

## **I. UNIVERSITY ORGANIZATION AND GOVERNANCE**

### **A. HISTORY AND PURPOSE OF DOANE UNIVERSITY**

For more than 140 years Doane University has occupied a distinguished standing among the liberal arts colleges of the Middle West. The impetus for its development came from the Congregational Church, the pioneer in higher education in Nebraska, which founded a college at Fontenelle near Omaha, Nebraska in 1858.

In 1871 when the church opted for a new site, the college was relocated in Crete. Although given a new name, Doane College, and a new charter, the relocated institution was in reality an extension of the first college. Thus, it not only parallels the development of Southeastern Nebraska, but predates statehood, which occurred in 1867.

Doane College was incorporated on July 11, 1872, as a nonprofit institution with an independent, self-perpetuating board of trustees. The university is authorized to conduct all the affairs considered essential to the liberal arts enterprise wherever it is carried on, including teaching, research, academic study, and granting of degrees.

The college was named in recognition of Thomas Doane, Esq., whose unflagging interest in the institution, until his death on October 22, 1897, earned him the distinctive title of "primus inter conditores Collegii Doaniani." Translation: "First among Doane College builders."

Doane has maintained its relationship with the Congregational Church, which, through merger, is now the United Church of Christ (UCC). It is the representative institution for the Nebraska, Rocky Mountain, Kansas-Oklahoma, and South Dakota conferences of the UCC. The council is made up of church laymen, and through it, the council and college together explore the paramount issues and ideas facing the educational community. Doane University, although founded by Protestants, is open to all students of every denomination as well as to persons who profess no formal religion.

Many faculty members do research, publish articles and books, and engage in other kinds of professional activities. Doane University demands a high level of teaching and a constant search for ways to improve and strengthen teaching and learning.

### **B. MISSION STATEMENT**

The following Mission Statement was adopted by the Board of Trustees on February 25, 2011.

Doane University's mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.

## CORE VALUES

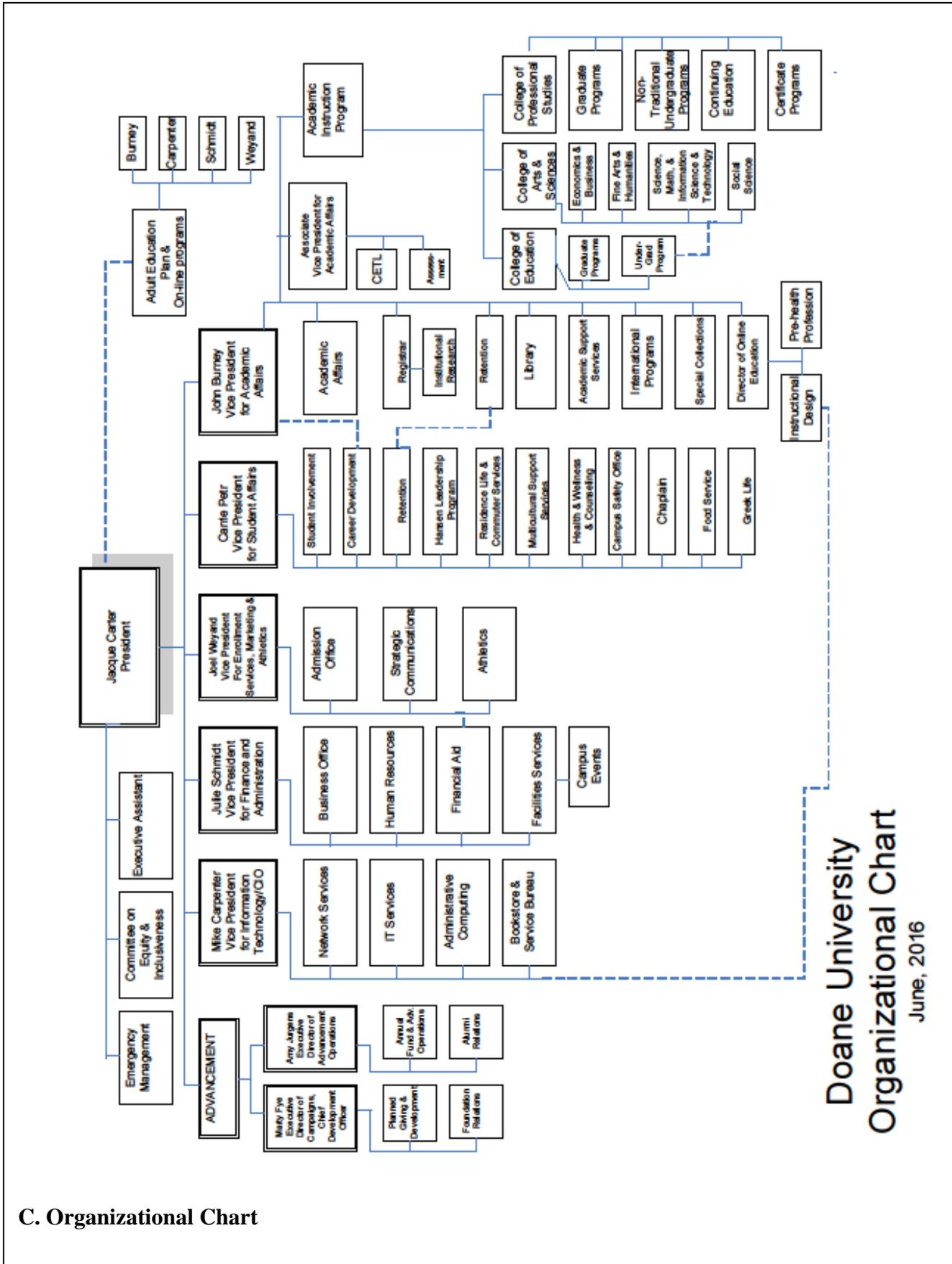
The following core values were endorsed by the Board of Trustees on February 25, 2011.

**Community:** Doane is an engaged and cohesive community comprised of individuals and smaller communities, in which everyone can contribute and participate.

**Empowerment:** Doane encourages its community members to take initiative – to act effectively and ethically by making principled decisions and taking responsibility for them.

**Excellence:** Doane sets high standards of teaching, scholarship, service, and leadership.

**Impact:** It is the heart of the Doane experience. At Doane, one can make a positive difference on oneself, on others, on the environment, and on life.



# Doane University Organizational Chart

June, 2016

C. Organizational Chart

## D. THE FACULTY

### 1. Faculty Categories

There are two categories of faculty employment on the Crete campus: tenure-track and nontenure-track.

#### a. Tenure-track employment.

Full-time faculty on a tenure-track have either a tenure, probationary, or terminal contract for employment full-time for ten months each academic year. While the primary responsibilities for all faculty are organizing, delivering and evaluating various learning opportunities for our students, full-time faculty also have responsibilities which include student advising, service contributions which enhance campus life and learning, and scholarly efforts which promote and assess learning.

Normally tenure requires a terminal degree. In most disciplines that is an earned doctorate, such as Ph.D., J.D., Ed.D., D.B.A. or D.M.A., except disciplines where the following master's degrees are considered as terminal: Accounting – Master's in an appropriate business-related degree with CPA, and Art, Theatre, and Writing – MFA. In extraordinary circumstances where other qualification meet program exigency, the Vice President for Academic Affairs may approve an alternate degree upon the request of the appropriate division. While every effort is made to hire faculty with terminal degrees in hand for tenure-track positions, in cases where a faculty member is hired while the terminal degree is still in progress, the degree must be completed by the end of the third year, or the faculty member will be moved to a terminal one-year appointment at rank of lecturer.

Following Immigration Service and State of Nebraska Department of Labor directives, a non-citizen may not be extended a tenure-track contract if in the United States on a limited visa. No contract may be extended or implied for a period which exceeds the dates of visa validity.

#### b. Nontenure-track employment: Term and Practice Appointments

##### **Term-appointment faculty:**

Term-appointment faculty have a full-time contract for employment for a limited period of from 1-3 years, normally as visiting faculty at rank if they possess a terminal degree, or as lecturers if they do not possess a terminal degree or are completing one terminal year after being removed from a probationary contract.

##### **Practice-appointment faculty:**

Program exigencies may dictate the hiring of non-tenure-track faculty, other than lecturers, whose practitioner expertise, rather than terminal degree, makes them the best candidates for the advertised position. Practice faculty members are colleagues holding the rank of instructor or above without being tenured or on a tenure-track. While the primary responsibilities for all faculty are organizing, delivering and evaluating various learning opportunities for our students, full-time faculty also have responsibilities which include student advising, service contributions which enhance campus life and learning, and scholarly efforts which promote and assess learning. The hiring of practice faculty will be initiated by a Division or School and will be approved by the Vice President for Academic Affairs. Librarians with faculty status will be considered practice faculty.

Term-appointment and practice-appointment faculty have access to the college's benefit package when eligible. Term- and practice-appointment faculty have both a voice and a vote in the faculty governing body.

c. Adjunct Faculty employment.

Adjunct faculty are part-time and have a limited contract for employment, usually by academic term. Part-time employment is limited to:

- i. student contact responsibilities of less than 20 hours per week and less than 1000 hours per year. These time limitations include any required office hours and include total hours worked on all Doane University campuses or instruction sites.
- ii. voice and vote in the faculty governing body, provided they meet the handbook criteria of teaching a minimum of six credits per semester or its equivalent. [Further definition is provided below in I.D.2.3)]
- iii. Social Security and Worker's Compensation benefits.

2. Membership

Criteria for membership in the faculty governing body:

- 1) occupancy of a "key" administrative post, determined by membership on the Cabinet;
- 2) pursuit of an essentially educational task;
- 3) teaching of a minimum of six credits per term.

3. Academic Divisions and Departments

The academic divisions of the university are the following, with major programs and disciplines listed:

Academic Information Services – faculty in Library, instructional technology, and information retrieval

Economics and Business – Departments: Accounting, Business, Economics

Education – Departments: Education and Physical Education

Fine Arts and Humanities – Departments: Art, English, Journalism and Media Studies, Modern Languages, Music, Philosophy and Religious Studies, Theatre; program in Communication Studies

Science, Mathematics, and Information Science and Technology – Departments: Biology, Chemistry, Information Science and Technology, Mathematics, Physics; programs in Biochemistry, Environmental & Earth Sciences, and Physical Science

Social Science – Departments: History, Political Science, Psychology, Sociology; programs in International Studies, Law, Politics, and Society, Leadership, Public Administration, and Social Science

4. Division Chairpersons

a. Selection

Each division shall select a colleague with the rank of associate or full professor by secret ballot to recommend for the position of division chairperson. Confirmation is made by the Vice President for Academic Affairs in consultation with the President. Normally, chairpersons serve renewable three-year terms. Through consultation of

the division faculty and the Vice President for Academic Affairs, however, terms of service may vary from one to three years. Election for the divisions should be conducted in the spring prior to the end of the term of service and should be staggered to preserve continuity among division chairs.

b. Responsibilities

- 1) To assist in identifying budget needs and priorities and in monitoring the annual budget of the division;
- 2) To participate in appointing, evaluating, and retaining faculty;
- 3) To develop and implement divisional planning;
- 4) To participate in college-wide planning by representing the division and overall faculty on the planning team;
- 5) To assist faculty members with teaching effectiveness, curriculum development, and course scheduling;
- 6) To consider student requests for exception to academic policy in terms of major and minor course requirements and decide whether such requests shall be approved.
- 7) To perform other duties as required by the division.

These responsibilities are carried out in consultation and cooperation with the Vice President for Academic Affairs.

The Vice President for Academic Affairs will also convene regular meetings of the division chairs as a group for the purpose of gaining divisional perspectives on college-wide matters. The President of the University will attend these meetings as appropriate. Other individuals may be invited to attend as necessary.

Responsibilities of division chairpersons as a group:

- 1) Respond and make recommendations on administrative and educational matters presented by the Vice President for Academic Affairs and/or President of the College;
- 2) Bring administrative and educational questions to the attention of the Vice President for Academic Affairs and/or President;
- 3) Receive and evaluate reports from the Vice President for Academic Affairs, President, and/or Vice President for Financial Affairs on the design, construction, and site of new buildings and on all major maintenance projects and alterations of the campus and buildings;
- 4) Review issues involving divisional and departmental organization and appointments, and submit suggestions to the Vice President for Academic Affairs and President of the University;
- 5) Report to the vice President for Academic Affairs and President on matters of long-range planning;
- 6) Report to all faculty in each respective division on matters discussed by division chairpersons as a group.

c. Evaluation

Performance evaluation is conducted at the end of the agreed term by the Academic Vice President in consultation with the membership of each division.

d. Each faculty member who serves as a division chair will have release time of at least one course per semester or additional compensation.

## 5. Academic Departments

- a. **Departmental Organization.** In most instances, academic divisions are organized around departments. Each department should promote high standards of teaching, scholarship or creative activity, foster student academic achievement and facilitate service to the College. Normally a Department Chair is appointed by the Vice President for Academic Affairs in consultation with the department faculty and the Division Chairs. (In some cases, the same person may be Division and Department Chairs.)
- b. **Responsibilities.** Administrative duties for Department Chairs differ by the size and nature of the program(s). The Department Chair works with the Vice President for Academic Affairs or the Division Chair on common issues or problems and assists in divisional planning. As a general matter, the Department Chair duties include but are not limited to:
  - 1) Preparing and supervising department course schedules.
  - 2) Preparing and supervising departmental budgets.
  - 3) Guiding discussions on the development of the teaching program of the department.
  - 4) Assisting in hiring adjunct faculty members, when needed.
  - 5) Coordinating with the Admission Department the efforts of the department for student recruitment.
  - 6) Coordinating assessment of major programs and leading discussions on the assessment data to improve student learning and guide faculty development.
  - 7) Discussing and responding to issues as requested by the Vice President for Academic Affairs or division chair.
- c. **Term.** Department chairs normally serve three-year terms and may be reappointed. Compensation for department chairs will be determined by the Vice President for Academic Affairs.

## E. COMMITTEE ORGANIZATION

Terms of service of membership on standing committees will be for two years (unless otherwise noted); no individual shall serve more than three consecutive terms on any given committee. A period of two years must intervene before an individual can be appointed to a committee that he/she served on previously for three consecutive terms of appointment. An attempt should be made to have no faculty member serve on more than one standing committee. No faculty member, however, shall serve on more than three standing committees simultaneously. Appointment to standing committees, except to the Steering Committee and the Promotion & Tenure Committee, are confirmed by the faculty at or before the May faculty meeting. All members of the Steering Committee and the Promotion and Tenure Review Committee are elected by division, at or before the May meeting.

Each of the committees has the authority to designate sub-committees from its own membership and to enlist the cooperation and assistance of faculty members and college officers not members of the committee in order to discharge its proper responsibilities. For dealing with matters which fall outside the normal jurisdiction of standing committees, ad hoc committees may be formed. Membership of the ad hoc committees shall be appointed by the Steering Committee with faculty approval. Such committees should be dissolved upon the submission and acceptance of a final report to the faculty and they should in no case extend beyond the end of the academic year succeeding the one in which the committee was constituted. Faculty members may also serve on special committees appointed by the President or Vice President for Academic Affairs of the university.

Each committee will elect a committee chairperson from its membership and organize itself as it deems most efficient for the discharging of its duties. The minutes of all faculty committee meetings must be kept and a copy of the minutes must be submitted to the Academic Affairs Office.

Committee size as mandated in the following section is to be regarded as a minimum and may be increased if necessary or appropriate. Where divisional representation is required, Fine Arts and Humanities are to be regarded as separate divisions.

The Vice President for Academic Affairs and the President shall be ex officio on all faculty standing committees where their specific membership is not noted.

## 1. Faculty Standing Committees

### a. Academic Affairs Committee

#### i. Duties:

- A. To consider all changes in discipline offerings, academic policies, and the college calendar, and if approved, to forward them to the faculty for their approval or disapproval.
- B. To consider the relationships between co-curricular activities and the curricular program of the college and to make recommendations as appropriate.
- C. To discuss and evaluate the over-all athletic policy (intercollegiate and intramural) and to make recommendations to the President as appropriate.
- D. To approve proposals for or changes in student-generated majors. (For more information see student-generated majors in the Doane University catalog.)

#### ii. Membership:

One faculty member from each division, the Dean of Undergraduate Studies-Lincoln, the Vice President for Academic Affairs, the Registrar, and two students with junior or senior standing.

#### iii. Membership Qualifications:

- A. Faculty: Full-time faculty member with at least one year's service at Doane University.
- B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

### b. Academic Standing Committee

The Academic Standing Committee periodically reviews policies and procedures relating to admissions, financial aid, retention, and student academic standing and presents recommendations concerning them to faculty and administration.

#### i. Duties

- A. To make recommendations and decisions regarding those students who have not made satisfactory academic progress.
- B. To hear financial aid appeals.
- C. To receive regular reports from the Vice President for Admission on the yearly admission process.
- D. To receive reports from the Admission Advisory Committee on special cases for student admission.
- E. To consider all charges of academic dishonesty.

- ii. Membership
  - Voting members:* One full-time faculty member from each division, a member of the Doane Lincoln faculty, the Associate Vice President for Academic Affairs, the Vice President for Admission, the Vice President for Student Leadership, the Director of Student Support Services (with the Director of the Doane Learning Center as an alternate), the Athletic Director. *Non-voting members:* the Registrar and the Director of Financial Aid.
  
- iii. Membership qualifications
  - 1. Faculty: full-time faculty status at Doane University with at least three years of service if possible or adjunct faculty status at Doane University; Lincoln campus.
  - 2. Staff: full-time employment at Doane University.
  
- A. Admission Advisory Committee (a subcommittee of the Academic Standing Committee)
  - Duties: to review special admit students as requested by the Director of Admission.
  - Membership: three faculty members chosen from the Academic Standing Committee, the Director of Student Support Services (with the Director of the Doane Learning Center as an alternate), Assistant Dean of Academic Affairs, and Director of Admission.
  
- B. Academic Integrity Committee (a subcommittee of the Academic Standing Committee)
  - Duties: to consider all charges of intentional academic dishonesty.
  - Membership: three faculty members chosen from the Academic Standing Committee.
  
- c. Assessment Committee
  - i. Duties:
    - A. To gather and compile data.
    - B. To work with departments in departmental/major assessments.
    - C. To carry out the assessment of the Mission Statement and Doane Core Curriculum.
    - D. To ensure that information reaches faculty and staff.
    - E. To monitor campus-wide assessment.
  
  - ii. Membership:
    - A. One faculty member from each division, Director of Assessment for the Lincoln/Grand Island undergraduate programs, the Dean of Undergraduate Studies-Lincoln, a representative from the graduate programs, the Associate Vice President for Academic Affairs, and an additional faculty member appointed by the Vice President for Academic Affairs to serve as Assessment Officer who may also serve as the representative from his/her division.
    - B. Two students
    - C. *Ex Officio:* Assessment Facilitator
  
  - iii. Membership Qualifications:
    - A. Faculty: full-time faculty status at Doane University.

B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

d. Doane Plan Committee

The Doane Plan Committee is being phased out due to the approval of the new Core curriculum. Any remaining issues relating to those current students who will still be completing the Doane Plan will be handled by the new Undergraduate Core Curriculum Committee.

e. Faculty Affairs Committee

i. Duties:

- A. To act as an advisory group to the President and the Vice President for Academic Affairs, and to recommend policy regarding faculty personnel issues, such as sabbaticals, leaves, or release of faculty members.
- B. To act as an advisory group to the President and the Vice President for Academic Affairs on such matters of faculty welfare as pensions, insurance plans, sick leaves, group health, retirement, and faculty aid.
- C. Changes to the Faculty Handbook may be proposed by the Faculty Affairs Committee, any duly constituted faculty or institutional committee, an individual faculty member or University administrator, the President, or the Board of Trustees. All proposed changes, except those pertaining to structure, functions, and functioning of standing committees, shall be submitted to and reviewed by the Faculty Affairs Committee for its consideration and recommendation before being forwarded to the faculty for action. Matters concerning structure, functions, and functioning of standing committees shall be sent to the Steering Committee.

Upon approval by a majority vote of the faculty, amendments shall be presented to the president for prompt transmission, with his or her recommendation, to the Board of Trustees for its consideration and possible final action. If, after such transmission, the Board has no objection to any such proposed amendment, it will be deemed adopted at the end of the Board's next regular meeting. Notice of any objection or the deemed adoption will be given by the Chair of the Board to the President and the Vice President for Academic Affairs, who will communicate the result to the faculty.

The Faculty Handbook is intended as a codification of existing legislation and administrative policy ratified by the faculty and approved by the Board of Trustees. The Faculty Handbook, while dealing with employment policies and procedures, is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract.

ii. Membership:

One faculty member from each division.

iii. Membership Qualifications:

Faculty: rank of associate professor or professor. Division chairpersons are ineligible for membership.

iv. Discussion and Voting Procedures:

A quorum, consisting of five faculty members, must be present in all cases where personnel matters are decided. Committee members who are submitting a Faculty Development Leave proposal shall absent themselves during all leave discussions and voting.

f. Faculty Development, Student Life and Leadership Committee

The purpose of this committee is to foster a program of faculty development and student leadership at Doane University.

i. Duties

- A. To consider proposals from the faculty and to make recommendations for grants for faculty development and to consider Thomas Doane Awards for faculty (see Faculty Grant Subcommittee).
- B. To act as an advisory board to the Center for Excellence in Teaching and Learning on matters related to faculty development.
- C. To review on a continuing basis the existing student organizations in regard to their usefulness, effectiveness, and duplication and to make recommendations to the faculty.
- D. To review policies and procedures relating to student life and to present recommendations to the faculty and appropriate administrator.
- E. To discuss areas of student concern on campus and relate those concerns to the appropriate standing committee.
- F. To periodically review policies, personnel services, and disciplinary sanctions affecting student life and to present recommendations concerning them to faculty and administration.
- G. To consider appeals referred to this committee by the Student Leadership Office in accordance with the Disciplinary Hearing Procedures published in the Student Handbook.
- H. To act as a liaison between the Hansen Leadership Program and the Vice President for Academic Affairs, as well as other academic entities, by making recommendations related to the development of a leadership studies program, including programmatic events and initiatives, in line with the mission of the college.
- I. To receive reports from the standing sub-committee as necessary.

ii. Membership

*Voting members:* One faculty member from each division, Associate Vice President for Academic Affairs, Director of the Hansen Leadership Program, Director of Residence Life, Director of Multicultural and Community Services, six students.

*Non-voting members:* Vice President for Admission, Vice President for Student Leadership, and a representative of the Center for Excellence in Teaching and Learning.

iii. Membership Qualifications

Faculty: full-time faculty status at Doane University.

Staff: full-time employment at Doane University.

Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

- A. Faculty Grant Committee (a subcommittee of the Faculty Development, Student Life and Leadership Committee)  
Duties: 1) to consider proposals from the faculty and to make recommendations for grants for faculty development and to consider Thomas Doane Awards for faculty; 2) to encourage faculty to participate in Conversations with Colleagues and the Hansen Leadership Speakers Program.  
Membership: faculty membership of the Faculty Development, Student Life, and Leadership Committee and the Associate Vice President for Academic Affairs.

g. Graduate Academic Affairs Committee

i. Duties

- A. To consider all changes in graduate course offerings and academic policies and, if approved, to forward them to the faculty for their approval or disapproval.

ii. Membership

From each graduate program - one full-time graduate faculty member, one adjunct faculty member (appointed by the program dean), and one graduate student (appointed by the program dean). The Registrar, the Vice President for Academic Affairs, and the program deans serve as ex officio members.

iii. Membership Qualifications

- A. Faculty: full-time status at Doane University with teaching experience within the graduate program.
- B. Adjunct Faculty: Adjunct faculty members must teach at least one graduate course per academic year.
- C. Students: Graduate students of Doane University.

h. Information Liaison Committee

i. Duties

- A. To advise the Director of the Library on matters of general library policy and the means of developing the library resources and integrating its programs with other parts of the total academic program
- B. To receive reports from the Director of the Library
- C. To serve as liaison between the faculty and students and the library in interpreting policies and concerns to the college community and to the library
- D. With the Office of Technologies, to develop and regularly review and revise a vision of how instructional technology should be used at Doane University.
- E. With the Office of Technologies, to develop and regularly review and revise a plan with specific action items designed to pursue that vision
- F. With the Office of Technologies, to assess whether the action items developed in the plan are completed in a timely manner with the desired results and make appropriate recommendations based on that assessment
- G. To act as an advisory board to the Office of Technologies relaying issues, concerns, questions, and requests from faculty

## ii. Membership

One faculty member from each division, Instructional Design Professor, a representative of the Lincoln campus, two students, the Vice President for Academic Affairs, the Director of the Library, the Vice President for Technology, the Technology Coordinator from the Lincoln campus.

## iii. Membership Qualifications

- A. Faculty: full-time faculty status at Doane University or adjunct faculty status at Doane-Lincoln
- B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

i. Promotion and Tenure Review Committee

## i. Duties:

- A. To review faculty members during the third-year review and the tenure and promotion reviews.
- B. To act as an advisory group to the President and Vice President for Academic Affairs to recommend to reappoint or not reappoint following the third-year review and to recommend tenure and promotion.
- C. To review and make recommendations on requests from the administration to grant tenure to a dean or higher level faculty position.

## ii. Membership:

- A. One faculty member elected by each division. In most cases, faculty serving on this committee will not be assigned to any other standing committee.
- B. Faculty will serve three-year terms (maximum of two consecutive terms).

## iii. Membership Qualifications:

- A. Full time faculty status at Doane University
- B. Faculty rank of associate professor or professor. Division chairpersons are ineligible for membership.

## iv. Discussion and Voting procedures:

A quorum, consisting of five faculty members, must be present in all cases upon which decisions on renewal of appointments and promotion and/or tenure are voted. Committee members who are being reviewed shall absent themselves during their own review discussions and voting.

j. Public Events Committee

## i. Duties:

- A. To formulate policies, procedures, and agenda for an ongoing campus program of public events of artistic, cultural, civic, and international interest.
- B. To promote student and community interest in such a program.

## ii. Membership:

- A. *Voting*: A minimum of five faculty members, the Director of Communication and Marketing, and three students (one of whom shall be the SAC chair).

- B. *Non-voting*: The Director of the Hansen Leadership Program, the Director of the Liberal Arts Seminars, and the Director of Multicultural Programming and Education.
  - C. *Ex Officio*: Director of Theatre and Chair of Music
- iii. Membership Qualifications:
- A. Faculty: full-time faculty status at Doane University.
  - B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.
- k. Steering Committee
- i. Duties:
    - A. To review and/or make recommendations in regard to the structure, the functions, and the functioning of all existing faculty committees; to review in a similar fashion all proposed faculty committees before forwarding the same to the faculty for action.
    - B. To appoint faculty members as liaisons to Board Committees, as faculty marshals, and to the vacancies to be filled on each faculty standing committee, with approval of the faculty.
    - C. To be responsible for assigning to the appropriate standing committee, or committees, any problem or issue not already allocated as a regular function of any existing committee, when consideration of such a problem or issue has been requested.
    - D. To act as liaison between faculty and administration on matters not specifically assigned to other regular standing committees.
    - E. To review, if requested, the termination of continuous tenure for cause, or the dismissal for cause of a teacher previous to the expiration of a term appointment. In the exercise of this function, the administration would not be represented.
    - F. To act as an advisory group to the President concerning honorary degrees and commencement speakers. Normally the Faculty Thomas Doane Award winner will be designated as the School of Arts and Sciences commencement speaker for May of the year following their award. If the recipient is unable or *unwilling* to fulfill this duty, the dean's office will choose an alternate speaker from either Teacher of the Year award recipients or past Thomas Doane Faculty Award recipients.
  - ii. Membership:
    - One faculty member from each division.
  - iii. Membership Qualifications:
    - Faculty: rank of associate professor or professor.
  - iv. All members of the Steering Committee are elected annually by division, at or before the final faculty meeting in May. Vacancies arising on this committee during the academic year are to be filled by divisional election.
  - v. Discussion and Voting Procedures
    - Steering Committee members who have participated in initial review, tenure, promotion, or personnel actions being appealed to the Steering Committee shall

absent themselves during related discussion and voting. For the purpose of the appeal, the Steering Committee shall appoint a replacement from the division of the absent Steering Committee member, making a good faith attempt to appoint a representative who meets the qualifications of membership on the committee.

l. Teacher Education Committee

i. Duties:

- A. To review and approve student applications for entrance into the teacher training program.
- B. To review and approve student teaching applications for entrance into student teaching.
- C. To review and approve student teaching applications for entrance into the teacher training program.
- D. To approve for certification those students recommended by the education discipline.
- E. To periodically review modification in the selection and retention of students in the teacher training program.
- F. To formulate general policies concerning the purposes and function of the teacher training program in relation to other areas of the college program.
- G. To develop consistent policies and procedures for special certification, fulfillment of off-campus professional requirements and similar matters.
- H. To keep informed of the current developments in teacher education such as new programs, research, certification requirements and accreditation criteria with a view to strengthening the teacher training program at Doane University.

ii. Membership

One faculty member representing each of the major teaching endorsement areas in the college, a member of the Academic Affairs Committee, the chairperson of the education division, the Registrar, and two students.

iii. Membership Qualifications:

- A. Faculty: full-time faculty status at Doane University.
- B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

m. Travel Programs Advisory Committee

i. Duties:

- A. To review, approve, and aid in the development of all off-campus study and/or travel programs, including those being considered for the experiential learning component of the Doane Core Curriculum.
- B. To serve as the liaison between the Director of International Programs and the faculty.
- C. To work with administrators as may be relevant to ensure quality and foster creativity of International Programs at Doane University.

ii. Membership:

- A. One faculty member from each division.
- B. Two students
- C. *Ex Officio*: Director of International Programs

iii. Membership Qualifications:

- A. Faculty: full-time faculty status at Doane University, and at least two years service at the college.
- B. Students: Students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.

n. Undergraduate Core Curriculum Committee

The Undergraduate Core Curriculum at Doane includes the Foundational Areas of Knowledge, Liberal Arts Seminars, and Experiential Studies.

i. Duties

- a. To regularly evaluate the effectiveness, based on assessment information, of the philosophy of general education, essential student learning outcomes, habits of an intellectual and balanced life, and structure, description, and outcomes of the Undergraduate Core, and make appropriate recommendations for change, and if approved, to forward them to the faculty for their approval or disapproval.
- b. To maintain, review, and modify, based on assessment information, the guidelines used to certify that courses or experiences fulfill a component of the Undergraduate Core, and if modifications are proposed and approved, to forward them to the faculty for their approval or disapproval.
- c. To consider all requests for courses or experiences to be added to or removed from the courses or experiences which can fulfill a component of the Undergraduate Core, and if approved, to forward them to the faculty for their approval or disapproval.
- d. To consider all student requests for exceptions to the Undergraduate Core, and either approve or disapprove. The committee should consult appropriate expertise when necessary. In case the committee is not available, the Vice President for Academic Affairs may make such decisions in consultation with appropriate experts.

ii. Membership

- a. One faculty member from each division, the Associate Vice President for Academic Affairs (or designate), the Dean of the School of Professional and Graduate Studies, a faculty representative from the current Assessment Committee who may also serve as a representative from his/her division, at least one faculty representative who currently teaches an approved Foundational Area of Knowledge course who may also serve as a representative from his/her division, at least one faculty representative who currently teaches an approved Liberal Arts Seminar course who may also serve as a representative from his/her division, and at least one faculty representative who currently offers an approved Experiential Studies opportunity who may also serve as a representative from his/her division.
- b. A minimum of one and maximum of two students.

- iii. Membership Qualifications
  - a. Faculty: full-time faculty status at Doane University
  - b. Students: students of Doane University as selected by the faculty membership with approval by the appropriate student governing organization.
  
- o. Undergraduate Research Committee
  - i. Duties
    - A. To serve as an advisory and support committee and direct the campus event planner on the development of MindExpo
    - B. To serve as an advisory and support committee to the Vice President for Academic Affairs for the summer undergraduate research program
    - C. To serve as an advisory and support committee to the Vice President for Academic Affairs for other undergraduate research and experience initiatives
  
  - ii. Membership
 

One faculty member from each division and the Vice President for Academic Affairs
  
  - iii. Membership Qualifications
 

Full-time faculty status at Doane University.
  
- 2. Faculty Liaisons to Board of Trustees
  - a. Duties:
    - 1) To report to the faculty concerning the activities of the various Board committees, and the reasons for them.
    - 2) To represent faculty opinion to members of the various committees of the Board.
    - 3) To consult with appropriate faculty and administrators concerning any proposals the faculty may wish to put before the Board directly.
  - b. Membership:
 

Two faculty members serve as liaisons to each committee of the Board.
  - c. Membership Qualifications:
 

Faculty: rank of associate professor or professor. In addition, the following guidelines are followed if possible:

    - 1) Faculty representatives to the Academic Committee of the Board are chosen from the faculty's Academic Affairs and Faculty Affairs Committees.
    - 2) Faculty representatives to the Audit and Business Committee of the Board are chosen from the faculty's division leaders.
    - 3) Faculty representatives to the Student Leadership Committee of the Board are chosen from the faculty's Academic Standing Committee and Faculty Development, Student Life, and Leadership Committee.
    - 4) One of the faculty representatives to the Technology Committee of the Board is chosen from the faculty's Information Liaison Committee.
  
- 3. Mace Bearer and Faculty Marshals
 

The Mace Bearer and Faculty Marshal(s) are elected annually by the teaching faculty. Nominations for these positions will be made by the faculty Steering Committee with the opportunity for additional nominations from the floor.

## F. FACULTY MEETINGS

Faculty meetings are held at least once each month during the academic year on the third Thursday at 11:00 a.m., unless otherwise announced. Special meetings may be called by the administration.

Faculty meetings are open only to the faculty membership and guests invited by the chair. All members are expected to attend all regularly called meetings, and the regular meeting time should be kept free of conflicting engagements. If special situations arise which make attendance impossible, the member will notify the chair as early as convenient.

The quorum for faculty meetings will be a majority of full-time Doane-Crete faculty, excluding faculty on leave.

The chairship of faculty meetings is the responsibility of the President of the University, but he may delegate this responsibility permanently, or from time to time, to the Vice President for Academic Affairs.

The Secretary of the Faculty is designated by the Vice President for Academic Affairs and is responsible for the recording of official minutes of all official faculty meetings.

All faculty committees bringing reports requiring faculty action must distribute these reports to the faculty meeting membership at least five (5) days prior to the faculty meeting at which action will be taken; two copies should be distributed to the Chairman and the Secretary. Faculty meeting agenda are prepared in the Academic Affairs Office.

## G. LEGISLATION

Legislation passed by the faculty at faculty meetings is reviewed for policy, personnel, and budget implications by the Vice President for Academic Affairs and the President. Official minutes of faculty meetings are maintained by the faculty secretaries and by the Office of Academic Affairs.

## H. CRETE FACULTY FORUM

### Purpose

To provide a venue in which faculty can discuss and debate matters of interest to the full faculty.

To provide a process in which the collective faculty voice can be heard for matters of interest to the full faculty.

### Membership

Full-time faculty members are eligible for membership and are allowed to attend, participate, and vote in the forum. The President and members of the President's Cabinet are ineligible for membership. All other requests for membership must be approved by the Forum Board.

### Logistics

A faculty forum will be held each month of the fall and spring semesters on a date and time to be determined by the Faculty Forum Board. Additional forums can be scheduled as needed. The

venue for the meeting will be decided by the moderator in consultation with the Faculty Forum Board. An announcement of a forum meeting will be sent by the Monday morning prior to the meeting.

### Governing Structure

The forum's governing structure will consist of a moderator, a moderator-elect, and a faculty board, which includes representatives from the college's academic divisions listed: (1) Economics and Business, (2) Education/Physical Education, (3) Fine Arts, (4) Humanities, (5) Science, Mathematics, & Information Science & Technology, (6) Social Science, and (7) Academic Information Services. The moderator will lead the forum. He or she will be elected by a majority vote of the faculty in assembly. In the case of a tie vote, the moderator will cast the deciding vote. The position of moderator will be held for the period of one academic year only, and eligibility to hold that position again will not renew until at least one academic year has concluded after the previous tenure as moderator has come to an end. The moderator-elect will advance to the position of moderator for the following academic year. The moderator-elect will act as moderator if the current moderator is unavailable. All members of the faculty in assembly are eligible to hold the position of moderator except division chairs since their unique status as quasi-administrators or members of the administrative hierarchy within the college establishes the potential for conflict of interest. As the last matter of business each academic year, faculty in assembly will elect a new moderator-elect for the following year.

Members of the Faculty Forum Board representing each academic division will be elected by members of their respective academic division in assembly. Each will hold his or her position for one year only, but may renew that position, either through a vote or by acclamation, for up to one additional academic year in succession. If a member of the Faculty Forum Board has served for two academic years in a row, then he or she is ineligible to serve in the same capacity until one academic year has come to a conclusion after the end of his or her previous tenure on the board. No member of the Faculty Forum Board can be moderator, though any member of the Faculty Forum Board can give up his or her seat on the forum board for the purpose of running for the position of moderator-elect. All members of the faculty in assembly are eligible to be members of the Faculty Forum Board except division chairs for the same reason that precludes their eligibility in the case of moderator.

### Forum Action

A forum will be held only if there are items on the agenda. Anyone with membership in the Faculty Forum can place an item on the agenda by first discussing the matter with his or her Faculty Forum Board representative. If the matter is deemed to be of interest to the whole faculty by a majority vote of the Faculty Forum Board, then the matter will be forwarded to the moderator who will be responsible for calling a Faculty Forum and for placing the item on the agenda. If a matter is not deemed to be of interest to the entire faculty by a majority vote of the Faculty Forum Board, then the faculty member petitioning the Faculty Forum Board has the right, at the next Faculty Forum after all current agenda business has been concluded, to petition the entire Faculty Forum to have his or her request placed on the agenda for the following forum. A majority vote by the faculty in assembly either in favor or against inclusion of the petition matter on the agenda will determine the petition's outcome.

Members of the Faculty Forum Board who are approached by faculty with items of interest for the Faculty Forum will engage in their preliminary evaluation of the petition's merit either by meeting as a committee or by meeting electronically. All items of interest must be brought to the forum board. If the majority agrees that the item in question should be placed on the agenda, then the

member of the forum board who has been approached by the petition's author will forward the forum board's decision to the moderator. If the forum board decides against the petition, then the forum board member who has been approached by the petition's author will inform the same of the forum board's decision not to pursue the matter.

#### Matter for Forum Action

Two types of items may be placed on the agenda. The first is for discussion only. This type of item will be discussed and debated by the faculty in assembly. However, no action will result. Also, no minutes of the discussion and debate will be kept. Only a record of the matter as an agenda item will be noted. It is imperative that, for faculty in assembly to participate freely in the forum, all discussion and debate stay within the forum and not be made public or be used in any decisions concerning faculty members, such as annual review, promotion or tenure.

The second type of item to be placed on the forum's agenda is for discussion and action. Items of this sort may be first introduced to the forum as items of the first type. If, however, they are distinguished as items requiring action, then a formal resolution to pursue the item as a discussion and action item will be brought forward to the forum in the form of a motion and a second in order to prepare the way for discussion and debate. At the close of discussion and debate, a vote will be taken; all forms of voting, including secret and absentee ballots, will be available. The result is based on all possible forum faculty in assembly. Minutes of the discussion will be kept. No records of individual faculty member votes will be kept. The resolution and the result of the vote (raw numbers and percentages, including abstentions) will be recorded and made public including the identification of the resolution recipient. Parliamentary procedure as used in faculty meetings will be followed.

#### Forum Continuity

Historical records and minutes of action items will be maintained by the current moderator. The records will include (1) a roster of all qualified faculty, (2) copies of all agendas, (3) minutes, (4) copies of all resolutions, (5) results of all votes, and (6) report of the dissemination of resolutions and results including the identification of the resolution recipient. At the end of each academic year, the historical record will be passed from the out-going moderator to the in-coming moderator-elect.