

ARTICLE 6 THE SCHOOLS AND COLLEGES

§ 6-1. ~~Nomination and appointment of Academic deans of Schools and Colleges.~~

~~(a) The chief administrative-academic officer of each school or college shall be is 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. The chancellor appoints deans for indefinite terms in consultation with the faculty concerned. A dean is formally evaluated for continuation in office not less frequently than once in every five years.~~

§ 6-2. ~~Duties of a dean.~~ (b) The duties of a dean shall be include 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~~ of the school or college in consultation with the faculty;
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 the faculty, or a duly established body representative of the faculty, at least once each semester ~~the administrative board of the school or college~~ for the purpose of acting on matters that must be put before the Faculty Council; approving or rejecting new courses; clarifying and interpreting rules and regulations; planning for the initiation of changes in educational policies and practices; establishing or revising personnel policies; establishing or revising criteria for faculty appointments, promotions, and tenure; and transacting any other business that ~~may be delegated to it~~ requires action by or consultation with the faculty;
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, 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;~~
- 7.6. ~~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~~ To make recommendations for faculty appointments, promotions, and tenure and for faculty salary adjustments;
7. To supervise and evaluate the performance of support staff assigned to the school or college;

9.8. To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college; and

10.9. To prepare materials concerning the school or college for the university catalogs.

§ 6-32. 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. The College of Arts and Sciences, the General College, the Graduate School, and the Summer School each has an administrative board appointed by the chancellor upon recommendation of the dean. Professional schools also have administrative boards, unless the chancellor finds that one is not needed after consulting the dean and faculty of the school. If a professional school does not have an administrative board, the duties described in subsection (b), below, are performed by the faculty as a whole or by a duly established body representative of the faculty.~~

~~(b) Except as otherwise specified in this Code, the majority of the members of an administrative board are members of the faculty of the school or unit concerned. The term of office for members of administrative boards shall be is three years. Each board shall adopt a rotation plan for appointments. Terms are staggered so that approximately the same number of terms expires each year. Members may be reappointed to one additional successive term. A member who has served two successive terms is not eligible for immediate reappointment.~~

§ 6-4. Administrative boards; duties. ~~(b)~~ Subject to the powers of the faculty of the school or college concerned and of the Faculty Council, administrative boards ~~shall~~ have the following duties:

1. ~~To F~~formulate, together with the dean ~~or director~~, educational policies;
2. ~~To A~~advise the dean ~~or director~~ in handling administrative matters;
3. ~~To R~~review and approve new programs and curricula;
4. ~~To E~~examine and pass finally on all new courses proposed to the particular school or college; and
5. ~~To P~~perform such other duties as may be delegated to them by the dean ~~or director~~.

§ 6-53. Department chairs. (a) In the College of Arts and Sciences and professional schools organized into departments, the academic head of each department is the department chair. Chairs are appointed by the chancellor for terms of three to five years on recommendation of the dean, who consults with the departmental faculty in identifying nominees for department chair.

The chancellor may terminate a chair's appointment before the term expires upon recommendation of the dean who consults with the assembled voting faculty of the department before making that recommendation. A chair's appointment is terminated only for good cause shown and the chair is entitled to a specification of the reasons. The chair has the right to appear in person before the Advisory Committee to present his or her perspective on the situation. In exceptional cases requiring immediate action, the chancellor may suspend a chair's appointment pending the dean's consultation with the departmental faculty.

(b) Department chairs have the following duties, which are performed in consultation with the voting faculty of the department:

1. To administer the departmental budget;
2. To supervise and evaluate the performance of support staff assigned to the department;
3. To initiate appointments to faculty positions, to initiate recommendations for reappointment and promotion of faculty members, and to recommend adjustments in faculty salaries;
4. To formulate and implement educational policies;
5. To maintain instructional facilities, including library resources; and
6. To report annually to the dean on the work and activities of the department.

§ 6-4. School and departmental faculty meetings. The school or department holds regular faculty meetings at least once in each semester. The dean or chair may call special meetings and must do so upon request of one-half of the voting faculty of the school or department. The dean or chair presides at all meetings. The faculty elects a secretary who keeps an accurate record of the proceedings. Members of the school or departmental faculty who are members of the voting faculty as defined in Section 1-4 of the Faculty Code are eligible to vote in faculty meetings, except that voting privileges with respect to faculty appointments, reappointments, and promotions are limited to members holding tenured or probationary-term appointments.

ARTICLE 7

THE GENERAL COLLEGE

§ 7-1. The General College. ~~(a)~~ The General College comprises the freshman and sophomore first and second year work in the University. It is administered by the dean of the College of Arts and Sciences and certifies students for advancement to an undergraduate degree program in the College or one of the professional schools.

~~(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 students 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

§ 8-1. Divisions of the College of Arts and Sciences. (a) The College of Arts and Sciences ~~shall be composed of~~ is organized into the Divisions of Fine Arts, the Humanities, ~~the Basic and Applied Natural Sciences and Mathematics,~~ and the Social and Behavioral Sciences, ~~and they in turn shall include the departments and curricula listed below:~~ These Divisions comprise the departments and curricula listed below:

1. *Fine Arts*: Art, Dramatic Art, and Music;
2. *Humanities*: ~~Asian Studies,~~ American Studies, Classics, Communication Studies, Comparative Literature, English and Comparative Literature, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, ~~and Slavic Languages and Literatures, and Women's Studies;~~
3. *Basic and Applied Natural Sciences and Mathematics*: Applied and Materials Sciences, Biology, Chemistry, Computer Science, Exercise and Sport Science, Geology Geological Sciences, Marine Sciences, Mathematics, Operations Research, Physics and Astronomy, Psychology, and Statistics and Operations Research;
4. *Social and Behavioral Sciences*: Aerospace Studies, African and ~~African~~ Afro-American Studies, Anthropology, Asian Studies, City and Regional Planning, Economics, Geography, History, ~~Leisure Studies and Recreation Administration,~~ Military Science, Naval Science, Exercise and Sport Science, Political Science, Public Policy Analysis, and Sociology, ~~and Womens Studies.~~

The secretary of the faculty ~~shall assigns~~ 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, and Music, and Radio, Television and Motion Pictures shall have advisory privileges in the Humanities; those from Philosophy in the Natural Sciences and Mathematics and Social and Behavioral Sciences; and those from Psychology in the Social and Behavioral 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.

§ 8-2. 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.

~~**§ 8-3. 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;~~
- ~~1. 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; and~~
- ~~2. 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.~~

§ 8-43. 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~~ specified in Section 8-1, above. The dean of the college of arts and sciences consults the committee on: ~~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.~~

1. Appointments, reappointments, and promotions that have the effect of conferring permanent tenure;
2. Promotions to a higher rank of persons holding permanent tenure at the rank of associate professor or assistant professor; and

3. Appointments to distinguished professorships.; ~~and~~

4. The development of policies and programs for the College.

§ 8-54. 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 ~~has~~ a chair and such other officers as its by-laws specify. The chair and other officers shall be ~~are~~ elected by members of the voting faculty holding primary appointments in departments and curricula assigned to the Division. Each Division, in consultation with the dean of the College of Arts and Sciences, shall ~~adopts~~ appropriate rules and regulations governing its functions and procedures, including procedures for electing its officers.

(b) Each division, ~~within its area and~~ in cooperation with the dean of the College of Arts and Sciences, shall ~~concerns~~ itself with ~~the courses and curricula, shall originates and develops educational objectives and shall implements these policies~~ the instructional programs of the units within its purview. ~~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.~~

[Amended January 17, 2003. Amended February 11, 2005 to delete a reference to the Committee on Instructional Personnel.]

§ 8-6. 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 Advisory Committee.~~ [Amended February 11, 2005 to delete a reference to the Committee on Instructional Personnel.]

~~§ 8-7. 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;~~
- ~~1. 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;~~
- ~~2. prepare programs of course offerings and schedule the duties of the departmental staff;~~
- ~~3. formulate and implement educational policies;~~
- ~~4. maintain instructional facilities, including library resources; and~~
- ~~5. 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.~~

~~§ 8-8. Departmental faculty meetings.~~ The department shall hold regular meetings at least once very 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.

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 origination and development of graduate programs and policies. It shall meet at least once each year. The graduate faculty comprises all members of the faculty holding the ranks of assistant professor, associate professor, or professor, and other qualified members of the General Faculty who have been approved for membership in the graduate faculty pursuant to policies and procedures adopted by the Administrative Board of the Graduate School.

~~§ 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 third term 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~~ is administered by a dean and an administrative board. The dean and the board ~~shall, with reference to the summer session, be~~ are authorized to select and appoint the Summer School staff, allocate funds, and determine educational policies. The Administrative Board of the Summer School ~~shall be~~ is composed of the dean, as chair, 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~~ at-large members. The ~~four members last mentioned, and such others as may be added, at large members~~ shall be are appointed by the chancellor, and ~~should be~~ are selected so that the Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences and Mathematics, and Social and Behavioral Sciences are represented.

§ 10-3. Salary payments for Summer School instructional services. ~~The principle is hereby affirmed that in~~ In the calculation of salary payments for Summer School 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~~ The standards of instruction and teaching load for Summer School 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~~ are appointed by the chancellor, after consultation with the Advisory Committee.

§ 11-2. Duties of the director of undergraduate admissions. The director of undergraduate admissions ~~shall~~ (i) conducts preliminary negotiations with all applicants seeking admission to the undergraduate schools and colleges; (ii) evaluates all high school and college transcripts presented by the applicants for admission to the undergraduate schools and colleges; (iii) administers the faculty regulations relating to the initial admission to the undergraduate schools and colleges; and (iv) renders 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) keeps the academic records of all students registered in the University and issues official transcripts and reports of such records; (ii) conducts the registration of all students in the University; (iii) prepares and publishes the class and examination schedules; and (iv) administers 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~~ is the responsibility of the Office of Undergraduate Admissions. That Office ~~shall apply~~ applies 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.

§ 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 and dean of Student Affairs 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; and~~
- ~~3. Perform such other duties as may be delegated to it by the vice chancellor.~~

ARTICLE 13-12

ADMINISTRATIVE BOARD OF THE LIBRARY

~~§ 13-1~~ **12-1. Administrative Board of the Library; composition.** (a) There ~~shall be~~ is an administrative Board of the Library composed of twenty-two members. Fourteen members ~~shall be~~ are elected by and from the following electoral divisions:

1. The Division of Fine Arts of the College of Arts and Sciences—one member.

2. The Division of the Humanities of the College of Arts and Sciences—three members.

3. The Division of the Social and Behavioral Sciences of the College of Arts and Sciences—three members.

4. The Division of Natural Sciences and Mathematics—three members.

5. The School of Journalism and Mass Communication, the Kenan-Flagler Business School, the School of Education, the School of Law, the School of Information and Library Science, the School of Social Work, and the School of Government—three members.

6. The Academic Affairs Libraries—one member.

(b) The chair of the faculty ~~shall~~ appoints ~~six~~ seven members of the Administrative Board of the Library, as follows:

1. ~~one~~ two members from the Division of Health Affairs.

2. two members from the faculty at large

3. one undergraduate student, on recommendation of the president of the student body.

4. two graduate students, on recommendation of the president of the Graduate and Professional Student Federation.

(c) The University librarian ~~and the dean of the Graduate School shall be~~ is a member ex officio.

§ ~~13-2~~ 12-2. Administrative Board of the Library; election and terms of members; meetings. Elected members of the board ~~shall be~~ are nominated and elected by the process employed for the Faculty Council. It is preferable that no more than one elected member be from any single school or department. Student members of the board ~~shall~~ serve one-year terms. All other appointed and elected members ~~shall~~ serve three-year terms. No elected or appointed member ~~shall~~ serves more than two consecutive terms.

The board ~~shall~~ elects a chair from among its members annually. The board ~~shall~~ meets at least six times each year upon the call of the chair or of the University librarian.

§ ~~13-3~~ 12.3. Administrative Board of the Library; duties. Subject to the power of the General Faculty and the Faculty Council, the Administrative Board ~~shall~~:

1. Advises the University librarian on the administration of the University library system;

2. Formulates, together with the University librarian, the basic policies governing the acquisition of library materials and the use of such materials;

3. Allocates, with the advice of the University librarian, the book funds which are not specifically designated;

4. Submits 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. Reviews the University librarians budget request; and

6. Makes an annual report to the Faculty Council.