

# **The Faculty Code of University Government**

January 2004

**The University of North Carolina  
at Chapel Hill**

## PREFACE

### The Faculty Code of University Government

A committee of the faculty to study and report on University Government was established in November 1942. The original members of that committee were Arnold K. King (Education), William deBerniere. MacNider (Pharmacology), Carl Pegg (History), J. Carlyle Sitterson (History), Robert H. Wettach (Law), Louis Round Wilson (Library Science), and John M. Booker (English), Chair. During the years of study (complicated by World War II) the committee made numerous progress reports to the faculty. In November 1947, after several meetings and the adoption of amendments, the faculty approved the committee's recommendations on *Faculty Legislation*. Further amendments were adopted in 1950, the most important of which provided for the establishment of the Faculty council, a representative legislative body. The members of the Committee on University Government at that time were James Logan Godfrey (History), Arnold K. King (Education), Edgar W. Knight (Education), John T. O'Neil (Business Administration), William M. Whyburn (Mathematics), Louis Round Wilson (Library Science), Maurice T. Van Hecke (Law), Chair, and William S. Wells (English; Dean of Arts and Sciences), Consultant. When the Council first met on January 5, 1951, there were fifty-two elected members based on an apportionment ratio of one to seven, and twenty-nine *ex officio* members. *Faculty Legislation* was renamed *The Faculty Code of University Government* in 1974. The current organizational and numbering scheme of the *Faculty Code* was the result of a complete editorial revision in 1997.

The Committee on University Government began work on a comprehensive revision of the *Faculty Code* in 2003. The first four Articles were comprehensively revised by the General Faculty on January 16, 2004. This edition includes the complete text of the *Code* as amended through that date.

Joseph S. Ferrell  
Secretary of the Faculty

## **ARTICLE 1**

### **THE GENERAL FACULTY**

**§ 1-1. Members.** The General Faculty consists of the President of The University of North Carolina, the Chancellor of The University of North Carolina at Chapel Hill, all persons holding faculty appointments to the ranks of professor, associate professor, assistant professor, instructor, lecturer, or any of the formally authorized lecturer-equivalent ranks; librarians holding the ranks of librarian, associate librarian, assistant librarian, and general librarian under procedures approved by the chancellor; the registrar, the director of the Office of Undergraduate Admissions, the director of the Office of Scholarships and Student Aid; and such other officers of administration having responsibility for educational policy as may be approved for ex officio non-voting membership by the Faculty Council.

**§ 1-2. Organization.** (a) Presiding officer. The chancellor shall be the presiding officer of the General Faculty. The chair of the faculty shall be chair pro tempore of the General Faculty and shall preside in the absence of the chancellor.

(b) Minutes. The secretary of the faculty shall keep a record of the proceedings.

(c) Quorum. A quorum shall be conclusively presumed at any meeting of the General Faculty called on at least ten days written notice. Otherwise, the presence of 125 voting members shall be necessary for a quorum.

(d) Bylaws. The General Faculty may adopt bylaws to govern its proceedings.

**§ 1-3. Meetings.** The General Faculty shall meet at least once in the fall semester and once in the spring semester in each academic year. Special meetings may be called by the chancellor, or, in his or her absence, by the chair of the faculty. The chancellor shall call a special meeting on the written request of ten percent of the voting members of the General Faculty.

**§ 1-4. Voting.** (a) Except as otherwise provided in this *Code*, the voting faculty comprises (i) all members of the General Faculty having tenured or probationary-term appointments, (ii) librarians who are members of the General Faculty, and (iii) fixed-term faculty whose positions satisfy the following criteria:

- 1) the position is for not less than 75% of an equivalent full-time position and is not a visiting appointment; and
- 2) the duties of the position include teaching, research, or both; and
- 3) the actual or anticipated length of service in the position is at least three years. This criterion is satisfied if (i) the current term of appointment is for three years or more, or (ii) the appointment is a renewal appointment to the same position and the combined length of the current term and the immediately preceding terms is three years or more.

(b) For the purposes of Articles 1 through 4 and Article 13 of the *Code*, a member of the voting faculty who retires but continues on the faculty with a fixed-term appointment that calls for at least

one-half time effort shall be deemed to retain the faculty rank and voting status that he or she held immediately prior to retirement.

**§ 1-5. Office-holding.** Only members of the voting faculty are eligible to hold offices established by the *Code*.

**§ 1-6. Powers.** The General Faculty shall have power:

- 1) to establish the policies governing the educational activities of, and the award of academic degrees by, the University of North Carolina at Chapel Hill and to promulgate such regulations as are necessary to implement established policies;
- 2) to request information and reports from and to give advice to the chancellor with respect to any matter affecting the life of the University;
- 3) to act upon reports from and to make recommendations to the Faculty Council, faculty committees, colleges, schools, institutes, and other units of the University;
- 4) to discuss and resolve upon matters relating to the life of the University;
- 5) to join with the chancellor and other officers of administration and the student body in regulating student conduct and discipline; and
- 6) to delegate its powers, except the power to establish or amend this *Code*, to such officers and bodies as may be established herein.

**§ 1-7. Code amendments.** Proposals to amend this *Code* must be passed on two separate readings at different meetings. If a proposal has not been previously considered by the Committee on University Government before passing its first reading, it shall be referred to that Committee before being considered on second reading. The Committee shall consider the proposal and report its recommendations promptly.

**§ 1-8. Policy on selection of officers.** It is the policy of the General Faculty that in selecting persons to fill positions established by or pursuant to this *Code*, consideration should be given to the factors of departmental affiliation, faculty rank, tenure status, color, age, and sex to the end that diversity of interests among the faculty are appropriately reflected in the various organs of faculty government.

## **ARTICLE 2**

### **THE FACULTY COUNCIL AND FACULTY EXECUTIVE COMMITTEE**

**§ 2-1. Legislative power vested in Council.** The legislative powers of the General Faculty shall be vested in a Faculty Council.

**§ 2-2. Members.** (a) The Council shall consist of two groups of members, ex officio and elected.

(b) The ex officio members shall be: the chancellor, the chair of the faculty, the secretary of the faculty, and members of the Faculty Executive Committee and delegates to the Faculty Assembly who are not otherwise elected members of the Council.

(c) All members of the voting faculty are eligible for election to the Council.

(d) The elected members of the Council shall be chosen by and from the electoral divisions defined in subsection (e), on the basis of one representative for each thirty-seven members of the voting faculty, or major fraction thereof, assigned to the respective divisions: provided that no college or school shall be represented by more than one-third of the elected members. In divisions entitled to two or more representatives, members shall be chosen on the basis of proportional representation of (1) professors, associate and assistant professors with permanent tenure, and librarians, and (2) all other ranks. If there are too few members of the voting faculty in either category to qualify for at least one representative, the two categories shall be combined. Representation is determined by the composition of the electoral division as of January 1 proceeding the date of the election.

(e) The electoral divisions are:

- 1) The Division of Fine Arts of the College of Arts and Sciences;
- 2) The Division of Humanities of the College of Arts and Sciences;
- 3) The Division of Basic and Applied Natural Sciences of the College of Arts and Sciences and The Institute of Marine Sciences;
- 4) The Division of Social Sciences of the College of Arts and Sciences;
- 5) The University Libraries;
- 6) The School of Information and Library Science;
- 7) The Kenan-Flagler Business School;
- 8) The School of Education;
- 9) The School of Journalism and Mass Communication;
- 10) The School of Law;
- 11) The School of Social Work;
- 12) The School of Government;
- 13) The School of Medicine;
- 14) The School of Dentistry;
- 15) The School of Nursing;
- 16) The School of Pharmacy; and

17) The School of Public Health.

(f) Departments and other units initiating faculty appointments that are not assigned to an electoral division by subsection (e) shall be assigned to an appropriate division by the secretary of the faculty.

(g) In 1985 and every five years thereafter, the Committee on University Government shall adjust the apportionment factor so that the number of elected members of the Council is as near seventy as practicable. Such an adjustment shall be deemed an amendment of subsection (d) and shall be reported promptly to the secretary of the faculty and by him or her to the General Faculty.

(h) The Committee on University Government, with the approval of the chancellor, may amend the provisions of this section to adjust details of the pattern of membership herein established whenever required by changes in the organization of the University.

**§ 2-3. Terms.** Elected members of the Council shall serve for terms of three years and shall not be eligible for election more than twice in any period of seven years. Nominations and elections shall be held in the spring semester in each academic year and the term of office shall begin on July 1. A member's term of office shall not be affected by his or her promotion during the term or by reapportionment of the Council before expiration of the term.

**§ 2-4. Nomination and election.** (a) Nominations for election to the Faculty Council shall be the responsibility of the Nominating Committee. Other names may be added to the ballot by written nomination submitted to the secretary of the faculty by three or more faculty members of the division for which the nomination is made.

(b) The Nominating Committee shall establish divisional nominating committees within each electoral division of the Faculty Council. These committees shall recommend nominees for the Faculty Council. Each committee shall recommend at least two nominees for each vacancy within its electoral division unless the number of vacancies makes that impractical.

(c) Members representing electoral divisions shall be chosen by members of the voting faculty whose primary appointments are in schools or departments assigned to that electoral division. Ballots containing the nominations shall be distributed to the appropriate division by the secretary of the faculty. Elections shall be determined by a plurality of the votes cast.

(d) The secretary of the faculty shall decide tie votes by lot.

(e) The secretary of the faculty shall fill vacancies for the remainder of unexpired terms from the list of those voted on in the two most recent elections for that division in the order of the highest number of votes received. If all such persons decline appointment or are no longer eligible for election or there is an insufficient number, the Faculty Executive Committee shall fill the vacancy for the remainder of the unexpired term. Council members taking leave for not longer than one year may be temporarily replaced during such leave in like manner. Council members taking leave for longer than one year shall be deemed to have resigned from the Council.

**§ 2-5. Organization.** Pursuant to Section 502(D)(2) of *The Code of the Board of Governors of The University of North Carolina*, the chancellor has the right to preside over the deliberations of the Faculty Council. The chair of the faculty shall preside upon the request of the chancellor. The

secretary of the faculty shall be secretary of the Council ex officio. The presence of a majority of the elected members shall be necessary for a quorum. The Council may adopt bylaws to govern its proceedings.

**§ 2-6. Meetings.** The Council shall meet regularly each month from September through April. Special meetings may be called by the chancellor, or, in his or her absence, by the chair of the faculty, and shall be called upon the written request of ten members of the Council. It shall be the duty of all members to attend all regular and special meetings of the Council, save for good cause. If any voting member is absent for two successive regular meetings without cause, the Council may declare his or her membership vacant.

**§ 2-7. Voting.** All members have the right to vote. The presiding officer shall vote only in case of a tie.

**§ 2-8. Powers.** (a) The Council shall exercise the legislative powers of the General Faculty:

- 1) to determine the educational policies of the University and the rules and regulations under which administrators and faculty will conduct the educational activities of the University;
- 2) to prescribe the requirements for admissions, programs of study, and the award of academic degrees by the University in the context of the basic educational policies of the University and the special competencies of the faculties of particular colleges and schools;
- 3) to recommend persons for honorary degrees and special awards; and
- 4) to advise the chancellor and other officers of administration and the student body in matters of student conduct and discipline, and to approve any rules and regulations governing student conduct that affect academic standards of performance.

(b) The Council shall also have power, concurrently with the General Faculty:

- 1) to provide for such standing and special committees as the Council may deem necessary or useful for the effective and expeditious conduct of its business;
- 2) to act upon reports from and to make recommendations to the General Faculty, faculty committees, colleges, schools, institutes, and other units of the University;
- 3) to request information and reports from and to give advice to the chancellor and other officers of administration with respect to any matter affecting the life of the University; and
- 4) to discuss and resolve upon matters relating to the life of the University.

**§ 2-9. Minutes.** Summaries of the actions of the Council shall be published promptly.

**§ 2-10. Faculty Executive Committee.** (a) The Faculty Executive Committee shall consist of the chair of the faculty, the secretary of the faculty, and twelve members of the voting faculty elected

by the faculty for renewable three-year terms. The term of office shall begin on July 1. A member who has served two successive full three-year terms is ineligible for election to the succeeding term.

(b) Members shall be nominated and elected and interim vacancies shall be filled in the manner provided for electing other standing committees [§ 4-3], except that the Advisory Committee shall act instead of the Nominating Committee.

(c) The chair of the faculty shall convene the Faculty Executive Committee and preside at its sessions.

(d) The Faculty Executive Committee shall have the following powers and duties:

- 1) to exercise the consultative powers delegated to the Faculty Council by sections 2-8(b)(3) and 2-8(b)(4), above, subject to such restrictions or instructions as the Council may from time to time establish;
- 2) when prompt action is required, to exercise the legislative powers delegated to the Faculty Council by sections 2-8(a)(1) and 2-8(a)(4), above, subject to confirmation by the Council at its next regular meeting;
- 3) to serve as an advisory committee to the chair of the faculty;
- 4) to represent the Faculty Council and the General Faculty in advising the University administration with respect to issues, such as planning the setting of University priorities, that the committee deems important to the University's mission;
- 5) to work with the various officers and groups within the University toward the realization of goals set in actions of the Faculty Council;
- 6) to report to the Council at regular intervals, including reporting annually on the status of the implementation of resolutions of the Faculty Council; and
- 7) to serve as members of the Faculty Council as provided in § 2-2(b).

### **ARTICLE 3**

#### **OFFICERS OF THE FACULTY**

**§ 3-1. The chair of the faculty.** (a) The chair of the faculty shall serve as chair pro tempore of the Faculty Council and of the General Faculty, shall make an annual report to the Faculty Council on the state of the faculty, shall represent the chancellor in all academic matters whenever the chancellor may request him or her to do so, and shall have such other responsibilities as may be determined by the chancellor or the Faculty Council.

(b) The chair of the faculty shall serve for a term of three years and shall not be eligible for election to more than two consecutive terms. Nominations and elections shall be held every third year, and the person elected shall take office on July 1 following the election.



(c) Nominations shall be made by the Advisory Committee, which shall announce the upcoming election to all members of the voting faculty and invite recommendations of persons to be nominated. The Committee shall select and submit the names of at least two qualified persons. The nominee receiving the highest number of votes in the election shall be deemed elected, unless he or she has failed to receive a majority of the votes cast. In that event, a run-off election shall be held between those who received the highest and the next highest number of votes in the previous election, and the person receiving the highest number of votes in the run-off election shall be deemed elected. Interim vacancies in the office of chair of the faculty shall be filled through appointment by the Advisory Committee.

**§ 3-2. The secretary of the faculty.** (a) The secretary of the faculty shall keep minutes of all meetings of the General Faculty and of the Faculty Council and enter them in the permanent minute books of the faculty, conduct all elections of the General Faculty and the Faculty Council, and conduct correspondence pertaining to elections and actions of the two faculty bodies. He or she shall maintain files of all nominations and citations for honorary degrees and special awards and shall also maintain records of the charge, membership, and duration of all committees about which he or she is notified pursuant to § 4-1(b).

(b) The secretary of the faculty shall serve for a term of five years and shall be eligible for re-election. The Advisory Committee shall nominate one member of the voting faculty for the position. The Faculty Council, after opportunity has been given for additional nominations from the floor, shall proceed to elect a secretary of the faculty.

## **ARTICLE 4 COMMITTEES**

**§ 4-1. Organizational principles.** (a) Standing committees of the faculty shall be organized as nearly as practicable in accordance with the following principles:

- 1) unless otherwise specified in this Article, a committee shall consist of no more than seven members;
- 2) unless otherwise specified in this Article, members shall serve for staggered terms of three years;
- 3) no person shall serve more than two consecutive terms on one elective committee;
- 4) elective committees shall select their own chairs, and appointing officers shall designate the chairs of committees they appoint;
- 5) necessary aid and assistance shall be provided to expedite the work of the committees of the faculty;
- 6) service on all standing committees shall begin on July 1 following election or appointment and end on June 30 of the appropriate year;

- 7) standing committees shall report to the Faculty Council on their activities at least once each academic year unless the chair of the faculty authorizes the postponement of a committee's annual report.

(b) When University-wide committees with faculty representation, other than those established under this Article, are created, the officer appointing the committee shall inform the secretary of the faculty of the committee's charge, membership, and duration. When a committee is created by faculty action, its functions shall be specifically stated in the motion or resolution. When a committee is created by administrative action, its functions shall be specifically stated in a written communication to the faculty.

(c) Before any new special or standing committee is created, consideration shall be given to the question whether one of the existing committees could effectively undertake the assignment.

**§ 4-2. The Nominating Committee.** (a) The Nominating Committee consists of the chair of each of the standing committees established by this Article, or the chair's designee, and four members of the voting faculty appointed by the chair of the faculty. Service is for one year. The chair and secretary of the faculty serve as ex officio, non-voting members. The secretary of the faculty acts as convenor of the committee and serves as its secretary.

(b) The committee nominates members of the voting faculty for all positions established by or pursuant to this Article that are to be filled by election. It also makes recommendations for positions that are to be filled by appointment.

**§ 4-3. Procedure for electing standing committees.** (a) Each spring the secretary of the faculty establishes a schedule for conducting elections for the elective standing committees. At least 60 days before the date set for distribution of ballots, the secretary of the faculty announces the opening of the nomination period to all members of the voting faculty. The announcement invites voting faculty members to express interest in being nominated and to recommend other members of the voting faculty to be nominated. Recommendations must be in writing, and no person shall be recommended without his or her consent. In addition, the Nominating Committee identifies and recruits faculty members who are willing to stand for election. The Nominating Committee provides the secretary of the faculty with at least two nominees for each vacancy on each elective committee established by this Article.

(b) The secretary of the faculty distributes ballots to the voting faculty, receives completed ballots, and tabulates the votes.

(c) The secretary of the faculty declares the election of the nominees who receive the highest number of votes for each position. In the event of a tie, the secretary determines election by lot.

(d) Interim vacancies are filled by the secretary from the list of those voted on in the two most recent elections in the order of the highest number of votes received unless all such persons decline appointment or are ineligible, or there is an insufficient number, in which case the vacancy is filled by appointment of the chair of the faculty for the remainder of the unexpired term.

**§ 4-4. Procedure for selecting appointed committees.** The Nominating Committee acts in an advisory capacity to the chancellor, the chair of the faculty, and other appointing officers, as those appointing officers deem appropriate, in the appointment of standing and special committees.

**§ 4-5. Advisory Committee.** (a) The Advisory Committee consists of nine elected members, the chair of the faculty, the secretary of the faculty, and the chair of the Committee on Appointments, Promotions, and Tenure.

(b) The committee is advisory to the chancellor in any matter deemed important by the chancellor or the committee, and particularly with respect to:

- 1) proposed amendments to the trustee policies and procedures governing academic tenure;
- 2) review of school and departmental statements of criteria for appointment, promotion, and tenure;
- 3) academic program planning and assessment;
- 4) appointment of vice chancellors, deans, and other senior administrators; and
- 5) recommendations for corrective action
  - i. pursuant to a report of the Faculty Hearings Committee with respect to a decision not to reappoint a probationary-term faculty member, or
  - ii. pursuant to a report of the Faculty Grievance Committee with respect to a decision not to promote to a higher rank a person holding permanent tenure at the rank of associate professor or assistant professor.

No faculty member may serve simultaneously as an elected member of the Advisory Committee and the Faculty Executive Committee; the Committee on Appointments, Promotions, and Tenure; the Faculty Hearings Committee; or the Faculty Grievance Committee.

(c) The secretary of the faculty serves as secretary of the committee.

(d) The committee holds regular meetings once each month, at such time and place as fixed by the committee and the chancellor. The presiding officer is the chancellor, or, in his or her absence, the chair of the Advisory Committee. Special meetings may be called by the chancellor or the chair of the Advisory Committee. Notice of a special meeting called by the chair shall be given to the chancellor. Whoever calls the special meeting presides.

**§ 4-5.1. Committee on Appointments, Promotions, and Tenure.** (a) The Committee on Appointments, Promotions, and Tenure is composed of twelve members of the faculty holding permanent tenure at the rank of professor. Four members hold primary appointments within the College of Arts and Sciences, four hold primary appointments in the School of Medicine, and four hold primary appointments within professional schools other than the School of Medicine. Members are elected by the voting faculty at large for three-year terms. Terms are staggered so that at least one term from each of the three constituencies expires each year. Elected members of the Advisory

Committee, the Faculty Executive Committee, the Faculty Hearings Committee, and the Faculty Grievance Committee are not eligible to serve on the committee.

(b) The committee is advisory to the provost in any faculty personnel matter deemed important by the provost or the committee, and particularly with respect to:

- 1) appointments, reappointments, and promotions that have the effect of conferring permanent tenure;
- 2) promotions to a higher rank of persons holding permanent tenure at the rank of associate professor or assistant professor;
- 3) appointments to distinguished professorships that are not restricted by the terms of the endowment to a particular school or department.

(c) The committee holds regular meetings once each month throughout the calendar year.

**§ 4-6. Educational Policy Committee.** (a) The Educational Policy Committee is composed of nine members elected by the faculty for staggered three-year terms, one undergraduate student appointed by the chair of the faculty for a one-year term on recommendation of the president of the Student Body, and one graduate or professional student appointed by the chair of the faculty for a one-year term on recommendation of the president of the Graduate and Professional Student Federation. The university registrar is an *ex officio* non-voting member.

(b) The committee is concerned with those matters of educational policy and its implementation as to which the Faculty Council possesses legislative powers by delegation from the General Faculty under Article II of the *Code*. The committee's function is advisory to the Faculty Council, and it exercises its advisory function by:

- 1) routinely taking on reference from the Faculty Council any matter lying within its range of concern that has been formally presented to the Council for study or for action, and on which the Council desires to have substantial committee study prior to undertaking formal consideration;
- 2) from time to time taking on reference from the Faculty Council any specific proposal that has come through the normal administrative channels for approval by the Council (such as adding or dropping academic programs) and on which the Council desires further review and advice prior to taking final action;
- 3) acting as a council of advice for the university registrar in administering faculty regulations concerning student records and transcripts, registration, class and examination schedules, grading systems, grade reports, academic deficiencies, probation, and readmission;
- 4) setting general policy on the kind of catalogs to be issued, their content, and their design; and

- 5) originating studies of particular matters lying within its range of concern by requesting authority from the Faculty Council to make such studies, conducting the studies if authorized, and reporting the results of the studies to the Council.

(c) In considering any matter referred to it and prior to its report to the Faculty Council, the committee shall provide reasonable opportunity for comment upon the matter by members of the faculty and of the student body.

**§ 4-7. Faculty Athletics Committee.** (a) The Faculty Athletics Committee consists of nine members elected by the voting faculty. The voting delegate to the Atlantic Coast Conference, if not otherwise an elected member of the Faculty Athletics Committee, is an ex officio member of the committee.

(b) The committee is concerned with informing the faculty and advising the chancellor on any aspect of athletics, including, but not limited to, the academic experience for varsity athletes, athletic opportunities for members of the University community, and the general conduct and operation of the University's athletic program.

**§ 4-8. Faculty Grievance Committee.** (a) The Faculty Grievance Committee consists of ten elected members, and is structured to represent faculty of all ranks. Three of the members are elected at the time they hold the rank of professor or librarian, three at the time they hold the rank of associate professor or associate librarian, three at the time they hold the rank of assistant professor or assistant librarian or general librarian, and one at the time he or she holds a fixed-term appointment. A member's promotion in rank during a term of office does not terminate his or her membership. One professor or librarian, one associate professor or associate librarian, and one assistant professor or assistant librarian or general librarian are elected each year. One person holding a fixed-term appointment is elected every third year.

(b) The committee is authorized to hear, mediate, and advise with respect to the adjustment of grievances of all persons designated as members of the Faculty by the *Trustee Policies and Regulations Governing Academic Tenure* and those librarians who are members of the General Faculty. The power of the committee is solely to hear representations by the persons directly involved in grievances, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the chancellor only after the dean, department chair, or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

(c) As to members of the General Faculty, grievances within the committee's jurisdiction include matters directly related to a faculty member's employment status and institutional relationships within the University, except for those within the jurisdiction of the Faculty Hearings Committee or arising from the termination of an administrative appointment.

(d) As to graduate students or others who have teaching duties, grievances within the committee's jurisdiction include only those which meet all four of the following conditions: (1) they arose in connection with the grievant's teaching duties, (2) they raise a question of academic freedom, (3) the dean or chair with immediate responsibility for the grievant has no authority to fashion an appropriate remedy, and (4) there is no other appropriate grievance procedure.

(e) No grievance may be considered except on the basis of a prior written statement of its nature by the aggrieved faculty member nor until determination is made that an unsuccessful attempt has been made by the faculty member to resolve it with the administrative official most directly concerned.

(f) The committee may act as a whole or, by designation of the chair, in panels of two or more, for the consideration of particular grievances. It may promulgate rules of procedure for its operations. When promulgated, these rules shall constitute the exclusive formal procedures for the adjustment of faculty grievances herein described. No formal appeal procedure shall be provided.

**§ 4-9. Faculty Hearings Committee.** (a) The Faculty Hearings Committee is composed of six faculty members elected by the voting faculty. Members must hold permanent tenure when elected.

(b) The committee performs functions assigned to it in the *Trustee Policies and Regulations Governing Academic Tenure*.

**§ 4-10. Financial Exigency and Program Change Committee.** (a) The Financial Exigency and Program Change Committee consists of twelve elected members, six from the Division of Academic Affairs and six from the Division of Health Affairs, each of whom must hold a tenured or probationary term appointment when elected. The chair may be re-elected by the committee to successive one-year terms as chair.

(b) The committee discharges the functions provided in Section 6 of the *Trustee Policies and Regulations Governing Academic Tenure*, in accordance with the following procedures:

- 1) In considering the chancellor's preliminary statement (*Trustee Policies*, Section 6.c), the committee shall request advice in the form of a written report from the chair and faculty of each department which in the judgment of the committee might be directly affected by the adoption of any option potentially involving terminations of faculty employment which is described in the chancellor's statement. The committee may request advice on any matter deemed by the committee to be relevant to the problem presented by the chancellor's statement, but in any event shall require response directly to the following points:
  - i. in the case of financial exigency, whether other options than any affecting the particular department would better serve the interests of the University, and how, if any option directly affecting a particular department were to be implemented, a sound and balanced educational program might be maintained by the department without any, or a minimum of, terminations of faculty employment;
  - ii. in the case of program change, whether on balance it is justified, and how, if it is to be effected, this may be accomplished without any, or a minimum of, terminations of faculty employment.
- 2) In considering the chancellor's proposal for specific action (*Trustee Policies*, Section 6.f), the committee shall request advice in the form of a written report from the faculty and chair of each department identified in the proposal as a unit to be directly affected by the proposed action. The committee may request advice on any matter deemed by the

committee to be relevant to its consideration of the proposed action, but in any event shall require advice as to the propriety and efficacy of the criteria proposed by the chancellor for determining individual faculty members for termination.

- 3) In requesting advice at either stage, the committee shall specify a time for submission of written reports which allows not less than seven days between receipt of such reports and the time for submission of the committee's report to the chancellor.
- 4) For the purposes of this section, the terms "termination," "financial exigency," and "program change" have the meanings given them by Section 6.a of the *Trustee Policies and Regulations Governing Academic Tenure*; the word "department" is used to include departments, schools, and any other unit of the University which initiates appointments and other personnel actions affecting faculty members; and the word "chair" is used to include the chief administrative officer of each such unit.

**§ 4-11. Honorary Degrees and Special Awards Committee.** (a) The Honorary Degrees and Special Awards Committee consists of six members elected by the voting faculty. The secretary of the faculty is a member of the committee ex officio.

(b) The committee considers nominations from the faculty for (1) Honorary Degrees, awarded at Commencement each May; (2) Distinguished Alumnus and Alumna Awards, presented each University Day, 12 October; (3) the Thomas Jefferson Award; (4) the O. Max Gardner Award; and (5) other awards referred to the committee by the chancellor or the chair of the faculty. Nominees for Honorary Degrees and Distinguished Alumnus and Alumna Awards are recommended for approval to the Faculty Council and the Board of Trustees. The chancellor presents the nominee for the Gardner Award to the Board of Governors.

**§ 4-12. Faculty Assembly Delegation.** (a) The delegation of the General Faculty to the Faculty Assembly of The University of North Carolina is composed of four members elected by the voting faculty and the chair of the faculty or the chair's designee. The chair of the faculty designates the chair of the delegation. The Committee on University Government may amend the provisions of this paragraph with respect to the number of members of the delegation when required by a change in the number of members of the Faculty Assembly apportioned to the University. Such amendments shall be reported promptly to the secretary of the faculty and by him or her to the General Faculty.

(b) The delegation represents the faculty of the University at the Faculty Assembly of The University of North Carolina and reports to the Faculty Council on matters of interest relating to the Faculty Assembly and actions taken by that body.

**§ 4-13. Buildings and Grounds Committee.** (a) The Building and Grounds Committee is appointed by the chancellor.

(b) The committee advises the chancellor on plans for the long-range physical development of the campus, the siting and exterior design of new and renovated buildings, major landscaping changes, the selection of architects, the location of monuments and memorials, and such other matters as the chancellor may refer to it.

**§ 4-14. [Reserved].**

**§ 4-15. Faculty Welfare Committee.** (a) The Faculty Welfare Committee is appointed by the chair of the faculty.

(b) The committee monitors and works toward the improvement of faculty working conditions, including salaries and benefits.

**§ 4-16. Faculty Committee on Research.** (a) The Faculty Committee on Research consists of nine members appointed by the chancellor.

(b) The committee advises the chancellor, other officers of administration, and the Faculty Council on matters of University policy and its implementation that have significant impact upon research.

**§ 4-17. Scholarships, Awards, and Student Aid Committee.** (a) The Scholarships, Awards, and Student Aid Committee is appointed by the chancellor.

(b) The committee establishes policy for scholarship and student aid funds, monitors the operations of the Office of Scholarships and Student Aid, and advises the chancellor on matters regarding scholarships and other forms of student aid.

**§ 4-18. Committee on Community and Diversity.** (a) The Committee on Community and Diversity consists of five faculty members and two students appointed by the chair of the faculty.

(b) The committee is responsible for fostering community and promoting pluralism in the University by encouraging social interaction, mutual acceptance, and respect among various groups on campus. The committee is especially attentive to matters generated by discrimination on the basis of age, race, gender, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation.

**§ 4-19. Faculty Committee on University Government.** (a) The Faculty Committee on University Government consists of seven members appointed by the chancellor. The secretary of the faculty serves as an ex officio member.

(b) The committee is concerned with the continuing development, adaptation, and interpretation of *The Faculty Code of University Government*. Subject to the powers of the University's Board of Governors and president, and of the Board of Trustees and the chancellor of the University of North Carolina at Chapel Hill, the *Code* represents legislation enacted by the faculty regarding forms of internal organization and procedures at this institution which are deemed necessary for its fair and effective operation.

(c) The committee periodically reviews the existing *Code* and solicits suggestions for its improvement; based on its review the committee recommends appropriate amendments in the *Code* for consideration and vote of the General Faculty. As provided under Article I of the *Code*, the committee considers and reports on other proposals to amend the *Code* and also periodically makes appropriate adjustments of the elective representatives in the Faculty Council. The committee considers and reports on special questions of University governance which are referred to it by the chancellor or members of the faculty. The committee is especially concerned with maintaining internal forms and procedures of academic administration which reflect principles of democracy and



equity, vision and adaptability, and quality and responsibility, toward achieving the intellectual aims of the University.

**§ 4-20. Agenda Committee.** The Agenda Committee consists of the chair of the faculty, the secretary of the faculty, and five elected members of the Faculty Council appointed by the chair of the faculty for renewable one-year terms. The committee develops the agenda for meetings of the Faculty Council and the General Faculty.

**§ 4-21. [Reserved].**

**§ 4-22. Status of Women Committee.** (a) The Status of Women Committee is appointed by the chair of the faculty.

(b) The committee addresses ongoing concerns of women faculty members, identifies obstacles to achievement and maintenance of equality in the representation and status of women on the faculty, and proposes steps for overcoming those obstacles.

**§ 4-23. Committee on Instructional Personnel.** (a) The Committee on Instructional Personnel consists of the deans of all the undergraduate, graduate, and professional colleges and schools (except those in the Division of Health Affairs) and the chairs of the divisions of the College of Arts and Sciences. The committee may add such consultants and delegate such authority to sub-committees as it deems necessary. The provost serves as chair of the committee.

(b) The committee reviews the recommendations of the chairs of the respective departments and of the deans of all the undergraduate, graduate, and professional colleges and schools (except those in the Division of Health Affairs) with respect to additions, promotions, and advancements in personnel and with respect to courses of instruction. It reviews, improves, and implements the educational and research program of the University. The arrangement of the University calendar comes within its purview, and such other matters as the chancellor from time to time refers to it.

**§ 4-24. Advisory Committee on Undergraduate Admissions.** (a) The Advisory Committee on Undergraduate Admissions consists of the dean of the College of Arts and Sciences or the dean's designee as chair; the associate dean for academic advising in the College of Arts and Sciences; and two other academic deans from outside the College of Arts and Sciences and seven faculty members engaged in undergraduate instruction, all appointed by the chancellor. At least five of these faculty members hold primary appointments in the College of Arts and Sciences. The university registrar, the director of undergraduate admissions, and the vice chancellor for student affairs are ex officio, non-voting members of the committee.

(b) The committee serves in an advisory capacity to the director of undergraduate admissions. In particular, it addresses the design and application of admissions policy, recommends guidelines for special talent and exceptional admissions, and monitors and responds to the national college admissions environment.

(c) The committee meets at least once each semester or more on call of the chair. The chair calls a meeting whenever requested by the director of undergraduate admissions.

**§ 4-25. University Committee on Copyright.** (a) The University Committee on Copyright is appointed by the chancellor. It consists of (i) faculty members, (ii) one or more graduate students,

serving one-year renewable terms, and (iii) members from campus units, such as the campus libraries and the Office of Technology Development, that are involved in intellectual property matters. Faculty members constitute a majority of the members of the committee.

(b) The committee represents to the chancellor and the University community the concerns of faculty and other users and creators of scholarly information. The committee's functions include:

- 1) monitoring trends in such areas as institutional or consortial copyright use policies, changes in copyright ownership models, and guidelines for fair use of information in all formats;
- 2) identifying areas in which policy development is needed and recommending to the chancellor new or revised institutional policies and guidelines;
- 3) cooperating with the administration to propose and monitor the application of University policies and guidelines regarding ownership and use of copyrighted or licensed scholarly works; and
- 4) assisting in identifying educational needs of the faculty and others related to compliance with copyright policies and guidelines, and advising on appropriate ways to address those needs.

**§ 4-26. Faculty Information Technology Advisory Committee.** (a) The Faculty Information Technology Advisory Committee is appointed by the chair of the faculty. It consists of (i) faculty members, and (ii) one or more students serving one-year renewable terms. Faculty members constitute a majority of the members of the committee.

(b) The committee represents to the chancellor and the University community the concerns of faculty and others with regard to information technology. The committee's functions include:

- 1) considering issues pertaining to the use of information technology in teaching and learning, research, and other professional activities in the University; and
- 2) advising University officers and offices of administration on faculty needs and interests relating to information technology.

## **ARTICLE 5**

### **APPOINTMENTS, PROMOTIONS, AND TENURE OF MEMBERS OF THE FACULTY**

**§ 5-1. Faculty appointments and promotions.** Appointments and promotions in rank are made and tenure is conferred in accordance with the *Trustee Policies and Regulations Governing Academic Tenure*.

## **ARTICLE 6**

### **THE SCHOOLS AND COLLEGES**

**§ 6-1. Nomination and appointment of deans of Schools and Colleges.** The chief administrative officer of each school or college shall be a dean. Nomination for appointment or reappointment to this office shall be made by the chancellor after he or she has received the advice of the faculty or faculties concerned, either directly or through delegates designated by him or her for the purpose, and after consultation with the Advisory Committee. The term of office for a dean shall be five years, and deans may succeed themselves.

**§ 6-2. Duties of a dean.** The duties of a dean shall be the following:

1. To initiate and implement educational programs and policies in cooperation with the administrative boards, the divisions, and the chairs of the respective departments;
2. To administer, with the advice of an administrative board, all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the school or college;
3. To convene at least once each semester the administrative board of the school or college for the purpose of approving or rejecting new courses, clarifying and interpreting rules and regulations, planning for the initiation of changes in educational policies and practices, and transacting any other business that may be delegated to it;
4. To call and preside over meetings of the faculty of the school or college;
5. To consult the assembled faculty of the school at least twice per year on all matters which must be put before the Faculty Council and on questions of educational policy, personnel policy, curriculum, and planning for the school;
6. To recommend, after consultation with the faculty of the department concerned, the appointment or reappointment of all chairs of departments in the school or college;
7. To advise his or her administrative superior on any matter affecting the school or the University;
8. The deans of the professional schools shall make recommendations for appointments and promotions to the provost, following as far as possible the procedure provided for departments;
9. To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college; and
10. To prepare materials concerning the school or college for the university catalogs.

**§ 6-3. Administrative boards; composition and terms.** (a) Each school or college shall have an administrative board representative of its various interests, the members of which shall be appointed by the chancellor upon recommendation of the dean or director of the school or college concerned. The majority, but not all, of the membership of a board shall be appointed from the faculty of the

particular school or college. The chancellor shall be an ex officio non-voting member of all administrative boards.

(b) The term of office for members of administrative boards shall be three years. Each board shall adopt a rotation plan for appointments so that approximately the same number of terms expire each year. Members may be reappointed to one additional successive term.

**§ 6-4. Administrative boards; duties.** Subject to the powers of the faculty of the school or college concerned and of the Faculty Council, administrative boards shall:

1. Formulate, together with the dean or director, educational policies;
2. Advise the dean or director in handling administrative matters;
3. Review and approve new programs and curricula;
4. Examine and pass finally on all new courses proposed to the particular school or college; and
5. Perform such other duties as may be delegated to them by the dean or director.

## **ARTICLE 7**

### **THE GENERAL COLLEGE**

**§ 7-1. The General College.** (a) The General College comprises the freshman and sophomore work in the University.

(b) It is administered by the dean of the General College and an administrative board. The advisers of the General College form a special committee of the faculty which consults with the administrative board and reports to it.

(c) The General College formulates programs of study covering the basic and liberal subjects which constitute the foundations of general education on the college level, and which prepare the student for later specialized and professional training. It certifies when a student is eligible to advance into the appropriate upper college.

(d) The curricula of the General College are administered through the dean by a group of advisers who direct the students choices of studies on the basis of data collected by the University concerning the experience, interests, and aptitudes of each student.

**§ 7-2. General College faculty.** There shall be a General College Faculty composed of its instructional staff which shall assist the dean of the General College in the origination and development of the General College program and policy.

**§ 7-3. Advisory powers of the dean of the General College.** The dean of the General College shall be consulted in the appointment and promotion of members of the General College faculty.

## **ARTICLE 8**

### **THE COLLEGE OF ARTS AND SCIENCES**

**§ 8-1. Divisions of the College of Arts and Sciences.** (a) The College of Arts and Sciences shall be composed of the Divisions of Fine Arts, the Humanities, the Basic and Applied Natural Sciences, and the Social Sciences, and they in turn shall include the departments and curricula listed below:

1. *Fine Arts*: Art, Dramatic Art, and Music;
2. *Humanities*: Asian Studies, American Studies, Classics, Communication Studies, Comparative Literature, English, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, and Slavic Languages;
3. *Basic and Applied Natural Sciences*: Biology, Chemistry, Computer Science, Geology, Marine Sciences, Mathematics, Operations Research, Physics and Astronomy, Psychology, and Statistics;
4. *Social Sciences*: Aerospace Studies; African and African-American Studies; Anthropology; City and Regional Planning; Economics; Geography; History; Leisure Studies and Recreation Administration; Naval Science; Physical Education, Exercise and Sport Science; Political Science; Public Policy Analysis; Sociology; and Womens Studies.

The secretary of the faculty shall assign to the appropriate division any department or curriculum not specified above.

(b) Members of departmental faculties who offer courses for credit in the College of Arts and Sciences shall have voting privileges in only one division, but may have advisory privileges in other divisions in which their departments have special interests. Thus, those from Art, Dramatic Art, History, Music, and Radio, Television and Motion Pictures shall have advisory privileges in the Humanities; those from Philosophy in the Natural and Social Sciences; and those from Psychology in the Social Sciences.

(c) Faculty members who have no departmental affiliation shall have voting privileges in the division to which they have been assigned by the secretary of the faculty.

**§ 8-2. Faculty of the College of Arts and Sciences.** All members of the General Faculty holding appointments in departments and curricula within the College of Arts and Sciences are members of the Arts and Sciences Faculty.

**§ 8-3. Duties of the dean of the College of Arts and Sciences.** The dean of the College of Arts and Sciences shall:

1. Review and transmit to the provost recommendations received from the chairs of departments in the College of Arts and Sciences for appointments, promotions, and salary increases of members of the departments. Competence in teaching shall be an essential prerequisite in such appointments;
2. Receive budget requests from the chairs of the departments and, after consultation with his or her Advisory Committee and with the chairs of departments whose budget requests require

strengthening or other modification, shall prepare and transmit to the provost the budget for the College. Budgetary matters will always and regularly be matters for consultation and negotiation between the dean and the chairs of departments, and the chairs, in this as in other areas, have the right of appeal to the provost and to the chancellor; and

3. Consult the Arts and Sciences Faculty on all matters which must be put before the Faculty Council, and on questions of educational policy, curriculum, and planning for the College, assembling the Faculty at least twice a year for this purpose.

**§ 8-4. Arts and Sciences Advisory Committee.** The Arts and Sciences Advisory Committee consists of the dean of the general college, the dean of the graduate school, and the chairs of the divisions of fine arts, humanities, basic and applied natural sciences, and social sciences. The dean of the college of arts and sciences shall consult the committee in the development of policies and programs for the College, and it shall serve as a board of liaison among the four University entities concerned with the liberal arts.

**§ 8-5. Divisional faculties.** (a) The faculty of each Arts and Sciences Division shall be composed of the faculty members of its component departments. Each Division shall have a chair and such other officers as its by-laws specify. The chair and other officers shall be elected by members of the voting faculty holding primary appointments in departments and curricula assigned to the Division. Each Division, in consultation with the dean of the College of Arts and Sciences, shall adopt appropriate rules and regulations governing its functions and procedures, including procedures for electing its officers.

(b) Each division, within its area and in cooperation with the dean of the College of Arts and Sciences, shall concern itself with the courses and curricula, shall originate and develop educational objectives and implement these policies, and the chairs of the several divisions shall be members of the Committee on Instructional Personnel. In addition, they shall serve in an advisory capacity, upon request or upon their own initiative, to the respective departments and to the dean of the College of Arts and Sciences in matters involving budgetary, personnel, and instructional problems.

[Amended January 17, 2003.]

**§ 8-6. Appointment of department chairs.** (a) There shall be a chair of each department in the College of Arts and Sciences, who shall serve as the administrative officer of the department. The term of office of the chair shall be five years, and chairs may succeed themselves.

(b) The appointment of a chair may be terminated by the chancellor prior to the expiration of a current term of appointment, upon recommendation of the dean of the College of Arts and Sciences and after consultation with the Advisory Committee, when the termination is deemed by the chancellor to be in the best interests of the University. The dean, in considering whether a chair's appointment should be terminated, shall consult with the faculty members of the department. When the dean recommends the removal of a chair, he or she shall inform the chair of the action and the reasons for it. The chair shall have the right to appear in person before the Advisory Committee to present his or her perspective on the situation. In exceptional circumstances requiring immediate termination, the chancellor, upon the recommendation of the dean of the College of Arts and Sciences, may suspend a chair's appointment pending the deans consultation with the departmental faculty and the chancellors consultation with the Advisory Committee.

(c) A chair shall be appointed or reappointed by the chancellor, after consultation with members above the rank of instructor on the staff of the department concerned, and with the advice of the Committee on Instructional Personnel and of the Advisory Committee.

**§ 8-7. Duties of department chairs.** The chair, after consultation with the voting faculty of the department (as defined in 1-4 of the Faculty Code) shall:

1. prepare and transmit the departmental budget;
2. formulate and administer departmental personnel policies, including recommendations for appointments, increases, and promotions, provided that in making such recommendations, consultation shall be required only with the assembled full professors;
3. prepare programs of course offerings and schedule the duties of the departmental staff;
4. formulate and implement educational policies;
5. maintain instructional facilities, including library resources; and
6. prepare and transmit annually to the dean of the College of Arts and Sciences a report of the work and activities of his or her department for the preceding year.

**§ 8-8. Departmental faculty meetings.** The department shall hold regular meetings at least once every three months. Special meetings may be called by the chair. He or she shall call a special meeting upon the request of one-half of the voting members of the department. The chair shall preside at all meetings. A secretary of the departmental faculty shall be elected by the department and shall keep an accurate record of its proceedings. Those members of the department who are members of the voting faculty as defined in 1-4 of the Faculty Code shall vote in departmental meetings or on departmental matters, except that voting privileges with respect to matters affecting faculty appointments, reappointments, and promotions shall be limited to members holding tenured or probationary-term appointments.

## **ARTICLE 9**

### **THE GRADUATE SCHOOL**

**§ 9-1. The graduate faculty.** There shall be a graduate faculty approved by the Administrative Board of the Graduate School which shall assist the dean in the origination and development of graduate programs and policies. It shall meet at least once each year.

**§ 9-2. Appointment and promotion of graduate faculty.** The dean of the Graduate School shall be consulted in the appointment and promotion of members of departments whose duties will include graduate teaching. Competence in teaching, in directing research, and in productive scholarship shall be essential prerequisites in such appointments.

## **ARTICLE 10**

### **THE SUMMER SCHOOL**

**§ 10-1. The Summer School.** The Summer School in a curricular sense is a recognized part of the University's academic program. The Summer School has, and should have, a special budget.

**§ 10-2. Dean and Administrative Board of the Summer School.** The Summer School shall be administered by a dean and an administrative board. The dean and the board shall, with reference to the summer session, be authorized to select and appoint the staff, allocate funds, and determine educational policies. The Administrative Board of the Summer School shall be composed of the dean, as chair, the director of continuing education, the dean of the College of Arts and Sciences, two deans or their representatives from the six professional schools in Academic Affairs, who shall serve three-year terms, and at least four other members. The four members last mentioned, and such others as may be added, shall be appointed by the chancellor, and should be selected so that the Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences, and Social Sciences are represented.

**§ 10-3. Salary payments for Summer School instructional services.** The principle is hereby affirmed that in the calculation of salary payments for instructional services, the scale should be equivalent to that in effect during the regular session.

**§ 10-4. Summer School standards of instruction and teaching load.** The principle is hereby affirmed that the standards of instruction and teaching load should be equal to those observed in the regular session. Employment of a given faculty member in more than one summer term or its equivalent should be discouraged.

## **ARTICLE 11**

### **RECORDS, REGISTRATION, AND UNDERGRADUATE ADMISSIONS**

**§ 11-1. Director of undergraduate admissions and university registrar.** The director of undergraduate admissions and the university registrar shall be appointed by the chancellor, after consultation with the Committee on Instructional Personnel and the Advisory Committee.

**§ 11-2. Duties of the director of undergraduate admissions.** The director of undergraduate admissions shall (i) conduct preliminary negotiations with all applicants seeking admission to the undergraduate schools and colleges; (ii) evaluate all high school and college transcripts presented by applicants for admission to the undergraduate schools and colleges; (iii) administer the faculty regulations relating to the initial admission to the undergraduate schools and colleges; and (iv) render such assistance to the deans of the graduate and professional schools as they may request in connection with the admission of students to those schools.

**§ 11-3. Duties of the university registrar.** The university registrar shall (i) keep the academic records of all students registered in the University and issue official transcripts and reports of such records; (ii) conduct the registration of all students in the University; (iii) prepare and publish the class and examination schedules; and (iv) administer the faculty regulations relating to the removal of academic deficiencies incurred in this University and to compliance with probation and readmission requirements.



**§ 11-4. Office of Undergraduate Admissions.** Admission of undergraduate students to colleges or schools to pursue programs leading to a baccalaureate degree shall be the responsibility of the Office of Undergraduate Admissions. That Office shall apply policies and procedures which, not inconsistent with policies adopted by the Board of Trustees and applicable faculty legislation, are approved by the Advisory Committee on Undergraduate Admissions.

**§ 11-5. Attendance at meetings of administrative boards.** The director of undergraduate admissions and the university registrar may attend the meetings of the administrative boards, in an ex officio, non-voting capacity.

## **ARTICLE 12**

### **ADMINISTRATIVE BOARD OF STUDENT AFFAIRS**

**§ 12-1. Administrative Board of Student Affairs.** (a) There shall be an Administrative Board of Student Affairs composed of six members of the faculty to be appointed by the chancellor. The vice chancellor and dean of Student Affairs shall preside over the meetings of the board and shall have the casting vote.

(b) The term of office for members of the board shall be three years. One-third of its membership shall be replaced annually.

**§ 12-2. Duties of the Administrative Board of Student Affairs.** Subject to the powers of the General Faculty and the Faculty Council, the Administrative Board shall:

1. Formulate, together with the vice chancellor, student welfare policies;
2. Advise the vice chancellor in handling administrative matters; and
3. Perform such other duties as may be delegated to it by the vice chancellor.

## **ARTICLE 13**

### **ADMINISTRATIVE BOARD OF THE LIBRARY**

**§ 13-1. Administrative Board of the Library; composition.** (a) There shall be an Administrative Board of the Library composed of twenty-two members. Fourteen members shall be elected by and from the following electoral divisions:

1. The Division of Fine Arts of the College of Arts and Sciences—one member.
2. The Division of the Humanities of the College of Arts and Sciences—three members.
3. The Division of the Social Sciences of the College of Arts and Sciences—three members.
4. The School of Journalism and Mass Communication, the Kenan-Flagler Business School, the School of Education, the School of Law, the School of Information and Library Science, the School of Social Work, and the School of Government—three members.
5. The Academic Affairs Libraries—one member.

(b) The chair of the faculty shall appoint six members of the Administrative Board of the Library, as follows:

1. one member from the Division of Health Affairs.
2. two members from the faculty at large.
3. one undergraduate student, on recommendation of the president of the student body.
4. two graduate students, on recommendation of the president of the Graduate and Professional Student Federation.

(c) The University librarian and the dean of the Graduate School shall be members ex officio.  
Amended February 22, 2002.].

**§ 13-2. Administrative Board of the Library; election and terms of members; meetings.**

Elected members of the board shall be nominated and elected by the process employed for the Faculty Council. It is preferable that no more than one elected member be from any single school or department. Student members of the board shall serve one-year terms. All other appointed and elected members shall serve three-year terms. No elected or appointed member shall serve more than two consecutive terms.

The board shall elect a chair from among its members annually. The board shall meet at least six times each year upon the call of the chair or of the University librarian.

Amended February 22, 2002..

**§ 13-3. Administrative Board of the Library; duties.** Subject to the power of the General Faculty and the Faculty Council, the Administrative Board shall:

1. Advise the University librarian on the administration of the University library system;
2. Formulate, together with the University librarian, the basic policies governing the acquisition of library materials and the use of such materials;
3. Allocate, with the advice of the University librarian, the book funds which are not specifically designated;
4. Submit to the chancellor, through the University librarian, its advice on the establishment or discontinuance of library service units outside of the general library building;
5. Review the University librarians budget request; and
6. Make an annual report to the Faculty Council.

## **APPENDIX A**

### **RULES OF PROCEDURE OF THE GENERAL FACULTY**

(Adopted by the General Faculty May 1, 1970)

1. The Committee on Agenda of the Faculty Council shall serve also as the Committee on Agenda of the General Faculty and shall program the work of the General Faculty. This shall not preclude the initiation of proposals from the floor.
2. Every resolution expressing the sense of the Faculty shall be reduced to writing and copies thereof shall have been distributed to every member of the voting faculty at least twenty-four hours in advance of the meeting at which it is to be presented.
3. Every amendment to any resolution before the Faculty shall be reduced to writing, if the chair or any two members shall so request.
4. When there are resolutions before the Faculty, the order of precedence of motions shall be as follows: (i) to adjourn; (ii) to lay on the table; (iii) to postpone indefinitely; (iv) the previous question; (v) to postpone to a day certain; (vi) to commit; (vii) to amend an amendment; (viii) to amend; (ix) to substitute; (x) to pass the resolution.
5. The motions to adjourn, to table, and the previous question shall be decided without debate.
6. The call for the previous question shall not be in order more often than once in every ten minutes of debate. If the call for the previous question is made before the expiration of thirty minutes of debate on any resolution, including debate on any amendments and subsidiary motions, it shall be sustained by the vote of two-thirds of those present and voting. If the call for the previous question is made after the expiration of thirty minutes of debate on any resolution, including debate of any amendments and subsidiary motions, it shall be sustained by the vote of a majority of those present and voting. Upon the call for the previous question having been sustained, the chair shall immediately put the resolution and any pending amendments to a vote in the following order: (i) amendments in inverse order of introduction; (ii) the main question as amended.
7. On motion of one-third of those present and voting, all persons who are not voting members of the Faculty shall retire from the hall before a vote is taken on any resolution or any motion listed in Rule 4.
8. A motion to suspend the rules shall require an affirmative vote of two-thirds of those present and voting.
9. Except as otherwise provided in these Rules, the proceedings of the General Faculty shall be governed by the most recent edition of *Roberts Rules of Order*.

## **APPENDIX B**

### **RULES OF PROCEDURE OF THE FACULTY COUNCIL**

(Adopted by the Council March 7, 1952, and amended April 4, 1953; January 6, 1956; May 4, 1956; February 5, 1960; January 10, 1964; December 4, 1964; April 11, 1969; October 18, 1974; December 12, 1975; January 16, 1981; and January 15, 1999.)

1. The meetings of the Council shall be open to members of the General Faculty, who may enter into the discussions of the Council upon recognition by the chair. Matters for consideration may be brought before the Council by any member of the General Faculty, either from the floor at a Council meeting, or by presentation to the Committee on Agenda in advance of the scheduled meetings.

Other members of the University community who are not members of the General Faculty may attend Council meetings as observers unless a particular meeting has been declared closed. The Agenda Committee in preparing the agenda for a Council meeting shall determine whether that meeting shall be declared closed to all but faculty members, or whether certain items on the agenda should be considered in closed session. By a vote the Council may, of course, at any time during an open meeting decide to go into closed session.

2. *Roberts Rules of Order* (the current edition), except as otherwise herein provided, shall govern the procedure of the Council.

3. Meetings of the Council shall automatically adjourn at 5:45 p.m.

4. The agenda for each meeting of the Council shall be prepared by the secretary in consultation with the Committee on Agenda of the Council and distributed by the secretary in advance to all members of the General Faculty and of the Council.

5. The text of any proposal involving any considerable detail shall be presented in writing to the secretary sufficiently in advance to be summarized in the agenda or distributed in connection therewith.

6. No final action shall be taken on any proposal for legislation without due notice. Due notice shall consist of either (i) a summary of the proposal at the preceding meeting or (ii) distribution of the text or a summary of the proposal in connection with the agenda for the meeting at which action is to be taken.

7. Proposals for inclusion in the catalog relating to the requirements for admissions, programs of study, and degrees, shall be first presented to the Committee on Agenda to determine whether action by the Council is required.

8. There shall be a Committee on Agenda of the Council, whose primary responsibility shall be to program the work of the Council. This shall not preclude the initiation of proposals from the floor. The Committee on Agenda shall consist of the chair of the faculty, as chair, and of five elected members of the Council, each representing a separate electoral division of the Faculty, to be appointed by the chair annually at the April meeting of the Council, to serve for the next academic year.

9. There shall be such other committees of the Council as may be deemed necessary by the Council. The members thereof, except when otherwise expressly provided, shall be appointed by the chair of the faculty to serve until the close of the next calendar year.

10. All members of all Council committees, including the Committee on Agenda, shall be eligible to succeed themselves, while they remain members of the Council. Interim vacancies shall be filled by appointment by the chair of the faculty.

11. The annual reports to the Council of the standing committees of the faculty shall be presented in writing and orally at such times during the academic year as shall be determined by the Committee on Agenda. Each report shall cover the work of the previous twelve months, with recommendations.

12. Once each year, the Council, through an appropriate committee or otherwise, as the Committee on Agenda shall determine, shall survey the operation of all standing committees of the faculty and of the Council, for the purpose of determining which, if any, shall be discontinued, reorganized, consolidated or strengthened, and which new ones shall be created. Such recommendations shall be referred to the General Faculty for action.

13. These rules shall be effective upon their adoption. Any of them may be amended, repealed, or suspended by a two-thirds vote of the members present at a meeting of the Council. New rules may be adopted in the same manner.

14. [Repealed January 15, 1999.].

## **APPENDIX C**

### **STATUS OF GRADUATE STUDENTS INVOLVED IN INSTRUCTIONAL AND RESEARCH PROGRAMS**

(Adopted by the Council January 10, 1969)

1. Graduate student teaching appointees shall receive original letters of appointment and subsequent annual letters of appointment containing the terms of the contract with respect to time, nature of service, and remuneration, clearly stating that such appointments are contingent on satisfactory academic work as graduate students, and reserving the assignment of duties, including reassignment and termination, to the judgment of the department. The letters shall contain provisions for supervision and review of the performance of the appointees.

2. Effective September 1, 1969, the University shall adopt an official set of titles for graduate students involved in instructional and research programs. The official titles to be used in all catalog listings and on personnel action forms shall be:

1. **Graduate assistant** for graduate students whose duties do not involve direct instruction of students;
2. **Teaching assistant** for graduate students who actually meet classes and laboratories; and
3. **Teaching Fellow** for special recognition of outstanding performance.

4. The University shall establish formal grievance procedures for graduate assistants, teaching assistants, and teaching fellows:
  - o Each instructional unit (Department or School) should establish a Grievance Committee with representation from the graduate assistants, teaching assistants, or teaching fellows to review grievances arising in connection with the graduate students teaching responsibilities. Such a committee should hear the student after it has been established that the grievance could not be settled between the appointee and the Departmental chair. Requests for a hearing must be received in writing prior to the hearing.
  - o An appeal beyond this committee may be made to an Appeals Committee, appointed for each case by the Graduate dean, consisting of a member of the Graduate School Administration, as chair of the committee, two members of the Administrative Board of the Graduate School, and two graduate students holding appointments. No member of the Appeals Committee should be from the department involved.