

ARTICLE IX: THE UNDERGRADUATE COLLEGES

SECTION A: DEFINITION AND COMPOSITION OF A COLLEGE

IX.A

The Undergraduate Colleges are those academic units that are authorized to award Associate and/or Baccalaureate degrees, with a Dean who functions as the principal administrative officer.

SECTION B: APPOINTMENT OF THE DEAN
OF AN UNDERGRADUATE COLLEGE

IX.B

When it becomes necessary to appoint a new Dean, the VPAA shall charge an appropriate committee, including elected faculty representatives, to advise the administration. The committee shall transmit its recommendations directly to the VPAA and the President.

SECTION C: RESPONSIBILITIES OF THE DEAN
OF AN UNDERGRADUATE COLLEGE

IX.C

1. The Dean shall be the principal administrative officer of the college, supervising the college for effective and professional operation. The Dean is administratively responsible to the VPAA and, through the VPAA, to the President.
2. The Dean also is the representative of the faculty of the college with the authority and responsibility to represent their views and to promote their best interests as an academic unit. *IX.H.1.d*). The Dean shall have the general governance responsibility to communicate, interpret, and report the views and positions of the college faculty to the central administration and those of the central administration to the college faculty. The Dean shall serve as liaison between the College and other units of the University.
3. The Dean shall bring current scholarship and critical thought to bear upon the instructional programs of the college in order to encourage their improvement and provide the finest educational opportunities to the students that financial support, staff, and facilities permit. The Dean, also, shall see that the following duties are performed effectively and include the appropriate involvement of the faculty and college committees or councils:
 - a) coordinating, scheduling, evaluating, and improving the curricula and programs of instruction, including proposals for new courses or the modification or discontinuance of existing courses;
 - b) serving the students of the college through advising and registering, and cooperating with the Counseling and Career Development Center in educational and vocational guidance;
 - c) promoting the college through appropriate University channels, including the revision of official University publications, such as the annual catalog, bulletins, etc.; and
 - d) coordinating between the college and the Graduate College in matters including modifying the graduate curriculum within the departments and schools, scheduling of graduate courses, recruiting and scheduling of graduate faculty, and clarifying the financial impact of the graduate courses on the collegial budget.

4. The Dean shall serve as chief personnel and contracting officer for the college. As such, the Dean shall review all departmental and school personnel recommendations concerning faculty and academic staff (i.e., recommendations for new appointments, reappointments, performance evaluations, salary changes, terminations of contracts, tenure, leaves of absence, and promotions) in accordance with the principles set forth in this Charter. *X, XI, XII, B-I.A, B, C, D, E, and F.* The Dean shall be responsible for forwarding personnel recommendations to the VPAA.
5. The Dean shall serve as chief fiscal officer for the college, and as such is responsible for the effective and efficient employment of budgetary resources. Further, the Dean is responsible for the preparation of the budget for the college. Budget requests shall include appropriate involvement of college committees and councils, as well as department Chairs and school Directors. Such requests will include equipment, supplies, and other operating funds and faculty and support positions.

SECTION D: EVALUATION OF THE DEAN
OF AN UNDERGRADUATE COLLEGE

IX.D

The VPAA shall, as a standard procedure, complete an annual, formal evaluation of the administration of the college under the leadership of the dean. Each full-time faculty member of the college shall have the opportunity to provide anonymous input to the college council for the evaluation. The appropriate college council may or may not write an evaluative report. The council will include the faculty input and convey it to the VPAA in all cases. The VPAA shall then discuss the evaluation with the appropriate college council. The VPAA will inform the faculty of the college about the outcome of the evaluation.

SECTION E: SPECIAL EVALUATION AND/OR RECALL
OF THE DEAN OF AN UNDERGRADUATE COLLEGE

IX.E

Evaluation of a Dean may, however, be undertaken at any time on petition of one-third of the regular faculty members of the college or by request of the VPAA. In such case the evaluation committee is required to make a thorough canvass of the opinions of the respective college faculty before reaching its decision. The evaluation committee shall particularly solicit the opinions of department Chairs and school Directors and seek the advice and counsel of the VPAA and the President. Failure of the faculty evaluation committee to support a Dean's continuance in office shall be construed as a request for recall, subject to approval by the VPAA and the President. A Dean may be removed from office only after consultation with the faculty evaluation committee of that college.

SECTION F: FACULTY ORGANIZATION AND MEETINGS

IX.F

Organization for faculty participation in college governance shall be worked out by each Dean in consultation with the probationary and tenured faculty of the college. There shall, however, be provision in each college for certain elected officers, including at least a Chair and a Secretary. The Dean or a majority of elected faculty members of the college council may request a called meeting of the college faculty.

The frequency of, and the agenda for, meetings of the faculty shall be determined by the Dean in consultation with the college council. The Dean, the college council, or the University administration may bring topics to the attention of a college faculty. Minutes of all faculty

meetings shall be kept by the Secretary of the college faculty and circulated to members of the college faculty, the Dean of the Graduate College, and the VPAA.

SECTION G: COUNCILS AND COMMITTEES

IX.G

1. College Council

Each college shall have a college council to act in an advisory capacity to the Dean. Among the members of the college council shall be the Dean (*ex officio*), and at least one department Chair or school Director.

2. Other Councils and Committees

The Dean, in consultation with the faculty, shall establish other councils and committees to formulate and implement the academic programs and procedures of the college.

3. Membership

- a. Faculty shall compose a majority of the membership of each council and committee and these faculty shall be elected by the faculty of the College according to the procedures of the College and represent the various interests of the College.
- b. Provision shall be made for student membership whenever appropriate. Administrative staff and classified staff membership on the college council shall be at the discretion of the council and these members shall be chosen by their respective constituencies.

SECTION H: THE UNDERGRADUATE COUNCIL

IX.H

1. Membership

IX.H.1

The Undergraduate Council shall be composed of twenty-nine members as follows:

- a) the VPAA or his/her designee, who shall serve as Chair, *ex officio*, without vote;
- b) fifteen faculty representatives elected from undergraduate colleges apportioned by the number of FTE students generated within each college, with at least one from each college, for three-year staggered terms;
- c) one faculty representative elected from Instructional Support Services to serve a three-year term;
- d) the Deans of the seven undergraduate colleges;
- e) the Dean of Libraries and Learning Resources;
- f) the Dean of Continuing Education;
- g) one representative appointed by the University department Chairs and school Directors from among the Chairs and Directors; and

- h) two undergraduate students appointed by the USG for one-year terms.

When absence from an Undergraduate Council meeting is necessary, a member of the Council may select a substitute who shall be able to participate in discussions and vote. One such person shall be designated as a primary alternate for each member of the Undergraduate Council. It is the responsibility of the regular member of Council to contact the primary alternate or a substitute whenever an absence is anticipated. The name of the primary alternate shall be given to the Secretary of Undergraduate Council early in each academic year. If neither the member nor the alternate can attend, it is the responsibility of the member to contact a substitute.

2. Recommending and Advising Functions of the Undergraduate Council

IX.H.2

The Undergraduate Council shall:

- a) formulate the goals and directions of undergraduate education;
- b) establish regulations that govern all undergraduate programs, including standards concerning grading appeals of grades, class attendance, examinations, and academic honesty;
- c) monitor all academic functions generating undergraduate academic credit;
- d) approve proposals for the establishment, modification, or discontinuance of programs and degrees;
- e) review and make recommendations regarding establishment of new instructional units, including departments, schools, colleges, and other instructional units, in accordance with the policies and procedures set forth in *IX.I., X.H., and XI.G.*;
- f) ensure that review and evaluation of all undergraduate programs are conducted periodically;
- g) review and approve academic reconfiguration proposals pursuant to *XIV-C*; and
- h) report regularly to the Faculty Senate through the CAA on the issues discussed and the actions taken.

The Undergraduate Council may also consider any academic matters of concern to undergraduate students and faculty. Subcommittees of the Undergraduate Council are appointed by the Chair as required and subject to approval by the Undergraduate Council. The General Education Committee is established as a University Standing Committee that serves an advisory function for the Undergraduate Council in accordance with Article V, Section B.

3. Program and Policies Approval

IX.H.3

Proposed degree programs shall be approved, in turn, by the faculty of the department, school, or program concerned, the appropriate curriculum council of the school or college, and the Undergraduate Council. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The action is then

forwarded to the CAA for review and, where there are policy matters, for transmittal to the Faculty Senate.

All academic policies adopted by the Undergraduate Council will be reviewed by the CAA, which will forward items to the SEC for consideration by the full senate. Those policies with resource implications, accompanied by a realistic resource requirements statement, shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. When a program or policy has been approved by the Faculty Senate, it shall be forwarded through the VPAA to the President, who shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport.

SECTION I: PROPOSALS TO CREATE A NEW UNDERGRADUATE COLLEGE

IX.I

Proposals to create a new college, consisting either of newly created departments or rearrangement of an existing department(s) or school(s), may originate with a group of faculty members or with the administration. The process shall include the following:

1. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FSBC/UBC review and comment on the analysis. The analysis shall accompany the proposals throughout the review process.
2. The proposal shall be presented to the Undergraduate Council and to the VPAA.
3. If the proposal has direct bearing upon the welfare or program of one or more existing colleges or the departments therein, it shall be presented to the appropriate college council(s) for preliminary investigation of its merits and ramifications. A report of such investigation shall be submitted by the appropriate Dean(s) and Director(s) to the Undergraduate Council and the VPAA.
4. The Undergraduate Council shall hold its own hearings. If necessary, it may seek the advice of one or more outside consultants. The Undergraduate Council shall forward its recommendation, together with all documentary information it has gathered, including that of the college(s), to the CAA for presentation to the Faculty Senate.
5. The Faculty Senate shall act upon the recommendation of the Undergraduate Council and the established procedures for implementation of Senate actions shall be followed.