Bylaws of The Faculty Body of Warren Wilson College

Approved 12/3/03, (VI.C>ff) 5/4/04, and (III.B. and C.) 4/13/06

I. Responsibilities of the Faculty Body

A. The Faculty Body develops college-wide academic policy through its standing committees and makes academic policy recommendations to the Vice-President for Academic Affairs, the Staff Forum, the President, and the Board of Trustees.
B. The Faculty Body participates in implementation and monitoring of academic policies for the general curriculum and for the academic programs approved by the Board of Trustees.
C. The Faculty Body directly or through its standing committees:
   1. oversees academic program and curriculum development and programmatic and curricular changes as proposed by faculty in academic departments and programs;
   2. makes recommendations to the Vice-President for Academic Affairs, the College President, and the Board of Trustees for new or expanded academic programs, for the deletion of academic programs, or for significant changes in academic programs;
   3. reviews and approves proposals for new courses to be added to or dropped from the curriculum;
   4. serves as an advisory body to the Vice-President for Academic Affairs, the President, and the Board of Trustees in the development of annual budget priorities for academic programs; and
   5. serves as an advisory body to the Vice-President for Academic Affairs, the President, and the Board of Trustees in the development of and hiring for new faculty positions.

II. Membership

A. Attendance at meetings of the Faculty Body is normally open to all members of the Warren Wilson community and invited guests.
B. Any one contracted to teach a course carrying at least one (1) academic credit is a member of the Faculty Body for the duration of the term or semester in which the course is offered, with the right to be recognized to speak by the presiding convener. The presiding convener may also recognize guest speakers.
C. Voting membership is limited to all regular and temporary teaching and library faculty who are contracted to fill at least a half time position through the Office of Academic Affairs.
   1. Regular faculty are those whose term of employment is expected to last for at least one academic year and are eligible for continuation, subject to review.
   2. Temporary faculty are those whose term of employment is expected to last for a period specified in their contract, typically one year or less.
   3. Library faculty are those who are contractually designated as "library faculty."
   4. A position is at least half time if it carries a contractual obligation for at least 12 credit hours per year (including released time) or for at least 20 hours of work a week in the Library.
5. Adjuncts are contracted to teach a specific course or courses on a term-by-term or semester-by-semester basis and, while included among the members of the Faculty Body, are not included in the voting membership.

D. A two-thirds (2/3) vote of the voting members present may close the meeting to a specified portion of the membership, e.g. members only, voting members only, or only those eligible to vote on matters concerning extended contracts.

III. Officers and Duties

A. The officers of the Faculty Body shall be two Conveners, each called a Co-Convener, and a Secretary, each chosen from among the voting membership of the Body.

B. The term of office for Co-Conveners shall be slightly over two calendar years, commencing with their election at the May Faculty Body meeting and ending at Fall Faculty Retreat. Terms will be staggered so that typically only one Co-Convener stands for election in any given year. The term of office of the Secretary shall be one year. This will allow the incumbent Faculty Body Officers and the newly elected Co-Convener and Secretary to work together over the summer to plan for Fall Faculty Retreat and other Faculty Body elections.

C. During the May Faculty Body meeting, the current officers shall receive nominations from the members of the Faculty Body to fill officer positions open for the coming year. Voting members of the Faculty Body present shall then each vote for one candidate for each position. The candidate receiving the highest vote total for each position shall be elected. In the advent of two open Co-Convener positions, each voting member shall vote for two candidates and the candidate receiving the most votes shall be elected to a two (2) year term and the candidate receiving the second highest total vote shall be elected for a one (1) year term.

(The procedures for electing the first Co-Conveners and Secretary are detailed under section V(H) below.)

D. Should an officer leave office in mid-term, the remaining officers shall present to the voting members one or more nominees to fill the position only until the following Fall elections. A plurality is required for election. The remainder of the original term, if any, shall be filled by election in the Fall.

E. It shall be the duty of the Co-Conveners:

1. to call meetings of the Faculty Body and determine their agenda as described in section IV below;
2. to preside at meetings of the Faculty Body,
   a. assuring the expeditious execution of the agenda for that meeting,
   b. serving therein as guarantor of each member's right to speak to any issue under discussion, and
   c. ensuring that the proceedings of the Faculty Body are in accord with the provisions of its Bylaws; and
3. to represent the Faculty Body to the Vice President for Academic Affairs, the Staff Forum, the President, and the Board of Trustees.

F. It shall be the duty of the Secretary:

1. to participate in calling meetings and setting their agenda as described in section IV below,
2. to keep accurate minutes of all meetings of the Faculty Body,
3. to convey a copy of the minutes of each meeting to the college archives and the Office of Academic Affairs,
4. to ensure that notice of meetings and materials under discussion are conveyed to the membership in a timely manner, and
5. to obtain, at the beginning of each semester, a list of voting and non-voting members from the Office of Academic Affairs and thereby certify membership and voting status as needed.

IV. Meetings

A. The Faculty Body shall meet, normally on the first Tuesday of a month, as deemed necessary by a majority of its officers (Co-Conveners and Secretary) based on the quantity or exigency of policy issues to be placed before the Body.
B. A petition signed by one-third (1/3) of the membership for a meeting to consider a particular policy issue shall be deemed by the officers sufficient reason to call a special meeting.
C. The agenda for each meeting shall be set by a majority of the officers, based on items offered by the Vice President for Academic Affairs, standing and special committees of the Faculty Body, members of the Faculty Body, and other elements of College governance as deemed appropriate. In accord with Robert's Rules of Order, items shall also be accepted from the floor for consideration under New Business.
D. Meetings will be announced and the agenda distributed by electronic means or campus mail usually five (5) days, but not less than 48 hours, prior to the meeting.
E. If a main motion is to be placed before the Body for a vote, the text of that motion must be provided as part of the agenda. (See sections V( D,E, & F) below.)

V. Procedures

A. One-third (1/3) of the voting members shall constitute a quorum for the conduct of business by the Faculty Body.
B. The conduct of every meeting shall be governed by Robert's Rules of Order. (The officers may appoint a qualified Parliamentarian.)
C. Except as otherwise provided in the Bylaws of the Faculty Body or Roberts Rules of Order, a simple majority vote of the quorum shall decide on the question.
D. Any main motion offered during the business of a Faculty Body meeting may be discussed during that meeting.
E. A main motion from the floor on an issue not a part of the published agenda, i.e. "new business," shall not be voted upon during the meeting in which it is presented, but shall automatically become an agenda item for the next meeting, including one especially called to consider the motion. (A two-thirds vote of the quorum is required to suspend this rule.)
F. A main motion initiated at a previous meeting and considered under "old business" or a new main motion offered concerning an item on the published agenda, the text of which has been distributed with the agenda as provided under section IV(E) above, may be voted upon at the current meeting.
G. All actions taken by the Faculty Body that pertain to policy decisions must be taken as recommendations to the appropriate elements of the College governance structure as specified in section I above or in the Warren Wilson College Governance Structure document.

H. Approval of these Bylaws by a simple majority of the voting members of the proposed Faculty Body shall constitute their adoption.

1. This vote shall be conducted, using electronic and campus mail ballots, by an Ad Hoc committee of three faculty members of Academic Council elected by a majority vote of the Academic Council.

2. This committee shall also be responsible for conducting the election of the first Co-Conveners and Secretary.

a. The committee shall seek nominations for at least three (3) candidates for Co-Convener and two (2) candidates for secretary from the members of the Faculty Body.

b. These nominations shall be placed before the voting members of the Faculty Body by electronic and campus mail ballot.

c. The candidate for Secretary receiving the most votes shall be elected. The candidate for Co-Convener receiving the most votes shall be elected to a two (2) year term and the candidate for Co-Convener receiving the second highest total vote shall be elected for a one (1) year term.

I. An amendment to the Bylaws of the Faculty Body may be placed on the agenda by a petition signed by 20% of the voting members, and dealt with as a scheduled agenda item under section V(F) above, or by a simple majority of the quorum present for a meeting in which the proposed amendment to the Bylaws is offered as a motion under "new business" and considered at a subsequent meeting as provided for under section V(E) above. This rule cannot be suspended.

J. A two-thirds (2/3) majority of a quorum of voting members is required to approve an amendment to the Bylaws.

VI. Committee Establishment

A. A majority of the officers of the Faculty Body (Co-Conveners and Secretary) or a simple majority of a quorum of voting members may appoint an Ad Hoc committee to investigate a particular issue and make a policy recommendation to the Faculty Body.

B. The Faculty Body may establish any standing committees it deems necessary by a simple majority vote of a quorum of voting members.

Committee Responsibilities

Budget and Schedule  college budget priorities
academic budget priorities
budgeting policies and procedures
course scheduling policy and procedures
academic calendar
academic information technology

Academic Programs  academic program and curriculum development
new academic programs
faculty positions
deletion of academic programs
significant changes in academic programs
the academic components of International Student Programs (i.e. Warren Wilson World Wide and International Student Office,) and Academic Support Services.
Scholastic Standards  scholastic standards policy recommendations
individual scholastic standards decisions
serves as academic judicial board
Faculty Development and Sabbatical faculty development and sabbatical policy recommendations
recommendation of individual faculty for sabbatical
Academic Policies and Planning  academic policies not included above, such as those concerning admissions, registration, credit and grades, class attendance, and QPA
strategic and long range academic planning
academic components of the Triad Education Program, including First-year Seminar, College Composition, and Liberal Arts Area requirements
integration with Work and Service-Learning Programs
liaison with College wide policy and planning committees
library policy and planning

C. The voting membership of each committee shall consist of 5 members elected from the teaching and library faculty whose term of employment is expected to last for at least two academic years. The Office of Academic Affairs, Registrar, and other administrative units may be represented by ex-officio membership and each committee may invite others to participate in its discussions as needed. Membership on the Faculty Development and Sabbatical Committee is limited to those not applying for a sabbatical within the current year of service on the committee.
D. The term of office for committee members shall be two calendar years, commencing with the first day of classes in the Fall semester in which elected, and staggered so that typically no more than three positions are up for election in any given year.
E. During the last 4 weeks of the Spring semester the officers of the Faculty Body shall receive nominations from the members of the Faculty Body to fill committee positions becoming vacant the next year. The slate of candidates shall include at least one more candidate than there are openings for each committee. The officers shall attempt to provide a slate of nominees for each committee that represents a spectrum of appropriate expertise and experience across the curriculum. Voting members of the Faculty Body present at the Fall Faculty Retreat shall vote for as many candidates as there are open positions on each committee. Positions will be filled in rank order of total votes received, commencing with the candidate receiving the highest total vote. In order to preserve staggered terms, should open positions include one year terms, two year terms shall be filled by those candidates receiving the highest total votes.
F. The first elections of committee members shall be for 3 two year term positions and 2 one year term positions.
G. Should a committee member leave office in mid-year, the officers of the Faculty Body shall present to the voting members one or more nominees to fill the position only until the following Fall elections. The candidate with the highest total vote shall be elected. The remainder of the original term, if any, shall be filled by election in the Fall.
H. Officers of the Faculty Body shall convene the first meeting of each committee in the Fall and preside over the election of a committee chair by simple majority vote.

I. No faculty member may hold or stand for election to more than two positions among those as Faculty Body officers, on Faculty Body standing committees, and on the Committee on Extended Contracts taken together.