

# Governance Document

## TABLE OF CONTENTS

Preamble .....	2
ARTICLE I. Faculty .....	3
Section A: Jurisdiction .....	3
Section B: Membership .....	3
Section C: Officers and Elections .....	4
Section D: Meetings .....	4
ARTICLE II. Procedures .....	5
Section A: Process of the Governance System .....	5
Section B: Procedures for Reconsideration .....	6
Section C: Elections .....	7
Section D: Amending the University Governance Document .....	8
ARTICLE III. Councils and Standing Committees .....	9
Section A: Academic Affairs Council .....	9
Section B: University Council .....	12
Section C: Campus Affairs Council .....	18
ARTICLE IV. Task Forces .....	20
Section A: Purpose of Task Forces .....	20
Section B: Creating a Task Force .....	20
Section C: Reporting .....	21
ARTICLE V. Committees and Boards Outside the Council Structure .....	21
Section A: President's Advisory Board .....	21
Section B: Senior Faculty Review Board .....	22
Section C: Steering Committee: .....	23
Section D: Selections and Elections Committee .....	23
Section E: Academic Standing Board (A.S.B.) .....	23
Section F: Faculty Development Committee .....	24

## *Preamble*

This document sets forth a framework through which the Denison community can examine, discuss, advise, and decide upon issues affecting the educational mission and quality of life on campus. There are few clearly black and white issues in running any institution. The vast majority of decisions fall within realms that are shades of gray. A governance system will work when mutual respect and cooperation are the guiding principles of the people who are entrusted with its charge. This document affirms that all members of the community—Faculty, Students, Administrative Staff, and Supportive Operating Staff—have legitimate and varied roles in the governance of the University. As specified by the *Code of Regulations*, the Faculty's principle role in governance is to determine requirements for admission, establish programs of study, evaluate work toward the completion of those programs, award academic degrees, and prescribe rules and methods for the conduct of the educational work of the University. In addition, the Faculty is empowered to advise the administration on management of the institution. Student participation in the oversight and operation of the University is of major importance.

This document asserts that the Students' primary contribution to governance lies in campus life issues, conducive to and consonant with the educational goals of Denison University.

The quality of campus life is of vital concern to all members of the community. To achieve and maintain a high standard, students should be given a leading role in the primary governance body responsible for campus life issues. This authority must be exercised within a framework that acknowledges the legal and institutional constraints of the University, and the designated responsibility of the Faculty.

If student participation in the governance system is to be meaningful, faculty and administrative powers must be exercised with discretion, a sense of fair play, careful consideration of all points of view, and respect for the educational value of student self-determination.

Since the Board of Trustees delegates day-to-day responsibilities to the President of the University, the governance system should serve as the primary channel by which the administration seeks counsel and advice from all campus constituents. This document affirms that regular input from the Faculty, Students, Administrative Staff, and Supportive Operating Staff is integral to the smooth functioning of this institution.

## **ARTICLE I. Faculty**

### **Section A: Jurisdiction**

1. The duties of the General Faculty are defined by Article V, Section 3, of the *Code of Regulations* of Denison University as amended April 2002 as follows:

The Faculty shall prescribe, subject to the approval of the Board of trustees, requirements for admission, courses of study, conditions of graduation, the nature of degrees to be conferred, rules and methods for the conduct of the educational work of the University and shall recommend to the Board candidates for degrees, persons to receive the award of fellowships, scholarships and prizes, and candidates for honorary degrees.” They may advise the President, through the appropriate committee structure of the governance system, on the management of the institution and on student affairs. The Faculty shall investigate all cases of violations of the academic regulations of the University by students and shall administer through the President such discipline as the circumstances require. They shall prescribe rules for the regulation of student publications, musical, dramatic, honorary and literary clubs, and they shall prescribe the academic conditions under which students are allowed to participate in athletics or intercollegiate sports. The Faculty also shares responsibility with the administration for the protection of the academic freedom of all members of the University community.

2. The councils and committees of the University governance system shall serve in two capacities:

- a. as bodies for the consideration of formal proposals which fall under the jurisdictions guaranteed to the Faculty by the *Code of Regulations*;
- b. as informal, advisory resources to the administration on any issue, whether discussion is initiated by Administrative Staff, Students, Faculty, or Supportive Operating Staff.

### **Section B: Membership**

1. The General Faculty is defined by Article V, Section 1, of the *Code of Regulations* of Denison University as amended April 2002 as follows:

“The Faculty shall consist of the President of the University, the officers of instruction and such members of the administrative staff as the Faculty, with the approval of the Trustees, shall grant Faculty status. The officers of instruction shall be classified as follows: professor, associate professor, assistant professor, instructor.” Voting power is vested by the Board of Trustees in the officers of instruction and such others as the Faculty may designate from time to time, except that new members of the Faculty shall not vote in the election of members to committees until they have served on the Faculty at least one semester.

2. The Teaching Faculty are those members of the Faculty with Academic Rank.

3. The General Faculty comprises the Teaching Faculty, the President of the University, and all Administrative Staff.

### **Section C: Officers and Elections**

1. Officers of the Faculty are the Chair, the Chair-elect, Secretary, and Parliamentarian.

2. The Chair and Chair-elect are elected by the General Faculty in spring elections for a term of one year. Only Teaching Faculty, however, are eligible for these offices.

3. The Parliamentarian is appointed by the Chair. The Secretary is appointed by the President of the University and need not be a member of the General Faculty.

4. In the event that positions on councils, committees or boards remain vacant, these bodies will retain their full authority to make decisions.

### **Section D: Meetings**

1. The General Faculty meets through the year:

- a. at the scheduled times agreed upon by the Faculty;
- b. at the call of the President of the University for presentation of reports on the state of the University;
- c. at the call of the Chair of the Faculty for discussions on issues of concern to the Denison community;
- d. by petition signed by thirty-five (35) members of the General Faculty and presented to the Chair of the Faculty who must call a meeting within twenty (20) class days.

2. The General Faculty shall meet at least twice each semester.

3. The quorum for a faculty meeting shall be fifty (50) members of the General Faculty, at least forty (40) of whom must be Teaching Faculty.

4. Faculty members must be notified by the Secretary of the Faculty in advance of all meetings.

5. The Chair and Chair-elect of the Faculty prepare the agenda for all meetings in cooperation with the President of the University.

6. The Chair of the Faculty, or in his or her absence the Chair-elect of the Faculty, presides over all meetings of the General Faculty, though he or she may relinquish the chair to speak from the floor.

In addition, there shall be a designated period for announcements by and questions for the President at the outset of each meeting of the General Faculty.

7. All members of the University, Academic Affairs, and Campus Affairs councils, as well as all General Faculty, may speak at faculty meetings. Other members of the Denison community may request permission to speak. Arrangements should be made in advance of meetings by contacting the Chair of the Faculty.

8. Issues which have been determined by the Steering Committee (see Art. V, Sec. C) to be of a curricular nature, and which may come to the General Faculty meeting for a final vote, will be voted on by Teaching Faculty only.

## **ARTICLE II. Procedures**

### **Section A: Process of the Governance System**

1. The Faculty shall exercise designated responsibility and power to decide on all matters placed before the governance system. On curricular matters, only Teaching Faculty shall be empowered to vote.

2. A proposal for governance consideration and action may be initiated by any standing committee or council (see Art. III), or by submission to the Steering Committee of a petition on standard petition and proposal forms provided by the Secretary of the Steering Committee. New courses may be proposed by Teaching Faculty only and must be submitted to the Steering Committee.

3. The Steering Committee shall assign all proposals for consideration to the appropriate body or bodies of the governance system. The Steering Committee may request of the Faculty that a Task Force (see Art. IV) be created to consider any particular proposal.

4. All actions by councils on proposals submitted for their specific consideration are subject to final approval by the Faculty. The councils will be served by standing committees which shall undertake the detailed work of gathering information, defining and discussing options, and reaching recommendations then forwarded to the council. With the assistance and advice of the standing committee, the council may decide what action, if any, to take. A council may ask the standing committee to reconsider the issue. Standing committees shall not have the power to make recommendations directly to the Faculty, without approval from their council.

5. Any council or committee may invite additional persons to serve as non-voting resource people.

6. All proposals approved by councils shall be sent to the Chair of the Faculty for inclusion on the agenda of the next faculty meeting. The councils, with the assistance and recommendation of the Steering Committee, shall determine whether a proposal is to be placed on:

- a. *Debatable Calendar*: Items of significant importance to the University, or items which

warrant public debate by the Faculty, shall be placed on the Debatable Calendar. Items on the Debatable Calendar shall be voted on separately.

- b. *Non-debatable Academic Calendar*: Routine items determined by the Academic Affairs Council, with the assistance of the Steering Committee, to be of an academic nature not warranting public debate shall be placed on the Non-debatable Academic Calendar. Only Teaching Faculty shall vote on the Non-debatable Academic Calendar. Items on the Non-debatable Academic Calendar shall be voted on as a single unit. An item can be moved to the Debatable Calendar by a two-thirds (2/3) vote of the Teaching Faculty present. The motion to move an item to the Debatable Calendar is not debatable; however, the person who submitted the motion is allowed up to two (2) minutes time to state the reason(s) for the motion.
- c. *Non-debatable Non-academic Calendar*: Routine items forwarded by a council, and determined by that council to be of a non-academic nature not warranting public debate, shall be placed on the Non-debatable Non-academic Calendar. Items on the Non-debatable Non-academic Calendar shall be voted on as a single unit. An item can be moved to the Debatable Calendar by a two-thirds (2/3) vote of the General Faculty present. The motion to move an item to the Debatable Calendar is not debatable; however, the person who submitted the motion is allowed up to two (2) minutes time to state the reason(s) for the motion.

7. No action shall be considered final or binding until the Faculty has passed it.

## **Section B: Procedures for Reconsideration**

1. A request for the Faculty to reconsider any action passed by the Faculty may be initiated as follows:

- a. by a request to the Chair of the Faculty from the University, Academic Affairs, or Campus Affairs councils within seven (7) class days of the Faculty vote;
- b. by a petition submitted to the Chair of the Faculty signed by thirty-five (35) members of the General Faculty within seven (7) class days of the Faculty vote;
- c. by a petition submitted to the Chair of the Faculty signed by one-third (1/3) of the members of the Denison Campus Government Association (DCGA) Senate within seven (7) class days of the Faculty vote.

2. Once a petition for reconsideration, conforming to the above procedures, is submitted, the Chair of the Faculty is obliged to include the motion for reconsideration on the agenda of the next faculty meeting, or on the agenda of a subsequent faculty meeting to be held within twenty (20) class days of the date when the petition was submitted. If no meeting is scheduled within twenty (20) class days of the submission of the petition, then the Chair of the Faculty is obliged to call a special faculty meeting.

3. In order for the issue to be reconsidered, two-thirds (2/3) of the Faculty present at the meeting must vote in favor of reconsideration when the request is presented.

4. Once an issue is under reconsideration, no amendments which affect the substance of the resolution are in order. Amendments which clarify the substance of the resolution may be made. Should substantive amendments be desired, the resolution must be returned to the appropriate council for further study and revision.

5. An issue may be reconsidered by these procedures only once.

## **Section C: Elections**

### **1. Faculty:**

#### **a. Eligibility:**

- 1) A person may be nominated by any member of the General Faculty, including himself or herself. The Selections and Elections Committee, however, must obtain the assent of any candidate before listing his or her name as a nominee. Nominations are made online, through MyDenison/MyApps/Ballots.
- 2) No faculty member may be a candidate simultaneously for more than one council or board.
- 3) No faculty member may be a candidate for a position previously held until two years following the expiration of his or her term.
- 4) To be eligible to serve on a council, standing committee, or board defined in this document, a member of the Teaching Faculty must hold a full-time appointment, be affiliated with a department or academic program, and be teaching at least two-thirds of a normal teaching load.
- 5) The Selections and Elections Committee shall be responsible for determining eligibility both for voting and for serving on councils, standing committees, and boards.

#### **b. Terms of Office:**

- 1) Terms of office shall coincide with the academic calendar year.
- 2) Faculty members and Supportive Operating Staff shall serve terms of office as specified under the provisions set for each council, committee, and board in Articles III and V of this governance document.
- 3) Students shall serve terms of one year.

- c. **Election:** Elections shall be held in the spring of every year, and at other times as the Selections and Elections Committee deem necessary. The General Faculty votes for positions open on councils, standing committees, and boards. Only Teaching Faculty may vote for positions on the President's Advisory Board and the Academic Affairs Council. New members of the Faculty shall not vote in the election of members to committees until they have served on the Faculty at least one semester. Voting is by secret ballot. Each voter may cast ballots for as many candidates as there are seats available. Positions will be won by those candidates securing the highest vote totals. Ties shall be broken by a flip of a coin.
- d. **Run-off Election:** Whenever a candidate list exceeds three (3) times the number of positions to be filled, the Selections and Elections Committee shall hold a run-off election. Each voter may cast ballots for as many candidates as there are seats available. The Selections and Elections Committee shall prepare a final election slate of three times the number of places to be filled from the candidates receiving the highest number of votes in the run-off election. Ties shall be broken by a flip of a coin.

## 2. Students:

- a. **Candidacy:** Candidacy for the Denison Community Government Association (DCGA) Senate, or any other governance body, is open to any member of the Student Body in good academic standing. No student who is an elected officer of the Student Body and who, by virtue of that office, sits on a council may be a candidate for election to an additional council for service in the same year;
- b. **Elections:** The DCGA Senate, with the advice and assistance of the Faculty, shall devise selection and election procedures for student positions in the governance system. These procedures and amendments to these procedures must be proposed by the DCGA Senate and approved by the Faculty.

## 3. Supportive Operating Staff:

- a. **Candidacy:** Candidacy for Supportive Operating Staff positions on governance bodies is open to any member of the Supportive Operating Staff.
- b. **Elections:** Members of the Supportive Operating Staff shall devise selection and election procedures for Supportive Operating Staff positions in the governance system, subject to the approval of the Faculty.

## Section D: Amending the University Governance Document

- 1. An amendment or alteration to the University Governance Document may be initiated by:
  - a. a request from the University, Academic Affairs, or Campus Affairs councils submitted to the Faculty;

- b. a petition signed by at least thirty-five (35) members of the General Faculty submitted to the Chair of the Faculty;
  - c. a petition signed by two-thirds (2/3) of the members of the DCGA Senate submitted to the Chair of the Faculty;
  - d. a petition signed by at least sixty (60) members of the Supportive Operating Staff submitted to the Chair of the Faculty.
2. In order for a proposed amendment to be considered by the Faculty, two-thirds (2/3) of the Faculty present when the proposal is introduced must vote in favor of consideration before debate may proceed.
3. No amendments to the proposed amendment may be made once debate has commenced.
4. Debate on the amendment will proceed until a motion is passed to vote on the proposed amendment(s) at the next faculty meeting.
5. At the second faculty meeting, at least two-thirds (2/3) of all General Faculty present must vote in favor of the amendment for it to be adopted.

### **ARTICLE III. Councils and Standing Committees**

#### **Section A: Academic Affairs Council**

##### **1. Responsibilities:**

- a. The Academic Affairs Council shall review all matters relating to curriculum and educational policy and recommend actions to the Faculty for approval. Included among the areas to be reviewed by the Council are the following:
  - 1. degree requirements;
  - 2. programs of study (e.g., General Education, major and minor requirements, concentrations);
  - 3. new courses proposed to be offered on a continuing basis. (Courses proposed to be offered on a one-time basis only shall be reviewed administratively);
  - 4. academic standards (e.g., reviewing and making policies regarding student academic standards, admissions, probation, dismissal, and readmission);
  - 5. academic support services (e.g., library, academic computing, and academic services).

- b. The Academic Affairs Council shall evaluate from time to time the broad educational programs, goals, and accomplishments of the University. However, the detailed work of preparing such an evaluation, or long-range planning effort, should be conducted by a Task Force (see Article IV).
- c. The Academic Affairs Council shall report regularly to the community, through the Secretary of the Faculty, on actions taken and issues under consideration.

## **2. Membership:**

- a. Six (6) members of the Teaching Faculty elected at large to three (3) year, staggered terms. (Each year one (1) of the Teaching Faculty shall be elected by the Council to serve as chair.) Of the six (6) Teaching Faculty, there must be at least one (1) from each division of the University, and no more than one (1) from any single department;
- b. Associate Provost for Academic Affairs;
- c. Provost;
- d. Three (3) students elected from the DCGA Senate for terms of one (1) year;
- e. Registrar (ex-officio, non-voting).

## **3. Standing Committees:**

### **a. Committee on Intercollegiate Athletics (C.I.A.):**

#### **1. Responsibilities**

- a. reviewing scheduling policies regarding the intercollegiate athletic program (i.e. NCAA- and NCAC-sponsored sports) and their coordination with the academic program;
- b. making recommendations to the Academic Affairs Council regarding coordination of the academic and intercollegiate athletic programs;
- c. regularly reporting to the Academic Affairs Council on issues considered;
- d. regularly reporting to the faculty (via Chairs Meetings, Faculty Meetings and/or written reports to the faculty).

#### **2. Membership**

- a. The male and female NCAA Faculty Athletic Representatives (FAR) who are appointed by the President for five year terms;

- b. Two (2) members of the Teaching Faculty, one of whom must be a faculty coach, elected at large for staggered three (3) year terms;
  - c. The Director of Athletics/Chair of Physical Education;
  - d. Associate Director of Recreation (currently the Associate Athletic Director);
  - e. A representative from the Registrar's Office;
  - f. President of Denison Student Athlete Advisory Council (DSAAC) or other student elected from the DSAAC Executive Board (one year term);
  - g. One (1) student elected from DCGA Senate for a term of one (1) year.
3. **Faculty Athletic Representatives:** The FARs will serve as co-chairs of the Committee.

**b. General Education Competency Committee (Proposal #12-51)**

**1. Responsibilities**

- a. advising the Academic Affairs Council in all curricular matters related to the Oral Communication, Quantitative Reasoning, and Power and Justice Competency requirements at the University (in addition to the standing committee's own agenda, AAC can from time to time charge the GE Competency Committee to address specific questions related to the competency requirements).
- b. reviewing proposed courses which would satisfy the competency requirements and be offered on a continuing basis and offering recommendations to the Academic Affairs Council for the passage or denial of proposed courses.
- c. guiding workshops, educational and course-development opportunities, and community discussions of the competency.

**2. Membership**

- a. Six (6) members of the Teaching Faculty, elected to three-year (3-year) staggered terms. Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as chair. Of the six (6) Teaching Faculty, there must be at least one (1) from each division of the University, and no more than one (1) from any single department;
- b. Three (3) students elected from the DCGA Senate for terms of one (1) year.

**c. The Writing Committee (Proposal #13-35)**

**1. Responsibilities:**

- a. providing broad curricular guidance for the Writing Program;
- b. providing faculty development and programming in writing pedagogy;
- c. evaluating proposals for both First-Year Writing Workshop (W101) and writing intensive courses (W-overlays). The Writing Committee will do the bulk of the work in the approval process and make formal recommendations regarding the approval of individual courses to AAC;
- d. coordinating with the Assessment Committee to ensure the writing program is meeting its stated outcomes. The Writing Committee will coordinate the actual work to assess the writing program and report to the Assessment Committee on those assessment results;
- e. working with the Provost and Registrar to ensure adequate staffing of the writing program;
- f. reporting once per semester to AAC on the status of the writing program and participate in AAC discussions as requested.

The responsibilities of the Chair of the Writing Committee include oversight of the above responsibilities of the Writing Committee. It is the chair's responsibility to convene and carry out the business of the Writing Committee.

**2. Membership:**

- a. Four (4) members of the Teaching Faculty, one (1) from each division of the University, elected to three-year (3-year) staggered terms;
- b. Chair of the Writing Committee, appointed by the Provost to a three-year (3-year) term, with possibility of renewal for a second term;
- c. Chair of the Department of English (or designee; ex-officio, non-voting).

**Section B: University Council**

**1. Responsibilities:**

- a. The University Council shall advise the President on policies relating to personnel, enrollment, financial matters, and sustainability within the University, and oversee the implementation of those decisions, including:

1. all Administrative Staff, Supportive Operating Staff, and Faculty positions;
  2. student enrollment, retention, and financial aid;
  3. annual budget, development, finance and management.
- b. The University Council shall take an active role in long-range planning for the University.
  - c. The University Council shall report regularly to the community, through the Secretary of the Faculty, on actions taken and issues under consideration.

## **2. Membership:**

- a. President of the University (ex-officio, non-voting);
- b. Provost;
- c. Vice-President for Finance and Management;
- d. Vice-President for Student Development and Dean of Students;
- e. Six (6) Teaching Faculty as follows:
  1. one (1) elected at large to serve as chair of the University Council for a three (3) year term;
  2. each of the vice-chairs of the Personnel, Student Enrollment and Retention, Finance, Information Technology, and Campus Sustainability standing committees;
- f. Three (3) students elected from the DCGA Senate for terms of one (1) year;
- g. Two (2) members of the Supportive Operating Staff elected at large to a three (3) year term.

## **3. Standing Committees:**

### **a. Personnel Committee (P.C.):**

#### **1. Responsibilities:**

- a. reviewing and recommending to the University Council modifications of all policies and procedures relating to affirmative action, hiring, and benefits of all persons employed by Denison;

- b. reviewing and recommending to the University Council modifications of all policies and procedures relating to contract renewal, promotion, and dismissal of all employees except Teaching Faculty;
- c. reviewing and evaluating all requests for new positions and continued need for replacement of persons in existing positions; establishing guidelines for contraction and expansion of existing positions; and making recommendations regarding these matters to the Provost, Director of Human Resources, and University Council.

**2. Membership:**

- a. Provost;
- b. Three (3) Teaching Faculty elected at large for three (3) year, staggered terms. (Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as chair; another one (1) shall be elected to serve as vice-chair and sit on the University Council);
- c. One (1) member of the Administrative Staff elected at large for a three (3) year term;
- d. One (1) student elected from the DCGA Senate for a one (1) year term;
- e. Two (2) members of the Supportive Operating Staff elected at large for a three (3) year term;
- f. Director of Institutional Equity and Diversity, (ex-officio, non- voting);
- g. Director of Human Resources, or designate (ex-officio, non-voting).

**b. Student Enrollment and Retention Committee (S.E.R.C.):**

**1. Responsibilities:**

- a. establishing policies and overseeing the implementation of the University's admissions, financial aid, and retention programs;
- b. collecting and evaluating information regarding the long-range outlook for Denison's admission and retention programs, and making recommendations to the University Council.

**2. Membership:**

- a. Three (3) Teaching Faculty elected at large for three (3) year, staggered terms.

(Each year one (1) Teaching Faculty shall be elected by the Committee to serve as chair; another one (1) shall be elected to serve as vice-chair and sit on the University Council);

- b. Two (2) students elected from the DCGA Senate;
- c. Two (2) members of the Administrative Staff elected at large for three (3) year, staggered terms;
- d. One (1) member of the Supportive Operating Staff elected at large for a three (3) year term;
- e. The directors or heads, or their designates, of Admissions, Financial Aid, Academic Support & Enrichment Center, and Student Development (all ex officio, non-voting).

**c. Finance Committee (F.C.):**

**1. Responsibilities:**

- a. overseeing and making recommendations to the University Council regarding the financial management of the University;
- b. reviewing and evaluating the annual budget before it is submitted to the Board of Trustees.

**2. Membership:**

- a. Three (3) Teaching Faculty elected at large for three (3) year, staggered terms. (Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as chair; another one (1) shall be elected to serve as vice-chair and sit on the University Council);
- b. Two (2) members of the Administrative Staff elected at large for three (3) year, staggered terms;
- c. One (1) student elected from the DCGA Senate for a one (1) year term;
- d. Two (2) members of the Supportive Operating Staff elected at large for a three (3) year term;
- e. Vice-President for Finance and Management, or designate (ex- officio, non-voting);
- f. Vice-President of Institutional Advancement or designate (ex-officio, non-voting).

**d Information Technology Committee (I.T.C.) (Updated Proposal #12-48)**

**1. Responsibilities:**

- a. The Information Technology Committee shall advise the Provost and Vice President for Finance and Management on matters relating to information resources and technology within the University and oversee the implementation of those decisions, including:
  - 1) the policies of and resource allocations for academic and administrative computing services;
  - 2) the policies of information technology and resource allocations for the Library.
- b. The Information Technology Committee shall take an active role in long-range planning for the future development of information resources and associated technology.
- c. The Information Technology Committee shall report regularly to the University Council on actions taken and issues under consideration.
- d. The Information Technology Committee shall actively solicit input from the campus community on matters related to information resources and technology, and consider this input in making its recommendations. The Committee will also solicit expert advice from particular members of the community, as appropriate.

**2. Membership:** The membership shall include but shall not be limited to the following:

- a. Four (4) Teaching faculty, one from each of the four academic divisions of the university, elected to serve three (3) year terms. (Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as chair; another one (1) shall be elected to serve as vice-chair and sit on the University Council);
- b. Two (2) students, appointed by the DCGA president in consultation with the Provost, to serve terms of one (1) year;
- c. One (1) member of the Supportive Operating Staff, elected to serve a three (3) year term.
- d. Director of Information Technology Services;
- e. Director of the Library;

- f. Information Security Officer;
  - g. Director of Institutional Research;
  - h. Provost (ex-officio, non-voting);
  - i. Vice President for Finance and Management (ex-officio, non-voting).
- e. **Campus Sustainability Committee (C.S.C.) (Proposal #09-10):**

**1. Responsibilities:**

- a. recommending to the University Council the policies, standards, and procedures necessary to advance environmental sustainability;
- b. overseeing the planning and implementation of University-wide activities to improve Denison's environmental citizenship;
- c. advising and consulting directly with University administrators, offices, divisions, academic programs, student organizations, and representatives of the Granville community on environmental sustainability;
- d. providing a comprehensive, annual report of proactive efforts to attain environmental sustainability to the President, campus community, and Board of Trustees.

**2. Membership:**

- a. Three (3) Teaching Faculty elected at large for three (3) year, staggered terms. (Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as chair; another one (1) shall be elected to serve as vice-chair and sit on the University Council);
- b. Two (2) members of the Administrative Staff elected at large for three (3) year, staggered terms;
- c. Two (2) students elected from the DCGA Senate for a one (1) year term;
- d. Two (2) members of the Supportive Operating Staff elected at large for a three (3) year term;
- e. Vice-President for Finance and Management, or designate (ex-officio, non-voting);
- f. Sustainability Coordinator (ex-officio, non-voting).

## **Section C: Campus Affairs Council**

### **1. Responsibilities:**

- a. The Campus Affairs Council is the place where Administrative Staff, Students, and Faculty shall come together cooperatively to design recommendations to the Administration regarding student judicial processes, student publications, recreational athletics (which include intramural and club sports), musical, dramatic and literary clubs, fraternities, sororities and other student affairs, and the general social life of the institution.
- b. The Campus Affairs Council shall also serve as an informal sounding board for other issues under administrative purview, including student safety and health, residence and dining halls, and recreational life and intercollegiate athletics.
- c. The Campus Affairs Council shall seek advice from the DCGA Senate on matters of shared concern to students.
- d. The Campus Affairs Council shall serve in an advisory role to the Administration, working through the Office of Student Affairs, on matters of concern to students.
- e. The Campus Affairs Council, with the assistance of the Standing Committee on Residential Life, shall review and make recommendations on major policy decisions of the Office of Student Affairs.
- f. The Campus Affairs Council shall report regularly to the community, through the Secretary of the Faculty, on actions taken and issues under consideration.

### **2. Membership:**

- a. President of DCGA (chair);
- b. Speaker of the DCGA Senate;
- c. Four (4) students elected from the DCGA Senate for terms of one (1) year;
- d. Two (2) Teaching Faculty elected at large for three (3) year, staggered terms;
- e. Vice President for Student Development;
- f. One (1) member of the Administrative Staff elected at large for a three (3) year term;
- g. One (1) member of the Supportive Operating Staff elected at large for a three (3) year term.

### **3. Standing Committees:**

#### **a. Committee on Residential Life (C.R.L.):**

##### **1. Responsibilities:**

- a. reviewing and advising the administration on major residential life policy decisions, subject to legal, financial, and other constraints;
- b. making recommendations to the Campus Affairs Council on matters regarding residential life;
- c. responding to requests from the Campus Affairs Council for consideration of issues, proposals, long-range plans, etc.;
- d. reporting regularly to the Campus Affairs Council on issues considered.

##### **2. Membership**

- a. Vice-President of DCGA (chair);
- b. Three (3) students elected from the DCGA Senate for terms of one (1) year;
- c. One (1) Dean, or designate, from Office of Student Development;
- d. One (1) member of the Teaching Faculty elected at large for a three (3) year term;
- e. One (1) member of the Supportive Operating Staff elected at large for a three (3) year term;
- f. Building Services Manager (ex-officio, non-voting).

#### **b. Dining Committee**

##### **1. Responsibilities**

- a. reviewing and advising the Campus Affairs Council on major dining policy decisions, including various dining providers and making recommendations regarding contract negotiations and proposals, subject to legal, financial, and other constraints;
- b. seeking advice from the DCGA Senate on dining matters of shared concern to students;
- c. making recommendations to the Campus Affairs Council on matters regarding dining;
- d. responding to requests from the Campus Affairs Council for consideration of issues, proposals, long-range plans, etc.;
- e. reporting regularly to the Campus Affairs Council on issues considered.

## 2. Membership

- a. Six (6) students elected through the DCGA Senate for terms of one (1) year (students include one international student, one varsity athlete, one vegetarian, and three omnivores);
  - b. One (1) member of the General Faculty elected at large for a two (2) year term;
  - c. One (1) member of the Supportive Operating Staff elected at large for a two (2) year term;
  - d. The Director of Purchasing and Administrative Services;
  - e. Assistant Dean/Director of Slayter Union and Student Activities;
  - f. General Manager of Dining Services (ex-officio, non-voting).
3. **Chair:** Each year the Committee shall elect a chair from among the student members of the Committee.

## ARTICLE IV. Task Forces

### Section A: Purpose of Task Forces

1. From time to time issues of significant importance to the University at large, or a part thereof, require sustained and detailed study by a group of persons representing the community. Such studies should be undertaken by *ad hoc* committees, called Task Forces, rather than by the governance councils and their standing committees. Delegation of such studies to Task Forces will enable the everyday work of the governance bodies to proceed without delay. The Task Forces will report directly to the regular governance bodies.
2. A Task Force should be created ONLY when a significant and complex issue requires study. Minor alterations in policies should be handled as part of the everyday work of the councils and their standing committees. Task Forces are not intended to replace or circumvent the decision making responsibilities and powers of the governance system councils.

### Section B: Creating a Task Force

1. A Task Force may be created only by a vote of the General Faculty
2. A Task Force may be proposed to the Faculty by:
  - a. Academic Affairs Council, University Council, or Campus Affairs Council;
  - b. a petition signed by thirty-five (35) members of the General Faculty and presented to the Chair of the Faculty;
  - c. a petition signed by one-third (1/3) of the members of the DCGA Senate and presented to the Chair of the Faculty;

- d. a petition signed by sixty (60) members of the Supportive Operating Staff and presented to the Chair of the Faculty.
3. The body or group proposing the creation of a Task Force must specify the membership composition of the Task Force, the issue or proposal it is to study, the duration of time required for completion of the work of the Task Force, and to which governance body the Task Force will report.
4. During the Faculty's consideration of a proposal to create a Task Force, no amendments, which significantly affect the substance of the proposal may be offered. Minor alterations in structure and purpose, and amendments, which clarify the substance of the proposal, are in order.

### **Section C: Reporting**

1. A Task Force will report to the Council which created it.
2. A Task Force created at the suggestion of a petition by either Faculty, Students, or Supportive Operating Staff will submit its report to the governance body specified in its initiating petition.

## **ARTICLE V. Committees and Boards outside the Council Structure**

### **Section A: President's Advisory Board**

#### **1. Responsibilities:**

- a. The President's Advisory Board shall function primarily as a sounding board for the President of the University on matters relating to appointments, reappointments, promotion, and tenure.
- b. The President's Advisory Board shall assist in the study of staff expansion and reduction.
- c. The President's Advisory Board shall advise the President of the University on issues related to Faculty leaves, and problems arising therefrom.
- d. The President's Advisory Board shall assist in the study of salary schedules, retirement plans, and other matters affecting Faculty compensation.

#### **2. Membership:**

- a. President;
- b. Provost;

- c. Six (6) members of the Tenured Teaching Faculty elected for three (3) year, staggered terms. Of the six (6) Tenured Teaching Faculty, there must be at least one (1) from each division of the University, and no more than one (1) from any single department, and no more than two (2) from any single division of the University.

### **3. Reporting:**

Since these matters are frequently of a confidential nature, they will NOT be considered public record, nor reported beyond the Advisory Board. The Advisory Board shall be subject to call by the President or the Provost upon request of any member of the Advisory Board.

## **Section B: Senior Faculty Review Board (Proposal #13-42)**

### **1. Responsibilities.**

- a. The Senior Faculty Review Board shall advise the President and the Provost on matters related to the salary and compensation of tenured members of the faculty.
- b. The Senior Faculty Review Board shall be responsible for making recommendations to the President and the Provost regarding salary increases for tenured members of the faculty.
- c. The Senior Faculty Review Board shall advise the provost on the awarding of R.C. Good Fellowships.
- d. The Senior Faculty Review Committee shall advise the President and the Provost on appointments to named chairs [and recipients of teaching awards].

### **2. Membership.**

- a. Provost, chair: non-voting;
- b. Six members of the Tenured Teaching Faculty elected for three year, staggered terms. Of the six members, there must be at least one from each division of the University, and no more than one from any single department, and no more than two from any single division of the University.

### **3. Reporting.**

Since these matters are frequently of a confidential nature, they will NOT be considered public record, nor reported beyond the Senior Faculty Review Board.

## **Section C: Steering Committee:**

### **1. Responsibilities:**

- a. acting in a timely manner to forward all proposals received to the appropriate council or councils, or recommending that a Task Force be created to consider a particular proposal;
- b. assisting councils in determining whether the action of any council shall be placed on the Debatable, Non-debatable Academic Calendar, or Non-debatable Non-academic Calendar of the Faculty meeting;
- c. assisting the Academic Affairs Council in determining whether an issue is of a curricular nature, and therefore one to be voted on by Teaching Faculty only.

### **2. Membership:**

- a. Chair of the Faculty;
- b. Provost;
- c. Speaker of the DCGA Senate.

## **Section D: Selections and Elections Committee**

### **1. Responsibilities:**

- a. determining eligibility both for voting and for serving on councils, standing committees, and boards;
- b. acting solely in an administrative capacity to prepare all ballots, publish a slate of candidates, poll the faculty, count the ballots, and publish the results of the election;

### **2. Membership:**

- a. Two (2) members of the Teaching Faculty elected at large to three (3) year, staggered terms;
- b. One (1) member of the General Faculty elected at large to a three (3) year term.

## **Section E: Academic Standing Board (A.S.B.)**

### **1. Responsibilities:**

- a. The Academic Standing Board shall review and decide matters relating to student

academic standing and academic grievances. The Board also shall review and decide all student petitions regarding exceptions to existing academic policy. Decisions shall be made by simple majority vote.

- b. The Academic Standing Board may delegate to the Registrar the handling of any student petitions regarding exceptions to existing academic policy that the Board determines to be minor in nature. The determination of “minor” status would be subject to guidelines established and annually reviewed by the Board. As part of this review, the Registrar would provide the Board with an annual report on the disposition of minor academic student petitions. The Registrar may bring any minor academic student petition to the Board at his or her discretion.
- c. Appeals to matters decided by the Academic Standing Board shall be submitted in writing to the Registrar. To receive consideration, an appeal must be full and complete upon submission, including in it the basis for appeal, and must be submitted no less than five (5) business days after the date of the decision. Appeals shall be heard by an ad hoc board of three former faculty members of the Academic Standing Board. These faculty shall be appointed by the Provost. Appeals shall only be heard based upon a claim of new information or a claim of procedural violation.
- d. The Academic Standing Board will report to the Academic Affairs Council when requested by that Council.

## **2. Membership:**

- a. Four (4) Teaching Faculty, one (1) from each division of the University, elected at large to three (3) year, staggered terms. Each year one (1) of the Teaching Faculty shall be elected by the Board to serve as Chairperson;
- b. Associate Provost or the Provost’s designate;
- c. Registrar (non-voting);
- d. Director of Academic Support and Enrichment or his or her designate from the Division of Student Development (non-voting).

## **Section F: Faculty Development Committee**

### **1. Responsibilities:**

- a. Advise the Provost on all faculty development programs administered by the office of the Provost;
- b. Recommend policies and procedures for the distribution of faculty development funds;

- c. Regularly review faculty development programs such as scholarly travel to professional meetings, pre-tenure and R.C. Good leave programs, Professional Development (PD) Accounts, funding for summer workshops, etc.;
- d. Oversee and regularly review the components of the teaching and learning program, such as the fall Faculty Conference, Teaching Matters, and other programs related to teaching and learning at the University;
- e. Report regularly to the faculty.

**2. Membership:**

- a. Provost;
- b. An Associate Provost appointed by the Provost;
- c. Four (4) members of the Teaching Faculty, one elected from each division of the University to serve three (3) year staggered terms, of which at least one shall be tenured and at least one untenured;
- d. Each year one (1) of the Teaching Faculty shall be elected by the Committee to serve as Chairperson.