

Kalamazoo College Faculty Bylaws

Adopted by vote of the Faculty June 9, 1986; amended by vote of the Faculty May 29, 1990, and June 9, 1990; amended by vote of the Faculty November 25, 1996; amended by vote of the Faculty May 6, 2002; amended by vote of the Faculty June 15, 2002, amended by vote of the Faculty September 26, 2005, amended by vote of the Faculty May 4, 2009, amended by vote of the Faculty March 7, 2011, amended by vote of the Faculty May 31, 2011.

Preamble: The purpose of the Bylaws of the Faculty of Kalamazoo College is to set forth clearly the organization of the Faculty and to give definite statement to the various rules, practices, customs, and traditions that have come to be recognized informally as pertaining to Faculty governance. These Bylaws are designed to define the organized channels of cooperation between the Faculty, the College Administration, and the Trustees. No portion of these Bylaws may contradict relevant sections of the Kalamazoo College Charter, the Kalamazoo College Bylaws, or the Plan of Employment for Faculty.

ARTICLE I. Definition of the Faculty

For the purposes of these Bylaws, the Faculty will include all members holding those ranks defined in Section I of the Plan of Employment. The responsibilities of the Faculty are enumerated in Article X, Section 5, of the College Bylaws.

ARTICLE II. Meetings and Organization of the Faculty

Section 1. Three regular Faculty meetings will be held during each term at times to be set by the Faculty Executive Committee. Special meetings may be held by vote of the Faculty, or at the call of the President, the Provost, or the Faculty Executive Committee, whenever any of these will consider such meetings desirable, or at the call of the secretary of the Faculty whenever a request is made by a standing or special committee of the Faculty or by five members of the Faculty.

Section 2. All members of the Faculty are expected to attend regular and special meetings, and each member will have a vote on all questions that come before the meeting subject to limitations which may be imposed by the Faculty Executive Committee. [See Article III, Section 1, Subsection A.8]

Section 3. A quorum will consist of fifty percent of the members of the Faculty in residence that particular term.

Section 4. The President of the College, as designated by the College Bylaws, will chair regular and special Faculty meetings. In the President's absence, the Provost will chair Faculty meetings, and in the Provost's absence, the chair and then the vice chair of the Faculty Executive Committee will chair these meetings.

Section 5. A secretary will be elected by the Faculty for a term of one year. The secretary will keep the minutes of each meeting and distribute them for approval or correction at the following meeting. Copies of each set of minutes will be made for the archives of the College, for the President, and for other administrative officers and the Faculty. At least one complete collection of approved minutes of past meetings will always be available for Faculty perusal. In the absence of the secretary, the chair of the Faculty Executive Committee will appoint a substitute secretary.

Section 6. A parliamentarian will be elected by the Faculty for a term of one year. In the absence of the parliamentarian, the chair of the Faculty Executive Committee will appoint a substitute parliamentarian.

Section 7. Regular and special meetings will be conducted in accordance with Robert's Rules of Order.

Section 8. All matters brought to the Faculty for approval must be decided by majority vote, except for the election of representatives to the Executive Committee and the Personnel Committee. In the case of elections to the Executive Committee and the Personnel Committee, candidates will be elected by a plurality vote, with the candidate(s) receiving the most votes being elected up to the number of empty seats on the committee in question (and subject to the rules regarding representation in Article III, Section 1, Subsection B and Article III, Section 2, Subsection B). The Executive Committee may authorize elections by anonymous electronic balloting for Executive and Personnel Committee representatives. In the case of an electronic election, a preliminary slate must be announced at least one week before the election period starts with a solicitation for additional nominations from the Faculty at large before a final slate is determined. The Executive Committee will determine in advance the manner in which run-off elections are to be decided.

ARTICLE III. Faculty Governance

Section 1. There will be an Executive Committee of the Faculty.

A. The functions of the Executive Committee are as follows:

1. It will establish certain standing committees, chaired by a member of the faculty, and determine their Faculty composition. It will, together with each committee chair and in consultation with appropriate administrators, set their agendas. These standing committees include the following:
 - a. Academic Standards Committee
 - b. Admissions and Financial Aid Committee
 - c. Assessment Committee
 - d. Educational Policies Committee
 - e. Experiential Education Committee
 - f. Faculty Development Committee
 - g. Planning and Budget Committee
 - h. Teaching and Learning Committee

In conjunction with administrative entities, it will also maintain certain advisory committees, chaired by a member of the administration, and determine their Faculty composition. Agendas for these advisory committees will be set by the appropriate administrators, in consultation with the Faculty Executive Committee. These advisory committees include the following:

- a. Athletics Advisory Committee
- b. Information Services Advisory Committee
- c. Student Life Advisory Committee

2. Create any special committees it may deem appropriate for special tasks.
 3. Appoint members of the Faculty to standing and special committees.
 4. Nominate candidates for election to the Faculty Personnel Committee in consultation with that body.
 5. Nominate candidates for election as Faculty representatives for President and Provost search committees upon request from the Administration.
 6. Nominate candidates for election as College representatives to the Great Lakes Colleges Association.
 7. Report to the Faculty at Faculty meetings, seeking its advice and consent on issues requiring Faculty approval. For matters not involving regular elections or actions originating with standing committees, the Executive Committee will determine, in consultation with the Provost or the President, whether a matter to be brought before the Faculty for a vote is one of College or Faculty policy (See Article IV). On the basis of this judgment, the Executive Committee will determine which members of the Faculty as defined in the Plan of Employment are eligible to vote on a given question. In general, Faculty members holding term appointments will not vote in Faculty meetings. Any decision of the Executive Committee may be set aside or overturned by a majority vote of the Faculty.
 8. Set the agenda of Faculty meetings together with the chair of the meetings.
 9. Serve as the Faculty's representative in the Faculty's dealings with the Provost and the President.
- B. The Executive Committee will consist of eight members of the Faculty elected by the Faculty. Members of the Executive Committee will serve for three-year staggered terms. Elections will be held before the end of the spring quarter for the following academic year and will be conducted by secret ballot. Each of the divisions will elect one person from that division; the untenured members of the Faculty will elect one of their number, and one person will be elected by the Faculty at-large to serve on the Executive Committee. Members of the committee may be reelected for a second consecutive term but not for a third. The Executive Committee is elected to represent the interests of the Faculty as a whole.
- C. The Executive Committee will elect annually a chair and a vice chair and appoint a secretary. The chair will serve all terms during the academic year. The chair will be one of the Faculty representatives who attends trustee meetings as an observer and will serve as spokesperson for the Faculty. The vice chair will act as chair in the absence of the chair and will serve as the second Faculty observer at trustee meetings. The secretary of the Executive Committee will provide copies of the minutes of meetings to the Provost's office, the President, the College archives, and the Faculty.
- D. The Executive Committee will meet as frequently as necessary to conduct all Faculty business.

- E. Meetings and other activities of the Executive Committee will be conducted in accord with written procedures.
- F. Any vacancy on the committee will be filled using the selection procedures specified in Article III, Section 1, Subsection B.

Section 2. There will be a Personnel Committee of the Faculty.

- A. The function of the Personnel Committee is to make recommendations to the Provost and the President regarding reappointment, tenure, and promotion. It will follow the general procedures as outlined in the Plan of Employment, Sections III, IV, and V.
- B. The Personnel Committee will consist of seven tenured members of the faculty. Members of the committee will serve a term of three years. Members may serve no more than two consecutive terms. The Executive Committee will prepare a slate of nominees in consultation with the Personnel Committee and will solicit additional nominations from the Faculty at large. The election will be held before the end of the spring quarter for the following academic year. Members will be elected by the Faculty with the stipulation that no more than two members may be from any one division. Members of the committee will elect annually from among their regular members a chair who will serve for that academic year. To ensure proper divisional representation, the Personnel Committee may augment its membership for reappointment reviews with nonmembers who are regular tenured Faculty members (here defined in accord with the Plan of Employment) as needed and who are to be appointed by the committee chair in consultation with the members of the committee. The Personnel Committee is elected to represent the interests of the Faculty as a whole.
- C. A Promotion Subcommittee will consist of the members of the Personnel Committee holding the rank of Professor augmented by other Professors to be appointed by the committee chair in consultation with the members of the subcommittee as necessary.
- D. The Personnel Committee will recommend to the Faculty candidates for election to emeritus/a status. Retiring members become eligible for election at the conclusion of their service to the College. (See Appendix.)
- E. Meetings and other activities of the Personnel Committee will be conducted in accord with written procedures.

ARTICLE IV. Changes in College or Faculty Policy

Section 1. Proposals for new or revised College and Faculty policies may be initiated by the Administration, standing or special committees of the Faculty, or by individuals or groups charged by these agents.

- Section 2. A proposed policy should include the following:
- a. a statement of purpose
 - b. a general indication of the means by which the policy will be implemented
 - c. a designation of the parties responsible for its implementation.

Section 3. A proposed policy or any proposed change to existing policy will be reviewed by each of the following:

- a. The Faculty Executive Committee
- b. The Provost
- c. The President.

Section 4. When all parties named in Section 3 have agreed upon a final version of the policy, it will be considered to be official College or Faculty policy and copies of the policy will be made available to all interested or affected parties.

Section 5. Additional consideration or approval steps may be initiated under two general circumstances:

- a. The Faculty Executive Committee decides to present the proposed policy to the Faculty for consultation or approval before adoption
or
- b. The President decides to present the proposed policy to the Board of Trustees for its consultation or approval before adoption.

Section 6. Any amendments made to a proposed policy by a vote of the Faculty are not considered officially adopted as part of College or Faculty policy until subject to review, as described in the preceding points.

Section 7. In addition to these processes, calls for reconsideration of prevailing or newly established policies or the questioning of the appropriateness of procedures for implementing policies may be made by an individual Faculty member or a group of Faculty members through appeal to the Provost, the Faculty Executive Committee, or at a regular or special Faculty meeting. For action taken during Executive Committee or Faculty meetings, a majority vote of the respective body is sufficient to begin reconsideration. Such actions, however initiated, do not suspend the policies or procedures then in force.

Section 8. In the event that the processes described above do not produce an agreement, the President or Board of Trustees will make the final decision.

ARTICLE V. Amendments to the Bylaws

The Faculty Bylaws and the following appendix will be amended by the following procedure only. Notice of the proposed amendment will be presented to the Faculty orally with a written copy to the secretary at the meeting prior to the meeting at which the amendment is to be voted upon. Not later than ten days before the meeting at which the voting is to occur, an exact copy of the amendment will be given to each Faculty member. Adoption will be by a two-thirds vote of the Faculty members present, providing that there is a quorum.

APPENDIX. Emerti/ae Faculty (See Article III, Section 2, Subsection D)

Emerti/ae Faculty members have the following privileges:

1. march in academic processions
2. attend faculty meetings
3. attend division meetings

4. serve on standing or special committees through appointment by the Faculty Executive Committee or the President with concurrence of the Executive Committee

Emeriti/ae Faculty members do not vote in any meetings.