Resolution 97-9. Revising the Faculty Code of University Government

The General Faculty resolves:

The Faculty Code of University Government is revised to read as follows:

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

THE FACULTY CODE OF UNIVERSITY GOVERNMENT

Subject to the powers of the Board of Governors of the University of North Carolina, the president of the University of North Carolina, the Board of Trustees of the University of North Carolina at Chapel Hill, and the chancellor of the University of North Carolina at Chapel Hill, the faculty of the University of North Carolina at Chapel Hill has enacted the following Faculty Code of University Government:

ARTICLE 1

THE GENERAL FACULTY

§ 1-1. Members. The General Faculty consists of all persons holding appointments to the ranks of professor, associate professor, assistant professor, instructor, lecturer, any of the formally authorized lecturer-equivalent ranks, persons holding the ranks of librarian, associate librarian, assistant librarian, and general librarian under procedures approved by the chancellor, and the following officers of the administration, ex officio: the president, the chancellor, the provost and vice provosts, and the vice chancellors; the university librarian, the university registrar, the directors of the Press, Extension Division, Undergraduate Admissions, and Student Health Service; and such other officials having responsibility for making and administering educational, research, and student welfare policies as shall be approved by the faculty Advisory Committee for ex officio membership on the General Faculty.

§ 1-2. Organization. (a) Presiding officer. The chancellor shall be the presiding officer of the General Faculty. The chair of the faculty shall be chair pro tempore of the General Faculty and shall preside in the absence of the chancellor.

(b) Minutes. The secretary of the faculty shall keep a record of the proceedings.

(c) Quorum. The presence of one hundred twenty-five voting members shall be necessary for a quorum.

(d) Bylaws. The General Faculty may adopt bylaws to govern its proceedings.

§ 1-3. Meetings. The General Faculty shall meet at least once in the fall semester and once in the spring semester in each academic year. Special meetings may be called by the chancellor, or, in his or her absence, by the chair of the faculty, and shall be called on the written request of ten percent of the voting members of the General Faculty.

§ 1-4. Voting. (a) Except as otherwise provided in this Code, the voting faculty comprises (i) all members of the General Faculty having tenured or probationary-term appointments, (ii) librarians who are members of the General Faculty, and (iii) fixed-term faculty whose positions satisfied the following criteria:

(1) The position is for full-time employment and is not a visiting appointment; and

(2) The duties of the position include teaching, research, or both; and

(3) The actual or anticipated length of service in the position is at least three years. This criterion is satisfied if (i) the current term of appointment is for three years or more, or (ii) the appointment is a renewal appointment to the same position and the combined length of the current term and the immediately preceding terms is three years or more.

§ 1-5. Office-holding. Only members of the voting faculty are eligible to hold offices established by the Code.
§ 1-5. Office-holding. Only members of the voting faculty are eligible to hold offices established by the Code.

§ 1-6. Powers. The General Faculty shall have power:

(1) To establish the policies governing the educational activities of, and the award of academic degrees by The University of North Carolina at Chapel Hill and to promulgate such regulations as are necessary to implement established policies;

(2) To request information and reports from and to give advice to the chancellor with respect to any matter affecting the life of the University;

(3) To act upon reports from—and to make recommendations to—the Faculty Council, faculty committees, colleges, schools, institutes, and other units of the University;

(4) To discuss and resolve upon matters relating to the life of the University;

(5) To join with the chancellor and other officers of administration and the student body in regulating student conduct and discipline;

(6) To delegate its powers, except the power to establish or amend this Code, to such officers and bodies as may be established herein.

§ 1-6. Code Amendments. Proposals to amend this Code must be passed on two separate readings. At the meeting at which it is introduced, the proposal must receive the affirmative votes of a majority of the voting members of the General Faculty present and voting. Upon such tentative approval, the proposal shall be referred to the Committee on University Government, which shall consider the proposal and report its recommendations to the next regular or special meeting of the General Faculty. When the proposal is reported by the Committee on University Government, those present shall first determine whether to submit the proposal to a general referendum, which shall be done upon motion of one-third of those present and voting. If the proposal is not submitted to a general referendum, passage shall require the affirmative votes of two-thirds of those present and voting. Before the final vote is taken on a proposal that is not submitted to a general referendum, any faculty member present may ask for a ruling of the presiding officer as to whether the proposal has been so materially amended that the text of the proposal as tentatively approved does not constitute a fair representation of the substance of the proposal as amended. If the presiding officer so rules, final action shall be deferred until the next meeting of the General Faculty, or the proposal shall be submitted to a general referendum, as may be decided by a majority of those present and voting. When a proposal is submitted to a general referendum, the secretary of the faculty shall mail a ballot and a copy of the proposal, together with any written report or explanatory material accompanying it, to each voting member of the General Faculty. Ballots must be returned to the secretary of the faculty not later than 15 days after the date of mailing. In a general referendum, passage shall require the affirmative votes of three-fifths of those voting.

§ 1-7. Policy on Section of Officers. It is the policy of the General Faculty that in selecting persons to fill positions established by or pursuant to this Code, consideration should be given to the factors of departmental affiliation, faculty rank, tenure status, color, age, and sex to the end that diversity of interests among the faculty are appropriately reflected in the various organs of faculty government.

ARTICLE 2

THE FACULTY COUNCIL

§ 2-1. Legislative power vested in Council. The legislative powers of the General Faculty shall be vested in a Faculty Council.

§ 2-2. Members. (a) The Council shall consist of two groups of members, ex officio and elected.

(b) The ex officio members shall be: the chancellor, the provost and vice provosts, and the vice chancellors, the dean of the General College and the College of Arts and
Sciences, the dean of the Graduate School, the chair of the faculty, the secretary of the faculty, members of the Executive Committee of the Faculty Council who are not otherwise elected or ex officio members of the Council, and the chairs of standing committees of the faculty.

(c) Members of the General Faculty holding the ranks of professor, Associate professor, Assistant professor, Librarian, Associate Librarian, and Assistant Librarian. All members of the voting faculty are eligible for election to the Council.

(d) The elected members of the Council shall be chosen by and from the electoral divisions defined in subsection (e), on the basis of one representative for each of the ranks of lecturer (or its equivalent), instructor, assistant professor, associate professor, and professor for each twenty-five faculty members eligible to vote in Council elections or major fraction thereof of the same rank in the respective divisions. If there are too few eligible faculty members in a given rank to qualify for at least one representative, that rank shall be combined with the least numerous adjacent rank for purposes of computing representation and electing representatives. Representation is determined by the composition of the electoral division at the beginning of the fall semester of the academic year in which the election is held.

(e) The electoral divisions are:

(1) The Division of Fine Arts of the College of Arts and Sciences;
(2) The Division of Humanities of the College of Arts and Sciences;
(3) The Division of Basic and Applied Natural Sciences of the College of Arts and Sciences and The Institute of Marine Sciences;
(4) The Division of Social Sciences of the College of Arts and Sciences;
(5) The University Libraries and The School of Information and Library Science;
(6) The School of Business Administration;
(7) The School of Education;
(8) The School of Journalism and Mass Communication
(9) The School of Law;
(10) The School of Social Work
(11) The Institute of Government;
(12) The School of Medicine;
(13) The School of Dentistry;
(14) The School of Nursing;
(15) The School of Pharmacy;
(16) The School of Public Health.

(f) Departments and other units initiating faculty appointments that are not assigned to an electoral division by subsection (e) shall be assigned to an appropriate division by the secretary of the faculty.

(g) In 1985 and every five years thereafter, the Committee on University Government shall adjust the apportionment factor so that the number of elected members of the Council is as near seventy as practicable. Such an adjustment shall be deemed an amendment of subsection (d) and shall be reported promptly to the secretary of the faculty and by him or her to the General Faculty.

(h) The Committee on University Government, with the approval of the chancellor, may amend the provisions of this section to adjust details of the pattern of elective and ex officio membership herein established whenever required by changes in the organization of the University.

§ 2-3. Terms. Elected members of the Council shall serve for terms of three years and shall not be eligible for election more than twice in any period of seven years. Nominations and elections shall be held in the spring semester in each academic year and the term of office shall begin on July 1. A member's term of office shall not be affected

See § 1-4 which defines the voting faculty.
by his or her promotion during the term or by reapportionment of the Council before
expiration of the term.

§ 2-4. Nomination and election. (a) Nominations for election to the Faculty Council
shall be the responsibility of the Nominating Committee. Each spring the Nominating
Committee shall provide the Secretary of the Faculty with the names of nominees for each
position to be filled by election that year in accordance with the provisions of Section
IV.B.3.a of this Code. Other names may be added to the ballot by written nomination
submitted to the secretary of the faculty by ten percent or more of the faculty members of
the division for which the nomination is made.

(b) The Nominating Committee shall establish divisional nominating committees of
three to five members within each electoral division of the Faculty Council. These
committees shall recommend nominees for the Faculty Council. Each committee shall
recommend at least two nominees for each vacancy within its electoral division. The
divisional committees normally shall be drawn from the retiring members of the Faculty
Council and each shall be as widely representative of the departments in its electoral
division as possible. Service on a divisional nominating committee shall be for one year.

(b) Members representing electoral divisions shall be chosen by members of the
voting faculty whose primary appointments are in schools or departments assigned to that
electoral division. Ballots containing the nominations shall be distributed to the
appropriate division by the secretary of the faculty. Elections shall be determined by a
plurality of the votes cast.

(c) The secretary of the faculty shall decide tie votes by lot.

(d) The secretary of the faculty shall fill vacancies for the remainder of unexpired
terms from the list of those voted on in the most recent election for that division in the
order of the highest number of votes received. If all such persons decline appointment or
are no longer eligible for election, the Nominating Committee shall fill the vacancy for
the remainder of the unexpired term. Council members taking leave for not longer than
one year may be temporarily replaced during such leave in like manner. Council members
taking leave for longer than one year shall be deemed to have resigned from the Council.

§ 2-5. Organization. Pursuant to Section 502(D)(2) of The Code of the Board of
Governors of The University of North Carolina, the chancellor has the right to preside
over the deliberations of the Faculty Council. The chair of the faculty shall preside upon
the request of the chancellor. The secretary of the faculty shall be secretary of the Council
ex officio. The presence of a majority of the elected members shall be necessary for a
quorum. The Council may adopt bylaws to govern its proceedings.

§ 2-6. Meetings. The Council shall meet regularly each month from September
through April. Special meetings may be called by the chancellor, or, in his or her absence,
by the chair of the faculty, and shall be called upon the written request of ten members of
the Council. It shall be the duty of all members to attend all regular and special meetings
of the Council, save for good cause. If any voting member is absent for two successive
regular meetings without cause, the Council may declare his or her membership vacant.

§ 2-7. Voting. All elected members and the chair of the faculty, and ex officio
members serving by virtue of membership on the Executive Committee of the Faculty
Council shall have the right to vote. Ex officio members shall have the right to make
motions and otherwise participate in the Council's deliberations, but shall not vote. The
presiding officer shall vote only in case of a tie.

§ 2-8. Powers. (a) The Council shall exercise the legislative powers of the General
Faculty:

(1) To determine the educational policies of the University and the rules and
regulations under which administrators and faculty will conduct the
educational activities of the University;
(2) To prescribe the requirements for admissions, programs of study, and the
award of academic degrees by the University in the context of the basic
educational policies of the University and the special competencies of the
faculties of particular colleges and schools;
(3) To recommend persons for honorary degrees and special awards;
(4) To advise the chancellor and other officers of administration and the
student body in matters of student conduct and discipline, and to approve
any rules and regulations governing student conduct that affect academic
standards of performance.

(b) The Council shall also have power, concurrently with the General Faculty:

(1) To provide for such standing and special committees as the Council may
deem necessary or useful for the effective and expeditious conduct of its
business;
(2) To act upon reports from—and to make recommendations to—the General
Faculty, faculty committees, colleges, schools, institutes, and other units of
the University;
(3) To request information and reports from and to give advice to the
chancellor and other officers of administration with respect to any matter
affecting the life of the University;
(4) To discuss and resolve upon matters relating to the life of the University.

§ 2-9. Minutes. Summaries of the actions of the Council shall be sent promptly to
every member of the General Faculty.

§ 2-10. Executive Committee of the Faculty Council. (a) The Executive Committee
of the Faculty Council shall consist of the chair of the faculty, the secretary of the faculty,
and twelve voting members of the General Faculty elected by the Faculty Council for
renewable three-year terms. The term of office shall begin on July 1. Six of the initial
members of the Executive Committee shall be appointed by the chair of the faculty and
six shall be elected by the Faculty Council in the manner provided in paragraph (2),
below. The initial selections shall be for a combination of one-, two-, and three-year terms
so that thereafter four seats will become open each year. As the initial terms expire, all
seats shall be filled by election. No person shall serve as an elected member of the
Executive Committee for more than six years in any period of seven years.

(b) The Advisory Committee shall nominate candidates for open seats in the ration of
no fewer than three to two. Other names may be added to the ballot by written nomination
submitted to the secretary of the faculty by seven or more Faculty Council members.
Nominations and elections shall be held in the spring semester in each academic year.
Vacancies shall be filled in the manner provided for vacancies in the Faculty Council [§
2-4(d)] except that the Advisory Committee shall act instead of the Nominating
Committee.

(c) The chair of the faculty shall convene the Executive Committee and preside at its
sessions.

(d) For the purposes of § 4-1 of this Code, the Executive Committee shall be deemed
a Committee of the Faculty Council and not a standing committee of the General Faculty.

(e) The Executive Committee shall have the following powers and duties:

(1) To exercise the consultative powers delegated to the Faculty Council by
sections § 2-8(b)(3) and § 2-8(b)(4), above, subject to such restrictions or
instructions as the Council may from time to time establish.
(2) When prompt action is required, to exercise the legislative powers
delegated to the Faculty Council by sections § 2-8(a)(1) and § 2-8(a)(4),
above, subject to confirmation by the Council at its next regular meeting.
(3) To serve as an advisory committee to the chair of the faculty.
(4) To represent the Faculty Council and the General Faculty in advising the University administration with respect to issues, such as planning the setting of University priorities, that the Committee deems important to the University’s mission.

(5) To work with the various officers and groups within the University toward the realization of goals set in actions of the Faculty Council.

(6) To report to the Council at regular intervals, including reporting annually on the status of the implementation of resolutions of the Faculty Council.

Article 3
Officers of the Faculty

§ 3-1. The chair of the faculty. (a) The chair of the faculty shall serve as chair pro tempore of the Faculty Council and of the General Faculty, shall make an annual report to the Faculty Council on the state of the faculty, shall represent the chancellor in all academic matters whenever the chancellor may request him or her to do so, and shall have such other responsibilities as may be determined by the chancellor or the Faculty Council. He or she shall serve ex officio as chair of the Executive Committee of the Faculty Council, the Agenda Committee, and the Faculty Assembly Delegation, and as a member of the Advisory Committee and the Nominating Committee.

(b) The chair of the faculty shall serve for a term of three years and shall not be eligible for immediate reelection. Nominations and elections shall be held in the spring semester, every third year, and the person elected shall take office on July 1 following the election.

(c) Nominations shall be made by the Advisory Committee, which shall select and submit the names of three qualified persons. The nominee receiving the highest number of votes in the election shall be deemed elected, unless he or she has failed to receive a majority of the votes cast. In that event, a run-off election shall be held between those who received the highest and the next highest number of votes in the previous election, and the person receiving the highest number of votes in the run-off election shall be deemed elected. Interim vacancies in the office of chair of the faculty shall be filled through appointment by the Advisory Committee.

§ 3-2. The secretary of the faculty. (a) The secretary of the faculty shall keep minutes of all meetings of the General Faculty and of the Faculty Council and enter them in the Permanent Minute Books of the Faculty, conduct all elections of the General Faculty and the Faculty Council, and conduct correspondence pertaining to elections and actions of the two faculty bodies. He or she shall maintain files of all nominations and citations for honorary degrees and special awards. He or she shall serve ex officio as a member of the Agenda Committee, the Nominating Committee, the Advisory Committee, the Committee on University Government, and the Committee on Honorary Degrees and Special Awards.

(b) The secretary of the faculty shall serve for a term of five years and shall be eligible for reelection. The Advisory Committee shall nominate one member of the faculty having permanent tenure to the Faculty Council, which, after opportunity has been given for nominations from the floor, shall proceed to elect a secretary of the faculty.

Article 4
Standing Committees

§ 4-1. Organizational principles. The existing standing committees of the faculty and new committees shall be organized as nearly as practicable in accordance with the following principles:

(1) No committee shall consist of more than seven members, unless authorized by the chancellor and Advisory Committee.

(2) Members shall serve for staggered terms of three years each and, on elective committees, be ineligible to succeed themselves.
(3) When a committee is created by faculty action, its functions shall be specifically stated in the motion or resolution.

(4) When a committee is created by administrative action, its functions shall be specifically stated in a written communication to the faculty.

(5) Before any new special or standing committee is created, consideration shall be given to the question whether one of the existing committees could effectively undertake the assignment.

(6) Necessary aid and assistance shall be provided to expedite the work of the committees of the faculty.

(7) Service on all standing committees shall begin on July 1st following election or appointment and end on June 30th of the appropriate year.

The continuing standing committees of the faculty are of three types: elective, appointive, and ex officio.

§ 4-2. The Nominating Committee. (a) The Nominating Committee shall consist of all faculty members retiring from the elective faculty committees (Advisory, Athletics, Educational Policy, Faculty Grievance, Faculty Hearings, Financial Exigency and Program Change, and Honorary Degrees and Special Awards). Service shall be for one year and members are ineligible for nomination to an Elective Committee. The chair and secretary of the faculty shall serve as ex officio, non-voting members. The chair of the faculty shall convene the Committee each year to elect its chair. The secretary of the faculty shall serve as secretary of the Nominating Committee.

(b) The Nominating Committee shall nominate three candidates for each vacancy on each Elective Committee.

The Nominating Committee shall establish divisional nominating committees of three to five members within each electoral division of the University Faculty Council. These committees shall recommend nominees for the Faculty Council. Each committee shall recommend at least two nominees for each vacancy within its electoral division. The divisional committees normally shall be drawn from the retiring members of the Faculty Council and each shall be as widely representative of the departments in its electoral division as possible. Service on a divisional nominating committee shall be for one year.

(d) It will act in an advisory capacity to the Chancellor and the Chair of the Faculty, as they deem appropriate, in the appointment of standing and special committees.

§ 4-3. Procedure for electing standing committees. (a) Each spring the Nominating Committee (see §B.3.a below) shall provide the secretary of the faculty with three nominees for each vacancy on each elective committee. Additional nominees may be added to the ballot by written nomination of ten or more faculty members submitted to the secretary of the faculty.

(b) Ballots shall be distributed by the secretary of the faculty and those nominees receiving the highest number of votes shall be declared elected.

(c) In the event of a tie the secretary shall determine election by lot.

(d) Interim vacancies shall be filled by the secretary from the list of those voted on in the most recent election in the order of the highest number of votes received.

§ 4-4. Procedure for selecting appointed standing committees. The Nominating Committee will act in an advisory capacity to the chancellor and the chair of the faculty, as they deem appropriate, in the appointment of standing and special committees.

§ 4-5. Advisory Committee. (a) The Advisory Committee shall consist of nine elected members, the chair of the faculty (III.A.), and the secretary of the faculty (III.B.).

(b) The Advisory Committee shall be advisory to the chancellor in faculty personnel decisions, program planning and assessment, resource planning and allocation, and other matters which are deemed important by the chancellor or the Committee. No faculty member shall serve simultaneously as an elected member of the Advisory Committee and

The deleted matter is redundant in view of the new numbering scheme.

All of the deleted matter has been transferred intact to other sections of the Code.
the Executive Committee of the Faculty Council, the Committee on Faculty Hearings or
the Faculty Grievance Committee.

c) It shall elect a chair for a term of one year, the chair to be chosen from the
members who are serving the final year of their three-year terms, if there be such. The
secretary of the faculty shall serve as secretary of the Committee.

d) It shall hold regular meetings once each month, at such time and place as may be
fixed by the Committee and the chancellor. The presiding officer shall be the chancellor,
or, in his or her absence, the chair of the Advisory Committee. Special meetings may be
called by the chancellor or the chair of the Advisory Committee on written request of
three of its members. Notice of a special meeting called by the chair shall be given to the
chancellor. Whoever calls the special meeting shall preside.

§ 4-6. Educational Policy Committee. (a) The Committee is concerned with those
matters of educational policy and its implementation which have significant impact upon
graduate and undergraduate instruction within the Division of Academic Affairs, and as to
which the Faculty Council possesses legislative powers by delegation from the General
Faculty under Article II of the Code. The Committee’s function is advisory to the Faculty
Council in respect of such matters. The Committee exercises its advisory function by:

1. routinely taking on reference from the Faculty Council any matter lying
within its range of concern which has been formally presented to the
Council for study or for action, and on which the Council desires to have
substantial committee study prior to undertaking formal consideration;
2. from time to time taking on reference from the Faculty Council any specific
proposal which has come through the normal administrative channels for
approval by the Council (such as adding or dropping academic program)
and on which the Council desires further review and advice prior to taking
final action;
3. acting as a council of advice for the university registrar in administering
faculty regulations concerning student records and transcripts, registration,
class and examination schedules, grading systems, grade reports, academic
deficiencies, probation, and readmission; and
4. setting general policy on the kind of catalogs to be issued, their content,
and their design; and
5. originating studies of particular matters lying within its range of concern by
requesting authority from the Faculty Council to make such studies,
conducting the studies if authorized, and reporting the results of the studies
to the Council.

(b) The Committee is composed of nine members elected by the Faculty for staggered
three-year terms, one undergraduate student appointed by the chair of the faculty for a
one-year term on recommendation of the president of the Student Body, and one graduate
or professional student appointed by the chair of the faculty for a one-year term on
recommendation of the president of the Graduate and Professional Student Federation.
Existing members shall be elected by the Division of Academic Affairs voting at large. Of
these, two members shall hold primary appointments in the Social Sciences Division of
the College of Arts and Sciences, one in one of the professional schools or other academic
units in the Division of Academic Affairs (other than the College of Arts and Sciences),
two in the Humanities Division of the College of Arts and Sciences, two in the Basic and
Applied Natural Sciences Division of the College of Arts and Sciences or the Institute of
Marine Sciences, and one in the Fine Arts Division of the College of Arts and Sciences.
One member shall be elected by the Division of Health Affairs voting at large and shall
hold a primary appointment in one of the professional schools or other academic units of
that Division. The Committee shall elect its own chair at the first meeting after July 1 of
each year.
(c) In considering any matter referred to it and prior to its report to the Faculty Council the Committee shall provide reasonable opportunity for comment upon the matter by members of the faculty and of the student body.

§ 4-6. Faculty Athletics Committee. (a) The Faculty Athletics Committee is concerned with informing the faculty and advising the chancellor on any aspect of athletics, including, but not limited to, the academic experience for varsity athletes, athletic opportunities for members of the University community, and the general conduct and operation of the University's athletic program. The Committee will report on its activities at least once each academic year to the Faculty Council.

(b) The Committee shall consist of ten members to be elected by the faculty for five-year, staggered terms, two new members being elected each year. In addition to the consideration of Sec. 4-A § 1-7, the Nominating Committee should attempt to assure that units that teach undergraduates are substantially represented on the Faculty Athletics Committee.

(c) The voting delegate to the Atlantic Coast Conference, if not otherwise an elected member of the Faculty Athletics Committee, shall be a voting ex officio member of the Committee. The total Committee may thus number either ten or eleven members.

(d) The Committee shall choose its chair from among its membership.

§ 4-7. Faculty Grievance Committee. (a) The Faculty Grievance Committee shall consist of ten elected members. At all times three of the members shall have been professors when elected, three shall have been associate professors, three shall have been assistant professors, and one shall have held a fixed-term appointment. A member's promotion in rank during a term of office shall not terminate his or her membership. The term of office shall be three years. One professor, one associate professor, and one assistant professor shall be elected each year. One person holding a fixed-term appointment shall be elected in 1997 and every third year thereafter.

(b) The Committee is authorized to hear, mediate, and advise with respect to the adjustment of grievances of all persons designated as members of the Faculty by the Trustee Policies and Regulations Governing Academic Tenure and those librarians who are members of the General Faculty. The power of the Committee is solely to hear representations by the persons directly involved in grievances, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the chancellor only after the dean, department chair, or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

(c) As to members of the General Faculty, "grievances" within the Committee's jurisdiction include matters directly related to a faculty member's employment status and institutional relationships within the University, except for those within the jurisdiction of the Faculty Hearings Committee or arising from the termination of an administrative appointment.

(d) As to graduate students or others who have teaching duties, "grievances" within the committee's jurisdiction include only those which meet all four of the following conditions: (1) they arose in connection with the grievant's teaching duties, (2) they raise a question of academic freedom, (3) the dean or chair with immediate responsibility for the grievant has no authority to fashion an appropriate remedy, and (4) there is no other appropriate grievance procedure.

(e) No grievance may be considered except on the basis of a prior written statement of its nature by the aggrieved faculty member, and until determination is made that an unsuccessful attempt has been made by the faculty member to resolve it with the administrative officer most directly concerned.
(f) The Committee shall elect its own chair. It may act as a whole or, by designation of
the chair, in panels of two or more, for the consideration of particular grievances. It may
promulgate rules of procedure for its operations. When promulgated, these rules shall
constitute the exclusive formal procedures for the adjustment of faculty grievances herein
described. No formal appeal procedure shall be provided.

§ 4-7. Faculty Hearings Committee. The Committee is composed of five faculty
members with permanent tenure, serving five-year terms. The Committee performs
functions assigned to it in the Trustee Policies and Regulations Governing Academic Tenure.

§ 4-8. Financial Exigency and Program Change Committee. (a) The Committee
shall consist of twelve elected members, six from the Division of Academic Affairs and
six from the Division of Health Affairs, each of whom shall hold a tenured or
probationary term appointment when elected. The term of office shall be five years, and
members may not be immediately reelected to office. The Committee shall elect its own
chair to serve a one-year term, and the chair may be reelected to successive terms as chair.

(b) The Committee discharges the functions provided in Section 6 of the Trustee
Policies and Regulations Governing Academic Tenure, in accordance with the following
procedures:

(1) In considering the chancellor's preliminary statement (Trustee Policies,
Section 6.c) the Committee shall request advice in the form of a written
report from the chair and faculty of each department which in the judgment
of the Committee might be directly affected by the adoption of any option
potentially involving terminations of faculty employment which is
described in the chancellor's statement. The Committee may request advice
on any matter deemed by the Committee to be relevant to the problem
presented by the chancellor's statement, but in any event shall require
response directly to the following points: (i) in the case of financial
exigency, whether other options than any affecting the particular
department would better serve the interests of the University, and how, if
any option directly affecting a particular department were to be
implemented, a sound and balanced educational program might be
maintained by the department without any, or a minimum of, terminations
of faculty employment; (ii) in the case of program change, whether on
balance it is justified, and how, if it is to be effected, this may be
accomplished without any, or a minimum of, terminations of faculty
employment.

(2) In considering the chancellor's proposal for specific action (Trustee
Policies, Section 6.f) the Committee shall request advice in the form of a
written report from the faculty and chair of each department identified in
the proposal as a unit to be directly affected by the proposed action. The
Committee may request advice on any matter deemed by the Committee to
be relevant to its consideration of the proposed action, but in any event
shall require advice as to the propriety and efficacy of the criteria proposed
by the chancellor for determining individual faculty members for
termination.

(3) In requesting advice at either stage, the Committee shall specify a time for
submission of written reports which allows not less than seven days
between receipt of such reports and the time for submission of the
Committee's report to the chancellor.

(4) Within Subsection f of Article IV.B, For the purposes of this section (§ 4-
8), the terms “termination,” “financial exigency,” and “program change”
have the meanings given them by Section 6.a of the Trustee Policies and
Regulations Governing Academic Tenure; the word “department” is used
to include departments, schools, and any other unit of the University which
initiates appointments and other personnel actions affecting faculty
members; and the word "chair" is used to include the chief administrative
officer of each such unit.

§ 4-9. Honorary Degrees and Special Awards Committee. The Committee consists
of six members elected by the voting faculty to staggered three-year terms. The secretary
of the faculty is a member of the Committee ex officio. The Committee considers
nominations from the faculty for (1) Honorary Degrees, awarded at Commencement each
May; (2) Distinguished Alumnus and Alumna Awards, presented each University Day, 12
October; (3) the Thomas Jefferson Award; and (4) the O. Max Gardner Award. Nominees
for Honorary Degrees and Distinguished Alumnus and Alumna Awards are recommended
for approval to the Faculty Council and the Board of Trustees. The chancellor presents
the nominee for the Gardner Award to the Board of Governors.

§ 4-10. Faculty Assembly Delegation. The delegation of the General Faculty to the
Faculty Assembly of the University of North Carolina is composed of the chair of the
faculty and four members elected by the voting faculty for staggered three-year terms.
Nominees for election to the delegation must be members of the Faculty Council with at
least one year remaining in the term of Council membership. The chair of the faculty shall
chair the delegation, ex officio. The Committee on University Government may amend
the provisions of this paragraph with respect to the number of members of the delegation
when required by a change in the number of members of the Faculty Assembly
apportioned to the University. Such amendments shall be reported promptly to the
secretary of the faculty and by him or her to the General Faculty.

(2) APPOINTE COMMITTEES

(a) Committees Appointed by the Chancellor

§ 4-11. Buildings and Grounds Committee. The Committee is appointed by the
chancellor. It advises the chancellor on plans for the long-range physical development of
the campus, the siting and exterior design of new and renovated buildings, major
landscaping changes, the selection of architects, the location of monuments and
memorials, and such other matters as the chancellor may refer to it.

(ii) Catalog Committee

The Committee sets general policy on the kinds of catalogs to be issued and their
content and design.

§ 4-11. Established Lectures Committee. The Committee is appointed by the
chancellor. The Committee arranges, promotes, and conducts named Lectureships on
topics of campus-wide interest and concern.

§ 4-12. Faculty Welfare Committee. The Committee is appointed by the chancellor.
It works for and reports on the on the expansion and improvement of faculty working
conditions, including salaries and benefits.

§ 4-13. Faculty Committee on Research. The Committee consists of nine members
appointed by the chancellor for staggered and renewable three-year terms. The Committee
advises the chancellor, other officers of administration, and the Faculty Council on
matters of University policy and its implementation that have significant impact upon
research.

§ 4-14. Scholarships, Awards, and Student Aid Committee. The Committee is
appointed by the chancellor. It establishes policy for scholarship and student aid funds,
monitors and operations of the Office of Scholarships and Student Aid, and advises the
chancellor on matters regarding scholarships and other forms of student aid.
§ 4-15. Status of Minorities and the Disadvantaged Committee. The Committee addresses ongoing needs and concerns of minority and disadvantaged students, faculty, and staff. In addition to faculty, the Committee shall include four students, to be nominated by the President of the Student Body and approved by the Campus Governing Council.

§ 4-15. Committee on Community and Diversity. The committee is responsible for fostering community and promoting pluralism in the university: encouraging social interaction, mutual acceptance, and respect among various groups on campus. The committee is especially attentive to matters generated by discrimination on the basis of age, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation. The committee is appointed by the chancellor and will include five faculty members and two students.

§ 4-17. Faculty Committee on University Government. (a) The Committee shall consist of seven members appointed by the chancellor, serving for staggered and renewable terms of three years each. The secretary of the faculty will serve as an ex officio member.

(b) The Committee shall be especially concerned with the continuing development, adaptation, and interpretation of *The Faculty Code of University Government*. Subject to the powers of the University's Board of Governors and president, and of the Board of Trustees and the chancellor of the University of North Carolina at Chapel Hill, the Code represents legislation enacted by the faculty regarding forms of internal organization and procedures at this institution which are deemed necessary for its fair and effective operation.

(c) The Committee should periodically review the existing Code and solicit suggestions for its improvement, and should recommend appropriate amendments in the Code for consideration and vote of the General Faculty. As provided under Article I of the Code, it should consider and report on other proposals to amend the Code and shall also periodically make appropriate adjustments of the elective representatives in the Faculty Council. The Committee may also consider and report on special questions of University governance which may be referred to it by the chancellor or members of the faculty. The Committee shall be especially concerned with maintaining internal forms and procedures of academic administration which reflect principles of democracy and equity, vision and adaptability, and quality and responsibility, toward achieving the intellectual aims of the University.

(b) Committees Appointed by the Chair of the Faculty

§ 4-18. Agenda Committee. (See Appendix B.8.) There shall be a Committee on Agenda of the Council, whose primary responsibility shall be to program the work of the Council. This shall not preclude the initiation of proposals from the floor. The Committee on Agenda shall consist of the chair of the faculty, as chair, and of five elected members of the Council, each representing a separate electoral division of the Faculty, to be appointed by the chair annually at the April meeting of the Council to serve for the next academic year.

§ 4-19. Committee on Black Faculty and Students. The Committee is appointed by the chair of the faculty. It addresses recruitment procedures and the ongoing concerns of black faculty members and students.

§ 4-20. Status of Women Committee. The Committee is appointed by the chair of the faculty. It addresses ongoing concerns of women faculty members, identifies obstacles to achievement and maintenance of equality in the representation and status of women on the faculty, and proposes steps for overcoming those obstacles.

(3) Ex Officio Committees

(a) Nominating Committee

The change in the name and charge of this committee has been approved previously by the Faculty Council.

This material has been transferred intact from the Rules of Procedure of the Faculty Council.

The committee's charge is enlarged to include student concerns.
§ 4-21. Committee on Instructional Personnel. (a) The Committee shall consist of the deans of all the undergraduate, graduate, and professional colleges and schools (except those in the Division of Health Affairs), the director of the Institute of Government, and the chairs of the divisions in the College of Arts and Sciences. The Committee may add such consultants and delegate such authority to sub-committees as it deems necessary. The provost shall serve as chair of the Committee.

(b) The Committee shall review the recommendations of the chairs of the respective departments and of the deans of all the undergraduate, graduate, and professional colleges and schools (except those in the Division of Health Affairs) with respect to additions, promotions, and advancements in personnel and with respect to courses of instruction. It shall review, improve, and implement the educational and research program of the University. The arrangement of the University calendar shall come within its purview, and such other matters as the chancellor shall from time to time refer to it.

§ 4-22. Advisory Committee on Undergraduate Admissions. (See VII, RECORDS, REGISTRATION, AND UNDERGRADUATE ADMISSIONS) The Advisory Committee on Undergraduate Admissions shall consist of the dean of the College of Arts and Sciences and the General College as chair; the associate dean of the General College; the vice chairs of the Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences, and Social Sciences of the College of Arts and Sciences; and two other academic deans. The two academic deans shall be selected by the Committee on Instructional Personnel and shall be rotated on three-year terms; if their terms as dean end before their terms on the Committee, and Committee on Instructional Personnel shall make other appointments. The Committee may add ad hoc members (who shall be faculty members engaged in undergraduate instruction) as it deems necessary. The university registrar, the director of undergraduate admissions, and the vice chancellor for- and dean of student affairs shall be ex officio, non-voting members of the Committee. The Committee shall meet at least once each semester or more on call of the chair. The chair shall call a meeting whenever requested by the university registrar or the director of undergraduate admissions.

ARTICLE 5
APPOINTMENTS, PROMOTIONS, AND TENURE OF MEMBERS OF THE FACULTY

§ 5-1. Faculty appointments and promotions. Appointments and promotions in rank are made and tenure is conferred in accordance with the Trustee Policies and Regulations Governing Academic Tenure.

ARTICLE 6.
THE SCHOOLS AND COLLEGES

§ 6-1. Nomination and appointment of deans of Schools and Colleges. The chief administrative officer of each school or college shall be a dean. Nomination for appointment or reappointment to this office shall be made by the chancellor after he or she has received the advice of the faculty or faculties concerned, either directly or through delegates designated by him or her for the purpose, and after consultation with the Advisory Committee. The term of office for a dean shall be five years, and deans may succeed themselves.

§ 6-2. Duties of a dean. The duties of a dean shall be the following:

(1) To initiate and implement educational programs and policies in cooperation with the administrative boards, the divisions, and the chairs of the respective departments;

(2) To administer, with the advice of an administrative board, all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the school or college;
(3) To convene at least once each semester the administrative board of the
school or college for the purpose of approving or rejecting new courses,
clarifying and interpreting rules and regulations, and for the initiation
of changes in educational policies and practices, and transacting any other
business that may be delegated to it;

(4) To call and preside over meetings of the faculty of the school or college;

(5) To consult the assembled faculty of the school at least twice per year on all
matters which must be put before the Faculty Council and on questions of
educational policy, personnel policy, curriculum, and planning for the
school.

(6) To recommend to the Provost or to the Vice Chancellor for Health Affairs,
after consultation with the faculty of the department concerned, the
appointment or reappointment of all chairs of departments in the school or
college;

(7) To advise his or her administrative superior on any matter affecting the
school or the University.

(8) The Deans of the General College and of the Graduate School shall have
advisory powers in recommending appointments and promotions within
their respective faculties. The Dean of the College of Arts and Sciences
shall have duties as set forth in Article VI.D.4. in the Schools of Business
Administration, Education, Journalism, Law, Information and Library
Science, and Social Work, the Deans of the professional schools
shall make recommendations for appointments and promotions to the
provost, following as far as possible the procedure provided for
departments. In the professional Schools of Dentistry, Medicine, Nursing,
Pharmacy, and Public Health, the Deans shall make such recommendations
to the Vice Chancellor for Health Affairs in the same manner;

(9) To prepare and transmit to the chancellor an annual administrative budget
and an annual report of the school or college;

(10) To prepare materials concerning the school or college for the University
Catalogs.

§ 6-3. Administrative Boards; composition and terms. (a) Each school or college
shall have an administrative board representative of its various interests, the members of
which shall be appointed by the chancellor upon recommendation of the dean or director
of the school or college concerned. The majority, but not all, of the membership of a
board shall be appointed from the faculty of the particular school or college. The
chancellor shall be an ex officio non-voting member of all administrative boards.

(b) The term of office for members of administrative boards shall be three years. Each
board shall adopt a rotation plan for appointments so that approximately the same number
of terms expire each year. Members may be reappointed to one additional successive
term.

§ 6-4. Administrative Boards; duties. Subject to the powers of the faculty of the
school or college concerned and of the Faculty Council, administrative boards shall:

(1) Formulate, together with the dean or director, educational policies;
(2) Advise the dean or director in handling administrative matters;
(3) Review and approve new programs and curricula;
(4) Examine and pass finally on all new courses proposed to the particular
school or college;
(5) Perform such other duties as may be delegated to them by the dean or
director.

ARTICLE 7.
THE GENERAL COLLEGE

§ 7-1. The General College. (a) The General College comprises the freshman and
sophomore work in the University.
(b) It is administered by the dean of the General College and an administrative board. The advisers of the General College form a special committee of the faculty which consults with the administrative board and reports to it.

c) The General College formulates programs of study covering the basic and liberal subjects which constitute the foundations of general education on the college level, and which prepare the student for later specialized and professional training. It certifies when a student is eligible to advance into the appropriate upper college.

d) The curricula of the General College are administered through the dean by a group of advisers who direct the student’s choices of studies on the basis of data collected by the University concerning the experience, interests, and aptitudes of each student.

§ 7-2. General College faculty. There shall be a General College Faculty composed of its instructional staff which shall assist the dean of the General College in the origination and development of the General College program and policy.

§ 7-3. Advisory powers of the dean of the General College. The dean of the General College shall be consulted in the appointment and promotion of members of the General College faculty.

ARTICLE 8
THE COLLEGE OF ARTS AND SCIENCES

§ 8-4. Divisions of the College of Arts and Sciences. (a) The College of Arts and Sciences shall be composed of the Divisions of Fine Arts, the Humanities, the Basic and Applied Natural Sciences, and the Social Sciences, and they in turn shall include the departments and curricula listed below:

1. Fine Arts: Art, Dramatic Art, and Music, and Radio, Television, and Motion-Pictures.
4. (4) Social Sciences: AFROTC/Aerospace Studies; African and African-American Studies; Anthropology; City and Regional Planning; Economics; Geography; History; Leisure Studies and Recreation Administration; NROTC/Naval Science; Physical Education, Exercise and Sport Science; Political Science; Public Policy Analysis, and Sociology, and Women’s Studies.

The secretary of the faculty shall assign to the appropriate division any department or curriculum not specified above.

(b) Members of departmental faculties who offer courses for credit in the College of Arts and Sciences shall have voting privileges in only one division, but may have advisory privileges in other divisions in which their departments have special interests. Thus, those from Art, Dramatic Art, History, Music, and Radio, Television and Motion Pictures shall have advisory privileges in the Humanities; those from Philosophy in the Natural and Social Sciences; and those from Psychology in the Social Sciences.

(c) Faculty members who have no departmental affiliation shall have voting privileges in the division to which they have been assigned by the secretary of the faculty.

§ 8-5. Faculty of the College of Arts and Sciences. All members of the General Faculty holding appointments in departments and curricula within the College of Arts and Sciences are members of the Arts and Sciences Faculty.

This material now appears in § 6-2(8).

The revisions reflect the departments and curricula of the College of Arts and Sciences that are now the “home base” unit of at least one member of the voting faculty.

This new paragraph fleshes out the directive now contained only in subsection (c), below.

This material is now found in § 8-8, below.
§ 8-6. Duties of the dean of the College of Arts and Sciences. The dean of the College of Arts and Sciences shall:

(1) Review and transmit to the provost recommendations received from the chairs of departments in the College of Arts and Sciences for appointments, promotions, and salary increases of members of the departments. Competence in teaching shall be an essential prerequisite in such appointments;

(2) Receive budget requests from the chairs of the departments and, after consultation with his or her Advisory Committee and with the chairs of departments whose budget requests require strengthening or other modification, shall prepare and transmit to the provost the budget for the College. Budgetary matters will always and regularly be matters for consultation and negotiation between the dean and the chairs of departments, and the chairs, in this as in other areas, have the right of appeal to the provost and to the chancellor;

(c) Have an Arts and Sciences Advisory Committee, to consist of the Dean of the General College, the Dean of the Graduate School, and the chairs of the Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences, and Social Sciences, which he or she shall consult in the development of policies and programs for the College, and which shall serve as a board of liaison among the four University entities concerned with the liberal arts.

(3) Consult the Arts and Sciences Faculty on all matters which must be put before the Faculty Council, and on questions of educational policy, curriculum, and planning for the College, assembling the Faculty at least twice a year for this purpose.

§ 8-7. Arts and Sciences Advisory Committee. The Arts and Sciences Advisory Committee consists of the dean of the general college, the dean of the graduate school, and the chairs of the divisions of fine arts, humanities, basic and applied natural sciences, and social sciences. The dean of the college of arts and sciences shall consult the Committee in the development of policies and programs for the College, and it shall serve as a board of liaison among the four University entities concerned with the liberal arts.

§ 8-8. Divisional faculties. (a) The faculty of each Arts and Sciences Division shall be composed of the faculty members of its component departments. Each Division shall have a chair, a vice chair, a secretary, and an Advisory Committee consisting of at least one representative from each of the component departments; all shall serve terms of three years. The faculty of each Division shall elect a chair. Each Division, in consultation with the dean of the College of Arts and Sciences, shall adopt appropriate rules and regulations governing its functions and procedures, including procedures for the selection of a vice chair, a secretary, and departmental representatives on the Advisory Committee. The faculty of each division shall meet at least once each year upon the call of the chair.

(b) Each division, within its area and in cooperation with the dean of the College of Arts and Sciences, shall concern itself with the courses and curricula, shall originate and develop educational objectives and implement these policies, and the chairs of the several divisions shall be members of the Committee on Instructional Personnel. In addition, they shall serve in an advisory capacity, upon request or upon their own initiative, to the respective departments and to the dean of the College of Arts and Sciences in matters involving budgetary, personnel, and instructional problems.

(c) All members of the General Faculty holding appointments in departments within the College of Arts and Sciences are members of the Arts and Sciences Faculty. Only members holding the faculty ranks of professor, associate professor, assistant professor, and instructor have the right to vote for and hold the offices of Division chair and vice chair.

§ 8-9. Appointment of department chairs. (a) There shall be a chair of each department in the College of Arts and Sciences, who shall serve as the administrative
officer of the department. The term of office of the chair shall be five years, and chairs
may succeed themselves.

(b) The appointment of a chair may be terminated by the chancellor prior to the
expiration of a current term of appointment, upon recommendation of the dean of the
College of Arts and Sciences and after consultation with the Advisory Committee, when
the termination is deemed by the chancellor to be in the best interests of the University.
The dean, in considering whether a chair's appointment should be terminated, shall
consult with the faculty members of the department. When the dean recommends the
removal of a chair, he or she shall inform the chair of the Action and the reasons for it.
The chair shall have the right to appear in person before the Advisory Committee to
present his or her perspective on the situation. In exceptional circumstances requiring
immediate termination, the chancellor, upon the recommendation of the dean of the
College of Arts and Sciences, may suspend a chair's appointment pending the dean's
consultation with the departmental faculty and the chancellor's consultation with the
Advisory Committee.

(c) A chair shall be appointed or reappointed by the chancellor, after consultation with
members above the rank of instructor on the staff of the department concerned, and with
the advice of the Committee on Instructional Personnel and of the Advisory Committee.

§ 8-10. Duties of department chairs. The chair, after consultation with the voting
faculty of the department (as defined in § 1-4 of the Faculty Code) shall:

1. prepare and transmit the departmental budget;
2. formulate and administer departmental personnel policies, including
   recommendations for appointments, increases, and promotions, provided
   that in making such recommendations, consultation shall be required only
   with the assembled full professors;
3. prepare programs of course offerings and schedule the duties of the
departmental staff;
4. formulate and implement educational policies;
5. maintain instructional facilities, including library resources; and
6. prepare and transmit annually to the dean of the College of Arts and
   Sciences a report of the work and activities of his or her department for the
   preceding year.

§ 8-11. Departmental faculty meetings. The Department shall hold regular meetings
at least once every three months. Special meetings may be called by the chair. He or she
shall call a special meeting upon the request of one-half of the voting members of the
department. The chair shall preside at all meetings. A secretary of the departmental
faculty shall be elected by the Department and shall keep an accurate record of its
proceedings. Those members of the department who are members of the voting faculty as
defined in § 1-4 of the Faculty Code shall vote in departmental meetings or on
departmental matters, except that voting privileges with respect to matters affecting
faculty appointments, reappointments, and promotions shall be limited to members
holding tenured or probationary-term appointments.

(6) The Chair of each department shall prepare and transmit annually to the Dean of
the College of Arts and Sciences a report of the work and activities of his or her
department for the preceding year.

ARTICLE 9
THE GRADUATE SCHOOL

§ 9-1. The graduate faculty There shall be a Graduate Faculty approved by the
Administrative Board of the Graduate School which shall assist the dean in the
origin and development of graduate programs and policies. It shall meet at least once
each year.
§ 9-2. Appointment and promotion of graduate faculty. The dean of the Graduate School shall be consulted in the appointment and promotion of members of departments whose duties will include graduate teaching. Competence in teaching, in directing research, and in productive scholarship shall be essential prerequisites in such appointments.

ARTICLE 10
THE SUMMER SCHOOL

§ 10-1. The Summer School The Summer School in a curricular sense is a recognized part of the University's academic program. The Summer School has, and should have, a special budget.

§ 10-2. Dean and Administrative Board of the Summer School. The Summer School shall be administered by a dean and an Administrative Board. The dean and the Board shall, with reference to the summer session, be authorized to select and appoint the staff, allocate funds, and determine educational policies. The Administrative Board shall be composed of the dean, as chair, the Associate Provost for Education and Support Services, the director of Continuing Education, the dean of the College of Arts and Sciences, two deans or their representatives from the six professional schools in Academic Affairs, who shall serve three-year terms, and at least four other members. The four members last mentioned, and such others as may be added, shall be appointed by the chancellor, and should be selected so that the Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences, and Social Sciences are represented.

§ 10-3. Salary payments for Summer School instructional services. The principle is hereby affirmed that in the calculation of salary payments for instructional services, the scale should be equivalent to that in effect during the regular session.

§ 10-4. Summer School standards of instruction and teaching load. The principle is hereby affirmed that the standards of instruction and teaching load should be equal to those observed in the regular session. Employment of a given faculty member in more than one summer term or its equivalent should be discouraged.

ARTICLE 11
RECORDS, REGISTRATION, AND UNDERGRADUATE ADMISSIONS

§ 11-1. Director of undergraduate admissions and university registrar. The director of undergraduate admissions and the university registrar shall be appointed by the chancellor, after consultation with the Committee on Instructional Personnel and the Advisory Committee.

§ 11-2. Duties of the director of undergraduate admissions. The director of undergraduate admissions shall (i) conduct preliminary negotiations with all applicants seeking admission to the undergraduate schools and colleges; (ii) evaluate all high school and college transcripts presented by applicants for admission to the undergraduate schools and colleges; (iii) administer the faculty regulations relating to the initial admission to the undergraduate schools and colleges; and (iv) render such assistance to the deans of the graduate and professional schools as they may request in connection with the admission of students to those schools.

§ 11-3. Duties of the university registrar. The university registrar shall (i) keep the academic records of all students registered in the University and issue official transcripts and reports of such records; (ii) conduct the registration of all students in the University; (iii) prepare and publish the class and examination schedules; and (iv) administer the faculty regulations relating to the removal of academic deficiencies incurred in this University and to compliance with probation and readmission requirements.

§ 11-4. Office of Undergraduate Admissions. Admission of undergraduate students to colleges or schools to pursue programs leading to a baccalaureate degree shall be the responsibility of the Office of Undergraduate Admissions. That Office shall apply policies
and procedures which, not inconsistent with policies adopted by the Board of Trustees
and applicable faculty legislation, are approved by the Advisory Committee on
Undergraduate Admissions. This Committee shall consist of the Dean of the College of
Arts and Sciences and the General College as chair; the Associate Dean of the General
College; the Vice Chairs of the Divisions of Fine Arts, Humanities, Basic and Applied
Natural Sciences, and Social Sciences of the College of Arts and Sciences; and two other
academic deans. The two academic deans shall be selected by the Committee on
Instructional Personnel and shall be rotated on three-year terms; if their terms do not
end before their terms on the Committee, they shall make other appointments. The Committee may add ad hoc members (who shall be faculty
members engaged in undergraduate instruction) as it deems necessary. The Registrar, the
Director of Undergraduate Admissions, and the Vice Chancellor for Student Affairs shall
be ex officio, non-voting members of the Committee. The Committee shall meet at least
once each semester or more on call of the Chair. The Chair shall call a meeting whenever
requested by the Registrar or the Director of Undergraduate Admissions.

§ 11-5. Attendance at meetings of administrative boards. The director of
undergraduate admissions and the university registrar may attend the meetings of the
administrative boards, in an ex officio, non-voting capacity.

ARTICLE 12
ADMINISTRATIVE BOARD OF STUDENT AFFAIRS

§ 12-1. Administrative Board of Student Affairs. (a) There shall be an
Administrative Board of Student Affairs composed of six members of the faculty to be
appointed by the chancellor. The vice chancellor shall preside over the meetings of the board and shall have the casting vote.

(b) The term of office for members of the Board shall be three years. One-third of its
membership shall be replaced annually.

§ 12-2. Duties of the Administrative Board of Student Affairs. Subject to the
powers of the General Faculty and the Faculty Council, the Administrative Board shall:

(1) Formulate, together with the vice chancellor, student welfare policies;
(2) Advise the vice chancellor in handling administrative matters;
(3) Perform such other duties as may be delegated to it by the vice chancellor.

ARTICLE 13
ADMINISTRATIVE BOARD OF THE LIBRARY

§ 13-1. Administrative Board of the Library; composition. There shall be an
Administrative Board of the Library composed of nineteen members. Thirteen members
shall be elected by and from the following electoral divisions:

(1) The Division of Fine Arts of the College of Arts and Sciences;
(2) The Division of the Humanities of the College of Arts and Sciences, The
School of Journalism and Mass Communication;
(3) The Division of the Basic and Applied Natural Sciences of the College of
Arts and Sciences, The Institute of Marine Sciences;
(4) The Division of the Social Sciences of the College of Arts and Sciences;
School of Business Administration, The School of Education, The
School of Law, The School of Information and Library Science, The
School of Social Work, The Institute of Government;
(5) The Academic Affairs Libraries.

§ 13-2. Administrative Board of the Library; election. (a) The Academic Affairs
Libraries shall elect one member who shall hold the rank of librarian, associate
librarian, or assistant librarian. The remaining divisions shall elect three members, one
of whom shall hold the rank of professor and two of whom shall hold the ranks of
associate professor or assistant professor. The chair of the faculty shall appoint for a
term of three years one member who holds the rank of professor, associate professor,
or assistant professor in a school within the Division of Health Affairs. The dean of the
College of Arts and Sciences shall appoint for a term of one year one undergraduate
student. The 222 Hamilton

Vice-Chancellor and dean of the Graduate School shall appoint for terms of
one year two graduate students. The University librarian and the Vice-Chancellor and
dean of the Graduate School shall be members ex officio. The Board shall elect annually
a secretary and chair from among its members. It shall meet upon the call of the chair or
of the University librarian at least six times each calendar year.

(b) Elected members of the Board shall serve terms of three years, representing the
rank for which they were elected, and shall not succeed themselves immediately. They
shall be nominated and elected by the process employed for the Faculty Council. No more
than one elected member is to be drawn from any single school or department.

§ 13-3. Administrative Board of the Library; duties. Subject to the power of the
General Faculty and the Faculty Council, the Administrative Board shall:

(1) Advise the University librarian on the administration of the University
library system;
(2) Formulate, together with the University librarian, the basic policies
governing the acquisition of library materials and the use of such materials;
(3) Allocate, with the advice of the University librarian, the book funds which
are not specifically designated;
(4) Submit to the chancellor, through the University librarian, its advice on the
establishment or discontinuance of library service units outside of the
general library building;
(5) Review the University librarian’s budget request;
(6) Make an annual report to the Faculty Council.

The change reflects the current administration organization of the University.