

## FEC Operating Code

**FUNCTION:** To act as the primary conduit of information and ideas into and out of the faculty concerning all-college issues and policies; to oversee faculty governance and faculty participation in all-college governance; and to act as Faculty Observers of the Board of Trustees.

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. FEC, together with IPPC and SGA, is responsible for the proper constitution of all-college committees and subcommittees.

FEC is responsible for coordinating faculty committee work and for furthering democratic representation and committee efficiency. FEC is responsible for ensuring the proper constitution of faculty committees: it solicits nominations for, conducts elections for, and makes appointments to faculty and all-college committees; it provides advice and oversight of procedures regarding 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, and FEC is responsible for ensuring that the text of the Faculty Handbook appears and remains precisely as approved by the faculty.

FEC convenes the Committee of Committees (comprising faculty members of FEC, IPPC, CAPT, CAFR, CEPP, Curriculum Committee, FDC, and any current ad hoc committees whose presence FEC believes would be helpful to the Committee) 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.

Finally, FEC observes the on-campus meetings of the Board of Trustees, at the invitation of the Board, and reports its observations in writing to the faculty. (In addition, CAPT, CAFR, and the chair of CEPP meet annually with the Academic Affairs Committee of the Board of Trustees.)

**MEMBERSHIP:** Six faculty members elected to serve three-year terms, together with the three elected faculty members of the IPPC. The FEC is reviewed and modified at the beginning of each academic year.

### A. BEGINNING OF THE ACADEMIC YEAR TASKS



Every other week, the nine members of FEC will meet. The primary purpose of these meetings will be to receive information from the three IPPC faculty representatives and address issues raised on IPPC. As appropriate, FEC will make recommendations to the IPPC representatives, and/or inform the faculty of developments and seek further deliberation through faculty meetings, faculty caucus meetings, or open fora. The chair will reserve rooms for faculty caucus meetings or open fora, and will notify the Dean's office concerning scheduled meetings.

### C. ELECTION GUIDELINES

A list of elected and appointed committees and a schedule of elections is at the end of t

During the Willingness-To-Serve Period, the FEC member who is running an election will send out a daily update of the names of those who have expressed a willingness to serve.

All willingness-to-serve forms, final ballots, announcements of the results, and the tally sheets are retained electronically and in hard copy by the Executive Secretary for a period of three years, after which they are turned over to the Skidmore College archives.

## 5. Replacements

When a faculty member of an elective committee needs to be replaced, the replacement should be made, after consultation with the committee concerned, by following one of the two procedures described below. The consultation should focus on replacement procedure, not on replacement candidates.

a. A replacement may be elected as follows: a special election is to be held which follows the procedures outlined above under items I-V in this section, or

b. A replacement may be appointed as follows: the replacement should be the individual who received the next highest number of votes to those elected in the most recent election for that committee's membership, unless either that person declines or the appointment of that person would result in an incorrectly constituted committee. Because some committees place special requirements on membership, care must be taken that the replacement does not result in an incorrectly constituted committee. If necessary, the next highest vote recipient should be considered. This procedure is iterated until either the position is filled or until the list of potential candidates is exhausted. If no potential candidates are available, a special election must be held.

Procedure (b) is the usual procedure to follow for replacements for less than one academic year, unless there are no potential candidates to appoint. Procedure (a) is the usual procedure to follow for full-year (or longer) replacements. However, this guideline may be superseded by the FEC if in a specific instance a special election or some other alternative procedure is deemed to be in the best interest of all concerned.

## D. COMMITTEE APPOINTMENTS

1. FEC circulates willingness-to-serve forms for appointed committees to the faculty via e-mail. Faculty return the forms to FEC, indicating prioritized interest in service on specific committees. Appointments are made from among those willing to serve, balancing factors of individual interests, diversity of representation on appointed committees, and widespread inclusion of faculty members in committee service.

### 2. Consultative appointments:

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

\*FEC requests lists of candidates under consideration.

\*FEC requests a rationale for the recommended appointments.

\*FEC provides its input as to the appropriateness of the appointments.

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:

- \* FEC forwards a list of candidates to the appropriate person or body
- \* FEC provides a rationale for the recommended appointments
- \* FEC receives input as to the appropriateness of the appointments
- \* FEC retains the right to make the final appointments

Generally, newly elected FEC members are invited to omnibus appointment meetings in the spring.

#### E. OVERSIGHT OF THE FACULTY HANDBOOK

The FEC is charged with overseeing changes in the Faculty Handbook. The oversight is done in consultation with the CAPT, CAFR, SGA, and the Administration. The master copy of the Faculty Handbook is maintained by the Office of the Dean of the Faculty. The Outgoing FEC Chair must submit by May 15 any changes which have come to his/her attention over the course of the year to the Vice President for Academic Affairs. The Chair of FEC in coordination with the 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 lay over for one month before it is voted on. The Handbook becomes official only after the Faculty have approved the revisions. (Part One, XXI, describes the procedures for Handbook amendments.

#### F. COMMITTEE OF COMMITTEES

The Committee of Committees (C of C) is convened twice a year, for two sessions, in the Fall and in the Spring. The first session of the Fall, 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 any problems in committee operations. FEC writes up the minutes to this first session, omitting names, and sends the minutes to the President and the VPAA. Should the President and/or the VPAA decide that they would like to address issues raised by the C of C, a second session will be convened for that purpose in late January. The same procedure is followed in the Spring Semester, with the first session taking place in mid April, and the additional session in early May.

FEC then writes up an Annual Report of the C of C. The Annual Report is read into the minutes of the final Faculty meeting in mid-May.

#### G. BOARD OBSERVATION

The six regular members of FEC will act as observers to the meetings of the Board of Trustees. The protocols for Observers are as follows:

1. The Chair of FEC will request a schedule of an upcoming BOT meeting from the President's Office.
2. Observer duties on Board committees will be decided upon by the committee, and the Chair of FEC will send this information to the President's Office.
3. The Chair of FEC will obtain meeting binders when they are ready and make them available to observers.

4. Observers will take copious notes of their sessions and submit them to the Chair of FEC as quickly as possible. Confidentiality requirements will be observed by all observers.
5. The collected notes will be reviewed by FEC and then sent to the VPAA and the President to review for accuracy and with a view to operational needs of the College.
6. Any suggested emendations will be carefully considered by FEC, which will accept any changes that it deems appropriate for the operational needs of the College.
7. The notes will then be published, in password-protected form, for access by the faculty.

#### H. Faculty Caucus Meetings

FEC calls faculty caucus meetings once a semester or when faculty express a desire to hold a meeting to discuss a pressing issue. The meetings are an opportunity for faculty to discuss, as a body, issues of concern to the faculty. The discussions allow our committees to gain a sense of the faculty's opinions. Caucus meetings are run informally, and while those present may, if it is thought necessary, vote on resolutions, the results are not binding on the faculty. FEC may decide that a discussion would profit from the presence of administrators, so that they can hear faculty concerns or, when appropriate, address those concerns, and will accordingly invite administrators to attend some portion or all of a caucus meeting.

#### I. END OF THE ACADEMIC YEAR TASKS

1. The Annual Report of the Committee of Committees is read into the minutes of the final Faculty meeting.
2. In March, immediately following spring break, the FEC sends a reminder to the committee chairs to do the following:
  - a. File a written annual report and send a copy to the FEC for its records,
  - b. Update their Operating Code and send a copy to the FEC for its records,
  - c. Alert the FEC to the need for any sabbatical replacement on their committee,
  - d. Remind the faculty committees to select a chair for the following academic year,
  - e. Remind committee chairs to consult with any student reps who will be on their committees before scheduling meeting times.
  - f. 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.
3. Circulate to the Faculty a copy of the FEC Annual Report, along with a list of those faculty elected or appointed to committees during the academic year.
4. Obtain from SGA a list of names of all students appointed by SGA to

committees, and inform the administrative assistant to the Dean of the Faculty and chairs of the relevant committees of their incoming student members.

5. Select a summer liaison and new Chair for the FEC.

## H. ARCHIVING OF COMMITTEE RECORDS

The Chair of FEC must keep the prior year's election results for the appointment of one semester committee replacements. The permanent records of the Committee are kept in the archives of the College.

## I. FACULTY, ALL-COLLEGE, AND SGA COMMITTEES

### 1. Elected:

- \* Faculty Executive Committee (FEC)
- \* Committee on Appointments, Promotions, & Tenure (CAPT)
- \* Committee on Educational Policies & Planning (CEPP)
- \* Committee on Academic Freedom & Rights (CAFR)
- \* Curriculum Committee
- \* Faculty Development Committee (FDC)
- \* Tenure Review Board (TRB)
- \* Honors Council
- \* University Without Walls Committee (UWWC)
- \* External Master of Arts Committee (EMAC)
- \* Athletic Council
- \* Institutional Policy and Planning Committee (IPPC)

### 2. Appointed:

- \* Committee on Academic Standing (CAS)
- \* Integrity Board (IB)
- \* Board of Appeals
- \* Diversity and Affirmative Action Committee (DAAC)
- \* Honor Code Commission
- \* Information Resource Council (IRC)
- \* Institutional Review Board (IRB)
- \* Institutional Animal Care and Use Committee (IACU)
- \* Safety in the Workplace Committee

## J. NORMAL SCHEDULE OF ELECTIONS

### Round One

Institutional Policy and Planning Committee (IPPC)  
Committee on Educational Policies and Planning (CEPP)  
Faculty Development Committee (FDC)  
Honors Council (HC)

### Round Two

Committee on Appointments, Promotion, and Tenure (CAPT)

Curriculum Committee (CC)  
University Without Walls Committee (UWWC)  
Athletic Council (AC)

Round Three

Faculty Executive Committee (FEC)  
Tenure Review Board (TRB)  
Committee on Academic Freedom and Rights (CAFR)  
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