

Changes to the Governance Manual – August 2010

The Governance Manual requires that the President, the Executive Assistant to the President, each Vice President, the Executive Committee of Faculty Assembly, the Associate Dean for Advising and the Registrar, and the Director of Human Resource are responsible for seeing that their section(s) of the Governance Manual is(are) kept up to date. The updates below are listed in accordance with this responsibility.

Updated by the Executive Assistant to the President:

1. Final Section – updated By-Laws to reflect changes made by the Trustees at the April 23, 2010, Board meeting.
2. Changed membership on the Board of Trustees from a maximum of 40 to 35.
3. Changed meeting schedule for the Board of Trustees to “shall have at least two other meetings each calendar year.”
4. Under the Finance and Budget Committee eliminated “it establishes and guides the College policies as to investments” moved that statement to the Investment Committee. Also moved from the Finance and Budget Committee “it maintains such procedures and provides such reviews as will maintain the tax exempt status of the College” to the Audit Committee.
5. Under the Enrollment Management committee eliminated the following phrase “ the development and implementation of” and eliminated the word “strategic” .
6. Under the job description for the Director of Human Resources deleted the responsibility to serve as the chair for the review committee of the College Assistance Plan.

Updated by the Senior Vice President and Dean of Faculty, Associate Dean for Advising, and the Registrar:

1. Section II – changed the Director of Institutional Research title to Director of Institutional Research and Assessment throughout the section..
2. Section II, D, 4, C – membership of the Rank and Tenure Committee. Made consistent with current practice of recusal.
3. Section II, D, 4, e, 4, d – Curriculum Committee membership.
4. Section II, D, 4, e, 4, d, b – removed this responsibility from the Curriculum Committee.
5. Section II, D, 4, e, 4, d, e – added “(including those forwarded by the General Education Curriculum Committee) and...”

6. Section II, D, 4, e, 4, e – added membership and responsibilities of the General Education Curriculum Committee.
7. Section II, D, 4, e, 4, g – added “student-at- large” to the membership of the President’s Council on Multicultural Affairs.
8. Section II, D, 4, b – going forward, changed the words “department chairs” to “Council of Chairs.” Changed “Vice President and Dean of Faculty” to “Senior Vice President and Dean of Faculty.” (Changes missed from last year.)
9. Section II, D, 4, b, 3, a – duties of the Associate Dean of Faculty. Updated- iii General Education section.
10. Section II, D, 4, b, 3, d- duties of the Registrar. Added (b) builds and updates the new General Education Curriculum in Banner /Prism (Self Service); and (c) builds programs of study (majors, minors, and certificate). Edited (h) to include “electronic” *Bulletin*.
11. Section II, D, 4, b, 3, h – deleted (b) from the responsibilities of the Director of CWIL.
12. Section II, D, 4, b, 5, a – changed membership of Assessment Committee to reflect current practice. Edited responsibilities.
13. Section II, D, 4, b, 5, b – added “The responsibilities of this committee associated with CFAI grant applications are performed by the CFAI Grants Committee. The text below 1-3 is for archival purposes only) to the Faculty Development Grants Committee. Added “under review” going forward.
14. Section II, D, 4, b, 5, d – updated membership and responsibilities of the TLTR to reflect current practice.
15. Section II, D, 2, c, 4 – under responsibilities of the Academic Departments, added General Education to bullet #4.
16. Section II, F – added President’s Council on Multicultural Affairs to the list of President’s Councils and Committees.
17. Section III, D, 2 – Qualifications for Appointment. Changed to make consistent with practice. Added Emerita/us and Professional Librarian (moved from “Other Academic Designations) faculty ranks.
18. Section III, F, 1, c –Promotion Policy. Make consistent with current practice.

19. Section III, F, 2 – Qualifications for Appointment. Make consistent with Section II, D.
20. Section III, H, 1, a – Promotion and Tenure: Criteria and Procedures - Teaching. Added “academic rigor” to teaching
21. Section III, H, 1, b - Promotion and Tenure: Criteria and Procedures – Creative, Scholarly, and Research Activities – in Categories I and II, includes scholarly activity examples for the arts.
22. Section III, H, 2 – Promotion and/or Tenure Procedures. Changed to reflect current practice.
23. Section III, H, 2, c – Candidacy Material. Changed to reflect current practice.
24. Section III, H, 2, c, 4 – Students. Changed to reflect current practice.
25. Section III, H, 2, c, 6 – External Reviewers. Added this section to reflect practice going forward.
26. Section III, H, 2, c, 6, f – Recommendations of the Committee on Rank and Tenure. Deleted the phrase “along with minutes of all Committee meetings.”
27. Section III, H, 2, c, 6, k – Reapplication for Promotion. This portion added.
28. Section III, M – Conflict of Interest Policy for Faculty – this policy section was added.
29. Section IV, E, 2, a – Expense Coverage. Changed amounts to be consistent with current practice.
30. Section IV, E, 2, b – Travel Arrangements and Vouchers. Updated and inserted the new travel policy and vehicle policy.

Updated by the Vice President for College Relations:

1. Added the President's Circle and the Parents Council under the responsibility of the President and the Madeleva Steering Committee and the Chicago Advisory Council under the responsibility of the Vice President for College Relations.

Updated by the Vice President for Enrollment Management:

1. Section II D. Added the Director of Admission and the Coordinator of International Student Recruitment to the membership of Admission and Scholarship Committee.
2. Section II D. Under responsibilities of the Admission and Scholarship Committee eliminated c)) and e)).
3. Deleted Associate from the title of Director of Admission and deleted "by the Vice President" after when designated.
4. Under Admission and Scholarship Committee added that the Director of Admission when designated is a member of the committee and added that in the absence of the VP for Enrollment Management, the Director of Admission will chair the committee. Also added that the Director of Institutional Research, though not a member, serves as a resource for this committee.
5. Under the Authority of the VP added that he/she supervises the Retention Committee, the Multicultural Recruitment Advisory Committee, the Identity Initiative Task Force and contributes to other committees as needed. Also in this section added that the VP collaborates on Student Success (retention).
6. Under the Director of Admission added that he/she may serve on the Admission and Scholarship Committee (deleted as chair) and that he/she may serve on other committees and councils as designated by the VP.
7. Under the Director of Financial Aid added that he/she may serve on the Admission and Scholarship committee and other committees as appointed. Deleted (f) and added that he/she prepares and manages the operating budget for the Financial Aid office.
8. Added the description of the Retention committee.

Updated by the Vice President for Finance & Administration:

1. Section IV E Updated the travel policy.