ARTICLE XI: SCHOOLS

SECTION A: DEFINITION AND COMPOSITION OF A SCHOOL

A school is an academic unit that administers instruction, research, and service in a common but diverse disciplinary field or in areas of professional specialization or practice. The faculty of a school shall include all those members of the University faculty (as defined in II) who have been appointed to the school with the consent of other members of the school's faculty or, if applicable, by the program unit, division, or department. It is represented typically by at least one undergraduate degree, which is the responsibility of the faculty of the school.

The school shall have the fullest measure of autonomy consistent with its function and responsibility within the college, subject to the provisions of this Charter, and a duly elected Director shall function as the principal administrative officer and shall be responsible to the Dean of the appropriate College for the activities of the school.

SECTION B: ORGANIZATIONAL STRUCTURE OF A SCHOOL

The Director of the school faculty shall make necessary organizational arrangements with the appropriate Dean to accommodate the distinctive administrative needs of the school.

Schools may be organized with divisions, program units, or departments. Divisions/program units may be given the status of departments in compliance with XII.G. When such occurs, they function under the provisions of XII.

Each school shall have a school council to act in an advisory capacity to the Director and such other councils and committees as the Director, in consultation with the faculty, shall establish to formulate and implement the academic programs and procedures of the school. Among the members of the school council shall be the Director (ex officio) and at least one department/program unit Chair. Provision shall be made for all councils and committees to have major membership elected by the faculty of the school to represent various interests of the school.

A school shall have a curriculum review committee, which shall review curricula and programs of instruction in the school. Recommendations shall be forwarded by the Director of the school directly to the appropriate Dean.

A school shall have an elected personnel review committee, which shall be responsible for the policies and procedures of faculty tenure and promotion within the school and for criteria and procedures for review of faculty for merit pay. Recommendations for tenure and promotion shall be forwarded by the Director of the school to the Dean, who may request advice from an appropriate college personnel review committee. Where there are no departments but specifically structured divisions within a school that desire to conduct the first-level tenure and promotion review, the school may petition the SEC for such divisions to be the tenuring units within the school. In such situations, the division as a tenuring unit parallels a department with respect to
responsibilities, which results in an additional level of review, both school and college (IX.C4) reviews are still required.

SECTION C: APPOINTMENT OR REAPPOINTMENT OF THE DIRECTOR OF A SCHOOL XI.C

The Dean shall be responsible for the selection, appointment, reappointment, evaluation or recall of the Director of a school.

The Dean shall consider all candidates and shall discuss with the screening committee any questions or concerns raised by the documentation or by other information that is brought forward by the evaluation process. The screening committee shall consult with the faculty of the school and respond to questions or concerns of the faculty before recommending an appointment to the Dean. The screening committee’s recommendation shall be advisory to the Dean. (See Article 10 section 4 of the CBA)

The permanent Director shall normally take office no later than the beginning of the academic year following the appointment of an Acting Director.

The Director of a school may resign at any time without embarrassment or the presumption of prejudice.

SECTION D: RESPONSIBILITIES OF THE DIRECTOR OF A SCHOOL XI.D

The Director shall be administratively responsible for all activities of the school. The Director of a school shall be responsible to the Dean of the college with which the school is associated and through the Dean to the VPAA. Through this administrative line, the Director derives the authority to execute the Director's responsibilities. Further, the Director is the primary representative of the school faculty with authority and responsibility, by virtue of election, to represent its views and to promote its best interests as a school.

The responsibilities of the Director are:

1. to organize, in conjunction with the faculty, the administrative structure of the school; within the limits of the school budget, appoint whatever administrative personnel appear to be requisite to the effective functioning of the school office; and assign the respective functions of all personnel working in the school;

2. to serve as the fiscal officer of the school, with the responsibility for preparing the budget in consultation with the division/program unit or department Chairs; allocating resources to the division/program units or departments; monitoring the administration of operating and personnel budgets; and supervising the use of resources, including facilities, equipment, and supplies;
3. to provide academic leadership for the instructional, research, service, and administrative personnel of the school and to be involved in the recruitment, selection, employment, in-service training, tenure promotion, non-reappointment, and dismissal of personnel;

4. to perform or delegate and monitor the development of the curricula and programs of instruction, sharing this responsibility with committees of the school and with divisions/program units or departments; and

5. to supervise any graduate programs within the school. The Director or designated graduate coordinator shall administer the program.

SECTION E: EVALUATION OF A SCHOOL

Each school shall prepare, at least once every five years, an evaluation of its problems, plans, and objectives. Specific performance objectives shall be established prior to each evaluation period and shall be used to determine the extent to which the goals are being met. The school shall endeavor to apply the highest possible standards in evaluation of its own performance. This report shall be prepared by the Director with input from the faculty, graduate students, and undergraduate majors of the school. If deemed appropriate by the Dean or the school, persons outside the school may be invited to participate in the evaluation process. Attention shall be given to the effectiveness of personnel, the quality of the academic programs, efficiency in utilization of existing resources, the research and service activities of the school, adequacy of physical facilities, long-range plans and objectives, adequacy of monetary support, and appropriateness of internal organization and communication. The report shall be presented to the school faculty and filed by the Director with the appropriate Dean; a copy also shall be submitted to the VPAA, the CAA, and the President of the University.

SECTION F: PROPOSALS TO CREATE A NEW SCHOOL

The proposal to create a new school may originate with a group of faculty members or with the administration. Such proposals shall be submitted first to the appropriate Dean(s), departments, schools, and affected faculty to further develop the proposal. If two or more colleges are affected, then the proposal is for an academic reconfiguration. Follow the procedures outlined in Article XV.

Proposers shall submit realistic resource statement, along with the proposal itself, to the VPAA. 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 and all materials shall be presented to the appropriate dean(s) and college council(s) for review and written comment. College council(s) shall hold hearings to discuss the proposed change and make recommendations to the dean(s). Interested
faculty members, students, and administrators may appear at such hearings. The dean(s) shall make a recommendation, inform the VPAA, and forward proposal and accompanying documents to Undergraduate Council and/or Graduate Council. Undergraduate Council and/or Graduate Council may decide to hold additional hearings before voting on proposal and making recommendations. Undergraduate Council and/or Graduate Council reviews, votes, and submits recommendations to VPAA.

The VPAA shall review the proposal and transmit it to CAA with a timeframe for review. Any changes to the proposal after this point must loop back to the VPAA for review and signature.

CAA shall review the proposal and transmit it to Faculty Senate. Faculty Senate shall act on the recommendations of these bodies. If approved by the Faculty Senate, the Faculty Senate Secretary shall send a letter of transmittal, the Faculty Senate minutes, the proposal and supporting documents to the President for review, approval, and submission to the Board of Trustees. If the proposal is approved by the Board of Trustees, the Secretary of the Board of Trustees forwards the approved proposal to the VPAA for implementation.