The Faculty Code of University Government

July 1, 2008

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. The remainder was comprehensively revised on March 23, 2007. Section 3-1 was amended March 28, 2008. Previous editions of the *Faculty Code* are available on the Faculty Governance website.

Joseph S. Ferrell
Secretary of the Faculty
The University of North Carolina at Chapel Hill
June 26, 2008

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 is the presiding officer of the General Faculty. The chair of the faculty is chair pro tempore of the General Faculty and presides in the absence of the chancellor.

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

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

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

§ 1-3. Meetings. The General Faculty meets 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 calls 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 12 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 is 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 has 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 is referred to that Committee before being considered on second reading. The Committee considers the proposal and reports 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 are vested in a Faculty Council.

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

(b) The *ex officio* members are: 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 are chosen by and from the electoral divisions defined in subsection (e), on the basis of one representative for each 42 members of the voting faculty, or major fraction thereof, assigned to the respective divisions: provided that no college or school is represented by more than one-third of the elected members. In divisions entitled to two or more representatives, members are 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 are 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 Natural Sciences and Mathematics 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) are assigned to an appropriate division by the secretary of the faculty.

(g) In 1985 and every five years thereafter, the Committee on University Government adjusts the apportionment factor so that the number of elected members of the Council is as near 70 as practicable. Such an adjustment is deemed an amendment of subsection (d) and is 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 serve for terms of three years and are not eligible for election more than twice in any period of seven years. Nominations and elections are held in the spring semester in each academic year and the term of office begins on July 1. A member's term of office is not 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 are 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 establishes divisional nominating committees within each electoral division of the Faculty Council. These committees recommend nominees for the Faculty Council. Each committee recommends at least two nominees for each vacancy within its electoral division unless the number of vacancies makes that impractical.

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

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

(e) The secretary of the faculty fills 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 fills 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 are deemed to have resigned from the Council.

§ 2-5. Organization. Pursuant to § 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 presides upon the request of the chancellor. The secretary of

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

§ 2-6. Meetings. The Council meets 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 must be called upon the written request of ten members of the Council. It is 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 votes only in case of a tie.

§ 2-8. Powers. (a) The Council exercises 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 or performance.

(b) The Council also has 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 are published promptly.

§ 2-10. Faculty Executive Committee. (a) The Faculty Executive Committee consists 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 begins on July 1. A member who has served two successive full three-year terms is ineligible for election to the succeeding term.

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

(c) The chair of the faculty convenes the Faculty Executive Committee and presides at its sessions.

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

1) to exercise the consultative powers delegated to the Faculty Council by §§ 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 §§ 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 and 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 serves as chair pro tempore of the Faculty Council and of the General Faculty, makes an annual report to the Faculty Council on the state of the faculty, represents the chancellor in all academic matters whenever the chancellor may request him or her to do so, and has such other responsibilities as may be determined by the chancellor or the Faculty Council.

(b) The chair of the faculty serves for a term of three years and is not eligible for immediate reelection. Nominations and elections are held every third year, and the person elected takes office on July 1 following the election. [Amended 3/28/08]

(c) Nominations are made by the Advisory Committee, which announces the upcoming election to all members of the voting faculty and invites recommendations of persons to be nominated. The Committee selects and submits the names of at least two qualified persons. The nominee receiving the highest number of votes in the election is elected, unless he or she has failed to receive a majority of the votes cast. In that event, a run-off election is 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 is elected. Interim vacancies in the office of chair of the faculty are filled through appointment by the Advisory Committee.

§ 3-2. The secretary of the faculty. (a) The secretary of the faculty keeps minutes of all meetings of the General Faculty and of the Faculty Council and enters them in the permanent minute books of the faculty, conducts all elections of the General Faculty and the Faculty Council, and conducts correspondence pertaining to elections and actions of the two faculty bodies. He or she maintains files of all nominations and citations for honorary degrees and special awards and also maintains 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 serves for a term of five years and is eligible for re-election. The Advisory Committee nominates one member of the voting faculty for the position. The Faculty Council, after opportunity has been given for additional nominations from the floor, proceeds to elect a secretary of the faculty.

§ 3-3. The faculty marshal. The faculty marshal is appointed by the chancellor from among the voting faculty for a renewable five-year term. In making or renewing an appointment to this position, the chancellor seeks the advice of the Advisory Committee. The faculty marshal assists the chancellor in planning commencement ceremonies, the annual observance of University Day, and other University-wide academic convocations and ceremonies, and bears the marshal's staff at the head of the academic procession on all such occasions.

§ 3-4. The faculty athletics representative. The faculty athletics representative is appointed by the chancellor from among the voting faculty for an indefinite term, subject to formal review at least every five years. In making an appointment to this position or reviewing the incumbent, the chancellor follows a process established with the advice and consent of the Advisory Committee. The faculty athletics representative is the University's voting delegate to the Athletic Coast Conference and the University's faculty representative within the National Collegiate Athletic Association. He or she makes an annual report to the Faculty Council and makes special reports to the Council from time to time as may be requested by the Agenda Committee.

§ 3-5. 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 are 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.

ARTICLE 4
COMMITTEES

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

1) unless otherwise specified in this Article, a committee consists of no more than seven members;

2) unless otherwise specified in this Article, members serve for staggered terms of three years;

3) no person may serve more than two consecutive terms on one elective committee;

4) elective committees select their own chairs, and appointing officers designate the chairs of committees they appoint;

5) necessary aid and assistance is provided to expedite the work of the committees of the faculty;

6) service on all standing committees begins on July 1 following election or appointment and end on June 30 of the appropriate year;

7) standing committees 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 informs the secretary of the faculty of the committee's charge, membership, and duration. When a committee is created by faculty action, its functions are specifically stated in the motion or resolution. When a committee is created by administrative action, its functions are specifically stated in a written communication to the faculty.

(c) Before any new special or standing committee is created, consideration is 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) Except as otherwise provided, 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 may 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;

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; and

6) appointment and renewal of appointment of the faculty marshal and appointment and review of the faculty athletics representative. [Added April 24, 2004, to reflect adoption of §§ 3-3 and 3-4.]

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 is 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 provides 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 faculty athletics representative, if not otherwise an elected member of the Faculty Athletics Committee, is an *ex officio* member of the committee. [Amended April 23, 2004, to reflect adoption of § 3-4.]

(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 of 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 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 facilitate 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. [Amended February 11, 2005, to delete references to mediation.]

(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 constitute the exclusive formal procedures for the adjustment of faculty grievances herein described. No formal appeal procedure is 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 § 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*, § 6.c), the committee requests 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 requires 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*, § 6.f), the committee requests 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 requires 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 specifies 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 § 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. Reserved.
[See § 3-5 for provisions pertaining to the Faculty Assembly Delegation formerly codified as § 4-12.]

§ 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 to 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. [Reserved].[1]

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[1] This section, concerning the Committee on Instructional Personnel, was repealed effective July 1, 2005 by Res. 2005-2, adopted February 11, 2005. The former text read as follows:

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,

§ 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, 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. The Director of the University of North Carolina Press, or the Director's designee, is an *ex officio* member. Faculty members constitute a majority of the members of the committee. [Amended January 20, 2006 to add an *ex officio* member.]

(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.

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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.

§ 4-26. 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*.

§ 5-2. Faculty review of recommendations for conferral of permanent tenure or for promotion to a higher rank of persons holding permanent tenure. (a) A recommendation for the conferral of permanent tenure or for promotion to a higher rank is initiated by the chair of the candidate's department, if the candidate's school or college is organized into departments. The chair is advised by the entire assembled faculty who are qualified to consult on the action. The department chair's recommendation is then communicated to the dean of the school or college, who seeks the advice of an elected committee of the school or college faculty before acting on the department chair's recommendation. A dean's recommendation for the conferral of permanent tenure and/or promotion to a higher rank is reviewed by the elected faculty Committee on Appointments, Promotions, and Tenure, which advises the provost on the recommendation.

(b) In schools without departments, a recommendation for the conferral of permanent tenure or for promotion to a higher rank is initiated by the dean of the school. The dean is advised by the entire assembled faculty who are qualified to consult on the action in question. The dean's recommendation for the conferral of permanent tenure and/or promotion to a higher rank is reviewed by the elected faculty Committee on Appointments, Promotions, and Tenure, which advises the provost on the recommendation.

[Added February 11, 2005, effective July 1, 2005.]

§ 5-3. Consultation with respect to tenured appointments and promotions. Tenured faculty members of all ranks in an appointing unit are qualified to consult on the appointment or promotion of a candidate to a rank conferring permanent tenure, except in the case of initial appointment or promotion to the rank of professor, in which case consultation may be limited to professors in the appointing unit. [Added February 11, 2005, effective July 1, 2005.]

§ 5-4. Consultation with respect to full-time fixed-term faculty appointments. Chairs or deans making appointments or reappointments of persons to full-time fixed-term faculty positions

consult with an appropriate faculty committee in the appointing unit. [Added February 11, 2005, effective July 1, 2005.]

ARTICLE 6
THE SCHOOLS AND COLLEGES

[Entire article revised March 23, 2007]

§ 6-1. Academic deans. (a) The chief academic officer of each school or college is a dean. The chancellor appoints deans for indefinite terms in consultation with the faculty concerned. A dean is formally evaluated for continuation in office not less frequently than once in every five years.

(b) The duties of a dean include the following:

1. To initiate and implement educational programs and policies of the school or college in consultation with the faculty;

2. To administer 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 the faculty, or a duly established body representative of the faculty, at least once each semester for the purpose of acting on matters that must be put before the Faculty Council; approving or rejecting new courses; clarifying and interpreting rules and regulations; planning for the initiation of changes in educational policies and practices; establishing or revising personnel policies; establishing or revising criteria for faculty appointments, promotions, and tenure; and transacting any other business that requires action by or consultation with the faculty;

4. To call and preside over meetings of the faculty of the school or college;

5. To advise his or her administrative superior on any matter affecting the school or the University;

6. To make recommendations for faculty appointments, promotions, and tenure and for faculty salary adjustments;

7. To supervise and evaluate the performance of support staff assigned to the school or college;

8. To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college; and

9. To prepare materials concerning the school or college for the university catalogs.

§ 6-2. Administrative boards. (a) The College of Arts and Sciences, the General College, the Graduate School, and the Summer School each has an administrative board appointed by the chancellor upon recommendation of the dean. Professional schools also have administrative boards, unless the chancellor finds that one is not needed after consulting the dean and faculty of the school. If a professional school does not have an administrative board, the duties described in subsection (b), below, are performed by the faculty as a whole or by a duly established body representative of the faculty.

Except as otherwise specified in this Code, the majority of the members of an administrative board are members of the faculty of the school or unit concerned. The term of office is three years. Terms are staggered so that approximately the same number of terms expires each year. A member who has served two successive terms is not eligible for immediate reappointment.

(b) Subject to the powers of the faculty of the school or college concerned and of the Faculty Council, administrative boards have the following duties:

1. To formulate, together with the dean, educational policies;
2. To advise the dean in handling administrative matters;
3. To review and approve new programs and curricula;
4. To examine and pass finally on all new courses proposed to the particular school or college; and
5. To perform such other duties as may be delegated to them by the dean.

§ 6-3. Department chairs. (a) In the College of Arts and Sciences and professional schools organized into departments, the academic head of each department is the department chair. Chairs are appointed by the chancellor for terms of three to five years on recommendation of the dean, who consults with the departmental faculty in identifying nominees for department chair.

The chancellor may terminate a chair's appointment before the term expires upon recommendation of the dean who consults with the assembled voting faculty of the department before making that recommendation. A chair's appointment is terminated only for good cause shown and the chair is entitled to a specification of the reasons. The chair has the right to appear in person before the Advisory Committee to present his or her perspective on the situation. In exceptional cases requiring immediate action, the chancellor may suspend a chair's appointment pending the dean's consultation with the departmental faculty.

(b) Department chairs have the following duties, which are performed in consultation with the voting faculty of the department:

1. To administer the departmental budget;
2. To supervise and evaluate the performance of support staff assigned to the department;
3. To initiate appointments to faculty positions, to initiate recommendations for reappointment and promotion of faculty members, and to recommend adjustments in faculty salaries;
4. To formulate and implement educational policies;
5. To maintain instructional facilities, including library resources; and
6. To report annually to the dean on the work and activities of the department.

Chairs have the right of appeal in budgetary and other matters from the dean to the provost and to the chancellor.

§ 6-4. School and departmental faculty meetings. The school or department holds regular faculty meetings at least once in each semester. The dean or chair may call special meetings and must do so upon request of one-half of the voting faculty of the school or department. The dean or chair presides at all meetings and ensures that an accurate record of the proceedings is kept. Members of the school or departmental faculty who are members of the voting faculty as defined in § 1-4 of the Faculty Code are eligible to vote in faculty meetings, except that voting privileges with respect to faculty appointments, reappointments, and promotions are limited to members holding tenured or probationary-term appointments.

ARTICLE 7
THE GENERAL COLLEGE

[Entire article revised March 23, 2007]

§ 7-1. The General College. The General College comprises the first and second year work in the University. It is administered by the College of Arts and Sciences and certifies students for advancement to an undergraduate degree program in the College or one of the professional schools.

ARTICLE 8
THE COLLEGE OF ARTS AND SCIENCES

[Entire article revised March 23, 2007]

§ 8-1. Divisions of the College of Arts and Sciences. (a) The College of Arts and Sciences is organized into the Divisions of Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences. These Divisions comprise the departments and curricula listed below:

1. *Fine Arts*: Art, Dramatic Art, and Music;
2. *Humanities*: American Studies, Classics, Communication Studies, English and Comparative Literature, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, Slavic Languages and Literatures, and Women's Studies;
3. *Natural Sciences and Mathematics*: Applied and Materials Sciences, Biology, Chemistry, Computer Science, Exercise and Sport Science, Geological Sciences, Marine Sciences, Mathematics, Physics and Astronomy, Psychology, and Statistics and Operations Research; and
4. *Social Sciences*: Aerospace Studies, African and Afro-American Studies, Anthropology, Asian Studies, City and Regional Planning, Economics, Geography, History, Military Science, Naval Science, Political Science, Public Policy, and Sociology.

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

(b) Members of departmental faculties 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, and Music have advisory privileges in the Humanities; those from Philosophy in the Natural Sciences and Mathematics and Social Sciences; and those from Psychology in the Social Sciences.

(c) Faculty members who have no departmental affiliation 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. Arts and Sciences Advisory Committee. The Arts and Sciences Advisory Committee consists of the chairs of the divisions specified in § 8-1, above. The dean of the college of arts and sciences consults the committee on:

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; and

3. Appointments to distinguished professorships.

§ 8-4. Divisional faculties. (a) The faculty of each Arts and Sciences Division is composed of the faculty members of its component departments. Each Division has a chair and such other officers as its by-laws specify. The chair and other officers are 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, adopts appropriate rules and regulations governing its functions and procedures, including procedures for electing its officers.

(b) Each division, in cooperation with the dean of the College of Arts and Sciences, concerns itself with the instructional programs of the units within its division.

ARTICLE 9
THE GRADUATE SCHOOL

[Entire article revised March 23, 2007]

§ 9-1. The graduate faculty. The graduate faculty comprises all members of the faculty holding the ranks of assistant professor, associate professor, or professor, and other qualified members of the General Faculty who have been approved for membership in the graduate faculty pursuant to policies and procedures adopted by the Administrative Board of the Graduate School.

ARTICLE 10
THE SUMMER SCHOOL

[Entire article revised March 23, 2007]

§ 10-1. The Summer School. The Summer School in a curricular sense is the third term of the University's academic program. The Summer School has a special budget.

§ 10-2. Dean and Administrative Board of the Summer School. The Summer School is administered by a dean and an administrative board. The dean and the board are authorized to select

and appoint the Summer School staff, allocate funds, and determine educational policies. The Administrative Board of the Summer School is 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 professional schools in Academic Affairs, who serve three-year terms, and at least four at-large members. The at-large members are appointed by the chancellor, and are selected so that the Divisions of Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences are represented.

§ 10-3. Salary payments for Summer School instructional services. In the calculation of salary payments for Summer School 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 standards of instruction and teaching load for Summer School should be equal to those observed in the regular session.

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 are appointed by the chancellor, after consultation with the Advisory Committee.

§ 11-2. Duties of the director of undergraduate admissions. The director of undergraduate admissions (i) conducts preliminary negotiations with all applicants seeking admission to the undergraduate schools and colleges; (ii) evaluates all high school and college transcripts presented by applicants for admission to the undergraduate schools and colleges; (iii) administers the faculty regulations relating to the initial admission to the undergraduate schools and colleges; and (iv) renders 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 (i) keeps the academic records of all students registered in the University and issues official transcripts and reports of such records; (ii) conducts the registration of all students in the University; (iii) prepares and publishes the class and examination schedules; and (iv) administers 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 is the responsibility of the Office of Undergraduate Admissions. That Office applies 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 THE LIBRARY

§ 12-1. Administrative Board of the Library; composition. (a) There is an Administrative Board of the Library composed of twenty-two members. Fourteen members are 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 Division of Natural Sciences and Mathematics of the College of Arts and Sciences—three members.
5. 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.
6. The Academic Affairs Libraries—one member.

(b) The chair of the faculty appoints seven members of the Administrative Board of the Library, as follows:

1. two member**s** 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 is a member *ex officio*.

§ 12-2. Administrative Board of the Library; election and terms of members; meetings. Elected members of the board are 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 serve one-year terms. All other appointed and elected members serve three-year terms. No elected or appointed member serves more than two consecutive terms.

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

§ 12-3. Administrative Board of the Library; duties. Subject to the power of the General Faculty and the Faculty Council, the Administrative Board:

1. Advises the University librarian on the administration of the University library system;
2. Formulates, together with the University librarian, the basic policies governing the acquisition of library materials and the use of such materials;

3. Allocates, with the advice of the University librarian, the book funds which are not specifically designated;

4. Submits 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. Reviews the University librarians budget request; and

6. Makes 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 serves also as the Committee on Agenda of the General Faculty and programs the work of the General Faculty. This does not preclude the initiation of proposals from the floor.

2. Every resolution expressing the sense of the Faculty is reduced to writing and copies thereof are 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 is reduced to writing, if the chair or any two members so request.

4. When there are resolutions before the Faculty, the order of precedence of motions is 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 are decided without debate.

6. The call for the previous question is 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 is 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 is sustained by the vote of a majority of those present and voting. Upon the call for the previous question having been sustained, the chair immediately puts 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 are asked to 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 requires 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 are 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 are 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 determines whether that meeting is 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, governs the procedure of the Council.

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

4. The agenda for each meeting of the Council is 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 is presented in writing to the secretary sufficiently in advance to be summarized in the agenda or distributed in connection therewith.

6. Final action may not be taken on any proposal for legislation without due notice. Due notice consists 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, are first presented to the Committee on Agenda to determine whether action by the Council is required.

8. There is a Committee on Agenda of the Council, whose primary responsibility is to program the work of the Council. This does not preclude the initiation of proposals from the floor. The Committee on Agenda consists 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, appointed by the chair annually at the April meeting of the Council, to serve for the next academic year.

9. There are such other committees of the Council as may be deemed necessary by the Council. The members thereof, except when otherwise expressly provided, are 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, are eligible to succeed themselves, while they remain members of the Council. Interim vacancies are filled by appointment by the chair of the faculty.

11. The annual reports to the Council of the standing committees of the faculty are presented in writing and orally at such times during the academic year as determined by the Committee on Agenda. Each report covers 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 determines, surveys the operation of all standing committees of the faculty and of the Council, for the purpose of determining which, if any, should be discontinued, reorganized, consolidated or strengthened, and which new ones should be created. Such recommendations are referred to the General Faculty for action.

13. These rules are 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 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 contain provisions for supervision and review of the performance of the appointees.

2. Effective September 1, 1969, the University should 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 should be:

1. **Graduate assistant** for graduate students who 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 should establish formal grievance procedures for graduate assistants, teaching assistants, and teaching fellows:

    - 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.

    - 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.