SECTION II: FACULTY GOVERNANCE

Constitution of the Faculty Association of Columbia College

Preamble
The Faculty of Columbia College, cognizant of its role in promoting excellence in higher education, and aware of the responsibilities, rights and obligations that this role entails, establishes this Constitution for the purpose of fulfilling that role.

With this Constitution the Faculty affirms its commitment to mutual understanding and respect, joint efforts and common devotion to the ideals of educational excellence in support of the mission of the College. To this end, this Constitution provides the framework through which the Faculty, as part of the College community, acts to govern itself, to participate in the governance of the College and to strive for the communication and coordination with the various constituencies of the College necessary to the realization of the high purposes of Columbia College.

Recognizing that the Faculty has primary responsibility for policies and decision making in such areas as curriculum, instruction, research, faculty appointments and status, and aspects of student life related to classroom instruction, this Constitution also acknowledges the need for joint efforts of faculty, administration, support staff, students and trustees in achieving common educational goals.

Article I
Faculty Association

Section 1.0: Purposes

1.1 The Faculty Association exists to promote conditions and maintain an atmosphere in which all members of the Faculty, regardless of gender, age, creed, national origin, ethnicity, disability, marital status or sexual orientation may fulfill their professional responsibilities to the best of their abilities.

1.2 The Faculty Association investigates, appraises and makes recommendations for actions to improve all components of the academic environment and to provide and promote opportunities for professional development.

1.3 The Faculty Association provides a formal, institutionally recognized voice of the faculty for expressing interests, concerns and positions on matters related to academic life and faculty welfare.

1.4 The Faculty Association, in formal meeting, reviews and makes recommendations regarding all major policies, new or revised, related to faculty personnel matters, academic degree requirements and significant changes in academic support resources or their use.

1.5 The Faculty Association cooperates with other constituencies of the College in the initiation, review, evaluation and implementation of policies, practices, procedures and programs related to academic life and faculty welfare.

Section 2.0: Membership

2.1 All employees in the academic departments of the College whose primary responsibility is teaching and the professional librarians are members of the Faculty Association. The departments referred to in this Constitution are Art, Business Administration, Computer and Mathematical Sciences, Criminal Justice Administration and Human Services, Education, History and Political Science, Humanities, Nursing, Psychology and Sociology, and Science.
2.1.1 Full time faculty, whether on tenure appointments, tenure-track probationary appointments, renewable non-tenure-track appointments or visiting appointments, are full members of the Faculty Association and have voting privileges.

2.1.2 Adjunct and emeritus faculty and the professional librarians are associate members of the Faculty Association, may attend meetings and participate in deliberations, but do not have voting privilege and may not hold office.

2.2 Membership in the Faculty Association is automatic upon an employee’s meeting criteria stipulated in Section 2.1.

2.3 The Faculty Association is the sole judge of its own membership and voting privileges.

Article II

Composition of the Faculty Association

Section 1.0: Officers
1.1 Officers of the Faculty Association are President, Vice President and Secretary.

Section 2.0: Standing Committees
2.1 Standing Committees of the Faculty Association are established or abolished only by formal amendment to this Constitution.

2.2 The following constitute Standing Committees of the Faculty Association:
   Academic Assessment Committee
   Academic Honors and Awards Committee
   Curriculum and Academic Policies Committee
   Elections and Professional Development Committee
   Faculty Governance and Handbook Committee
   Grievance and Appeals Committee
   Instructional Facilities, Resources, and Support Committee
   Welfare and Personnel Policies Committee.

2.3 Each committee is led by a chair elected by and from the full members of the Faculty Association. The Standing Committees consist of two members elected by and from each of the academic divisions (designed for election purposes only). In addition, the Academic Assessment Committee and the Curriculum and Academic Policies Committee have ex officio members who are not members of the Faculty Association. Unless otherwise stipulated in Article IV, Section 3, all ex officio members are non-voting. Faculty members who represent programs in which accreditation necessitates participation may be elected to the Curriculum and Academic Policies Committee through the regular election process. If such a program remains unrepresented, a non-voting position will be added to the committee.

2.4 Responsibilities and functions of Standing Committees are defined in Article IV, Section 3.

Section 3.0: Officers and Elections
3.1 The President, Vice President and Secretary are elected for two year terms by the full members of the Faculty Association. Elections are held each year in April for the following year. Terms of office begin at the end of the final meeting of the Faculty Association each academic year. The officers of the Faculty Association may serve no more than two consecutive two-year terms.

3.2 Standing Committee chairs are elected each year in April for the following year.
3.3 The remaining members of Standing Committees are elected by and from the full time faculty of the academic departments in April each year for the following year.

3.4 The duties of officers are described in Article IV, and the rules governing the operation of the Faculty Association and election procedures are stipulated in Article V.

Article III

Meetings

Section 1.0: Meetings of the Faculty Association

1.1 The Faculty Association meets once a month during the Fall and Spring semesters.

1.1.1 A special meeting of the Faculty Association may be called by the President of the Faculty Association at any time.

1.1.2 Six members of the Faculty Association may petition to have an extraordinary meeting called by sending a written request to the President of the Faculty Association outlining the need for such a meeting and setting forth the date, time and place for the meeting. At least three working days’ notice must be given.

1.1.3 The President of the College and/or the EVP/DAA may request that a meeting of the Faculty Association be called. Written notification is to be sent to the President of the Faculty Association outlining the purpose of the meeting and setting a date, time and place for the meeting.

1.2 The President of the Faculty Association presides at each meeting. In case of the President’s absence, the Vice President presides.

1.3 The Parliamentarian decides all questions of procedure and of interpretation of the Constitution of the Faculty Association (i.e. Section II of the Faculty Handbook), as they might affect the course of a Faculty Association meeting.

1.4 Parliamentary procedure is followed at all meetings and is to be in accordance with the latest edition of Robert’s Rules of Order except when those rules are inconsistent with the by-laws of the Constitution of the Faculty Association or with any rules and procedures established by the Faculty Association.

1.5 The agenda for meetings of the Faculty Association must be sent to all members at least five working days before the date of the meeting (except in cases of extraordinary meetings). Faculty members place items of business on the agenda through the President of the Faculty Association. Items to be placed on the agenda sent to the faculty must be submitted in writing at least eight working days before the meeting. Non-action additions may be made to the agenda on the day of the meeting and considered on a time-available basis if they are given to the President of the Faculty Association in writing at the beginning of the meeting. Agendas for the meetings of the Faculty Association are typed and distributed by the Secretary of the Faculty Association.

1.6 Minutes of the meetings of the Faculty Association are recorded by the Secretary.

1.6.1 If the Secretary is absent, a temporary Secretary is appointed by the President of the Faculty Association.

1.6.2 Copies of minutes are sent to all members as soon as possible and no later than five working days after each meeting.
1.6.3 The Secretary is responsible for typing and disseminating minutes.

1.6.4 Copies of agendas and minutes are sent to the EVP/DAA and the President of the College.

1.7 The order of business of the meetings of the Faculty Association is as follows:
   a. Approval of minutes of the last meeting
   b. Approval of any changes in or additions to the agenda
   c. Reports from the President of the College and/or the EVP/DAA, if requested by the President of the Faculty Association
   d. Reports from any invited administrative officers of the College
   e. Reports from Standing Committees of the Faculty Association
   f. Old business
   g. New business
   h. Non-action items from the floor (as time allows)

1.8 A quorum is necessary to hold an official meeting of the Faculty Association.

1.8.1 A quorum consists of 50% of the full members of the Faculty Association.

1.9 All full members of the Faculty Association may vote.

1.9.1 All voting is done by written or electronic ballot unless the rule is suspended by unanimous consent through a written or electronic ballot.

1.9.2 All elections (whether to a committee or for an official position in the Faculty Association) are by written or electronic ballot.

   a. Attendance at meetings of the Faculty Association is a professional responsibility of the members.

1.10 If the Presiding Officer of the Faculty Association deems it necessary, members may be asked to limit their remarks to three minutes. Such a decision may be set aside by a majority vote of the full members of the Faculty Association present.

1.11 Any procedures of the Faculty Association may be set aside temporarily (for that meeting only) by a vote of two-thirds of the full members present.

1.12 An archive for the Faculty Association is established to hold copies of agendas, minutes and committee reports. Maintenance of the archive is the responsibility of the President of the Faculty Association.

   1.12.1 All members of the Faculty Association have access to the archive at any time.

   1.12.2 Non-members may petition the President of the Faculty Association for permission to use the archive. Such a petition must be in written form and state the reason access is needed.

1.13 Nonmembers of the Faculty Association may be allowed to attend Faculty Association meetings.

   1.13.1 The EVP/DAA attends all meetings of the Faculty Association unless otherwise informed in advance by the President of the Faculty Association.
1.13.2 The President of the Faculty Association may invite nonmembers as needed.

**Section 2.0: Meetings of the Standing Committees**

2.1 Standing Committees meet regularly at a date, time, and place established by the members of the committee.

2.1.1 Special meetings may be called by the Chair of the committee or set by the members of the committee during a meeting.

2.1.2 The committee may invite anyone whose presence is deemed necessary to attend its meetings.

2.2 The Chair of any meeting presides over the meetings and is a voting member.

2.2.1 When the Chair is absent, any other member of the committee may preside at the meeting.

2.3 Parliamentary procedure is followed during meetings of the Standing Committees unless members establish procedures more suitable to the individual committee.

2.3.1 Members of each Standing Committee may designate one member to serve as parliamentarian.

2.4 The agenda and order of business for committee meetings are set by the members of the committee.

2.5 Minutes are recorded by a member of the committee.

2.5.1 Minutes are distributed by the chair to the members of the committee, the EVP/DAA, the President of the College, and member of the Faculty Association.

2.5.2 Committee minutes include names of members present and voting, old and new business, results of votes, names of non-members present and reports of any information presented to the committee.

2.6 Fifty percent of the committee constitute a quorum.

2.7 All issues to be decided by vote require a written ballot.

2.8 Agendas, committee reports, minutes, recorded votes and any other records of each committee are kept in the archive of the Faculty Association.

**Article IV**

**Role in Governance**

**Section 1.0: Areas of Participation**
The Faculty of Columbia College participate in the decision making process for the development, review, and application of policies and regulations in the areas enumerated in this Constitution in accordance either with the procedures outlined herein or with other procedures formally agreed upon by mutual consent of the Faculty Association, the EVP/DAA and the President of the College.

**Section 2.0: Roles of Officers of the Faculty Association**
2.1 The President of the Faculty Association provides leadership and direction in matters pertaining to faculty governance and represents the Faculty to constituencies within and outside the College. Specific duties include but are not limited to the following.

2.1.1 Organizes and presides at all meetings of the Faculty Association and maintains the official records of all its proceedings.

2.1.2 Represents the Faculty in scheduled meetings with the EVP/DAA and the President of the College.

2.1.3 Serves as liaison between the Faculty and the EVP/DAA.

2.1.4 Serves as the spokesperson of the Faculty Association to constituencies outside the College.

2.1.5 May request reports from the President of the College and/or the EVP/DAA at the Faculty Association meetings.

2.2 The Vice President of the Faculty Association provides support and counsel to the President of the Faculty Association. Specific duties include the following.

2.2.1 Assumes the role of President when the President cannot be present.

2.2.2 Makes necessary arrangements for meetings of the Faculty Association and distributes agendas for these meetings.

2.2.3 Receives materials from committees, administrators, and other sources and oversees appropriate distribution of these materials.

2.2.4 Serves as treasurer of the Faculty Association.

2.2.5 Performs other duties as assigned by the President of the Faculty Association.

2.3 The Secretary of the Faculty Association is the official record keeper of the organization. Specific duties include the following.

2.3.1 Records and distributes minutes of the Faculty Association.

2.3.2 Maintains membership rosters of faculty committees and all reports from these committees.

2.3.3 Prepares and distributes correspondence from the Faculty Association and maintains a record of all official correspondence sent and received.

2.3.4 Performs other duties as assigned by the President of the Faculty Association.

Section 3.0: Standing Committees of the Faculty Association

3.1 All meetings of Standing Committees of the Faculty Association are open to all members of the Faculty Association.

3.1.1 Members are elected for two-year staggered terms.
3.1.2 Whenever possible, chairs of standing committees of the Faculty Association are selected from members of the committee who are in their second year of that committee or who have had previous service on that committee.

3.1.3 Chairs of Standing Committees may invite nonmembers of the Faculty Association to their meetings as needed.

3.2 General responsibilities and functions of the Standing Committees are as follows.

3.2.1 The Academic Assessment Committee conducts research, initiates proposals and reviews and makes recommendations on proposals concerning assessment of the effectiveness of the College’s academic programs and services; facilitates and maintains communication in joint efforts to evaluate the total educational experience provided for students of Columbia College; and coordinates activities related to educational assessment throughout the College. The EVP/DAA or a designee is an ex officio member.

3.2.2 The Academic Honors and Awards Committee initiates and coordinates proposals and reviews and makes recommendations on proposals and projects related to honors programs and courses and academic recognition and general awards for students, the granting of honorary degrees by the College, the nomination and selection of faculty members for awards or special recognition and general academic scholarships for students.

3.2.3 The Curriculum and Academic Policies Committee ensures appropriate participation of faculty in academic decision-making as stipulated in the Columbia College Faculty Handbook, Section I, Part F, Role of the Faculty. The committee recommends to the Faculty Association any actions or policies related to degree requirements or college-wide academic matters, including but not limited to specific degree program requirements of academic majors and general education, major changes in such courses, grade definitions and policies, the academic calendar for the Day Program and any other matters of broad impact in academic areas; the committee has final authority to decide minor issues in scheduling, catalog and course descriptions, credit-hour evaluations, revision of master syllabus content, application of existing academic policies and educational issues at Adult Higher Education campuses. The committee may initiate, and should facilitate, solutions to pervasive academic problems and resolution of disputes related to academic or pedagogical issues or policies, and the committee should consider and make recommendations as needed or beneficial on any other matters directly related to the quality, content, process or procedures of the College’s undergraduate academic programs. The Vice President for Adult Higher Education, or an appointed Evening Faculty member, and one Adult Higher Education campus director are ex officio voting members. The Director of the Library, a representative from the AHE office on the Columbia campus, the Registrar, and the EVP/DAA are non-voting, ex officio members. Faculty members who represent programs in which accreditation necessitates participation may be elected to the Curriculum and Academic Policies Committee through the regular election process. If such a program remains unrepresented, a non-voting position will be added to the committee.

3.2.4 The Elections and Professional Development Committee solicits and receives nominations and expressions of interest from members of the Faculty Association and from these proposes slates of candidates for the three officers of that body and for the chairs of Standing Committees, oversees the election process and ensures that all members are notified and receive written or electronic ballots, tabulates results,
administers run-off or special elections as needed and ensures timely communication of results to the President of the Faculty Association; identifies needs, and plans, initiates, develops, and promotes implementation of individual and integrated comprehensive programs supporting professional improvement and development throughout the College; and reviews all professional development proposals, including sabbatical proposals, submitted by faculty to the EVP/DAA and recommends actions on such proposals. The committee maintains appropriate cooperative working relationships with other Standing Committees and College Committees.

3.2.5 The Faculty Governance and Handbook Committee is responsible for writing or revising the content of the Faculty Handbook, including policies and procedures previously approved by the Faculty Association. The committee initiates, reviews and makes recommendations to the Faculty Association only on proposals concerning changes to the Constitution of the Faculty Association of Columbia College, and insures compliance with this document.

3.2.6 The Grievance and Appeals Committee hears cases brought by faculty members who allege that their rights, benefits or privileges as employees of the College or as members of the Faculty have been abridged or denied, or that their contracts or terms and conditions of employment have been violated or their duties or responsibilities abused, and adjudicates and makes recommendations on such cases in accordance with policies and procedures in the Faculty Handbook. Members of this committee must be tenured.

3.2.7 The Instructional Facilities, Resources and Support Committee initiates proposals and reviews and makes recommendations on proposals concerning use of or access to the Math Center, Writing Center, the Technology Services (TS) Center, Computer Labs, Science Laboratories, and any other policies, facilities and personnel and programs that support academic courses and programs at the College, and develops and recommends procedures to facilitate their integration with classroom instruction; initiates proposals and reviews and makes recommendations on proposals concerning the acquisition, maintenance, use of and access to audiovisual equipment and materials, library resources, and their integration with classroom instruction and with the professional development and instructional improvement efforts of the Faculty; and identifies needs, receives information, solicits relevant Faculty opinion, reviews and initiates proposals and makes recommendations regarding conditions of instructional facilities and proposals related to the College’s priorities, plans, facilities and financial resources, including the buildings and grounds.

3.2.8 The Welfare and Personnel Policies Committee initiates, reviews, and makes recommendations on proposals concerning policies and procedures for faculty evaluation, promotion, tenure, dismissal processes, leaves of absence, sabbatical leaves, faculty employee benefits, workloads, and all employment and personnel policies that affect Faculty as teachers and scholars.

Section 4.0: Ad Hoc Committees of the Faculty Association

4.1 Ad hoc committees are established by the Faculty Association to fulfill a specified purpose or need and are intended to function only until the specified outcome has been met or the allocated time frame has expired.

4.2 The Faculty Association establishes the number of members, elects members to, elects chair of, defines operational parameters of, and dissolves ad hoc committees at its discretion.
4.3 Ad hoc committee members may be invited from any College constituency; however, the Faculty Association may limit voting privileges to full members of the Faculty Association at its discretion.

4.4 The Faculty Association may request the President of the College or the EVP/DAA or the Dean for Student Affairs or the President of Student Government Association to appoint administrative or student representatives to serve as members or resource persons on ad hoc committees.

4.5 Ad hoc committee members are elected to a term of office not to exceed two years.

4.6 The Chair of an ad hoc committee presides over the meetings and is a voting member.

Section 5.0: Joint Committees of the College

5.1 Committees including persons who are members of the Faculty Association and persons who are not members of the Faculty Association are known as joint committees (this definition excludes committees created by the Board of Trustees or the Student Government Association.)

5.2 Faculty membership on joint committees is by election of the Faculty Association, appointment of the President of the College, or appointment of a member of the Administrative Council, depending on the rules and procedures governing the particular committee.

5.3 General responsibilities of the following Joint Committees are:

5.3.1. The Admissions Review Committee determines if undergraduate day program students who do not meet minimum entrance criteria may be admitted/readmitted to the College. Membership consists of four faculty members (annual appointment by the EVP/DAA), and the Director of Admissions. A representative from the Evaluations Office is an ex-officio non-voting member. The Director of Admissions serves as Chair.

5.3.2. The Campus Hearing Board reviews and recommends action on disciplinary cases, and reviews and recommends action on grade appeals for undergraduate and graduate students.

For undergraduate appeals, total membership is determined in the following manner:
1. The EVP/DAA appoints nine faculty members.
2. The Dean for Student Affairs appoints ten students of junior or senior standing who are in good academic standing.
3. The Dean for Student Affairs and the EVP/DAA jointly appoint six administrative and/or staff members.

For graduate appeals, total membership is determined in the following manner:
1. The EVP/DAA appoints nine graduate full-time faculty members.
2. The Dean for Student Affairs and/or the Associate Dean for Graduate Studies appoint ten graduate students who are in good academic standing.
3. The Dean for Student Affairs and/or the Associate Dean for Graduate Studies appoint six administrative and/or staff members.

For appeals of disciplinary action, the Dean for Student Affairs serves as Chair; for undergraduate student grade appeals, the EVP/DAA serves as Chair; for graduate student grade appeals, the Associate Dean for Graduate Studies serves as Chair.
5.3.3. The Campus Sustainability Committee provides sustainable issues and practices in the college-wide community, and makes recommendations about sustainability issues to the appropriate body for action. Membership consists of the Executive Director of Administrative Services, in addition to three full-time faculty, three staff, and three students who are selected by the EVP/DAA. The committee is co-chaired by Executive Director of Administrative Services and one faculty member drawn from the committee, and who is appointed by EVP/DAA. The EVP/DAA is an ex-officio member.

Section 6.0: Other Committees of the College

6.1 Other committees at the College that include faculty members but do not take part in the formal faculty-governance structure, are college-wide committees, presidential committees, dean’s committees, and task forces.

6.2 College wide committees are those whose membership is composed of representatives of all constituencies of the College: Faculty, administrators, support staff, students, and the Board of Trustees.

6.3 Presidential committees are those established by the President of the College to serve the President as an advisory group.

6.4 Dean’s committees are those established by the EVP/DAA to serve as either advisory groups to the EVP/DAA or to recommend actions or to make decisions in special areas in which the EVP/DAA, apart from the committee, makes an independent recommendation or decision. Examples of dean’s committees include the Faculty Social Committee and the Protection of Human Subjects Review Board.

6.5 The President of the College and the EVP/DAA retain the right to appoint Faculty to task forces to address defined issues or accomplish specific tasks. Faculty appointments to task forces do not require approval of the Faculty Association.

6.6 The Tenure, Review and Promotion Board acts on all matters of Faculty tenure, review, and promotion. Policies and procedures regarding the Board are in the Faculty Handbook. Representatives to this committee must be tenured. The non-tenured member elected by tenured and tenure-track members of the Faculty Association must be on a tenure-track contract. Membership consists of six tenured faculty members (on two-year staggered terms) and one non-tenured full-time faculty member (on one -year term) elected by the Faculty Association. If a TRAP Board member is on sabbatical or a leave of absence, then the Faculty Association will vote for a temporary replacement TRAP Board member to serve only until the absentee member has returned or until that member’s elected term of office has expired. If the absentee TRAP Board member is tenured, then the temporary replacement faculty must be tenured and elected by the same division as that of the absentee TRAP Board member. If the absentee TRAP Board is non-tenured, then the temporary replacement full-time faculty will be non-tenured full-time faculty and elected by the Faculty Association.

Article V

Nominations and Elections

Section 1.0: Nominations

1.1 The Elections and Professional Development Committee notifies the members of the Faculty Association at the March meeting of upcoming April elections for officers of the Faculty Association, chairs of the Standing Committees, Faculty Trustees, and the Parliamentarian of the Faculty Association.
1.2 Members of the Faculty Association have until March 31 to submit nominations to the Elections and Professional Development Committee.

   1.2.1 Nominations must have the consent of the nominees.

   1.2.2 Nominations must be made in writing.

1.3 Additional nominations for all officers of the Faculty Association, chairs of Standing Committees, Faculty Trustees and the Parliamentarian of the Faculty Association may be made from the floor on the day of the election.

1.4 Ballots for all elections in the Faculty Association are prepared by the Elections and Professional Development Committee.

Section 2.0: Elections

2.1 Order of elections conforms to Article II, Section 3 of the Constitution of the Faculty Association.

   2.1.1 The Parliamentarian and Faculty Trustees are elected at the April meeting of the Faculty Association.

2.2 Run-off voting is necessary when no candidate receives a simple majority of votes cast.

   2.2.1 A run-off election is between the two candidates receiving the largest number of votes.

   2.2.2 Run-off elections are held at a May meeting of the Faculty Association.

2.3 Special elections are held in the appropriate constituency for any vacancies as they occur throughout the academic year.

Section 3.0: Recall

3.1 Recall of the chair of any Standing Committee of the Faculty Association may be initiated by a written petition signed by at least 25% of the full members of the Faculty Association.

3.2 Such a petition is submitted to the highest ranking officer of the Faculty Association excluding the one named in the petition.

3.3 That officer must, in writing, inform members of the Faculty Association of the petition and schedule a special meeting for a recall vote within two weeks of receipt of said petition.

3.4 A majority vote of full members of the Faculty Association present and voting will result in recall of the individual concerned.

Article VI

Faculty Trustees

Two Faculty Trustees are elected by and from the full members of the Faculty Association for staggered two-year terms.

Within two weeks of each meeting of the Board of Trustees, the Faculty Trustees submit a written report of Board actions to all members of the Faculty Association.
Article VII

Amendments and Interpretations

Section 1.0: Amendments

1.1 This constitution may be amended at any regular meeting of the Faculty Association, or at any special meeting called for the purpose of amending the constitution, by a majority of the members voting, a quorum being present, provided the amendment was proposed and submitted in writing at the previous regular meeting of the Faculty Association.

1.2 Ratification of amendments requires written acceptance by the EVP/DAA, the President of the College, and the Board of Trustees of Columbia College.

1.3 Amendments are to be incorporated into the body of the constitution.

1.4 The amendment that creates the Constitution of the Graduate Council is found in a separate section of Article VII. (See Section 3.0 below).

Section 2.0: Interpretation

2.1 The officers of the Faculty Association resolve any differences among Faculty in interpretation of this constitution.

2.2 A conference committee composed of the three officers of the Faculty Association, the President of the College and the EVP/DAA or designee resolves any differences between Faculty and others in interpretation of this constitution.

Section 3.0: Graduate Council

3.1 Purpose
The Graduate Council provides a formal, institutionally recognized venue for faculty to express interests, concerns and positions pertaining to graduate issues.

3.1.1 The Graduate Council reviews and makes recommendations to the Faculty Association and the EVP/DAA regarding all policies related to Graduate Faculty, curriculum and changes in academic support resources for graduate programs.

3.1.2 The Graduate Council reviews and evaluates graduate policies, practices, procedures, and programs. It recommends to the Faculty Association the Graduate Academic Calendar and any changes to graduate policies, practices, procedures, and programs.

3.2 Membership
The Graduate Council consists of Graduate Program Coordinators who are appointed by the EVP/DAA. In addition, a full-time graduate faculty from each College department with a graduate program is elected by the Faculty Association to two-year terms, and two full-time faculty from academic departments not offering a graduate program are elected by the Faculty Association to two-year alternating terms. The Department Chair from each College department with a graduate program and the Associate Dean for Graduate Studies are ex-officio non-voting members.

3.3 Officers and Elections
3.3.1 The Graduate Council elects from its faculty members a Chair and Vice Chair in April to serve for the following academic year.
3.3.2 The Chair, or, in the absence of the Chair, the Vice Chair, presides over meetings and coordinates meeting times, agendas and minutes with the Associate Dean for Graduate Studies.

3.4 Meetings
3.4.1 The Graduate Council meets monthly with additional meetings as needed.

3.4.2 The President of the College and/or the EVP/DAA or any member of the Council may request in writing to the Graduate Council Chair that a special meeting of the Graduate Council be called.

3.4.3 A quorum is necessary to hold an official meeting of the Graduate Council and consists of 50% of the voting members of the Council.

3.4.4 All voting is done by written or electronic ballot, unless the rule is suspended by unanimous vote. Business items requiring a vote of the Council must have been presented at a previous meeting unless the rule is suspended by unanimous consent.

3.4.5 Minutes of meetings of the Graduate Council are recorded by the Administrative Assistant for Graduate Studies. If the Administrative Assistant for Graduate Studies is absent, the presiding Chair appoints a temporary secretary. Copies of the minutes are sent to Faculty Association members, the EVP/DAA, and the President of the College.

3.4.6 The Associate Dean for Graduate Studies will maintain an archive of the Graduate Council agendas and minutes. All members of the Faculty Association have access to the archive.

3.4.7 Nonmembers of the Graduate Council may be allowed to attend the Graduate Council meetings. The Chair may invite nonmembers as deemed necessary for the proceedings of a specific meeting.

3.5 Role in Governance
The members of the Graduate Council are responsible for making recommendations to the Faculty Association with respect to development, review and application of curricular and academic policies and regulations for the Graduate Program. Following approval by the Faculty Association, recommendations are submitted to the EVP/DAA and the President of the College who then submits recommendations to the Board of Trustees for approval.

3.6 Graduate Faculty
3.6.1 Purpose
The purpose of the Graduate Faculty is to provide advanced theoretical and practical instruction and advisement to post-baccalaureate students.

3.6.2 Membership
Any Faculty Association member who has been approved by the Department Chair and EVP/DAA to teach a graduate course during the current academic year and/or who has taught a graduate course in the previous academic year will be considered as Graduate Faculty.

Article VIII

Ratification
Adoption of this constitution requires approval by a majority vote of full-time faculty members present at a Faculty Association meeting.

Ratification of this constitution as an official document of Columbia College, binding on all parties of the College, occurs with formal approval by the Board of Trustees.