

Committee on Governance

1

1. The President of the College calls the faculty to meet regularly during the academic year.
 - a. Faculty of the College² are expected to participate fully in faculty meetings.
 - b. Non-student observers, including officers of administration of the college and non-voting faculty, may attend faculty meeting. Student members of faculty committees and reporters from student publications may also attend but are required to notify the moderator of their presence. Unless directly invited by the moderator, observers do not speak during faculty meeting.
 - c.

3. The President's Office is responsible for distribution of the agenda.
 - a. The Chair of the Committee on Governance and Faculty Affairs provides a copy of the agenda to the President's Office. Supporting documents (including the minutes from the last faculty meeting and the text of any motions for action included on the agenda) are gathered in the President's Office in preparation for circulation. All documents to be distributed with the agenda should be submitted to the President's Office one week before the date of the faculty meeting to which they pertain.
 - b. The agenda and supporting documents are circulated by the Copy Center at least one business day before the faculty meeting.
4. The business of faculty meeting is supervised by the faculty officers.
 - a. Moderator – The Faculty Moderator is a member of the elected Committee on Governance and Faculty Affairs chosen by that committee to preside at faculty meeting.
 - b. Parliamentarian – The Faculty Parliamentarian is appointed by the Committee on Governance and Faculty Affairs to advise the Moderator concerning the conduct of faculty meeting.
 - c. Clerk – A staff member is appointed to take minutes at faculty meetings.³
 - d. Senior Wrangler – The Senior Wrangler is the faculty member present at the meeting with the most years of service to the college. The Senior Wrangler's sole job is to adjourn the meeting.
5. Overall conduct of faculty meeting is guided by Roberts' Rules of Order with the following special rules adapted for Bowdoin College.
 - a. The Faculty of the College is a deliberative body: as such, it does not allow absentee ballots, proxy voting or on-line voting on faculty meeting motions.
 - b. Substantive motions are those motions judged by the moderator to set new policy or to significantly modify existing policy. Motions concerned with the conduct of faculty meeting are procedural motions. Examples of procedural motions include motions to postpone or reconsider and the motion to adjourn.
 - c. Substantive motions are not proposed and voted on at the same meeting.
 - d. Substantive motions are not voted on after 5:00 unless the Committee on Governance and Faculty Affairs has notified faculty at least one week before the meeting that the substantive business of the meeting can be expected to extend beyond 5:00. Advance notice of extended business may be given in the distributed agenda (if time allows) or by special written communication to the faculty.

³ By faculty vote 9/10/07.

- e. If a motion to call the question is approved, those who voted against the call the question motion are given one more opportunity to speak about the original motion before the assembly votes on the original motion.
- f. A summary of the Parliamentary Rules for Motions, based upon Roberts' Rules of Order, is distributed with the agenda.

6. Voting Eligibility

- a. The right to vote at meetings of the faculty is granted to certain members of the college community by the Board of Trustees. The group of community members with these rights constitutes the *Faculty of the College*, and is charged with prescribing regulations for the functioning of the college consistent with the College Charter and Bylaws.
- b. As stated in the bylaws, "The President, Deans, Professors, Associate Professors, Assistant Professors, and Instructors and such administrative officers and other persons as the Trustees may specifically designate shall constitute the Faculty of the College."
- c. Visiting Professors, Visiting Associate Professors and Visiting Assistant

In 2007, the faculty approved a revised committee structure and charged the Committee on Governance and Faculty Affairs (GFA) with responsibility for apportioning the committee work of the College across committees and among individual faculty equitably and efficiently, with the aims of engaging as many faculty as possible in shared governance, of making each faculty member's committee service clearly meaningful, and of ensuring that over time all faculty can experience a reasonable balance between teaching, scholarship, and service. It is also GFA's task to ensure that conflicts of interest between departmental and College-wide obligations are minimized.

Committee work is organized under the following rubric (* indicates elected committees):

Faculty Governance Committees

Committee on Governance and Faculty Affairs (GFA)*

Committee on Appointments, Promotion, and Tenure (CAPT)*

Curricular Committees

Curriculum and Educational Policy Committee (CEP)

Curriculum Implementation Committee (CIC)

Recording Committee

Resources Committees

Faculty Development Committee (FDC)

Student Fellowships and Research Committee (SFR)

Lectures and Concerts

Appeals, Grievances, and Misconduct Committees

Judicial Board and Student Sexual Assault and Misconduct Board

Faculty Appeals and Grievances*

Student Appeals and Grievances

Oversight: College Life Committees

Library

Museum of Art Executive Advisory Council

Benefits Advisory

Bias Incident

Oversight Committee on Multicultural Affairs

Oversight Committee on Gender and Sexuality Issues

Oversight: Research and Safety Issues

Research Oversight

Chemical Hygiene

Radiation Safety

Working Groups as appointed by GFA

Trustee Committees with Faculty Representation

To ensure the equitable rotation of faculty members through committees, the following guidelines apply:

1. GFA will keep longitudinal records of individual faculty service as a basis for monitoring the equitable distribution of workload across the faculty.
2. Concurrent service on all the elected committees, CEP, and CIC is prohibited. If a member of CEP or CIC is elected to CAPT or GFA, for example, he or she steps down from the appointed committee.
3. Department Chairs and Program Directors are excluded from CAPT, normally

ineligible for election to GFA and normally exempt from CEP and CIC. Members of CAPT who become Chairs and Program Directors must step down before the completion of the elected term. Members of GFA, CEP, and CIC who become Department Chairs or Program Directors may choose to step down.

4. Faculty who have served a full term on CAPT or GFA are normally ineligible for election to CAPT or GFA during the first two years of teaching after the completed term.
5. A full term of service on CAPT or GFA is normally not followed immediately by service on CEP or CIC.
6. Department Chairs and Program Directors are normally not asked to chair the Faculty Development, Student Fellowship, and Recording Committees.
7. No faculty member is normally asked to chair two different committees in successive years.
8. Election slates shall include a note about each candidate's committee service for the previous three years.
9. First year and adjunct faculty are not expected to serve on elected or appointed committees.
10. Every election or appointment is for a full term unless specifically designated otherwise by GFA. If a member of a committee leaves the committee before his/her term of service expires, the vacancy will be filled by an election or appointment for a full term, not the balance of the unexpired term. Occasionally GFA may adjust the length of a full term to avoid holding a specialcy--0 Tc 0.00.d0.002r 1 BDC bd3u

Committee meetings, and meetings of the Trustee Committee on Admissions, and reports back to GFA and the faculty as a whole as appropriate.

Chair: Appointed tenured faculty member

Members: faculty: six, elected: four tenured to include at least two full professors and at least one associate professor, one from each curricular division (Humanities and Fine Arts, Natural Science and Mathematics, Social and Behavioral Sciences); and two untenured, representing two curricular divisions. Term of service: tenured, 3 years; untenured, 2 years. Exclusions: concurrent members of CAPT, CEP, CIC, and Faculty Appeals.

scale curricular policy matters. Represents the faculty on the Trustee Committee on Academic Affairs.

This committee will meet at least once per semester with CIC.

During discussions involving personnel matters, the committee may exclude student members.

Chair: Dean for Academic Affairs

Members: faculty: six, appointed: two from each of the three curricular divisions (Humanities and Fine Arts, Natural Science and Mathematics, and Social and Behavioral Sciences), one tenured and one tenure-track. Term of service: tenured, 3 years; untenured, 2 years. Exclusions: concurrent members of CAPT, CIC, GFA, and Faculty Appeals; and normally Department Chairs and Program Directors.

students: three appointed, one of whom is an alternate.

ex officio: Dean for Academic Affairs, Associate Dean for Curriculum, President, and Registrar

2. Curriculum Implementation Committee (CIC)

Purpose: Oversees curricular implementation, including: approval of all new and revised courses, revisions to individual majors/minors, implementation and evaluation of distribution requirements. Oversees Off-Campus Study curricular issues. Evaluates and approves self-designed majors (with advice on petitions from the Associate Dean for Curriculum). Oversees the execution of policies re: grading, honors, transfer of credit and progress towards degree (in consultation with CEP as necessary). Subcommittees may be formed as needed.

This committee will meet at least once per semester with CEP.

During discussions involving personnel matters, the committee may exclude student members.

Chair: Associate Dean for Curriculum

Members: faculty: six, appointed, two from each of the three curricular divisions (Humanities and Fine Arts, Natural Science and Mathematics, and Social and Behavioral Sciences), of whom at least three are tenured. Term of service: tenured, 3 years; untenured, 2 years. One member should be from a language department to address issues involving language and off-campus study. Exclusions: concurrent members of CAPT, CEP, GFA, and Faculty Appeals; and normally Department Chairs and Program Directors.

students: three, one of whom is an alternate to substitute only in the case of another student's absence.

ex officio: Associate Dean for Curriculum, Registrar, Director of Off-Campus Study, First-Year Seminar Coordinator

3. Recording

- Purpose:** Interprets and applies current academic policies, determines academic standing, reviews petitions re: academic standing, grading options, and transfer credit.
- Chair:** appointed faculty member
- Members:** faculty: three, appointed, one from each of the three curricular divisions (Humanities and Fine Arts, Natural Science and Mathematics, and Social and Behavioral Sciences), (for three-year terms). Tenured and tenure-track faculty and visiting faculty, lecturers and senior lecturers on multi-year contracts eligible to serve. Term of service: 3 years.
- students: three, one of whom is an alternate
- ex officio:* Associate Dean for Curriculum (as liaison to CEP and CIC), Registrar, Associate Dean of Student Affairs

E. Resources Committees

1. Faculty Development Committee (FDC)

- Purpose:** Distributes resources for the support of teaching and research. Organizes and oversees programs for faculty development. Establishes procedures and criteria for awards and publishes them annually to faculty. One member from each subcommittee to advise IT about applications for Educational Technology grants for special projects. The Committee will have two largely separate subcommittees which will meet separately and/or together as necessary but must meet together at least once a year to discuss policy issues regarding faculty support and the development of programs to assist faculty in their teaching and research.
- Chair:** appointed faculty member
- Members:** faculty: seven, appointed: at least two from each of the three curricular divisions (Humanities and Fine Arts, Natural Science and Mathematics, and Social and Behavioral Sciences). Tenured and tenure-track faculty and visiting faculty, lecturers and senior lecturers on multi-year contracts eligible to serve. Term of service: 3 years.
- students: two plus an alternate, on the Teaching Resources Subcommittee only
- ex officio:* Associate Dean for Faculty Development. Representatives from the Center for Learning and Teaching, the Library, IT, Student Affairs to be invited as needed.

a. Teaching Resources Subcommittee

- Purpose:** Administers course development grants. Oversee the development of teaching: engaging speakers, organizing workshops, supervising the teaching mentorship program, etc.

Members: faculty: three members of FDC
 students: two plus an alternate
ex officio: Associate Dean for Faculty Development.
 Administrators and other staff as necessary.

b. Research Resources Subcommittee

Purpose: Administers faculty research grants and faculty leave supplements.
 Members: faculty: four members of FDC, representing each of the
 curricular divisions
 students: none
ex officio: Associate Dean for Faculty Development; Director of
 Student Fellowships and Research (as needed)

2. Student Fellowships and Research Committee (SFR)

Purpose: Serves as advisory committee for the Director of Student
 Fellowships and Research. Evaluate proposals for student research
 fellowships and distribute resources for internal grants and
 fellowships. Determine Bowdoin's nominees for external
 fellowships. Select the student Commencement speakers and the
 student recipients of College prizes, awarded annually. Support the
 Director of Student Research and Fellowships in reviewing and
 commenting on proposals, interviewing students and mentoring
 fellowship candidates.

Meetings: The committee will have two subcommittees, which will
 usually meet independently. However, members of the Internal
 Fellowships and Student Prizes subcommittee will be available as
 needed to help the External Fellowships committee with
 interviewing and mentoring in the Fall, and members of the External
 Fellowships subcommittee will be available to read and comment on
 proposals and help with Speaker Awards in the Spring. At least one
 meeting annually with all members present. Committee members
 may rotate year by year from one subcommittee to the other.

Chair: appointed faculty member
 Members: faculty: eight, appointed, at least two from each division.
 Tenured and tenure-track faculty and visiting faculty,
 lecturers and senior lecturers on multi-year contracts
 eligible to serve. Term of service: three years
 staff: two
 students: none
ex officio: Director of Student Fellowships and Research, Associate
 Dean for Curriculum, Assistant or Associate Dean of
 Student Affairs
 This committee will meet or liaise as needed with the
 Teaching Resources Subcommittee

a. External Fellowships Subcommittee

Members: faculty: five members of SFR
 staff: one
ex officio: Associate Dean for Curriculum, Director of Student Fellowships and Research, Assistant or Associate Dean of Students.

b. Internal Fellowships and Speaker Awards Subcommittee

Members: faculty: three members of SRF, representing each of the curricular divisions
 staff: one
ex officio: Associate Dean for Curriculum; Director of Student Fellowships and Research; Assistant or Associate Dean of Students (as needed)

3. Lectures and Concerts

Purpose: Awards funds on the basis of proposals submitted by members of the faculty to support lectures, concerts, exhibitions, and other events relating to the academic and cultural life of the College.

Chair: appointed faculty member

Members: faculty: five, appointed (for three-year terms)
 staff: Director of Student Life and the Smith Union
 students: two
ex officio: Director of Residential Life, Director of Events and Summer Programs, a member of the Development Staff, Director of Academic Budgets and Operations

F. Appeals, Grievances and Misconduct Committees

1. Judicial Board and Student Sexual Assault and Misconduct Board

Purpose: The Judicial Board addresses violations of the Academic Honor Code and Social Code. Faculty representatives on the Judicial Board Committee are also available to serve on the Student Sexual Assault and Misconduct Board. The Student Sexual Assault and Misconduct Board serves as the hearing body for student complaints of sexual assault and/or sexual misconduct by students. Judicial Board hearings are chaired by a student Chair or Vice-Chair. The Dean of Student Affairs normally chairs the Student Sexual Assault and Misconduct Board. Full details of the hearing processes are outlined under the Judicial Board and the Student Sexual Assault and Misconduct policies in the Student Handbook. Judicial Board Hearings often take place prior to the start of semester as well as through the end of exam period, and, in the spring, up until Commencement.

Chair: Student

G. Oversight: College Life Committees

1. Library

Purpose: Advises the College Librarian regarding library policies, procedures, and the development of the library collection. Informs the faculty about issues relating to the library. Recommends the formation of working groups on issues of broad faculty interest in relation to library and information resources.

Chair: appointed faculty member

Members: faculty: three, appointed (for three-year terms)

students: two

ex officio: College Librarian, IT representative

2. Museum of Art Executive Advisory Council

Purpose: Advises the Director of the Museum of Art on policy regarding governance, programs, collections, facilities, and planning. Also serves as review committee for proposed purchases and offered gifts of art for the collection.

Chair: Director of the Museum of Art

Members: faculty: two or three from departments other than the Department of Art (appointed for three-year terms)

staff: none

students: two, one of whom is an alternate

others: two or three (normally Trustees and others with appropriate expertise)

ex officio: Dean for Academic Affairs, Director of the Art History Program, Director of the Visual Arts Program

3. Benefits Advisory

Purpose: Considers and makes recommendations to the Administration regarding policies governing employee benefits such as retirement health and life insurance, scholarship contributions and other such benefits that the College may provide.

Chair: Senior Vice-President for Finance and Administration and Treasurer

Members: faculty: two, appointed (for three-year terms)

staff: four

students: none

ex officio: Director of Human Resources, Assistant Director of Human Resources

4. Bias Incident Group

Purpose: Meets at the initiative of the President in response to an incident of bias in any form, whether discrimination, harassment, or other intolerance for the purpose of sharing all facts available at the time and designing a course of action appropriate to the incident.

Chair: President

Members: faculty: two (appointed for three-year terms)
 staff: three
 students: two
ex officio: Dean of Student Affairs, an Assistant Dean of Student Affairs, Director of Safety and Security, Director of the Counseling Service, Vice-President for Communications and Public Affairs, Assistant to the President

5. Oversight Committee on Multicultural Affairs

Purpose: Examines issues and concerns related to the condition of minority students, faculty and staff at Bowdoin. The committee focuses primarily on issues pertaining to students of color.

Chair: faculty member

Members: faculty: two (appointed to three-year terms)
 staff: four (two administrative, two support staff)
 students: two
ex officio: Dean for Academic Affairs, Dean of Student Affairs, Treasurer (Vice Chair), Associate Dean for Curriculum, Associate Dean for Multicultural Student Programs, Special Assistant to the President for Multicultural Affairs

6. Oversight Committee on Gender and Sexuality Issues⁴

Purpose: Examines issues and concerns related to gender and sexuality among students, staff and faculty. Makes recommendations to the President for appropriate courses of action.

Chair: faculty member

Members: faculty: three (appointed for a three-year term)
 staff : two administrative and two support staff
 students: two
ex officio: Director of the Women’s Resource Center, Director of Human Resources, Coordinator of the Queer/Trans Resource Center

H. Oversight: Research and Safety Committees

1. Research Oversight

Purpose: Responsible for reviewing all research on human and animal subjects conducted at the College., whether by faculty, staff, or students. Review is necessary to ensure that all research activities meet federal standards of ethical conduct and proper care. Serves as the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).

Chair: appointed faculty member

⁴ Formerly the Oversight Committee on the Status of Women.

Members: faculty: five, appointed (for three-year terms)
 students: none
ex officio: Associate Dean for Academic Affairs; two members of the community representing the public interest, one of whom is a Veterinarian

Note: Federal regulations require that an IRB must include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. The IRB may not consist entirely of men or entirely of women, nor entirely of members of one profession. The IRB must include at least one member not otherwise affiliated with the institution. (45 CFR 46)

An IACUC must include at least one Doctor of Veterinary Medicine, one practicing scientist experienced in research involving animals, one member whose primary concerns are in a nonscientific area and one member not otherwise affiliated with the institution. (PHS Policy IV.A.3)

2. Chemical Hygiene

Purpose: Oversees and make recommendations about policies and procedures governing the storage, use and disposal of chemicals in use at the College to ensure workplace and environmental safety.
 Chair: Elected by committee – currently Director of Chemistry Laboratories
 Members: faculty/staff: one faculty or staff member from each of the following departments: Arctic Museum; Art; Biology; Chemistry (may be filled by Science Center Manager or Director of Laboratories); Environmental Studies; Geology; Physics
 students: none
ex officio: Manager of Environmental Health and Safety (Chemical Hygiene Officer)

3. Radiation Safety

Purpose: Reviews and monitors policies and procedures with respect to the appropriate and safe use, care and storage, and disposal of radioactive materials in use at the College.
 Chair: faculty member
 Members: faculty: six (including representatives of departments in which radioactive materials are used)
 staff: one
 students: none
ex officio: the Manager of Environmental Health and Safety

I. Working Groups

Purpose: To address specific faculty or College issues in a time-limited and targeted way. Working groups ma

the administration. GFA will normally oversee the numbers and tasks of these working groups, and will be responsible for consulting with relevant committees, calling for volunteers, and appointing faculty members to them. The bulk of the working groups for a given year will be formed at the same time as GFA appoints faculty to the standing committees, but working groups may also be formed at other times in response to immediate concerns or issues.

Members: Various: to include staff and students as appropriate. Students normally appointed through Bowdoin Student Government but can be appointed directly by GFA. Staff normally appointed through BAS and SSAC but can be directly appointed by GFA.

J. Trustee Committees with Faculty Representation

1. Academic Affairs

Purpose: Concerned with all matters relating to the educational program of the

and Chief Development Officer
 students: two, one of whom is an alternate
 trustees: six or more
 alumni: one (member of the Alumni Council Executive Committee)

4. Executive

Purpose: Acts with the powers of the Board when the Board is not in session and may take action on behalf of the Board (with certain exclusions) and set agendas for Board meetings.
 Chair: Chair of the Board of Trustees
 Members: faculty: none, but one member of the faculty is invited to attend (usually the Chair of the faculty Committee on Governance and Faculty Affairs)
 staff liaison: Secretary of the College
 students: none, but one is invited to attend
 trustees: Chair of the Board, the President, and Chair of each of the Board's Standing Committees
 alumni: none, but one member of the Alumni Council is invited to attend
 parent: none, but one is invited to attend

5. Facilities and Properties

Purpose: Oversees the maintenance, improvement, security and protection of the College's physical plant and equipment and new capital projects.
 Chair: Trustee
 Members: faculty: one (appointed for a three-year term)
 staff liaison: Senior Vice President for Finance and Administration and Treasurer
 students: one or two
 trustees: six or more

6. Financial Planning

Purpose: Reviews and makes recommendations to the Board about the annual operating and capital budgets and the financial needs and resources of the College, oversees policies and the administration of compensation and benefits provided by the College, and considers the long term financial plans and projections of the College.
 Chair: Trustee
 Members: faculty: one (usually the chair of the Financial Priorities Committee)
 staff liaison: Senior Vice President for Finance and Administration and Treasurer; Vice President for Finance & Controller
 students: one
 trustees: six or more

7. Honors (Subcommittee of the Committee on Trustees)

Purpose: Recommends candidates for honorary degrees; recommends recipients of the Common Good Award, the Hargraves Preservation of Freedom Prize, and the Bowdoin Prize; recommends names for major new buildings.

Chair: Trustee

Members: faculty: one (appointed for a three-year term)
staff: Assistant to the President/Vice President for Planning & Institutional Advancement; Director of Development Research; Secretary of Development and College Relations

students: none

trustees: a subgroup of the Committee on Trustees or other trustees

8. Information Technology Advisory Committee

Purpose: Works with the Chief Information Officer to review and plan strategically the administrative and academic role of Information Technology in furthering Bowdoin's core missions of teaching, learning, and research.

Chair: Trustee

Members: faculty: one, appointed
staff liaison: Chief Information Officer

students: none

trustees: three

9. Investment

Purpose: Oversees and controls the investment and reinvestment of endowment and other funds of the College.

Chair: Trustee

Members: faculty: one (appointed for a three-year term)
staff liaison: Sr. Vice President for Investments

10. Multicultural Affairs (Subcommittee of Student Affairs Committee)

Purpose: Considers matters pertaining to the academic and social experience of students, faculty, and staff of color with a particular focus on the recruitment and retention of students from diverse backgrounds. Also addresses other issues that relate directly to making Bowdoin a more diverse and pluralistic campus.

Chair: Trustee

Members: faculty: one (appointed for a three-year term)
staff liaison: Dean of Student Affairs

students: at least one

trustees: members of the Student Affairs Committee or other members of the Board

alumni: at least one

11. Representatives to Meetings of the Board of Trustees

Two members of the faculty are invited to attend meetings of the Board of Trustees. Usually, these faculty representatives are chosen from among the members of the faculty Committee on Governance.

12. Student Affairs

Purpose: Responsible for all matters relating to the nature and quality of student life and policies relating to athletics, residential life, dining, security, student activities, career planning, health and counseling services.

Chair: Trustee

Members: faculty: one (appointed for a three term)

staff liaison: Dean of Student Affairs

students: one

trustees: six or more

parent: one

K. Voting Procedures

1. **Scheduling.** Insofar as is possible, elections to the three elected committees are scheduled to occur concurrently. The elections employ a procedure of approval voting that makes it possible to hold all the elections at the same time with overlapping lists of candidates. The votes for the Committee on Appointments, Promotion and Tenure will be counted first, followed by those for the Committee on Governance and Faculty Affairs. Once a nominee has been elected to the Committee on Appointments, Promotion and Tenure, votes for that candidate will not be counted in the election for the Committee on Governance.
2. **Nominations.** Faculty members are notified of each election and are asked to subw 10.9,3000al