

Chapter II ORGANIZATION OF THE FACULTY

Faculty Meetings

The Faculty of the University meets once a month during the academic year according to a schedule of its meetings distributed at the beginning of the year. The President, or if delegated by the President, the Provost and Dean of the Faculty, chairs the meetings. *Robert's Rules of Order* is the procedural guide for faculty meetings.

A two-reading rule was instituted by faculty vote on May 22, 2003. The two-reading rule applies for faculty legislation that leads to fundamental changes affecting the academic program. Motions for such legislation are to be read and discussed at two successive faculty meetings. A vote on the motion occurs after the second reading. Fundamental changes are defined as:

- Substantial revision of a major or interdisciplinary program;
- Proposal (or deletion) of a major or interdisciplinary program;
- Changes in graduation requirements; or
- Changes in the structure of the academic calendar.

Related provisions to the two-reading rule are as follows:

- If it so chooses, the faculty may suspend the two-reading rule by passing a motion to suspend the rule. Such a motion requires a two-thirds majority vote for its adoption.
- If there are other items of legislation that faculty members believe warrant more extended deliberations, a motion to postpone further consideration of the issue until the next faculty meeting may be made. Such a motion requires a simple majority for approval.

The President, as presiding officer, or if designated by the President, the Provost and Dean of the Faculty, is empowered by faculty regulations to determine the jurisdiction under which an item of business falls (i.e., the Faculty of the University, the Faculty of Lawrence and Downer Colleges, or the Faculty of the Conservatory) and to limit voting rights to members of the appropriate faculty.

The agenda for meetings of the Faculty of the University is prepared by the Provost and Dean of the Faculty in consultation with the President. Items for the agenda and materials or reports for action or information should be submitted to the Provost's office one week in advance of meetings. The agenda and supporting materials are distributed by the Provost's office at least 24 hours before each meeting.

The Faculty of the Conservatory of Music meets once a month during the academic year according to a schedule of its meetings distributed at the beginning of the year. The Dean of

the Conservatory, or the Dean's delegate, chairs the meetings. *Robert's Rules of Order* is the procedural guide for Faculty meetings. The Dean of the Conservatory prepares the agenda for Faculty meetings and distributes it and supporting materials at least 24 hours before each meeting.

Voting privileges at meetings of the Faculty of the University, the Faculty of Lawrence and Downer Colleges, and the Faculty of the Conservatory are based on Article VIII of the University *By-Laws* and previous faculty legislation. Faculty regulations permit a member of any of the Faculties (the Faculties for the University, Lawrence and Downer Colleges, and the Conservatory are defined in Chapter 1 of this handbook) to "vote at a meeting of that Faculty if present, even if technically on leave." Voting by proxy is not permitted.

Participation in Faculty meetings is also governed by Faculty regulations of April 20, 1979. "All officers of administration or holders of academic rank who are not otherwise members of the Faculty of the University, the Faculty of Lawrence and Downer Colleges, or the Faculty of the Conservatory may observe meetings of the Faculty of the University, the Faculty of Lawrence and Downer Colleges, and the Faculty of the Conservatory, may serve as voting members of standing committees of the Faculty of the University, and may speak at meetings of the Faculty of the University if they serve on its standing committees." Students appointed to University committees may attend and speak at Faculty meetings.

Attendance at Faculty meetings is optional, but participation in the academic governance of the University is a responsibility of each faculty member.

By-Laws of the Faculty (Approved by the Faculty on April 18, 1997):

1. A quorum of the University Faculty is a majority of the members of the University Faculty who are neither on leave nor directing an off-campus program.
2. In campus-wide votes on matters for which approval of a specific percentage of "the faculty" is required, that percentage shall be of the members of the University Faculty who are neither on leave nor directing an off-campus program, unless the rules governing each vote require only a specific percentage of the faculty who vote.
3. The same definitions shall apply, *mutatis mutandis*, to quorums and votes of the Faculty of the Conservatory of Music and of the Faculty of Lawrence and Downer Colleges.

Standing Committees of the University

Faculty members should expect to serve frequently on standing committees or to hold assignments of the Faculty of the University, although in any given year some faculty will not receive assignments because there are more faculty than available positions. Tradition and faculty regulations provide for the following exceptions, however. Faculty members in their first year of employment and those on leave do not serve on committees. The Conservatory Faculty representatives to the Conservatory Advisory Committee are exempt

from service on any standing committee of the university except the President's Tenure, Promotion, Reappointment, and Equal Opportunity Committee and the Governance Committee. In addition, any members of the faculty of Lawrence and Downer Colleges who are designated by the Provost and Dean of the Faculty and any members of the faculty of the Conservatory of Music who are designated by the Dean of the Conservatory are exempt from service on committees of the Faculty of the University.

The Governance Committee nominates members of the faculty to serve on committees of the Faculty of the University and recommends to the President faculty members to serve on committees of the President and committees of the Board of Trustees. The Faculty of the University votes on all assignments to committees of the Faculty of the University. The Lawrence University Community Council (LUCC) selects student members of committees of the Faculty.

Committees of the President

Accreditation and Assessment

Members: The Associate Dean of the Faculty for Academic Affairs (chair); the Associate Dean of the Conservatory; the Director of Research Administration; the Director of Budget and Planning; the Secretary to the Board of Trustees; the Director of Student Life Technology and Assessment; the Director of Admissions; the University Archivist (on a consultative basis); a representative from the Office of Communications (on a consultative basis); at least three members of the faculty with assessment expertise or involvement in the quality initiative.

Membership may be adjusted based on the accreditation cycle and nature of the quality initiative. Other administrators, faculty, or staff may be added in a consultative role or engaged in subcommittees designated for particular activities.

Purpose: To coordinate accreditation and assessment efforts at the university.

The committee will:

1. Prepare and update the Evidence File and Assurance Argument for the HLC Assurance Review (Year 4) and Comprehensive Evaluation (Year 10).*
2. Prepare the HLC Quality Initiative Proposal (Year 5-7) and Report (Year 7-9).*
3. Formulate and guide assessment initiatives and reviews of curricular and co-curricular programs. The committee will work closely with the provost, who will take the lead in departmental reviews.
4. Assist academic departments and programs with defining learning outcomes, preparing curriculum maps, and developing assessment plans for the major and general education requirements.
5. Provide assessment data to the Curriculum Committee and other faculty committees and university offices.
6. Consult with the President's Cabinet on surveys and other sources of information for institutional review and planning.

7. Recommend and implement changes to university policies and practices to support quality assurance and improvement.

*Lawrence University is accredited by the Higher Learning Commission (HLC). Lawrence is on the Open Pathway, which includes an Assurance Review in Year 4, a Quality Initiative in Years 5-9, and a Comprehensive Evaluation in Year 10. The next Comprehensive Evaluation is scheduled for October 1-2, 2018.

Benefits

Members: Vice President for Finance and Administration (chair); Director of Financial Services; Director of Human Resources; Associate Director of Human Resources and Employee Wellness Coordinator, Associate Dean of Students for Health and Wellness; Senior Budget Analyst; two faculty members, one of whom has an interest in or experience with investments.

Purpose: To make recommendations to the President regarding employment benefits for faculty and staff of the University and to oversee the management of Lawrence University's retirement programs subject to section 403(b) of the Internal Revenue Code (the "Plans") in accordance with the committee's charter, and in that role to:

1. Advise the University on matters of Plan design;
2. Monitor and evaluate the range of available investment options under the Plans;
3. Make recommendations regarding the selection or termination of investment managers and/or funds, or regarding the level of participation in a particular fund;
4. Recommend responses to any legislative or regulatory changes; and
5. Make recommendations regarding the employment of any third party consultants.

Diversity Affairs

Members: Three faculty members; the Vice President for Diversity and Inclusion and Associate Dean of Faculty (who serves as chair); one representative from the office of the Vice President for Student Life; the Associate Dean of Students for Diversity; the Director of Human Resources; one representative from the office of the Dean of Admissions and Financial Aid; two student representatives from the LUCC Committee on Diversity Affairs. Other members of the campus community will be asked to serve in specific ways to help the committee accomplish its goals.

Purpose: To foster diversity in the Lawrence community and curriculum and to help create a more inclusive campus community. Diversity brings us into contact with different experiences and perspectives, helping us to question our beliefs and assumptions. An inclusive community, one that welcomes people of all backgrounds, experiences, and

identities (or expressions of identity), is necessary for diversity to serve as a catalyst for learning. Lawrence seeks to include people of all nationalities, ethnicities, gender identities, sexual orientations, socioeconomic statuses, cultural backgrounds, religions, abilities or disabilities, ages, military/veteran status, and others who bring varied perspectives to campus.

To accomplish its purpose, the President's Committee on Diversity Affairs will strive to promote in the Lawrence community:

- a campus demographic reflective of the U.S. and world's pluralistic society;
- an environment conducive to attracting and retaining students, faculty, and staff of
- historically underrepresented groups;
- a curriculum that considers diversity and its implications for contemporary life;
- a co-curricular program that fosters inclusion and celebrates diversity; and
- a climate of respect for different identities and points of view.

To these ends, the committee will:

1. Advise the President on matters relating to diversity and inclusion;
2. Promote faculty and staff engagement in the recruitment, selection, and retention of historically underrepresented students, faculty, and staff;
3. Strengthen mentoring and support to:
 - a. guide diverse faculty through successful reappointment and tenure;
 - b. promote the development of diverse staff;
 - c. foster the engagement and academic success of diverse students.
4. Identify opportunities to integrate attention to diversity into academic and co-curricular programs;
5. Raise awareness of the inequity and challenges faced by historically marginalized groups at Lawrence, in the Appleton area, in the U.S., and globally; and
6. Increase cross-cultural competency by sharing educational resources and sponsoring workshops, symposia, or events on themes related to diversity.

Financial Planning

Members: Provost and Dean of the Faculty (chair); Vice President for Finance and Administration (Vice-Chair); Dean of Admissions and Financial Aid; two faculty members, one of whom is a tenured member of the faculty of the Conservatory and one a tenured member of the faculty of the College.

Purpose: The Financial Planning Committee is responsible for making recommendations to the Resources and Planning Committee regarding an integrated financial plan for the

University. The committee analyzes the *financial* implications of maintaining and enhancing the University's programs and makes recommendations regarding the annual operating budget as well as long-range financial matters. Areas of concern include compensation for faculty and staff, financial aid for students, financing of construction and maintenance of the physical plant, and purchase of equipment and supplies. The Committee also investigates and makes recommendations on revenue sources including tuition and fees, annual giving, major gifts, endowment, and auxiliary income. In order to establish and sustain effective coordination of financial, academic and co-curricular planning, the Committee communicates with the faculty Curriculum Committee. The Committee also offers programming on financial literacy for the faculty and staff.

Physical Planning

Members: Vice President for Finance and Administration (chair); two faculty members, preferably one of whom has experience and interest in sustainability issues; Vice President for Student Life; Director of Facilities Services; an additional staff member designated by the chair who has an interest in or expertise relevant to the Committee's charge; two student representatives (appointed by LUCC), one of whom shall be a member of the LUCC Committee for Environmental Responsibility.

Purpose: The Physical Planning Committee is responsible for making recommendations to the Resources and Planning Committee on the management and development of Lawrence's campuses. The Committee analyzes appropriate maintenance levels and new planning and building initiatives. In fulfilling its responsibilities, the Committee seeks to provide an environment that is conducive to learning; minimize Lawrence's environmental impact; improve and augment the functional and aesthetic qualities of campus buildings and grounds; use space efficiently; and enhance the safety and accessibility of the campuses.

Sexual Harassment and Assault Resources & Education (SHARE)

Members: The Title IX Coordinator; the Associate Dean of Students for Health and Wellness or designee; no fewer than two members of the Faculty, preferably of diverse gender identities; the Associate Dean of Students for Campus Life; the Director of Human Resources or designee; the Director of Athletics or designee; a campus advocate; two staff members; and two student members recommended by LUCC, including one SAASHA member. The chair and additional staff are appointed by the President.

Purpose: To advise the university on matters relating to sexual misconduct and to develop and implement educational and preventive programs for the campus community in collaboration with staff, student organizations, and outside agencies.

Tenure, Promotion, Reappointment, and Equal Employment Opportunity

Members: Five tenured members of the University Faculty, including at least one from each of the four academic divisions of the University, but no one from a department of which a

member is a candidate for tenure; the Provost and Dean of the Faculty (*ex officio*). Unless circumstances require otherwise, members shall be appointed for two-year terms so that no more than three are replaced in a single academic year. Members are chosen by the President from a list of faculty members nominated by the tenured members of the Governance Committee, the list to consist of at least two names for each vacancy on the Committee.

Purpose:

1. To evaluate individually all candidates for tenure and promotion to Associate Professor in accordance with the University's guidelines;
2. To report in writing to the President the results of its evaluations, and to recommend in each case whether the member of the faculty evaluated should be granted or denied tenure;
3. To examine materials collected in the Provost and Dean of the Faculty's review of candidates for promotion to the rank of Professor and recommend to the President whether each candidate should be promoted;
4. To examine materials collected in the Provost and Dean of the Faculty's review of candidates for reappointment and to recommend to the President appropriate action in each case;
5. To monitor the University's efforts to provide equal employment opportunity to all qualified candidates (a function that is to include yearly contact with the President's Committee on Diversity Affairs), and to render assistance and advice to the President regarding these matters;
6. By mutual agreement among the President and the Committee members, to consider other personnel matters where Committee consultation seems warranted. While all formal reports and recommendations of the Committee are addressed to the President, the President may send delegates to confer with the Committee during the normal course of its business; and
7. To direct its chair or a designated member of the Committee to attend the Academic Affairs Committee meeting of the Board of Trustees when tenure and promotion cases are decided.

Regardless of the case or issue before the Committee, its responsibility is to exercise its judgment and to advise the President so as to maintain the best interests of both the individual and the institution and to ensure that the University's principles, policies, and procedures are consonant with the highest standards in all such matters as relate to tenure, promotion, reappointment, and equal employment opportunity.

Title III Advisory

Members: Title III Project Director (chair); Provost and Dean of the Faculty (*ex officio*); Vice President for Finance and Administration (*ex officio*); Dean of Admissions and Financial Aid (*ex officio*); Director of Technology Services (*ex officio*); Director of Research Administration (*ex officio*); three or four faculty members; additional staff members recommended by the chair; two students recommended by LUCC and the CORE program director and selected by the Project Director and the Activity Directors. Faculty members serve two-year terms with possible extension.

Purpose: To convene as needed by the Project Director and the Activity Directors of the Title III project in order to bring expertise and resources together for collaborative work on specific project tasks. Committee members will serve as liaisons to promote project awareness and celebrate accomplishments with faculty, staff, student, and alumni constituencies. In addition, two of the faculty members on the Committee are designated (by the Governance Committee) as liaisons to the Admissions Department; in this capacity they offer faculty perspective on the implementation of admissions policy and communicate with the Governance Committee on admissions matters. At the conclusion of the Title III Project, the Committee will offer recommendations to the President and the Governance Committee regarding mechanisms for perpetuating enrollment and retention activities, including the possibility of re-forming an Enrollment and Retention Committee.

Assignments of the President

Parliamentarian and Alternate Parliamentarian

Two members of the faculty designated by the President on the recommendation of the Governance Committee to serve in this function at meetings of the Faculty. This designation does not count as a faculty committee assignment.

Committees of the Faculty of the University

Curriculum

Members: The Provost and Dean of the Faculty (chair); the Dean of the Conservatory or designee; one member of the faculty from each division; the Director of the Library (*ex officio*); two students appointed by LUCC. Faculty members are appointed to staggered two-year terms.

Purpose: To serve as the primary agency of the Faculty in overseeing the coherence and integrity of the curriculum and in facilitating curricular innovation and reform, and in that role to:

1. Engage in planning for the Lawrence curriculum, recommending to the faculty and the administration new curricular directions and initiatives that are informed by the results of curricular assessment (through communication with the Accreditation

and Assessment Committee), as well as changes in degree requirements, the calendar, and the University's participation in cooperative programs with other institutions;

2. Develop and maintain a faculty staffing plan, advise (along with the Governance Committee) the administration on changes to number and distribution of faculty lines and assist in the approval and conduct of faculty searches, as described in Chapter III of the Faculty Handbook (and in consultation with the President's Committee on Diversity Affairs);
3. Evaluate proposals for the creation, elimination, and substantial revision of majors, minors, and programs, and recommend to the Faculty those proposals that the Committee considers consistent with the University's purposes and standards;
4. Recommend to the Faculty changes in University policy for the creation and elimination of majors, minors, and programs;
5. Evaluate periodically the General Education Requirements and the Freshman Studies and Senior Experience Programs, and when appropriate, recommend changes to the Faculty; and
6. Assist departments and interdisciplinary programs in the conduct of periodic reviews of their curricula and in the implementation of curricular changes that may result from such reviews.

Freshman Studies Advisory

Members: Freshman Studies Director (chair); five members of the faculty, one from each division; a representative from the Center for Academic Success (spring term only). Faculty members will serve staggered two-year terms.

Purpose: To advise the Director on any overarching issues with Freshman Studies that may arise in a given year. Above all, the committee should foster an ongoing conversation about Freshman Studies, thereby sustaining the culture of collaboration and communication that is essential to the program. To that end, the committee will oversee the maintenance and revision of divisional lists, in addition to constructing and presenting slates for the next year's syllabus. Particular care should be taken to construct balanced lists that represent the diversity of academic perspectives present in our learning community. Procedures for the selection of slates and the maintenance of divisional lists are described in the Freshman Studies Faculty Handbook.

Governance

Members: Six members of the faculty (to include at least one from the Conservatory and at least three from the College); the Provost and Dean of the Faculty, *ex officio*.

Purpose: To report regularly to the faculty and to make recommendations to the faculty in the committee's capacity as:

1. A committee on committees, in which role it will:
 - a. Nominate members of the Faculty to serve on the committees of the Faculty of the University (and to designate a faculty member to serve as chair of select committees) in a timely manner such that new committees may meet at least once in the spring to organize themselves for the following year;
 - b. Nominate, at the request of the Board of Trustees or the President, members of the Faculty to serve on committees of the Board of Trustees or the President;
 - c. Recommend changes in the number, names, composition, and purposes of the committees of the Faculty of the University, including the creation, membership, mission, and terms of existence of *ad hoc* committees;
 - d. Receive reports from all *ad hoc* committees of the Faculty of the University, which reports it shall convey to the Faculty, along with its recommendations, if any, for action on those reports;
 - e. Discuss the work of all standing committees of the Faculty with representatives of those committees, as those committees deem such discussion appropriate;
 - f. Coordinate the work of all standing and ad hoc committees on which faculty serve, especially with regard to long-range planning, in part by designating a Committee member as Governance liaison to each committee;
 - g. Ensure, to the best of its ability, the equitable sharing of committee and other governance obligations among all members of the Faculty. In particular, the Committee avoids nominating any member of the Faculty for frequent terms of core service, tends to nominate tenured faculty for core service roles, and does not nominate untenured faculty for core service prior to reappointment. See Chapter V for a description of core service, a category comprised of the following service roles:
 - Financial Planning Committee
 - Physical Planning Committee
 - Tenure, Promotion, Reappointment and Equal Employment Opportunity Committee
 - Curriculum Committee
 - Governance Committee
 - Ad-hoc task forces and special assignments designated as core at the time of their creation.

2. A committee on planning for all University activities affecting the academic enterprise, in which role it will:
 - a. Meet with the President of the University at least once in the first term of the academic year and once in the last term of the academic year;
 - b. Coordinate faculty participation in long-range planning, making informed recommendations and suggesting prudent choices in that process;
 - c. Help define the priorities the University may establish as it seeks to acquire new resources or to allocate existing and anticipated resources;
 - d. Meet with the President's Cabinet once per term to report progress on strategic plan implementation and other critical matters;
 - e. Direct its chair or a designated member of the Committee to represent the faculty at various Board of Trustees committee meetings and at meetings of the full Board;
 - f. Meet with the Vice President for Finance and Administration at least once every academic year, at the invitation of the Committee, in order that it may be kept abreast of the financial situation of the University and be able to participate in deliberations upon which budgets are based;
3. A committee on faculty welfare, in which role it will:
 - a. Consult with the administration on matters which may affect faculty benefits, and contributes to deliberations upon those matters;
 - b. Make recommendations to the Faculty about matters of faculty interest except matters falling under the jurisdiction of the Tenure, Promotion, Reappointment, and Equal Employment Opportunity Committee.

Honors

Members: Two members of the Faculty (one as chair, and the second as vice-chair who may become chair the following year); three additional faculty members who will serve on the Committee for spring term only.

Purpose:

1. To recommend to the Faculty, students for honors in course or independent study, criteria for honors, and procedures that students must follow for honors in independent study;
2. To publish and circulate such criteria and procedures to faculty members and

appropriate students;

3. To select a faculty member to represent the Committee at the oral examination of each candidate for honors in independent study. The committee representative has no vote on the examining committee. The Committee will make every effort to ensure that no faculty member is asked to serve as its representative more than once in an academic year.

Institutional Animal Care and Use

Members: Membership is constituted to be in compliance with the guidelines established by the National Institutes of Health, Office of Laboratory Animal Welfare: two faculty members with relevant research expertise; a veterinarian; and a disinterested person who is not a scientist and who is not employed by Lawrence University. Faculty members are appointed by the Provost upon the recommendation of the Governance Committee.

Purpose: To meet as needed and no fewer than two times per year to inspect the animal care facilities and also review and approve research protocols that make use of vertebrate animal subjects in a manner consistent with guidelines established by the National Institutes of Health, Office of Laboratory Animal Welfare.

Does not count as a faculty committee assignment.

Institutional Review Board (IRB)

Members: Four faculty members (with varying backgrounds and including at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas), one of whom will serve as chair, one member from outside the Lawrence community (appointed by the Provost in consultation with the chair). If the chair is substantially involved in any research activity under review, one of the other faculty members assigned to the IRB will, with the approval of the other members, assume the duties of the chair for the purposes of administering the review and oversight of said research activity.

Note: The membership will be constituted in compliance with the “regulations on protecting human subjects in research” from the Department of Health and Human Services (<https://www.hhs.gov/ohrp>).

Purpose: To review and approve or disapprove all research activities involving human subjects in accordance with the “regulations on protecting human subjects in research” from the Department of Health and Human Services (<https://www.hhs.gov/ohrp>). This includes regulations governing informed consent.

Instruction

Members: The Associate Dean of Faculty for Academic Affairs (chair), a representative of the Dean of the Conservatory, four members of the Faculty (one from each of the divisions

of the University), two students, the Dean of Academic Success (*ex officio*), the Registrar (*ex officio*). Faculty members are appointed to two-year staggered terms.

Purpose: To serve as the primary agency of the Faculty in implementing the curriculum and rules governing student standards, and in that role to:

1. Evaluate proposals for new courses, and to recommend to the Faculty those courses that the committee considers consistent with the University's purposes and standards;
2. Recommend to the Faculty changes in University policy for the creation and elimination of courses and non-traditional courses of study;
3. Establish, monitor, and update regularly the list of courses satisfying the General Education Requirements;
4. Evaluate proposals for individual non-traditional courses of study, including academic internships, student-designed majors, and student-designed courses, and to approve those that the committee considers consistent with the University's purposes and standards;
5. Ensure that the rules governing students' academic status are consistent with the University's purposes and to recommend changes in such rules to the Faculty;
6. Set guidelines for exceptions to the rules that govern students' academic status and to ensure that the guidelines are in all cases applied reasonably;
7. Monitor academic regulations;
8. Encourage and facilitate faculty discussion, development, and dissemination of pedagogical methods and technologies;
9. In conjunction with the Associate Dean of the Faculty, promote programs that enhance the development of teaching effectiveness;
10. Serve when needed on the Subcommittee on Administration.

Subcommittee on Administration

Members: The Registrar, the Dean of Academic Success or delegate, and, as needed, at least three faculty members from the Instruction Committee.

Purpose: To rule on student petitions for waivers of the rules that govern the academic status of students, and in that role to:

1. Dispose of most petitions in accord with clear and well-established guidelines

and precedents;

2. Convene a meeting of faculty members on the Instruction Committee in unusual cases. The faculty members of the Instruction Committee will consider a student's petition only when that student's special circumstances are not clearly addressed either by the Faculty's guidelines or by well-established precedent.

Off-Campus Programs

Members: Director of Off-Campus Programs and three faculty members interested in topics of study abroad administration.

Purpose: To ensure off-campus study is connected to and serves the needs of the curriculum, and in that role to:

1. vet proposals for off-campus programs before forwarding them to the Curriculum Committee for faculty approval;
2. review the portfolio of approved off-campus programs in a continual rotation;
3. assist departments in identifying areas where there is an academic need or interest that is not currently served by study abroad;
4. serve as a secondary layer of review for those student applications for off-campus study needing further review;
5. provide faculty consultation for the Director of Off-Campus Programs when considering questions which arise concerning off-campus study;
6. promote understanding of and consistent messaging regarding Lawrence's study abroad priorities and strengths.

Public Events

Members: Five faculty members, to include the chair, the Fine Arts Colloquium Coordinator, the Main Hall Forum Coordinator (who organizes the Main Hall Forum and the Harrison Symposium), the Science Hall Colloquium Coordinator, and the chair of the Visiting Presenters Committee (who coordinates musical selections for Convocations); a representative of the President's Office; the Vice President for Student Life; two students appointed by LUCC. Faculty members are appointed to staggered two-year terms.

Purpose:

1. To make recommendations to the President and the Provost regarding selection and to aid in the engagement of University convocations speakers, honorary degree recipients and commencement speakers;

2. To disperse funds granted by the University, Foundations, and individuals to provide a balanced program of public events;
3. To schedule events and manage the budgets for their respective colloquia and fora;
4. To exercise its own authority and to recommend to the Faculty and to administrative officers of the University's actions to ensure that the University's convocations, symposia, public lectures, films, art exhibits, and other public events and programs are consistent with the University's principles and purposes;
5. To meet at least once a year with the Curriculum Committee and the Freshman Studies Director to discuss ways to link convocations, commencement, and colloquia to academic programs; Curriculum Committee Members: The Provost and Dean.

Assignments of the Faculty of the University

The following assignments are equivalent to assignments to a committee of the Faculty of the University:

College Representative on the Conservatory Advisory Committee

One member of the Faculty of Lawrence and Downer Colleges who will serve on the Conservatory Advisory Committee and attend Conservatory faculty meetings.

Director of Advising

The Director of Advising assigns advisees, coordinates information and workshops for academic advisors, and oversees advising initiatives.

Faculty Advancement Resource Persons

Each academic year the Provost will designate one or more members of the faculty to serve as an advisor to assist candidates preparing their materials for reappointment, tenure, or promotion. Those assigned to this position shall serve an advisory role in the preparation of candidates' materials to supplement the advice from departmental colleagues. It is expected that persons serving in this role will have previously served as members of the Committee on Tenure, Promotion, Reappointment and Equal Opportunity. Candidates seeking advancement are not obligated to make use of this resource, but are encouraged to seek advice from these persons during the preparation of their materials. While those standing for tenure, reappointment, and promotion are encouraged to utilize this resource, it is ultimately "the candidate's responsibility to make a clear and compelling case that his or her past efforts and potential for continued excellence meet the criteria that the award of tenure demands" (Faculty Handbook, III.12).

Faculty Athletics Representative

The Faculty Athletics Representative is a faculty member nominated by the Governance Committee and appointed by the President for a three-year term with the possibility of one-year renewal appointments at the end of the third year.

The representative's role is to work with the Athletic Director to evaluate intercollegiate athletics in the context of academic integrity, compliance, the student-athlete experience, and communication/administration. This includes recommending to the Faculty and to the President policies and procedures that have long-range consequences for the vitality of such programs, the use of facilities, and the philosophy and governance of athletics at Lawrence, and in addition:

1. evaluating proposals for adding new varsity sports and for deleting or altering existing ones in accordance with the Administration's stated process by which such changes are reviewed;
2. reviewing the scheduling of intercollegiate athletics programs including all competition schedules; monitor compliance with relevant regulations of the NCAA and the athletics conferences to which Lawrence belongs;
3. working with the Director of Athletics and the Committee on Wellness and Recreation to manage the use of the Buchanan Kiewit Wellness Center for both recreational and athletics activities;
4. participating in the appointment of the Athletics Director and in the selection of head coaches;
5. representing Lawrence University at meetings of the Midwest Conference (MWC) and NCAA;
6. reviewing the University's varsity athletics programs, practices, and procedures to ensure that they comply with all applicable local, conference, and national rules and regulations, and to ensure that they meet the needs of the University community;
7. meeting at least twice per year with representatives of Lawrence University's Student Athlete Advisory Committee to inform them of issues before the MWC and to solicit their views on those issues, and to be informed about the activities of their organization; and
8. reporting on the status of the Athletics programs to the Faculty at least once per academic year.

Faculty Representatives to the Lawrence University Community Council (LUCC)

The Vice President for Student Life and two members of the Faculty.

Faculty Secretary

One member of the Faculty who will record actions of the Faculty and prepare minutes of Faculty meetings.

Honor Council Advisor

The Provost appoints an academic administrator or faculty member with administrative duties to act as an ex-officio non-voting advisor to the Honor Council. The advisor is appointed for multiple years, with shadowing or overlap to provide continuity.

Summer Research Coordinator

The summer research coordinator coordinates the information and hiring of summer research students and manages funds for off-campus summer research opportunities.

Committees of the Faculty of the Conservatory of Music

Faculty members in the Conservatory of Music serve on University committees and, in addition, participate in committees charged with the design and administration of programs in the Conservatory of Music.

Conservatory Administration

Members: The Committee comprises two members of the Faculty of the Conservatory, who serve two-year terms, and the Associate Dean of the Conservatory, who chairs the Committee. In addition, the B.A. in Music advisor serves as an ad hoc voting member of the committee on matters pertaining to the B.A. in Music curriculum.

Purpose: To oversee the administration of the curricular and programmatic policies established by the Faculty of the Conservatory. These include the Bachelor of Music graduation requirements, transfer credit for music study completed at other institutions, the review of student petitions for exceptions to policies governing the Bachelor of Music curriculum, consideration of petitions from students who seek approval of Individual Courses of Study and consideration of matters relating to the implementation of the B.A. in Music curriculum (including proposals by students pursuing the B.A. in Music for Senior Experience projects other than recitals that are subject to the regulations administered by individual applied areas).

Conservatory Advisory

Members: The Committee comprises five members of the Conservatory Faculty, one member of the Faculty of Lawrence and Downer Colleges, the Dean of the Conservatory (chair), and the Associate Dean of the Conservatory. Conservatory faculty serve staggered

two-year terms and represent each of the following areas in the Conservatory: two from performance and one each from music education, theory/history/composition, and ensembles.

Purpose: The Committee considers and proposes to the Faculty of the Conservatory legislation on the full range of curricular and programmatic issues that pertain to the music programs offered by Lawrence. The Committee also advises the Dean of the Conservatory on requests for exemptions from University service.

Visiting Presenters

Members: The committee comprises three members of the Conservatory faculty: one from the performance departments, one from the academic departments, and one from any Conservatory department. Members serve staggered three-year terms.

Purpose: To review applications for funding of Visiting Presenters from Conservatory faculty and make recommendations to the Dean of the Conservatory, who has final responsibility for funding decisions. The Committee also reviews the proposed slate of guest performers for the Artist and Jazz Series.

Assignments of the Faculty of the Conservatory of Music

The following assignments are equivalent to assignments to a committee of the Faculty of the University.

Bachelor of Arts in Music Advisor

One member of the faculty of the Conservatory of Music who will advise Bachelor of Arts in Music students about general requirements and non-recital *Senior Experience* projects and who will serve as an ad hoc member of the Conservatory Committee on Administration when it considers proposals for such projects. The B.A. in Music advisor is not necessarily the academic advisor of any student pursuing the B.A. in Music.

Other Faculty Assignments

In addition to regular committee appointments or assignments, faculty members may be asked to undertake other assignments, usually at the invitation of the Provost and Dean of the Faculty. These assignments do not take the place of committee assignments unless the Provost so designates.