

FACULTY FORUM

March 19, 2015

Introduction

Moore College of Art & Design requires a community of dedicated scholars and artists engaged in the pursuit and practice of ideas, knowledge, and understanding.

Mission

The Faculty Forum is a body of and by faculty to support the teaching and learning mission of the College, and to ensure faculty participation in shared governance.

Goals for the Faculty Forum:

- Provide leadership and expertise in assessing the quality and relevance of curricular development to support teaching and student learning.
- Ensure communication across departments, across the faculty, and crucially between the faculty and the administration in shared governance.

The Faculty Forum ensures the faculty's role in decisions that affect the academic life of the institution such as the implementation and preservation of curriculum and academic standards and the promotion of the intellectual welfare of students. Because a college is a complex entity, the cooperation of administration, faculty, and governing board is essential to legitimate and effective shared governance.

Annual activities of the Faculty Forum to meet these goals and ensure shared governance:

- Recommend to the President a Faculty Representative to the Board for a two-year term. This Faculty Representative is in addition to the Forum President who sits on the Board.
- Ensure faculty representation to the strategic planning of the institution as representation is requisite to shared governance.
- Recommend faculty for standing committees.
- Develop a Curriculum Committee to act as a partner to inform and advise the Administration in all curricular decisions.
- Any other activities the Forum deems in support of its goals.

Periodic actions/activities of the Faculty Forum to meet these goals and ensure shared governance:

- Review committees and committee structure, and make informed recommendations for improvements.
- Discuss the criteria for peer reviews, promotions, and merit pay and make informed recommendations for improvements.
- Identify benchmarks for teaching effectiveness, professional/scholarly achievements, and service to the College, and recommend informed improvements.

Function & Meetings: The Faculty Forum will convene in three ways: General Assemblies, Executive Committee meetings, and Ad Hoc Petitioned or Emergency meetings.

- General Assemblies:

The Faculty Forum will assemble at least four times annually as a whole body with focus on but not limited to Faculty Experience, Curriculum, Facilities and Physical Plant and Student Experience.

Meetings will be scheduled as follows:

August In-Service
December Study Day
January In-Service
Second Wednesday after Spring Break

B. The Executive Committee will meet before and after each assembly meeting.

C. Designated faculty on each College committee will update the Forum on committee work.

D. Petitioned or Emergency meetings will be called if and when necessary as determined by the Executive Committee.

E. An annual meeting of the Executive Committee and the President of the College will be convened to evaluate the governance structure for: shared authority, inclusive decision making, clear communication, and a fair distribution of academic responsibility.

F. Any faculty member, the Academic Dean or the President of the College can petition for a meeting in addition to regularly scheduled meetings by requesting to attend a scheduled Executive Committee meeting.

Membership, Structure and Process:

A. All full-time and adjunct faculty are members of the Forum and have full voting

privileges during the semesters of employment.

- B. All policies and positions voted in General Assemblies must pass by a simple majority. Members who cannot attend a voting meeting may submit proxy votes via email to the President Emeritus.

C. Executive Structure:

The Executive Committee will consist of four officers, duly elected by the membership, each serving for one year in rotation in the following positions:

- a. President has a one-year term as the principle officer of the Faculty Forum and has three credits of release time for each semester of his/her annual term.
- b. President Elect
- c. Vice President
- d. President Emeritus

Each officer serves for one year in each position starting as the Vice President, then advancing to President Elect, and finally assuming the role of President. This allows officers to understand the broader structures of governance within the college and provides continuity in leadership and institutional memory. The President Emeritus is the former President, who now serves in an advisory capacity as s/he rotates off the Executive Committee.

- D. The Forum members may vote to suspend the Faculty Forum by two-thirds majority. A motion to disband must be published in the agenda distributed to the faculty one week before the meeting.

Roles and Responsibilities of Executive Committee Members:

1. President

- A. Leads the Faculty Forum and sits as an Ex-Officio member of The Board of Trustees and Managers.
- B. Chairs the scheduled meetings in accordance with the Forum's mission statement and by-laws.
- C. Calls/schedules petitioned meetings to present the deliberations of the Faculty to the Board
- D. Represents the deliberations of the Faculty to the Board
- E. Reports to the Faculty Forum on Board Meetings
- F. Communicates with other Governance bodies within the College when the Faculty Forum deems this necessary.

2. President Elect

- A. Sits on the College Planning Committee to articulate the Faculty Forum's position in the strategic planning of the College. All decisions will be in writing and sent to the membership.

B. Maintains membership records (including a membership e-mail list serve).

3. Vice President

A. Records the minutes of each meeting.

B. Keeps an archive of the Faculty Forum's activities available to all members.

4. President Emeritus

A. Serves in an advisory capacity on the Executive Committee

B. Oversees the elections of the new Chair-Elect each spring.

5. An elected officer of the Forum will sit as an ex officio member of Academic Council, Academic Affairs, and Buildings and Grounds Committees. The President of the Faculty Forum will meet with Senior Council at least once a month.

C. Election Process of Executive Committee:

A. The Vice President is elected each spring. Candidates are nominated by the end of March by any member of the Faculty Forum, and elected by the third week in April by a majority of the Faculty Forum's voting members. The Executive Committee will accept nominations from any member of the Faculty Forum, starting the Monday after spring break but not later than April 1 or the first Monday in April, whichever occurs first. Elections by ballot occur over a one week period during the month of April. The President Emeritus supervises this process, including the distribution and counting of all ballots. Ballot counting will take place in the presence of the entire Executive Committee and any voting members who wish to be present.

B. Term Limits: For purposes of continuity, each member rotates consecutively through one-year terms as:

a. President

b. President Elect

c. Vice President

d. President Emeritus

D. Meeting Process

A. The President will call for agenda items two weeks prior to each Faculty Forum meeting.

B. Agenda will be distributed a week before the meeting.

C. The President (or the President Elect or Chair Emeritus if the President Emeritus is unable to attend the meeting) will chair each meeting, calling on appropriate members of the faculty, staff or administration to present issues of interest/concern to the Council, and preside over the discussion of these issues.

D. Any recommended actions that are not time sensitive will be voted on at the following meeting.