

CHRISTOPHER NEWPORT COLLEGE

BY-LAWS OF THE FACULTY (1972)

Article I

Definition of the Faculty

Section 1. For the purpose of these By-Laws, the term "Faculty of the College" or "Faculty" shall mean the President, the Dean of Academic Affairs, and all persons holding teaching appointments as professors, associate professors, assistant professors and instructors and acceptable to the appropriate department at Christopher Newport College in Newport News, Virginia.

Section 2. All members of the Faculty shall be entitled to vote in meetings of the Faculty. All those holding Faculty rank but who are non-teaching members are invited to the Faculty meetings as non-voting members. The same applies to adjunct members.

Section 3. The presiding officer may at his discretion invite other persons to attend meetings of the faculty.

Article II

Officers of the Faculty

Section 1. The officers of the Faculty shall be a Chairman, a Vice-Chairman, and a Secretary. The President shall hold the office of Chairman. The Vice-Chairman and the Secretary shall be elected from among the Faculty for a term of one year.

Section 2. The Chairman, or, in his absence or at his instance, the Dean of Academic Affairs shall preside at meetings of the Faculty. In the absence of both, or at the instance of the President, the Vice Chairman shall preside at meetings of the Faculty. In the absence of the President, the Dean of Academic Affairs, and the Vice-Chairman, the Faculty may elect a temporary presiding officer.

Section 3. The Secretary shall record the minutes of each meeting and distribute them no later than three school days prior to the next regular meeting or read them at the next regular meeting. He shall make four copies of the minutes: one for the archives of the College, one for the President of the College, one for the Dean of Academic Affairs, and one for the Secretary. The copy in possession of the Dean of Academic Affairs may be consulted by any member of the Faculty.

Article III

Meetings

Section 1. Monthly general meetings of the Faculty shall be held during each school year at a regularly scheduled time. Notice of these meetings shall be given in writing at least two weeks in advance.

Section 2. Other general, special meetings of the Faculty may be called by the President of the College or by the Dean of Academic Affairs. Notice of such meetings shall be distributed in writing at least three days in advance.

Section 3. A special meeting of the Faculty shall be called upon the written request of a standing committee of the Faculty or upon written petition of 10% of the Faculty. The petition shall be presented to the President of the College or the Dean of Academic Affairs. If they are unable to call the meeting, the petition shall be presented to the Vice-Chairman of the Faculty; this failing, to the Chairman of the Faculty Advisory Committee; this failing, to any Department Chairman or Acting Department Chairman. The meeting shall then be called within 48 hours by the usual notices in Faculty mail boxes if possible, or by phone through department channels.

Section 4. At any meeting, a simple majority of the voting members of the Faculty shall constitute a quorum.

Section 5. No motion or resolution affecting the educational policy of the College shall be voted on in a meeting unless it shall have been submitted in writing to the Dean of Academic Affairs and copies thereof sent by him to all members of the Faculty at least three academic days prior to the date of the meeting. In emergency situations this provision may be waived only by unanimous consent of the Faculty members present.

Section 6. Meetings shall be conducted in accordance with Robert's "Rules of Order Revised for Deliberative Assemblies." At the request of any one member of the Faculty, a secret ballot shall be taken on any motion brought to a vote.

Article IV

Responsibilities of the Faculty

Section 1. It is the general responsibility of the Faculty to concern itself with the educational functions of the College and to make known its decisions to the President of the College regarding all matters related thereto. Changes in the educational functions of the College shall be effected only with the consent of the Faculty as determined at a meeting of the Faculty conducted in accordance with these By-Laws.

Section 2. The specific areas of Faculty responsibility shall include:

- (a) developing and maintaining of admissions standards, and curricula consistent with the stated goals of the College and its primary responsibility.
- (b) establishing of policy, including standards and procedures, for awarding all degrees granted by the College.
- (c) recommending to the administration procedures for maintaining and improving Faculty competence through programs of sabbatical leave, in-service instruction, attendance at professional meetings and other such items leading to professional growth.
- (d) establishing professional standards and criteria for salary increases (above cost-of-living increases), retention, promotions and tenure.

Section 3. The Faculty of the College shall determine the requirements for all degrees granted by the College.

Section 4. With respect to degrees the Faculty of the College shall:

- (a) certify the names of those students who have fulfilled the academic requirements for those degrees;
- (b) determine the academic pre-requisites for admission of students to courses and to candidacy for degrees;
- (c) determine the policy to be followed in the evaluation of credits transferred from other institutions;
- (d) determine academic standards for continuation in residence, for academic classification, and for participation in extra-curricular activities;
- (e) determine the system of grading, and the policy regarding examinations;
- (f) determine the regulations governing attendance of students in classes.

Article V

Elected Committees of the Faculty

Introduction

There shall be elected committees of the Faculty of Christopher Newport College to include:

1. Faculty Advisory Committee
2. Curriculum Committee
3. Degrees Committee
4. Academic Status Committee
5. Admissions Committee
6. Nominations Committee

No Faculty member may serve more than six consecutive years on any one committee after which he must be off that committee for at least two years. No Faculty member should serve as a voting member of more than one elected committee at a given time unless no other member of the Faculty with the necessary qualifications for the second committee assignment is available.

Section 1. 1. Members of the committees shall be elected by the Faculty from a list of candidates proposed by the Nominations Committee and by nominations from the floor. Election shall be by secret ballot. The Nominations Committee's recommendations shall be circulated at least one week before the meeting at which elections are to be held. The Dean of Academic Affairs shall be ex officio member of all elected committees. Membership of the elected committees shall in any given academic year include at least one representative from each of the following areas, and as far as possible, all teaching ranks:

1. Humanities (Language, Arts and Philosophy)
2. Mathematics and Natural Sciences
3. Social Sciences

Section 1. 2. The term of membership for elected committees shall be two years except where otherwise indicated, with members eligible for immediate re-election to the stated limit of six years.

Section 1. 3. Each committee shall, at its organization meeting (the first meeting after the regular election of new members), elect a chairman, vice-chairman and secretary, except as otherwise provided, to serve for the coming year. The secretary shall keep minutes of each meeting, distribute copies to each member of the committee, and file one copy with the secretary of the Faculty.

Section 1. 4. Election of these committees shall be conducted not later than the last scheduled Faculty meeting of each academic year. Members shall take office immediately after spring graduation.

Section 1. 5. In the case of an unexpected committee vacancy, the Nominations Committee shall recommend at the next regular Faculty meeting following the vacancy, a replacement for the approval of the Faculty. Nominations may also be made from the floor.

Section 1. 6. The Faculty shall establish other elected committees as may be required.

Section 1. 7. Committee meetings, unless otherwise required, shall follow the Robert's Rules of Order being used at Faculty meetings.

Section 2. 1. There shall be a Faculty Advisory Committee consisting of eight elected members.

Section 2. 2. The Faculty Advisory Committee shall inform itself on current developments of any sort which may affect the educational function of the College or the welfare of the Faculty, review and assess these, and bring them to the attention of the President of the College, the Dean of Academic Affairs, and committees of the Faculty, as may be appropriate, together with its recommendations for further study or action.

Section 2. 3. The Faculty Advisory Committee shall coordinate the work of all other committees of the Faculty and, in consultation with their separate chairmen, shall schedule their reports to the Faculty so as to insure their timely and adequate consideration. This provision shall not be construed to prevent any member of the Faculty from requesting a committee report at any Faculty meeting.

Section 2. 4. Representatives of the Faculty Advisory Committee may be delegated by the committee to represent the Faculty to the Board of Visitors when it may be mutually agreed by the Board, the President of the College and the Faculty that such consultation is desirable; or when requested by the Board or a sub-committee of the Board to confer with it regarding any matter concerning the College.

Section 2. 5. The elected members of the Faculty Advisory Committee shall take under advisement all grievances of either individual Faculty members or Faculty groups. The determination of the committee shall be sent to the parties directly involved, to the Dean of Academic Affairs or, if appropriate, to the President of the College, or to the Board of Visitors.

Section 2.6. The Faculty Advisory Committee shall continue to serve its designated functions when the College is not in session. Should an extraordinary situation be such that a decision of the Faculty is urgently needed at a time the Faculty is not in session and cannot be assembled, the Faculty Advisory Committee is empowered, a majority of its full membership concurring, to act for the Faculty in making such a decision. Such a decision must be reported to the Faculty at the earliest opportunity, in no case later than the next regular Faculty meeting.

Section 2.7. The Faculty Advisory Committee shall assist each committee in fulfilling its responsibilities by providing guidance on procedures for committee operation such as keeping of minutes, making reports to the Faculty, coordinating work with other committees, and so forth.

Section 2.8. In the extraordinary case that a Faculty member is unable or unwilling to meet his committee responsibilities for prolonged periods, the chairman of the committee should so inform the Advisory Committee which shall recommend to the Faculty that a replacement be made. This shall be done only after the member has had an opportunity to explain to the chairman of the committee, to the Advisory Committee or to the Faculty the reason for excessive absence or other failure to meet his committee responsibilities.

Section 3.1. There shall be a Curriculum Committee consisting of seven elected Faculty members, the Director of Curriculum Development as a non-voting member, and three students as voting members, designated by the student body as determined by the Student Government Association.

Section 3.2. Student membership shall include one representative from each of the following areas:

1. Humanities
2. Mathematics and Natural Sciences
3. Social Sciences.

Section 3.3. The Curriculum Committee shall have the following duties:

- (a) to conduct a continuing study of educational developments, regularly reviewing the educational policies and procedures of the College in the light of such developments, and to make to the Faculty recommendations based upon such study.
- (b) to initiate specific recommendations for additions in the curriculum in any field not represented by the current catalogue.
- (c) to initiate recommendations and requests for changes in the curriculum and to consider recommendations and requests for changes in the curriculum which may be brought before it by any member of the Faculty.
- (d) to determine priorities for the development of the curriculum.

Section 3.4. In performing its duties, the Curriculum Committee may call upon any member or group of the Faculty for advice and assistance.

Section 3.5. The Curriculum Committee shall bring before the Faculty proposals involving educational policy, with its recommendations for action.

Section 4.1. There shall be a Degrees Committee consisting of the Registrar (as a non-voting member acting as secretary) and six elected Faculty members, who shall each be elected for a term of three years, two terms expiring each year.

Section 4.2. The Degrees Committee shall have the following duties:

- (a) to evaluate academic credits transferred from other institutions;
- (b) to determine which students have completed the requirements for earned degrees and upon approval of the Faculty to certify their names to the President of the College.

Section 4.3. In the exercise of its duties, the Degrees Committee shall be empowered after consultation with the departments concerned to waive the literal application of degree requirements whenever, in its considered judgment, extraordinary circumstances exist which justify such action.

Section 5.1. There shall be an Academic Status Committee consisting of the Registrar (as a non-voting member acting as Secretary) and six elected Faculty members.

Section 5.2. The Academic Status Committee shall recommend to the Faculty standards for retention, dismissal, placement on probation and standards for all other matters relating to academic performance.

Section 5.3. The Committee shall review the academic records of all students failing to meet the standards set by the Faculty for satisfactory performance. In all cases falling clearly in the various categories set forth by the Faculty as unsatisfactory performance, the Committee shall so notify each student through its secretary.

Section 6.1. There shall be an Admissions Committee consisting of the Dean of Admissions (acting as Chairman and as a voting member), and six elected Faculty members.

Section 6.2. The Admissions Committee shall recommend to the Faculty standards for admission and shall review the earlier academic records of applicants for admission and all other materials on such applicants and determine whether each such applicant meets the minimum standards to enter the College and do satisfactory college work.

Section 7.1. There shall be a Nominations Committee consisting of six elected Faculty members, nominated by the Faculty Advisory Committee.

Section 7.2. The Nominations Committee shall present to the Faculty a slate of nominations when vacancies occur on the elected committees of the Faculty of Christopher Newport College.

Article VI

Amendments and Effective Date

Section 1. Subject to the subsequent approval of the President and the Board of Visitors, these By-Laws may be amended at any meeting of the Faculty by a two-thirds vote of the total Faculty eligible to vote, provided that a copy of the proposed amendment shall have been sent to every member of the Faculty at least one academic week in advance.

Section 2. These By-Laws shall become effective upon approval by the President and the Board of Visitors.