

**Effective:** October 1997

## University Governance COLLEGES OF THE UNIVERSITY

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### Colleges

The following colleges exist in the University:

1. College of Education and Human Services.
2. College of Arts, Humanities and Social Sciences.
3. College of Science and Technology
4. The Lombardo College of Business.
5. College of Graduate Studies & Adult Learning
6. University College (includes Honors College)

Each college may function on both the undergraduate and graduate level.

### College Deans

Each college shall be headed by a Dean, whose duties include:

1. Encourage the development of an academic program for the several disciplines represented in the college with and through the college council and the members of the several departments, and to integrate this program with those of other colleges into an academic program consistent with the philosophy and objectives of the University.
2. Encourage and coordinate the development of new policies, programs, and course offerings on undergraduate and graduate levels within the college (where appropriate).
3. Encourage interdisciplinary contacts and programs in cooperation with other colleges of the University.
4. Cooperate in providing services to basic education and other appropriate community agencies in the service area.
5. Initiate the development of administrative policies within the college.

6. Coordinate the following departmental activities:
  - a. Planning new facilities and buildings, and purchasing new equipment.
  - b. Making faculty appointments, evaluations, reappointments, and promotions.
  - c. Maintenance of adequate resources including materials, supplies, and non- instructional services and staff.
  - d. Development of class schedules, student advisement and instructional services.
7. Chair the college council.
8. Serve as a member of the Deans' Council.
9. Encourage the development of a balanced program of quality research and teaching in the college.
10. Prepare the college budget in consultation with the college council.
11. Recommend to the Provost and Senior Vice President for Academic Affairs class schedules and room assignments.
12. Recommend to the Provost and Senior Vice President for Academic Affairs additional personnel needs in the college.
13. Call meetings of the college faculty when deemed necessary or on a petition of 20% of the members. A quorum is 20% of the members.
14. Serve as the first line grievance officer in cases of dispute involving the CBA.
15. Mediate disputes between chairpersons and faculty members; between individual faculty members; and between faculty members and students whenever such disputes cannot be resolved at the departmental level.
16. Participate in the performance review and evaluation of faculty members as specified in the CBA.
17. Assume responsibility for the effective operation and maintenance of all buildings assigned to the college.
18. Perform other assigned duties which are not in conflict with the CBA.

### **College Councils**

1. Each of the Colleges shall have a college council and one or more college curriculum committee(s).
2. Each college council is an assembly of the department chairs and/or unit leads within that college and serves as a recommending body to the Deans' Council and as a vehicle for the communication of information and concerns.

3. When the council acts as a recommending body to another University council, to the Provost, or to the University President, formal voting is appropriate.
4. Each college council, acting as an advisory body to its Dean, seeks to represent the viewpoint of its faculty and students in a manner consistent with the academic soundness and vitality of the University. Furthermore, it provides leadership for these constituencies in matters of curriculum, instruction and academic policy among other matters.
5. The faculty of each college determines how to deal with curricular affairs at both the undergraduate and graduate levels to insure sufficient flexibility within that college.

### **College Curriculum Committee(s)**

Each college shall have at least one college curriculum committee. Functions of the committee include:

1. Review proposed changes in curriculum, course structure, academic programs and related matters.
2. Review all proposals for new courses or new academic degree programs.
3. Initiate recommendations for changes in the curriculum, course structure, academic regulations and policies or related matters.

All recommendations of a college curriculum committee are submitted to the appropriate University-wide course and program review committee (Undergraduate Course and Program Review Committee, UCPRC, or Graduate Course and Program Review Committee, GCPRC) or Academic Policies Committee (APC) for approval.

However, course and program proposals that directly or indirectly relate to teacher education shall be submitted first to the Teacher Education Council (TEC) for approval of that body. Courses and programs approved by TEC are then forwarded to the appropriate University-wide committee.