

II UNIVERSITY GOVERNANCE

A. INTRODUCTION

The Faculty carries out its duties in formulating policies and establishing procedures through Faculty meetings and its participation in eleven standing committees and the University Council. As appropriate, policies related to specified aspects of the University's educational program are implemented through the Colleges, the Deans of the Colleges, departments of instruction and interdepartmental programs, department chairpersons, and the student government.

B. FACULTY MEETINGS

The Faculty transacts corporate business in regular meetings during September, October, November, December, February, March, and April; and in special meetings when required. All members of the Faculty are expected to attend such regular and special University Faculty meetings, which are public.

A quorum in regular or special meetings of the University Faculty shall consist of one hundred (100) members of the Faculty. In accord with established practice, certain members of the University administration, professional librarians, and designated students are invited to attend all regular meetings of the University Faculty, with the right to speak. In September of each academic year, a list of persons so designated will be provided by the Provost for the approval of the Chairperson of the Faculty. Only voting members of the Faculty are eligible to present motions.

The privilege of voting at Faculty meetings extends to: all persons holding appointments as professor, associate professor, assistant professor, and instructor (including those designated as visiting), as well as those non-ranked members of the Faculty who teach on an annual contract at least one-half time in the University in regularly scheduled classes and laboratories; the President; the Provost; the Vice President for Finance and Administration; the Vice President for Student Affairs; the Vice President for Development and University Relations; the Vice President for Enrollment Management; the Deans of the Colleges; the Associate Vice President for Information Services and Resources, and the professional librarians⁴. The Director of the Military Science Program may vote only in matters directly affecting the Military Science Program.

The presiding officers of the University Faculty are the Chairperson, who is elected in April and the Secretary, who is elected in November, of each Leap Year (in 2004, 2008, etc.), by ballot. The newly elected Chairperson shall take office beginning on July 1 following election; the newly-elected Secretary shall take office on November 15 following election.

C. FACULTY COMMITTEES

The seven standing Faculty committees are:

1. Faculty Council
2. Committee on Faculty and Academic Personnel
3. Committee on Faculty Development
4. Faculty Committee on Honorary Degrees
5. Committee on Staff Planning
6. University Review Committee
7. Committee on Academic Freedom and Tenure

⁴ Although professional librarians (defined by contract as a librarian with the requisite professional degree in library science) are not members of the ranked Faculty, the University Faculty has extended to them voting status, as well as the right to stand for election to committees. By action of the Faculty, the services of the Committee on Academic Freedom and Tenure are available to librarians

1. FACULTY COUNCIL

Faculty Council fosters the operation of a responsive and inclusive Faculty governance system. Faculty Council supports the committee system by consulting with and coordinating the Faculty and University committees, by facilitating inter-committee communication, and by providing advice, oversight and guidance to insure that Faculty governance processes are executed effectively. The Faculty Council insures that committees other than the Committee on Academic Freedom and Tenure (see II.F) are populated, by preparing lists of nominees, soliciting additional nominees from the Faculty, and organizing elections to fill positions vacated by the routine cycle of terms, and by that means or by appointment to fill positions vacated mid-term. The Faculty Council also plays a role in some termination of contract issues and in proceedings to impose severe sanctions on a member of the faculty (see section III.M.1 and section III.N of the Faculty Handbook, and Regulation 5b of the *AAUP Recommended Institutional Regulations on Academic Freedom and Tenure* (1999)).

The Faculty Council helps to set the long-term agenda of the Faculty by identifying and reporting pending issues of importance to the Faculty with regard to governance and to the academic mission of the University. Faculty Council facilitates communication between the Faculty and the Administration by meeting regularly with the University Council and by providing advice to the president as requested on matters of substance and process. In consultation with the Faculty and University committees, the Faculty Council advises the Administration and makes recommendations on strategic planning through the University Council and otherwise as requested. The Faculty Council responds to issues of Faculty concern that are not under the purview of existing parts of the Faculty governance system, to act upon them or to direct them to an existing or *ad hoc* Faculty body. The Faculty Council receives governance matters when the Faculty is unable to meet, and may speak for the Faculty at such times if it believes this is necessary. When Faculty Council has acted for the Faculty because of the nature of the issue or because of its timing, Faculty Council will consult with relevant committees, will report actions to the Faculty, and will seek to integrate issues into normal governance channels, in a timely fashion.

Membership:

- Chairperson of the Faculty
- Secretary of the Faculty
- Four members of the Faculty elected from each of the standard groups (see II.F.6)
- One untenured member of the Faculty, to be replaced upon receiving tenure

The Chairperson of the Faculty will serve as the chairperson of the Faculty Council.

2. COMMITTEE ON FACULTY AND ACADEMIC PERSONNEL

The Committee reviews and formulates for Faculty action:

- a) Policies on the general salary structure and benefits, including non-cash benefits, for Faculty and academic personnel
- b) Policies on the handling of grievances
- c) University policies on the evaluation of faculty members for retention, promotion and tenure
- d) Revisions of the Faculty Handbook.

Policy formulation may be initiated by the Committee, or at the request of the University Faculty, the President, or the University Council.

Membership:

- Provost
- Dean of the College of Engineering
- The designated Associate Dean of Faculty, College of Arts and Sciences
- Three tenured members of the Faculty

Two non-tenured faculty members (If a non-tenured faculty member receives tenure during his/her term of office, he/she must be replaced by an untenured member.)

The chairperson of the Committee shall be elected from its elected membership.

3. COMMITTEE ON FACULTY DEVELOPMENT

The Committee proposes and administers policies and procedures for development of the Faculty as individuals and as a whole. The University defines development as improvement of quality of instruction and scholarship, and improvement of flexibility, consonant with University objectives and departmental long-range planning.

To meet its responsibilities, the Committee:

- a) Shall formulate policy and procedures for allocation of faculty development funds.
- b) Shall monitor the use of the funds for faculty development.
- c) For specific programs (e.g., the Scholarly Development Grant and the Curricular/Instructional Development Grant), the Committee shall:
 - 1) issue calls for grant proposals;
 - 2) evaluate proposals and award grants;
 - 3) receive progress and final reports on projects supported.
- d) Shall make recommendations on the proposals for sabbatical leaves, untenured faculty leaves, educational leaves, and other programs involving leaves of absence, including those for the purpose of attaining further degrees (Ph.D. where appropriate) or working in related, needed fields (e.g., to increase individual and institutional flexibility). For this purpose the Committee shall:
 - 1) set criteria for awarding leaves;
 - 2) issue calls for leave proposals;
 - 3) evaluate such proposals, taking into account the individual quality of the proposals, departmental programs, and institutional flexibility.
- e) May administer and evaluate a system for development of teaching and scholarship of untenured faculty members.
- f) May initiate and/or coordinate general faculty development programs.
- g) May encourage grant applications for general faculty development.
- h) May serve as a consulting body to consider changes in faculty careers, including changes in departmental assignments due to changing faculty interests, student enrollment patterns, and changing disciplinary emphases. The Committee will coordinate changes of teaching interest (including leaves for academic work in the new teaching area) with the Committee on Staff Planning.
- i) Shall submit a report to the Faculty each September which evaluates its activities during the past academic year and suggests the goals for the coming year.

Membership:

Provost

Dean of the College of Engineering

The designated Associate Dean of Faculty, College of Arts and Sciences

Four members of the Faculty (one elected from each of the standard groups, see II.F.6)

Two faculty members elected at-large; no more than one faculty member from a single department.

The chairperson of the Committee shall be elected from its elected membership.

4. FACULTY COMMITTEE ON HONORARY DEGREES

The Committee operates under the general principle that honorary degrees are awarded in order to recognize individuals whose work exemplifies the qualities of intellect, character, and creativity most cherished by the University. The Committee gives special consideration to those individuals whose distinguished contributions have not yet been widely or formally recognized outside their own fields and to individuals who are part of the Bucknell community.

The Committee will receive nominations for honorary degrees from all members of the Bucknell community: faculty, administration, students, and trustees. These nominations will be evaluated by the Committee in consultation with the Trustee Sub-committee on Honorary Degrees. The list of candidates agreed on by both the Committee and the Trustee Sub-committee will be submitted to the President for review. The President's recommendations from this list will be submitted to the Committee on Educational Policy of the Board of Trustees for its approval and recommendation to the Board. Honorary degrees, although traditionally awarded during Commencement exercises, may be presented at any time during the academic year.

Membership:

- The Provost (or Provost's designate)
- Six faculty members (one elected from each of the standard groups, see II.F.6, and two elected at-large)
- Two members will be elected in April of each year.

The chairperson of the Committee shall be elected from its elected membership.

5. COMMITTEE ON STAFF PLANNING

The Committee develops a staff planning policy, recommends the allocation of instructional positions, coordinates with the President's Staff (charged with administrative staff planning) to develop joint staffing recommendations for faculty and administrative positions, monitors the hiring process, and regularly assesses the effectiveness of the University's faculty staffing procedures. The Committee will make staffing recommendations to the Deans of the Colleges and will report assessments and policy recommendations to the Faculty. It shall be the goal of the Committee to maintain a highly qualified Faculty while matching our Faculty to a gradually changing curriculum and promoting the affirmative action goals of the University.

To meet its charge the Committee on Staff Planning will, among other things, review faculty teaching loads in relation to department curricula, examine department and University staffing, maintain liaison with the College Curriculum Committees, and work with the President's Staff on matters concerning both faculty and administrative staffing.

Membership:

- Provost
- Deans of the Colleges
- Four members of the Faculty (one elected from each of the standard groups, see II.F.6)
- One faculty member elected at-large

The chairperson of the Committee shall be elected from its elected membership.

6. UNIVERSITY REVIEW COMMITTEE

The University Review Committee receives departmental recommendations concerning retention, tenure, and promotion of individual faculty members. Subsequently the Committee formulates

recommendations of its own based on the quality of the individual faculty member's teaching, scholarship, and service.

The objectives of the review conducted by the Committee are:

1. to assure that each departmental recommendation has been reached through careful, equitable, and considered means;
2. to assure that each departmental recommendation is consistent with the evidence that has accompanied it;
3. to assure that each departmental recommendation is consistent with the University's expectation that members of its Faculty, in all departments, be teachers and scholars of the highest quality;
4. to assure that the department's procedures and judgments are consistent with the procedures and judgments of other departments of the University in like cases.

Since departmental reviews vary greatly, the Committee may, after consultation with the candidate, seek evidence concerning the quality of teaching and scholarship in addition to that presented by a department in support of its recommendation. Such additional evidence might include (but is not necessarily limited to) further documentation of teaching quality (through contact with current students, alumni, and colleagues, course syllabi, etc.) and opinions from noted authorities in the field on the quality of the candidate's scholarship or professional activity. The Committee's obligations to the Faculty, students, and the Board of Trustees require adequate documentation of its recommendations; thus, the Committee will seek additional evidence if it believes this to be necessary.

Prior to the forwarding of the Committee's recommendations to the Board of Trustees for final action, the President meets with the Committee in order to be fully apprised of the documentation and deliberations which enter into the Committee's recommendations. In individual instances, the President may request the Committee to extend its review and/or reconsider its judgment. The President does not initiate or conduct any separate reviews. The recommendation of the Committee as submitted is forwarded by the President to the Educational Policy Committee of the Board of Trustees. The final authority to grant appointments, promotions, and tenure rests with the Board. The President, as agent of the Board, is not required to concur with, nor is the Board required to accept, a recommendation of the department or of the University Review Committee.

Review procedures and deadlines for tenure and retention are outlined in III.K.

The Committee shall review recommendations for promotion during the spring semester. (See III.K and III.L.) Recommendations for promotion in conjunction with the conferral of tenure shall be reviewed on the schedule laid out for tenure cases in III.K..

Membership:

- Five tenured faculty members (one elected from each of the standard groups, see II.F.6, and one elected at-large to serve as alternate.)
- Provost
- Deans of the Colleges

The chairperson of the Committee shall be elected from its elected membership.

7. COMMITTEE ON ACADEMIC FREEDOM AND TENURE

This Committee is elected by the University Faculty and is charged with responsibility for:

- a) rendering advice to the Faculty, to its individual members, to the professional librarians, and to the Administration on questions that are brought to its attention relating to the professional ethics and responsibilities of the Faculty.

- b) investigating any charge of violation of academic freedom which may be brought to the attention of the Committee.
- c) investigating a complaint of a faculty member or professional librarian regarding due process or violation of academic freedom in reviews for evaluation, retention, promotion, or tenure.
- d) reviewing and evaluating the departmental criteria for judging the performance of tenured and non-tenured members of the Faculty and of professional librarians.
- e) investigating, upon that person's formal request, the case of any faculty member or professional librarian who has been denied retention or tenure (see III.K.2.).
- f) intervening with the Administration when the Committee deems it appropriate on any of the above matters.
- g) reporting to the Faculty in the event that any such matter is not resolved to the satisfaction of the Committee.

Any complaint requiring action by the Committee must be submitted, in writing, to the chairperson of the Committee.

Any complaint must contain the following information:

1. The entry or entries in the Faculty Handbook which are applicable to the complaint.
2. The rationale used for making the complaint.

The chairperson shall place the complaint on the agenda and attach a copy of the complaint.

Individuals wishing to support their complaint in person will be notified, in writing, of the time and place of the meeting.

In a case where the complaint is in response to a notice of non-renewal of contract, the individual should bring his/her complaint to the Committee according to the timetable in III.K.2. Note that the timetable described there admits the possibility of extenuating circumstances causing a delay in bringing the complaint, and provides specifically for time to prepare a complaint after receipt of the result of a reconsideration by the University Review Committee, should such an appeal have been made to that body.

If the Committee decides to take no action on a complaint, the chairperson will so inform the requestor, giving the reasons for the Committee's decision.

Membership:

Five tenured members of the Faculty (one elected from each College and three at-large)

Four non-tenured members of the Faculty elected at-large

Election Procedures:

New members are elected each year for a three-year term. At the February Faculty meeting each year, the Chairperson of the Faculty and chairperson of the Committee will announce the appointment of a nominating committee of three faculty members (selected from the Faculty at large) to serve for one year. This nominating committee will present a slate of candidates for membership on the Committee to the Faculty at its April meeting, at which time additional nominations may be made from the floor. The election will take place in April, with the newly-elected members taking office in September.

After the election, the nominating committee shall submit to the Chairpersons of the Faculty and of the Committee a list of successful candidates. Names of runners-up for each position shall also be retained in the event a replacement is needed.

Following the elections, the new Committee (carry-over members plus the newly elected members) shall choose a chairperson from that membership. The election must be completed by the end of the academic year. The outgoing chairperson shall preside and election of the chairperson shall be by

simple majority. The quorum shall be derived only from members of the new Committee present and shall consist of at least seven members.

D. UNIVERSITY COMMITTEES

The University committees upon which Faculty members serve are Athletics, Complementary Activities, Instruction, and Planning and Budget. (Student committee representatives shall be responsible to report on behalf of each committee to the Bucknell Student Government.)

1. COMMITTEE ON ATHLETICS

The committee makes policy recommendations to the administration through the governance system about Bucknell's intercollegiate athletics programs, in order to foster an athletics program consistent with the educational mission of the University.

The responsibilities of the Committee on Athletics include:

- a) Respond as appropriate to requests from the university community on matters at the intersection of academics and athletics.
- b) Annually monitor and evaluate issues pertaining to gender equity and minority opportunities, including programs mandated by the NCAA.
- c) Conduct and evaluate the annual academic performance survey of student athletes.
- d) Periodically review programs specifically established for student athletes.
- e) Actively participate in the NCAA recertification process.
- f) Communicate the results of its work to appropriate university committees or constituencies.
- g) Act as an advisory group to the Director of Athletics.
- h) Participate in the planning and assessment activities of the Department of Athletics.

Membership:

- Three members of the faculty elected at-large (3-yr terms)
- Faculty Athletics Representative to the NCAA
- Athletic Director
- Dean of Students (or appointee)
- VP for Enrollment Management (or appointee)
- Associate Dean of Arts and Sciences
- Associate Dean of Engineering
- Senior Woman Administrator of Athletics, without vote
- Senior Associate Director of Athletics, without vote
- Two students (one male, one female) elected from the Student Athlete Advisory Committee (SAAC) for a term to be set by SAAC, but not less than 1 year
- Student elected by the BSG, for a term to be set by the BSG, but not less than one year

The chairperson of the committee shall be elected from its elected faculty membership.

2. COMMITTEE ON COMPLEMENTARY ACTIVITIES

The Committee seeks to foster an active, enriching community of students, faculty, administrators, and support staff to further the intellectual and moral aims of a Bucknell education. The Committee will review policies and procedures on a wide variety of matters which fall outside the scope of other committees.

It will also evaluate, as time permits, the services, programs, and other matters within its jurisdiction to ensure that complementary University activities are an integral part of the community.

The Committee's continuing areas of concern include:

- a) Services provided by administrative units of the University, e.g., the Student Health Services, Psychological Services, Career Development Center, Campus Activities and Programs, Housing and Residential Life, Langone Center, Office of Multicultural Affairs, Women's Resource Center, Office of the Chaplains and Religious Life, Dining Service, Bookstore, Post Office, and Brown Conference Center. The Committee will review and recommend policies for these units. An advisory board for any of these units may be established by the Committee or the appropriate administrator. Such boards will regularly report to the Committee. Major changes of policy or procedure must be reviewed by the Committee.
- b) Cultural and informational programs, e.g., lectures, art exhibits, theater, concert, and film offerings. The Committee will review and recommend policies for these events, including scheduling and location.
- c) Special University functions which occur on a regular basis, e.g., New Student Orientation, Homecoming, Parents Weekend, Spring Arts Weekend, Commencement, and Colloquy. The Committee will review and recommend policies for these functions. An advisory or planning board may be established for any of these functions by the Committee or by the appropriate administrator. Such boards will regularly report to the Committee. Major changes of policy or procedure must be reviewed by the Committee.
- d) Intramural athletics and recreational facilities.
- e) Regulations relating to use of University buildings and grounds, student residences, student conduct on University property, and vehicular traffic. The Committee will review and recommend policies and procedures on these matters.
- f) Student extracurricular activities, including fraternities, sororities, and campus media. The Committee shall not infringe upon the rights and freedoms of these organizations⁵ but it may concern itself with their contributions to the academic community, and consider ways of enhancing those contributions.

The Committee will report its activities and forward all recommendations to the President. The Committee also will apprise the University Faculty and the Congress of the BSG of its activities and recommendations. The University Faculty or the Congress of the BSG may request the Committee to reconsider any action taken, including recommendations forwarded to the President, and may also communicate directly with the President concerning a Committee recommendation. If the University Faculty or the Congress of the BSG believes administrative action taken on the Committee's recommendation to be inappropriate, the President (or other appropriate administrative officer) may be requested to meet with the body to discuss the reasoning behind the action taken.

The President, the University Faculty, or the Congress of the BSG may request that an item be placed on the agenda of the Committee.

Membership:

- Six faculty members elected at-large
 - Four students elected by the BSG
 - Student Affairs Chair of the BSG
 - Vice President of the BSG
 - Vice President for Student Affairs
 - Dean of Students
- The President may meet with the Committee without vote.

The chairperson of the Committee shall be elected from its elected membership.

⁵ The 1967 Joint Statement on the Rights and Freedoms of Students has been endorsed by the Board of Trustees and forms the basis of University policy in these matters (see Appendix B).

3. COMMITTEE ON INSTRUCTION

The Committee advises the Faculty with regard to the instructional programs of the University. The Committee will review the curriculum as a whole and that of each College. The Committee will be responsible for formulating and recommending policy for all academic programs not under the jurisdiction of a College, e.g., the Graduate Program, Summer Programs, Honors Program, and University Course Program. The Committee will be primarily responsible for formulating and recommending policy concerning grading and evaluation of students, and the keeping of records thereof. The Committee will oversee the construction of the University Calendar and the scheduling of courses, and will oversee the publication of the Catalogue. The Committee will make recommendations on policy on information resources (e.g., Information Services and Resources, Bookstore, Administrative Services), as they affect the instructional program. The Committee will review, recommend, and, when charged by the University Faculty, make provision for the administration of experimental and special instructional programs beyond the jurisdiction of the Colleges. The Committee will be responsible for formulating and recommending policy for admissions and financial aid.

The Committee may choose or may be instructed by the University Faculty to study matters within the purview of the Colleges which nevertheless concern the whole Faculty. The Committee will keep itself fully informed of the deliberations of the Curriculum Committees of the Colleges.

The Committee shall make such recommendations to the Faculty as it deems appropriate. It may also make recommendations to the Curriculum Committees of the Colleges or directly to appropriate administrators; when it does so, it shall inform the Faculty by the next regular Faculty meeting, at which time the Faculty may alter or reverse such recommendations. The Congress of the Bucknell Student Government (BSG) also may request the Committee or the Faculty to reconsider those recommendations. The Congress may also formulate alternative recommendations for the consideration of the Committee and the Faculty.

Membership:

Provost

The Dean of each College or a long-term designee

Five members of the Faculty (one elected from each of the standard groups, see II.F.6, and one elected at-large)

The Registrar

Two students (to be elected by the Congress of the BSG, for terms to be set by the Congress, but not less than one year)

One at-large member of the Congress of the BSG

The President may meet with the Committee without a vote.

The chairperson of the Committee shall be elected from its elected faculty membership.

4. COMMITTEE ON PLANNING AND BUDGET

The Committee makes recommendations to the Administration on the financial aspects of program planning, facilities planning, and the capital budget, and on the general policies and guidelines for the annual budget. The Committee will receive annual reports from the Provost, the Vice President for Finance and Administration, the Vice President for Student Affairs, and the Vice President for Development and University Relations concerning:

- a) plans for generation of revenue;
- b) statements of needs and priorities made by the major standing committees and administrative officers, by the Faculty, and by the Congress of BSG;
- c) the present and past allocation of resources.

The Committee shall take care that its recommendations on resource allocation are consistent with the goals and objectives of the University.

The Committee regularly will report its activities to the Office of the President and forward all recommendations to that Office for decision or referral to the appropriate administrative officer or body. The Committee also will apprise the University Faculty and the Congress of the BSG of its activities and recommendations. The University Faculty or the Congress of the BSG may request the Committee to reconsider any action taken, including recommendations forwarded to the President's Office. The University Faculty or the Congress of the BSG may also communicate directly with the Office of the President concerning a recommendation from the Committee. If the University Faculty or the Congress of the BSG believes administrative action taken on the Committee's recommendation to be inappropriate, the President (or other appropriate administrative officer) may be requested to meet with the body to discuss the reasoning behind the action taken.

The Office of the President, the University Faculty, or the Congress of the BSG may request that an item be placed on the agenda of the Committee on Planning and Budget.

Membership:

Four members of the Faculty (one elected from each of the standard groups, see II.F.6)

The Faculty Representative to the Trustee Finance Committee

One member of the salaried staff other than voting members of the Faculty and direct reports of the president or vice presidents, selected by vote of those eligible to serve, in an election organized by the Administrative Forum

Two members of the hourly staff selected by vote of those eligible to serve, in an election organized by the Support Staff Forum

Three students, elected by the Congress of the BSG, for terms to be set by the Congress, but not less than one year

One of the members at-large of the Congress of the BSG

One representative from the Committee on Complementary Activities, without vote

One representative from the Committee on Instruction, without vote

One representative from the Committee on Faculty and Academic Personnel, without vote

Deans of the Colleges

The five vice presidents of the University

The President may meet with the Committee without vote.

The chairperson of the Committee shall be elected from its elected faculty membership.

E. THE UNIVERSITY COUNCIL

The University Council is constituted to provide advice, from a broad range of perspectives, to the President in the execution of his/her responsibilities. The Council is responsible for University planning and will seek to determine the operational or functional goals of the University, and make recommendations about what those goals should be. It will consider whether the programs and budget of the University are conducive to achievement of its goals. More broadly, the Council may be asked to consider any policy questions brought to it by the President. The Council may be asked to make recommendations concerning procedures for dealing with complex issues, including referrals of such issues to committees or other responsible bodies.

The University Council will not normally receive or act upon committee reports. However, the President may refer such policy questions to the Council as he/she finds appropriate. In addition, the Faculty, the Congress of the BSG, and standing committees may refer questions of procedure or jurisdiction to the Council. The Council will make its recommendations to the President (and, when applicable, to the referring bodies). Such recommendations shall not be construed to bind the President or other bodies to any course of action. The President shall convene the Council not less than once each semester during the

academic year, and at such other times as are necessary. The Council will not normally use parliamentary procedure and majority voting. However, when the Council deems it necessary, it may utilize such formal procedures.

The membership of the Council includes the President (chair); Provost; Vice President for Finance and Administration; the Deans of the Colleges; the members of the Faculty Council; the President of the Congress of the BSG, and three students elected by the Congress. The President may designate members of the Faculty and of the administration or students as members of the Council, for such terms as he/she shall specify. In no case will the total faculty membership be less than the total administration membership, and in no case will the total student membership be less than fifty percent of the total faculty membership. The University Council will not exceed twenty members.

F. GENERAL PROCEDURES FOR ELECTION TO AND MEMBERSHIP ON FACULTY COMMITTEES (except the Committee on Academic Freedom and Tenure) and UNIVERSITY COMMITTEES:

1. Elections of faculty members to Faculty Committees and University Committees are held simultaneously in April following the regular April meeting of the Faculty. Preliminary nominations from the Faculty Council for all positions will be distributed at least five days prior to the April Faculty Meeting.
2. In drawing up election slates, the Faculty Council shall provide at least 1.5 times as many nominees as there are positions to be filled.
3. The Registrar shall be responsible for procedures to count the ballots in all elections.
4. All committee terms are for three years and committee members may serve no more than two consecutive terms.
5. If a committee member is unable to serve because of leave or temporary absence during his/her term, the Faculty Council shall appoint a faculty member to serve temporarily. If a faculty member is unable to complete a term by virtue of resignation or for any other cause, the Faculty Council shall appoint a replacement to serve until the time of the next election, at which time an election shall be held for the unexpired term.
6. Where appropriate distribution across academic disciplines is required (Committees on Instruction, Staff Planning, Faculty Development, Honorary Degrees, and the University Review Committee), the Faculty Council shall nominate faculty members (and librarians, where eligible) from each of the following categories:
 - a. **College of Engineering**
 - b. **Division of Humanities**
 - c. **Division of Social Sciences**
 - d. **Division of Natural Sciences and Mathematics**

G. AMENDMENT OF GOVERNANCE PROCEDURES FOR FACULTY COMMITTEES

Amendments to governance policies and procedures may be made as follows:

1. When an amendment is introduced in the Faculty, it shall be referred to the University Council for its comments, prior to voting on the amendment.
2. Amendments may not be voted upon at the regular meeting in which they were introduced, but only at a subsequent regular meeting, at which time a majority of the body present and voting shall be sufficient to approve the motion.

3. Amendments to governance policies and procedures will become effective when the Faculty has approved them, and when the President has agreed to them.

H. AMENDMENT OF GOVERNANCE PROCEDURES FOR UNIVERSITY COMMITTEES AND THE UNIVERSITY COUNCIL

Amendments to policies and procedures of committees on which there are student members (Instruction, Planning and Budget, Complementary Activities, and the University Council) may be introduced in either the Faculty or the Congress of the BSG. If the motion is approved by a majority of the body present and voting at a subsequent regular meeting, the motion of the amendment shall then be introduced in the non-originating body (i.e., Faculty or Congress of BSG), where again it shall be voted upon at a subsequent regular meeting, again with a majority of those present and voting sufficient to approve the motion. Amendments will become effective when the Faculty and the Congress of the BSG have concurred on them, and when the President has agreed to them. The Faculty and the Congress of BSG may, when necessary, appoint conference committees to resolve differences between them.

I. STUDENT GOVERNANCE

The Bucknell Student Government (BSG) is the student component of the University's governance structure. The function of this body is to serve as a forum for the expression of student opinion, concerns, and ideas, and to represent the interests and promote the welfare of all undergraduate students on the campus. The BSG consists of an Executive Council, a Congress, and a Student Appropriations Committee; the Executive Council serves as the steering committee for the Congress.

The Faculty and the BSG may each designate up to six of their members to attend and have the right to speak in one another's meetings. This provision is not to be construed as abridging the right of other members to attend meetings of each body without right to speak; the purpose is to provide systematically for mutual representation of views.

J. FACULTY REPRESENTATION AT TRUSTEE MEETINGS

The Chair of the Faculty and a Faculty Representative are invited to attend the annual and semiannual meetings of the Bucknell Board of Trustees. The Faculty Representative is selected by the Chair of the Faculty from among the four faculty members elected by the faculty to serve as representatives to the following trustee committees: Complementary Activities, Educational Policy, Finance, and University Relations. The Chair of the Faculty and the Faculty Representative also serve as at-large representatives to these same committees. Two additional faculty members serve as representatives to each of the same committees, selected as follows:

To the Committee on Complementary Activities: One faculty representative is from the Campus Committee on Complementary Activities and the other is elected.

To the Committee on Educational Policy: One faculty representative is the Chair of the Campus Committee on Instruction; the other is elected.

To the Committee on Finance: One faculty representative is the Chair of the Committee on Planning and Budget; the other is elected.

To the Committee on University Relations: Both faculty members are elected.

If any of the designated trustee committees work through subcommittees, the chairs may invite the faculty representatives from their committees to participate in the subcommittees.

No faculty members are voting members of any trustee committees. The elected positions will be elected by faculty members to two-year terms in April. The two faculty members elected to the Committee on University Relations will be elected to staggered terms. If the chair of any of the designated campus committees is not a faculty member, the faculty members of that committee will elect a faculty member of the committee as the representative to the relevant trustee committee.

