

## University Handbook, 2013-2014, Section Three Points of emphasis re: CFCs

The University Handbook provides important guidance around the formation and function of Department Faculty Councils (p.41-44). The operation of College Faculty Councils (pp.44-46) mirrors these. The Handbook appears in its entirety on the [Academic Affairs website](#).

The guiding principles of the Department and College Faculty Councils are:

**Communication:** the main point of the councils is to provide a basis for improving it.

**Transparency:** Chairs' and Deans' final decision-making authority is crystal clear; at the same time but they are expected to operate as transparently as possible with the elected representatives of their faculty.

**Legitimacy:** the Faculty Councils have a right, even a duty, to consult their chair's (or dean's) supervisor if their rights of consultation and/or their access to information are not respected by their chair.

[p.44]

### 3.7. College Bylaws and College Faculty Councils

#### B. The College Faculty Council (CFC)

##### ~~The Role and Purpose of the CFC~~

The CFC is advisory to the Dean, who holds decision-making authority at the college level.

The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined in each college on a yearly basis through discussion between the Dean and the CFC.

- Strategic planning
- Annual budgeting
- Hiring
- Space and resource allocation
- Reassign-time
- Salaries and raises
- Appointment and reports of *ad hoc* committees

This unequivocal statement also means that the dean has no grounds to withhold information from or to fail to consult because she fears her authority may be undermined.

[p.42]

## **Implementation and Membership of the CFC**

Deans will be ex-officio, non-voting members of their CFC. Deans will respect their council's desire, on occasion, to meet without the Dean, or members of the Dean's staff.

Department chairs are not eligible to vote for or to serve as representatives to the CFC.

*So... the CFC is an elected body that is separate from a other committees, and may meet without the dean or the dean's appointees.*

[pp.45-46]

## **Alternatives to the CFC**

The body performing the functions here outlined for the CFC may be constituted differently if the faculty so desire, but any such alternative body must:

- Be composed of a majority of the faculty who are elected by the permanent full-time faculty of the departments they represent.
- Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.
- Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish to meet without the Dean, Deans' staff, or appointed members.
- Be clearly identified in the college's bylaws as performing the functions of the CFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the college by secret ballot as their preferred alternative to a CFC as outlined elsewhere in this document.

*Any single voting member can insist on a secret ballot election annually to confirm the department's preference.*

### **Operation**

Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Dean, the CFC will have the right to reasonable access to college information, consistent with privacy rights, in the areas identified in item 2.A above.

Once the CFC is established in a particular college, the CFC should work with the Provost/VPAA and/or the Ombuds to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

The CFC has a right to such information. In the event the chair will not provide access the CFC may appeal to the Provost and should inform the Ex Comm of the Faculty Senate.

### **Frequency of Meeting and Summer CFCs**

The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting will be called by the chair of CFC. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.

A CFC is not limited to meetings called by the dean. It should meet at least twice a semester and let colleagues, including the dean, know it is doing so.

Each CFC will take necessary measures to assure continuing functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their department, and the election of an acting CFC chair.

Determining the best mix of such necessary measures will be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a "Summer CFC" will be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months, and consulted accordingly.

The DFC should make these arrangements clear to the chair annually, and stress that it expects to

be consulted over the summer just as during the academic year.

No "summer surprises!"