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: RESPONSIBILITIES OF THE DEAN OF AN UNDERGRADUATE COLLEGE

IX.B

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.E.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 the Collective Bargaining Agreement between the University and the BGSU Faculty Association and the provisions of this Charter. X, XI, and XII. 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 C: FACULTY ORGANIZATION AND MEETINGS  IX.C

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 D: COUNCILS AND COMMITTEES  IX.D

1. College Council  IX.D.1

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  IX.D.2

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  IX.D.3

   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 E: THE UNDERGRADUATE COUNCIL

IX.E

1. Membership

IX.E.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) Executive Director of Continuing & Extended 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.E.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.E, IX.F, X.F., and XI.E.;

f) ensure that review and evaluation of all undergraduate programs are conducted periodically;

g) review and advise on academic reconfiguration proposals; 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

The proposal to create a new undergraduate degree program may originate with a group of faculty members or with the administration. Detailed proposals shall be submitted to the Dean, the VPAA and the VPFA. Proposals shall include all necessary and adequate supporting facts and documentation, as well as a realistic resource statement. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, the proposal shall then be submitted to the department chair/school director of the affected unit for review and approval by the chair/director and the faculty of the department, school, or program concerned and any curriculum council of the department/school. The department chair/school director shall then forward the proposal and supporting materials to the appropriate curriculum council of the college for approval and transmittal to the college dean. After approval, the dean returns the proposal and supporting materials to the proposal initiators, who then transmit the proposal and supporting materials to the Undergraduate Council.

If the Undergraduate Council approves the proposal, it is then forwarded to the CAA for review. The CAA reviews the proposal and transmits it to SEC, with comments, for consideration by
Faculty Senate. When a program or policy has been approved by the Faculty Senate, it shall be forwarded to the VPAA.

New undergraduate degree programs also require the approval of the Ohio Board of Regents. The VPAA and Dean(s) of the affected College(s) shall assist the proposal initiators in the submission of the proposal to state-level review. When state-level review is secured, the VPAA shall forward the proposal and all supporting materials to the President. If the President supports the proposal, he or she shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport. If at any time in the process, the proposal is not approved, it shall be returned to the proposal initiators with comments.

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 FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process.

SECTION F: PROPOSALS TO CREATE A NEW UNDERGRADUATE COLLEGE

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. Detailed proposals shall be submitted to the VPAA and the VPFA. Proposals shall include all necessary and adequate supporting facts and documentation, as well as a realistic resource statement. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, and if the proposal has direct bearing upon the welfare or program of one or more existing colleges or the schools/departments therein, the proposal and all materials shall be presented to the appropriate dean(s) and college council(s) for review and written comment. The dean(s) shall then forward the college council comments to the VPAA, who shall forward the proposal and all materials to the Undergraduate Council.

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.

The Faculty Senate shall act upon the recommendation of the Undergraduate Council and the established procedures for implementation of Senate actions shall be followed.