

I. ORGANIZATION OF THE UNIVERSITY

A. ACADEMIC CALENDAR

The academic calendar for each year is printed in the Bucknell University *Catalogue*. Dates and deadlines for significant administrative actions associated with the instructional program, such as registration for courses, examination periods, and submission of grades for courses, are issued at appropriate times by the Office of the Registrar, the Deans of the Colleges, and the Provost.

The calendar includes a fall semester that runs from late August to December and a spring semester that runs from mid-January to May. In addition, a six-week summer session runs from mid-June through late in July.

B. BOARD OF TRUSTEES

The Board of Trustees, a self-perpetuating body not to exceed fifty in number, has full authority and responsibility for the conduct of the University. The Board meets at least twice yearly. The Executive Committee generally exercises the powers of the Board of Trustees when the Board is not in session. Standing Committees of the Board include those on Educational Policy, Finance, University Relations, Audit, Nominations, Complementary Activities, and the Executive Committee. The President of the University is a member, *ex officio*, of all Committees. Faculty representatives meet with the committees on Educational Policy, Finance, University Relations, and Complementary Activities. Two members of the Faculty also meet with the Board.

The President and principal administrative officers of the University are appointed by the Board, which defines the duties of such offices. Administrative officers may be removed by action of the President, with the consent of the Executive Committee.

C. OFFICERS

The chief officers of the University are: President, Provost, Vice President for Development and University Relations, Vice President for Enrollment Management, Vice President for Finance and Administration, Vice President for Student Affairs, the Dean of the College of Arts and Sciences, the Dean of the College of Engineering, and other administrative members as designated by the President.

President

As chief executive officer of the University, the President is responsible to the Board of Trustees for the government and management of the University and for interpreting and carrying out the policies of the Board.

The President is a member of the Faculty in each College and may call meetings of either or both Faculties. The President presides at all commencements, convocations, and other University exercises, confers all degrees voted by the Board of Trustees, and signs all diplomas.

Provost

As the chief academic officer, the Provost is responsible for all educational programs and policies and for all academic and academic support units of the University. His/her responsibilities include planning, budgeting, administering, and evaluating the academic affairs of the University, and the President may assign to the Provost other university-wide responsibilities. The Provost serves as the second highest ranking officer in the university and has full authority to act in that capacity in the President's absence. The Provost is a member of the Faculty in each College and a member *ex officio* of each committee or other administrative body concerned with the matters for which his/her office is responsible.

Vice President for Development and University Relations

The Vice President for Development and University Relations is responsible for institutional development and advancement; public information; publications; public, community, and alumni/ae relations;

foundation, corporate, and government relations; fundraising from all sources – alumni, parents, friends, foundations, corporations, and government agencies; and special events.

Article I. Vice President for Enrollment Management

The Vice President for Enrollment Management is responsible for the areas of admissions, financial aid, registration, university communications and pre-college programs, along with coordinating efforts and initiatives related to student retention. The VPEM is responsible for developing annual and long-range enrollment projections in support of the university's financial plan. The VPEM is responsible for the university's integrated marketing communications plan in support of enrollment and development programs.

Vice President for Finance and Administration

As chief financial officer of the University, the Vice President for Finance and Administration is responsible for business and financial affairs, for short- and long-range financial planning, for the operations of the physical plant and the management of all renovation and construction projects, and for all auxiliary enterprises as well as several non-academic support services. He/she is responsible for the preparation of the annual operating and capital budgets and the supervision of the endowment and other funds, in consultation with the Board of Trustees and several on-campus committees and departments.

Vice President for Student Affairs

The Vice President for Student Affairs oversees the division of student life and is responsible for the operations of the Office of the Dean of Students, the Department of Athletics and Recreation, the Office of the Chaplains and Religious Life, and the Department of Public Safety. He/she also plays a leading role in efforts to maintain mutually beneficial community relations.

The Dean of the College of Arts and Sciences

The Dean of the College of Engineering

The Deans of the Colleges are responsible to the President, through the Provost, for the college curricula, academic advising and scheduling, faculty and instructional support personnel, the quality of instruction, and academic department and program budget administration. They promote activities to strengthen faculty teaching and research and to obtain the necessary equipment and resources.

(Other administrative offices are listed in the Administrative Handbook.)

D. ACADEMIC DEPARTMENT CHAIRPERSONS

The department chairperson, in consultation with colleagues and in accordance with procedures adopted by the department, administers the programs of instruction offered by the department, oversees recruitment of department members, and is responsible for the assignment of courses and hours for departmental offerings, for the preparation and administration of the department budget, and for department governance. He/she shall supervise the process of evaluation of each member of the department and shall convey department recommendations regarding appointments, reappointments, promotion, tenure, leaves, and other personnel actions to the Dean of the College.

Members of each academic department participate in the selection of a chairperson every four years (in 2002, 2006, etc.) through election by secret ballot or by requesting the Dean of the College to appoint a chairperson. The Provost mails a ballot that offers these options to tenure-track members of each department no later than November 30 in the academic year of an election. Ballots are returned in sealed envelopes to the University Registrar; it is the responsibility of the Registrar to count the ballots and report the results to the Provost. The Provost publishes a list of those elected and appointed before the date on which they take office, July 1.

Any faculty member who holds a tenure-track position with the rank of assistant professor or higher is eligible to serve as a department chairperson, and any faculty member who holds a tenure-track position is eligible to vote in the election of chairpersons.

If no candidate for a chair receives a majority of the votes cast, a second election is held. In the event that no candidate receives a majority of the votes cast in the second election, the Dean of the College appoints a chairperson after consultation with the voting faculty of the department concerned.

Chairpersons are expected to serve a four-year term. If they are unable to complete the term of office, vacancies are filled by appointment by the Dean of the College after consultation with members of the department concerned. On occasion, the President or Provost may appoint a chairperson from another department or institution to strengthen the leadership of a department. Such appointments may be made after consultation with the Dean of the College and the faculty members of the department concerned. The term of appointment in such cases shall not exceed the normal term of four years; at the end of this term, the department returns to the elective system of selecting chairpersons. In exceptional circumstances, and after consultation with the Dean of the College, the Committee on Faculty and Academic Personnel, and the members of the department concerned, the Provost may take action to replace a department chairperson.

E. THE FACULTY

The Faculty shall consist of the President, the Provost, the Deans of the Colleges, and those who are ranked as professors, associate professors, assistant professors, instructors, and academic lecturers.

Subject to the regulations which the Board of Trustees may provide, and in a manner consistent with general University policies, the Faculty

- considers and makes recommendations to the President regarding any and all phases of education at Bucknell, as defined by the general purpose and mission of the University.
- determines the curricular and other requirements for recommendations for degrees in course.
- encourages and supports the development of courses, programs, and other academic activities that will enable the University to maintain and enhance its role as an institution of higher education.
- determines the qualifications for the admission of students.
- sets procedures for its own governance, including the selection of officers of the Faculty and the establishment of committees of the Faculty.
- determines the qualifications for membership in the Faculty; makes recommendations regarding recruitment and retention of members of the Faculty of the highest professional competence; and evaluates colleagues for purposes of recommendations regarding retention, tenure, and promotion.
- formulates policy on the general salary structure for academic personnel.
- participates in resource allocation and in the University budget process.
- has the power of enforcing the rules and regulations adopted by the trustees for the government and instruction of the students.
- advises the President in the appointment of the Vice Presidents and the Deans of the Colleges. The officers of the Faculty, in consultation with the University Council and the President, will appoint committees for this purpose.

• advises the Board of Trustees in the appointment of the President. The Chairperson of the Faculty and one other faculty member selected by the Faculty Council shall be members of the Presidential Search Committee.

F. THE COLLEGES

The University is organized in two Colleges, each administered by a Dean who reports to the Provost. The instructional departments within the colleges are responsible to the curricular programs of the college of which they are a part and to the professional standards and commitments of their disciplines. Each department designs its own major and minor programs for approval by its college curriculum committee. Twelve academic departments offer programs of instruction leading to the master's degree.

1. The Departments of the **College of Arts and Sciences** are grouped in three divisions:
Humanities, composed of the Departments of Art and Art History; Classics; English; History; East Asian Studies; Foreign Language Programs (composed of programs in French and Francophone Studies, German Studies, Italian Studies, Linguistics, and Russian Studies); Music; Philosophy; Religion; Spanish; and Theatre and Dance.
Social Sciences, composed of the Departments of Economics; Education; Geography; Management; Political Science; Psychology; and Sociology and Anthropology.
Natural Sciences and Mathematics, composed of the Departments of Biology; Chemistry; Geology; Mathematics; and Physics.

In addition to the majors and minors offered by the departments, the College of Arts and Sciences offers individual interdepartmental majors as well as interdepartmental and interdivisional majors in programs in Animal Behavior; Cell Biology/Biochemistry; Comparative Humanities; Environmental Studies; International Relations; Latin American Studies; and Women's and Gender Studies. Several interdepartmental minors are offered, as well.

Students in the College of Arts and Sciences shall satisfy the requirements of the Common Learning Agenda, a program whose components are offered in all departments.

2. The **College of Engineering** consists of five departments – Chemical, Civil and Environmental, Electrical, and Mechanical Engineering; and Computer Science³ – and a program in Biomedical Engineering.

The departments of the College offer both majors and minors. In addition, students of the College of Engineering may complete a five-year liberal arts and engineering program with a major in each College leading to the appropriate engineering degree and a bachelor of arts degree.

³ The Department of Computer Science is unique in that it provides a degree program in each College and is administered by the Deans of both Colleges. For most curricular matters, routine administrative matters, and for divisional representation in the University, members of the Department of Computer Science shall reside in the College of Engineering. They may vote in the College of Arts and Sciences only on those matters directly affecting their curriculum.

G. UNIVERSITY PROGRAMS

Several University programs exist to provide opportunities for special courses and experiences. The Writing Program requires that all undergraduate students successfully complete three writing-emphasis courses offered in any of several departments. The University Honors Council oversees the honors programs offered by all academic departments and interdisciplinary majors, and the Office of International Education assists students who wish to participate in off-campus study programs. Directors of these programs as well as the director of the Poetry Center are responsible to the Provost.

The Residential Colleges are living-learning communities that offer students the opportunity to live and study in an environment that emphasizes curricular and residential programming related to specific academic themes. The Residential Colleges report to the Provost and the University Committee on Instruction. The Humanistic Scholars Program offers the opportunity for students to do sustained work in the humanities. Continuance of this program is offered in the Comparative Humanities Major. Both programs are responsible to the Dean and Curriculum Committee of the College of Arts and Sciences. The University Course Program facilitates courses on issues of an interdisciplinary character and reports to the Curriculum Committee of the College of Arts and Sciences and the University Committee on Instruction.

Graduate Studies and the Summer School are responsible to the Provost through the Deans of the Colleges. For purposes of curricular review and regulation, the directors are responsible to the Committee on Instruction. Military Science and Physical Education and Athletics have directors who are responsible to the Vice President for Student Affairs.