

March 2012

MacMURRAY COLLEGE FACULTY BYLAWS

Adopted by the faculty April 29, 1983

Incorporating minor changes made Sept. 21, 1984 and March 14, 1986; major revision of the committee structure May 12, 1989; addition to the membership of the Admissions Committee February 13, 1992; addition of two committees October 13, 1994; addition of students to the Assessment and General Education Committees April 16, 1996; reduction of committee numbers and size March 13, 1997; addition of Section 3.4 on faculty representatives and change in General Education Committee charge May 14, 1998; change in organization of Faculty Status Committee April 19, 2001; addition of Presidential Advisory Committee and minor changes in the membership of two other committees October 24, 2002; reduction in membership of two committees April 24, 2003; change in composition of Intercollegiate Athletics Committee September 18, 2003; addition of chair for Faculty Status elected by all faculty February 19, 2004; elimination of Instructional Resources and Budget Committee May 12, 2004; elimination of the Intercollegiate Athletics Committee and changes in the responsibilities of the Faculty Organization Committee October 13, 2005; revision of Curriculum Committee membership and charge, and elimination of General Education Committee April 26, 2006; addition of emeritus status to charge of Faculty Status Committee December 13, 2006; clarification of Section 5.7.1. February 15, 2007; changes in membership of the Admissions Committee February 21, 2008; changes in Faculty Status Committee membership, change in Admissions Committee membership, and addition of committee responsibilities March 18, 2010; elected faculty member to chair faculty meetings, and reordering of agenda March 17, 2011; reinstatement of General Education Committee and changes in membership of Curriculum Committee and Assessment Committee January 19, 2012.

Article I. Responsibilities

- 1.1 The Board of Trustees has charged the faculty with responsibility for the academic life of the College. This includes “determining the courses of study, the arrangement of the recitations, lectures, and other exercises, the times and modes of examination, and the general method of instruction” (Bylaws of MacMurray College VI.2). In addition, the faculty shall determine standards of admission, promotion, and graduation of students, and the character and method of administering discipline in academic matters.
- 1.2 The faculty shall consider all candidates for all earned degrees and recommend to the Board of Trustees for favorable action those who have completed the requirements for degrees.
- 1.3 The faculty shall have authority over its own organization and procedure.
- 1.4 The faculty may delegate to committees of its constitution such powers and functions of the faculty as it may see fit.

Article II. Membership

- 2.1 “The faculty of MacMurray College shall consist of the President, the Dean of the College, full-time members of the teaching staff, and full-time staff members who have been granted faculty rank” (Bylaws of MacMurray College V.1).
 - 2.1.1 Voting privileges at all faculty meetings shall be limited to members of the faculty as defined above, except that part-time members of the teaching staff under continuous contract to teach more than half time shall have voting privileges.
 - 2.1.2 Other part-time members of the teaching staff have the privilege of the floor.
 - 2.1.3 The Business Manager, Director of Student Life, Director of Development, and Director of Admissions have the privilege of the floor. The faculty may bestow upon other non-voting administrators privilege of the floor at faculty meetings.
 - 2.1.4 The faculty may bestow upon representatives of the MacMurray Student Association privilege of the floor at faculty meetings.
- 2.2 The President is the chief executive officer of the College and in that role serves as the official medium of communication between the faculty and the Board of Trustees, as well as an ex-officio member of all faculty committees.

Article III. Officers

- 3.1 An elected faculty member shall be the presiding officer of the faculty. In her or his absence, the chair of the Presidential Advisory Committee shall be the presiding officer.
- 3.1.1 The presiding officer will be elected at the April faculty meeting for a two-year term beginning in the next academic year. This election will take place before the elections of members of the Faculty Status Committee and of faculty representatives to the Board of Trustees.
- 3.2 The Secretary of the faculty shall be appointed by the Committee on Faculty Organization for a three-year term (eligible for reappointment). The Secretary shall keep minutes of each faculty meeting and send a copy to each member of the faculty and administration. The Secretary shall provide each of those members with a copy of the Bylaws and shall provide them with a copy of all revisions, amendments and new editions of the Bylaws.
- 3.3 The Parliamentarian of the faculty shall be recommended by the President and appointed by the Committee on Faculty Organization for a three-year term (eligible for reappointment). The Parliamentarian shall advise the presiding officer concerning parliamentary procedure.
- 3.4 Faculty representatives to each of the standing committees of the Board of Trustees shall be elected for two-year terms. An alternate-at-large shall also be elected to take the place of any representative who is unable to attend a meeting. Elections will be held in the spring for terms beginning in the next academic year. Terms will be staggered so that approximately half of the representatives are elected each year.
- 3.4.1 The Academic Affairs representative shall be the chief representative and the Student Affairs representative the chief alternate; both also attend open sessions of the general Board. Ex officio, the Admissions representative chairs the faculty Admissions Committee, and the Student Affairs representative chairs the faculty Student Affairs Committee.

Article IV. General Faculty Meeting

- 4.1 There shall be one regular meeting of the faculty each month of the academic year, on dates specified by the Vice President for Academic Affairs and announced at the beginning of the year. Special meetings may be called by the President subject to the rules of parliamentary procedure. Notice of all faculty meetings will be sent to faculty members from the office of the Vice President for Academic Affairs a week in advance. All committee requests for action or reports of action taken must be published at least one week prior to the meeting.
- 4.1.1 A quorum shall consist of 50 percent of the voting members of the faculty.
- 4.2 The Vice President for Academic Affairs prepares the agenda for each faculty meeting. Any faculty member may request a place on the agenda to discuss any matter of concern. At all regular faculty meetings the order of business shall be as follows:
 - I. Minutes
 - II. Reports of Standing Committees
 - III. Reports of Special Committees
 - IV. Report of the President
 - V. Old Business
 - VI. New Business
 - VII. Announcements
- 4.3 All members of the faculty, as previously defined, are eligible to vote.

- 4.3.1 Faculty members who are on sabbatical leave or sick leave are eligible to vote, but are not obligated to do so. Those on other kinds of leave of absence are not eligible to vote. Members of the faculty who expect to be absent may send a statement of their voting intentions to the Secretary, who will cast an absentee ballot on their behalf if the specified matter comes to a vote. Absentee ballots are valid only for the original motion.

Article V. Committees

5.1 General Provisions

- 5.1.1 The Committee on Faculty Organization annually appoints members and chairs of all other standing committees, except those members designated as elected or ex officio. Appointments for the coming year are announced in May.
- 5.1.2 In making appointments, the Committee on Faculty Organization takes into account faculty members' expressed preferences as well as the needs of the College. Unless otherwise specified, in order to be broadly representative, whenever possible, committees should have no more than one member from any of the academic divisions of the College.
- 5.1.3 Faculty members, students, and ex officio members of committees are eligible to vote. Consultants are non-voting.
- 5.1.4 Part-time members of the teaching staff under continuous contract to teach more than half time are eligible to serve as voting members of faculty committees.
- 5.1.5 The President is a non-voting member of all faculty committees. The Vice President for Academic Affairs is a member of all committees, voting where listed in the committee description, non-voting elsewhere.
- 5.1.6 The normal term of service for appointed committee members is three years. Terms are staggered.
- 5.1.7 During the summer, if a committee needs to meet, it consists of all members appointed for the previous and coming academic years, chaired by the newly appointed chair. A quorum is determined as if the committee were its usual size.
- 5.1.8 Committees meet during the faculty conference at the start of the academic year to establish plans and meeting schedules.
- 5.1.9 Committees are responsible to the whole faculty and are expected to report regularly on their activities. Minutes shall be kept of committee meetings, and committees shall submit an annual report at the end of each academic year. The committee chair is responsible for scheduling meeting times, calling meetings, setting agendas, and making reports.
- 5.1.10 The standing committees of the faculty are:
- 5.2 Academic Standards
 - 5.3 Admissions
 - 5.4 Assessment
 - 5.5 Curriculum
 - 5.6 Faculty Organization
 - 5.7 Faculty Status
 - 5.8 General Education
 - 5.9 Student Affairs
 - 5.10 Presidential Advisory

5.2 ACADEMIC STANDARDS

- 5.2.1 Membership: three faculty members; Vice President for Academic Affairs or

Registrar. Consultants: Director of Student Life, Registrar, Director of the College Success Program.

- 5.2.2.1 Charge: to recommend to the faculty policies governing eligibility for academic honors at Commencement;
- 5.2.2.2 to recommend to the faculty policies related to the admissions, classification, and status of students;
- 5.2.2.3 to interpret the scholastic regulations of the College for the guidance of the Vice President for Academic Affairs and the Registrar, viz.:
 - a. Determination of the status of students with reference to warning, academic probation, withdrawal, or dismissal.
 - b. Determination of the category of Special Student.
 - c. Supervision of examinations for advanced placement and/or credit.
 - d. Modification of course credit.
 - e. Modification of the College requirements for graduation.
 - f. Exceptions to the regulations governing course loads of students.
 - g. Approval of the transfer of credit from other colleges or universities.
 - h. Approval of off-campus trips.
 - i. Changes in examination schedules of students.
 - j. Review of requests of teachers for change of grade.
 - k. Exceptions to other scholastic regulations of the College not previously mentioned.

5.3 ADMISSIONS

- 5.3.1 Membership: the faculty representative to the Trustee Enrollment Committee, chair; three other faculty members; Vice President of Enrollment. Consultants: Director of the Center for Learning Excellence, Athletic Director.
- 5.3.2.1 Charge: to act on admission applicants who do not meet the minimal requirements for admissions;
- 5.3.2.2 to advise the Vice President of Enrollment and the faculty on policies regarding admissions.

5.4 ASSESSMENT

- 5.4.1 Membership: One faculty member from each division; one representative of the General Education Program; Vice President for Academic Affairs. Consultant: Registrar.
- 5.4.2.1 Charge: to oversee the implementation of the College's assessment program aimed at measuring student academic outcomes;
- 5.4.2.2 to ensure that the data gathered through various assessment activities is used in planning and evaluation;
- 5.4.2.3 to evaluate the methods of assessment used in each department and program;
- 5.4.2.4 to recommend revisions of the assessment program as needed.

5.5 CURRICULUM

- 5.5.1 Membership: Six faculty members, one from each division; Chair of the General Education Committee; Vice President for Academic Affairs. Consultants: Registrar, one student, one member representing the First Year Experience, coordinator of the Junior-Level Writing Examination.

- 5.5.2.1 Charge: to make recommendations concerning the curriculum to the President and the faculty;
- 5.5.2.2 to consider changes in departmental offerings and to make recommendations to the faculty;
- 5.5.2.3 to consider changes in the General Education program and to make recommendations to the faculty;
- 5.5.2.4 to approve courses for May Term and summer session;
- 5.5.2.5 to recommend to the administration and the faculty specific academic scheduling and calendars for coming years.

5.6 FACULTY ORGANIZATION

- 5.6.1 Membership: three faculty members; Vice President for Academic Affairs. Consultants: Parliamentarian and Secretary of the faculty.
- 5.6.2 Appointment: Members and chair are appointed by the Committee on Faculty Status.
- 5.6.3.1 Charge: to appoint members and chairs for all other faculty committees, standing and ad hoc, unless otherwise specified;
- 5.6.3.2 to appoint faculty members to administrative, Trustee, and student committees when requested;
- 5.6.3.3 to designate jurisdiction of committees;
- 5.6.3.4 to review the Faculty Bylaws and Faculty Handbook, and to recommend appropriate changes;
- 5.6.3.5 to provide interpretations of Bylaws and regulations when requested;
- 5.6.3.6 to make nonsubstantive editorial changes in Bylaws and regulations adopted by the faculty, and in the Faculty Handbook, reporting all such changes to the faculty.
- 5.6.3.7 to administer the Grievance Procedure set out in Section 230 of the Faculty Handbook.

5.7 FACULTY STATUS

- 5.7.1 Membership: five faculty members, serving two-year staggered terms, as follows:
Chair: tenured faculty member from any division.
Three additional tenured faculty members, one from each of the following groups:
 Humanities and Fine Arts Division
 Natural Sciences and Nursing Divisions
 Social and Behavioral Sciences, Business and Criminal Justice, and Education Divisions
One non-tenured faculty member from any division. Non-tenured faculty members are eligible to serve on the committee only after two years of service at MacMurray, including service as a visiting professor.
- 5.7.2 Election: Elections for the Faculty Status Committee will take place at the April faculty meeting, as needed, in this order: First, the chair of the committee will be elected by written ballot, without nomination, by the faculty at large. Second, the meeting will recess and members of the groups listed above will caucus to elect tenured faculty members by written ballot, without nomination. Third, the meeting will resume and the non-tenured faculty member will be elected by written ballot, without nomination, by the faculty at large.
- 5.7.3.1 Charge: to advise the Vice President for Academic Affairs and the President on the appointment, evaluation, promotion, tenure, emeritus status, and removal of faculty members;

- 5.7.3.2 to advise the Vice President for Academic Affairs and the President on sabbatical leave, sick leave and other leave for faculty members;
- 5.7.3.3 to appoint members and chair of the Committee on Faculty Organization;
- 5.7.3.4 to recommend to the Vice President for Academic Affairs, the President, and the faculty policies concerning these matters.

5.8 GENERAL EDUCATION

- 5.8.1 Membership: one representative from each of the four core sequence courses, namely IOCC 201, IOCC 301, IOCC 401, and Cultural Studies 300; one representative from the rhetoric sequence; one representative from the math course; one representative from the capstone course; one representative from the First Year Experience; Vice President for Academic Affairs. Consultants: Registrar, coordinator of the Junior-Level Writing Examination.
 - 5.8.2.1 Charge: to coordinate and oversee the outcomes, structure, and content of the General Education Program;
 - 5.8.2.2 to consider changes in the General Education Program and make recommendations to the Curriculum Committee;
 - 5.8.2.3 to ensure coordination and collection of data required by the General Education Assessment Plan;
 - 5.8.2.5 to provide oversight of the breadth component requirements;
 - 5.8.2.6 to promote campus-wide understanding and integration of the General Education Program;
 - 5.8.2.7 to make recommendations concerning the General Education requirements to the Curriculum Committee.

5.9 STUDENT AFFAIRS

- 5.9.1 Membership: the faculty representative to the Trustees Student Affairs Committee, chair; one other faculty member; Director of Student Life; two students. Consultants: representatives of the Admissions Office, Dining Service, and Physical Plant.
 - 5.9.2.1 Charge: to review College policies and practices relating to student life, including such matters as housing, living conditions, counseling, health, student activities, and financial aid;
 - 5.9.2.2 to act on concerns brought to it by members of the faculty, students, or the Student Life Office;
 - 5.9.2.3 to recommend to the faculty, the President, and the Director of Student Life such changes and new policies as seem appropriate.

5.10 PRESIDENTIAL ADVISORY

- 5.10.1 Membership: the faculty representative to the Trustee Academic Affairs Committee, chair; all the other faculty representatives to Trustee committees.
 - 5.10.2.1 Charge: to consult with and advise the President on matters to be brought to the attention of the Trustees, and on other matters of concern to the College as a whole;
 - 5.10.2.2 to hold a meeting for all faculty members before each Trustee meeting to discuss matters to be brought to the attention of the President and the Trustees;

- 5.10.2.3 to recommend actions and policies to other committees and administrators of the College as appropriate;
- 5.10.2.4 to report regularly to the faculty on its deliberations and actions.

Article VI. Parliamentary Authority

- 6.1 The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the Bylaws.

Article VII. Amendments to Bylaws

- 7.1 These Bylaws may be amended at any meeting by a majority vote of the members present, but written notice of the proposed amendments shall be given to each member of the faculty at least ten days before action shall be taken on them.
- 7.2 A unanimous vote of those present at any meeting may suspend any Bylaw during that meeting.