

COLLEGE OF  
LIBERAL ARTS

SENATE MANUAL

2011-12

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**SENATE MEETING DATES FOR 2011-12**

October 7

November 4 \*

January 27

March 2\*

April 27

June 1\*

\*Committee chairs are to be present with quarterly reports.

Meetings are held twice during each quarter on Friday at 3:00 p.m. in the College Conference Room (162 Millett).

**UNIVERSITY HOLIDAY SCHEDULE**

Labor Day	Monday, September 5, 2011
Veteran's Day	Friday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Day After Thanksgiving	Friday, November 25, 2011
Christmas Holiday	Friday, December 23 and Monday, December 26, 2011
New Year's Holiday	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012

**LIBERAL ARTS ADMINISTRATIVE CALENDAR FOR 2011-12**  
**2011**

**AUGUST**

Monday	22	Last Day to Apply for November Graduation
Wednesday	24	Summer B&C Grades due in Registrar's Office by Noon
Monday	29	Office of the Provost New Faculty Orientation, 8:30 a.m.-4:00 p.m., E156 SU (Contact CTL for more information)
Tuesday	30	Office of the Provost New Faculty Orientation, 8:30 a.m.-2:30 p.m., 4 <sup>th</sup> floor Library (Contact CTL for more information)
Wednesday	31	CoLA Faculty Retreat, Noon-2:30 p.m. Millett Hall Atrium

**SEPTEMBER**

Friday	2	New CoLA Faculty Breakfast with Dean Taylor, 9:00 a.m., 162 Millett
Friday	2	Freshman Convocation, 3:00-4:00 p.m. followed by reception, Nutter Center.
Monday	5	LABOR DAY. UNIVERSITY CLOSED
Tuesday	6	FALL QUARTER CLASSES BEGIN
Wednesday	7	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Monday	12	Faculty Senate, 2:15 p.m., E156 SU

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Tuesday	13	University Convocation, 2:00 p.m., Apollo Room
Friday	23	President's Awards for Excellence, 1:30-3:00 p.m., Apollo Room
Monday	26	Last day for all students to drop a class without a grade
Wednesday	28	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
<b><u>OCTOBER</u></b>		
Monday	3	Faculty Senate, 2:15 p.m., E156 SU
Friday	7	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Monday	10	Winter Quarter and Intersession Registration begins
Wednesday	19	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Thursday	20	Employee Recognition, 3:30-5:00 p.m., Apollo Room
Monday	24	Last day for all students to drop a class with a grade of "W"
Wednesday	26	CoLA Faculty Meeting, 3:15 p.m. 286 Millett
<b><u>NOVEMBER</u></b>		
Friday	4	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Sunday	6	Dean's Partner and Scholarship Event, 5:00 p.m., Schuster Center

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Monday	7	Faculty Senate, 2:15 p.m., E156 SU
Friday	11	VETERAN'S DAY. University Closed.
Saturday	12	Last Day of Fall Quarter Classes
Monday/Friday	14/18	FINAL EXAMS
Wednesday	16	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Saturday	19	COMMENCEMENT, 10:00 a.m., Nutter Center
Wednesday	23	FALL QUARTER GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON.
Thursday/Friday	24/25	THANKSGIVING HOLIDAY. University Closed.
Monday	28	Intersession Begins
<b><u>DECEMBER</u></b>		
Friday`	2	Last Day to Drop an Intersession Class without a "W"
Monday	5	Last Day to Apply for March Graduation
Wednesday	7	Last Day to Drop an Intersession Class with a grade of "W"
Monday	12	Promotion and tenure documents due to the Dean's Office (Electronic copy)
Thursday	22	Intersession Classes End
Friday/Monday	23/26	CHRISTMAS HOLIDAY. University Closed.

Tuesday 27 Intersession grades due by noon.

**2012**

**JANUARY**

Tuesday 3 WINTER QUARTER CLASSES BEGIN

Tuesday 3 Names, addresses, and bios of outstanding alumni to be honored at March 10 Alumni Awards Dinner due to Sue.

Wednesday 4 CoLA Chairs Meeting, 3:00 p.m., 162 Millett

Friday 6 Faculty complete and submit their faculty activity reports for calendar year 2011 to their department chair.

Monday 9 Faculty Senate, 2:45 p.m., E156 SU

Friday 13 CoLA Promotion and Tenure Committee Meeting, 9:00 a.m., 162 Millett

Monday 16 MARTIN LUTHER KING DAY HOLIDAY. University Closed.

Monday 23 Last Day for all students to drop a class without a grade.

Wednesday 25 CoLA Chairs Meeting, 3:00 p.m., 162 Millett

Friday 27 CoLA Senate, 3:00 p.m., 162 Millett

**FEBRUARY**

Monday 6 Faculty Senate, 2:15 p.m., E156 SU

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Monday	6	Spring Quarter Registration begins.
Wednesday	15	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Monday	20	Last day for all students to drop a class with a grade of "W"
Monday/Friday	20-24	Chairs meet with Dean to discuss chairs' evaluation of faculty, and return their evaluations of activity reports to faculty.
Wednesday	29	CoLA Faculty Meeting, 3:15 p.m. Location TBA
<b><u>MARCH</u></b>		
Thursday	1	Last Day to Apply for June Graduation
Thursday	1	Department Chairs and program directors Faculty Activity Reports and annual self-assessment of their goals due to Dean
Friday	2	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Monday	5	Faculty Senate, 2:15 p.m., E156 SU
Tuesday	6	University Promotion and Tenure Committee Meeting, 8:30 a.m., 267 UH
Wednesday	7	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Friday	9	Signed Faculty Activity Reports due back to Chairs
Saturday	10	CoLA Outstanding Alumni Awards Dinner, 5:00 p.m., Millett Atrium

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Tuesday-Friday	12/16	FINAL EXAMS
Wednesday	21	WINTER QUARTER GRADES DUE IN REGISTRAR'S OFFICE BY NOON.
Monday	26	SPRING QUARTER BEGINS
Wednesday	28	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Thursday	29	Classified and Unclassified Staff evaluations due in Dean's Office
Friday	30	Faculty Activity Reports due to Dean's Office
Friday	30	Faculty Award nominations due to Dean's Office
Saturday	31	<i>ARTSGALA</i> , 6:30 p.m.-midnight, Creative Arts Center
<b><u>APRIL</u></b>		
Monday	2	Names, addresses and bios of departmental and program outstanding graduating seniors and graduate students to be honored at June 8 recognition due to Sue
Monday	2	Faculty Senate, 2:15 p.m., E156 SU
Friday	6	CoLA P&T Committee Meeting to review Faculty Award Nominations, 9:00 a.m., 162 Millett
Monday	9	Summer registration begins
Friday	13	Last day for all students to drop a class without a grade

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Wednesday	18	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Friday	27	CoLA Senate Meeting, 3:00 p.m., 162 Millett
<b><u>MAY</u></b>		
Monday	7	Faculty Senate, 2:15 p.m., E156 SU
Monday	7	Fall Registration begins
Tuesday	8	University P&T Committee Meeting to consider Faculty Award nominations, 8:30 a.m., 267 UH
Wednesday	9	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Friday	11	Last day for all students to drop a class with a grade of "W"
Friday	11	CoLA Annual Luncheon with Sinclair, 11:30 a.m., Millett Atrium
Wednesday	23	CoLA Faculty Meeting, 3:15 p.m. Location TBA.
Wednesday	23	Last Day to Apply for August Graduation
Thursday	24	Board of Trustees Budget Presentation, 8:30 a.m., Apollo Room
Friday	25	Last Day to Apply for August Graduation
Monday	28	MEMORIAL DAY HOLIDAY. University Closed.
Wednesday	30	CoLA Chairs Meeting, 3:00 p.m., 162 Millett

**JUNE**

Friday	1	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Saturday	2	Last Day of Spring Quarter Classes
Monday	4	Faculty Senate, 2:15 p.m., E156 SU
Monday-Friday	4/8	FINAL EXAMS.
Friday	8	Liberal Arts Awards Ceremony, 2:00 p.m., Schuster Hall, Creative Arts Center followed by reception in the Commons
Saturday	9	COMMENCEMENT, 10:00 a.m., Nutter Center
Monday	11	SUMMER TERMS A, C, AND D BEGIN
Wednesday	13	SPRING QUARTER GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON.
Wednesday	20	Last day for all students to drop a Summer A class without a grade.
Friday	29	Last day to drop a Summer C class without a grade.

**JULY**

Monday	2	Annual Report Information due to Sue
Monday	2	Last day to drop a Summer A class with a grade of "W."
Tuesday	3	Last Day of D Term

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Thursday	5	First Day of E Term
Wednesday	4	INDEPENDENCE Day. University closed.
Thursday	12	Last Day of Summer A Classes
Monday	16	SUMMER B CLASSES BEGIN
Wednesday	18	SUMMER A GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON
Wednesday	25	Last day for all students to drop a Summer B class without a grade.
Wednesday	25	Last Day of E Term
Thursday	26	First Day of F Term
Friday	27	Last day to drop a Summer C class without a grade of "W"
<b><u>AUGUST</u></b>		
Tuesday	7	Last day for all students to drop a Summer B class with a grade of "W"
Thursday	9	Last day to drop a Summer F class with a grade of "W"
Thursday	16	Summer B, C, and F end.
Friday	17	Last day to apply for December Graduation
Saturday/Sunday	18/19	Campus Electrical Shutdown
Wednesday	22	SUMMER B, C, E, AND F GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON

Wednesday (tentative)	22	CoLA Faculty Retreat, 12:00, Millett Atrium
Friday (tentative)	24	New Faculty Breakfast with Dean Taylor, 9:00 a.m., 162 Millett
Monday	27	FALL 2012 Classes Begin.

**SEPTEMBER 2012**

Monday	3	LABOR DAY. University closed.
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8/30/11

**SENATORS FOR 2011-12**

<u>Department</u>	<u>Senator</u>
Art and Art History	Danielle Rante
Classics/Philosophy/Religion	Jeannette Marchand
Communication	Carol Morgan
English	Carol Mejia-LaPerle
History	Awad Halabi
Modern Languages	David Petreman
Music	Franklin Cox
Political Science	Sean Wilson
Social Work	Michel Coconis
Sociology/Anthropology	Julianne Weinzimmer
Theatre Arts	Deborah Thomas
Urban Affairs and Geography	Mary Wenning

**ELECTED COMMITTEES FOR 2011-12**

	<b>CONSTITUENCY A</b>	<b>CONSTITUENCY B</b>	<b>CONSTITUENCY C</b>	<b>CONSTITUENCY D</b>	<b>CONSTITUENCY E</b>
<b>COMMITTEE</b>	<b>Music and Theatre Arts</b>	<b>English</b>	<b>CLS/PHL/REL, Art, and ML</b>	<b>History, PLS, and Urban Affairs/GEO</b>	<b>Communication, SOC/ATH, and SW</b>
<b>Curriculum</b>	Sandra Crews (2-yr. term)	Dennis Loranger (carryover)	Danielle Rante	Roy Vice	Election in progress.
<b>Faculty Affairs</b>	Matt Benjamin	Andrew Strombeck (2-yr. term)	Penny Park (carryover)	Kathryn Meyer	Elliot Gaines
<b>Faculty Development*</b>	Teressa McWilliams	Lynette Jones	Penny Park	Jonathan Winkler (2 yr. term)	Tracey Steele (carryover)
<b>Promotion and Tenure</b>	Joe Deer	Erin Flanagan (2-yr. term)	Bruce LaForse (carryover)	Jacob Dorn	Mary Rucker

**(NOTE:** Must be a tenured faculty member and not planning to apply for sabbatical while serving on the Faculty Development Committee.)

**GRADUATE COUNCIL MEMBERS:** Ava Chamberlain (3-yr. term) (2011-2014)  
Barry Milligan (2-yr. term) (2011-2013)  
Carl Brun (alternate) (2011-12)  
Jim Tipps (2010-12)

**SENIOR LECTURER COMMITTEE:** Jimmy Chesire  
Jane Blakelock  
Robert Rubin  
Plus two members from CoLA P&T Committee (TBD)

**REPRESENTATIVE TO UNIVERSITY P&T COMMITTEE:** Lynette Jones  
**REPRESENTATIVE TO UNIVERSITY ATHLETIC COUNCIL:** Jeff John (2011-13)

APPOINTED COMMITTEES FOR 2011-12

	<b>CONSTITUENCY A</b>	<b>CONSTITUENCY B</b>	<b>CONSTITUENCY C</b>	<b>CONSTITUENCY D</b>	<b>CONSTITUENCY E</b>
<b>COMMITTEE</b>	<b>Music and Theatre Arts</b>	<b>English</b>	<b>CLS/PHL/REL, Art, and ML</b>	<b>History, PLS, and Urban Affairs/GEO</b>	<b>Communication, SOC/ATH, and SW</b>
<b>Elections</b>	Gina Walther	Carol Mejia-LaPerle	Penny Park	Pramod Kantha (2-yr. term)	Mike Norris (carryover)
<b>Graduate Studies</b>	Greg Hellems	Chuck Holmes (2-yr. term)	Ava Chamberlain (carryover)	Tracy Snipe	Carl Brun
<b>Petitions*</b>	Joe Deer (2-yr. term)	John Haught (carryover)	Stefan Chinov	December Green	Karen Lahm

**REPRESENTATIVE TO COMPUTER USERS:** Jane Blakelock

**LIBERAL ARTS ADVISOR TO UNIVERSITY COLLEGE:** Pramod Kantha

**COLA REPRESENTATIVE TO UNIVERSITY RESEARCH COUNCIL:** Andrew Strombeck

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COLLEGE OF LIBERAL ARTS  
FACULTY AND STAFF ROSTER  
2011-12

<u>NAME</u>	<u>TITLE</u>	<u>ROOM</u>	<u>PHONE</u>
Abadie, Pascale	Lecturer of French	340 M	4458
Adamitis, James	Visiting Assistant Professor of Sociology	289 M	4465
Alexander, Jennifer	Lecturer of Communication	422 M	2710
Allen, Michael (Brady)	Lecturer of English	462 M	3710
Alvarez, Dorothy	Lecturer of Spanish	342 M	2673
Anderson, Dr. Liam	Associate Professor of Political Science	311 M	3023
Antolik, Martha	Lecturer of Communication	428 M	2354
Astudillo, Maria	Instructor of Spanish	348 M	4456
Ballmann, Joanne	Administrative Specialist, PLS	325 M	2942/2722
Banks, Dr. Erik	Associate Professor of Philosophy	384 M	2199
Barr, Dr. David	Chair, Religion, Philosophy & Classics; Professor of Religion	389 M	2293
Baxter, David	Lecturer of Communication	417 M	3637
Bellisari, Dr. Anna	Associate Professor of Anthropology	265 M	2923
Benjamin, Matthew	Associate Professor of Theatre Arts	T148R CAC	4569
Bergdahl, Dr. Jacqueline	Associate Professor of Sociology	257 M	2272
Berry, Karen	Instructor of LEAP	133E A	5267
Bhandari, Dr. Shreya	Instructor of Social Work	271 M	2244
Blair, Deborah Bartlett	Professor of Theatre Arts	T148P CAC	2355

Blakelock, Jane	Senior Lecturer of English; CoLA Web Coord.; Assistant Director of Writing Programs	477 M	3715
Bonch Reeves, Dr. Ksenia	Associate Professor of Spanish	339 M	2034
Booth, Dr. David	Professor of Music; Director of Bands	M140 CAC	2545
Boyd, Dr. Roberta	Assistant Dean for Fiscal Affairs	163 M	3773
Broughton, Dr. Nancy	Associate Professor of Spanish	330 M	2153
Bruce, Jeff	Instructor of Communication	430 M	4213
Brun, Dr. Carl	Chair and Professor of Social Work	273 M	2868
Buckwalter, Jennifer	Assistant Director of Development for CoLA; Lecturer of Spanish	166 M	2575
Bullock, Dr. Richard	Assistant Chair and Professor of English; Director of Writing Programs	473 M	2220
Caron, Dr. Linda	Associate Dean of the College; Professor of Art and Art History	163 M	3772
Carrafiello, Dr. Susan	Associate Professor of History; Director, Honors Program	243 M	2660
Caudill, Melodee	Department Support Supervisor, History	370 M	3111
Cebulash, Glen	Chair and Professor of Art and Art History	A334 CAC	3547
Cha, Dr. In-Hong	Associate Professor of Music	M243 CAC	2455
Chadbourne, Victoria	Promotions and Outreach Coordinator	M153A CAC	2787
Chaffee, Dr. Christopher	Associate Professor of Music; Director of Graduate Studies in Music	M371 CAC	2132
Chamberlain, Dr. Mary Ava	Associate Professor of Religion; Director, Master of Humanities Program	373 M	2844

Chesire, Jimmy	Senior Lecturer of English	471 M	2283
Chinov, Stefan 2979	Associate Professor of Art/Art History	166 FB	
Choudhury, Enamul	Associate Professor of Urban Affairs	207 M	2744
Church, Rick	Faculty Associate and Musical Director, Theatre Arts	T148S CAC	2562
Cipriano, Michelle	Lecturer of Spanish	328 M	2263
Claveria, Begona	Instructor of Spanish	344 M	4719
Coconis, Dr. Michel	Assistant Professor of Social Work	226 M	3436
Collins, Drew	Assistant Professor of Music	M350 CAC	2309
Coppess, April	Administrative Specialist, Music	M153B CAC	2347
Cordes, Jamie	Senior Lecturer, Theatre Arts	T209 CAC	3501
Cordes, Marya	Assistant Professor of Theatre	T184 CAC	4128
Cornett, Carol	Director of LEAP Program; Senior Lecturer of English	467 M	2505
Cortes, Tess	Gallery Coordinator	A128 CAC	2973
Cox, Dr. Franklin	Assistant Professor of Music	M373 CAC	3495
Crawford, Layne	Administrative Specialist, Modern Languages	325 M	2641
Crews, Byron	Lecturer II of English	493 M	2149
Crews, Sandra	Associate Professor of Theatre Arts	T148G CAC	4127
Cromer, Bruce	Professor of Theatre Arts	T148K CAC	2430
Crowell, Landon	Sculpture Technician, Art and Art History	140 FB	2979
Crowley, Catherine	Lecturer of English	131J A	3757

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Crusan, Dr. Deborah	Professor of English	479 M	2846
Dahlman, Dr. Henry	Professor of Music; Director of Choral Studies	M374 CAC	3721
Deer, Joe	Professor of Theatre Arts	T148M CAC	2424
Denman, Janet	Costumer Shop Director, Theatre Arts	T051E CAC	2398
DeStephen, Dr. Daniel	Professor of Communication; Director, Center for Teaching and Learning	023 Library	2067
DeThomas, Sally	Lecturer II of English	491 M	3758
Dickey, Stephanie	Senior Lecturer of English	486 M	3716
Dockery, Jane	Associate Director, CUPA	227 M	2382
Dona, Dr. Elfe	Associate Professor of German and Teacher Education	335 M	2600
Dorn, Dr. Jacob	Professor of History	363 M	2282
Du, Haili	Instructor of Chinese	346 M	4655
Dunlap, James	Technical Theatre Specialist	SB04 CAC	3072
Durr, Dr. Marlese	Professor of Sociology	255 M	2275
Dustin, Dr. Jack	Chair and Associate Professor of Urban Affairs and Geography; Director, Center for Urban and Public Affairs (CUPA)	221 M	2285
Edwards, Dr. Rebecca	Assistant Professor of Classics	382 M	2320
Egloff, Amanda	Instructor of Theatre	T148QCAC	2344
Eguaroje, Dr. Frank	Lecturer of Art/Art History and Sociology	288 M	3980
Elliott, Charis	Instructor of LEAP	133E A	5267

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Faas, Kelly	Administrative Specialist, Theatre	T148 CAC	3072
Farmer, Dr. Linda	Associate Professor of Philosophy	387 M	2914
Feldmeier, Dr. John	Associate Professor of Political Science	315 M	2229
Feltman, Brian	Instructor of History	362 M	5282
Fenton, Thomas	Instructor of LEAP	133D A	5288
Fitzgerald, Dr. Edward	Professor of Political Science	305 M	2284
Flanagan, Dr. Erin	Associate Professor of English	463 M	2196
Funderburk, Dr. Charles	Professor of Political Science	319 M	2783
Fyffe, Dorothy 4863	Accountant, URS	222 M	
Gaines, Dr. Elliott	Associate Professor of Communication	411 M	2098
Garner, Dr. Nancy	Associate Professor of History	345 M	2810
Geisel, Patrick Scott	Senior Lecturer of English	456 M	4288
Gibbs, Justin	Assistant Professor of Dance	T202 CAC	2342
Goodman, Michelle	Faculty Associate, Theatre Arts	T148 CAC	3072
Green, Dr. Barbara	Associate Professor of History	359 M	3113
Green, Dr. December	Professor of Political Science; Director, International Studies Program	317 M	4817
Guthrie, Dr. James	Professor of English	455 M	2879
Haas, Dr. Edward	Professor of History	356 M	3342
Halabi, Dr. Awad Eddie	Associate Professor of History and Religion	364 M	2817
Hall, Dr. Chris	Associate Professor of English;	465 M	2268

Director of TESOL

Halling, Dr. Kirsten	Associate Professor of French	343 M	2051
Hapner, David	Senior Lecturer, Theatre Arts	T207 CAC	3072
Harber Siervogel, Renee	Administrative Specialist, Political Science	325 M	2833
Harris, Andrea	Lecturer of English	441 M	4454
Haught, Dr. John	Associate Professor of English	483 M	2053
Hausman, Daryl	Instructor of LEAP	133D A	5288
Hayes, Karen Wright	Lecturer of English	445 M	4287
Hellems, Greg	Associate Professor of Theatre Arts	T148J CAC	2784
Herringer, Dr. Carol	Chair and Professor of History; Interim Chair of Grad. Studies in HST	366 M	3869
Hertzler, Dr. Marie	Assistant Professor of French	341 M	3429
Hilliard, Caroline	Assistant Professor of Art and Art History	A326A CAC	4679
Holmes, Charles	Instructor of English	484 M	5230
Hooker, Carol	Research/GIS Data Analyst, CUPA	231 M	3725
Horner, John	Theatre Box Office Manager	Box Office	2500
Horwitz, Jeannette	Lecturer II of English	131K A	2935
Huebner, Karla	Assistant Professor of Art and Art History	A335 CAC	2998
Hussain, Dr. Rashida	Lecturer of Political Science	304 M	2451
Irvine, Dr. William	Professor of Philosophy	383 M	2610
Jahanbegloo, Azadeh	Lecturer of Sociology	287 M	2930
Jagow, Shelley	Professor of Music	M264 CAC	2178

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Jobert, William	Lecturer of Music and Coordinator of Music Education	M217 CAC	3170
John, Dr. Jeff	Associate Professor of Communication	419 M	2030
Johnson, Dr. Angela Beumer	Associate Professor of English	449 M	2194
Johnson, Christopher	Academic Advisor, CoLA	122 M	5263
Johnson, J. Russell	Professor of Motion Pictures	T013 CAC	2341
Jones, David	Research Associate, CUPA	228 M	2138
Jones, Dr. Sharon Lynette	Professor of English and Director of African and African American Studies	481 M	3397
Joseph, Irena	Instructor of English	133L A	2096
Judge, Timothy	Production Manager, Theatre Arts	104 Scene Shop	2674
Kantha, Dr. Pramod	Associate Professor of Political Science	309 M	2387
Kennedy, Sandra	Director, Center for Workforce Development and Labor-Management Initiatives (CUPA)	230 M	4706
Killian, Dr. Jerri	Associate Professor of Urban Affairs and Geography; Director, MPA Program	213 M	3867
Kim, Dr. Chignon	Associate Professor of Sociology	259 M	3548
Kimmins, Carly	Assistant Costume Shop Manager, Theatre Arts	T051E CAC	2398
King, Marianne	Administrative Specialist, Dean's Office	163 M	2226
Kinsel, Dr. Beth	Assistant Professor of Social Work	275 M	3431
Klein, James	Professor of Motion Pictures	T007 CAC	2366

Knauert Lavarney, Pam	Professor of Theatre Arts	T148N CAC	2345
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Koeller, Jean	Lecturer of Art and Art History	A332 CAC	3537
Kollman, Kathleen	College Advisor and Lecturer of English	127 M	4231
Lafferty, Dr. William	Associate Professor of Motion Pictures	T021 CAC	4581
Laforse, Dr. Bruce	Associate Professor of Classics; Director, Liberal Studies Program	381 M	2698
Lahm, Dr. Karen	Associate Professor of Sociology; Director of ABS Program	267 M	4165
Lake, Dr. Crystal	Assistant Professor of English	447 M	5280
Lamping, Sally	Associate Professor of English	443 M	4945
Larkowski, Dr. Charles	Professor of Music	M368 CAC	2362
Lavarney, John	Prop Master, Theatre Arts	202 Scene Shop	3056
Layne, Jo Ellen	CWWPEP Campus Coordinator, Social Work	272 M	2585
Leonard, Paul	Instructor of Political Science	323 M	2915
Leung, Dr. Jackson	Professor of Music	M348 CAC	2386
Levine, Dr. Myron	Professor of Urban Affairs/Geography	209 M	3735
Limouze, Dr. Henry	Associate Professor of English; Associate Provost	254 UH	3036
Lockhart, Dr. Paul	Professor of History,	353 M	3115
Long, Charles	Assistant Dean for Academic Services	126 M	2840
Longley-Cook, Tracy	Assistant Professor of Art and Art History	A220 CAC	4118
Loranger, Dr. Carol	Chair and Associate Professor of English	466 M	2961

Loranger, Dr. Dennis	Lecturer of English and Music	475 M	3587
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Luehrmann, Dr. Laura	Associate Professor of Political Science; Dir., Master of Int'l and Comparative Politics Program	313 M	3197
Lyons, Mark	Motion Pictures Facilities Equipment Manager	T034A CAC	2406
Macaulay, Thomas	Professor of Art and Art History	166 FB	2979
Mack, Dr. Nancy	Professor of English	451 M	3534
Manos, Leah	Instructor of Urban Affairs & Geography	217 M	4981
Marchand, Dr. Jeannette	Associate Professor of Classics	375 M	3777
Marshall, Cynthia	Lecturer II of English	472 M	2510
McDowell, Dr. Stuart	Chair and Professor of Theatre Arts	T148A CAC	3784
McGinley, Sarah	Lecturer II of English	442 M	3057
McIlvenna, Dr. Noeleen	Associate Professor of History	351 M	3872
McKiernan, Kristie	Lecturer of English	478 M	2170
McLellan, Dr. Marjorie	Associate Professor of Urban Affairs	219 M	3888
McNamara, Dr. Gretchen	Lecturer of Music	M219 CAC	2541
McWilliams, Teresa	Associate Professor of Dance	T206 CAC	3792
Mejia-LaPerle, Carol	Assistant Professor of English	453 M	4647
Merrill, Lee	Faculty Associate, Theatre Arts	T 207 CAC	3072
Metzner, Michelle	Lecturer II of English	474 M	2294
Meyer, Dr. Kathryn	Associate Professor of History	357 M	2901
Michalak, Shannon	Visual Arts Curator	A326B CAC	3567

Miles, Dr. Benjamin	Assistant Professor of Music	M133 CAC	3878
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Milligan, Dr. Barry	Professor of English; Director, Graduate Studies in English	464 M	4805
Miyasaki, Dr. Donovan	Associate Professor of Philosophy	386 M	3449
Moeller, Leanne	Department Support Supervisor, English	470 M	2271
Monnig, Laurel	Instructor of Sociology	293 M	2952
Montague, Benjamin	Associate Professor of Art/Art History	A221 CAC	4116
Morgan, Dr. Carol	Associate Professor of Communication	423 M	2829
Moyer, Lila	Instructor of English	460 M	2096
Murray, Dr. Judson	Assistant Professor of Religion	371 M	4099
Myadze, Dr. Theresa	Professor of Social Work	277 M	2754
Norris, Dr. Michael	Associate Professor of Sociology; Assistant Director of Criminal Justice	260 M	2921
Nguyen, Mailinh	Instructor of LEAP	133L A	5289
Okia, Dr. Opolot	Assistant Professor of History	360 M	4657
Oldstone-Moore, Christopher	Senior Lecturer of History; Assistant to Chair of Grad. Studies in HST	368 M	2172
Oleen, Victoria	Managing Director, Theatre Arts	T148B CAC	3789
Orenstein, Dr. David	Associate Professor of Sociology	268 M	4529
Oswald, John	Instructor of Urban Affairs & Geography	211 M	2845
Ould-Daddah, Karine	Instructor of French	336M	2739
Owens, Dr. Geoffrey	Associate Professor of Anthropology	262 M	4947
Oxindine, Dr. Annette	Associate Professor of English	489 M	3532

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Park, Penny	Associate Professor of Art and Art History	A231 CAC	4115
Patton, Nancy	Administrative Specialist, Art/Art History	A226 CAC	2898
Paul, Dr. Randall	Interim Chair and Associate Professor of Music	M153D CAC	3785
Paul, Susan	Administrative Specialist, Dean's Office	163 M	2225
Petreman, Dr. David	Professor of Spanish	337 M	2328
Pollack-Lagushenko, Dr. Timur	Assistant Professor of History	365 M	2909
Pollock, Dr. Sean	Assistant Professor of History	355 M	2325
Pratt, Sharon (Beth)	Account Technician, Theatre Arts	T148E CAC	3073
Pringle, Dr. Mary Beth	Professor of English	485 M	2265
Pugh, Dr. Stefan	Chair and Professor of Modern Languages	331 M	2642
Rante, Danielle	Assistant Professor of Art and Art History	A028 CAC	2358
Reichert, Julia	Professor of Motion Pictures	T003 CAC	3791
Richter, Dr. Nicole	Assistant Professor of Motion Pictures	T005 CAC	2343
Riordan, Dr. Robert	Chair and Professor of Sociology and Anthropology	266 M	2672
Rubin, Robert	Senior Lecturer of English	454 M	3756
Rucker, Dr. Mary	Professor of Communication	426 M	2631
Ruminski, Dr. Henry	Associate Professor of Communication	421 M	2950
Sayer, Cathy	Senior Lecturer of English; Director of Service Learning	128 M	2471
Schlagheck, Dr. Donna	Chair and Professor of Political Science	321 M	2904

Schultheis, Susan	Administrative Specialist, SOC/ATH	270 M	2667
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Seitz, Dr. David	Professor of English	461 M	3338
Semmett, Siobhan	Administrative Specialist, REL/PHL/CLS	370 M	2274
Serrano, Dr. Damaris	Associate Professor of Spanish	329 M	2888
Shannon, Dr. Vaughn	Associate Professor of Political Science	314 M	5767
Sharma, Dr. Alpana	Associate Professor of English	457 M	2070
Sheets, Jennifer	Adm. Support Coordinator, English	470 M	3137
Shepelak, Dr. Norma	Associate Professor of Sociology	253 M	3091
Sherman, Dr. John	Professor of History	349 M	4946
Sitko, Christine	Instructor of LEAP	133L A	5289
Small, Dr. LaFleur	Associate Professor of Sociology	263 M	2152
Smith, Tracy	Senior Lecturer of English	452 M	3713
Snipe, Dr. Tracey	Associate Professor of Political Science	307 M	3767
Soderland, Lars	Assistant Professor of English	481 M	5281
Spirek, Dr. Melissa	Chair and Professor of Communication	431 M	2602
Staruch, Carolyn	Administrative Specialist, Social Work	270 M	2751
Steele, Dr. Tracey	Associate Professor of Sociology; Director, Criminal Justice Program	261 M	4096
Stoermer, Carolyn	Instructor of English	484 M	3549
Stoker, Dr. Valerie	Associate Professor of Religion (on leave)	370 M	2274
Stollings, Susan	Assistant to the Dean	163 M	3770
Strader, Richard	Lecturer of English	444 M	2208

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Sturdevant, Renate K.	Instructor of Modern Languages	327 M	2198
Subban, Dr. Jennifer	Associate Professor of Urban Affairs and Geography	205 M	3650
Sumler, Brittany	Research Coordinator (CUPA)	229 M	5261
Sutter, Sherri	Faculty Associate, Theatre Arts	T211 CAC	3074
Suttle, Christopher	CoLA Technology Coordinator	120 M	3776
Taylor, Dr. Charles	Dean, CoLA; Professor of Philosophy	163 M	2225
Thomas, Deborah	Assistant Professor, Theatre	T148H CAC	2488
Thompson, Dr. Marie	Assistant Professor of Communication	420 M	2264
Tipps, Dr. James	Associate Professor of Music	M349 CAC	3722
Traxler, Rebecca	Administrative Specialist, English	470 M	2279
Twill, Dr. Sarah	Associate Professor of Social Work	279 M	2240
Verman, Dr. Mark	Associate Professor of Religion; Zusman Chair of Judaic Studies	377 M	2461
Vice, Dr. Roy	Associate Professor of History	347 M	2910
Vito, Kimberly	Professor of Art and Art History	A027 CAC	2186
Warrick, Dr. Kimberly	Associate Professor of Music; Director of Opera Theatre; Director of Vocal Studies	M354 CAC	2016
Walther, Gina	Assistant Professor of Dance	T204 CAC	3793
Weinzimmer, Dr. Julianne	Assistant Professor of Sociology	264 M	2442
Wenning, Dr. Mary	Associate Professor of Urban Affairs and Geography	215 M	3506
Wiley, Tina	Office Services Coordinator,	225 M	2941/4451

Williams, Gladys	Administrative Specialist; African and African American Studies Program	425 M	5532
Wilson, Dr. Scott	Associate Professor of Philosophy; Pre-Law Advisor	385 M	3354
Wilson, Dr. Sean	Assistant Professor of Political Science	306 M	4222
Winkler, Dr. Jonathan Reed	Associate Professor of History	361 M	3839
Wipert, Penny	Administrative Specialist, Advising Office	120 M	2601
Wolpert, Aaron	Instructor of Religion and Classics	379 M	2989
Wortham, Forest	Academic Advisor, CoLA	121 M	5262
Yi, Dr. Jung-Soo	Associate Professor of Communication	415 M	2459
Zaytoun, Dr. Kelli	Associate Professor of English; Director of Women's Studies Program	148 M	4524
Zech, Rick	Senior Accountant, Dean's Office	163 M	2227
Zehringer, Daniel	Assistant Professor of Music	M245 CAC	2663
Zurawka, Mary	Administrative Specialist, Criminal Justice Program	270 M	2582

9/8/11

## COLLEGE OF LIBERAL ARTS BY-LAWS

### ARTICLE I Liberal Arts Faculty

#### Section 1. Membership

The Liberal Arts Faculty shall comprise all fully-affiliated faculty members in the College of Liberal Arts.

#### Section 2. Faculty Meetings

A regular meeting of the Liberal Arts Faculty shall be called during the first, second, and third quarters of each academic year. Emergency meetings shall be called by the dean upon submission of a petition signed by at least 20 percent of the Liberal Arts Faculty or when the Dean considers necessary.

#### Section 3. Officers

The officers of the Liberal Arts Faculty shall be the Dean or a designated representative.

#### Section 4. Conduct of Meeting

- (1) The Dean or designated representative shall preside at meetings of the Liberal Arts Faculty. Such meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Revised, insofar as they are consistent with these bylaws.
- (2) The agenda for each meeting shall be prepared by the Senate and the Dean of the College of Liberal Arts. The agenda for each meeting shall be circulated to each member of the Liberal Arts Faculty at least five working days prior to the meeting. After all items on the regular agenda have been resolved, additional items may be brought from the floor for discussion. Meetings may be held with any number of the members of the Liberal Arts Faculty; however, a quorum for transacting business shall be one-third of the Liberal Arts Faculty.

## Section 5. Powers and Duties

(1) Liberal Arts Faculty have the power to:

- (a) recommend policies regarding the academic programs, including college requirements and curricula for all degrees offered by the College;
- (b) investigate, discuss, and make recommendations to any appropriate body within the University regarding any matter of interest to the College;
- (c) appoint such committees as may be deemed appropriate.

(2) The Liberal Arts Faculty reserves the right of referendum over all actions of the CoLA Senate.

## ARTICLE II The Senate of the College of Liberal Arts

### Section 1. Authority

The power and duties of the Liberal Arts Faculty as described in Article I, Section 5, Item 1, are hereby delegated to the Senate.

### Section 2. Membership

The Senate shall be comprised of the Dean or designated representative; one member of each department in the College, excluding the department chair and elected from and by the full-time members of each department to serve a term of two years, from September 15 to June 15 each term. The names of the department representatives shall be forwarded to the Dean in time for announcement at the last Liberal Arts Faculty meeting of the academic year.

### Section 3. Senate Meetings

The Senate shall meet twice during each quarter of the regular academic year at a time and in a place determined by the Dean, unless, by a majority

vote, the Senate shall otherwise determine. Special meetings shall be called by the Dean upon submission of a petition by at least five members of the Senate. Special meetings may be called by the Dean.

#### Section 4. Conduct of Meetings

The Dean or designated representative shall preside at meetings of the Senate. A quorum shall consist of one-half of the elected membership. Minutes of Senate meetings shall be taken by the secretary and circulated with the agenda to the Liberal Arts Faculty prior to the next scheduled meeting of the Senate. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised.

#### Section 5. Powers and Duties

- (1) Twenty percent of the Senate may request that any action approved by the Senate be placed on the agenda of the next Liberal Arts Faculty meeting for faculty approval.
- (2) The Senate periodically shall make recommendations to the Provost about the process and procedure for reviewing the Dean.

### ARTICLE III Committees of the College of Liberal Arts

#### Section 1. Categories

The following standing committees are hereby established: Elections, Faculty Affairs, Faculty Development, Curriculum, Graduate, Petitions, and Promotion and Tenure.

#### Section 2. Membership

- (1) Composition. Each standing committee shall be comprised of five fully-affiliated faculty members. These members shall be drawn from the several departments of the College in the following manner: one from each college constituency under the constituency realignment adopted February 8, 1980 and modified May 19, 2000:

Constituency A: Music, Theatre Arts

Constituency B: English

Constituency C: Art/Art History, Classics, Philosophy, Religion,  
Modern Languages

Constituency D: History, Political Science, Urban Affairs and Geography

Constituency E: Sociology/Anthropology, Communication, Social Work

The Dean of the College or designated representative shall serve as a nonvoting sixth member of the Curriculum, Faculty Development, Graduate, and Promotion and Tenure Committees.

- (2) Types of Memberships. Members of the Curriculum, Faculty Affairs, Faculty Development, and Promotion and Tenure Committees shall be elected at a time and under procedures determined by the Elections Committee. Members of all other committees shall be appointed by the Elections Committee.

Each year one member of each standing committee shall be elected to a two-year term in the case of an elected committee or appointed to a two-year term in the case of an appointed committee. At the beginning of the second year, the two-year member shall be responsible for calling the first meeting of the committee at the earliest possible date in the fall quarter.

Except for Faculty Affairs and Promotion and Tenure, each committee may also have as a member one liberal arts major from the student body. Each committee shall select a chair from among its members.

- (3) Procedure. Elections and appointments to the Senate and to the standing committees shall be according to the following procedure, each step of which shall be completed before the next is begun.
- (a) Senators shall be selected and made known to the Senate through the Office of the Dean, to the Elections Committee and to the Faculty.
  - (b) Nominees for each elected committee shall be selected at the department level. An eligible faculty member may nominate him/herself or he/she may be nominated for any number of elected committees, subject to

personal approval of each nomination. The departmental list of nominees shall be forwarded to the Elections Committee through the Office of the Dean.

- (c) The Elections Committee shall conduct the elections, insure that each successful candidate is notified, and report the election results to the Senate and to the Faculty of the College through the Office of the Dean.
- (d) The memberships of the appointed committees shall be selected with the following stipulations. Each member of an appointed committee shall have personally indicated an interest in serving on the committee, or service shall have been directly and personally solicited by a member of the Elections Committee. Appointments to the appointed committees are made by the Elections Committee.

The procedure shall be completed prior to elections and appointments to University committees and councils.

### Section 3. Powers and Duties

The Senate and each standing committee, except the Promotion and Tenure Committee, shall bear the following relationship to one another in the definition of powers and discharge of duties; acting in consultation with each committee, the Senate shall determine the committee's responsibilities. Each committee is directly responsible and accountable to the Senate. The chair of each committee shall report to the Senate on a regular basis as determined by the Senate, and shall submit committee actions to the Senate for review and action as deemed appropriate by the Senate.

#### **Curriculum Committee**

The Curriculum Committee is composed of an annually elected representative from each of the five constituencies of Liberal Arts. The functions of this Committee include, but are not limited to, reviewing Course Modification and Course Inventory Requests for undergraduate courses, changes in admission or graduation requirements, and new undergraduate major and minor programs

from CoLA departments. Recommended actions are forwarded to the chair of the University Undergraduate Curriculum and Academic Policy Committee (UUCAPC) and to the Dean as applicable. The committee chair makes a quarterly report on committee actions to the CoLA Senate. The Associate Dean of CoLA serves as an ex-officio, non-voting member.

### **Faculty Development Committee**

The Faculty Development Committee is composed of tenured faculty, annually elected from each of the five constituencies of Liberal Arts. The functions of the committee include, but are not limited to, reviewing COLA faculty development grant requests and Professional Development Leave proposals from CoLA faculty. Grant requests are considered and awarded based on criteria that include contributions to teaching, scholarship, and outreach. Grant funding for the academic year is provided on a first-come basis and distributed until the fund is exhausted. Professional Development Leave proposals are discussed and recommended in priority order to the college Dean, who then submits a final recommendation to the Office of the Provost. The committee chair makes a quarterly report on committee actions to the CoLA Senate. The Associate Dean of CoLA serves as an ex-officio, non-voting member.

### **Faculty Affairs Committee**

The Faculty Affairs Committee is composed of an annually elected Representative from each of the five constituencies of Liberal Arts. The Faculty Affairs Committee shall prepare and recommend to the Liberal Arts Senate: (a) standards for the Professional Development Leave program; and (b) action on matters dealing with faculty welfare.

### **Promotion and Tenure Committee**

The College Promotion and Tenure Committee, composed of the Dean as chair (and non-voting member) and an elected member from each college constituency, will meet to review all college cases for promotion and/or tenure.

Any member of the college promotion and tenure committee should be tenured and hold at least the rank of associate professor. The college representative to the University P&T Committee is an ex-officio, non-voting member of this committee.

During the course of the P&T Committee deliberations, the representative of the respective constituency opens the committee discussion on a particular case. Once the discussion is complete, the five voting members vote on each case. At the conclusion of the initial discussion and vote on each case, any voting member can bring any one of the cases forward for additional discussion and for two possible additional votes. After all votes are taken, the five voting members decide who will draft letters for the committee's review on each of the cases; usually this is the constituency representative. The Dean facilitates the meeting, and the University Committee representative tabulates the voting. Recommendations are forwarded to the University Promotion and Tenure Committee.

### **Graduate Studies Committee**

The Graduate Studies Committee is composed of annually appointed representatives from each of the five constituencies of Liberal Arts. The functions of this committee include, but are not limited to reviewing Graduate Academic and Admission Petitions, Graduate Course Inventory and Course Modification requests, and applications from faculty for full Graduate Faculty status. Committee recommendations on petitions and other actions are forwarded to the dean of the School of Graduate Studies and/or COLA dean as appropriate. The committee chair makes a quarterly report on committee actions to the CoLA Senate. The Associate Dean of CoLA serves as an ex-officio, non-voting member.

The representative and alternate from the College to the University Graduate Council shall be chosen by and from the membership of the college's Graduate Studies Committee.

### **Elections Committee**

The Elections Committee is composed of annually appointed representatives from each of the five constituencies of Liberal Arts. The committee is responsible for preparing the ballots of candidates for elected and appointed committees, and for organizing and conducting the elections. After the elections, the committee notifies the successful candidates and reports the elections results to the Senate and to the college faculty. Because elections are normally held at the beginning of spring quarter, the committee chair makes a report on the election results at the spring senate meeting.

### **Petitions Committee**

The Petitions Committee is composed of tenured and tenure-track faculty, annually appointed from each of the five constituencies of Liberal Arts. The functions of this committee are to review Undergraduate Petitions and formal complaints requiring Academic Mediation. Undergraduate Petitions are exceptions that permit removal of hours and points for courses, late dropping of classes or complete withdrawals, waiving of regulations, and course substitutions. Committee recommendations on petitions are forwarded to the University Undergraduate Petitions Council. Student requests for Academic Mediation involve contested grades and grading procedures. Committee recommendations are forwarded to the Dean for final recommendation to the instructor. The committee chair makes a quarterly report on committee actions to the CoLA Senate. The Assistant Dean for Student Affairs of CoLA serves as an ex-officio, non-voting member.

### **ARTICLE IV Selection and Review of the Dean**

If a vacancy occurs in the Dean's position, all applications for the position will be made available for faculty review. Candidates' visits to campus will be scheduled in order for Faculty to have an opportunity to interview the candidates and provide input to the review process.

The Senate will periodically review and recommend procedures for reviewing chairs and deans.

ARTICLE V Amendments

Amendments may be initiated by the Senate, by majority vote of the Liberal Arts Faculty at a properly called meeting, or by submission to the Senate of a petition signed by at least 20 percent of the Liberal Arts Faculty. No amendment shall be recommended unless distributed in writing to all members of the Liberal Arts Faculty at least two weeks in advance of the meeting.

2/23/05

### CURRICULUM COMMITTEE

The Liberal Arts Curriculum Committee shall concern itself with all undergraduate curriculum matters within the College and shall review all changes in graduate courses that are dual-listed with undergraduate courses. The primary function of the committee shall be to process requests for changes from any department within the College. Its secondary function shall be in the area of review and recommendation.

1. Requests for changes shall include program and course proposals, program and course revisions, and course deletions. It is expected that these changes will have been approved by the departments concerned.

In its consideration of these changes, the Curriculum Committee shall be guided by the following obligations:

- a. To see that courses offered in one department do not violate the prerogatives of another department.
- b. To see that courses offered in one department are properly within the prerogatives of the department itself.
- c. To see that related course offerings within the various departments are respected.
- d. To see that request forms are complete in the areas of prerequisites, text, syllabi, course level, student workload, and grading criteria.
- e. To see that requirements for graduate credit in dual-listed courses are clearly distinguished from undergraduate requirements, in accordance with college policy.

Whereas the Curriculum Committee shall not presume competence to pass judgment on matters of intrinsic value, it shall have the right to question such matters when in its opinion there is clear cause for doubt. In all cases of doubt, the committee shall feel free to invite interested persons to challenge or defend a proposal.

The Committee shall report its decisions on undergraduate courses and programs to the Dean of the College, the University Curriculum Committee, and to all department chairs concerned. The committee shall reports its decisions on graduate courses to the Liberal Arts Graduate Studies Committee.

II. The Curriculum Committee shall, when charged, review any policy matters relating to curriculum within the College of Liberal Arts. Such matters might include course credit, grading systems, and study abroad.

The committee shall reports the results of its review to the Dean of the College, and, when appropriate, to individual departments. A summary report of the committee's actions and recommendations will be made to the Liberal Arts Senate at its second meeting of the quarter.

ELECTIONS COMMITTEE

The responsibilities of the Elections Committee are to prepare slates of candidates for elected and appointed committees and to organize and conduct elections.

FACULTY AFFAIRS COMMITTEE

I. The Liberal Arts Faculty Affairs Committee, as soon as possible, must appoint from the College a three-member Hearing Board as part of the University due process mechanism, in Accordance with the following procedures:

- a. one representative from each constituency
- b. no faculty currently serving in an administrative position
- c. no non-tenured faculty
- d. no faculty currently serving on the College Promotion and Tenure Committee

(The Faculty Affairs Committee may, if they choose, appoint three members from their own number to serve on the Hearing Board.)

II. The Liberal Arts Faculty Affairs Committee shall prepare and recommend to the Liberal Arts Faculty Senate:

- a. standards, including scholarship and teaching, for original faculty appointments and procedures for obtaining recognition of these standards by the several departments.
- b. standards for promotion and the granting of tenure
- c. standards for leave program
- d. action on all matters dealing with faculty welfare and discipline

FACULTY DEVELOPMENT COMMITTEE

(Effective January 1987, the Faculty Development Committee and the Faculty Research Committee were combined.)

The purpose of the Faculty Development Committee is to administer opportunities that assist faculty in securing sabbaticals, research grants, and opportunities to further develop teaching and research interests.

Full-time faculty within the College of Liberal Arts are eligible to apply for grants to support research projects or faculty development activities.

- (1.) To apply for a grant, the faculty member submits a “Research/Development Grant Request” form (available in the CoLA Dean’s Office) to the Associate Dean. The completed form must supply all requested information, including an itemized budget of anticipated expenses.
- (2) The Associate Dean forward all grant requests to the College Faculty Development Committee.
- (3) The Faculty Development Committee considers all grant requests and determines amounts to award, which may be all or part of the anticipated expenses submitted. Normally, grants awarded are limited to \$750 per project and \$1,000 per academic year for an individual faculty member.
- (4) The Faculty Development Committee Chair signs the budget sheet, indicating the amount awarded for the project, and forwards a copy to the faculty member.
- (5) Upon completion of the project, the faculty member resubmits the budget sheet with actual expenses indicated and receipts or invoices attached for all actual expenses.
- (6) The faculty member is reimbursed for all verified expenses within the approved budget for the grant. One check only will be issued, either directly to the faculty member receiving the grant or to another designated payee.
- (7) Reimbursement procedures of the College of Liberal Arts Travel Policy apply to all travel expenses included within the grant.

GRADUATE STUDIES COMMITTEE

- I. The Liberal Arts Graduate Studies Committee shall concern itself with all graduate curricular matters within the College. Its function shall be to establish policy for and supervise the curricular affairs of the graduate program of the College.

Requests for curricular changes shall include program and course proposals, program and Course revisions, and course deletions. It is expected that these changes will have been approved by the departments concerned. Dual-listed courses will have also been approved by the College Curriculum Committee and will be reviewed only in regard to their graduate component. In its consideration of these changes, the Graduate Committee shall be guided by the following obligations:

- a. to see that courses offered in one department do not violate the prerogatives of another department
- b. to see that courses offered in one department are properly within the prerogatives of the department itself
- c. to see that related course offerings within the various departments are respected
- d. to see that request forms are complete in the areas of prerequisites, text, syllabi, course level, and student workload.

Whereas the Graduate Studies Committee shall not presume competence to pass judgment on matters of intrinsic value, it shall have the right to question such matters when there is clear cause for doubt. In cases of doubt, the committee shall feel free to invite interested persons to challenge or defend a proposal.

- II. The Graduate Studies Committee shall:
- a. When charged, review any matters relating to graduate studies within the College of Liberal Arts. The Committee shall report the results of its review to the Dean of the College and, when appropriate, to individual departments. A summary report of the committee's actions and recommendations will be made to the Liberal Arts Senate at its second meeting of each quarter.
  - b. Serve as a petitions committee for the requests for waiver of admissions requirements for Students in Liberal Arts graduate programs.
  - c. Serve as a petitions committee for requests to deviate from the normal regulations and procedures of the Graduate School for students in Liberal Arts graduate programs.

### PETITIONS COMMITTEE

The function of the Liberal Arts Undergraduate Petitions Committee is to approve or deny student Petitions requesting exceptions to regulations similar to the following:

A waiver of a college requirement such as 100 hours in Liberal Arts subjects, or the foreign language

A waiver of a university requirement such as General Education courses, upper-level hours, and residence hours

A waiver of the regulation that permits only one repeat of a course in which a D or F was earned

A request to drop a course (withdraw from WSU) after the drop deadline, or to have the hours and points for a course removed

A request to be allowed to repeat a major course in which a C was earned

After the College committee makes its decisions, the chair presents the petitions to the University Petitions Council which either affirms or reverses decisions regarding university regulations. decisions dealing with college regulations are not reviewed. (The University Council and the Liberal Arts Committee meet once a month. The date for the University Council meeting is established first, and the colleges then set up their own committee meetings to be held one week prior to the University meetings.)

The college committee also acts as a petitions committee in the College Academic Mediation process. After the committee hears a grade appeal, it issues a recommendation to the instructor. The Committee's decisions on grade appeals may be appealed to the Dean.

An up-to-date report on the college committee's decisions on undergraduate petitions is made to The Liberal Arts Senate at the second meeting of the Senate each quarter.

PROMOTION AND TENURE COMMITTEE

Recommendations for promotion and tenure originate with the promotion and tenure committees of the academic departments. These recommendations are presented to the College Promotion and Tenure Committee through the Office of the Dean. After the college committee has considered the recommendations, the Dean forwards them, along with his/her own recommendation, to the Office of the Provost for presentation to the University Promotion and Tenure Committee. The recommendations are ultimately presented to the Board of Trustees for final action.

The Dean of the College chairs the committee but does not vote at the college level.

Guidelines for preparation of promotion and tenure documents can be found in the Collective Bargaining Agreement.