

Faculty Executive Committee (FEC)

1. Charge

The FEC shall serve as a central steering committee for Faculty business.

- a. To investigate matters of concern to the Faculty not in the purview of other faculty committees, and report and make recommendations concerning them to the Faculty.
- b. To refer such issues and other matters pertaining to Faculty business to the Faculty, to the appropriate Faculty Committee, or to an *Ad hoc* Faculty committee that it may create to investigate and make recommendations regarding the issue.
- c. To receive and discuss the annual reports of committees which it shall forward as part of the agenda of a faculty meeting to all members of the Faculty.
- d. To call Special Faculty Meetings and Faculty Forums.
- e. To set the Agenda for Faculty Meetings after consultation with the President, the Secretary of the Faculty and other interested parties.
- f. To act for the Faculty in emergencies, provided that it keeps the Faculty informed of such actions and brings them to the Faculty for approval as soon as possible.
- g. To serve as a conduit between the Faculty and the Administration, Corporation, and students concerning faculty issues. Every faculty member shall have access to the Faculty Executive Committee for purposes of voicing his or her concerns regarding general matters relating to faculty business.
- h. To draw up ballots whereby the Faculty shall elect members of the Committee on Nominations. For those ballots, the FEC shall solicit nominations from the voting members of the Faculty, and may add names to the list of nominees. The FEC shall not nominate any of its own members to the Committee on Nominations.
- i. To report annually to the Faculty on the composition by protected groups of faculty members serving on Faculty committees and administrative advisory boards.
- j. To receive from senior administrators charges to administrative advisory boards for possible Faculty approval and inclusion in Faculty Rules and Regulations.
- k. To periodically review Faculty governing structures to ascertain their efficiency and efficacy in carrying out Faculty objectives and to report its findings and recommendations to the Faculty. Reviews of Faculty governance shall be done at least once every ten years.
- l. It shall be authorized, in consultation with the Secretary of the Faculty, the Parliamentarian, and such administrative officers as are appropriate, to insert and amend descriptions of administrative advisory boards and administratively-appointed Committees of major interest to the Faculty in the listing of Committees in the *Faculty Rules and Regulations*. These descriptions are to include a statement of the membership and charge in each case, similar to the format of entries of Faculty-approved and elected committees. All changes, including additions and deletions, are to be presented to the Faculty by the FEC annually as a printed addendum to the *Faculty Rules and Regulations*, and current versions are to be incorporated when new versions of the *Faculty Rules and Regulations* are distributed to the Faculty.

m. The Susan Colver Rosenberger Special Honor Medal is intended to be awarded by the Faculty to one or more individuals for notable achievement in scholarship, public welfare, or any other achievement deemed appropriate by the Faculty. Each year the Committee shall gather nominations for recipients of the award from the Faculty, and recommend one or more possible recipients of this award to the Faculty.

2. Membership

There shall be nine faculty members: three officers; Chair, Vice Chair, and Past Chair; and six others. The chair of the Medical Faculty Executive Committee or his/her designee shall be invited to attend, ex-officio, with voting privileges.

- a. The members shall be distributed among the four groups listed in Section 12, II, in such a way that at least one member from each group and no more than three from one group are on the Committee at one time. The position of Chair of the Faculty shall rotate among the four so that no person from one group shall become Chair until a member of each of the other three groups has served.
- b. There may not be more than one member from any department unless that department has more than fifty regular faculty members on its rolls.
- c. At least one member of the Committee shall have an academic rank of assistant professor and at least five members of the Committee shall have an academic rank of associate or full professor.

3. Term of Office

Each year a Vice Chair shall be elected by electronic ballot from the Faculty at large. The year following service as Vice Chair, that person shall become Chair, and the year after serving as Chair, that person shall become Past Chair. Only tenured faculty may serve as Vice Chair, Chair or Past Chair of the FEC.

Faculty members holding an academic rank of assistant professor or full-time lecturer shall be elected for two-year terms.

4. Method of Election

- a. The Committee on Nominations will solicit nominations from the voting Faculty, and may add names to the list of nominees.
- b. The Committee on Nominations shall place the candidates into as many categories as there are vacancies, in such a fashion as to insure reasonable balance and wide representation among the groups listed in Section 12,II. Each category shall contain nominees from at least two departments.
- c. The Vice Chair of the Faculty/FEC must be elected by a majority of those voting for that position. In the event that no nominee for Vice Chair receives a majority of votes, there shall be a run-off election by ballot between the two candidates who have received the largest number of votes.
- d. Non-officers of the FEC shall be elected by a plurality of those voting for each category. In the event of a tie vote, a run-off election by electronic ballot will be held to decide the winner.

5. Resignations

- a. Officers of the Faculty Executive Committee
 - i. Chair — If the Chair is unable to continue in office, he or she shall be replaced by the Vice Chair, who shall hold office for the unexpired term of the

resigned Chair and for the year that he or she would in the normal course of events be Chair.

ii. Vice Chair — To replace a Vice Chair who has taken the office of a resigned Chair, an election shall be held; the elected person shall hold the office of Vice Chair for the unexpired term of the Vice Chair being replaced and for the following year. To replace a Vice Chair who resigns, an election shall be held.

iii. Past Chair — In the event of a vacancy in the office of Past Chair, the FEC shall select one of its third year members to be Past Chair. The Committee on Nominations shall then fill the vacancy in the FEC created by one of its members becoming Past Chair in accordance with the rule for filling vacancies in the FEC.

b. Non-Officers

The Committee on Nominations shall make an interim appointment of a non-officer of the FEC, subject to review by the Faculty at its next Faculty meeting. Such interim appointments shall last only until the next election. If there are more than two vacancies to be filled, a special election to fill them shall be held as soon as possible.