

# **BYLAWS OF THE FACULTY ASSEMBLY OF RAMAPO COLLEGE OF NEW JERSEY**

## **Article I**

Name

The name of this organization shall be The Faculty Assembly of Ramapo College of New Jersey.

## **Article II**

Members of the Faculty Assembly

Section 1. The voting members of the Faculty Assembly shall include the full-time Faculty in residence (i.e., not on leave), Library Faculty, and Professional Staff who have teaching responsibilities as part of their contractual load. The non-voting ex-officio members shall include part-time faculty, the Provost, academic deans, and administrators who hold concurrent academic rank.

- A. A full-time person is defined by the Provost/Office of Employee Relations. Full-time does include temporary faculty and emeriti if they are teaching. Contractual load is defined by the appropriate supervisor.
- B. Non-voting ex-officio members have the right to be present at Faculty Assembly meetings except in those rare instances when the Faculty Assembly meeting is designated for voting members of the Faculty Assembly only.

## **Article III**

Members of the Faculty Assembly Executive Council (the "Council")

Section 1. There shall be ten members of the Council. These members include: the President of the Faculty Assembly (the "President"), a Councilor/Vice President selected from among the other Councilors, seven other Councilors and the Secretary of the Faculty Assembly (the "Secretary"). No more than two Councilors shall come from any one School or the Library. The President and Secretary shall not be included in this restriction.

The Council shall be comprised of the following ten members (nine voting and one non-voting):

- President
- One Councilor elected from each of the following Schools and the Library:

- American and International Studies
- Anisfield School of Business
- Contemporary Arts
- Social Science and Human Services
- Theoretical and Applied Science
- Library
- Two Councilors elected At-Large
- Secretary (non-voting)

Section 2. All members of the Council shall be elected from eligible voting members. The President and each Councilor must be tenured at the time they are inducted into office. Those whose tenure has been approved by the Board of Trustees may run for office, even though their tenure is not yet in effect, so long as their tenure will begin prior to induction. The Secretary may be untenured at the time he or she is inducted into office.

- A. The President and the Secretary shall be elected by referendum of all voting members of the Faculty Assembly. Such referendum shall be conducted by mail-in ballot after the last Faculty Assembly meeting of the fall semester. Nominations/self-nominations for the President and the Secretary seats shall be sent to the Secretary, who shall verify eligibility and assemble lists of candidates. Nominations must be received no later than noon on the Wednesday immediately preceding the last Faculty Assembly meeting of the fall semester. Candidates may make a brief presentation at that meeting. The votes shall be counted by the President, Secretary and/or the Parliamentarian. (In the case of an emergency cancellation of last Faculty Assembly meeting of the fall semester, candidates may re-schedule their presentations for a later date.)
- B. In February, each School and the Library shall elect a Councilor to sit on the Executive Council. Nominations/self-nominations for open Councilor seats shall be sent to the Faculty Assembly Secretary who shall verify eligibility and assemble lists of unit candidates. The Secretary shall advise the Dean of the School or the Library of the list of candidates on the first Wednesday of December. Units are to conduct their elections by secret ballot and report the results to the Faculty Assembly secretary by noon on the third Wednesday of December.

Nominations/self-nominations for open unit Councilor seats shall be sent to the Secretary, who shall verify eligibility and assemble lists of unit candidates. Nominations/self-nominations shall have a receipt deadline of noon on the first Monday of December. The Secretary shall advise the Deans of the Schools or the Library of the list of candidates by the first Wednesday of December; the Deans shall forward these nominations/self-nominations to the Units immediately (on the first Wednesday of December). Each unit Councilor shall be elected by referendum of

voting members of the respective unit. The results shall be reported to the Secretary by noon on the third Wednesday of December.

- C. Two Councilors At Large shall be elected by referendum of all voting members of the Faculty Assembly. Such referendum shall be conducted by mail-in ballot during the first Faculty Assembly meeting in the spring semester. Nominations/self-nominations for the Councilors At Large shall be sent to the Faculty Assembly Secretary who shall verify eligibility and assemble lists of candidates. One Councilor at Large must have been hired at least eleven years prior to the date office will be assumed. The second Councilor at Large must have been hired less than eleven years prior to the date office will be assumed. An additional eligibility requirement for the Councilors At Large is that each unit can have no more than two Councilors on the Executive Council. Nominations must be received no later than noon on the first Wednesday in February. Candidates will make a brief presentation at the next Faculty Assembly meeting and a mail-in ballot will follow.

Each academic unit may have no more than two Councilors on the Council. A voting referendum shall be conducted by mail-in ballot. Nominations/self-nominations for the Councilors At-Large shall be sent to the Secretary, who shall verify eligibility and assemble lists of candidates. Nominations/self-nominations shall have a receipt deadline of noon on the first Monday of December. Candidates may make a brief presentation at the next Faculty Assembly meeting and a mail-in ballot shall follow. The votes shall be counted by the President, Secretary and/or the Parliamentarian.

- D. By early September, the Council shall elect from among its Councilors the Councilor/Vice President who shall serve for a one- year term running from that September through the following August.

Section 3. Terms of office for members of the Council are as follows:

- A. Terms of office shall run from September 1st through August 31st.
- B. The President, all Councilors and the Secretary are elected for two-year terms.
  - 1. The Councilor/Vice President position is a one-year position. The Councilor/Vice President may be elected for a second consecutive term of one year. If the position of Vice President becomes vacant during a term, the Council shall elect a new Vice President at its next meeting for the remainder of the unexpired term.
  - 2. A Councilor may not serve more than two consecutive terms. Service on the Council, either as a Unit Councilor or as a Councilor At-Large shall be counted toward the two term limit.

3. The President is permitted to have served as a Councilor for one term immediately prior to election or to run for a Councilor position immediately following the completion of the terms as President. If a sitting councilor is elected President, an election for any Council position left vacant as a result thereof shall be held as provided in Section 4 of this Article.

Section 4. Should a Councilor At-Large be unable to complete the term, a vote shall be taken at the next regular Faculty Assembly meeting to elect a Councilor to fill the unexpired term. Should a Unit Councilor be unable to complete his/her term, his/her Unit shall be asked to select a replacement at the earliest opportunity by majority vote of the Unit.

Section 5. The Councilor/Vice President shall serve as President pro tem if the President is temporarily unavailable. If the President of the Faculty Assembly is unable to complete his/her term, then the Council shall as soon as practicable notify the members of the Faculty Assembly by email of that fact, and of the Councilor/Vice President's designation as Acting President. The Council shall, in such case, as soon as practicable, elect an interim Vice President for the remainder of the year until August 31. The Councilor/Vice President shall then assume the duties of the President of the Faculty Assembly for the remainder of the President's term, unless, at the time of the notice to the Faculty Assembly, the President's unexpired term has more than one year to run. If the unexpired term is more than one year, then immediate arrangements shall be made to hold an election pursuant to Section 2 of this Article. The new President of the Faculty Assembly shall serve the remainder of the unexpired term, plus two years.

## **Article IV**

### Meetings

#### Section 1. Meetings of the Faculty Assembly

- A. A quorum of the Faculty Assembly shall consist of one-quarter of the voting members of the Faculty Assembly. The number of faculty that constitutes this quorum shall be determined by the Provost/Office of Employee Relations.
- B. The Council may call, when necessary, special Faculty Assembly meetings. Such meetings may also be called by petition to the Council from a minimum of one-quarter of the voting members of the Faculty Assembly.
- C. The Faculty Assembly shall meet a minimum of two (2) times each Fall and Spring semester. The date for these regular meetings shall be decided by the Council. The dates shall be published together with the academic meeting calendar of the College. The Council may cancel a Faculty Assembly meeting upon 48 hours notice to the members of the Assembly by email, if there are no agenda items, except for

special Faculty Assembly meetings called by petition set forth in Article IV Section 1 subsection B.

## Section 2. Functions and meetings of The Faculty Assembly Executive Council

- A. The Faculty Assembly Executive Council (the “Council”) shall consider matters of interest or concern to any stakeholder(s). Stakeholders may include but are not limited to: faculty, administrators, alumni, interested parties, staff, and students.
- B. The Council shall meet weekly throughout the academic year during Fall and Spring semesters, except on school holidays. The agenda of the Council meetings shall be posted on the Faculty Assembly website 24 hours in advance of the scheduled Council meeting. A quorum is five voting members. In addition to the members of the Council at the meetings, a nonvoting ex officio representative designated by the respective standing committee(s), e.g., Academic Review Committee, shall serve as liaison between the Council and the standing committee(s), e.g., Academic Review Committee. Others may be invited for particular meetings at the request of the Council.
  - 1. The Secretary shall post and broadcast weekly bullet points describing the general topics that were discussed at the Council meeting. These general bullet points shall be posted as soon as practicable after each Council meeting. The more detailed official Council minutes shall be posted on the Faculty Assembly website within one week after approval by the Council.
- C. The President shall chair the Council.
- D. The Council will consider matters of interest or concern to the faculty raised by the Faculty Assembly President, by Council members, or directed to the Council by members of the Faculty Assembly, deans, or other administrators, or other members of the Ramapo community. The Council will make one of the following determinations/dispositions of the matter: decline, handle, interface, assign, refer, send back, or prepare for Faculty Assembly. Parts 1-7 define each of these dispositions:
  - 1. Decline: The Council determines that the matter is not appropriate for Executive Council or Faculty Assembly review and deliberations (although it may be forwarded to some other body at the college such as the American Federation of Teachers).
  - 2. Handle: The Council determines that the matter is relatively straightforward and can be deliberated on and voted on by the Executive Council (e.g. location of the faculty dining room).

3. Interface: The Council brings the matter to a discussion with the responsible arm of the college (e.g. Student Affairs or Facilities) requesting information, clarification, or some specific action.
  4. Assign: The Council determines that the matter is within the regular purview of the Faculty Assembly's standing committee (Academic Review Committee) or other regularly functioning committees such as the Sustainability Buildings and Grounds Committee or the Teaching and Learning Technology Roundtable) and will be forwarded to them for analysis. In such cases the Executive Council will request that committee indicate anticipated deadline for completion/decision.
  5. Refer: The Council determines that the matter (due to size, complexity, etc.) needs the work and analysis of a specially designated group (task force, study group, subcommittee of the Council, etc.) before it can be deliberated on by the Council or by the full Faculty Assembly. In such cases the Council will empower an appropriate group and prepare a charge and a tentative timeline for the group to report back to the Council.
  6. Send back: The Council determines that the issue requires further clarification, information, answers etc. and sends it back to the originator for further analysis and development.
  7. Prepare for Faculty Assembly: The Council determines that the matter is of a substantive nature requiring the consideration, deliberation, and vote of the full assembly. In that case the Council will prepare the issue for agendaing for the Assembly meeting and will send it forward with a position of the Council on the matter indicated. Where there is a strong disagreement among Councilors on the matter, the dissenting Councilors can prepare a minority report which will be presented by one of the dissenting councilors at the time the majority position is presented to the Faculty Assembly.
- E. The Council shall maintain a record of matters and their dispositions on an ongoing basis and will post this record along with the agenda for each Faculty Assembly at least one week in advance of the Assembly meeting. As an example refer to Appendix B. Matters which have been acted upon may be appealed by following the procedure below in Article IV Section 2 subsection M.
  - F. The Council shall maintain communication and contact with other college constituencies and groups including Student Government Association, Professional Staff Association, the American Federation of Teachers, etc.
  - G. The President may call, when necessary, special Council meetings. Special meetings may also be called by petition of four (4) Councilors. If a regularly scheduled meeting

of the Council is deemed not necessary (for lack of agenda items) by the President (in consultation with the Councilor/Vice President) the meeting may be canceled.

- H. In the course of its regular weekly meetings, the Council shall meet at least once a month throughout the academic year with the President of the College and at least once a month throughout the academic year with the Provost.
- I. Meetings of the Council shall be closed except by invitation.
- J. A quorum for a vote shall be five voting members of the Council including the President and/or the Councilor/Vice President.
- K. A majority vote of the Council carries the motion. A tie vote on the motion means that the motion fails.
- L. The Faculty Assembly voting members may overturn a decision made by the Council. In order to do so, the procedure in Article IV, Section 2, subsection N, must be followed.
- M. A petition of 20 faculty members from at least three schools or the library can move any item which had been declined or handled (see Article IV Section 2 Item 2C 1 and 2) by the Executive Council onto the agenda for discussion at a full Faculty Assembly meeting. In that case, a majority vote of the Faculty Assembly would reverse a decision made by the Executive Council. The petition must be submitted within 60 days of the posting of the Executive Council report.

## **Article V**

### Duties of the Members of the Council

#### Section 1. The President:

- A. Chairs the Faculty Assembly meetings and the Council meetings;
- B. Prepares Faculty Assembly meeting agenda with agreement of the Council;
- C. Develops the academic meeting schedule in consultation with appropriate academic offices;
- D. Establishes ad-hoc faculty committees with approval of the Council;

- E. Monitors the completion of assigned work/tasks by faculty committees, task forces, and study groups;
- F. Delivers an annual charge to the Standing Committees of the Faculty Assembly; and requests those Committees to identify a formal liaison with the Council;
- G. Meets weekly with the Council;
- H. Meets regularly with the President of the College and sits as a member of the President's Cabinet;
- I. Meets regularly with the Provost and sits as a member of the Provost's Cabinet;
- J. Serves as liaison with the College's Board of Trustees;
- K. Serves as liaison with elected faculty representatives to Board of Trustees Committees;
- L. In consultation with the Council, shall formally report to the Provost and President of the College on any resolution taken by the Faculty Assembly which requires decisions and/or implementation by that official or his/her staff. These would include curriculum changes, academic policies changes, and recommendations re: capital improvements, but would not include internal matters such as the establishment of a Faculty Assembly committee or an expression of faculty opinions such as a resolution regarding academic freedom. The President shall also report on decisions made by the Council.
- M. The President is empowered to take emergency action on an 'as needed' basis.

Section 2. The Councilor/Vice President:

- A. Assists the President in the completion of duties, including serving on committees as delegated appropriately by the President;
- B. Serves as President pro tem in the absence of the President including (as needed) chairing Council meetings, Faculty Assembly meetings, and attending and reporting at Board of Trustees meetings.

Section 3. The Secretary:

- A. Sits as a non-voting member with the Council for all regular meetings;



- B. Maintains minutes of decisions made at the Council meetings and at Faculty Assembly meetings;
- C. Emails brief notes following each Council meeting to the President for distribution to the members of the Faculty Assembly;
- D. Posts the agenda for each Faculty Assembly meeting at least one week in advance of the scheduled Faculty Assembly meeting ;
- E. Posts draft Faculty Assembly minutes at least one week in advance of the next Faculty Assembly meeting;
- F. Posts approved Council and Faculty Assembly minutes within one week following their approval;
- G. Assists President in overseeing and counting all mail ballots other than an election involving self;
- H. Edits the Faculty Assembly Bylaws with the approved additions/changes/deletions voted by the Faculty Assembly and posts the updated Bylaws to the Faculty Assembly website.

#### Section 4. The Councilors:

- A. Serve on the Council and attend regular meetings;
- B. Regularly present, consult with, poll, and report to their respective constituencies, i.e., Units and Library;
- C. Perform additional duties as deemed necessary by the Council in consultation with the President;
- D. Collaborate with the President on setting the agenda for the Faculty Assembly meetings;
- E. Decide with the President on policy options or the need for task forces, study groups or special committees.

#### **Article VI**

##### Academic Review Committee

Section 1. The standing committee of the Faculty Assembly shall be the Academic Review Committee (ARC).

- A. The Committee: The Academic Review Committee considers and reviews issues of academic policy and curriculum and makes recommendations to the Faculty Assembly.
1. Membership: The Academic Review Committee is composed of six members, one from each of the five Schools of the College and one from the Library. Members are elected by their respective units. Membership is limited to full-time tenured faculty. A representative appointed by the Provost serves as an ex-officio non-voting member of the Committee.
  2. Terms of Office: Members serve for a term of two years and are limited to no more than two consecutive terms.
  3. Voting: Decisions are made by a majority vote of the voting members of the Academic Review Committee. A tie shall be considered a negative vote.
  4. Meetings: The Academic Review Committee shall meet weekly as a general rule. Frequency may be regulated by the Committee at its own discretion. Four voting members constitute a quorum. Minutes shall be recorded at each meeting. The Committee shall meet at least once each semester with the President and the Council. The Chair of the Committee and/or the Committee as a whole shall meet with the Provost on an as-needed basis.
- B. The Chair
1. Eligibility for Office: The Chair shall be selected by a majority of the voting members of the Academic Review Committee present at the start of each academic year.
  2. Duties and Responsibilities: The Chair shall perform the following duties and responsibilities:
    - a. Schedule and preside at meetings;
    - b. Propose agenda items for Committee discussion and/or decision;
    - c. Serve in other capacities when designated by the Committee;
    - d. Meet and/or communicate with Faculty, Conveners, Convening Groups, the President, the Council, Deans, the Provost, other

members of the Administration, and/or Student Leaders on an as-needed basis;

- e. Ensure that minutes and attendance at every meeting are posted on the Faculty Assembly Web Site in a timely manner;
- f. Specify the decisions of the Academic Review Committee in writing to the appropriate parties;
- g. Report the findings of the Academic Review Committee to the Faculty Assembly. In the temporary absence of the Chair, the Academic Review Committee shall appoint a Chair pro tem. If the Chair is unable to serve, the Committee shall elect a new Chair.

C. Functions: The Academic Review Committee shall perform the following functions:

- 1. Establish and publish academic and curricular guidelines, subject to approval by the Faculty Assembly and appropriate Administrative Officers;
- 2. Review and approve courses;
- 3. Review academic and curricular policies and initiatives and make recommendations to the Faculty Assembly;
- 4. Review academic programs and make recommendations to the Faculty Assembly;
- 5. Evaluate the integrity of the General Education Program;
- 6. Initiate academic and/or curriculum studies;
- 7. Request assistance from ad-hoc advisers;
- 8. Establish subcommittees;
- 9. Raise new initiatives and proposals;
- 10. Make periodic reports to the Faculty Assembly

D. ARC shall follow the process guidelines described in the *ARC Academic and Curricular Guidelines Manual*. As an example refer to Appendix B for new academic programs.

E. Code of Conduct

1. The Chair or any other member of the Academic Review Committee may be removed if the Academic Review Committee deems that performance, attendance or professional conduct is problematic. A motion to remove the Chair or an Academic Review Committee member must be approved by at least four voting Academic Review Academic Review Committee members.
2. A member may be recused from voting when, in the judgment of the Academic Review Committee, there is a conflict of interest.

F. ARC Report on Academic Life

1. The Chair of the Academic Review Committee or a suitable delegate shall report annually to the Faculty Assembly, in writing, and be available to respond to questions. This report shall have been approved by a majority vote of the Academic Review Committee members. The ARC Report on Academic Life shall review the work of the academic year in question, explain and provide a rationale for its decisions, and identify new initiatives and ongoing concerns.

## **Article VII**

### Rules

Section 1. The rules contained in the latest edition of Robert's Rules of Order shall govern the Faculty Assembly and the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Assembly may adopt.

Section 2. The Parliamentarian shall be appointed by the President of the Faculty Assembly from among the voting members of the Executive Council to serve for a two year term. If the Parliamentarian is asked to rule on a question of process at Faculty Assembly or in the Executive Council the decision made by the Parliamentarian shall be final. In the absence of the Parliamentarian, the Faculty Assembly President may designate an emergency substitute.

Section 3. Resolutions to be voted upon by the full Faculty Assembly must be accompanied by a written statement of explanation and must be approved by the President and the Council at least one week prior to the Faculty Assembly meeting. An emergency resolution may be brought the Council meeting on the morning of a Faculty Assembly meeting. The Council shall determine if it may be added to the day's agenda as an emergency agenda item or disposed of.

Section 4. The only resolutions which may be introduced at the general Faculty Assembly meeting are those which specifically relate to the decision item before the body (e.g., a motion to table, an amendment to the motion, etc.)

Section 5. In the process of debate, speakers (not including persons presenting a report) are limited to no more than two statements on any one motion, and no statement may exceed two minutes.

Section 6. A motion to table a decision item to the next Faculty Assembly meeting must pass by a majority. A motion to table a decision item for any period of time longer than the next Faculty Assembly meeting must pass by a 2/3 majority. In all other respects motions to table of any kind shall be in accord with Robert's Rules of Order.

Section 7. Whenever these Bylaws refer to a "majority vote," this shall refer to a majority of those members present and eligible to vote in the meeting, so long as a quorum is present.

## **Article VIII**

### Amendment of the Bylaws

These bylaws may be amended by a two-thirds vote of the full membership submitted by mail-in ballot, provided that the amendment has been submitted in writing at the previous Faculty Assembly meeting. The bylaws may be temporarily amended for the length of a particular Faculty Assembly meeting by a motion on the floor passed by a 2/3 majority.

## APPENDIX A – Acronyms and Terms

ALW – Activity Log Worksheet

ARC – Academic Review Committee

Council – Faculty Assembly Executive Council

Councilor (Unit) – a voting member of the Council who shall be elected by the voting members of an Academic Unit, i.e., Schools and Library, and represents that unit

Councilor At-Large – a voting member of the Council who shall be elected by the voting members of the Faculty Assembly and advocates for a stated concern/constituency

GECCo – General Education Curriculum Committee

FA – Faculty Assembly

FAEC – Faculty Assembly Executive Council

IERP – Office of Institutional Effectiveness and Research Planning

Petition – a written document signed by a 1/4 of voting members of the Faculty Assembly

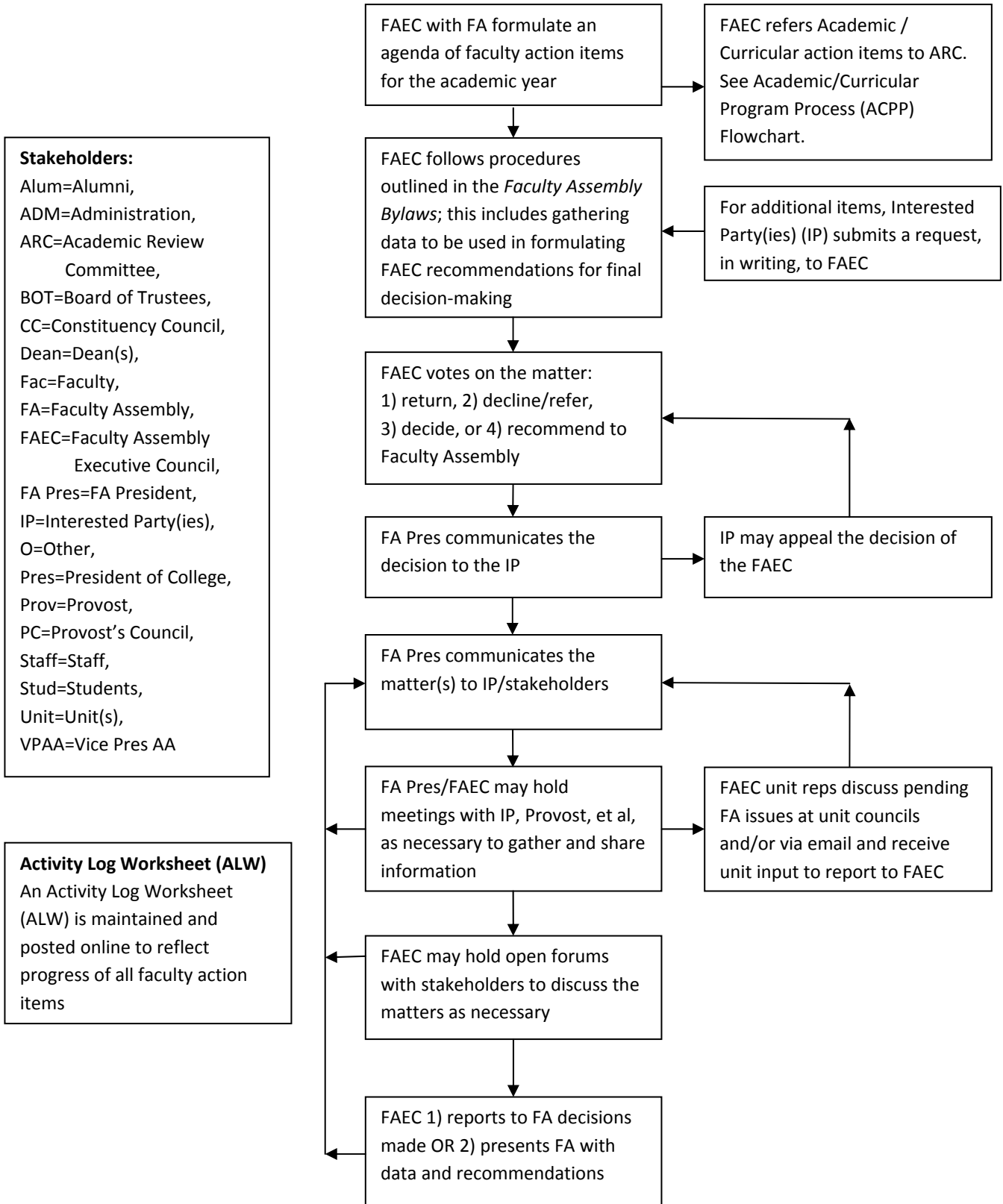
President – President of the Faculty Assembly who is a voting member of the Council and who shall be elected by the voting members of the Faculty Assembly

Secretary – Secretary of the Faculty Assembly who is a non-voting member of the Council and who shall be elected by the voting members of the Faculty Assembly

Quorum – one-quarter of the full-time voting members of the Faculty Assembly

VPAA – Vice President of Academic Administration

## APPENDIX B – Faculty Assembly Executive Council (FAEC) Process Guidelines Flow Chart



## Faculty Assembly Executive Council Process Guidelines Narrative

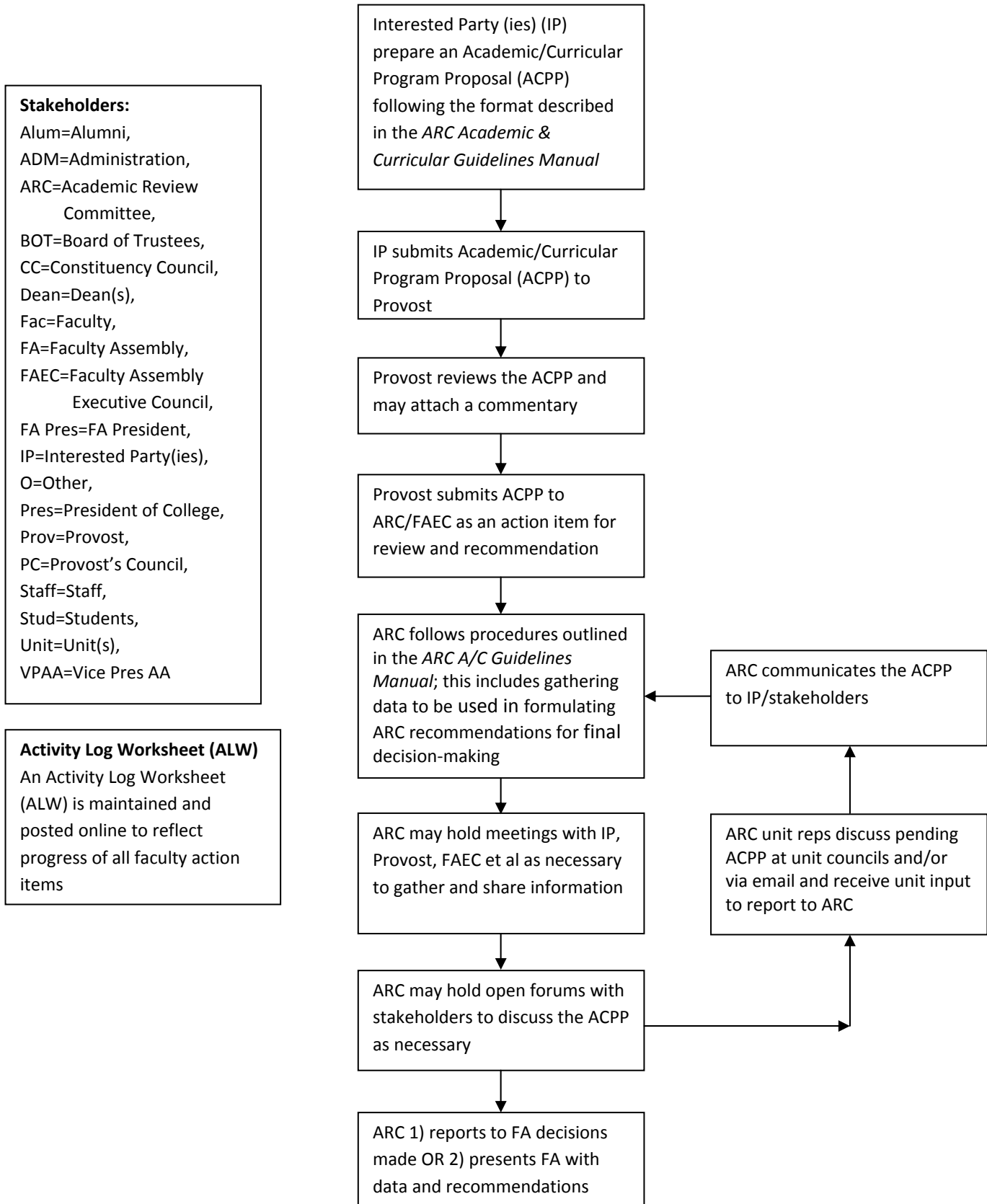
- The Faculty Assembly Executive Council (the “Council”) and the Faculty Assembly (FA) formulate an agenda of faculty action items for the academic year. The Council refers Academic/Curricular action items to the Academic Review Committee (ARC). See Appendix C, Academic/Curricular Program Process (ACPP) Guidelines Flowchart.
- For additional items, Interested Party(ies) (IP) submits a request, in writing, to the Council through the respective Unit Councillor.
- The Council follows procedures outlined in the Faculty Assembly Bylaws; this includes gathering data to be used in formulating FAEC recommendations for final decision-making.
- The Council votes whether to return, decline/refer, decide or recommend for faculty action items for the Faculty Assembly. See Article IV, Section 2, subsection D.
- The President communicates the Council’s decision to the Interested Party(ies).
- The Interested Party(ies) may appeal the decision of the Council through the respective Unit Councillor.
- The President communicates the matter(s), via email, to the Interested Party (ies)/stakeholders and College Community at large (e.g., ARC, Deans, Faculty, FAEC, President, Provost, Provost’s Council, and Staff, etc.) for information.
- The President of the FA and/or the Council may hold meetings with the Interested Party(ies), Provost, et al., as necessary to gather and share information.
- The Council unit representatives discuss pending FA issues at unit councils and/or via email and receive input to report to Council.
- The Council may hold meetings with IP, Provost, et al, as necessary to gather and share information.
- The Council may hold open forums with stakeholders to discuss the matters as necessary.
- The Council 1) reports to the FA decisions made OR 2) presents the FA with data and recommendations. The Council presents its recommendations, providing supporting information, to the FA at least one week before any vote is taken on the matter. The Interested Party(ies) may participate in that presentation.

**NOTE: Activity Log Worksheet**



**An Activity Log Worksheet (ALW) is maintained and posted online to reflect progress of all faculty action items.**

## APPENDIX C – Academic/Curricular Program Proposal (ACPP) Process Guidelines Flow Chart



## Academic/Curricular Program Proposal Process Guidelines Narrative

When making an academic/curricular program proposal, the interested party(ies) provide the Provost with the following written documentation. The Provost then reviews the proposal and forwards it, with an optional comment, to the Academic Review Committee (ARC)/Faculty Assembly Executive Committee (FAEC).

- The proposal is consistent and appropriate with the mission of the College and the School, as defined by the State of New Jersey Commission on Higher Education. The required documentation in accordance with the *Academic Issues Committee Manual* of the NJ Presidents' Council, compiled by the Office of Academic Affairs, New Jersey Commission of Higher Education. The relevant portion is available at the Provost's website (give link); The full *Manual* is available in the Office of the Provost.
- The proposal is consistent with the *Ramapo College Strategic Plan 2007-2012*, September 27, 2007. The proposers will describe how the proposal conforms to at least one of the guiding principles, goals, and/or objectives. That Strategic Plan is available at the ----- website (give link).
- The proposal may include:
  - What the academic/curricular initiative wants to do (high level vision)
  - Why the academic/curricular initiative is being proposed (rationale)
  - How it will be developed and implemented (the actual strategy)
  - What impact it will have on existing programs/curricula (resources)
  - What stakeholder reception is projected (market)
  - What it is going to accomplish (benefits)
  - What it is going to cost (costs)
  - What obstacles it is likely to encounter (give example)
  - What success factors it is likely to encounter (give example)
  - Timeline (specify what to include)
- A checklist containing the above items is available at ..... The completed checklist, signed by the proposer(s) and the Dean of the School (?), will be attached to the proposal and submitted to the Provost.
- The Provost may attach a commentary to the proposal.
- The Provost submits the proposal to ARC/FAEC for review.
- The ARC communicates the proposal, via email, to the College Community at large (ARC, Deans, Faculty, FAEC, President, Provost, and Staff) for information.

- The ARC/FAEC school representatives present information re: the proposal at their respective unit council meetings and/or via email and receive input to report to ARC.
- The ARC follows the procedures as outlined in the *ARC Academic and Curricular Guidelines Manual*. These procedures may be found at the ARC website (provide link).
- The ARC may hold meetings with IP, Provost, et al, as necessary to gather and share information.
- The ARC may hold open forums with stakeholders to discuss the proposal.
- The ARC/FAEC presents its recommendations, providing supporting information, to the Faculty Assembly (FA) at least one week before any vote is taken on the proposal. The program proposers may participate in that presentation.

**NOTE: Activity Log Worksheet**

**An Activity Log Worksheet (ALW) is maintained and posted online to reflect progress of all faculty action items.**