consist of one (1) faculty member from each division and one ex-officio (1) representative from Student Affairs with voice but without vote. Each faculty member is encouraged to serve for two (2) years.

b) The chair-elect of the Faculty Senate is the chair of the Faculty Affairs Committee, per Article I. B. 2(c)., with voice but without vote. If the chair-elect is serving as the division's representative on the committee, the chair will provide the division's vote. In no instance shall any division have more than one vote on the committee.

B. Student Affairs Committee.

i. Function. The responsibilities are to:

a) recommend college policy and monitor implementation thereof in areas related to student life and student affairs, including but not limited to: student financial aid, housing, student organizations, student health, student judicial affairs, student recreation, placement, campus union activities, counseling, and student development; and

b) establish academic standards to be maintained by all students in the college and its various units.

ii. Structure.

a) One (1) faculty member from each division, at least one (1) but no more than two (2) students appointed by ASLCSC, one (1) Student Affairs representative, and one (1) administration representative. The student(s), the Student Affairs representative, and the administration representative will be ex-officio members of the committee with voice but without vote.

b) The past chair of the Faculty Association is the chair of the Student Affairs committee, per Article I.B.3(a), with voice but without vote. If the past chair is serving as the division's representative on the committee, the past chair will provide the division's vote. In no instance shall any division have more than one vote on the committee.

C. Curriculum Committee.

i. Function. The responsibilities are to:

a) generate or review all proposals pertaining to curriculum decisions, including instructional programs and courses; and

b) recommend action on curriculum matters to the Faculty Senate.

ii. Structure.

a) The Curriculum Committee will consist of one (1) faculty member from each division, the registrar, a representative from the registrar's office to serve in the capacity of secretary for the committee, the provost or designee, and one (1) student appointed by ASLCSC. The registrar, the representative from the registrar's office, the provost or designee and the student will be ex-officio members of the committee with voice but without vote.

b) The chair of the Curriculum Committee will be a faculty member elected by the Curriculum Committee each spring to serve for the following academic year. The chair of the Curriculum Committee will be an ex officio member of the Faculty Senate. If a faculty member becomes chair of the Curriculum Committee and the division appoints an additional divisional representative, then the committee chair will have voice but no vote; in no instance shall any division have more than one vote on the committee.

D. General Education Committee.

i. Function. The responsibilities of the General Education Committee are to:

a) review and recommend changes in General Education throughout the college and in the General Education Core Curriculum;

b) monitor the effectiveness of General Education throughout the college and the General Education Core Curriculum;

c) publicize, promote, and advocate for General Education among the students, faculty, and staff of the college;

d) maintain an ongoing study of general education philosophies and models nationwide; and

e) coordinate college-wide actions to maintain the relevance of General Education in a changing society.

ii. Structure.

The General Education Committee will consist of five (5) faculty elected by the Faculty Association. Each member will serve a three-year term. The members must be selected from five (5) different divisions. At least three members shall have experience teaching courses in a GEM competency area as outlined in State Board Policy III.N. The chair of the committee will be elected annually by the committee from among the members of the committee. In the case that there is not an elected member of the General Education Committee who is also an assessment coordinator, the chair will invite the assessment coordinators to send a non-elected, non-voting representative to General Education Committee meetings.

E. Budget, Planning, and Assessment Committee.

i. Function. The responsibilities are to:

a) serve as a communication link among the Faculty Senate, divisions, and president regarding budget, planning, and assessment, including participating in annual Functional Area Committee reviews and reporting findings back to the president; and

b) serve as initiator of any faculty-related funding requests forwarded to administrations as part of the annual resource allocation process.

ii. Structure.

a) The Budget, Planning, and Assessment Committee will consist of one (1) faculty member from each division, the past chair, and the chair-elect. If the past chair or the chair-elect is serving as a division's representative on the committee, that individual will provide that division's vote. In no instance shall any division have more than one vote on the committee.

b) The Chair of the Faculty Association shall serve as chair of the Budget, Planning, and Assessment Committee, per Article I.~~6~~.B.1.~~h~~ k, with voice but without vote. If the chair is serving as the division's representative on the committee, the chair will provide the division's vote. In no instance shall any division have more than one vote on the committee.

F. Faculty Senate Cabinet.

i. Function. The responsibilities are to:

a) serve as a clearinghouse for issues to be assigned to committees;

b) assist the faculty chair in attending meetings, communicating with campus groups, and monitoring policy implementation; and

c) provide an advisory function for the faculty chair.

ii. Structure.

The Faculty Senate Cabinet will consist of the following members: the faculty chair (also the cabinet chair), the faculty chair-elect, the secretary, web editor, the senator chairs of each standing committee, and the past faculty chair.

Section 4 – Hearing Board

A. Function. In accordance with grievance procedures as stated in the Policy and Procedures Manual, the Hearing Board shall serve as the institutional board of appeals for faculty and students. Upon request it shall review all policy changes, testing them for consistency with the constitution. The Board shall seek such information from students, faculty, administration, and the Idaho SBOE, as it may deem necessary to accomplish its task.

B. Structure

i. Membership. The Faculty Hearing Board shall be composed of seven (7) faculty members (the majority of whom shall be tenured), and two alternates (2) for a total of nine (9) committee members. Members are elected or appointed as follows:

a) Faculty Association: Elects three (3) faculty committee members

b) President: Appoints three (3) faculty committee members

c) Faculty Senate: Elects one (1) faculty alternate, one (1) division chair committee member, and one (1) division chair alternate

ii. Committee Chair. The committee chair shall be elected each year from the voting members of the Faculty Hearing Board. Five (5) hearing board members (the committee chair and four (4) members), plus one (1) alternate (non-voting) member, will hear a faculty grievance and render a recommendation by majority vote.

iii. Students. In cases involving students, four (4) students shall be included, with voice and vote, in the hearing board membership. The students shall be appointed by the ASLCSC president.

C. Term of Service. Members of the Faculty Hearing Board shall serve for a period of three (3) academic years, one-third (1/3) of the faculty members being selected each year. No more than three (3) new board members shall join the board in any given year.

Section 5 – Standing Tenure and Promotion Review Committee (STPRC) for academic faculty

A. Function. The responsibilities are to:

i. uphold the philosophy toward tenure/promotion as set forth in the Policy and Procedures Manual;

ii. establish, review, and monitor tenure/promotion criteria, policies, and procedures;

iii. meet with new hires and discuss tenure/promotion process;

iv. oversee and approve formation of the Individual Tenure and Promotion Committees;

v. review all applications for tenure/ promotion when the IPC, division chair or dean recommends against promotion/ tenure or when the applicant is a division chair, and forward its recommendations to the applicant, the division chair, the dean, the applicant's Individual Tenure and Promotion Committee, and the provost;

vi. plan annual recognition for newly tenured/promoted faculty; and

vii. oversee the periodic performance review process.

B. Structure. STPRC will be constituted as follows: a tenured faculty member from each academic division, and a chair. All members will be elected by the Faculty Association at its spring meeting. At least 50% of the STPRC faculty members must hold full-professor rank.

C. Term of Service. All members will serve three-year terms. No member may serve more than one (1) consecutive term. A tenured faculty member, elected by the Faculty Association, will serve as chair for a one-year term and will vote in the event of a tie. No faculty member may serve on the STPRC during an academic year when her or his own application is being considered.

D. No member of the STPRC may serve on an Individual Tenure/Promotion Committee for academic faculty.

E. In consultation with the provost, the committee will review its own membership for areas of conflict of interest.

Section 6 – Standing Promotion Review Committee (SPRC) for Career & Technical Faculty

A. Function. The responsibilities are to:

i. uphold the philosophy toward promotion as set forth in the Policy and Procedures Manual;

ii. establish, review, and monitor promotion criteria, policies, and procedures;

iii. meet with new hires and discuss promotion process;

iv. oversee and approve formation of the Individual Promotion Committees (IPC);

v. review all applications for promotion when the IPC, division chair or dean recommends against promotion or when the applicant is a division chair, and forward its recommendations to the applicant, the division chair, the dean, the applicant's Individual Promotion Committee, and the provost; and

vi. plan annual recognition for newly promoted faculty.

B. Structure. The five-member SPRC will be constituted as follows: one (1) faculty member at the assistant professor level, one (1) faculty member at the associate professor level, one (1) faculty member at the full-professor level, one (1) faculty member at any rank, and a chair. All members will be elected at the spring meeting of the Faculty Association.

C. Term of Service. The associate professor faculty member will serve a three-year term; the assistant and full-professor faculty members will serve a one-year term. A faculty member, within the committee, elected by the Faculty Association, will serve as chair for a one-year term and will vote in the event of a tie. No faculty member may serve on the SPRC during an academic year when her or his own application is being considered.

D. No member of the SPRC may serve on an Individual Promotion Committee for Career & Technical faculty.

E. In consultation with the provost, the committee will review its own membership for areas of conflict of interest.

Section 7. Student Petitions Committee

A. Function. The responsibilities are to:

i. consider exceptions to LC State college policy, such as Late Add or Late Drop of a class, Late Total Withdrawal, Academic Suspension, and select Financial Aid appeals;

ii. balance the needs of the student with institutional integrity; and

iii. grant exceptions to policy when there is a compelling personal, medical, or family emergency or situation that prevented the student from adhering to policy, but only in such situations, and when supported by documentation.

B. Structure.

i. Membership. The Student Petitions Committee shall be composed of four (4) faculty members, one (1) Division Chair, a Committee Chair that is a Dean or its designee; and two ex-officio members: the Registrar and the Director of Financial Aid, for a total of eight (8) committee members. Members are elected or appointed as follows:

a. Provost & Vice President of Academic Affairs: Appoints the Committee Chair/Dean;
b. Chairs' Council: Appoints the Division Chair;
c. Faculty Senate: Elects one (1) CTE faculty member, and three (3) faculty members from Academic Programs

C. Term of Service. The four (4) faculty members will serve three-year terms; there is no designated term for the Committee Chair/Dean, nor the Division Chair. The faculty members will be elected by the Faculty Senate during the spring semester.

D. Roles. Committee Chair is a non-voting member except when needed to break a tie vote. The Chair calls and leads meetings of the committee, signs petitions, and communicates decisions in writing to students, academic advisors, and relevant college offices. The division chair and four (4) faculty members are the voting members of the committee. The Registrar is a non-voting member and receives and posts petitions and supporting materials for the committee's review. The Director of Financial Aid is a non-voting member and provides policy-level (federal, state, college) guidance.

E. Limitations.

i. Financial Aid petitions are reviewed by the Financial Aid Office prior to submission to the Committee;

ii. Overload petitions are reviewed by the appropriate instructional Dean; and

iii. General Education Substitution petitions are reviewed by the Dean for Liberal Arts and Sciences.

F. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.

4. AMENDMENT OF THE OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

The operational guidelines for faculty governance may be amended by a two-thirds (2/3) vote of the members of the Faculty Association, as defined in Article 1, Section 5 of the Faculty Constitution, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full with the agenda at least one (1) week prior to the meeting or must have been presentedin writing at the Faculty Association meeting previous to the one in which the vote is to be taken.