

**COLLEGE OF
LIBERAL ARTS**

SENATE MANUAL

2006-07

CONTENTS

SECTION 1: MEETING DATES	1
SECTION 2: CALENDARS	2
University Holiday Schedule	2
Administrative Calendar	3
SECTION 3: ROSTERS	12
Senators for 2006-07	12
Elected Committees	13
Appointed Committees	14
Faculty and Staff	15
SECTION 4: COLLEGE BY-LAWS	28
SECTION 5: COMMITTEE INFORMATION	37
Curriculum Committee	37
Elections Committee	39
Faculty Affairs Committee	40
Faculty Development Committee	41
Graduate Studies Committee	42
Petitions Committee	43
Promotion and Tenure Committee	44

SENATE MEETING DATES FOR 2006-07

October 6

November 3 *

January 2

March 2*

April 20

May 18*

*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 in the College Conference Room.

UNIVERSITY HOLIDAY SCHEDULE

Labor Day	Monday, September 4, 2006
Veteran's Day	Friday, November 10, 2006
Thanksgiving Day	Thursday, November 23, 2006
Day After Thanksgiving	Friday, November 24, 2006
Christmas Holiday	Monday, December 25 and Tuesday, December 26, 2006
New Year's Holiday	Monday, January 1, 2007
Martin Luther King Day	Monday, January 15, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007

LIBERAL ARTS ADMINISTRATIVE CALENDAR FOR 2006-07

2006

AUGUST

Monday	21	Last Day to Apply for November Graduation
Wednesday	23	Summer B&C Grades due in Registrar's Office by Noon
Monday (all day)	28	New Faculty Retreat, 8:30 a.m.-4:00 p.m., E156 Student Union
Tuesday (half day)	29	New Faculty Retreat, 8:30 a.m.-1:00 p.m., 4 th floor Library
Thursday	31	CoLA Faculty Retreat, 9:00 a.m.-1:00 p.m. Millett Hall Atrium

SEPTEMBER

Friday	1	New CoLA Faculty Breakfast with Dean Taylor, 9:00 a.m., 162 Millett
Sunday	3	Freshman Convocation, 3:00 p.m., Nutter Center, followed by reception at 4:00 p.m.
Monday	4	LABOR DAY. University Closed.
Tuesday	5	FALL QUARTER CLASSES BEGIN
Wednesday	6	Convocation, 3:00 p.m., Multipurpose Room

Thursday	7	Welcome Week Reception for CoLA Freshmen, 10:00 a.m.-2:00 p.m., Millett Atrium
Wednesday	13	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Monday	18	President's Awards Ceremony, 2:00 p.m., Multipurpose Room
Thursday	21	CoLA Lecture, Dr. Allen Hye, 163 A&B SU
Monday	25	Last day for all students to drop a class without a grade

OCTOBER

Monday	2	Faculty Senate, 2:45 p.m., E156 SU
Wednesday	4	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Thursday	5	Reception for Dean Taylor, 4:00-6:00 p.m., Multipurpose Room
Friday	6	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Wednesday	11	CoLA Advising Day, 11:00 a.m.-4:00 p.m.
Monday	16	Winter Quarter Registration begins
Wednesday	18	Endowment and Scholarship Reception, 6:00 p.m., Creative Arts Center
Monday	23	Last day for all students to drop a class with a grade of "W"
Wednesday	25	CoLA Chairs Meeting, 3:00 p.m., 162 Millett

NOVEMBER

Wednesday	1	CoLA Faculty Meeting, 3:15 p.m.
Friday	3	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Saturday	4	Fall Visitation Day, 9:00 a.m., Student Union
Monday	6	Faculty Senate, 2:45 p.m., E156 SU
Friday	10	VETERAN'S DAY. University Closed.
Saturday	11	Last Day of Fall Quarter Classes
Sunday	12	Dean's Partner Recognition, 6:00 p.m., Creative Arts Center
Monday/Saturday	13/18	FINAL EXAMS
Wednesday	15	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Saturday	18	COMMENCEMENT, 10:00 a.m., Nutter Center
Wednesday	22	FALL QUARTER GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON.
Thursday/Friday	23/24	THANKSGIVING HOLIDAY. University Closed.
Monday	27	Intersession Classes begin.

DECEMBER

Friday	1	Last Day to Drop an Intersession Class without a "W"
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Wednesday	6	Last Day to Drop an Intersession Class with a “W”
Thursday	7	Last Day to Apply for March Graduation
Wednesday	13	Promotion and tenure documents due in the Dean’s Office (Seven copies--each in a manila file folder with the person’s name on it--and one copy of supporting documents.)
Monday/Tuesday <u>2007</u>	25/26	CHRISTMAS HOLIDAY. University Closed.
<u>JANUARY</u>		
Monday	1	NEW YEAR’S HOLIDAY. University Closed.
Tuesday	2	WINTER QUARTER CLASSES BEGIN
Friday	5	CoLA Promotion and Tenure Committee, Meeting, 9:00 a.m., 162 Millett
Monday	8	Faculty Senate, 2:45 p.m., E156 SU
	8	Faculty complete and submit their faculty activity reports for calendar year 2006 to the chair of their department.
Wednesday	10	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Monday	15	MARTIN LUTHER KING DAY HOLIDAY. University Closed.
Monday	22	Last Day for all students to drop a class without a grade.
Friday	26	CoLA Senate Meeting, 3:00 p.m., 162 Millett

Wednesday 31 CoLA Chairs Meeting, 3:00 p.m., 162 Millett

FEBRUARY

Thursday 1 Names, addresses, and bios of outstanding alumni to be honored at April 21 Alumni Awards Dinner due to Sue.

Monday 5 Faculty Senate, 2:45 p.m., E156 SU

Tuesday 6 Spring Quarter Registration begins.

Wednesday 14 CoLA Faculty Meeting, 3:15 p.m.

Monday 19 Last day for all students to drop a class with a grade of "W"

Monday/Friday 19-23 Chairs meet with Dean to discuss chairs' evaluation of faculty, and return their evaluations of activity reports to faculty.

Wednesday 21 CoLA Chairs Meeting, 3:00 p.m., 162 Millett

MARCH

Thursday 1 Last Day to Apply for June Graduation

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, 2:45 p.m., E156 SU

Friday 9 Signed Faculty Activity Reports due back to Chairs

Monday	12	Last Day of Winter Classes (Monday classes meet to compensate for two Monday holidays)
Monday-Saturday	13/17	FINAL EXAMS
Tuesday	13	University Promotion and Tenure Committee Meeting, 8:30 a.m.
Wednesday	14	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Wednesday	21	WINTER QUARTER GRADES DUE IN REGISTRAR'S OFFICE BY NOON.
Monday	26	SPRING QUARTER BEGINS
Monday	26	Classified and Unclassified Staff evaluations due to Dean's Office
Friday	30	Faculty Activity Reports due to Dean's Office
	30	Faculty Award Nominations due to Dean's Office by noon.
Saturday	31	ARTSGALA 2007, 6:30 p.m., Creative Arts Center
<u>APRIL</u>		
Monday	2	Faculty Senate, 2:45 p.m., E156 SU
Wednesday	4	Summer registration begins
	4	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Friday	6	Names, addresses and bios of departmental and program outstanding graduating seniors and graduate students to be honored at June 9 recognition due to Sue

Friday	6	CoLA P&T Committee Meeting to review Faculty Award nominations, 11:00 a.m., 162 Millett
Friday	13	Last day for all students to drop a class without a grade.
Friday	20	CoLA Senate Meeting, 3:00 p.m., 162 Millett
Saturday	21	CoLA Outstanding Alumni Awards Dinner, 5:30 p.m., Millett Atrium
Wednesday	25	CoLA Chairs Meeting, 3:00 p.m., 162 Millett

MAY

Wednesday	2	Fall Registration begins.
Monday	7	Faculty Senate, 2:45 p.m., E156 SU
Friday	11	Last day for all students to drop a class with a grade of "W."
Tuesday	15	University P&T Committee Meeting to Consider Faculty Award nominations, 8:30 a.m.
Wednesday	16	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Thursday	17	Board of Trustees Budget Presentation, 8:30 a.m., Multipurpose Room
Friday	18	CoLA Senate, 3:00 p.m., 162 Millett
Wednesday	23	CoLA Faculty Meeting, 3:15 p.m.

Friday	25	Last Day to Apply for August Graduation
Monday	28	MEMORIAL DAY HOLIDAY. University Closed.
<u>JUNE</u>		
Saturday	2	Last Day of Spring Quarter Classes
Monday	4	Faculty Senate, 2:45 p.m., E156 SU
Wednesday	6	CoLA Chairs Meeting, 3:00 p.m., 162 Millett
Monday-Saturday	4/9	FINAL EXAMS.
Friday	8	Graduation Recognition Ceremony, 2:00 p.m., Concert Hall, Creative Arts Center
Saturday	9	COMMENCEMENT, 10:00 a.m., Nutter Center
Monday	11	SUMMER TERMS A AND C 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.

JULY

Monday	2	Annual Report Information due to Sue
Tuesday	3	Last day for all students to drop a Summer A class with a grade of "W."
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
Friday	27	Last day for all students to drop a Summer C class with a grade of "W"

AUGUST

Tuesday	7	Last day for all students to drop a Summer B class with a grade of "W"
Thursday	16	Summer B and C end
Saturday/Sunday	18/19	Campus Electrical Shutdown
Tuesday	21	Last Day to Apply for November Graduation
Wednesday	22	SUMMER B AND C GRADES DUE IN THE REGISTRAR'S OFFICE BY NOON
Thursday (tentative)	30	CoLA Retreat, 9:00 a.m., Millett Atrium
Friday (tentative)	31	New Faculty Breakfast with Dean Taylor, 9:00 a.m., 162 Millett

SEPTEMBER 2007

Monday	3	LABOR DAY. University Closed.
Tuesday	4	FALL 2007 CLASSES BEGIN.

SENATORS FOR 2006-07

<u>Department</u>	<u>Senator</u>
Art and Art History	Glen Cebulash
Classics/Philosophy/Religion	John McCree
Communication	Amber Peplow
English	Heidi Breuer
History	Ed Melton
Modern Languages	Xenia Bonch
Music	Christopher Chaffee
Political Science	John Feldmeier
Social Work	Marjorie Baker
Sociology/Anthropology	Chigon Kim
Theatre Arts	Greg Hellems
Urban Affairs and Geography	Dan Johnson

ELECTED COMMITTEES FOR 2006-07

	CONSTITUENCY A	CONSTITUENCY B	CONSTITUENCY C	CONSTITUENCY D	CONSTITUENCY E
COMMITTEE	Music and Theatre Arts	English	CLS/PHL/REL, Art, and ML	History, PLS, and Urban Affairs/GEO	Communication, SOC/ATH, and SW
Curriculum	Pam Knauert- Lavarney (2-year term)	Barry Milligan (carryover)	Benjamin Montague	Charles Funderburk	Jung-Soo Yi
Faculty Affairs	Jackson Leung	Lynette Jones (2-year term)	Bruce Laforse (carryover)	Tracy Snipe	Elliott Gaines
Faculty Development*	D. Bartlett Blair	David Seitz	Ava Chamberlain	Ed Fitzgerald (2-year term)	Henry Ruminski (carryover)
Promotion and Tenure	David Booth	Annette Oxindine (2-year term)	Linda Farmer (carryover)	December Green	Dan DeStephen

REPRESENTATIVE TO UNIVERSITY P&T COMMITTEE: Jim Guthrie

REPRESENTATIVE TO UNIVERSITY ATHLETIC COUNCIL: Matthew Benjamin (2006-07)

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

APPOINTED COMMITTEES FOR 2006-07

	CONSTITUENCY A	CONSTITUENCY B	CONSTITUENCY C	CONSTITUENCY D	CONSTITUENCY E
COMMITTEE	Music and Theatre Arts	English	CLS/PHL/REL, Art, and ML	History, PLS, and Urban Affairs/GEO	Communication, SOC/ATH, and SW
Elections	Teresa McWilliams	Martha Sammons	Scott Wilson	Charles Funderburk (2-year term)	Mike Norris (carryover)
Graduate Studies	Kim Warrick	Carol Loranger (2-year term)	Bruce Laforse (carryover)	Tracy Snipe	Chigon Kim
Petitions*	Joe Deer (2-year term)	Heidi Breuer (carryover)	Jon Swindler	Ed Fitzgerald	Carol Morgan

REPRESENTATIVE TO COMPUTER USERS: Shelley Jagow

LIBERAL ARTS ADVISOR TO UNIVERSITY COLLEGE: Kirsten Halling

COLA REPRESENTATIVE TO UNIVERSITY RESEARCH COUNCIL: Doug Nord

(*NOTE: Must be at least third or fourth year faculty member to serve on the Petitions Committee

COLLEGE OF LIBERAL ARTS
FACULTY AND STAFF ROSTER
2006-07

<u>NAME</u>	<u>TITLE</u>	<u>ROOM</u>	<u>PHONE</u>
Alexander, Jennifer	Instructor of Communication	422 M	2710
Allen, Michael (Brady)	Instructor of English	462 M	3710
Alvarez, Dorothy	Instructor of Spanish	342 M	2673
Anderson, Dr. Liam	Associate Professor of Political Science	309 M	3023
Antolik, Martha	Instructor of Communication	425 M	2354
Atkinson, Chad	Assistant Professor of Political Science	314 M	2403
Baker, Dr. Marjorie	Associate Professor of Social Work	275 M	3431
Ballantine, Dr. Jeanne	Professor of Sociology	264 M	2442
Ballmann, Joanne	Administrative Specialist, PLS	325 M	2942
Banks, Dr. Eric	Assistant Professor of Philosophy	384 M	2199
Barr, Dr. David	Chair, Classics, Philosophy, & Religion; Professor of Religion	389 M	2293
Baxter, David	Lecturer of Communication	417 M	3637
Bellisari, Dr. Anna	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
Biswas, Ann	Instructor of Communication	427 M	3804
Blair, Deborah Bartlett	Professor of Theatre Arts	T148P CAC	2355
Blakelock, Jane	Lecturer of English; CoLA Web Coord.; Assistant Director of Writing Programs	453 M	3715

Blubaugh, Heather	Instructor of Spanish	340 M	2448
Bobbett, Karen	Department Support Supervisor, History	370 M	3111
Bonch-Bruevich, Dr. Xenia	Assistant Professor of Spanish	339 M	2034
Booth, Dr. David	Associate Professor of Music; Director of Bands	M219 CAC	2545
Boyd, Dr. Roberta	Assistant Dean for Fiscal Affairs	163 M	3773
Breuer, Dr. Heidi	Assistant Professor of English	487 M	3396
Broughton, Dr. Nancy	Assistant Professor of Spanish	330 M	2153
Brun, Dr. Carl	Chair and Professor of Social Work	273 M	2868
Bullock, Dr. Richard	Assistant Chair and Professor of English; Director of Writing Programs	473 M	2220
Burke, Victoria	Instructor of English	474 M	3756
Cabrera, Jennifer	Development and Alumni Events Coord.; Instructor of Spanish	163 M	2575
Cameron, Jacob	Instructor of Music	M117 CAC	3878
Caron, Dr. Linda	Chair and Professor of Art and Art History	A226 CAC	2897
Carrafiello, Dr. Susan	Associate Professor of History; Director, Honors Program	243 M	2660
Carrero, Marjorie	Instructor of Modern Languages	340 M	2448
Cebulash, Glen	Associate Professor of Art and Art History	A220 CAC	3547
Cha, Dr. In-Hong	Associate Professor of Music	M245 CAC	2455
Chadbourne, Victoria	Administrative Assistant, Music and CMD Coordinator	M153 CAC	2787
Chaffee, Dr. Christopher	Assistant Professor of Music	M371 CAC	2132

Chamberlain, Dr. Mary Ava	Associate Professor of Religion; Director, Master of Humanities Program	373 M	2844
Chandler, Dr . Elena-Maria	Instructor of German	325 M	2641
Cheshire, Jimmy	Lecturer of English	464 M	2283
Church, Rick	Faculty Associate and Musical Director, Theatre Arts	T148 CAC	3072
Cipriano-Risner, Michelle	Instructor of Modern Languages	328 M	2263
Collins, Drew	Instructor of Music	M350 CAC	2309
Coppess, April	Administrative Specialist, Music	M153B CAC	2347
Cordes, Jamie	Faculty Associate, Theatre Arts	T209 CAC	3072
Cornett, Carol	Director of LEAP Program; Lecturer of English	467 M	2505
Crawford, Layne	Administrative Specialist, Modern Languages	325 M	2641
Crews, Byron	Instructor of English	476 M	2149
Crews, Sandra	Associate Professor of Theatre Arts	T148G CAC	4127
Cromer, Bruce	Associate Professor of Theatre Arts	T148K CAC	2430
Crowley, Catherine	Instructor of English	476 M	3757
Crusan, Dr. Deborah	Associate Professor of English; Director of ESL Programs	479 M	2846
Dahlman, Dr. Henry	Professor of Music; Director of Choral Studies; and Director of Graduate Studies in Music	M350 CAC	3721
David, Donald	Professor of Theatre Arts	T148Q CAC	2344
Davis, Vincent	Instructor of Music	M346 CAC	2254

Deer, Joe	Associate Professor of Theatre Arts	T148M CAC	2424
Denman, Janet	Costumer Shop Director, Theatre Arts	SB04 CAC	2398
Dennis, Dr. Jeffery	Visiting Assistant Professor of Sociology	289 M	4465
Derry, Dr. Charles	Professor of Theatre Arts	T005 CAC	2343
DeStephen, Dr. Daniel	Professor of Communication; Director, Center for Teaching and Learning	023 Library	2067
DeThomas, Sally	Instructor of English	478 M	3758
Dickey, Stephanie	Lecturer of English	486 M	3716
Disbrow, Dr. Lynn	Assistant Professor of Communication	413 M	4098
Dockery, Jane	Associate Director, CUPA	227 M	2382
Donahoe, Dr. Mary	Associate Professor of Theatre Arts	T148L CAC	4128
Dona, Dr. Elfe	Assistant Professor of German and Teacher Education	336 M	2600
Dorn, Dr. Jacob	Professor of History	363 M	2282
Dregalla, Dr. Herbert	Chair and Professor of Music	M153 CAC	3785
Durr, Dr. Marlese	Associate 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
Eguaroje, Dr. Frank	Instructor of Art/Art History and Sociology	288 M	3980
Ellis, Dr. Brenda	Associate Professor of Music	M347 CAC	2072
Engelhardt, Dr. Carol	Associate Professor of History; Director, Social Science Education	355 M	3869

Farmer, Dr. Linda	Associate Professor of Philosophy	387 M	2914
Feldmeier, Dr. John	Assistant Professor of Political Science	315 M	2229
Fitch, Diane	Associate Professor of Art and Art History	A332 CAC	2896
Fitzgerald, Dr. Edward	Professor of Political Science	305 M	2284
Flanagan, Dr. Erin	Assistant Professor of English	463 M	2196
Funderburk, Dr. Charles	Professor of Political Science	319 M	2783
Gaines, Dr. Elliott	Associate Professor of Communication	411 M	2098
Galbraith, Barbara	Lecturer of French	341 M	3429
Garner, Dr. Nancy	Associate Professor of History	345 M	2810
Garrison, Dr. David	Chair and Professor of Modern Languages	331 M	2642
Geibert, Ronald	Professor of Art and Art History	A028 CAC	2358
Geisel, Patrick Scott	Lecturer of English	456 CAC	4288
Gimenez, Virginia	CoLA Technology Coordinator	384 M	3776
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	317 M	4817
Griffin, Dr. Paul	Professor of Religion; Director, African and African American Studies Program	144 M	5532 5501
Guthrie, Dr. James	Professor of English	455 M	2879
Guzzo, Dr. Gaetano	Instructor of Sociology/Anthropology	293 M	2952
Haas, Dr. Edward	Chair and Professor of History	366 M	3342

Halabi, Dr. Awad Eddie	Assistant Professor of History and Religion	362 M	2817
Hall, Dr. Chris	Associate Professor of English	465 M	2268
Halling, Dr. Kirsten	Associate Professor of French	343 M	2051
Hapner, David	Faculty Associate, Theatre Arts	T207 CAC	3072
Harber, Renee	Administrative Specialist, Political Science	325 M	2833
Haught, Dr. John	Assistant Professor of English and Teacher Education	483 M	2053
Hellems, Greg	Associate Professor of Theatre Arts	T148 CAC	2784
Hernandez, Sarah	Instructor of English	470 M	3136
Hertzler, Dr. Marie	Assistant Professor of Modern Languages	327 M	2198
Hooker, Carol	Research/GIS Data Analyst, CUPA	231 M	3725
Horner, John	Theatre Box Office Manager	Box Office	2500
Horwitz, Jeannette	Instructor of English	468 M	2935
Hussain, Dr. Rashida	Instructor of Political Science	304 M	2451
Irvine, Dr. William	Professor of Philosophy	383 M	2610
Jahanbegloo, Azadeh	Instructor of Sociology	287 M	2930
Jagow, Shelley	Associate Professor of Music	M264 CAC	2178
John, Dr. Jeff	Associate Professor of Communication	419 M	2030
Johnson, Angela Beumer	Associate Professor of English	449 M	2194
Johnson, Daniel	Assistant Professor or URS/GEO	219 M	3888
Johnson, J. Russell	Associate Professor of Theatre Arts	T013 CAC	2341
Jones, David	Research Associate, CUPA	228 M	2138

Jones, Patricia	Outreach Coordinator, URS/GEO/CUPA	230 M	2174
Jones, Dr. Sharon Lynette	Associate Professor of English	481 M	3397
Judge, Timothy	Production Manager, Theatre Arts	Scene Shop	2674
Kannan, Dr. Joyce	Assistant Professor of History	361 M	2114
Kantha, Dr. Pramod	Assistant Professor of Political Science	322 M	2387
Killian, Dr. Jerri	Associate Professor of Urban Affairs and Geography	215 M	3867
Kim, Dr. Chignon	Assistant Professor of Sociology and Anthropology	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	271 M	2244
Klaisner, Beth	Lecturer of English; College Advisor	472 M	2840
Klein, James	Professor of Theatre Arts	T007 CAC	2366
Knauert Lavarney, Pam	Associate Professor of Theatre Arts	T148N CAC	2345
Kollman, Kathleen	Administrative Specialist, Dean's Office	163 M	2601
Kraus, Dr. Matthew	Instructor of Religion and Classics	371 M	2274
Lafferty, Dr. William	Associate Professor of Theatre Arts	T021 CAC	4581
Laforse, Dr. Bruce	Associate Professor of Classics	381 M	2698
Lahm, Dr. Karen	Assistant Professor of Sociology	267 M	4165
Lamping, Sally	Assistant Professor of English	443 M	4945
Larkowski, Dr. Charles	Professor of Music	M374 CAC	2362

Lavarnway, John	Prop Master, Theatre Arts	Scene Shop	3072
Law, Dr. Joe	Professor of English; Coordinator of Writing Across the Curriculum; Asst VP for Articulation and Transfer	268 UH	2155
Laws, Francis	Assistant Chair and Associate Professor of Music	M140 CAC	2541
Leonard, Paul	Instructor of Political Science	323 M	2915
Leung, Dr. Jackson	Associate Professor of Music	M348 CAC	2386
Levine, Dr. Myron	Professor of Urban Affairs/Geography	209 M	3735
Limouze, Dr. Henry	Chair and Associate Professor of English	466 M	2093
Lindsey, Peggy	Instructor of English	460 M	2096
Lockhart, Dr. Paul	Professor of History	353 M	3115
Loranger, Dr. Carol	Associate Professor of English; Director, Grad. Studies in English	477 M	2961
Lowrey, Kenneth	Lecturer of Geography	297 M	4981
Luehrmann, Dr. Laura	Associate Professor of Political Science	313 M	3197
Lyons, Mark	Facilities Equipment Manager	T034 CAC	2406
Macaulay, Thomas	Professor of Art and Art History	140 FB	2245
MacDonald, Maggie	Associate Professor of English	473 M	2470
Mack, Dr. Nancy	Associate Professor of English	451 M	3534
Macleod, Dr. Alex	Assistant Professor of English	443 M	4945
Maner, Dr. Martin	Professor of English	441 M	2639
Marchand, Dr. Jeannette	Assistant Professor of Classics	375 M	3777
Marshall, Cynthia	Instructor of English	442 M	2510

McCree, Dr. J. Woodrow	Instructor of Religion and Philosophy	371 M	3449
McDowell, Dr. Stuart	Chair and Professor of Theatre Arts	T148 CAC	3072
McGinley, Sarah	Instructor of English	442 M	3057
McHale, Jacqueline	Sculpture Technician, Art and Art History	140 FB	2245
McIlvenna, Dr. Noeleen	Assistant Professor of History	358 M	3872
McLellan, Dr. Marjorie	Associate Professor of History; Director, Master of Public History Program	365 M	2162
McWilliams, Teresa	Associate Professor of Theatre Arts	T206 CAC	3792
Melton, Dr. Edgar	Associate Professor of History	349 M	2325
Metzner, Michelle	Instructor of English	474 M	2294
Meyer, Dr. Kathryn	Associate Professor of History; Assistant Director, Criminal Justice	357 M	2901
Milligan, Dr. Barry	Professor of English	445 M	4805
Moeller, Leanne	Department Support Supervisor, English	470 M	2271
Montague, Benjamin	Assistant Professor of Art/Art History and Teacher Education	A221 CAC	4116
Morgan, Dr. Carol	Associate Professor of Communication	423 M	2829
Morgan, Lynn	Administrative Specialist, English	470 M	2279
Morrisette, Lisa	Assistant Professor of Art/Art History	A336 CAC	2896
Myadze, Dr. Theresa	Associate Professor of Social Work	277 M	2754
Nathanson, Dr. Carol	Associate Professor of Art and Art History	A335 CAC	2998
Nelson, Dr. Sharon	Associate Dean of the College; Associate Professor of Music	174 M	2226

Netanel, Dr. Deborah	Instructor of Music	M153 CAC	2346
Nord, Doug	Professor of Political Science	217 M	5767
Norris, Dr. Michael	Assistant Professor of SOC/ATH	260 M	2921
Oldstone-Moore, Christopher	Lecturer of History	368 M	2172
Oleen, Victoria	Managing Director, Theatre Arts	T148 CAC	3789
Orenstein, Dr. David	Associate Professor of Sociology; Director of Applied Behavioral Science Program	268 M	4529
Oshiro, Dr. Kenji	Professor of Geography	205 M	2845
Owens, Dr. Geoffrey	Assistant Professor of SOC/ATH	262 M	4947
Oxindine, Dr. Annette	Associate Professor of English	489 M	3532
Pacernick, Dr. Gary	Professor of English	459 M	2443
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	Associate Professor of Music	M244 CAC	2508
Peck, Dana	Budget/Management Analyst, URS/GEO	222M	4863
Peplow, Amber	Assistant Professor of Communication	420 M	2264
Perry, Sharon	Account Technician, Theatre Arts	T148 CAC	3072
Petreman, Dr. David	Professor of Spanish	357 M	2328
Pollack-Lagushenko, Dr. Timur	Assistant Professor of History	360 M	2909
Pratt, Beth	Administrative Specialist, Theatre Arts	T148 CAC	3072
Pringle, Dr. Mary Beth	Professor of English	485 M	2265
Ramsey, Dr. Sheila	Assistant Professor of Theatre Arts	T148F	2093

Reichert, Julia	Professor of Theatre Arts	T003 CAC	3791
Riordan, Dr. Robert	Chair and Professor of Sociology and Anthropology	266 M	2672
Robinow, Patricia	Visual Resource Curator, Art/Art History	A226 CAC	3567
Rogers, Dr. Marita	Instructor of Social Work	272 M	2751
Rowe, Kristie	Instructor of English	478 M	2170
Rubin, Robert	Lecturer of English	484 M	4287
Rucker, Dr. Mary	Associate Professor of Communication	431 M	2631
Ruminski, Dr. Henry	Associate Professor of Communication	421 M	2950
Sammons, Dr. Martha	Professor of English	447 M	3549
Sayer, Cathy	Lecturer of English	471 M	2471
Sayer, Dr. James	Chair and Professor of Communication	424 M	4092
Scheidt, Pamela	Administrative Specialist, History	370 M	3110
Schlagheck, Dr. Donna	Chair and Professor of Political Science	321 M	2904
Schultheis, Susan	Administrative Specialist, SOC/ATH	270 M	2667
Seitz, Dr. David	Associate Professor of English	461 M	3338
Semmett, Siobhan	Administrative Specialist, CLS/PHL/REL	370 M	2274
Serrano, Dr. Damaris	Assistant Professor of Spanish	226 M	3436
Sharma, Dr. Alpana	Associate Professor of English	457 M	2070
Sheets, Jennifer	Administrative Specialist, English	470 M	3137
Shepelak, Dr. Norma	Associate Professor of Sociology	253 M	3091
Sherman, Dr. John	Professor of History; Dir., Grad. Program	364 M	4946

Sirkin, Dr. R. Mark	Associate Professor of Political Science; Director, Liberal Studies Program	311 M	4222
Small, LaFleur	Assistant Professor of SOC/ATH	263 M	2152
Smith, D'Arcy	Assistant Professor, Theatre Arts	T148H CAC	2488
Smith, Tracy	Instructor of English	452 M	3913
Snipe, Dr. Tracey	Associate Professor of Political Science	307 M	3767
Spicer, Dr. Karin-Leigh	Associate Professor of Communication	426 M	4213
Staruch, Carolyn	Administrative Specialist, Social Work	270 M	2751
Steele, Dr. Tracey	Associate Professor of Sociology; Director, Criminal Justice Program	261 M	4096
Stoker, Dr. Valerie	Assistant Professor of Religion	379 M	2173
Stollings, Susan	Assistant to the Dean, Dean's Office	163 M	3770
Strader, Richard	Instructor of English	444 M	2208
Stremlin, Dr. Boris	Instructor of Sociology	288 M	3980
Subban, Dr. Jennifer	Associate Professor of Urban Affairs and Geography	211 M	3650
Sumser, Dr. Robert	Associate Professor of History	351 M	2989
Swindler, Jon	Assistant Professor of Art/Art History	A220 CAC	4118
Taylor, Dr. Charles	Dean, CoLA Professor of Philosophy and Religion	163 M	2225
Thomas, Joyce	Administrative Specialist, Communication	425 M	2145
Tipps, Dr. James	Associate Professor of Music	M349 CAC	3722
Twill, Dr. Sarah	Assistant 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	Associate Professor of Art and Art History	A027 CAC	2186
Walker, Ariel	Research Associate, CUPA	229 M	4457
Wang, Tong	Assistant Professor of Theatre Arts	T202 CAC	2342
Warrick, Dr. Kimberly	Associate Professor of Music; Director of Opera Theatre; Coordinator of Vocal Studies	M354 CAC	2016
Walther, Gina	Visiting Professor of Dance	T148 CAC	3072
Wenning, Dr. Mary	Associate Professor of Urban Affairs and Geography	215 M	3506
White, Patricia	Associate Professor of Dance	T204 CAC	3793
Wiley, Tina	Office Services Coordinator, URS/GEO/CUPA	225 M	2941/4451
Williams, David	Instructor of Political Science	306 M	2683
Wilson, Dr. Scott	Assistant Professor of Philosophy	385 M	3354
Winkler, Dr. Jonathan Reed	Assistant Professor of History	356 M	3839
Wood, Robert	Assistant Dean for Student Affairs	163 M	2601
Yi, Dr. Jung-Soo	Associate Professor of Communication	415 M	2459
Zaytoun, Dr. Kelli	Assistant Professor of English; Director of Women's Studies Program	148 M	4524
Zech, Rich	Senior Accountant, Dean's Office	163 M	2227
Zehringer, Daniel	Instructor of Music	M153 CAC	2346

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.