

## GOVERNANCE & PARTICIPATION IN DECISION MAKING

### A. SELECTION OF DEPARTMENT CHAIRPERSON OR DIVISION HEAD

The term of office for Department Chairpersons and Division Heads shall be four (4) years.

1. Department Chairpersons (or the Program Chairperson in SMAST) will be selected as follows:
  - a) On or before April 15 of the last year of the present Chairperson's term of office, the College Dean shall call for a secret ballot vote of the members of the department to nominate a tenured faculty member of the department for Department Chairperson. The election shall be conducted by the appropriate College Academic Council. The candidate receiving the largest number of votes cast will be the nominee. The Chairperson of the College Academic Council will submit this name to the College Dean. In the event of a tie after two votes, the College Dean, in consultation with the department's faculty, will appoint an interim chairperson for one year. The term of office shall commence on July 1.
  - b) Tenured faculty shall be eligible for office and, in cases of small departments (four or fewer tenured/tenure-track faculty, non-tenured faculty shall be eligible to serve.
  - c) All faculty members, except for full-time and part-time lecturers (Art. XV, A.1.B), as defined in the definitions clause (Art. I. B. 8.) and professional technicians shall be eligible to vote in the election for Department Chairperson.
2. Library Division Heads will be selected as follows:
  - a) On or before April 15 of the last year of the present Division Head's term of office, the Library Dean shall call for a secret ballot vote of the members of the division to nominate a full-time librarian of the division for Division Head. The election shall be conducted by the affected division. The candidate receiving the largest number of votes cast shall be elected. In the event of a tie after two votes, the Dean of the Library, in consultation with the library division, will appoint an interim chairperson for one year. The term of office shall commence on June 1.
  - b) All full-time members of the division holding the rank of Library Assistant, Assistant Librarian, Associate Librarian, Librarian or Professional Technician shall be eligible to vote in the election for Division Head.
3. Recall by vote of the department. The procedures for recalling a Chairperson are as follows:
  - a) The filing with the College Dean of a petition to recall signed by a minimum of thirty (30%) percent of the tenure-track faculty and professional technicians of the department.
  - b) Upon receipt of a petition to recall, the College Dean will notify the appropriate College Academic Council to give fourteen (14) days written notice to all tenure-track faculty and professional technicians of the department setting forth the time, the date and the place where the recall election by secret ballot will be held.

- c) A two-thirds (2/3) vote of all the tenure-track members of the department shall be required to recommend to the Chancellor that a vacancy be declared to exist in the office of Department Chairperson. Upon certification of the election results by the College Academic Council, the College Dean and the Provost, the Chancellor shall notify the appropriate College Academic Council to call for a new election under the procedures delineated in this Article.
4. The Provost may, after consultation with the appropriate College Dean, declare a vacancy to exist. The Provost shall make known to the department in writing the reasons for this action.
5. In the event that the Department Chairperson chooses not to carry out the duties of the office or cannot carry out said duties, an Acting Chairperson shall carry out the duties. The Acting Chairperson shall be appointed by agreement between the Department Chairperson and the College Dean, for absences by the regular Chairperson of three (3) months or less. For absences longer than three months, an Acting Chairperson shall be elected by the department following the same procedures as for election of a regular Chairperson.

## B. DEPARTMENTAL COMMITTEES

### 1. Faculty Evaluation Committee

Each department shall establish a Standing Committee for faculty evaluation. The Department Chairperson shall be the non-voting Chairperson of the Faculty Evaluation Committee. This committee shall be responsible for annual faculty evaluations, recommendations on contract renewals and recommendations on promotions. The Faculty Evaluation Committee shall report its recommendations in writing to the Department Chairperson.

The number of members, term of office and election procedure shall be decided by a majority vote of the tenure-track faculty members of the department, provided that there is a minimum of four (4) tenured faculty members on the committee inclusive of the Chairperson. One (1) non-tenured faculty member, who has at least three (3) years of service in the department, may serve on this committee. Where there are not four (4) persons eligible, tenured persons from other departments within the Academic Council shall be elected by all tenure-track members of the department. There shall be at least four (4) members of this committee inclusive of the Chairperson. For purposes of contract renewal and promotion, all tenured faculty members of a department shall be members of the Department Faculty Evaluation Committee.

2. Curriculum Committee. See Article V. E.1. and Article V. E. 2

3. Safety Committee. See Article V. G. 2.

4. Tenure Committee. See Article VII. I. 4.

5. Other committees to deal with matters other than faculty evaluation may be established by vote of the full-time members of the department.

## C. COMPOSITION OF COLLEGES

### 1. Departmental Composition

The five colleges and the school that make up the University shall consist of the following departments respectively:

The College of Arts and Sciences shall include the Departments of Biology, Chemistry And Biochemistry, Economics, Education, English, Foreign Languages And Literature, History, Mathematics, Medical Laboratory Science, Philosophy, Political Science, Portuguese, Psychology, and Sociology/Anthropology/Crime and Justice Studies. The College of Arts and Sciences shall also include the Women's Studies Program, Labor Education, and African/African American Studies.

The Charlton College of Business shall include the Departments of Accounting And Finance, Management and Marketing, and Decision and Information Sciences.

The College of Engineering shall include the Departments of Civil And Environmental Engineering, Computer And Information Science, Electrical And Computer Engineering, Mechanical Engineering, Physics, and Bioengineering.

The College of Nursing shall include the Departments of Community Nursing and Adult And Child Nursing.

The College of Visual and Performing Arts shall include the Departments of Art Education, Art History, Design, Fine Arts, Music, and Artisanry.

The School of Marine Science and Technology shall include the Department of Estuarine and Ocean Sciences and the Department of Fisheries Oceanography.

The School of Education, Public Policy and Civic Engagement shall include the Departments of Public Policy, Teaching and Learning, and STEM (Science, Technology, Engineering, and Mathematics).

### 2. College Academic Council Composition

The five Colleges and two Schools that make up the University shall include the following College Academic Councils, respectively:

The College of Arts and Sciences shall include the Humanities Academic Council, the Science Academic Council and the Social Science Academic Council.

The Charlton College of Business shall include the Business College Academic Council.

The College of Engineering shall include the Engineering College Academic Council.

The College of Nursing shall include the Nursing College Academic Council.

The College of Visual and Performing Arts shall include the Visual and Performing Arts College Academic Council.

The School for Marine Science and Technology shall include the Marine Science and Technology School Academic Council.

The School of Education, Public Policy and Civic Engagement shall include the Education, Public Policy and Civic Engagement School Academic Council.

#### D. COLLEGE ACADEMIC COUNCILS

1. Nine (9) College Academic Councils shall be established, one (1) each for the College of Business, Engineering, Visual and Performing Arts and Nursing and one each (1) for SMAST and SEPPCE, and three (3) within the College of Arts and Sciences, one (1) each in the Humanities, Social Sciences, and the Physical and Biological Sciences. Each Council shall have two (2) representatives from each department, with one (1) elected each year. The term of office shall be for two (2) years.

At the call of the College Dean or SMAST Director on or before April 15, each department will hold a secret ballot election among its tenure-track faculty to elect one (1) of its tenured members or one (1) of its non-tenured faculty members with four (4) or more years of service to the appropriate College Academic Council. The name of the departmental representative will be forwarded in writing to the Dean of the College or School.

2. Notwithstanding the composition of the colleges, the College Academic Councils will consist of two (2) members from each department as follows:

##### Humanities Council

English  
Foreign Literature and Languages  
History  
Philosophy  
Portuguese

##### Social Sciences Council

Economics  
Political Science  
Psychology  
Sociology/Anthropology/Crime and Justice Studies

##### Engineering Council

Civil and Environmental Engineering  
Computer and Information Science  
Electrical and Computer Engineering  
Mechanical Engineering  
Physics  
Bioengineering

### Visual and Performing Arts Council

Art Education  
Art History  
Artisanry  
Design  
Fine Arts  
Music

### Business Council

Accounting and Finance  
Management and Marketing  
Business Information Systems

### Science Council

Biology  
Chemistry and Biochemistry  
Mathematics  
Medical Laboratory Science

### Nursing Council

Community Nursing  
Adult and Child Nursing

### SMAST Council

Estuarine and Ocean Sciences  
Fisheries Oceanography

### SEPPCE Council

Public Policy  
Teaching and Learning  
STEM (Science, Technology, Engineering, and Mathematics)

3. Each College Academic Council shall establish a permanent committee of the whole on faculty evaluation and other committees as recommended by the Council Chairperson and approved by a majority vote of the Council members. Each Council Chairperson shall be elected by a majority vote of the members of the Council.
4. A copy of the final report of the Council shall be sent to the College Dean, the Department Chairperson and the President of the Faculty Federation. Each Faculty member considered by the Council for a personnel action shall receive a copy of that portion of the report pertaining to that faculty member.

## E. CURRICULUM COMMITTEES

### 1. Curriculum Committees – General

- a) Curriculum Committees shall be established to review and make recommendations regarding all curriculum changes involving courses or programs offered under the auspices of UMass Dartmouth if credits earned in those courses or programs can be applied to an academic degree granted through a department or college of the University.

- b) In this article "curriculum changes" refers to new courses, new programs of courses, discontinuing of existing courses and programs and substantial changes in either title or content of existing courses.
- c) These committees shall include Departmental Curriculum Committees, College Curriculum Committees, and a University Curriculum Committee.
- d) The Department, College, and University Curriculum Committees shall base their review and recommendations on educational standards and the availability and qualifications of faculty and the budgetary resources as determined by the appropriate Dean.
- e) Copies of the recommendations of the Department, College, and University Curriculum Committees shall be sent to (1) the Chancellor, (2) the Provost and all Deans, (3) all Department Chairpersons to be forwarded to the Department Curriculum Committees and (4) the President of the Faculty Federation for information. It shall be the responsibility of the Chairpersons of the Department, College and University Curriculum Committees to distribute copies of the recommendations of their respective committees within seven (7) days from the date of their adoption.
- f) When a Department, Dean, or Curriculum Committee deems that a proposed curriculum change impinges on its academic area or involves possible allocations of resources, a conference may be requested before the appropriate Curriculum Committee. (The appropriate committee is the College Curriculum Committee for conferences requested by a Department or Dean within the same college; and the University Curriculum Committee for conferences requested on matters pertaining to more than one (1) college.)
- g) Copies of Curriculum Committee recommendations in regard to proposed curriculum changes that involve either graduate level courses or programs shall be sent by the Curriculum Committee Chairpersons within seven (7) days from the date of the adoption of the recommendation to the Graduate Council for its information.
- h) A suggested credit course which does not fall within an established department but within the general subject area of a college must be approved by the College Curriculum Committee. If the subject of a suggested credit course is university-wide in scope, it must be approved by the University Curriculum Committee. The department(s) close to the subject area shall be the sponsoring department(s) and shall carry out the departmental provisions of this Article.

## 2. Departmental Curriculum Committee

Each department shall establish a Departmental Curriculum Committee of a size to be determined by vote in each department. The committee shall consist of approximately equal representation from the faculty of the department and the students majoring in the department, with a faculty member serving as Chairperson. Departments with distinct options may establish such a committee for each option.

This committee shall make recommendations to the department for curriculum changes within the department, and upon departmental approval, submit them to the Dean of the College or School. When the proposed curriculum changes involve another department or college, the Dean will forward the proposals to either the College or University Curriculum Committee, as appropriate, for its recommendation.

In the College of Nursing, there shall be a single College Curriculum Committee. This committee shall make recommendations to the full faculty for curriculum changes within the college, and upon college approval, submit them to the Dean of the College.

In the School of Marine Science and Technology, there shall be a single School Curriculum Committee. This committee shall make recommendations to the full faculty for curriculum changes within the school, and upon school approval, submit them to the Dean of SMAST.

### 3. College Curriculum Committee

This committee shall consist of a faculty member and a student majoring within the department elected from each department. The committee shall elect its own Chairperson, who shall be a faculty member.

This committee shall make its recommendations to the Dean of the College on all proposed curriculum changes which involve two (2) or more departments within the college. The College Curriculum Committee shall be the Hearing Committee when there is a disagreement between two departments, one which requires a course for its majors in another department and the other which provides that course. The recommendation of the committee on a resolution of the disagreement shall be sent to the Dean of the College for action within thirty (30) days. A copy of the recommendation shall be sent to the Provost. This committee shall periodically review and make recommendations regarding distribution requirements within the college.

The College Curriculum Committee shall recommend the requirements for earned degrees granted within the college including minimum requirements for majors, minors and special options in a field. Such recommendations shall be forwarded to the Dean of the College for action then to the Provost, then to the Chancellor. The recommendations shall take effect upon approval of the Chancellor.

This committee shall serve as an Appeals Committee if the recommendations of the Dean of the College and a Departmental Curriculum Committee should differ. All motions on curriculum shall be passed at one (1) meeting by a vote of the majority of the actual membership of the committee, or by a simple majority of those attending the meeting at two (2) consecutive meetings for which adequate notice is given for the meeting and of the agenda.

### 4. University Curriculum Committee

This committee shall consist of two (2) faculty members elected from departments within each of the College Academic Councils, one (1) librarian, elected by the librarians, and one (1) student elected from a department within each College Academic Council. The term of service for bargaining unit members shall be two (2) years with the terms staggered for the two (2) faculty members elected by the same College Academic Council. The committee shall elect its own Chairperson who shall be a faculty member.

This committee shall make recommendations to the Provost for action on all new courses or programs which involve the faculty of two (2) or more Colleges, or courses required for students outside the college in which the course is being offered. The committee shall also make recommendations on new programs or courses falling outside one of the established Colleges, or where the location of the new course or program is itself a matter of debate. Additionally, the committee shall also make recommendations on all new degree programs being recommended by any of the Colleges.

The University Curriculum Committee shall be the Hearing Committee when there is disagreement between departments of two (2) Colleges, one (1) of which requires a course for its majors in another department and the other which provides that course. The recommendation of the committee on a resolution of the disagreement shall be sent to the Provost for action within thirty (30) days. A copy of the recommendation shall be sent to the Chancellor. The recommendation shall take effect upon approval of the Chancellor.

This committee shall serve as an Appeals Committee if the recommendations of the Dean of the College and the College Curriculum Committee should differ.

The University Curriculum Committee shall consider the establishment or discontinuance of all Graduate Programs proposed at the University.

#### 5. Committee on Standards and Evaluation

This committee shall make recommendations on standards for appointment, reappointment, promotion and tenure for faculty members. It shall consist of two faculty members from the departments within each of the College Academic Councils. The committee shall elect its own Chairperson. Recommendations of this committee shall be taken under advisement by the Chancellor of the University and the Faculty Federation.

### F. SEARCH/ADVISORY COMMITTEES ON SELECTION OF COLLEGE DEANS, VICE CHANCELLORS and CHANCELLOR

#### 1. Chancellor, Vice Chancellor, and Provost

When a search is authorized to fill a vacancy in the Office of the Chancellor, Provost, or the Vice Chancellors, there shall be established a Representative Advisory Committee, which shall include members of the bargaining unit.

#### 2. Deans of Colleges

In the event of a vacancy of a Deanship within a college, a seven (7) person Screening Committee shall be established for the nominations of candidate(s) to fill the vacancy. The committee shall be composed of three (3) faculty to be elected from the college by the full-time members of the college in such a way that there will not be two (2) faculty from the same department except where there are only two (2) departments in the college; in that case, each department shall have at least one (1) representative, and in the case of the College of Arts and Sciences, one (1) faculty member shall be elected from departments within each of the three (3) Academic Council Areas; three (3) individuals appointed by the Chancellor; and one (1) UMass Dartmouth student from within the college appointed by the Student Senate.



### 3. Dean of Library Services

In the event of a vacancy in the office of Dean of Library Services, a seven (7) person Screening Committee shall be established for the nomination of candidate(s) to fill the vacancy. The committee shall be composed of one (1) faculty appointed by the President of the Faculty Federation, two (2) librarians elected by the librarians, three (3) individuals appointed by the Chancellor and one (1) student appointed by the Student Senate.

## G. OTHER COMMITTEES

All committees shall elect their own chair.

### 1. Budget Review Board

The Budget Review Board consisting of the Vice Chancellor for Fiscal Affairs as Chairperson, three (3) administrators appointed by the Chancellor of the University, three (3) faculty members of the bargaining unit appointed by the President of the Faculty Federation, the Chairperson of the Educational Services Unit or a designee, and three (3) students appointed by the President of the Student Senate, shall serve as an advisory body to the Chancellor on financial matters relating to the current budget and on the preparation of future budgets.

All members of the Budget Review Board shall serve in an advisory capacity to the Chancellor on all financial matters.

The faculty members of the bargaining unit representatives will report on the final budget recommendations to the Federation prior to the approval of the recommendations by the Board of Trustees.

The Budget Review Board will submit a report on expenditures at the end of each fiscal year.

This Board shall be appointed before June 30 of the year in order to begin its duties on July 1.

### 2. Departmental Safety Committee

There shall be established a Safety Committee or Safety Officer in each Academic Department of the University. A Departmental Safety Committee shall include a Professional Technician in its membership if one is allocated to that department.

### 3. Honors Committee/Honors Program

a) The Honors Program shall be administered by the Honors Committee and the Director of the Honors Program. The Honors Committee shall consist of one member representing each of the Academic Councils elected by the faculty members of the departments in the councils and one (1) librarian elected by the librarians, who shall serve staggered two year terms, the Provost, one professional staff person from Student Affairs and two (2) students appointed by the Director of the Honors Program. The committee shall advise the Director in fostering development and overseeing all aspects of the University's Honors Program.

- b) The Honors Committee shall solicit applications from the faculty for the position of Director of the Honors Program, review the applications, and make a recommendation to the Provost. The Provost shall appoint an individual to serve as Director from the list of those recommended by the Honors Committee. The Director of the Honors Program shall serve a three (3) year renewable term and shall have a maximum teaching load equivalent to that of Department Chairpersons.

#### 4. General Education Committee

- a) There shall be a General Education Committee which shall regularly review and be responsible for making recommendations on the University's general education requirements for undergraduate degrees. The committee's recommendations shall include the establishment, maintenance and periodic updating of lists of designated courses that satisfy each of the categories of General Education requirements. Courses shall be considered by the General Education Committee only upon endorsement by Department Chairs or Program Directors. To be included on a list of courses that satisfy a General Education Requirement, a course must meet the standards approved by the Faculty Senate for the category. Lists of designated courses shall be recommended by the General Education committee to the Provost and may be reviewed for continuation by the General Education Committee. Recommendations of designated lists shall be updated in response to new course proposals offered by departments or programs. The list shall be reviewed in a regular time frame.
- b) The committee shall be composed of sixteen (16) members, two (2) from each Academic Council (except the SEPPCE Academic Council) elected by the faculty in that Academic Council. No member of the University Curriculum Committee may serve on the General Education Committee. No member of a College Curriculum Committee may serve on the General Education Committee. The committee shall elect its own Chairperson.

#### 5. Committee for Women

The Chancellor shall establish a committee that shall identify concerns and issues of special interest to women, coordinate efforts to improve the campus for women, target relevant specific issues to be addressed and monitor their progress. The Federation shall select one (1) representative from each academic council, one (1) from the librarians, and one (1) from the professional technicians. The term of service for faculty members, the librarian, and the professional technician shall be a staggered three (3) year-term.

#### 6. The Graduate Council

The council shall consist of the directors of each graduate program at the university or the director's designee and two (2) graduate students selected at large by the council. The Dean of the Graduate School or designee shall serve as Chairperson. The council shall make recommendations to the Dean of the Graduate School. The council shall meet at least twice per semester.

## 7. Affirmative Action Committee

Members representing the bargaining unit shall be appointed by the Federation in the following way: (1) nine faculty members, one from each Academic council; (2) one librarian; (3) one professional technician. The term of service for faculty members, the librarian, and the professional technician shall be three (3) years.

## 8. Institutional Review Board (IRB)

An IRB is established for the purpose of protecting the rights of human subjects. It shall be composed of nine (9) members as follows: four (4) designated by the Faculty Senate and five (5) designated by the Chancellor.

Of these five (5), one must not be affiliated with the University of Massachusetts. There must always be one such member.

The terms of the nine (9) members are to be staggered so that no more than 3 terms terminate concurrently. Each member is to have a renewable 3-year term. The IRB shall operate in a manner consistent with the requirements of the NIH (National Institutes of Health) and the NSF (National Science Foundation).

9. Grievance Hearing Committee. See Article XVII. C.3.

10. Conflicts Committee. See Article VIII. N. 1.e) and Article VIII. N. 2. b).

11. eLearning Committee. See Article VIII. E. 6.d (1).

12. Professional Leave Committee. See Article XIV. J.

13. Librarian Evaluation Committee. See Article XIII. B.