

CONSTITUTION FOR THE COLLEGE OF ARTS & SCIENCES  
EASTERN KENTUCKY UNIVERSITY

ADOPTED BY THE COLLEGE OF ARTS AND SCIENCES, APRIL 20, 2006

Approved:

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Dr. Andrew Schoolmaster, Dean

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Date

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## **I. Preamble**

This constitution serves as the primary governance document for the faculty in the College of Arts & Sciences at Eastern Kentucky University. It states the principles, policies, procedures, and practices which will be followed in the conduct of college business. This constitution will be consistent with the Eastern Kentucky University Faculty Handbook.

## **II. The Faculty and College Assembly**

### **A. Membership of Faculty**

College of Arts & Sciences faculty members holding full-time tenured or probationary positions at the ranks of professor, associate professor, or assistant professor, shall be voting members of the faculty. All other persons with appointments as visiting professor, adjunct professor, faculty participating in the Retirement Transition Program (RTP), lecturer, and instructor shall enjoy the rights and privileges of membership in the college with the exception of voting.

### **B. College Assembly**

#### **1. Function**

The voting members of the faculty will constitute the College Assembly, which will serve as the primary decision-making and governing body for the College of Arts & Sciences. The College Assembly will have the authority to ratify and amend the constitution, establish standing committees, and

participate in the governance of the College of Arts & Sciences through the procedures and practices set forth in this document.

## **2. Meetings**

The College Assembly will meet at least once each fall and spring semester. The fall meeting will normally be held on the same day as the University Convocation. Special meetings may be called by the Dean of the College of Arts & Sciences. The College Assembly may also call a special meeting upon written request of 10 percent of the membership.

The Dean of the College of Arts & Sciences or a member of the College Assembly designated by the Dean will preside over the meetings. A recorder and parliamentarian will be appointed by the Dean for a period of one year, with the possibility of reappointment. The recorder will record and distribute the minutes of the meetings within 14 days. Parliamentary procedures will follow the most recent edition of Roberts Rules of Order. The parliamentarian will provide counsel and advice to the College Assembly on all matters of procedures and order.

## **3. Agenda and Procedures**

The Dean will set, prepare and distribute a business agenda to all faculty at least five working days prior to the College Assembly meetings.

The agenda can contain all proposals (including motions to amend this constitution), resolutions, and items submitted to the Dean, in writing, ten (10) working days prior to the College Assembly meetings. The written items must be submitted by a member of the College Assembly along with an endorsement of ten (10) members of said body. Faculty of the college who are not members of the College Assembly (see Sections IIA and IIB) may request a member of the assembly to submit agenda items on their behalf. All proposals and resolutions, either initiated or subsequently amended by motion from the floor, must receive a second hearing at subsequent meetings of the College Assembly before a final vote is taken.

A quorum shall require the presence of twenty five percent of the voting members of the College Assembly. Voting shall generally be by a show of hands. However, depending on the nature of the deliberations or the decision, some other recognized form preferred by a majority of the members voting may be used. All votes, except amendments to this constitution, shall be decided by a simple majority of members present and voting. Amendment of the constitution shall require a two-thirds majority of all members of the College Assembly present and voting. Voting on constitutional amendments will be by secret ballot.

## **II. Administrative Organization of College**

The organization of the college consists of the Dean's office and seventeen academic departments (listed in II-B). The college also houses the Center for the

Study of Kentucky History and Politics, the African/African American Studies Program, the Chemical Storage Facility, and the Technology Information Centre.

#### **A. Organization of Dean's Office**

As outlined in the Faculty Handbook, the Dean is responsible to the Provost and Vice President for Academic Affairs for the administrative and academic leadership of the college, fulfilling the established purposes of the college, actively supporting the policies and procedures of the university, developing operational policies for the college, and participating in the development of new or modified university policies and procedures. The provisions of the Faculty Handbook requires the Dean to provide leadership in the areas of student academic services, faculty affairs, programs and courses, resources utilization, external relationship, and research.

The College of Arts & Sciences has two Associate Deans, who are responsible to the Dean. The Associate Deans will be actively involved in academic affairs and will work closely with the Dean's administration, management, and staff of the college.

The administrative structure of the Dean's Office is organized functionally by responsibilities for the Dean and the Associate Deans.

##### **1. Dean:**

- Prepares annual college report.
- Conducts new faculty and chair orientation sessions.

- Coordinates college mentoring and faculty development programs.
- Chairs the college Strategic Planning and Budget Committee.
- Participates in all college-level personnel and promotion and tenure decisions.
- Formulates annual college budget requests and reports.
- Coordinates development, advancement, and fundraising activities at college level.
- Serves on university committees as requested by Provost and/or President.
- Conducts annual departmental reviews.
- Participates in faculty and department chairperson appointments and other administrative/personnel appointments at college level.
- Promotes interdisciplinary and inter-college collaboration, cooperation, and scholarly activity.
- Evaluates department chairpersons according to university policy.
- Promotes the visibility of the college in the region, state and nation.

## **2. Associate Dean for Academic and Student Affairs**

- Provides college-wide leadership in coursework and program development and assessment.
- Promotes development of intra- and inter-college interdisciplinary courses and programs.

- Serves as chair of the college Curriculum Committee, the Student Awards Work Group, and Technology Work Group.
- Represents the college on the Council on Academic Affairs.
- Provides administrative oversight of student academic regulations and records, including certifying undergraduate degree requirements.
- Provides college-wide leadership for student advising and retention.
- Provides college-wide leadership for student recruitment.
- Provides leadership for and supervision of general education in the college.
- Takes a leadership role in the university-wide General Education Program.
- Participates with the dean and other associate dean in college administration, including conducting interviews of chair candidates.
- Monitors course scheduling and expenditures of part-time instructional budget.
- Provides college-wide leadership in the delivery of instructional technology.
- Provides administrative oversight of the College Technology Information Center (TIC) and Network Administration.
- Provides administrative oversight of the college Chemical Safety Officer.
- Provides administrative oversight of the Chemical Storage Facility.
- Carries out special curriculum or student affairs projects for the Office of the Dean.
- Represents the College in the absence of the Dean (shared with the other associate dean, as appropriate).

- Participates in preparation of annual college report.

### **3. Associate Dean for Administrative Affairs and Research**

- Compiles and maintains statistical profile records at the college level.
- Participates in preparation of annual college report.
- Receives material for internal publication of “Faculty Accomplishments” and have them distributed to college faculty.
- Reviews promotion and tenure procedures.
- Chairs the college Promotion and Tenure Committee and the Research and Faculty Development Committee.
- Serves in an ex officio capacity on the college Strategic Planning and Budget Committee.
- Represents the Dean’s office at grievance appeals at the college level.
- Develops and revises college policy statements and administrative procedures, as needed.
- Participates with the Dean and other associate dean in college administration, including conducting interviews of chair candidates.
- Serves on college and/or university committees, as requested by the Dean.
- Carries out special administrative affairs and research projects for the Office of the Dean.
- Represents the College in the absence of the Dean (shared with the other Associate Dean as appropriate).

- Provides administrative leadership and coordination of all research efforts of the College. Specifically:
  - ◆ Reviews research proposals for approval by the Dean and submission to appropriate offices.
  - ◆ Maintains data on current research projects, grants and contracts.
  - ◆ Works with the Dean to organize a research development plan for the College.
  - ◆ Conducts annual evaluation and needs assessment for research and instructional equipment.
  - ◆ Facilitates faculty research, scholarship and creative endeavors.
  - ◆ Fosters interdisciplinary research.
  - ◆ Promotes the application of research/creative activities to enhance instruction by fostering student involvement in faculty research/creative activities.

## **B. Organization of Academic and Other Units**

### **1. Departments**

The College of Arts & Sciences consists of the following areas and academic departments:

*Area I (Arts & Humanities):* Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

*Area II (Natural & Mathematical Sciences):* Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

*Area III (Social & Behavioral Sciences):* Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.

The college organization is subject to approval by the Board of Regents. Proposals to reorganize departments will be referred by the Dean of the College of Arts & Sciences to the Provost and Vice President for Academic Affairs after initial consultation of all members of the units directly concerned. Such changes do not require the use of the process for amendment of this document, although this document should be updated periodically to reflect the changes.

## **2. Other units**

The college also has oversight of the African/African American Studies Program. This program is headed by a director who is responsible for its administrative and academic leadership as required by the missions of the program, the college, and the university. The appointment of the director of the program will be approved by the Board of Regents upon the recommendation by the Dean of the College of Arts & Sciences, the Provost

and Vice President for Academic Affairs, and the President of Eastern Kentucky University. The Dean will consult with search committee prior to making appointment recommendations.

The establishment of the African/African American Studies Program and its placement under the dean's office was approved by the Council on Academic Affairs. This constitution will be updated as necessary whenever other units are created and placed under the purview of the college, or abolished, following laid down university procedures.

#### **IV. Standing Committees**

##### **A. Eligibility and Composition**

Standing committees composed of faculty members from the College Assembly will have the responsibility of conducting the affairs of the College and representing faculty in governance issues. The standing committees shall include Promotion and Tenure Committee, Curriculum Committee, Research and Faculty Development Committee, and Strategic Planning and Budget Committee.

Guidelines for the establishment of committee membership are specified in the sections dealing with each committee. For the purposes of electing/selecting members to the College of Arts & Sciences standing committees, the departments are divided into the following areas:

Area I: Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

Area II: Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

Area III: Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.

For the initial seating of the committees, unless specified otherwise, members will be elected/appointed for three-, two-, or one-year terms following the procedures and guidelines used for seating members of the Promotion and Tenure Committee (Article IV-B).

Following the initial staffing of the standing committees, elected and appointed members will serve a regular term of three years, starting on the first day of the academic year (fall semester). Departments will nominate faculty members from the College Assembly to serve on the standing committees and may nominate only one member for each committee. Nominees will only be eligible for election to one committee. Elected/appointed faculty may only serve on one

committee at a time in an effort to ensure broad representation and participation on standing committees from across the College.

Appointed faculty members from the College Assembly shall serve one-, two-, or three-year terms based upon the initial appointment by the Dean. On completion of a regular three-year term of service, a faculty member of the College Assembly cannot be reelected or reappointed to the same committee for a period of three years, but does remain eligible for election or appointment to another standing committee. If a vacancy should occur, the position will be filled for the remainder of the unexpired term by election, if the member vacating the position was elected, or otherwise by appointment.

A department shall not be represented on a standing committee by two members elected or appointed during the same year. Departments may be represented on more than one standing committee at any time.

Each standing committee will be chaired by the Dean or an Associate Dean, as specified, who will serve as an ex-officio, non-voting member of the committee. Each committee will elect, by simple majority, from its membership a recorder for the purpose of taking and distributing meeting minutes.

Each committee will develop a mission statement and policy and procedures guidelines, which will be reviewed on a regular basis. A quorum for conducting a meeting will be a simple majority of the committee members, unless specified

otherwise. Following full participation, debate, and open discussion, all issues shall be decided by simple majority vote of all members present and voting.

It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the standing committees within 14 working days of the meeting. Any matter of general policy that is addressed to the Faculty Assembly by a standing committee must be brought forward to the Faculty Assembly for review and discussion before action. Any recommended action must be placed upon the agenda of the Faculty Assembly at least ten (10) working days prior to the meeting. The acceptance of a recommendation or action will require a majority vote of those members of the Faculty Assembly attending a regular or special session.

All members of a standing committee have the responsibility to attend and participate in meetings on a regular basis. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by either election or appointment according to how the seat on the committee was originally filled. The committee chair will report to the Dean when a seat is declared vacant or when a member resigns from the committee.

In addition to the standing committees, the Dean may establish limited duration Ad Hoc Committees as dictated by the needs of the college.

## **B. Promotion and Tenure Committee**

The function of the college Promotion and Tenure Committee will be to:

- a. Review promotion and tenure materials prepared by departments and addenda provided by the department chair/and or the candidate.
- b. Ensure that the departments have applied standards equitably, and approved criteria and procedures have been followed.
- c. Ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college.
- d. Ensure that unsubstantiated information or material that lacks documentation is not used as part of the decision process.
- e. Submit the committee's recommendations with appropriate documentation and required forms to the college dean.

Membership, selection procedures, and eligibility requirements for the Promotion and Tenure Committee are included in the College of Arts & Sciences Guidelines for Promotion and Tenure (see Appendix A or [www.cas.eku.edu](http://www.cas.eku.edu)). Membership on this committee requires that the faculty member be tenured and hold the rank of associate professor or professor.

## **C. Curriculum Committee**

The function of the Curriculum Committee will be to:

- a. Receive, review, and act upon changes in undergraduate and graduate degree programs.
- b. Review and maintain academic standards for the College.

- c. Review and coordinate curriculum and degree requirement proposals from other colleges that might affect programs in the College of Arts & Sciences.
- d. Review and address other matters on curriculum referred to the committee by the Dean of the College of Arts & Sciences.
- e. Establish procedures and regularly review processes for dealing with curricular matters at the departmental and college levels.

Each department in the College will select a representative to this committee following departmental procedures. Initially, to establish a rotational pattern, the departmental representatives will serve either a three, two, or one year term with approximately one-third of the members being placed in each category of length of term. Thereafter, each representative will serve a three-year term. Should a member of the committee resign or need to be replaced for non-attendance, reappointment will be made by the department to fill the unfinished term.

The chair of the committee will be the Associate Dean for Academic and Student Affairs, who will serve on the committee in an ex-officio non-voting capacity. The administrative assistant of the Associate Dean will serve as the recorder for this committee.

The committee should meet at least once each month from September through April. Additional meetings may be called by the chair or by a simple majority of the committee.

#### **D. Research and Faculty Development Committee**

The function of the Research and Faculty Development Committee will be to:

- a. Review and make recommendations on faculty proposals for development funds and professional travel.
- b. Review and make recommendations on faculty sabbatical leave applications.
- c. Review and make recommendations on applications for The College of Arts & Sciences Ruric and Mary Roark Distinguished Lecture (“The Roark Lecture”).
- d. Advise the Dean on matters related to research, scholarship, and creative activities.
- e. Review policies and procedures dealing with research and grant administration.
- f. Select recipients from each of the three areas of the College to receive faculty research awards.

The committee shall consist of six elected members of the Faculty Assembly, two from each area of the College, three members appointed by the Dean, one from each area of the College, and the Associate Dean for Research and Administrative Affairs.

The election, appointment, and replacement procedures for the Research and Faculty Scholarship Committee will follow as closely as possible procedures for the College of Arts & Sciences Promotion and Tenure Committee (Article IV-B).

All members of the Faculty Assembly will be eligible for nomination to and service on the Research and Faculty Development Committee. The committee will be chaired by the Associate Dean for Research and Administrative Affairs, who will serve in an ex-officio, non-voting capacity. The committee will elect a recorder by simple majority from its membership.

The committee should meet at least once each month from September through April, or as necessary to conduct the business of the College. Additional meetings may be called by the Chair or by a simple majority of the committee.

#### **E. Strategic Planning and Budget Committee**

The function of the Strategic Planning and Budget Committee will be to:

- a. Review the strategic plans from the departments (planning units).
- b. Prioritize strategic planning budget requests from the departments.
- c. Assist the office of the Dean in preparing the college (planning group) strategic plan.
- d. Regularly review and when appropriate, revise the College of Arts & Sciences mission and vision statements.
- e. Regularly review the College of Arts & Sciences constitution and, when appropriate, draft amendments for review and approval by the Faculty Assembly.
- f. Meet annually with the Dean to discuss matters related to the budget and/or budgetary policy.
- g. Review departmental governance documents.

- i. Advise the Dean on matters not specifically delegated to some other standing or ad hoc committee.

The committee shall consist of six elected members of the Faculty Assembly, two from each of the areas of the college, three members appointed by the Dean, one from each area of the college, and the Dean. The Associate Dean for Research and Administrative Affairs will also serve on this committee in an ex-officio, non-voting capacity.

The election, appointment, and replacement procedures for the Strategic Planning and Budget Committee will follow as closely as possible procedures for the College of Arts & Sciences Promotion and Tenure Committee (Article IV-B). All members of the Faculty Assembly will be eligible for nomination to and service on the Strategic Planning and Budget Committee.

The committee will be chaired by the Dean, who will serve in an ex-officio, non-voting capacity. The committee will elect a recorder by simple majority from its membership. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the college.

## **V. Work Groups**

In addition to the standing committees which deal with the general business of the College and Faculty Assembly, there is a need for focused work groups that will convene intermittently to address specialized topics of either a particular area or activity, or to make decisions/recommendations that are required only once per year. In the event that these groups make recommendations for general policy affecting the Faculty Assembly, these recommendations will be brought forward to the Strategic Planning and Budget Committee for initial review and comment and then placed on the agenda for a regularly scheduled meeting of the Faculty Assembly, if deemed necessary.

The focused work groups for the College of Arts & Sciences include Chairs Work Group, Chemical Safety Work Group, Student Awards Work Group, John Long Scholarship in Humanities and Visual and Performing Arts Selection Work Group, Pre-Medical Advisory Work Group, and Technology Work Group. These workgroups and their initial membership are based on current practices. Each should be reviewed at least once every three years to insure that it is continuing to support its stated mission and goals. Any proposals by members of the College Assembly that would result in changes in the mission or membership criteria of a work group, the abolition of an existing work group, or the establishment of a new work group, must be submitted for consideration and approval by the dean.

## **A. Chairs Work Group**

The function of the Chairs Work Group will be to:

- a. Provide advice and counsel to the Dean on matters relating to the staffing and administration of the College of Arts & Sciences and its departments.
- b. Review College policies on budget, workload, promotion and tenure, and faculty hiring.
- c. Present faculty and departmental issues to the Dean.
- d. Communicate information from the Dean to the faculty.
- e. Assist the dean in the implementation of university and college initiatives.

The Chairs Work Group will include the Chair of each department or designee if the Chair is absent. The Dean will serve as the Chair of the Chairs Work Group.

## **B. Chemical Safety Work Group**

The function of the Chemical Safety Work Group will be to:

- a. Enable compliance with applicable environmental health and safety laws and regulations.
- b. Review current activities, practices, and handling procedures relating to chemical, biological, and radiological operations.
- c. Advise departments regarding the development of chemical, biological, and radiological safety planning documents.
- d. Cooperate with the Department of Risk Management and Insurance on environmental health and safety laws and regulations compliance.

The work group will be composed of representatives from the following departments/offices (number of representatives):

*Art and Design (1), Earth Sciences (1), Physics and Astronomy (1), Dean's Office – Chemical Storage Facility Manager (1), Biological Sciences (2), Chemistry (2)*

The work group will be chaired by the Chemical Safety Officer for the College who is appointed by the Dean for a term of service of three years, with the possibility of reappointment. The length of service for the members is one year, with the possibility of reappointment/selection dependent upon how the departmental representatives are selected.

### **3. Student Awards Work Group**

The function of the Student Awards Work Group will be to:

- a. Select three students, one from each college area, to receive an academic award for excellence and to select one student to receive the Dean's Merit Award.
- b. Review selection procedures and the criteria for selecting students to receive academic awards.

The Student Awards Work Group will be comprised of three members of the Faculty Assembly, one from the three disciplinary areas. These individuals will be appointed annually by the Associate Dean for Academic and Student Affairs,

who will chair the group. The three Academic Administrative Specialists from the College of Arts & Sciences will complete the work group membership.

#### **4. John Long Scholarship in Humanities and Visual and Performing Arts Selection Work Group**

The function of this work group will be to:

- a. Select one student annually to receive the John Long Scholarship in the Humanities.
- b. Select one student annually to receive the John Long Scholarship in the Visual and Performing Arts.

Membership on the working group will include the department chair and/or program director from the following academic units:

*Art & Design, Communication, English, Foreign Language and Humanities, History, Music, Philosophy, and Theatre*

This work group will select a chair, by election, from among its membership to handle the logistics of its meetings and the reporting of the results to the Office of the Dean.

As per the memorandum of agreement establishing the John Long Scholarship in the Visual and Performing Arts, this selection must be made by a subset of the members of the work group to include the chair/program director of:

*Theatre, Music, and Art & Design*

## **5. Pre-Medical Advisory Work Group**

The function of the Pre-medical Advisory Work Group is to:

- a. Assist and advise students interested in academic preparation in anticipation of a career in the medical sciences.
- b. Assist students with the admission process to medical/and or dental school.

Eight faculty members from the following departments (number of representatives per department) will comprise the work group:

*Chemistry (3), Biological Sciences (3), and Philosophy & Religion (2)*

Members of this work group will be selected at the departmental level. The work group will choose, either by election or appointment, its chair. The length of service will be for one year with the possibility of annual reappointments.

## **6. Technology Work Group**

The function of the Technology Work Group is to advise the Dean on the information technology needs and issues facing the students, staff, and faculty of the College of Arts & Sciences.

The work group is comprised of 10 members including the Associate Dean for Academic and Student Affairs, six members of the Faculty Assembly, one representative of the college information technology staff, the director of the college Technology Information Centre (TIC), and one representative from Information Technology and Delivery Services (ITDS). Members will be

appointed by the Associate Dean for Academic and Student Affairs. Appointments to the work group will be for a term of one year, with the possibility of reappointment.

The Associate Dean for Academic and Student Affairs shall chair the committee and the director of TIC will serve as the vice chair.

## **VI. Departmental Governance**

### **A. Department Chair Appointments and Responsibilities**

Upon the recommendation by the Dean of the College of Arts & Sciences, the Provost and Vice President for Academic Affairs, and the President of Eastern Kentucky University, the Board of Regents will approve Chair appointments. The Dean will consult with search committees prior to making appointment recommendations. Normally, chairs shall serve a five-year term. Reappointment for additional terms is possible depending on the outcome of evaluations and the mutual agreement of the Dean, the Chair, department faculty, and the Provost. A department chair shall be evaluated during the second and fourth year of service and every four years thereafter.

The academic department chairs perform two major roles, administrator and faculty member. As administrators, department chairs are responsible for the administrative and academic leadership of their respective departments. As detailed in the Faculty Handbook, their responsibilities include department governance, instruction, faculty affairs, student affairs, advancement and external communication, budget and resource management, office

management, professional development, and performance of other duties as assigned by the dean of the college. Department chairs also serve as faculty members with teaching, service, and scholarly responsibilities.

Chairs will meet regularly with the Dean to discuss, and where appropriate, plan and implement actions to further the College and its faculty.

#### **B. Review and Approval of Departmental Governance Documents**

Each department shall have as a minimum, a mission and vision statement and a governance document that have been approved by the faculty of that unit, reviewed by the college Strategic Planning and Budget Committee, and approved by the Dean of the College of Arts & Sciences. These governance documents will be regularly reviewed at the departmental level, and where necessary updated, at least once every five years. The updated documents will be on file with the Dean's Office. If no changes are made as a result of the five-year review, such documentation should also be on file with the Dean's Office. The governance documents will set forth the operational structure, organizational procedures, and policies necessary to manage the department. The policies and guidelines shall be in keeping with the University and the College policies, and assure faculty participation in departmental governance. Departmental governance documents will be consistent with the Eastern Kentucky University Faculty Handbook, which will supersede them in matters not addressed therein.

## **C. Contents of Departmental Governance Document**

Items in the governance document will include, but not be limited to the following:

### **1. Department Chair**

- a. Administrative responsibilities and duties.
- b. Selection procedures for chair.
- c. Evaluation criteria and methods.
- d. Budget accountability.
- e. Authority to distribute resources.
- f. Method and type of participation in decisions involving faculty hiring (full and part-time), staff hiring, promotion and tenure, and annual faculty evaluations.
- g. Method and type of participation in preparing course schedules, teaching assignments, and workloads.
- h. Authority and methods of making administrative appointments.

### **2. Department Organization and Structure**

- a. Organization and governance of departmental subdivisions.

### **3. Personnel and Staffing**

- a. Faculty membership for purpose of voting.
- b. Articulation of responsibilities for part-time, adjunct, and special appointment of faculty such as those holding joint appointments, including expectations for research, creative activity, and service.

- c. Staff appointments and evaluation criteria and procedures.
- d. Graduate student selection procedures and supervisory responsibility.
- e. Selection, qualifications, and responsibilities of advisors.

#### **4. Departmental Committee Organization**

- a. Mission and vision statements for each standing committee along with committee responsibilities. At a minimum, each department will have two standing committees, one addressing curriculum and instruction, the other personnel actions such as annual evaluations, post-tenure review, and promotion and tenure.
- b. Selection procedures and eligibility criteria for each standing committee.
- c. Review procedures for committees.
- d. Selection of ad hoc committees for special purposes.

#### **5. Procedures**

- a. Annual merit evaluations and criteria.
- b. Promotion and tenure and criteria including procedures for regular review of criteria.
- c. Faculty grievances and grounds for grievances.
- d. Student grievances and grade appeals.
- e. Staff grievances.
- f. Travel policy.
- g. Procedures for the distribution of resources, including but not limited, to capital equipment, travel, and development funds.

- h. Faculty search committee membership selection and procedures.

## **6. Department Meetings**

- a. Faculty meetings should be held on a regular basis and at least once each fall and spring semester.
- b. Procedures for calling a special meeting.
- c. All faculty must have adequate notice of the meeting and agenda, and have the opportunity to place items on the agenda.

## **7. Governance Document Review and Revisions**

- a. To ensure proper department governance and to respond to the changing nature of the disciplines, the College, and the university. All governance documents will be reviewed on at least a five-year basis.
- b. Procedure for amendment of governance documents.

# **VII. Hiring Procedures**

## **A. Principles**

The hiring of tenured and tenure-track faculty is one of the most important decisions made in a university. Such decisions have important implications for the University, as well as impacts on department and college viability, productivity, and vitality. To ensure compliance with EO/AA requirements and to conduct fair, thorough, and open searches, departments should follow the current procedures outlined in *Guidelines for Recruiting Tenure-Track Faculty* available at: [www.president.eku.edu.equalop/guidelines.html](http://www.president.eku.edu.equalop/guidelines.html).

## **B. Size and Composition of Search Committee.**

All search committees for full-time tenured and tenure-track faculty will include a minimum of five voting faculty from the College Assembly, and the membership will typically consist of majority of faculty members from the hiring department. This number is inclusive of the search committee chair who is selected following departmental procedures. Under special circumstances, the Dean of the College of Arts & Sciences can appoint the search committee chair from the College Assembly. Each search committee should also include one voting member of the College Assembly from another department resident in the College of Arts & Sciences. For lectureship and visiting professor positions, a minimum of three voting members of the College Assembly is required to constitute a search committee. Lectureship and visiting professor search committees will not require a member from another department.

Recommendations for tenured and tenure-track faculty, lectureships, and visiting professor positions will be forwarded to the Dean's office following the *Guidelines for Recruiting Tenure-Track Faculty*.

## **C. Search Committee Procedures**

Each department will establish written procedures to include:

- Composition and selection of search committee members, ensuring representation by rank and disciplinary speculation.
- Selection of chair of search committee.
- Drafting of position descriptions.

- Publicizing position to ensure a diverse and qualified pool.
- Evaluating resumes.
- Planning and conducting interviews.
- Final selection and recommendation on hiring. A copy of the departmental search procedures shall be on file in the Dean's Office.

#### **D. Role of Department Chair**

The department chair should not be a member of the search committee, but will provide an independent assessment of and recommendation on the selection of tenured, tenure-track, lectureship, and visiting professor faculty.

#### **E. Recommendation to Dean**

Following the completion of the on-campus interviews and other evaluation procedures (reference checks etc.), the department chair and the search committee will meet to discuss the candidates and provide a listing of “acceptable” and “unacceptable” candidates along with a narrative of the relative strengths and weaknesses of each candidate to the Dean. If the search committee and chair are not in agreement, both sets of recommendations should be provided to the Dean. The Dean will discuss the recommendations with the Provost before authorizing an offer of employment that would include information on rank, salary, special considerations, and start-up funds.

## **F. Credential Guidelines for Hiring Qualified Full and Part-time Faculty.**

All faculty hires should meet the minimum credential requirements, as specified by the Southern Association of Colleges and Schools (SACS). In some cases faculty may have credentials other than those specified by SACS that qualify them for hiring. In such cases complete documentation on those qualifications and special circumstances, experience must be on file in the departmental office and approved by the Dean. (See Appendix B for specific guidelines.)

## **VIII. Students**

- Each department or program should encourage and support the participation of students in honor societies or other organizations that are appropriate to the discipline and which promote professional and personal growth and advancement.
- Each department will provide advising opportunities that ensure students receive timely and accurate information on course scheduling, degree completion and requirements, and career counseling.
- Students should also have the opportunity to participate in and contribute to departmental activities and governance. Such activities might include service on departmental committees, attendance at faculty meetings or serving as student ambassadors in departmental development efforts.

Appendix A

**COLLEGE OF ARTS AND SCIENCES  
EASTERN KENTUCKY UNIVERSITY  
GUIDELINES FOR PROMOTION AND TENURE**

Approved on April 20, 2005

**OUTLINE**

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## A. STRUCTURE OF COLLEGE COMMITTEE

1. For the purposes of electing/selecting members to the College of Arts & Sciences Promotion and Tenure Committee, the departments within the College are divided into the following areas:

*Area I:* Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

*Area II:* Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

*Area III:* Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.

2. The College Promotion and Tenure Committee shall consist of eleven members comprised of the Dean as a non-voting member, the Associate Dean for Administrative Affairs and Research as a non-voting member, six elected members of the faculty, two from each Area (See A-1), and three members of the faculty appointed by the Dean, one from each Area.
3. The Associate Dean shall chair the committee as a non-voting member. His/her role shall be that of a facilitator and to ensure that appropriate procedures and policies are adhered to and are applied in a consistent manner. He/she shall not otherwise participate in the evaluation of candidates for promotion and/or tenure.
4. The faculty member serving as the College representative to the University Promotion and Tenure Committee (see Section F) shall attend all the College committee meetings as a non-voting observer. This procedure is adopted in order to familiarize the individual with cases that he or she shall handle at the University committee level.
5. The Dean shall conduct election of faculty members of the committee according to the schedule shown in Table 1. Each eligible department (see A-14) of the College shall nominate one individual for election to the committee. Only full-time, tenured faculty holding the rank of professor or associate professor are eligible for membership on the committee. Department chairs are not eligible for membership on the Committee. All full-time, tenured and tenure-track faculty of the College are eligible to vote for candidates nominated for membership on the committee. After the vote, candidates shall be ranked according to the number of votes received.

Table 1. Representation schedule by Area beginning with the 2005/06 academic year

	YR 1		YR 2		YR 3	
Area 1	3 I	2 I	2 R	1 R	1 R	3 N
Area 2	2 I	1 I	1R	3 N	3 N	2 R
Area 3	1 I	3 I	3 N	2 R	2 R	1 R

Key: YR = year, I = initial election, R = returning, N = New election

6. During the initial election (2005-06), the members shall be elected for three-, two- and one-year terms as indicated in Table 1. The unequal number of years for this group is for the purpose of setting up the initial staggering of the committee membership and for establishing three-year rotations of elected committee members. Individuals receiving the most votes from each of the three Areas will serve the longest term for that Area according to Table 1. The individual with the second most votes for each Area shall serve as the second elected representative for that Area, while the individual with the third most votes shall serve for one year as an alternate. The purpose of the alternates will be to replace the elected Area representatives should the need arise.
7. In subsequent years, two individuals will be elected for three-year terms as indicated in Table 1. For each Area, the individual receiving the most votes shall be the new elected representative, while the individual with the second most votes shall serve for one year as an alternate. For Areas where election of a committee member is not required in a given year, an alternate shall be elected from nominations by departments not already represented on the committee for the year. The individual with the most votes shall be the alternate.
8. If an alternate serves for only one year, his/her service shall not affect his/her eligibility or that of his/her department for representation on the committee according to the schedule in Table 1. If, on the other hand, an alternate serves for two or more consecutive years, he/she shall be deemed to have served as a regular committee member and his/her eligibility or that of his/her department for representation on the committee shall be governed by the schedule in Table 1.
9. When appointing the required additional committee members (see A-2), the Dean shall also appoint alternates. In making these appointments, the Dean shall consider the diversity of the College in terms of factors such as, but not limited to, department, gender, race, rank, and age. The appointed faculty members shall serve for one-year terms. They may be reappointed for a maximum of three years so long as their reappointments meet other eligibility requirements in this document.
10. The committee members and alternates shall be elected no later than September 1 of the year in which it is to function. Appointment of committee members and alternates by the Dean shall be made as soon as possible after the elections, but no later than September 10. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.

11. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member may not serve on the committee that year. If the faculty member is already a member of the committee, he/she shall be replaced by an alternate for that year, but shall return in subsequent years to complete the balance of his/her term (excluding any years served by an alternate).
12. A faculty member shall not serve on both the College and departmental committees in the same year.
13. A department shall not be represented on the committee by two members, elected or appointed, during the same academic year.
14. Once a department has been represented on the committee by election or appointment, faculty members from that department shall not be eligible for election or appointment until such a time when all departments from the same Area (see A-1) have been represented on the committee. An exception shall be made in the case in which the representative is an alternate who serves on the committee for no more than one year.
15. A working committee shall consist of at least two-thirds of the voting members.
16. An alternate may replace an excused member for voting purposes on tenure or promotion recommendations only if the alternate has been present for all discussions regarding tenure or promotion to that rank.
17. An organizational meeting of the College Promotion and Tenure Committee shall be convened by the Associate Dean for Administrative Affairs and Research no later than the first week of October and a firm schedule of meetings that complies with the current College and University deadlines shall be established for subsequent committee meetings for each type of application.

## B. RESPONSIBILITIES OF THE COLLEGE COMMITTEE

1. The College committee shall be responsible for examining promotion and tenure materials prepared by departmental committees and addenda provided by the Department Chair/and or the candidate, and for ensuring that, the departments apply standards equitably, approved criteria and procedures have been followed, promotion and tenure recommendations are consistent with the goals and needs of the College, and unsubstantiated information or material that lacks documentation is not used as part of the decision process.
2. Members of the College committee shall have access to the individual application files upon their receipt by the Dean.

3. The College committee shall have an organizational meeting, convened by the Associate Dean for Administrative Affairs and Research, no later than the first week of October. A firm schedule of meetings that complies with the current College and University deadlines shall be established for subsequent committee meetings for each type of application.
4. The College committee shall begin its review of the recommendations no later than the first week in December.
5. The College committee may ask for clarification of any materials it is reviewing from the departmental committee, Department Chair, or other qualified source.
6. Each candidate for promotion and/or tenure shall select a member of his/her department promotion and tenure committee, or the Department Chair, to present his/her candidacy to the College committee. A Department Chair should be selected only if he/she has participated in the departmental promotion and tenure committee deliberations so that he/she is able to effectively address any concerns the College committee may have. The candidates must provide the College committee chair with the name of the selected representative no later than September 15.
7. Normally, the representative shall make a presentation of no more than 15 minutes to be followed by a discussion of the candidate. The representative shall remain throughout the discussion of the candidate.
8. The College committee will review first the recommendations for tenure and then the recommendations for promotion in ascending order of rank. All candidates for tenure or promotion to a given rank will be considered at single sessions. In addition, voting on each candidate shall be done immediately after discussing the candidate, but the votes shall not be counted until all tenure candidates, or all candidates for promotion to a given rank, have been considered.
9. Decisions shall be made by secret ballot and by majority vote. A tie vote will be considered a negative recommendation.
10. No proxy votes will be allowed. Substitute committee members will not be allowed to join the committee after deliberations have begun.
11. Members of the College committee shall complete the appropriate forms for recommendation for promotion or tenure, providing any necessary addenda. Members of the Committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the Committee and verifying the results of the vote.

12. If the College Promotion and Tenure Committee does not agree with the recommendation of the Department Promotion and Tenure Committee and/or the Department Chair, it shall submit a summary statement of justification for the differing judgment. A written summary by the College committee is also required if the applicant has appealed the Department decision or requested a reconsideration of the College Committee.
13. The chair of the College committee shall submit the committee recommendations, with appropriate documentation and required forms, to the College Dean.
14. The College Committee shall complete its recommendations for promotion and tenure by the end of final-examinations week.

### C. RESPONSIBILITIES OF THE COLLEGE DEAN

1. By September 5, the Dean shall send a list of faculty eligible for tenure to the Departmental Chair for transmittal to the candidate and the departmental promotion and tenure committee. It is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. A candidate for promotion is responsible for initiating the process by presenting a letter requesting a departmental review to the Department Chair, with a copy to the Dean, no later than September 10 of the year of review.
2. The Dean shall be a nonvoting member of the College Promotion and Tenure Committee and attend all meetings of the committee.
3. The Dean shall submit all positive and divided recommendations from departmental chairs and appeals from candidates to the College committee. The Dean shall not submit to the College committee recommendations for promotion disapproved by both the departmental committee and the Department Chair unless the candidate appeals these decisions. All recommendations on tenure shall, however, be submitted to the College committee.
4. Upon receipt of the College committee's recommendation form and the individual application file, the Dean shall review all materials and make separate recommendations regarding the promotion or tenure of the candidates.
5. If the College Dean does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment. Justification of the decision of the Dean must rest upon documented, verifiable information.
6. In cases where the Dean disagrees with the recommendation of the College Promotion and Tenure Committee, the Dean shall inform the Committee and the candidate, including an explanation for the differing recommendation. If the Dean agrees with the

College committee, he/she is not required to provide any written evaluation, though it may be desirable.

7. The Dean shall inform the candidate, in writing, of the decisions by the College committee and the Dean prior to submission of the recommendations to the next level. The notification should be done in time to provide the candidate with the opportunity to request a reconsideration and appeal.
8. The Dean shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost and Vice President for Academic Affairs, with copies of the recommendations from the College (and addenda) to the candidate, the chair of the College committee, and the Department Chair in accordance with the dates published in the *Faculty Handbook*.
9. The Dean shall not forward to the Provost and Vice President for Academic Affairs recommendations for promotion disapproved by both the College Committee and the Dean unless the candidate appeals these decisions. All recommendations on tenure shall, however, be forwarded to the Provost and Vice President for Academic Affairs.

#### D. RECONSIDERATION<sup>1</sup> AND APPEAL<sup>2</sup> OF THE COLLEGE COMMITTEE'S DECISION

1. The candidate may request reconsideration of the decision of the College committee by submitting a written statement to the chair of the College committee with copies to the Dean and to the Provost and Vice President for Academic Affairs within five days<sup>3</sup> of notification of the decision by the College Dean. The request for reconsideration shall detail the grounds for reconsideration and shall include relevant evidence.
2. In order for a committee member to vote on a reconsideration, he or she must have voted on the recommendation being reconsidered. A quorum hearing a reconsideration shall be at least two-thirds of those members who voted on the original recommendation.
3. The College committee shall meet with the candidate and then reconsider the recommendation (without the candidate present) in light of the information provided in the reconsideration statement of, and the meeting with, the candidate.

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<sup>1</sup> Reconsideration refers to a situation in which a candidate requests **the same** committee that has made a recommendation (usually a negative one) on his/her application to reconsider the recommendation. Upon reviewing the request (which must detail grounds for reconsideration and include relevant evidence), the committee may reverse or reaffirm its initial recommendation.

<sup>2</sup> An appeal refers to a situation in which a candidate requests a **higher committee** to reverse the recommendation of a **lower committee**. The statement of appeal must detail grounds for the appeal and include relevant evidence. A candidate may not appeal to a higher committee before first asking for reconsideration from the lower committee.

<sup>3</sup> Throughout this document "within five days" shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.

4. The College committee shall decide the reconsideration by secret ballot and by majority vote. A tie vote shall be considered a negative recommendation.
5. The chair of the College committee shall submit the committee recommendations, with appropriate documentation and required forms, to the College Dean.
6. The Dean shall formally notify each candidate in writing of the results on any requests for reconsideration by the College Committee in time to provide the candidate with an opportunity to request an appeal.
7. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions are, through the Dean to the Provost and Vice President for Academic Affairs.
8. The candidate may appeal the reconsideration decision by, within five days of notification by the Dean, submitting a written statement of the appeal to the chair of the University Promotion and Tenure Committee, with a copy to the Dean and to the Provost and Vice President for Academic Affairs. The statement shall detail the grounds for the appeal and shall include relevant evidence.

#### E. RECONSIDERATION<sup>1</sup> AND APPEAL<sup>2</sup> OF THE DEAN'S RECOMMENDATION

1. The candidate may request reconsideration of the Dean's decision by submitting a written statement to the Dean, with copies to the chair of the College committee and to the Provost and Vice President for Academic Affairs within five days of notification of the decision by the College Dean. The request for reconsideration shall detail the grounds for reconsideration and shall include relevant evidence.
2. The Dean shall meet with the candidate, together with the chair and another member of the College committee, and then reconsider the recommendation in light of the information provided in the reconsideration statement of, and the meeting with, the candidate.
3. The Dean shall formally notify each candidate in writing of the results on any requests for reconsideration by the Dean. This notification must be provided in time to give the candidate an opportunity to request an appeal.
4. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions are, through the Dean to the Provost and Vice President for Academic Affairs.

5. The candidate may appeal the reconsideration decision by, within five days of notification by the Dean, submitting a written statement of the appeal to the chair of the University Promotion and Tenure Committee, with a copy to the Dean and to the Provost and Vice President for Academic Affairs. The statement shall detail the grounds for the appeal and shall include relevant evidence.

F. SELECTION OF FACULTY REPRESENTATIVE TO THE UNIVERSITY PROMOTION AND TENURE COMMITTEE

1. The faculty representatives and alternates serve for a period of three years.
2. When necessary (e.g., when the term of serving members expires or there is a conflict of interest), the College representative and alternates for the University Promotion and Tenure Committee shall be elected no later than May in the preceding academic year.
3. When the College representative is unable to serve in a given year, he or she shall be replaced by an alternate, but shall return in subsequent years to complete the balance of his/her term (excluding any years served by an alternate).
4. Each Department may nominate one candidate. Eligible candidates include all full-time, tenured faculty of the College, excluding chairs.
5. It is recommended that departments nominate individuals who have served on the College Promotion and Tenure Committee within the preceding five years. Furthermore, in accord with stated University policy (*Faculty Handbook*, version of 7/04, page III-19), consideration shall be given to “electing members holding the rank of Professor (or the highest rank available).”
6. The representative is expected to attend all meetings of the College Promotion and Tenure Committee but shall not vote at these meetings.
7. If more than three candidates are nominated, election shall be via a two-ballot process, both conducted by the Office of the Dean. Eligible voters will include all full-time tenured and tenure-track faculty.
8. The first ballot will decide by plurality the three candidates to stand for the second and final ballot.
9. The second ballot will decide by plurality the representative, the first alternate, and the second alternate.

## G. CHANGES IN COLLEGE PROCEDURES

1. Changes in the College procedures shall be made by a majority vote of the voting full-time, tenured and tenure-track faculty of the College.
2. Changes in the College procedures must be approved by May 1 prior to the academic year in which they are to take effect.

## H. SUGGESTED GOOD PRACTICES FOR DEPARTMENTS

1. All Department Chairs, members of Departmental and College Promotion and Tenure Committees, and candidates for promotion and/or tenure are expected to be familiar with and to comply with the University, College of Arts & Sciences, and Departmental promotion and tenure policies.
2. Throughout the promotion and tenure processes, principles of confidentiality shall be respected.
3. To ensure the procedural rights of the candidates for promotion and/or tenure, the Department Chair should provide copies of the College and departmental promotion and tenure guidelines to the candidate and to the appropriate departmental committees as soon as a determination has been made that the faculty member is to be considered for promotion and/or tenure.
4. Policies for promotion and tenure shall state specific criteria to be used in the evaluation and how they shall be applied.
5. Policies for promotion and tenure shall include a method for departments to periodically and regularly reassess their policies and procedures to insure that they are continuing to support the stated purpose, mission, and goals of the University. The policies shall specify that the Department Chair is responsible for ensuring that the reassessment is conducted at least every five years.
6. A departmental promotion and tenure committee should be chaired by an experienced individual who has previously served on a promotion and tenure committee.
7. Credit toward tenure and/or promotion.

Some candidates for promotion and/or tenure will apply prior service at another institution or place of employment toward the ECU probationary period. This must be agreed upon by the Department Chair and College Dean at the time of initial appointment and documented in the Personnel Action Form (PAF-1). Furthermore, for work at another institution to be considered for promotion and tenure purposes at ECU, complete documentation must be provided, including teaching evaluations, service record, and scholarly accomplishments.

If time at another institution has been applied towards the EKU probationary period for tenure, then professional accomplishments over the specific time period agreed upon will be considered as if having occurred during a normal five-year probationary period at EKU. Likewise, if time at another institution has been applied towards time in previous rank for promotion purposes, then professional accomplishments over the specific time period agreed upon will be considered as if having occurred during a normal time in previous rank requirement at EKU. However, it is essential that work performed before appointment at EKU represent part of a sustained professional program that has continued during the time at EKU. In particular, no amount of previous activity will compensate for a lack of professional accomplishments while at EKU.

8. Evaluation of teaching.
  - (a) In accordance with University policy, each Department has the primary responsibility of administering the IDEA Evaluation program and/or another evaluation questionnaire for student opinion of instruction chosen by the Department. In presenting such data, the Department must provide a thorough analysis including a summary clearly indicating how the candidate's performance compares relative to the rest of the faculty in the Department. The candidate's performance should also be compared with those of faculty at the College, University, and national levels if the IDEA instrument is used.
  - (b) In addition to student opinion of instruction, each Department is also required by University policy (*Faculty Handbook*, version of 7/04, page V-5) to use another systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors. For each candidate for tenure and/or promotion, the Department should also provide an evaluation of teaching performance as measured by this alternative method.
9. Standards and criteria for the assessment of scholarly/creative activities and service shall be developed by departments and approved at the Department and College levels and filed in Dean's office.
10. The ability of applicants to work well with colleagues and students in the areas of teaching, service, and scholarly/creative activities is also a very important consideration.
11. University guidelines permit individuals hired as assistant professors to apply for promotion to associate professor after three years of full-time service, whereas the probationary period for tenure is five years. Candidates are strongly encouraged to take full advantage of their probationary period to build the strongest case possible for tenure and promotion.

## Appendix B

### **SACS Qualification for Faculty: Credential Guidelines**

- a. Faculty teaching general education courses at the undergraduate level: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline.
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.