

## 1.6.1 The Constitution of Hiram College

\*\*\*\*\* Note the number 1.6.1 above. This Constitution is part of a larger document that is currently contained within the Faculty Handbook. This document you have accessed is only the language of the college constitution, and is published as section 1.6.1.

*It should be noted that the Constitution is an internal organizational document. It describes the College's governance procedures and the way that some of the College's day-to-day working activities are organized. The Constitution specifically does not have the status of Board of Trustees Policy.*

*It should also be noted that the definition of "faculty" in the constitution applies only for purposes of College governance, as spelled out and delimited by the Constitution. The provisions of Part II of this faculty handbook apply only to those College employees who are faculty as defined in section 2.1.*

The Constitution of Hiram College
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Adopted October 14, 1987

Amended May 8, 1991

Amended September 29, 1993

Amended October 26, 1994

Amended April, 1996 (*separate faculty meetings added*)

Amended November 5, 1998 (*add Diversity Committee*)

Amended August 29, 2008 (modifications to Committees after governance re-evaluation in '07-08)

*Amended May 20, 2011 (College Life Steering Committee modifications)*

### ARTICLE I. COLLEGE ASSEMBLY

#### A. Membership

The members of the College Assembly are the Officers of the College, The Faculty, The Professional Staff, The Librarians, Employee Group Representatives, and Student Representatives.

1. The Officers of the College are the President and Vice Presidents.
2. A member of The Faculty of Hiram College is a full-time employee of the College whose principal job assignment is at least a half-time teaching obligation to engage students, through coursework, in the understanding and critical examination of a body of knowledge and/or the development of skills. Additional expectations of each faculty member include advising and mentoring students, participating in college service and governance, and pursuing scholarship.

In addition, the Vice President and Dean of the College, emeritus faculty, and faculty on sabbatical or on temporary (no more than six years) administrative assignment maintain faculty status even though they may teach less than half-time during a given year. The Vice President and Dean of the College, emeritus faculty, and faculty on temporary administrative assignment will not be eligible for faculty development benefits or sabbaticals.

Adjunct Faculty are contracted to teach on a course-by-course, term-by-term basis. Adjunct faculty who teach three or more regular courses (3 or 4 semester-hour courses) or their equivalent in an academic year are members of the College Assembly.

- a. The Faculty has primary responsibility for such areas as curriculum, subject matter, and methods of instruction, research, its own status, and those aspects of student life which relate to the educational process. On these matters, the power of review or final decision lodged in the Board of Trustees or delegated by it to the President shall be exercised adversely only in exceptional circumstances, and for reasons communicated to the Faculty. The Faculty shall, following such communication, have opportunity for further transmittal of its views to the President or Board.
- b. The Faculty sets the requirements of the degrees offered, determines when the requirements have been met, and authorizes the President and the Board to grant the degrees thus achieved.
- c. The Faculty shall elect a Chairperson of the Faculty from the tenured members of faculty. The Chairperson of the Faculty shall serve for two years, beginning July 1 and ending June 30 two years later. The Chairperson shall be a member of the Executive Committee and the representative of the Faculty to the Board of Trustees.

The Chairperson shall represent the Faculty in all

appropriate policy matters and shall act as liaison among faculty, administration and staff. Should the Chairperson resign or be incapacitated, the faculty shall elect, within one month, a new Chairperson to assume the responsibilities of the position until completion of the term of office.

No one may serve consecutive two-year terms as Chairperson of the Faculty.

3. The Professional Staff: all full-time, exempt employees who administer and support the College's programs. Professional Staff are individuals who possess a degree of autonomy and decision-making in fulfilling their job responsibilities. The Vice Presidents and President will identify those positions which qualify for this category of college employees.
4. Librarians: those individuals who are employed at least half-time and whose primary responsibilities include library instruction, reference duties, research assistance to faculty and students, collection development and management, and the use of electronic information systems. Librarians have the same protection of academic freedom as the Faculty.
5. Employee Groups Representatives shall be the following: four persons from the Secretarial, Technical, Academic, Clerical Staff (STACS); five persons from the Maintenance committee; four persons from the Dining Service Committee.
6. Students shall be represented by the members of the Student Senate.

#### B. Officers of the College Assembly

1. The College Assembly shall be chaired by the President or the President's designee.
2. A Recorder shall be elected by the College Assembly and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Recorder shall be responsible for keeping accurate minutes of the College Assembly meetings. The Recorder shall distribute minutes of the meetings to each Assembly member, and the minutes of each meeting of the Assembly shall be approved as presented or as amended at the subsequent meeting of the Assembly.
3. A Parliamentarian shall be elected by the College Assembly and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Parliamentarian shall be responsible for interpreting rules of procedure and the College Constitution.

### C. Duties

1. The College Assembly is a forum for the exchange of ideas through the expression of opinions to reach wise decisions, endorsed by members of the Hiram College community.
2. The College Assembly is an open meeting. The full College Assembly shall vote on matters that pertain to broad institutional issues.
3. The College Assembly shall meet at least twice a semester. Additional meetings may be called by the President, Dean of the College, or by petition of ten members of the College Assembly.

### D. Officers of Faculty Meetings

1. Faculty meetings shall be chaired by the Faculty Chair or the Faculty Chair's designee. The agenda shall be constructed by the Faculty Chair and the Vice President and Dean of the College.
2. A Recorder shall be elected by the Faculty and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Recorder shall be responsible for keeping accurate minutes of Faculty meetings. The Recorder shall distribute minutes of the meeting to each Faculty member and the minutes of each meeting of the Faculty shall be approved as presented or as amended at the subsequent meeting of the Faculty.
3. A Parliamentarian shall be elected by the Faculty and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Parliamentarian shall be responsible for interpreting rules of procedure and the College Constitution.

### E. Duties

1. A Faculty meeting is a forum where information can be disseminated, ideas can be exchanged, and decisions can be made regarding curriculum and other academic matters, and other issues of concern for the faculty.
2. A Faculty meeting is an open meeting. Only faculty members (as defined in I.A.2) and librarians shall vote on academic and curriculum matters, as defined by the College Executive Steering Committee. Only faculty members, librarians, and members of the Department of Exercise/Sport Science and Athletics shall vote on academic and curriculum matters that are related to the academic programs of the Department of Exercise/Sport Science and Athletics, as defined by the College Executive Steering Committee.
3. Faculty meetings shall be held at least twice a semester. Additional

meetings may be called by the Faculty Chair, the Vice President and Dean of the College, or by petition of ten members of the Faculty.

## ARTICLE II. COMMITTEE STRUCTURE AND DUTIES

### A. College Executive Steering Committee (CESC)

#### 1. Membership:

President (Co-Chair)

Vice Presidents

Dean of the Weekend College

Chairperson of the Faculty (Co-Chair)

Director of Athletics

Four Members who are faculty or librarians, elected at large by the faculty and librarians, to serve a four-year term of office. One shall be elected each year.

President and Vice President of Student Senate

One Professional Staff member, elected at large by the professional staff to serve a two-year term of office.

One non-exempt staff member, elected at large by the non-exempt staff to serve a two-year term of office.

#### 2. Duties:

- a. Hold monthly meetings during the academic year. Additional meetings may be called by the co-chairs throughout the entire year.
- b. Advises in the development and articulation of college goals – academic and non-academic long-range planning
- c. Serves as the eyes, ears, and voice of the college community, ensuring adherence to the constitution, functioning as a steering committee by referring issues to appropriate committees and boards and creating ad hoc groups as necessary, and examining the effectiveness of communication efforts across the campus.
- d. Advises in the construction and monitoring of the college budget
- e. Determine which issues require College Assembly action.  
Prepare agendas for College Assembly and distribute agendas one week in advance of the scheduled meeting. Any issue requested by a petition of ten College Assembly members at least two weeks prior to a scheduled meeting shall automatically be including in the agenda for the next College Assembly meeting.
- f. Distribute College Assembly agendas one week in advance of the scheduled meeting. Any issue requested by a petition of ten College Assembly members shall by two weeks prior automatically be included on the College Assembly agenda of the next meeting.

- g. Oversee all college operations and ensure adherence to the constitution and function as a steering committee, including referring matters to appropriate committees and boards, creating ad hoc groups as necessary.
- h. Identify and respond to problems and issues in all areas of college activities.

3. Communication:

- a. Post all agendas three working days prior to committee meetings
- b. Make minutes available in a timely manner following meetings.
- c. Joint report to the Trustees through the President and/or Faculty Chair and/or committee members
- d. The Faculty Representatives report CESC activities at Department Chairs Meetings.

B. Academic Program Committee

1. Membership:

Vice President and Dean of the College (Chair)

Dean of the Weekend College

Registrar

Six Members who are faculty or librarians, elected at large by the faculty and librarians, to serve a three-year term of office. Two shall be elected each year.

One Professional Staff Member, elected at large by the Professional Staff, to serve a three-year term of office.

Two Students selected by the Student Senate.

2. Duties:

- a. Plan future academic programs and supervise current ones.
- b. Represent academic concerns at Trustee meetings (representation by a faculty member).

3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings.  
{NOTE: Agendas and minutes may be distributed either electronically or in paper form.}
- c. Report all work at Faculty Meetings.

C. Appointment, Tenure, and Promotion Committee

1. Membership:

Vice President and Dean of the College (Chair)

Eight tenured Faculty members, elected at large by the Faculty, to serve a four-year term of office. Two shall be elected each year. No member, after

completing a full four-year term shall be eligible for membership on the committee again until a full year has elapsed.

2. Duties:

- a. Recommend appointments, reappointments, tenure, and promotion decisions to the President. The committee shall consider departmental and other appropriate recommendations as it reviews each faculty member. When a candidate is under consideration, either for tenure or promotion, a faculty member agreed upon by the Dean and the candidate as most familiar with the candidate's work may join the deliberations of the committee concerning the candidate's qualifications. This advocate would participate in the deliberations until all materials have been presented and all questions raised by ATP members have been answered. If after the advocate's exodus from the deliberations, new questions or issues emerge in the ensuing discussion, the advocate would be invited to return to speak to these matters. The advocate would not be present, however, for the concluding discussions or the actual vote by the Committee.
- b. Participate in the appointment and retention of administrative personnel.

3. Communication:

- a. Report recommendations to the President. The Board of Trustees and the President should, on questions of faculty status, as in other matters where the Faculty has primary responsibility, concur with its judgment except in rare instances and for compelling reasons which should be stated in detail.
- b. Report annually to the College Assembly decisions on appointment, tenure and promotion.
- c. Publish annually the criteria employed in making decisions on appointment, tenure and promotion.

D. Campus Diversity Committee

1. Membership

Director of Ethnic Diversity

Vice President and Dean of Students

Vice President and Dean of the College or designee

Vice President for Institutional Advancement or designee

Four members who are faculty or librarians to serve a two year-term of office (2 will be elected and 2 will be appointed by the Committee on Committees; at least 2 will be tenured faculty members)

Two students selected by the Director of Ethnic Diversity in conjunction with Student Senate

Director of International Student Services and Intercultural Programs  
Director of Human Resources  
One Professional Staff Member (to be appointed to the Committee on Committees)

The committee will be chaired by a tenured faculty member.

## 2. Duties

- a. Encourage, oversee, coordinate, and evaluate all efforts related to diversity.
- b. Establish a system to assess the impact of diversity on the quality of life of all students.
- c. Collect extra-and intra-institutional data regarding diversity issues on a regular basis. Data gathered should focus on faculty and staff composition, minority student recruitment; use of financial aid to increase diversity; creation of an environment to support diversity; academic support services; integration of diversity into the curriculum; and support of diversity through campus-wide programs.
- d. At the end of each academic year, develop a statement of focus to target the committee's efforts the following year. The identification and rationale for this focus should be based on data collected which identifies the most pressing needs of our current population.
- e. Develop and institutionalize accountability mechanisms.
- f. Establish mechanisms by which community members can communicate concerns to the committee.
- g. Maintain continuity of campus efforts, including an archive of on-going efforts.
- h. Oversee the implementation of the College's Faculty and Professional Staff Recruitment Procedures (with an emphasis on attracting minority candidates). In doing so, the committee assists search committees, reviews search committee reports, and develops recommendations for improvement.

## 3. Communication

- a. Post all agendas prior to committee meetings
- b. Make minutes available following meetings
- c. Report all work at College Assembly Meetings and to the President

## E. College Life Steering Committee (CLSC)

### 1. Membership:

Human Resources Administrator  
Four Members who are faculty or librarians, appointed by the Committee on Committees, of which at least one comes from each rank of assistant,

associate and full professor and at least two must be tenured, to serve a three-year term of office. The terms shall be staggered so that no more than two expire in any given year.

Two Professional Staff Members, appointed by the Committee on Committees, to serve a three-year term of office.

Two Non-Exempt Staff Members, appointed by the Committee on Committee, to serve a three-year term of office. If two non-exempt staff members are not available to serve, the positions may be filled by professional staff members.

The chair shall be elected from the membership.

## 2. Duties:

- a. Assess and make recommendations concerning the morale, welfare, and professional practices of employees.
- b. Assess and make recommendations concerning annual salary and benefits.
- c. Publish an annual report on college employee salaries.
- d. Represent college employees at Trustee meetings (representation by a faculty member).
- e. Develop opportunities for professional enrichment among the various constituencies of the college.
- f. Function as a steering committee, including referring matters to appropriate standing committees, ad hoc committees and boards.
- g. Review nominations for staff awards and make recommendations of winners to the Human Resources Administrator (review to be done by faculty subcommittee of CLSC).

## 3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings.  
(NOTE: Agendas and minutes may be distributed either electronically or in paper form.)
- c. Report all work to the College Assembly.
- d. Recommend to the College Executive Steering Committee for approval all policy decisions that entail budgeting implications.

## F. Committee on Committees

### 1. Membership:

Three Members who are either tenured faculty, or librarians with at least six years of service to the College, elected at large by the faculty and librarians, to serve a three-year term of office. One shall be elected each year.

Two Professional Staff Members, elected at large by the Professional Staff, to serve a three-year term of office. These elections will be conducted annually and the results will be submitted to the Dean of the

College and the President for approval. The Chair shall be elected from the membership.

2. Duties:

- a. Assess people's interests and willingness to serve on committees, attempting to distribute governance involvement wisely to give everyone an opportunity to serve.
- b. Provide education to the college community about how one volunteers to run for or serve on a committee.
- c. Provide information about the mission, duties and current membership of committees and boards. This information should be provided with the preference form as well as the ballot.
- d. Ensure the maintenance of full membership on the committees.
- e. Populate committees by two methods:
  - 1) By direct appointment to the following committees: College Life Steering Committee, Student Life Committee.
  - 2) By preparing a slate of candidates who will stand for election for the following committees: College Executive Steering Committee, Appointment, Tenure and Promotion Committee, Academic Program Committee.
- f. Conduct the election for Chairperson of the Faculty.
- g. Review the committee structure and constitutional function on a yearly basis.

3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings.  
{ NOTE: Agendas and minutes may be distributed either electronically or in paper form. }
- c. Report all work to the College Assembly.

### ARTICLE III. DEPARTMENTAL ORGANIZATION and FUNCTIONS

A. The department or special academic program shall be the basic instructional unit at Hiram College. It shall have the responsibility to recommend course offerings, curriculum changes and requirements for area(s) of concentration to the appropriate college committee. Its members shall consult in preparing recommendations concerning budgets, personnel recruitment, tenure and promotion, teaching, advising, and other assignments.

B. Each department and special academic program shall normally elect its own chair. The term of office shall be three years. The position of chair is open to any full-time departmental or special academic program member. Rotation of the chair is advisable but not required.

- C. The chair shall be elected in the following manner:
1. In March of the terminal year of the chair's term, the Dean of the College shall circulate to each faculty member of the department a ballot listing each member of the department eligible to be chair. The faculty member will make a choice and return the ballot to the Dean of the College by a date agreed upon in advance. The Dean of the College will tabulate and announce the results.
  2. In case no member receives a majority vote, there will be a run-off election between the two with the most votes, administered in the same way as the original election. In case of a continued tie, the issue shall be decided by the Academic Program Committee.
- D. Upon the Vice President and Dean of the College's request and for sufficient reason, the Appointments, Tenure and Promotion Committee may grant the Dean the responsibility of appointing a chair of a specific department or special academic program for a stated term not to exceed three years. Members of the department should be consulted.
- E. The Department or Special Academic Program Chair has the duty of calling and presiding at meetings of the department or special academic program, of representing the department or special academic program before the administration and presenting its recommendations.
- F. To coordinate schedules, use of facilities, curriculum, areas of concentration, and other programs, the chairs of the various departments or special academic programs shall be convened by the Office of the Dean of the College when necessary. The Faculty Chair, faculty members serving on CESC, and a faculty representative from CLSC shall be invited to these meetings.

#### ARTICLE IV. AMENDMENTS

This constitution shall be amended by a two-thirds majority vote of those present at the College Assembly, provided that one month's notice in writing shall have been given prior to the balloting, and provided that the proposed amendment shall have been discussed in a meeting of the College Assembly. For ease of use, all changes to this Constitution shall be incorporated into the text at the appropriate position.