

Adopted

16 December 1963

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COLUMBIA COLLEGE

Office of the Dean

STATED RULES: FACULTY OF COLUMBIA COLLEGE

I. Membership (University Statutes, Chapter III, and Article 100)

- A. The Faculty of Columbia College shall consist of the President, the Vice-President of the University, the Dean of Faculties and Provost, the Dean and such officers of administration and of instruction as may be assigned thereto by the Trustees.
- B. Nomination to membership in the Faculty of Columbia College shall be made by the Dean of the College, on behalf of the Faculty, through the Secretary of the University.
 1. Officers of instruction shall be eligible when they devote an average of one-half of their time to instruction in the College. Annually the Departmental Representative shall recommend to the Dean candidates for seats on the Faculty. Their appointment shall be for a term of three years and may be renewed, subject to their instruction in the College being given in the proportion described. Assistant Professors giving instruction in three University divisions through the year are eligible if one-third of their time is allocated to College courses. Membership in the faculty shall lapse if more than three regularly scheduled meetings are missed in one academic year without notice being given in advance.
 2. Officers of instruction whose past service has distinguished the College or whose present duties are of special importance to the College may be nominated by the Dean to a seat on the Faculty.
 3. Members of the administrative staff of the College who are not nominated to a seat on the Faculty may be invited annually by the Dean to attend meetings of the Faculty, but shall not have the right to vote.
- C. Right to Vote: The Faculty may invite other officers of instruction in the University to take part in its deliberations, but only Professors, Associate Professors, Assistant Professors, and officers of administration who are members of the Faculty shall have the right to vote.

II. Powers

University Statutes, Chapter III, Article 35:

The several Faculties and Administrative Boards, subject to the reserved power of the Trustees and the provisions of the Statutes, shall have the power and it shall be their duty to:

- a. fix the requirements of admissions, the program of studies, and the conditions of graduation, and to recommend for degrees students who have fulfilled these conditions.
- b. establish rules for ascertaining the proficiency of students and for the assignment of honors.
- c. fix the times of examinations other than the entrance and final examinations.
- d. prepare and publish from time to time a statement of the program of studies, specifying the studies to be pursued in each year, and in each of the departments of instruction.
- e. make all such regulations for their own proceedings and for the better government of their respective schools and colleges as shall not contravene the Charter of the Corporation, the Statutes, or any resolution of the Trustees or University Senate.

III. Limitation of Powers

University Statutes, Chapter III, Article 36:

Every proposed exercise of the powers conferred on any of the Faculties and Administrative Boards which involves a change in the educational policy of the University in respect to the requirements of admission, the program of studies or the conditions of graduation, shall be submitted to the University Senate before being recommended to the Trustees, and such recommendation shall not be laid before the Trustees until the Senate has acted thereon or until another meeting of the Senate has been held. No exercise of such power by any Faculty or Administrative Board shall take effect until the same shall have been submitted to the Trustees at one meeting, and another meeting shall have been held.

IV. Secretary of the Faculty

University Statutes, Chapter III, Article 37:

The Faculty shall elect a Secretary annually at the last stated meeting of the Faculty in each academic year. It shall be the duty of the Secretary to keep minutes of all Faculty meetings, which minutes shall be submitted to the President, after approval by the Faculty, and presented to the Trustees.

V. Meetings

- A. Stated meetings of the Faculty shall be held at 3:10 p.m., on the third Monday of every month from October to May inclusive; but if such Monday shall be a holiday, the meeting shall be held at the same hour on the Monday preceding. A meeting may be omitted if, in the opinion of the Dean, there is insufficient business to warrant calling the Faculty together. Special meetings of the Faculty may be called by the Dean or by twenty members of the Faculty at any time upon one week's notice.

- B. In its proceedings the Faculty shall be governed by the rules of order commonly observed by deliberative assemblies in this country.
- C. For ordinary business 50 members shall constitute a quorum. If a quorum shall not appear within ten minutes of the time appointed for the meeting, the members present may adjourn.

VI. Order of Business

The order of business shall be as follows:

- A. The minutes of the preceding meeting shall be read and passed upon, but reports of committees shall be omitted in such reading unless requested.
- B. Communications from the President, the Vice-President, and the Dean of Faculties and Provost shall be received and considered.
- C. Communications from the Dean shall be received and considered.
- D. Special orders.
- E. The reports of standing committees, in their order, shall be received and considered.
- F. Unfinished business.
- G. New and miscellaneous business.

VII. Committees

- A. There shall be the following standing committees:
 - I. Committee on Instruction, to consist of the Dean, who shall serve the Committee as Chairman, and the Associate Dean ex officio, and seven members of the Faculty, elected by it for terms of three years each, not all to run concurrently. Two students, appointed by the Dean, with the approval of the Committee on Instruction, shall be voting members of the Committee.

This Committee shall act for the Faculty in regard to all matters affecting the course of study in Columbia College and shall report to and be responsible to the Faculty for all its actions.

 - a. Courses given by the departments may be listed in the College offerings only with its approval.
 - b. The Committee must approve any modifications or exemptions from stated degree requirements which may be granted to individual students. An accounting of such modifications or exemptions granted shall be given annually to the Faculty.
 - c. Proposals for changes in stated requirements for the B.A. degree must be approved by the Committee and then by the Faculty before submission to the University Senate for ultimate referral to the Trustees.



- d. The Committee shall each year receive and examine budgetary proposals from the departments affecting instruction in the College; it shall make recommendations to the appropriate authorities following such examination.
 - e. The minutes of the meeting of the Committee shall be distributed to the Departmental Representatives for the College and such other officers of administration and instruction as the Committee judges appropriate.
2. The Committee on Admissions and Financial Aid to consist of the Dean, the Associate Dean, the Dean of Students, the Director of Admissions, the Associate Director of Admissions, and the Director of Financial Aid, all ex officio, six members of the Faculty, elected by it for terms of three years each, two members retiring annually, and three students appointed by the Dean. The Committee shall elect its own chairman.

It shall be the duty of this Committee to:

- a. recommend to the Faculty for approval the standards which shall guide the Committee in the admission of students and the awarding of financial aid.
 - b. approve the procedures for processing applications for admission to be followed by the Director of Columbia College admissions.
 - c. admit students to the College in accord with admissions standards established by the Faculty.
 - d. call on other members of the Faculty to assist it in the performance of its duties as the need arises.
3. The Committee on Honors to consist of the Dean, the Associate Dean, and an Assistant Dean designated by the Dean, all ex officio, and three members of the Faculty, elected by it for terms of three years each, one member retiring annually. The Committee shall elect its own chairman. The Committee shall be responsible for nominating to the Faculty those students to be awarded the degree with honors. The standards and ratios of such awards shall be established by the Faculty with the recommendation of the Committee on Honors.
- B. Election to Committee membership shall normally be held annually at the May Faculty meeting. Each committee may nominate candidates for its membership and nominations may be made from the floor by Faculty members. Election shall be by viva voce ballot, unless a secret ballot is requested by a Faculty member. Terms of membership shall then begin July 1 following elections.
 - C. Special Committees shall be appointed by the Dean or the Committee on Instruction unless otherwise ordered.
 - D. The reports of all Committees shall be in writing and shall be received without motion for acceptance in the order of the above listing of Committees. They shall be entered upon the minutes unless otherwise ordered. If recommending or requiring any action or

expression or opinion of the Faculty, they shall be accompanied by a resolution or resolutions.

VII. Amendments

Amendments to these rules may be proposed at any regular meeting of the Faculty, but may not be voted upon before the next following regular meeting. Prior to this second meeting, notice of the proposed amendment must be sent to all members of the Faculty. To be adopted, an amendment must receive a majority of the votes of the entire Faculty. A member who cannot attend a meeting at which a vote will be taken on an amendment may give to the Secretary of the Faculty a signed absentee vote on the question.

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