

College of Arts & Humanities
Policy on Program Faculty Councils

I. Overview: Programs (as opposed to departments) are typically small academic units with few or no full-time faculty. To advance the interest of the program, program faculty councils play a key role in providing support for the program coordinator. The purpose of this policy is to formalize the appointments and duties of program faculty councils with the goal of strengthening their supporting role and promoting the interests of the program.

II. Appointments: Members on program councils will typically be full-time faculty. Any tenured or probationary faculty appointed to that program will automatically be included as a member on that program's faculty council. After a general call for nominations, the Dean will appoint faculty to the council, typically for a 1 to 2 year term. Membership on an program council shall be considered service to the College; no other stipend or release time will apply, except in the case of full-time lecturers who do not otherwise have release time for service. In the case of faculty in other Colleges, the Dean will consult with the Dean of the other College prior to appointment.

While PT lecturer faculty are not prohibited from volunteering to serve on a program council, the College recognizes that they are not compensated for doing so and thus there is no expectation that they will serve in this role.

III. Council Responsibilities and Duties: Broadly considered, program faculty councils will be expected to complete or contribute to the following tasks:

- Meet twice per semester with the program coordinator or director
- Provide advice about curricular changes and development
- Provide advice and feedback regarding course scheduling and enrollment
- Assist in class visitations for evaluating lecturer and probationary faculty
- Advise the coordinator about strategies for advancing department goals
- Serve on program subcommittees when necessary
- Advocate for the program in other venues

IV. Coordinator Responsibilities vis-à-vis the Program Faculty Council: The program coordinator is automatically a member of the program council and will serve as the chair of the council. The coordinator shall set the meeting time and agenda. The coordinator is responsible for maintaining open communication with members of the council.

V. Note re: Program RTP Committees: The program RTP committee is a separate entity and is elected per §15.40 of the Unit 3 CBA. As such, while members of program councils may provide written evaluations of lecturer and probationary faculty, they are not part of the periodic evaluation process set out in Article 15 unless otherwise elected to the program RTP committee.

Approved by A&H Chairs Council, September 6, 2017