

II. ORGANIZATION OF THE COLLEGE

The College is governed by a self-perpetuating Board of Trustees. The names of the Trustees are listed in the current *Academic Catalogue*. The names of the administrative officers and the assignment of their responsibilities are listed in the *Employee Handbook*.

A. Faculty Positions

Faculty appointments are of two types:

1. Regular, full-time faculty appointments are to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. All persons appointed to these positions are eligible for tenure or are tenured except for Instructors, who become eligible for tenure upon receipt of a terminal degree and promotion to Assistant Professor. Appointments are to departments or programs of the College. Responsibilities: teaching, research, service, and participating in the College community.
2. Non-tenure track appointments are to the ranks of Senior Lecturer; Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor; and Lecturer. Appointees to these positions are not eligible for tenure. Appointments are to departments or programs of the College.

Senior Lecturer: A non-tenure-track full-time faculty member who has been promoted from a Visiting or Lecturer position after a positive review in the year that the individual will complete 114 hours of teaching. Contract renewal is at the discretion of the College if there is need. Responsibilities: teaching, service, and participation in the College community.

Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor: A full-time faculty member who can remain in this position for no more than six continuous years. The initial contract for a visiting position is for a term of 1-3 years, subject to renewal, if there is continued need, within the six-year limit. Responsibilities: teaching, research, and service to department or program.

Lecturer: A faculty member appointed on a semester or yearly contract to give a series of lectures or courses. Lecturers may be part-time or full-time. Contract renewal is at the discretion of the College if there is need. Responsibilities: teaching.

B. Faculty Organization

Subject to the approval of the Trustees, or their committees, “the Faculty (i) shall have responsibility for the content, quality, and effectiveness of the curriculum, as well as requirements for entrance to and graduation from the College, (ii) shall have responsibility for the academic quality of any course work or credit recorded on the institution’s transcript, (iii) shall, through the President, recommend to the Board of Trustees those students upon whom it desires to confer degrees, (iv) shall have responsibility for establishing and recommending each year’s academic calendar to the Board of Trustees and (v) shall, in

consultation with the President and Provost/Dean of the Faculty, develop such policies that protect academic freedom and contribute to the best possible environment for the Faculty to teach, pursue their scholarship, and participate in the College community.” (Bylaw Article XV, ¶ 4). In addition, “the Faculty shall have jurisdiction over all matters of discipline that may result in a student's separation from the College, such separation being subject to final determination on appeal to the Executive Committee of the Trustees” (Bylaw Article XV, ¶ 5).

The Faculty meets on the second Monday in September and on the first Monday of each following month during the academic year to hear reports of committees and to take official actions (except for the regular May meeting, which, at the discretion of the President or the Dean of the Faculty, may take place on one of the last two Mondays of April). If the first Monday of a month coincides with fall break or spring break, then that month’s meeting of the Faculty will be held on the second Monday of the month. A quorum is defined as a majority of all voting members. Additional faculty meetings may be called when the President, the Dean of the Faculty, or the Faculty thinks a useful purpose would be served. If there is no objection by a faculty member, the President or the Dean of the Faculty may cancel a faculty meeting because of insufficient business or inclement weather.

The President or the President’s designee normally chairs all regular faculty meetings. If the chair is absent or vacates the chair for any reason, the chair is taken temporarily by the next eligible officer, in the following order of priority: President, Dean of the Faculty, Associate Dean of the Faculty. If the Clerk is absent, the chair will appoint a clerk *pro tempore*. If the President, Dean of the Faculty, and Associate Dean of the Faculty will be absent, the President may appoint a tenured faculty member as chair, or the Clerk may call the meeting to order to allow the faculty to elect a chair *pro tempore*. In the event the Clerk is also absent, the faculty member of longest service present may call the meeting to order to elect a chair *pro tempore*. The duration of faculty meetings cannot exceed one and one-half hours without a vote to suspend the rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Faculty meetings in all cases to which they are applicable and in which they are not inconsistent with this Handbook or any special rules of order the Faculty may adopt. All full-time faculty members under regular appointment are eligible to vote. The privilege to vote is also granted to faculty members under appointment as Senior Lecturer.

Special meetings may be called by the President or the Dean of the Faculty. Such meetings may also be called upon the written request of a quorum of the Faculty. One week’s written notice (except in cases of dire emergency) of any special meeting must be given. The notice must state the subject of the special meeting, and the business of the special meeting must be restricted to the stated subject.

In the event of a serious public health concern or other emergency, a regular or special faculty meeting may be held entirely electronically, excluding hybrid meetings, at the discretion of, and through the use of internet meeting services designated by the President or Dean of the Faculty. Committee and divisional meetings may also be held entirely electronically, excluding hybrid meetings, under such circumstances with approval from the President or Dean of the Faculty to committee chairs or to divisional representatives from the Faculty Affairs Committee, respectively.

1. **Faculty Committees:** The Faculty has organized itself into committees in order to expedite carrying out its responsibilities. The changes in membership of these committees and of other offices are determined each year at the regular April meeting of the Faculty, the special order for which shall be the elections for committee members and officers. The method of voting to fill committee and office vacancies is by ballot, with voting by acclamation permitted when the number of nominees equals the number of vacancies. Write-in votes are prohibited. In a ballot where no nominee receives a majority of the votes cast, the nominee with the fewest votes will be removed from the ballot and a second ballot will commence. Balloting will continue this way until one nominee receives a majority of votes cast. Changes take effect on the first of July of that year. Additional committees, both standing and special, may be created by administrative or Faculty initiative, as circumstances require. Each faculty committee is to convene early in each new academic year for the purpose of organizing and setting the time for its meetings. The Chair should provide members with an agenda several days prior to each meeting, and the secretary should distribute copies of the minutes to each member (including the President and Dean of the Faculty, who are *ex officio* members of all faculty committees). In the event that a member of the faculty who serves on a faculty committee or as Clerk of the Faculty, or as representative to the Board of Trustees, the President's Council, or the NCAA should become unable to fulfill the duties of the position (by illness, resignation, or other circumstance), the President of the College may appoint a substitute *pro tempore* until a special election can be held.

The standing committees of the Faculty are:

- a. **Academic Affairs Committee:** (The Committee may establish sub-committees and ad hoc committees for purpose definite to report to it. The three divisional representatives constitute the Executive Committee of the Faculty, which takes emergency actions on behalf of the Faculty and approves the minutes of regular May Faculty meetings and any special meetings held between the regular May meeting and the summer recess.)

Responsibilities: General educational policy, new academic programs and departments, curriculum and course approval, non-classroom educational resources (e.g., audiovisual materials, computer programs, library), remedial and study skills programs and the academic calendar. Reviews and takes appropriate action on proposals to make substantive academic policy and program changes to the Academic Catalogue. The Committee will also approve academic scheduling of class times on behalf of the faculty.

Membership:

- 3 faculty members, 1 elected from each division, by each division, for three-year staggered terms.
- 1 faculty member elected by the faculty and 1 faculty member appointed by the President for 2-year staggered terms.
- 1 student elected annually in the Spring by faculty members of the Committee.
- Dean of the Faculty, *ex officio*.
- (Chair to be elected annually from the ranks of the Faculty on the committee.)

Committees under the supervision of the Academic Affairs Committee:

i. Honors Council:

Responsibilities: Recruitment of honors scholars; coordination of Honors Program capstones, including service as third reader on each capstone project; administration of student programming.

Membership:

3 faculty members, one from each division, serving for 3-year staggered terms and appointed by the Dean in consultation with FAC.

3 students drawn from the ranks of honors scholars, with one rising sophomore annually appointed by the Dean of the Faculty on the recommendation of the Director of the Honors Program.

Director, appointed by the Dean of the Faculty from the ranks of the Faculty.
Dean of the Faculty, *ex officio*.

ii. Intercultural Affairs Committee:

Responsibilities: As a College (i.e., not solely faculty) committee, the Intercultural Affairs Committee will bring together students, staff, and faculty dedicated to fostering an inclusive campus culture in which every member of the Hampden-Sydney College community is valued and can thrive. Along with the College's President and senior leadership team, the Committee will have responsibility for maintaining and implementing the College's plan for culture and inclusion. The Committee will routinely propose updates and revisions to the plan. The Committee will routinely prepare reports summarizing accomplishments and noting where progress has been lacking. Each report should also identify, after consultation with the President and members of the College's senior leadership team, specific priorities in the College's culture and inclusion plan to implement, along with responsibility for implementation.

Membership:

3 faculty members, one elected by the faculty each year for a three-year term (at least one of whom must be tenured).

3 College staff members appointed by the President of the College in consultation with the Dean of Culture and Inclusion.

Dean of Culture and Inclusion, *ex officio*.

Coordinator of Athletic Diversity and Inclusion, *ex officio*.

Title IX and 504 Coordinator, *ex officio*.

A member of the Dean of the Faculty's office appointed by the Dean of the Faculty, *ex officio*.

The President of the Minority Student Union and/or the MSU President's designee.

The President of the Unity Alliance and/or UA President's designee.

2 additional students who will not be officers of the student government the following year, appointed by the Student Body President or Dean of Students annually in the Spring.

(Chair to be elected annually from the ranks of the Faculty or College staff members on the committee, excluding *ex officio* members.)

iii. Admission and Scholarships Committee:

Responsibilities: The Admission and Scholarships Committee assists the Office of Admission with recruiting students, consults on the selection of major academic scholarship recipients, administers the Harrison Scholarship program, assists in coordinating faculty participation in Admission events, and receives periodic reports from the Office of Admission as a liaison between that office and the faculty.

Membership:

3 faculty members, one from each division, elected by the faculty at large for three-year staggered terms.

1 faculty member appointed annually by the President after election of the above. Vice President for Enrollment, *ex officio*.

Dean of Students, *ex officio*.

2 students (one underclassman and one upperclassman) selected by the Committee during the fall semester for a one-year appointment.

The chair of the Committee will be a faculty member elected from within the ranks of the Committee, with preference for those who have served for at least one year.

The chair shall invite such other members of the Administration as shall be appropriate to attend meetings when needed.

iv. Assessment Committee:

Responsibilities: Coordinating departmental and program assessments, recommending approaches to assessment to departments and programs, working with visiting assessment teams, and making recommendations on future assessment strategies to the Dean of the Faculty.

Membership:

3 faculty members, one from each division, elected by the division, for 3-year staggered terms.

A member of the Dean of Faculty's office appointed by the Dean of Faculty, *ex officio*.

1 member of the Office of Institutional Effectiveness (non-voting unless appointed as the *ex officio* member representing the Dean of Faculty's Office).

Chair, to be elected annually from among, and by, the committee:

v. Health Sciences Committee:

Responsibilities: Advice and counsel for premedical and pre dental students;

liaison with schools of dentistry, medicine, and osteopathic medicine; preparation of recommendations for applicants to such schools.

Membership:

4 faculty members, at least two of whom should represent the natural sciences, appointed by the President for four-year staggered terms.

(Chair appointed by the President from among the members.)

vi. Institutional Review Board:

Responsibilities: Review those research activities on human subjects that are described in the statutes of the Commonwealth of Virginia and Department of Health and Human Services federal regulations.

Membership:

3 faculty members appointed for three-year staggered terms by the Dean of the Faculty. One member should have experience in human subjects research, one member should have primary concerns in scientific areas, and one should have primary concerns in nonscientific areas. In addition, it is preferred that one of the three members have an ethics background.

1 member of the College administration appointed for a three-year term by the President of the College.

1 community member not otherwise associated with the College nor an immediate family member of a person associated with the College, appointed for a three-year term by the Dean of the Faculty.

(Alternates appointed as necessary by the Dean of the Faculty.)

Dean of the Faculty, *ex officio*.

(Chair to be elected annually from the ranks of the Faculty on the committee.)

vii. Study Abroad & Study Away Committee:

Responsibilities: Maintain the College's portfolio of approved study abroad and away programs. Review H-SC faculty-led programs and H-SC courses associated with studying abroad and away.

Membership:

3 faculty members, one from each division, elected by the division, for three-year staggered terms.

Director of Global Education & Study Abroad, *ex officio*.

Dean of the Faculty, *ex officio*.

(Chair to be elected annually from within the committee.)

*At least one member of the committee should have led a study abroad or study away program

viii. Core Cultures Committee

Responsibilities: regular review of the Core Cultures courses and program; creation and/or review of proposals for changing the program structure or course

content; coordinating training of new and current instructors in the program; drafting guides and policies for the administration of the program and delivery of the courses, which must be approved by a majority of the Core Cultures teaching faculty.

Membership:

3 faculty members from among the Core Cultures teaching faculty, with not more than two from any one division, elected by the faculty as a whole for three-year staggered terms.

Director, appointed by the Dean of the Faculty from the ranks of the faculty for a three-year term.

Dean of the Faculty, *ex officio*.

Chair to be elected annually from among, and by, the committee.

ix. Wilson Center Faculty Advisory Committee

Responsibilities: Develop, consult and report on Wilson Center plans; attend meetings of the Board of Advisors as full participants in deliberations pertaining to academic matters. Faculty Advisory Committee Chair will have voting rights on the Wilson Center Board of Advisors.

Membership:

3 faculty members, one from each division, elected by the division for three-year staggered terms.

Director of the Wilson Center, *ex officio*.

Dean of Students, *ex officio*.

(Chair elected annually from among, and by, faculty committee members)

x. Undergraduate Research and Creative Activity Council

Responsibilities: Responsible for administering the College's student summer research program, supporting student travel to professional conferences, and coordinating events throughout the academic year to promote student engagement in research and creative activity.

Membership:

3 faculty members, one from each division, serving for 3-year staggered terms and appointed by the Dean in consultation with FAC

2 students appointed by the Dean of the Faculty on the recommendation of the

Director of the Office of Undergraduate Research and Creative Activity

Director, appointed by the Dean of the Faculty from the ranks of the Faculty, chair

Dean of the Faculty, *ex officio*

xi. Compass Council

Responsibilities: Responsible for vetting courses for submission to AAC for approval for the Experiential Learning requirement. Also supports the Assistant Dean of Experiential Learning in faculty/staff training, program communications, and assessment of the program.

Membership:

3 faculty members, one from each division, serving for 3-year staggered terms and appointed by the Dean in consultation with FAC
One staff member, appointed by the dean, typically from the directors of affiliated programs for a three-year term
Assistant Dean of Teaching and Learning, chair

b. Faculty Affairs Committee:

Responsibilities: Faculty oversight of policies affecting the faculty, including the *Faculty Handbook*. Nominations and election of committee members where needed. Advice to the Dean of the Faculty on hiring.

Membership:

3 faculty members, one elected from each division, by each division, for three-year staggered terms.
3 faculty members from tenured faculty, one from each division, elected by the faculty, for three-year staggered terms.
Dean of the Faculty, without vote.
(Chair to be elected from among, and by, the elected committee members.)

Committees under the supervision of the Faculty Affairs Committee:

i. Promotion and Tenure Committee:

Responsibilities: Advice to the Dean of the Faculty on faculty reviews, promotion, and tenure.

Membership: (elected from tenured faculty)

3 faculty members, one elected from each division, by each division, for three-year staggered terms.
3 faculty members, one from each division, elected by the faculty, for three-year staggered terms.
(Chair to be elected from among, and by, the elected committee members.)

ii. Committee on Professional Development:

Responsibilities: Oversight of faculty research and development, including review of funded summer research and sabbaticals, development of general

policy on support of faculty research, planning and implementation of faculty development programs, and advice to the Dean of the Faculty on the funding of faculty research, sabbaticals, and development.

Membership:

3 faculty members, one elected from each division, by each division, for three-year staggered terms.

3 faculty members from tenured faculty, one from each division, elected by the faculty, for three-year staggered terms.

Dean of the Faculty, *ex officio*.

(Chair to be elected annually from within the committee.)

iii. Gender Issues Committee:

Responsibilities: Review and make recommendation on concerns related to gender in the areas of college policy, curriculum, faculty evaluation, and cultural activities.

Membership:

3 faculty members elected by the faculty as a whole for three-year staggered terms. At least one member of the committee must be tenured:

2 students appointed by the President of the College annually in the spring.

College Chaplain, *ex officio*

(Chair to be elected annually from the ranks of the Faculty on the committee.)

c. Student Affairs Committee:

Responsibilities: Review, explication, and recommendation of policies and regulations pertaining to student life, including athletics and recreation, community service, disciplinary procedures, religious life, housing, food services, counseling and career services, vehicular traffic, and other non-academic aspects of campus life.

Membership:

3 faculty members, one elected by the faculty each year for a three-year term. At least one member of the committee must be tenured.

President of the Student Body.

2 students appointed by the President of the College annually in the Spring.

Dean of Students, *ex officio*.

(Chair to be elected annually from the ranks of the Faculty on the committee.)

Committees under the supervision of the Student Affairs Committee:

i. Athletic Committee:

Responsibilities: Implementation of athletic activities policies established by the

Faculty, oversight and review of varsity and intramural athletic programs, liaison between the Athletic Director and the Faculty.

Membership:

Athletic Director.

Dean of Students.

Faculty Athletic Representative to the NCAA.

Three additional faculty members, one elected by the faculty each year for a three-year term

1 student appointed by the President of the College each Spring.

(Chair to be elected annually from the ranks of the Faculty on the committee.)

ii. Lectures and Programs Committee:

Responsibilities: Planning, coordinating, and implementing the co-curricular program of intellectual, cultural, and aesthetic activities.

Membership:

3 faculty members, serving three-year staggered terms, 1 appointed by the President, 2 elected by the Faculty.

4 students chosen annually in the Spring by the Student Body President.

Dean of Students.

(Chair to be elected annually from the ranks of the Faculty on the committee.)

d. Budget-Audit Committee:

Responsibilities: Annual review and evaluation of the priorities reflected in the budget and the general fiscal condition of the College -- the findings to be reported to the Faculty, student body, and Trustees. The committee members will serve as the faculty representatives on the Budgeting/Planning Committee of the College.

Membership:

4 faculty members, one from each division and one from the faculty at large, elected by the faculty for four-year staggered terms.

(Chair to be elected from within the committee.)

e. Committee for Faculty Appointments:

Responsibilities: Advise and make recommendations to the Dean of the Faculty on replacements at the time of retirements, resignations, and other departures; the addition of new continuing positions to established departments or programs; and the addition of a continuing position in an academic discipline, department, or program not presently represented in the curriculum.

Membership:

6 faculty members from different departments, two from each of the three academic divisions, when possible: of the six members, three shall come from the Faculty

Affairs Committee and three from the Academic Affairs Committee, appointed by the Dean of the Faculty. Except as hereinafter provided, the chairs of those Committees shall be members of the Committee on Faculty Appointments. Members of those committees who belong to departments seeking to fill a position will be ineligible to serve. In those instances in which either the FAC or AAC has an insufficient number of members eligible to serve on the Committee, the Dean shall select a faculty member who is, when possible, from the same division as the ineligible member and who has served on either AAC or FAC within the past three years.

f. Faculty Grievance Committee.

Responsibilities: Hearing faculty grievances, including appeals of tenure, promotion, and hiring decisions; investigating and adjudicating complaints against faculty members or students that are made under the College's Sexual Misconduct Policy.

Membership: 9 tenured faculty, 3 from each division, elected by the Faculty as a whole.

Term of service: 3-year staggered terms.
Administrative officers are not eligible to serve.
(Chair to be elected from within the committee.)

g. Benefits Committee:

Responsibilities: Annual review of the benefits provided in employment contracts at the College. The committee members will serve as the faculty representatives to the College Benefits Committee.

Membership:

- 3 faculty members, one elected each year by the faculty for three-year staggered terms.
- 1 faculty member appointed annually by the President after the above election.

2. Divisions and Departments: For the purpose of fostering the educational program, the faculty is divided into divisions and departments. This structure, *per se*, is not intended to inhibit the offering of courses in academic disciplines not listed or of courses of an interdisciplinary nature. The respective divisions and departments are as follows:

Humanities Division:	Natural Science & Mathematics Division:	Social Sciences Division:
Classics	Biology	Economics & Business
English	Chemistry	History
Fine Arts	Mathematics & Computer Science	Politics
Modern Languages	Physics & Astronomy	Librarians with special faculty status
Philosophy	Psychology	
Religion		
Rhetoric		

- a. Division Business: Division business, as needed, including the calling and chairing of meetings for the election and nomination of committee members, is the responsibility of the faculty member elected to the Faculty Affairs Committee by the division.
- b. Department Business: The Chair of each department or program is appointed by the Dean of the Faculty and ratified by a vote of the department. This appointment shall be for a three-year term with reappointment possible. In the event that a department chair takes a leave, no longer than one year, an acting chair may be appointed to serve during the Chair's absence.

Each Chair is expected to call and facilitate meetings of the department, to coordinate the budgeting and expending of departmental funds, to prepare teaching schedules for the department, to serve as a channel of communication between the department and the rest of the College, to participate in the appointment process for new members of the department, and to provide such other leadership as may enable the department of serve the College and the major effectively.

3. Clerk of the Faculty

Responsibilities: Records attendance, maintains expertise in parliamentary procedure, takes minutes at faculty meetings; and oversees archiving of the minutes.

Elected by the faculty from among its tenured members for a five-year renewable term.