

**FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY**  
**EXECUTIVE COMMITTEE BYLAWS**

Date: October 2015

Policy ID: FAC-002

The main policy making body in the school is the Executive Committee. The Committee assists the dean in formulating educational, instructional, and research policies for consideration of the governing faculty. It helps determine the school's structure and major operating procedures, such as school organization, requirements for admission and graduation, and other educational matters.

**The responsibilities of Executive Committee members include:**

1. Canvass and represent faculty opinion on significant agenda items. Members should make reasonable efforts to canvass the opinions of faculty on leave.
2. Review and approval of all recommendations of faculty appointments and contract renewals.
3. Review of recruitment committee recommendations to appoint new faculty.
4. Consideration of major policy changes, including the roles and responsibilities of faculty, committees, and deans, program requirements, and terms of joint degree programs, prior to referral to the governing faculty of the school.
5. Review and approval of new courses and deletions of old courses, prior to referral to the school's governing faculty. Review syllabi for existing courses.
6. Review and approval of visitors.
7. Conduct peer review of faculty annual reports as part of salary determination.
8. Review Batten School budget.
9. At the request of the dean provide advice on other duties or tasks.
10. Call (by majority vote) a meeting of the Governing Faculty.

The Executive Committee typically meets bi-weekly to carry out these functions. The dean and the committee may schedule extra meetings as duties require.

**Composition of the Executive Committee**

- A. The committee consists of four elected members of the governing faculty, two of whom will be tenured faculty members, one will be an untenured tenure-track governing faculty member and one will be a governing member of the general faculty. Tenured faculty and general faculty members serve two-year terms. Untenured faculty members serve one year. New faculty members and recently tenured faculty are exempt from service for two years unless they decide to waive this exemption. Those who serve are exempt from subsequent service for the amount of time served unless they choose to waive this exemption.
- B. The dean (ex officio), associate dean for academic affairs (ex officio chair), and a Batten council student representative (ex officio, but excluded for personnel decisions including appointments, promotions, and faculty salary reviews) sit on the committee.
- C. The dean and associate dean are exempt from subsequent service for the amount of time served, unless they choose to waive this exemption. The associate dean's assistant is expected to attend the meetings.

### Election of the Executive Committee

- A. Election of members to the Executive Committee shall be by secret ballot. Faculty members shall be deemed nominated. Newly appointed or tenured faculty may decline nomination for the first two years after their appointment or promotion. In no case will a faculty member be eligible for immediate reelection; and non-tenured faculty shall not serve more than one term during their probationary period.
- B. Separate ballots shall be used for each vacancy. All faculty vote for each position.
- C. If no candidate receives a majority of the votes cast, a second election shall be held between the two candidates receiving the highest number of votes. If there is a tie for first place, all those tied will be candidates in the second election. If there is a tie for second place, the first place candidate and all those tied for second place will be candidates in the second election. If no candidate receives a majority of the votes cast in the second election, the process of elimination of low-ranking candidates and additional elections shall continue until some candidate receives a majority of the votes cast.

### Description of Executive Committee Functions

The executive committee's main business focuses on faculty recruitment, promotions and tenure, approval of new course proposals and existing course syllabi. It also may review school operations and procedures, restructure committees, or ask for reports on problem areas.

- A. Deliberation and approval of all recommendations of faculty appointments and contract renewals prior to referral to the school**
  - The Executive Committee provides recommendations to the governing faculty and dean on all faculty appointments and renewals.
- B. Review of recruitment committee recommendations to appoint new faculty**
  - Hiring committees report their recommendations to the Executive Committee, usually in person. Members read candidate files and the Committee may decide to support the recruitment committee recommendations, ask for further consideration, or reject a proposal. If the recommendation moves forward to the faculty, a member of the Executive Committee reports the members' views and conclusions.
  - Executive Committee members are expected to attend job talks and meet with potential candidates whenever possible.
- C. Deliberation and approval of all major policy changes, including the roles and responsibilities of faculty, committees, and deans, program requirements, and terms of joint degree programs, and so on, prior to referral to the governing faculty**
  - The Executive Committee discusses proposed policy changes and develops recommendations for consideration by the governing faculty. Typically, the dean will consult the Committee on changes in important practices as well, even if these do not require a vote.
- D. Deliberation and approval of new courses and deletions of old courses, prior to referral to the governing faculty**
  - All proposals for curricular change (e.g., new courses, deletions of old courses, etc.) must come before the Executive Committee for consideration. The Committee's recommendation goes to the governing faculty for a vote.

**E. Review of faculty annual reports as part of salary determination**

- In late spring, the executive committee convenes to review faculty activity reports and provide evaluations that the dean uses when making salary recommendations to the provost.
- The Executive Committee will select four separate faculty each spring to receive Faculty Excellence Awards in the areas of research, teaching, service, and engagement. The recipient's future prospects for an All-University Teaching Award may be a factor in selecting the Excellence in Teaching Award.