

Governance Document  
for  
the College of Arts and Sciences

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## GOVERNANCE DOCUMENT FOR THE COLLEGE OF ARTS AND SCIENCES

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## 1.0 Departments and Programs

### 1.1 Departments

A department of instruction is a body of full-time and part-time faculty responsible for that portion of the curriculum assigned to it by the General Faculty, the College Faculty, the President, and the Board of Trustees. All full-time and part-time faculty who teach courses offered by a department shall be members of that department.

### 1.2 Educational Policies

#### 1.2.1 Department as a Whole

Departments shall determine their own educational policy, including the conduct of courses and methods of instruction, within the framework of principles laid down by the General Faculty and the College Faculty, and by the Dean of the College of Arts and Sciences.

Matters of concern to specific departments proposed by the President, the General Faculty, the Academic Council, the Dean, or the College Faculty shall be acted upon only after the department in question shall have had reasonable opportunity to discuss them and to make recommendations.

#### 1.2.2 Individual Professors

Individual faculty members shall have freedom of course instruction within the scope of the courses assigned them so far as is compatible with the interest of the department as a whole and the framework of general principles as noted in section 1.2.1 above.

### 1.3 Departmental Voting

1.3.1 Members of a department who have voting rights in the General Faculty meetings shall have departmental voting rights. [Refer to the *Fairfield University Faculty Handbook*.]

1.3.2 Those members on leave of absence shall have voting rights only for the election of departmental chairperson. Absentee ballots must be received by the election officer of the department by the date of the election if they are to be counted for the election or in determining the needed majority.

1.3.3 A voting member of the department who is prevented by professional duties from attending a departmental meeting may designate a proxy for a specific meeting. No department member may hold more than one proxy in a departmental meeting.

1.3.4 Members of the faculty who teach in more than one department shall be entitled to vote on only the academic matters of those departments. In matters of governance, members vote in the department to which they have been appointed.

1.3.5 Any voting member of a department may make suggestions, introduce motions, or participate in discussions. Any member may consult the President, the Dean, or the College Faculty on matters affecting his or her department.

1.3.6 Full-time members of the department may, at their discretion of a majority of full-time voting members, grant partial or complete voting privileges to part-time faculty members on specific issues.

#### 1.4 Departmental Meetings

At least three meetings of the department shall be held in each semester. The chairperson also shall call a meeting at the request of any two members. A quorum shall consist of a majority of voting members (exclusive of those on leave).

#### 1.5 Eligibility for Chairpersons

All tenured faculty members are eligible for the office of chairpersons. If a department should have fewer than three eligible members, the Academic Council will determine further eligibility.

#### 1.6 Election and Appointment of Chairpersons

1.6.1 The chairperson must be elected by a majority of full-time department members. The department must choose an election officer to supervise the elections by secret ballot. Once a majority of the department has agreed on a chair, the election officer will convey that information to the department and to the Dean, who will make the appointment. The Dean may decline to appoint the elected faculty member, in which case the Dean shall state the reasons for doing so in writing to the department members within 10 business days. In such a case, the department will hold a new election.

1.6.2 If a department cannot agree upon a chairperson, the College faculty who serve on the Academic Council, after consulting the department members, and the Dean, may recommend a full-time department member who is willing to serve as chairperson and the Dean will appoint for one year. The Dean may decline to appoint the chosen faculty member, in which case the Dean shall state the reasons for doing so in writing to the department and to the College faculty who serve on the Academic Council.

1.6.3 If no eligible department member will agree to serve as chairperson, or if the procedure detailed in 1.6.2 fails to lead to the appointment of a department member, the College faculty who serve on the Academic Council, after consulting the department members and the Dean, will appoint a tenured member of the College of Arts and Sciences who is willing to serve as chairperson for one year.

1.6.4 If a chairperson is temporarily unable to serve, the department must elect an acting chairperson, following the rules in this section for the election of chairpersons. The acting chairperson will serve until the original chairperson can resume office.

1.6.5 The term of office for chairpersons shall be three years, beginning on July 1.  
*[1.6 Revised and approved 6/4/09]*

## 1.7 Responsibilities of Chairpersons

The Chairperson's relationship to other department members is collegial and it is within the context of this relationship that the chairperson's role is defined. Whenever possible, department members should assist the chairperson in carrying out department business.

Within the context of collegial relations the chairperson, in particular, is responsible for facilitating the activities of the department, promoting cooperation among its members, and fostering the department's commitment to improvement.

The chairperson is responsible for the efficient conduct of department business with respect to students, faculty and administration according to the policies established by the department and the College. Together with the department members, the chairpersons, shall:

1.7.1 Convene department meetings as necessary to address important business; distribute a written agenda of each meeting at least five class days in advance; have minutes of all meetings distributed to department members, the Dean of the College and the Senior Vice President for Academic Affairs.

1.7.2 Schedule classes and teaching assignments so that they accord as much as possible with the needs of the department curriculum, the Registrar, the individual department members, and the Dean.

1.7.3 Advise and counsel department majors.

1.7.4 Identify and facilitate long range departmental goals and planning.

1.7.5 Secure guest speakers to enrich departmental programs.

1.7.6 Prepare and administer the department budget.

1.7.7 Maintain department records and process department correspondence.

1.7.8 Submit and keep on file an annual department report.

1.7.9 Monitor and build department library holdings.

1.7.10 Manage department facilities, inventories, and equipment.

1.7.11 Cooperate in the search for funding from government agencies and private foundations.

1.7.12 Request new and/or replacement faculty and staff positions as needed; conduct a search for these positions in accord with University and Affirmative Action guidelines; make recommendations for appointment.

1.7.13 Serve as a resource person for, and coordinate the annual formative review of, untenured faculty.

1.7.14 Support continued professional growth and development of department members in teaching, research and university service.

1.7.15 Evaluate the work of the members of the department applying for tenure and/or promotion and, after consultation with at least all appropriate faculty\* members of the department, will submit all dossiers along with letters of approval or disapproval of the promotion or tenure applications to the Dean of the College in accordance with procedures described in the current editions of the *Fairfield University Faculty Handbook* and the *Journal of Record*.

\* The term “appropriate faculty” in the above shall be interpreted as follows:

- a. for promotion, all members of the department holding at least the rank in question;
- b. for tenure, all tenured members of the department.

Chairpersons may, at their discretion, delegate some of these duties to other members of the department. Chairpersons shall have a reduced teaching load and/or receive proper compensation for their services.

## 1.8 Procedures for Removal of the Chairperson

A serious breach of duties enumerated in section 1.7 above shall be grounds for removal of chairperson. The process of removal of a chairperson may be initiated by any full-time member of the department, by the Dean of the College, or by the Senior Vice President for Academic Affairs and shall follow these steps:

1.8.1 the complainant(s) must discuss the charge in a personal conference with the chairperson;

1.8.2 if the matter is not resolved the complainant(s) may place the charge on the agenda of the next scheduled department meeting;

1.8.3 if the matter is still not resolved then the complainant(s) may present the charge to the Dean of the College who shall try to resolve the problem. If the complainant(s)

choose(s) to follow this step the option to do so must be exercised within ten (10) class days following the department meeting. (if the complainant is the Dean or Senior Vice President for Academic Affairs, he or she may take the matter directly to the Academic Council after the first two steps above);

1.8.4 if there is still no resolution the complainant(s), within ten (10) business days following the meeting with the Dean, may request that the College faculty serving on the Academic Council meet to consider a motion for dismissal of the chairperson. The Council College faculty shall solicit statements from interested parties. The decision of the Council College faculty is final.

*[1.8 Revised and approved 6/4/09]*

## 1.9 Departmental Budget

An appropriation shall be made annually to each department for materials, supplies, and other costs. No expenditures beyond the authorized budget may be made except in cases of emergency and then only with the express approval of the Dean of the College.

## 1.10 Interdisciplinary Programs

Interdisciplinary programs are organized areas of study outside the regular departmental structure. The Dean appoints directors to administer the programs, usually for terms of two years, and assigns to each those duties of a chairperson necessary for the operation of the program.

## 1.11 Responsibilities of Program Directors

The Program Director is responsible for the efficient conduct of program business with respect to students, faculty and administration according to the policies established by the program and the College. The Director's relationship to other Program steering/advisory committee members is collegial and it is within the context of this relationship that the Director's role is defined. Whenever possible, Program steering committee members and other faculty teaching in the program should assist the Director in carrying out Program business, which normally includes the following:

### Curricular Responsibilities

Together with the program members, the Director shall:

1.11.1 Plan, update and coordinate the program curriculum. Coordinate each semester's courses with the registrar.

1.11.2 In consultation with the Dean (and with the Chairpersons of any untenured faculty members), select a steering committee / advisory board from full-time faculty, and others



as deemed appropriate, to discuss program curriculum, existing problems, new initiatives etc.

1.11.3 Convene program meetings with program faculty and steering committee / advisory board at least once each semester in order to address important business.

1.11.4 Advise and counsel program majors and/or minors.

1.11.5 Recruit students and promote program.

1.11.6 Facilitate activities related to periodic program review and assessment of student learning outcomes in collaboration with steering / advisory committee and faculty teaching in the program.

#### Administrative Responsibilities

1.11.7 Prepare and administer the program budget.

1.11.8 Submit and keep on file an annual program report.

1.11.9 Advertise program activities and events.

1.11.10 Keep the listing in the course catalog book up to date.

1.11.11 Keep any program brochures up to date.

1.11.12 Maintain the program web site.

1.11.13 Maintain program records and process program correspondence.

1.11.14 Be available for appropriate communication as necessitated for the program, including maintaining email and other correspondence during the summer.

#### Program Enrichment Activities may include:

1.11.15 Plan guest speakers, colloquia, performances, and other events for the program.

1.11.16 Reach out to faculty whose participation might benefit the program's curriculum; play a role in welcoming new faculty with shared interests to campus.

1.11.17 Reach out to other programs to offer and co-sponsor lectures and activities of mutual interest.

1.11.18 Monitor and build program library holdings.

#### 1.11.19 Help search for outside funding for the programs.

Directors shall have a reduced teaching load and/or receive a stipend as compensation for their services, as determined by the Dean.

*[1.11 Revised and approved 6/4/09]*

#### 1.12 Council of Graduate Programs

In order to effectively administer and oversee the growing number of graduate programs in the College of Arts and Sciences, a Council of Graduate Programs will be constituted. Membership will include two members from each of the graduate programs, generally the Graduate Program Director and the home department Chair (or her/his designee from among the other faculty members who regularly teach in the program); the CAS Dean and the Assistant Dean for Graduate Program Management; and one member appointed by the Senior Vice President for Academic Affairs, such as someone from graduate enrollment management or graduate program marketing. The Dean will serve as the Council Chair.

The College of Arts and Sciences Council of Graduate Programs will meet no less than once each semester to conduct business. The members should advise the Dean and Sr. Vice President for Academic Affairs on appropriate policy with regard to CAS graduate programs, and may be called upon to review new graduate program proposals, courses, or related materials. The Council is expected to operate in collaboration with the Arts and Sciences Curriculum Committee, the Arts & Sciences Planning Committee, or other appropriate bodies in the College in relation to graduate program matters.

#### 1.13 Responsibilities of Graduate Program Directors

The Graduate Program Director is responsible for the efficient conduct of program business with respect to students, faculty, and administration according to the policies established by the Graduate Program and the College. Graduate Program Directors are appointed by the Dean in consultation with relevant department chairpersons and the Senior Vice President for Academic Affairs. Terms are normally for three years.

#### Curricular Responsibilities

1.13.1 In consultation with the Dean, select a steering committee / advisory committee from among the full-time faculty who are members of the department and others who teach in the program (consulting with the chair of any untenured faculty members). This group should meet regularly (at least 2 times per semester) to discuss program curriculum, challenges, new initiatives, etc.

1.13.2 Plan, update and coordinate the program curriculum. Coordinate classes and teaching assignments so that they accord, as much as possible, with the needs of the program curriculum, the Registrar, the individual program members, the participating

departments, and the Dean, paying particular attention to the particular needs and schedules of students in the program.

1.13.3 Keep the listing in the course catalog book up to date. This includes ascertaining that all new courses (those added since program approval) go through appropriate course approval process (department or program and ASCC), and that courses not taught are removed according to University policies.

1.13.4 Convene program meetings with all faculty members who teach in the program at least once each year as necessary to address important business and to maintain a sense of community among these faculty members.

1.13.5 Advise and counsel program students. Assist students in identification of thesis or project advisors from among the faculty. Advise students regarding post-graduation employment and further graduate studies.

1.13.6 Facilitate activities related to periodic program review and assessment of student learning outcomes in collaboration with the steering/advisory committee and the faculty teaching in the program.

#### Administrative Responsibilities

1.13.7 Prepare and administer the program budget.

1.13.8 Submit to the Dean and keep on file an annual program report, including tracking students' post-graduation activities.

1.13.9 Work with appropriate University offices to recruit and admit students into the program.

1.13.10 Participate in the recruiting of faculty in collaboration with the department(s) as appropriate; recruit and supervise any needed part-time faculty or staff through appropriate College and university procedures.

1.13.11 Advertise and promote program activities and events on campus.

1.13.12 Work with Office of Graduate Admissions to keep program brochures and other marketing materials up to date.

1.13.13 Ensure that the program web site is up-to-date.

1.13.14 Manage any relevant program facilities, inventories, and equipment.

1.13.15 Maintain program records and process program correspondence. This includes responding to emails and other inquiries from students (prospective and enrolled),

alumni, faculty, staff, and administrators in a timely fashion, including during the summer.

1.13.16 Help with formative reviews and evaluations of faculty teaching in the program. Support faculty professional development within the context of the program.

1.13.17 Participate in the preparation of and transition to the next Program Director.

1.13.18 Routine administrative support will be provided in the home department of the Program Director; work-study and/or graduate assistant augmentation will be considered through the usual budget request process. Additional program administrative support will be shared among the appropriate Dean(s)' offices as outlined in approved program proposal documents.

Program Enrichment Activities may include

1.13.19 Work with other program members to administer program scholarships and awards.

1.13.20 Plan guest speakers, performances, and other events for the program.

1.13.21 Reach out to faculty whose participation could benefit the program's curriculum; play a role in welcoming new faculty with shared interests to campus.

1.13.22 Reach out to other programs to offer and co-sponsor lectures and activities of mutual interest.

1.13.23 Monitor and build program library holdings.

1.13.24 Organize colloquia for program faculty and students.

1.13.25 Help search for outside funding for the program.

Directors shall have a reduced teaching load and/or receive a stipend as compensation for their administrative duties, as determined by the Dean.

*[1.12 and 1.13 Approved by CAS faculty April 22, 2009]*

## 2.0 Dean

The Dean is the administrative head of the College and is appointed by the President. The Dean reports to the Senior Vice President for Academic Affairs and is responsible to him/her for properly carrying out all University policies and regulations adopted by the General Faculty, the College Faculty and the Board of Trustees. The Dean has the primary responsibility for the general quality and efficiency of the instructional programs of the College, as well as for

providing support for faculty activities and curriculum development. In addition, he/she is responsible for providing leadership in the planning, implementation, and evaluation of the College's academic programs.

(The most recent Dean's Job Description is on file in the Senior Vice President for Academic Affairs' office and is available for consultation.)

### 3.0 General Governance

#### 3.1 Membership

The faculty of the College of Arts and Sciences consists of all full-time members holding the rank of Instructor, Professor of the Practice, Assistant, Associate or Full Professor in any department or program of instruction within the College. Should unusual circumstance arise, the Dean may nominate anyone not falling within the above definition for regular membership subject to a vote of confirmation by the faculty of the College of Arts and Sciences.

#### 3.2 Function

It is the responsibility of members of the College of Arts and Sciences to debate and vote on all matters brought before them. Consistent with the Faculty Handbook and University policy, the College Faculty will establish policies on matters of academic concern, establish such sub-committees as it sees fit, and recommend to the Dean administrative practice and procedure in the implementation of policies established by the College. The College of Arts and Sciences can pass no resolutions contrary to the Faculty Handbook, nor can its resolutions be binding on other segments of the University community.

#### 3.3 Meetings

3.3.1 The Faculty of the College of Arts and Sciences shall meet at least once each semester and at other times upon call of the Dean of the College or upon petition of 1/5 of the faculty. Any member of the College may request that an item be placed on the agenda. Members wishing to place an item on the agenda must submit it at least fourteen class days prior to the date of the meeting. The agenda shall be distributed at least ten class days prior to the meeting. Substantive items (i.e., legislative or policy matters) not appearing on the distributed agenda may not be added to the agenda for that meeting but must be deferred until the next regular or special meeting of the College.

3.3.2 A quorum of the College Faculty shall consist of twenty-five percent of the full-time faculty, and all votes shall be determined by a simple plurality, except for amendment provisions noted below. Other voting rules will be in accordance with the provisions of the *Faculty Handbook*.

3.3.3 The College Faculty shall elect to staggered two-year terms a Chairperson to conduct its meetings and a Secretary to keep the minutes of the Faculty meetings. The Chairperson votes only in those scenarios described by *Robert's Rules of Order Revised* as appropriate for a chairman to vote. After due consultation with the Dean, the Chairperson shall prepare the agenda and forward it to the Secretary of the College for distribution to the College Faculty.

### 3.4 The Dean's Council

The chairpersons of all departments, and the directors of all interdisciplinary programs shall meet with the Dean at least twice a semester to review matters of academic concern and to advise the Dean on the implementation of administrative policies established by the President and the Board of Trustees, the General Faculty, the Academic Council, and the College Faculty. This body shall be called the Dean's Council. Minutes of its meetings shall be circulated to the College Faculty. In the event that a chairperson cannot attend a meeting, he/she may designate a substitute representative from the department's membership.

### 3.5 Standing and Special Committees

Standing committees are continuing committees. The College Faculty shall also be empowered to appoint special committees on any issues of its concern. The members and scope of said committees shall be determined by the College Faculty. Any committee decision may be placed on the agenda of the next regular College Faculty meeting.

#### 3.5.1 Standing Committees

##### 3.5.1.1 Arts and Sciences Curriculum Committee

The membership of the Arts and Sciences Curriculum Committee consists of members of the College who are serving on the Undergraduate Curriculum Committee and the Dean of the College.

The general purpose of this committee shall be to keep under continual review the current curriculum patterns within the College, to assess proposals from any source, and to make recommendations to College Faculty. The specific duties of the committee shall be to review and evaluate: (a) the structure and content of the College curriculum; (b) special programs; (c) academic requirements for, and quality of, undergraduate and graduate degrees; (d) proposals for new course offerings within the College. In these areas, it shall encourage and receive reports and recommendations from all sources. It shall also look into such questions on its own initiative.

### 3.5.1.2 Health Professions Committee

The Health Professions Committee is a standing committee appointed by the Dean of the College of Arts and Sciences. It is comprised of one representative from each of the following departments: Biology, Chemistry, Physics, Mathematics and Computer Science, and Psychology. In addition, one member shall be appointed from the Humanities or the Social and Behavioral Sciences (other than Psychology), plus one member at large. The Dean of the College of Arts and Sciences is a voting member of the Committee. The Dean of Academic Engagement and the Health Professions Advisor are non-voting, *ex officio* members of the Committee. The Health Professions Advisor chairs the committee.

The specific duties of the Health Professions Committee are: (a) to review qualifications of students applying to health professional schools who request a Letter of Evaluation from the Committee; (b) to determine whether to recommend those students, and, if so, at what level; (c) to assist the Health Professions Advisor in preparing students considering the health professions; and (d) to assist the Health Professions Advisor in writing the Letters of Evaluation. The Health Professions Committee advises the College on curricular issues related to the health sciences.

The Health Professions Advisor is directly responsible for the preparation of students for entry into post-graduate programs in the health professions.

The Health Professions Advisor job description is maintained by the Dean of Academic Engagement and revised in consultation with the Health Professions Committee.

*[Revised and approved 6/4/09]*

### 3.5.1.3 Arts and Sciences Awards Committee

The purpose of the Arts and Sciences Awards Committee is to solicit and review submissions of work completed by students in the College of Arts and Sciences. Awards are made annually in the areas of: humanities; visual and performing arts; natural sciences and mathematics; and social and behavioral sciences.

The committee of twelve faculty members is comprised of four subcommittees, one for each award. Each subcommittee consists of three faculty members with the majority from the relevant division or discipline, appointed by the Dean to staggered three-year terms.

*[Revised and approved 11/11/11]*

### 3.5.1.4 Arts and Sciences Planning Committee

#### Membership

The Arts and Sciences Planning Committee consists of six members of the College faculty, including the Chairperson and Secretary *ex officio*, with at least one each from the Humanities, the Natural Sciences/Mathematics, and the Behavioral and Social Sciences. At least one member should have substantial involvement in interdisciplinary programs (for example, has served, within the past three years, as a director of an interdisciplinary program or on one or more interdisciplinary program steering committees). No more than two members shall be from any one department; ideally the membership should be drawn from 6 different departments. The four *non-ex officio* members are elected by the College of Arts and Sciences to staggered two-year terms. The Dean of the College shall serve *ex officio* and chairs the meetings of the committee. All 7 members shall have full voting privileges.

*[Revised and approved 6/4/09]*

The charge of this committee is to advise the Dean and to help identify the long-range goals of the College of Arts and Sciences, and to plan for their implementation. The committee should meet at least twice each semester and report regularly to the Arts and Sciences faculty on its forming of proposed goals and on the proposed strategies for the pursuit of those goals.

### 3.5.1.5 Individually Designed Major Committee

The Individually Designed Major Committee is a standing committee appointed by the Dean of the College of Arts and Sciences. The committee of three tenured or tenure track faculty should represent a different constituency from among the humanities, the visual and performing arts, the social and behavioral sciences, the sciences and mathematics, and interdisciplinary programs. Appointments are staggered three-year terms and may be renewed. An Associate Dean of the College of Arts and Sciences, or an equivalent, chairs the committee and does not vote. The Chair schedules a meeting when application(s) have been submitted. A meeting at the end of the spring semester will include review of the graduating seniors' Assessments of their Individually Designed Majors.

The charge of the Individually Designed Major Committee is:

- to review each application for an Individually Designed Major;
- to approve, approve with required changes, suggest revisions and to resubmit for review, or reject each application; and
- to review and approve each student's Assessment of his/her Individually Designed Major during the student's final semester at Fairfield University.

*[Addition approved 3/11/11]*



#### 4.0 Amendment Procedures

All amendments to this document must be accepted by both the President of the University and the College of Arts and Sciences Faculty. The latter's approval shall be obtained by a two-thirds vote of those present and voting at a regularly scheduled meeting of the College Faculty.

*[Revised 12/9/88]*