



## FACULTY RULINGS

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# FACULTY RULINGS

The *Bylaws of the Faculty of Sweet Briar College* provide the primary principles, policies, and procedures of the Faculty in the shared governance of Sweet Briar College. These *Faculty Rulings* supplement the *Bylaws* in order to provide appropriate details and to record the specific methods that the Faculty employs in upholding these principles.

## Academic Policies

### I. REGISTRATION, CHANGES OF PROGRAM

- A.
  1. Registration for the fall and spring terms takes place on the dates specified in the College calendar, or as designated by the Registrar.
  2. The registration of all students must be completed on the dates specified and places will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date.
- B.
  1. All courses, including directed studies, special studies, independent studies, and internships, must be added within the first eight class days of the fall and spring terms.
  2. For the fall term and spring term, courses may be dropped within the first twenty (20) class days of the term. After this period, a student may withdraw from a course no later than four weeks before the last day of class. A grade of W will be recorded on her transcript. A student who withdraws from a course later than four weeks before the last day of classes in fall or spring term automatically incurs an F in the class. Exceptions may be made by the Dean at his discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Eligibility Committee of the Faculty.
  3. A change of program is not valid until the completed add/drop form or request for withdrawal form is presented to the Office of the Registrar by the student within the time limits specified above.
  4. A student must use the Dean's Office Petition form (available in the Dean's Office) to apply for exceptions, including medical exceptions, to these rules. Exceptions shall be reported to the Eligibility Committee of the Faculty.
- C.
  1. Effective with the fall 2007 incoming class, a student with a cumulative credit ratio of at least 2.000 may, with the approval of her advisor and the instructor of record, choose to take a total of two courses on a Pass/Credit/No Credit basis. A student in her first term at Sweet Briar is not eligible for this option. Courses offered on a Pass/Credit/No Credit basis will not count toward this limit.
  2. A student must indicate the course that is to be taken on a Pass/Credit/No Credit basis no later than the last day for dropping courses in each term. This is done by filing the card for this purpose with the Office of the Registrar.
  3. The student taking a Pass/Credit/No Credit option shall be responsible for meeting all the academic obligations of the course, including tests, papers, and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree, and the grade of P will appear on her record. If her final grade is D+, D, or D-, she may receive credit toward the degree

- and the grade of CR will appear on her record. If her final grade is less than D-, she shall not receive credit for the course and the designation NC will appear on her record.
4. Courses taken under this grading option will not be counted in the computation of her cumulative credit ratio.
  5. An instructor or department may exclude a course from Pass/Credit/No Credit grading. Such courses will be so indicated in the catalog.
- D. 1. A student must carry a minimum of 12 semester-hours to be considered a full-time student, nine semester-hours to be considered a 3/4 time student, and six semester-hours to be considered a half-time student. A student must obtain special permission from her faculty advisor and the Dean in order to carry less than 12 or more than 18 semester-hours of academic work in the Fall or Spring Term.
2. A maximum of 17 credits of transfer work will be accepted for students spending one semester abroad and a maximum of 35 credits for a year abroad.
  3. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 12 additional hours of credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of the classes in the term, the student must notify the instructor and the Registrar's Office if she does not wish credit for the course, in which case her course registration will be canceled.
  4. Permission to audit a course must be obtained from the instructor.

## **II. COURSES OF INSTRUCTION, COURSE VARIANTS, AND COURSE SCHEDULE**

- A. 1. Changes in courses to be offered shall each year be presented by each department or program to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings. Normally, all course descriptions in the catalog, exclusive of the listing of credit, will be limited to sixty words.
2. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction and the Faculty.
- B. Honors variants
1. Honors variant courses allow students to undertake different kinds of work in a tutorial setting. Through weekly meetings with professors outside regular class hours, students can relate more fully the material of the course to their own intellectual interests. Honors variants do not carry additional credit, but they do demand a deeper understanding of the course material.
  2. Honors Variants do not require the approval of the Honors Committee. Faculty should notify the Director of the Honors Program of their intent to attach a variant to a particular course before the registration period for the semester in which the variant would be offered. Faculty members who do not decide to attach a variant to a course until the beginning of the semester should notify the Director of the Honors Program and the Registrar immediately.
  3. A student who wishes to pursue an Honors Variant should register for the same course number with an "H" designation. Students who wish to pursue an Honors Variant, but did

not register accordingly during the registration period, may do so during the drop/add period by dropping the "old" course and adding the new version with the "H" designation.

- C. 1. The Schedule of Courses is prepared by the Office of the Registrar after consultation with the various departments.
2. Permission to schedule a class temporarily or permanently in the evening, or at any time outside the regular class schedule, must be secured from the Dean. Permission of the Dean must be secured for required field trips and other projects off-campus which will take place during regular class hours at times other than those scheduled for the course.
3. An instructor may request a change in the hour of a class, the place of meeting, or the sectioning, which will be made by the Registrar with the approval of the Dean if the general schedule allows it.

### **III. CREDIT RATIO AND REQUIREMENTS FOR GRADUATION**

- A. 1. The credit ratio is the ratio of the total number of quality points to the total number of graded semester hours attempted.
  2. The credit ratio is computed as follows: for each semester hour of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every semester hour of plus add 0.3, and for every semester hour of minus, subtract 0.3, with the following exceptions: F is not subject to either plus or minus variation, and A is subject only to minus variation.
  3. In computing the credit ratio, courses taken at another institution are not counted, except for (a) those courses taken, while a student is at Sweet Briar, in Tri-College Consortium colleges (Randolph-Macon Woman's College and Lynchburg College); and (b) those courses taken during the academic year only in the Seven-College Exchange program or as part of the Washington Semester at American University. Grades earned in the second institution involved in a 3-2 dual degree program or in the Sweet Briar Junior Year in France and Junior Year in Spain Programs will be recorded in the student's file but not on the Sweet Briar transcript, and will not be computed in the grade point ratio. (see also IV.A.1.; VIII.A.3.)
- B. 1. In order to be eligible for a Sweet Briar degree, a student must present at least 120 hours of credit, and she must have a cumulative credit ratio of not less than 2.000 in the courses taken at Sweet Briar and at any of the institutions specified in III.A.3.; and she must satisfy the other requirements for the degree as specified in the catalog.
    - a. No more than five semester-hours of physical education activity courses may be counted toward the degree.
    - b. No student may count more than 51 hours in a single discipline toward the Sweet Briar degree. English 104 [and English 100] do not count toward this 51-hour maximum.
    - c. No more than 12 semester-hours of internship/practicum credit may be counted toward the degree.
    - d. No more than 18 semester-hours of summer school work may be counted toward the degree. Exception: Students who have earned an Associate degree and transfer to Sweet Briar under an articulation agreement, may have all Associate degree summer courses transferred according to the College's transfer credit policy. Transfer students for whom 18 or more summer credits are accepted, will not be allowed to transfer additional credits for summer courses taken after they enroll at SBC.

2. a. A minimum of two years of residence is required for the degree. Residence during the final year of the academic program is required except for those students participating in 3-2 degree programs approved by the Faculty. At least 60 semester-hours must have been earned at Sweet Briar. At the discretion of the Dean and the major department chair, fewer than 60 residential credit hours may be allowed in the 2006-2007 and 2007-2008 academic years.
- b. A petition to accelerate progress toward the degree must be made to the Dean. Normally, a request will not be approved unless the student's cumulative credit ratio is at least 2.70 at the end of the fourth term at Sweet Briar.
3. If a student fulfills the requirements for a Bachelor of Science degree and has a double major with one of the majors a non-science major, the transcript will be designated as follows: under "Degree Granted", the transcript will show "Bachelor of Science"; under "Major", both majors will be designated.
4. a. If a student intends to complete a certificate program, she should declare this intent at the same time she declares her major. Students are limited to one certificate program.
- b. If a student intends to minor in a Department, she should declare this intent at the same time she declares her major.
- c. A minor requires a minimum of 18 hours in a Department. At least six of these shall be on an advanced level, as defined by the Department. A credit ratio of not less than 2.000 in the minor is required for successful completion of the minor.
- d. Students may double count courses toward majors and minors. Departmental double counting restrictions are allowed and must be specified in the department sections of the *Catalog*.
- e. Any student who declares an interdepartmental major listed below will not be allowed to declare an additional major or minor in any of the individual disciplines related to the interdepartmental major.
  - Biochemistry and Molecular Biology
  - Engineering Management
  - German Studies
  - International Affairs
  - Italian Studies
  - Mathematical Economics
  - Mathematics-Physics
5. A credit ratio of not less than 2.000 in the major is required for graduation. Included in the calculation of this ratio are all courses taken in the major department which can count towards the major, and all other courses which are applied to major requirements, as stated in the *Catalog*.
6. A student who after 8 terms (counting fall and spring terms) fails to meet the general credit ratio or the credit ratio in the major required for graduation may be permitted to return to college for one Fall or Spring Term the next year. She must carry not less than nine hours of work for credit and must have a credit ratio of 2.000 for her entire college course and a credit ratio in her major of 2.000 in order to obtain the degree.
7. A student who withdraws prior to completing the degree and wishes to return at a later date has a total of four years from the date of her withdrawal in which to complete the degree under the requirements existing at the time of her withdrawal. After four years, the requirements in effect at the date of her return will be in force.

8. Under normal circumstances a student who has failed to complete the requirements for graduation after four years of full time study or its equivalent by the end of the senior year will be expected to complete her requirements within two years of the previously anticipated date of graduation.
9. Exceptional cases may be referred by the Dean to the Eligibility Committee of the Faculty.

#### IV. ACADEMIC PROGRESS AND ELIGIBILITY

A. Students must demonstrate progress toward the degree by completing a minimum number of semester-hours and maintaining a minimum credit ratio. Only courses taken for credit will be used in calculating the minimum hours earned: withdrawals, incompletes, and non-credit courses will not be included.

1. For full-time students, satisfactory academic progress is demonstrated by advancing to the next class each year.
  - a. For senior standing in the fall term of her fourth year, a student must have passed at least 87 semester-hours of work, must have a cumulative credit ratio of not less than 1.900, and must have met the degree requirements in foreign language and physical education.
  - b. For junior standing in the fall term of her third year, a student must have passed at least 54 semester-hours and have a cumulative credit ratio of not less than 1.800.
  - c. For sophomore standing in the fall term of her second year, a student must have passed at least 21 semester-hours and have a cumulative credit ratio of not less than 1.700.
2. For part-time students, satisfactory progress is demonstrated by compliance with the following schedule:

At end of year	Minimum semester-hours	Minimum GPA
1	16	1.7
2	34	
3	54	1.8
4	75	
5	97	1.9
6	120	2.0

3. Transfer credits used to fulfill academic progress requirements must conform to College policy as detailed in section IX.A.

B. The academic progress of students shall be monitored twice a year by the Eligibility Committee.

1. The status of a student who, at the beginning of the academic year, has failed to demonstrate satisfactory progress toward the degree shall be reviewed by the Eligibility Committee, who shall place her on warning, probation, declare her ineligible to continue at the college.
  2. Any student who fails to achieve a cumulative credit ratio of 2.000 at the end of any term will be reported by the Dean to the Eligibility Committee, which may place the student on the warning or probation list, or on academic suspension, or declare her ineligible to continue her college course. Normally, a student with a GPA below 1.8000 shall be placed on probation. No student on academic warning or academic probation may hold any extracurricular office or compete on club or varsity teams.
  3. The status of a student who has been on the warning or probation list for three consecutive terms shall be reviewed by the Eligibility Committee, who may suspend the student or declare her ineligible to continue.
  4. Any first-year student whose cumulative credit ratio is below 1.000 may be dismissed from the College for a semester. Subsequent readmission would be contingent on evidence of satisfactory academic work completed at another accredited institution.
- C. Students not making satisfactory progress toward the degree or who experience extreme academic difficulty in a given term may be placed on probation or warning even if their GPA is greater than 2.0.
- D. The Dean may recommend exceptions to these policies to the Eligibility Committee. Examples of circumstances that may qualify a student for exemption include documented instances of physical or mental illness, extraordinary problems of a personal or family nature, and legally mandated modifications for students with documented learning disabilities. The Committee must justify any decision to depart from the stated policy on academic progress for a student because of exceptional circumstances. Students who believe they have mitigating circumstances should contact the Dean's Office.

## **V. TRI-COLLEGE CONSORTIUM**

- A. 1. By agreement among three area colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not currently available at Sweet Briar College. With the approval of the appropriate department at Sweet Briar and the Dean, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio. These stipulations apply to summer term work as well, although summer term tuition must be paid on the campus where the course work is taken.
2. A student involved in the Tri-College Consortium Exchange may not take over 50 percent of his or her courses off the home campus in any one term. Exceptions may be made by the Deans of the institutions concerned.
  3. Application for permission to participate in the Tri-College Consortium Exchange should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College (Exception: summer term tuition, A.1. above), but the student must pay any extra fees or charges and must make her own arrangements for transportation.

## **VI. DUAL DEGREE PROGRAMS**

- A. The purpose of these programs is to satisfy the needs of the student who wishes to combine the advantages of a liberal arts curriculum with more specialized training offered by a large institution. The general plan of study comprises three years at Sweet Briar, followed by two years at a cooperating university, and leads to the award of the two degrees: The Bachelor of Arts from Sweet Briar, and the Bachelor of Science from the university.
- B. The Sweet Briar degree will be awarded at the end of the fourth year, provided that the student's work that year has been satisfactory. If Sweet Briar's commencement occurs before the fourth-year grades are available, the student will be allowed to participate in graduation exercises, but her degree will be withheld until the final grades are received from the cooperating institution.
- C. In addition to the specific prerequisites of the cooperating university, the student must satisfy the following Sweet Briar requirements by the end of her third year:
  - 1. Completion of three-quarters of the total hours required for graduation.
  - 2. Completion of the general education requirements.
  - 3. Completion of a major field of study, except when courses at the university can be applied toward the major.
- D. In order to be eligible for the Sweet Briar degree, a student following a 3-2 program shall have spent at least two years in residence, one of which must be her junior year.

## **VII. TESTS, EXAMINATIONS, CULMINATING EXPERIENCE, GRADES**

- A. 1. All tests and examinations are given under the honor system. The student's signature to any written work is regarded as a pledge of honest work.
- B. 1. Examinations for each course are held at the end of each fall and spring term and are scheduled in accordance with a plan approved by the Faculty.
  - 2. Scheduling a final examination outside the official examination period must be approved by the Dean.
  - 3. No take-home final examination may be distributed before noon on the last day of classes for the fall or spring term. Take-home final examinations require the permission of the Dean, which will be granted if the nature of the examinations precludes taking them under the usual circumstances.
  - 4. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance.
  - 5. Course examinations are normally of two or three hours' duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request prior approval of the Dean.
  - 6. All course work must be completed by the last day of classes in each term.
- C. 1. If a student is ill, it is her responsibility to make arrangements with her instructor(s) to complete course work, quizzes, or examinations. Verification of hospital or Health Center confinement may be obtained from the Health Center at the request of the faculty member(s) concerned.
  - 2. If a student is in the Health Center at the time scheduled for an examination or test, she may, with the permission of the instructor, take it in the Health Center. By arrangement with the Health Center at a time and in a place to be determined by the faculty member.

3. Examinations and tests taken in the Health Center are conducted under the honor system.
  4. If a student is absent from a term examination or test for reasons other than health, she will receive an F on the exam or test unless she presents for such absence an explanation satisfactory to the instructor and the Dean.
- D. Departments are required to designate a "culminating" senior exercise most appropriate to the discipline and required of all senior majors. This would carry three hours of credit and should take place during the senior year. Students double majoring are required to have two distinct culminating senior experiences. Majors in departments which offer only one senior exercise must complete a second senior exercise specifically directed toward the content of the second major.
- E. 1. Term and final grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, satisfactory; D, poor but passing; F, failure. The plus symbol may be used with grades of B, C, and D; the minus may be used with A, B, C, and D.
2. Procedure  
When a student disputes a final grade and is prepared to present evidence to support this grievance, she must:
- a. Initiate the procedure by voicing her complaint to the instructor before the end of the next semester.
  - b. If the complaint is not resolved at the first level, the student may then take the matter to the chair of the department for mediation. If the instructor is the chair of the department, proceed to the next level.
  - c. If the matter is still not resolved, she may then refer the matter to the Dean of the College for further mediation.
- Grade changes are limited to the semester subsequent to that in which the work was done.
3. Final term grades shall be reported to the Registrar who will inform the student. These grades must not be given to any student or her parents by an instructor.
  4. Term and final grades shall be reported to the Registrar promptly and in no case later than the date set by the Registrar. A special date will be set each year for the reporting of the grades of seniors before Commencement.
- F. 1. If the grade at the end of any term is F, the instructor shall complete a report thereof in duplicate on a form available in the Office of the Registrar.
2. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in the college.
  3. If a student earns a grade below C- in a course, she may repeat the course. Course repeats are subject to the following conditions:
    - a. The repeated course must be the same course or its equivalent as determined by the department and it must be taken at Sweet Briar. Topical seminars repeated under this policy must have the same course content. When course content differs, the topical seminar may be repeated and is not subject to the conditions of the repeat policy.

- b. Grades for all course attempts will appear on the student's transcript and will be included in GPA calculations, but credit will be applied only once toward fulfilling degree requirements.
  - c. A student cannot repeat a course that is a prerequisite for a course already completed.
  - d. Grades earned in all course attempts will be included in calculation for all honors.
  - e. Departments may designate courses as non-repeatable. This exclusion must be included in the course description in the Catalog.
  - f. Students must designate at the time of registration her intent to repeat a course under the conditions of this policy. Forms for this purpose are available from the Office of the Registrar.
4. I or (Incomplete) indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.

If the student feels she has a valid reason for requesting an incomplete, she should obtain a Permission for Incomplete form from the Dean's Office, complete it, sign it, and have it approved by the faculty member and the Associate Dean of Academic Affairs. Hence, the Incomplete becomes a three-way agreement. This process must be completed by the last day of exams.

The grade of I (Incomplete) may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of Incomplete was given. Under exceptional circumstances an extension of time may be granted by the instructor in consultation with the Dean. If the I (Incomplete) is not removed within the specified time, a grade of F for the course shall be recorded.

### **VIII. INDEPENDENT STUDY, SPECIAL STUDY, DIRECTED STUDY, INTERNSHIPS, AND SELF-DESIGNED MAJORS**

- A. 1. An INDEPENDENT STUDY is defined as pursuit of an upper level research project determined in advance by the student in consultation with and with the approval of a faculty member who will act as the sponsor of the undertaking. The student's work, which may take place off campus, need not be subject to continuous review by the faculty sponsor. Prerequisites for the course shall be the appropriate 100-level course(s) and a 200-level course, or permission of the faculty sponsor. An independent study shall have a 300-level designation, as provided by the Registrar. Independent study projects shall receive from one to three hours of credit, as determined in advance, at the discretion of the faculty sponsor.
- 2. A student doing an independent study project must obtain on her proposal form the signatures of the faculty member sponsoring her project, of the Chair of the Department or Director of the Program, of the Academic Advisor, and of the Dean. The deadline for completing this procedure shall be the end of the second week of the fall and spring terms. For summer independent study, the deadline is one week before the end of spring term classes.
- 3. A credit ratio of C (2.000) in the proposed field of study shall be required for admission to independent study work.
- 4. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- B. 1. A SPECIAL STUDY is defined as the study of an intermediate level topic by an individual student or by a small group of students under the immediate supervision of a

- faculty member. Prerequisites for the course shall be the basic course of the department in which study is undertaken and an appropriate 100 level course, or permission of the faculty sponsor. A special study shall have a 200 level designation, as provided by the Registrar. Special study work shall receive from one to three hours of credit determined in advance, at the discretion of the faculty sponsor.
2. A student doing a special study project must obtain on her proposal form the signatures of the faculty member sponsoring the study, of the Chair of the Department or Director of the Program, or the Academic Advisor, and of the Dean. The deadline for completing this procedures shall be the end of the second week of the fall and spring terms.
  3. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- C. 1. A DIRECTED STUDY is defined as the study of introductory level material by an individual student or by a small group of students under the immediate supervision of a faculty member. The prerequisite for the course shall be the basic course of the department in which study is undertaken. A directed study shall have a 100 level designation as provided by the Registrar. Directed study work shall receive from one to three hours of credit, as determined in advance, at the discretion of the faculty sponsor.
2. A student doing directed study must obtain on her proposal form the signatures of the faculty member sponsoring the study, of the Chair of the Department or the Director of the Program, or the Academic Advisor, and of the Dean. The deadline for completing this procedures shall be at the end of the second week of the fall and spring terms.
  3. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- D. 1. An INTERNSHIP is defined as work experience related to a student's academic program. An on-site supervisor and a Sweet Briar College faculty sponsor are needed for direction of the internship.
- a. An internship shall consist of a minimum of 40 hours of work per earned credit hour, either at the work place or in related field work, and shall usually receive one to three semester-hours of credit. With the recommendation of the faculty sponsor and the approval of the Dean, internships of longer duration which are more academically substantive may be awarded more credit, up to a maximum of six semester-hours for any one internship. No more than 12 semester-hours of internship credit may be counted toward the degree.
  - b. Internships shall be graded on a Pass/Credit/No Credit basis.
2. To be eligible for an internship, a student must meet the following criteria:
    - a. She must be a (rising) sophomore, junior, or senior.
    - b. She must have a cumulative GPA of 2.0 or better.
    - c. She must have taken at least three semester hours of course work in the field of study to which her internship is related, and she must have at least a 2.0 GPA in this field.
    - d. She must not be on any type of academic probation.
  3. a. A student initiates the process of obtaining an internship by requesting a signed Intent to Intern form from the Office of Career Services. This form must be signed by the faculty sponsor, the Chair of the Department or the Director of the Program, and the Dean.
  - b. The deadlines for completing this procedure are as follows:  
 For fall or spring term internships: the 8<sup>th</sup> day of classes.  
 For summer internships: 1 week before the end of spring term classes.

- c. A standard letter outlining the College's internship policies and containing the faculty sponsor's name and telephone number shall be sent to the on-site supervisor from the Dean's Office before the internship begins.
    - d. The student shall deliver a form for the on-site supervisor to sign and return to the student, verifying that the student has completed the internship. The student will then deliver this signed form to the faculty sponsor.
  - 4. To receive credit for the internship, a student must submit the following:
    - a. a written report of assigned reading related to the academic discipline in which the internship is taken and to the internship itself. Other work may be substituted for this report with the approval of the faculty sponsor and the Dean.
    - b. a journal which provides a detailed description of what the intern did.
    - c. a paper in which the intern attempts to make sense of the internship experiences recorded in her journal by relating them to her academic discipline and to any assigned literature.
    - d. a form signed by the on-site supervisor verifying satisfactory completion of the internship. It is also the student's responsibility to request her supervisor to send an evaluation of her work directly to the faculty sponsor.
- E. A SELF-DESIGNED MAJOR may be planned by a student in consultation with a faculty advisor from a sponsoring department or program (with approval of the department or program involved) and representatives of the other department(s) or program(s) involved.
  - 1. The major must include at least 36 credit hours. It should be comparable in rigor and philosophy to other majors offered at Sweet Briar, show a progression in complexity and include a designated culminating experience. Normally a minimum of 18 hours should be in the sponsoring department or program; a minimum of 27 hours must be at the 200 level or above. At least 9 of the 27 hours must be at the 300 level or above. The culminating experience may be one of these courses.
  - 2. A student must have a grade point average of 3.0 before she will be permitted to undertake this type of major.
  - 3. The student and her principal faculty advisor should submit the Self-designed Interdisciplinary Major Proposal to the Dean of the College March 15 of the student's sophomore year, and at this time any proposed independent study courses must have a description comparable to that of a typical course. The proposal should be signed by the Chair of the sponsoring department or program and by other faculty members who have contributed to the proposal.
  - 4. The proposal will be reviewed by a standing subcommittee of the Instruction Committee consisting of the Dean and two faculty members appointed by the Chair of the committee. The subcommittee may approve, approve with emendations, or reject the proposal. An accepted program of study may be amended after its acceptance by petition to the Dean, who will consult the subcommittee.

## **IX. ADVANCED STANDING, SUMMER WORK**

- A. 1. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Registrar. In no case will more than 60 semester hours be allowed toward the degree for work taken elsewhere. Courses offered for credit toward the major or minor must be approved by the appropriate department at Sweet Briar College.

2. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.000.
  3. No credit will be granted for work taken at another institution, including the Junior Year in France and the Junior Year in Spain, if the grade obtained is less than C-. No transfer credit will be allowed for courses taken Pass/Fail at another institution, unless Pass at that institution is the equivalent of C- or above.
  4. Sweet Briar College accepts transfer credit for all dual enrollment courses that meet the College's basic transfer criteria. The Registrar, in consultation with each department, will determine whether or not these courses may count as the equivalent of courses offered by that department. If there is no departmental equivalent, courses may be granted generic, 0-level credit in the department. Only dual enrollment courses transferred as Sweet Briar College course equivalents may be used to satisfy general education requirements. In accordance with Sweet Briar's policy for other transfer credits, an official college, university, or community college transcript must be sent to the Registrar, and credits will not be awarded for courses receiving a grade below C-.
- B. .No more than 18 semester-hours of summer school work will be allowed toward the degree. In order to insure that credit will be transferred, it is strongly recommended that students obtain written permission of the departments concerned and the Dean BEFORE enrolling for summer school courses. If prior permission is not obtained, students must request approval of the courses no later than the end of the fall term following summer school, or credit will not be given. Transfer credit will depend on written approval of summer work by the departments concerned and the Dean.

**X. THE CALENDAR, CLASS ATTENDANCE, DUE DATES FOR PAPERS AND REPORTS**

- A. 1. The general calendar structure for the academic year as approved by the Faculty shall not be altered without the approval of the Faculty. The specific dates for each annual calendar shall be determined by the Administration of the College.
2. Classes must be held and examinations given in accordance with the official Calendar.
- B. 1. An instructor who expects to be absent from a class shall make provisions for the class and shall notify the chair of the department and the Dean as to the duration of the absence and the provisions made for the class.
2. In case of unexpected absence, the instructor in question shall notify the chair or, if the chair is unavailable, the Dean; he or she will, insofar as is possible, make provisions for meeting the class or notifying the students that the class will not be held.
3. Students shall remain in the classroom for ten minutes after the scheduled time for the start of class but may then leave if the instructor fails to meet the class without notice.
4. An instructor must give advance notice of detailed requirements for papers and other major projects and the due date so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the department chair or the Dean.
- C. 1. Students are expected to attend ALL classes. Faculty may take class participation into account in grading.
2. If a student misses a class, it is her responsibility to make up the work missed and to obtain any new assignments WITHOUT ASSISTANCE FROM THE PROFESSOR.

Under normal circumstances faculty DO NOT give extra help to students who miss class unless the absence occurs because the student was admitted to the Health Center or hospitalized.

3. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave the college early before a vacation or recess, or to return later therefrom.
4. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.
5. The Dean may modify at his discretion the application of any of the rules regarding attendance.

## **XI. HONORS**

- A. General honors are awarded at graduation on the basis of the student's entire undergraduate record.
- B. The requirement for the degree
  1. cum laude is a cumulative credit ratio of not less than 3.400.
  2. magna cum laude is a cumulative credit ratio of not less than 3.600.
  3. summa cum laude is a cumulative credit ratio of not less than 3.900.
- C. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with Honors, High Honors, or Highest Honors in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
- D. First Year Honors are awarded at the end of the fall term to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded academic work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit), as in Physical Education, that grade will count as a grade below C.
- E. All students who have achieved a term credit ratio of not less than 3.500 at the end of a fall or spring term (except for the fall term in which first-year honors would be earned), provided they have carried at least 12 hours of graded academic work and received no grade below C, may be named to the Dean's List, as approved by the Faculty. If a student receives a grade of unsatisfactory, as in Physical Education, that grade will count as a grade below C.

## **XII. THE HONOR SYSTEM**

(The Faculty are referred for full details to the statement on the Honor System in the Students' Handbook.)

- A. If an instructor observes a possible breach of academic honor, he or she shall promptly confer with the student involved.
  1. If after conferring with the student the instructor believes that a breach has occurred, she or he shall urge the student to report herself to the Chair of the Judicial Committee of the Student Government Association. The student shall advise the instructor when she has done so.
  2. If the student fails to report herself promptly, the instructor shall report the case to the Chair(s) of the Judicial Committee.

- B. Expulsion, dismissal, suspension, pledge suspension and honor probation shall be recorded on the student's transcript. The record of expulsion, or dismissal shall be recorded on the student's transcript at the discretion of the Judicial Board. Suspension or pledge suspension shall be included on a transcript until six months after the termination of the suspension period. Honor probation shall be recorded on a transcript only during the period of probation.

(The above penalties are defined in the *Student Handbook*.)

## Faculty Policies

### XIII. FACULTY PROCEDURE

- A. 1. For purposes of voting eligibility, faculty teach half time if they teach at least three courses per year, where "courses" include traditional, laboratory, physical education, and riding courses but exclude directed, special, or independent studies and internships.
2. Certain officers of the College may be invited by the Faculty to attend Faculty meetings as observers without voting privilege. At present this includes the Vice President for Alumnae and Development, the Vice President for Finance and Administration, the Dean of Admissions, the Dean of Co-Curricular Life, the Registrar, the Assistant/Associate Vice President for Finance and Administration, the Assistant/Associate Dean of Co-Curricular Life, the Chief Information Officer, Director of Admissions, the Director of Auxiliary Services, the Director of Career Services, the Director of Financial Aid, the Director of Human Resources, the Director of Institutional Research, the Director of International Studies, the Director of Junior Year in France, the Director of the Junior Year in Spain, the Director of the Campus School, the Director of Media, Marketing, and Communications, the Director of Network Services, the Director of Outdoor Programs, the Director of the Physical Plant, the Director of Residence Life and Housing, the Associate Director of the Physical Plant, the Assistant Registrar, the College Chaplain, the Honors Fellow, and the Faculty Grants Officer.
3. The Secretary of the Faculty shall be elected by the Faculty for a term of one year. It shall be his/her duty to keep the minutes of all regular and special meetings and to inform the Dean annually of revisions required in the *Faculty Rulings* in accordance with Faculty action. The secretary has the option of bringing stenographic help, provided by the College, to take notes in Faculty meetings.
- After each Faculty meeting the Faculty Secretary shall e-mail a summary of actions taken at the faculty meeting to the President of the Student Government Association. All requests for clarification should be made directly to the Faculty Secretary, and should come through the SGA office or the chair of Academic Affairs rather than an individual.
4. Faculty meetings are held once a month during the academic year at a time fixed by the Faculty. By majority vote of the Faculty a regular meeting may be dispensed with.
- B. 1. The Dean and the Department or Division concerned, represented by departmental chairs and the appropriate divisional advisers, shall confer with the President on all cases of appointment, promotion, tenure, leave, and dismissal.
2. The Faculty Senate must be consulted by the President and the Dean concerning proposed changes in the size of a Department. The Faculty Senate shall convene the Chairs Council for these consultations.

3. The Personnel Committee must be consulted by the President concerning recommendations for tenure and promotion: see sections entitled Tenure and Promotion in the *Faculty Personnel Manual*. In the event that an elected member of the Personnel Committee is being considered for promotion or tenure, or an elected member's department has a candidate for promotion or tenure, this member shall be replaced by the person receiving the next highest number of votes for discussion of all matters relating to that issue only.
- C.
1. A report of a Faculty committee shall ordinarily be presented at one meeting and action taken at the next. If immediate action is desired on a committee report or a motion from the floor, a vote may be taken at the meeting at which it is proposed unless ten or more voting members request that a decision be deferred. The Faculty Senate and Instruction Committee are the only committees that may bring an item to the floor as a seconded motion.
  2. All reports of committees shall be presented in writing, and kept on file by the Secretary of the Faculty.
- D.
1. A full-time member of the Faculty may accept regular, term-time, off-campus employment not to exceed one course per term, or the equivalent thereof in respect to time commitment, provided it does not interfere with the performance of teaching, advising or other duties at the College. Such off-campus employment should not be undertaken without annual prior approval of the Chairman of the Department and the Dean.
  2. No member of the Faculty may receive any compensation for tutoring a student who is in her/his class. Only the Faculty may grant exceptions to this rule.

#### **XIV. COMMITTEES**

##### **A. COMMITTEE SERVICE**

1. Normally first year faculty members are not expected to serve on committees. Departures from this standard are strictly voluntary and are limited to service on one committee.
2. Normally, first-year faculty are not expected to advise students.
3. Normally, non-tenured faculty members are not expected to chair committees. Administrators and faculty need to keep this in mind when committees are appointed or elected; that is, they should ensure that there is a tenured member of the committee who will serve as chair.
4. After chairing the Instruction, Faculty Senate or Personnel Committee, a faculty member is not expected to chair any other major committee for a period of one year following his or her term as chair.
5. No one may serve simultaneously on more than one of the following three committees: Instruction, Faculty Senate, and Personnel.
6. Faculty members are prohibited from serving two full consecutive terms on the Eligibility Committee, Instruction Committee or Personnel Committee. Faculty Members are prohibited from serving more than two consecutive terms on the Faculty Senate. This would not pertain to a faculty member who replaced someone mid-term, and was serving as a replacement at the time of an election.

7. Faculty who hold temporary administrative positions are not eligible to run for elected committees unless they have at least half-time teaching duties.

**B. FACULTY MEMBERS OF NON-FACULTY COMMITTEES**

1. Judicial Committee of the Student Government Association: Two Faculty members are elected, as provided in the Constitution of the Student Government Association.

2. Board Committees

- a. Educational Programs Committee

- 1). Two faculty members are elected to serve on the Educational Programs Committee. Full-time teaching faculty members who are completing two or more years of service to the College and are under contract for next two years are eligible for election. In addition, persons employed full-time by the college who are completing two or more years of service to the college, who have a contract for next year, and who have a contract specifying that they have faculty status and privileges except tenure are also eligible. Members of the Faculty Senate are ineligible to serve simultaneously on the Educational Programs Committee.
- 2). Faculty members serve two-year terms and may be reelected for one successive term. Elections for this committee are staggered, one faculty member to be elected each year.

- b. External Affairs Committee

- 1). One faculty member is elected to serve on the External Programs Committee. Full-time teaching faculty members who are completing two or more years of service to the College and are under contract for next two years are eligible for election. In addition, persons employed full-time by the college who are completing two or more years of service to the college, who have a contract for next year, and who have a contract specifying that they have faculty status and privileges except tenure are also eligible.
- 2). The Faculty member serves a two-year term and may be reelected for one successive term.

- c. One member of the Faculty Senate serve on the Buildings and Grounds Committee. One member of the Faculty Senate serves on the Development Committee. All members of the Subcommittee on the Budget serve on the Investments Committee and Finance Committee.

- d. Faculty members of Board Committees serve as representatives of the Faculty, and report directly to the Faculty. They attend all meetings of their respective committees; the College pays the expenses necessary to attend off-campus meetings.

- e. If a Board representative is unable to attend a meeting, a replacement will normally be selected by the Faculty Senate. The Committee will use the guidelines presented below.

If a substitute needs to be found in less than 24 hours, the Dean should consult with the Chair of the Faculty Senate and appoint an appropriate replacement. Replacements to the Board Building and Grounds Committee, the Development Committee, the Finance Committee, and the Investments Committee will come from the Faculty Senate, replacements to the Educational Programs Committee will come from the Instruction Committee, and replacements to the External Affairs Committee will come from the most recent ballot.

3. Planning Committee:

The Planning Committee is composed of the senior administrative staff and all members of the Faculty Senate. The President serves as chair.

The Planning Committee is in charge of ongoing mid-and long-range planning for the College. The Planning Committee explores options that come before it, suggest priorities, develop new initiatives where desirable, determine as fully as possible their feasibility, and recommends to the President those approaches it deems most likely to insure the long-range intellectual and fiscal health of the College. The Planning Committee may form subcommittees charged with more specific types of planning.

C. PROCEDURES FOR COMMITTEE ELECTIONS

1. Schedule of elections

Elections are held in the spring for the Faculty Senate, the Personnel Committee and the Board committees in this sequence. All other elections for faculty committees follow.

2. Committees are elected by the Faculty from nominees presented by the Faculty Senate, subject to the provision that the number of nominees shall be at least 50 percent larger than the number to be elected and that nominations from the floor may be made at the meeting at which election takes place.

3. a. The Chair of the Subcommittee on Elections and Appointments shall not be a candidate for elected office with one exception; he or she may run for Chair of the Faculty Senate. In this case, a substitute should be assigned to conduct this election.
- b. The Chair of the Subcommittee on Elections and Appointments may cast a regular ballot in all elections except tie-breakers. In the event that a run-off election ends in a tie, the Chair will cast the deciding vote.
- c. Election results will be kept for four years. The Chair of the Subcommittee on Elections and Appointments will keep one copy and an academic secretary will keep an additional copy.

D. VACANCIES ON COMMITTEES AND TERMS OF SERVICE

1. In the event that any member of an elected committee is unable for any reason to complete the term of service for which he or she was elected, the person receiving the next highest number of votes in the most recent election shall fill the unexpired term. The chair of the Faculty Senate announces the replacement at the next scheduled Faculty meeting. In the event that the Faculty Senate Chair position becomes vacant, the person with the next highest votes will serve as interim chair until a special election can be held to select the new chair.
2. Unless otherwise specified, service on a committee shall be for the academic year.

E. FACULTY MEMBERS OF COLLEGE-WIDE COMMITTEES

1. ADMISSIONS COMMITTEE

The Committee consists of three full-time members of the Faculty appointed for two-year staggered terms representing various disciplines and the elected faculty representative to the Educational Programs Committee of the Board. The Dean of Admissions Chairs the Committee. The Dean, Associate Dean of Academic Affairs, Dean of Co-Curricular Life, Director of Financial Aid and the Assistant and Associate Directors of Admissions also serve. The Chair of the Enrollment Management Team

serves as an *ex-officio* voting member. The Committee: reviews annually admissions policies; reviews annually recruitment procedures to ensure diversity of the student population; reviews regularly faculty participation and role in student recruitment; and provides input on individual applicants or in special circumstances as requested by the Admissions Office. The Committee should be responsive to faculty ideas for student recruitment.

## 2. COMMUNITY AFFAIRS COMMITTEE

The Committee is concerned with the quality of community life and its enrichment. Its members are available for consultation with the Alumnae Awards, Chapel, Housing, Parking, and Safety Committees and it provides representation to these committees.

The Committee consists of four full-time faculty appointed for staggered two-year terms.

## 3. EXTERNAL AWARDS COMMITTEE

The Committee mentors and oversees nominations of students and faculty for national awards. It will consist of three full-time faculty members appointed for staggered three-year terms who represent the sciences, social sciences, and humanities; the Dean of the College, who serves as Chair; the Chair of the Honors Committee; the Director of Career Services; and the Faculty Grants Officer.

## 4. THE LECTURES AND EVENTS COMMITTEE

### a. Membership

#### 1). The Committee consists of

##### a). Five faculty members selected as follows:

- i. Three elected members who serve three-year terms, on a rotation in which one is elected each year.
- ii. Two members appointed by the President in consultation with the Faculty Senate, who serve one-year terms.

##### b). Four members of the Administration.

##### c). Four students members, one from each class. The three upper class student members are elected by the student body in the spring by the then freshman, sophomore and junior classes. The freshman class member is elected in the fall of the year in which she serves when the freshman class elects officers.

#### 2). The Committee has faculty and administrative co-chairs.

- a). The faculty co-chair chairs meetings of the Committee. He/she works to insure that events have an educational purpose and that co-curricular events are coordinated with the academic program.
- b). The administrative co-chair is in charge of administering events. This includes managing the budget, assuring that events are well-publicized, organizing staffing for major events, and overseeing the evaluation of events. He/she chairs meetings in the absence of the faculty co-chair.
- c). The Committee reports to the President via the Faculty and Administrative Co-Chairs.

- b. Duties
  - 1). The major responsibilities of the Committee are to do the following:
    - a). Be proactive in developing a coherent series of lectures and events to enhance our academic and co-curricular programs.
    - b). Solicit the entire community concerning themes and/or ideas for major campus-wide events.
    - c). Develop a budget which balances allocation of funds among:
      - i. nationally-known speakers of campus-wide appeal.
      - ii. funds for speakers of a more departmental nature.
      - iii. funds to support new curricular initiatives and interdisciplinary topics.
      - iv. funds to be held in reserve for unexpected projects or opportunities.
    - d). Handle requests from departments and disciplinary programs in an equitable manner. In cases where a fund has traditionally been used by a single department, the Committee should discuss its plans with that department before allocating money from that fund to an event.
    - e). Keep the campus community well-informed about committee policies and funding sources.
    - f). Oversee endowed funds with careful attention to good stewardship.
    - g). Oversee evaluation of events funded by the Committee to insure that the purpose of each event is well-served.
    - h). Assure that dates for lectures and events are chosen to avoid conflicts and are spread throughout the academic year.
    - i). Organize effective publicity for events.
  - 2). The Committee meets with the President early in the fall semester to discuss themes for major events for the following academic year(s).
- c. Endowed Funds Managed by the Committee
  - 1). The following funds are managed by the Committee:
    - a). Anonymous Fund for Visiting Lecturers.
    - b). Brannan Enrichment of Campus Life Fund.
    - c). Ewald Program Fund: to be used on an alternating-year basis with the Petersmeyer Fund to bring in speakers of national recognition.
    - d). Haskell Enrichment of Campus Life Fund: suggests an emphasis on the arts.
    - e). Lucas-Pate Lectureship
    - f). Lyman Lectureship: contribute to present-day religious thought.
    - g). Patrick Fund; field of humanities.
    - h). Pearl Lectureship: classical culture, including language, literature, history, science.
    - i). Petersmeyer Campus Enrichment Fund: two-thirds of this fund is managed by the Committee. These funds should be used on an alternating basis with the Ewald Fund to bring in speakers of national recognition. (The remaining third is restricted to co-curricular programming.)
    - j). Prosch Memorial Concert Fund: performing artist or group.
    - k). Steinbrenner Molloy Fund: part of this is restricted to use by the Theater Department, but some is reserved to bring well-known performers to campus.

- 2). The value of these funds will fluctuate from year to year due to performance of the market.
- 3). These funds were set up to be spent at the discretion of the President. The President reserves the right to redirect Presidential discretionary funds.

## F. ELECTED COMMITTEES

### 1. FACULTY SENATE

#### I. Membership

- a. The Faculty Senate consists of seven faculty members, including the Chair.
- b. The members are elected by those entitled to vote at faculty meetings from a slate of tenured faculty. They serve two-year terms, on a rotation in which four will be elected the first year, and three the second year.
- c. The Chair of the Senate is elected annually by those entitled to vote at faculty meetings from members of the Senate willing to stand for election; this slate must contain at least two names. Should the Chair of the Subcommittee on Elections and Appointments be eligible to stand for election, another member will oversee this election. The chair may stand for reelection. Normally the chair will receive replacement for one course each term.
- d. Faculty who stand for election normally must be available to serve a two-year term, and not be taking a sabbatical or other leave during that period. Faculty may not serve more than two consecutive full terms on the Senate. Members of the Senate are ineligible to serve simultaneously on the Instruction Committee, Personnel Committee, or the Educational Programs Committee of the Board.

#### II. Duties

##### A. The Whole Senate

1. a. The primary duty of the Senate is to represent the interests of the Faculty with respect to the governance of the college and faculty welfare. It fulfills these roles by representing the faculty point of view on matters of budget and planning, serving as the chief liaison between the Faculty and the Administration, and through ongoing review of faculty personnel matters and the hearing of faculty grievances. It shall discuss all matters that are referred to it by the Faculty or by the Administration.
- b. The Senate sets the agenda for Faculty Meetings. In these meetings the Senate reports to the Faculty on its activities and solicits the concerns of the Faculty.
- c. During the academic year the Senate meets at least once a month. Normally, meetings shall be held at least twice a year with the whole faculty, monthly with the Chairs Council, monthly with the President and the Dean, and monthly as part of the Planning Committee. Meetings may be held on call by the Chair or at the request of the President or the Dean or at the written request of any three members. The agenda for meetings shall be prepared by the Chair and shall include any items requested by any member of the Senate or by the President or the Dean. Discussion of items on the agenda may be delayed by one month on the vote of a majority of the members, and issues not on the agenda may be taken up if such action is supported by the vote of a majority of the members.
- d. The assistance of one of the academic assistants is provided for carrying out the secretarial and administrative tasks connected with the work of the Senate.

2. The Senate keeps under active review the status of the teaching personnel, with particular concern to avoiding or removing inequities in faculty rank, salary, and tenure.
  - a. The Senate makes periodic review (every two years) of the rank, salary and tenure of all members of the Faculty, in terms of general categories of ranks and salary scales. The Senate is to present a written report of its significant findings to the President, the Dean, the Board of Directors, and the Faculty.
  - b. It makes general recommendations as to the balance of the four rank categories with relation to new appointments, whenever this seems advisable.
  - c. It reviews part-time and adjunct faculty matters.
  - d. The Senate must be consulted by the President and the Dean prior to making any changes in the size of departments or in the overall size of the Faculty. The Senate convenes chairs of departments for such consultations. The Senate may also be consulted by the Administration on any other personnel issues which they deem desirable to discuss with these representatives of the Faculty.
  - e. The Faculty Senate assists in any appeals procedure which may result if tenure is denied or promotion not recommended. The appeals committee shall consist of the President, the Dean, the Personnel Committee, and all members of the Faculty Senate except the Chair. If a member of the Senate must recuse herself or himself, the Chair serves as an alternate. In the event that more than one member of the Senate recuses herself or himself from the appeals committee, only one member will be replaced.
3. The Senate serves as the Faculty Budget Committee.
  - a. In this capacity the Senate shall advise the President both in the preparation of the total institutional budget and in decisions relevant to the apportioning of resources to the major budget categories (instruction, academic support, student services, institutional support, physical plant and grounds, financial aid). The Senate shall advise the President and the Dean with regard to priorities in deciding on the overall allocation of institutional resources and the proportion to be devoted directly to the academic program. It advises the President and the Dean on matters concerning faculty salaries and fringe benefits. The Senate also insures that faculty have substantial input into budgetary decisions affecting the curriculum, expenditures for new academic initiatives, the purchase of educational equipment, the library budget, funds for research, and those aspects of student life which relate to the educational process.
  - b. The Senate shall be given access to all information that it requires to perform its tasks effectively, and it shall have the opportunity to confer periodically on fiscal matters with representatives of the Administration and governing board of the College. The Senate as a whole meets with the Vice President for Finance and Administration, the Dean of the College, and the President to discuss budget priorities in the early stages of budget preparation for the following academic year. Normally this meeting will take place in October. A further meeting is held in the spring when the budget is nearing completion. At this meeting the Senate gives their response to the budget recommendations presented by the Vice President for Finance and Administration.
  - c. The Senate does not assume any departmental budgetary responsibilities and is not informed about individual salaries. It is not concerned with the execution of the

budget, but expects that the President or the Vice President for Finance and Administration will report to the Faculty financial constraints affecting the budget, as well as significant final budget decisions.

- d. The Senate shall request and review annual updates from the Dean and biannual updates from the Director of Human Resources on changes in the Faculty and staff respectively, including new positions, revised or eliminated positions, and positions converted from part-time to full-time or full-time to part-time. These updates shall include the funding sources for these positions. These updates are to be made available to the Faculty
4. Two members serve on the Building and Grounds Committee of the Board.
5. The Senate approves the yearly academic calendar; and it must review any proposed changes in the Faculty Personnel Manual in the preceding academic year.
6. One member of the Committee is designated to serve as a liaison with the students, and shall meet with the President of the Student Government Association and Chair of Academic Affairs at least once a month.
7. All new program proposals with a curricular and fiscal component are to be submitted to the Faculty Senate. A proposal can be in the early or advanced developmental stages. The Faculty Senate can:
  - forward the proposal to the Planning Committee if the proposal is still in the developmental stage and funding is in question.
  - forward the proposal to the Instruction Committee if the proposal is deemed ready for Instruction Committee consideration and there are no questions of available funding for facilities, equipment or staffing.

If the proposal is forwarded to the Planning Committee, Planning can:

- return the proposal to the Faculty Senate for further consideration.
- defeat the proposal.

Under no circumstances can the Planning Committee vote to send the proposal directly to the Instruction Committee.

If the proposal is forwarded by the Planning Committee to the Faculty Senate for consideration, the Senate can:

- approve the proposal and forward it to Instruction.
- approve the proposal and send it back to the originator for completion. (It is possible that the proposal may need to be returned to the Planning Committee another time if funding questions arise upon completion.)
- defeat the proposal.

The Instruction Committee will consider the proposal on its academic merits and can:

- approve the proposal.
- return the proposal to the originator with suggestions or questions.
- defeat the proposal.

If approved, the proposal is presented to the Faculty by the Instruction Committee.

## B. Subcommittees of the Senate

The Senate shall also act through two subcommittees, chaired by a Senate member other than the Chair of the Senate.

I. Subcommittee for Budget

Three members of the Senate and the Chair of the Senate serve as the Faculty Budget Representatives. They have primary responsibility for analyzing information concerning the budget and presenting this information to the Senate and to the Faculty. The Budget representatives meet periodically with the Vice President for Finance and Administration during the fall and winter to keep up-to-date on factors affecting the budget. In January they meet with the Faculty to discuss the budget and hear faculty concerns. They will keep the Senate informed of budgetary matters, and give feedback from the Senate and the Faculty to the Administration on budgetary issues. Members of this subcommittee will also serve on the Finance Committee and Investments Committee of the Board and the Health Care Committee.

II. Subcommittee for Grievances

The other three members of the Senate and the Chair of the Faculty Senate constitute a Grievance Committee for members of the Faculty.

- a. This subcommittee is responsible for providing advice to members of the Faculty as requested, and for hearing grievances in accord with approved grievance procedures.
- b. One member of the subcommittee is designated to serve as a liaison with untenured faculty, and meets with them at least once a term or at the written request of any three untenured faculty members.
- c. Usually, two members of this subcommittee serve on the Subcommittee on Elections and Appointments, which oversees elections to faculty committees (elections to be conducted with the secretarial support of one of the academic assistants), and consults with the President and Dean concerning appointed committees. The Faculty Senate shall be apprised whenever any ad hoc committee with faculty representation is created by the Administration.

C. Grievance Procedures of the Faculty Senate

The Faculty Senate, acting through its subcommittee for grievances, hopes to ensure uniform and equitable application of the personnel rules and policies of the College. Faculty members who believe that their rights have been violated or that they have received unfair treatment by an individual or group in the College may file a grievance. The following procedures do not apply to tenure, promotion, dismissal or sexual harassment; for information on those topics see above or the Benefits and Policies Manual.

Normally, it is expected that any Faculty member who believes that he or she has a grievance will initially seek to resolve the problem collegially without presenting the matter to the Committee. Department Chairs or other Faculty can sometimes help solve problems expeditiously. If the matter is not satisfactorily resolved through these means, the following steps can be taken.

Members of the Grievance Subcommittee who have conflicts of interest with a case under discussion should withdraw. If a disputant believes that a member of the subcommittee who has not withdrawn should, he or she should submit a written statement to the Faculty Senate

indicating the grounds that might warrant withdrawal. The other three members of the Grievance Subcommittee will determine whether the member under challenge will withdraw. If fewer than three regular subcommittee members are available to hear a case, as many Faculty Senate alternates as are needed to form a Grievance Subcommittee of three will be added.

I. Informal Grievance Procedures

- a. The Faculty member should present a written statement of his or her grievance to the Chair of the Grievance Subcommittee, normally within 30 days after the decision or act which creates the grievance.
- b. If the Grievance Subcommittee determines that a grievance warrants action by the Faculty Senate, it will try to solve the problem by mediation whenever possible. If any party in the controversy refuses mediation initially or concludes that continuing mediation will not prove fruitful, formal procedures are to be set in motion as quickly as possible. If the parties involved agree to mediation, the Grievance Subcommittee will have 30 days to try to reach an agreement acceptable to all parties. After 30 days, the grievance will be handled through formal procedures unless all parties agree to a specific time extension for further mediation.
- c. The chair of the Grievance Subcommittee will keep a record indicating the nature and resolution of all informal grievances and will provide a copy of the record to the Vice President for Finance and Administration.

II. Formal Grievance Procedures

- a. After a decision is made to pursue a formal grievance, both the grievant and the respondent have 10 days to submit further written statements and evidence to the Committee. When necessary, the Grievance Subcommittee may question parties involved or call witnesses. Normally, the Subcommittee will try to provide a recommendation for resolution to the College President within 30 days of the time the formal grievance was initiated. At the time the recommendation is made to the President, all parties in the dispute also receive a written statement of the Subcommittee's decision.
- b. The chair of the Grievance Subcommittee keeps a record indicating the nature and resolution of all formal grievances and will provide a copy of the record to the Vice President for Finance and Administration.

Adjustments to the time periods presented above may be required in certain cases, especially in light of College breaks and vacations.

2. THE INSTRUCTION COMMITTEE, whose membership and responsibilities are as follows:

- a. Nine members of the full-time teaching Faculty, elected to serve for a term of three years, three to be elected each year. To be eligible for election, a faculty member must be completing at least the second year of service at the College and be under contract for the following year. In addition, persons employed full-time by the College who are completing two or more years of service to the College, who have a contract for next year, and who have a contract specifying that they have faculty status and privileges except tenure are also eligible.

- b. The President and the Dean are *ex officio* members with voting privileges; the Registrar is an *ex officio* member without voting privileges.
- c. Three students, chosen in accordance with the procedures of the Student Government Association, with the recommendation that these be upper-class women who represent in their chosen or presumptive majors one each from the humanities, the natural sciences, and the social sciences.
- d. The Committee elects its own chair at the end of the academic year preceding his/her term of office. Newly elected members, both student and faculty, are eligible to participate in this vote.
- e. The primary responsibility of the Committee is to maintain the College's program of instruction in accordance with policies set by the Faculty. Curricular matters that must be presented to the Committee include the addition or deletion of courses; changes in title, description, prerequisite, general education designation, units of credit or number of hours of class meetings; changes in major or minor programs; and matters relating to degree requirements.
- f. Curricular changes relating to departments or programs shall be submitted by departmental chairs or program directors, in accordance with the Committee's guidelines. Course proposals that do not fit clearly into a department's or program's curriculum may be submitted to the Committee under the following conditions:
  - 1. Faculty members proposing the course should have the approval of their departments. If approval is denied, the faculty members may still submit the course to the Committee, but the proposal must include statements from their department outlining the reasons why departmental approval was denied.
  - 2. The proposal should include the following information:
    - a) A thorough justification, including an explanation of how the proposed course will enhance the curriculum.
    - b) A description of the provisions for staffing the proposed course (e.g., released time funded by a special source, or bracketing an existing course). If these provisions might require the cancellation of a regularly offered course, the proposal should include a justification for doing so.
    - c) In cases where a department's regularly scheduled course offerings will be changed by offering the proposed course, any and all departments that rely on that regularly scheduled course should be consulted, and the Committee should be informed of this consultation.
- g. Curricular matters relating to degree requirements shall be submitted by the General Education Committee, in accordance with the Committee on Instruction's guidelines.
- h. The Committee shall review any proposals that would affect the curricular matters specified in paragraph e, including academic projects dependent on outside funding, interdepartmental or interdisciplinary programs, cooperative degree programs, and pre-professional programs. Any such proposal requiring outside funding should be submitted to the Committee no later than it is submitted to the granting agency.
- i. The Committee shall also consider and make recommendations on any other academic questions referred to it by faculty vote or by the Academic Affairs Committee.

### 3. GENERAL EDUCATION COMMITTEE

#### a. Membership

- 1) Four members of the full-time faculty, each elected to serve for a term of three years: three from the Faculty at large and one faculty member who has taught or will teach a quantitative reasoning course. At least two members of the Committee must be tenured faculty. One member to be elected each year, and one additional member to be elected every third year. To be eligible for election, a faculty member must be completing at least the second year of service at the College and be under contract for the following year. The Director of Institutional Research is an *ex-officio* member without voting privileges.
  - 2) Two students, one of whom should not be a senior, chosen in accordance with the procedures of the Student Government Association.
  - 3) The Committee elects its own chair at the end of the academic year preceding his/her term of office. Newly elected members, both student and faculty, are eligible to participate in this vote.
- b. The General Education Committee is responsible for the ongoing review and development of the general curriculum. This includes, but is not limited to publishing criteria for courses that fulfill degree requirements.
- c. Any changes in general degree requirements proposed by the General Education Committee shall be submitted to the Committee on Instruction for approval and presentation to the Faculty.

### 4. THE PERSONNEL COMMITTEE advises the President and the Dean on matters of tenure, dismissal, and, promotion as specified in the Faculty and Staff Handbook.

- a. The Committee is composed of six full-time members of the Teaching Faculty who have tenure (or who have been recommended for tenure). No Faculty member may serve simultaneously on the Personnel Committee and any one of the Faculty Senate and the Instruction Committees. Two new members will be elected each March for a three-year term to take effect July 1. The procedure for the election shall be: the first vote shall be a selection among those eligible for election to the Personnel Committee. The four (or whatever number is necessary in case of a tie) receiving the largest vote shall constitute the slate for a run-off election to choose the two members each year.
- b. The Committee elects its own chair at the end of the academic year to take effect July 1.

### 5. ELIGIBILITY COMMITTEE

The Committee consists of four full-time tenured faculty members, elected to serve for a term of two years, two to be elected each year; the Dean or his/her designate, and the Associate Dean as voting members and other knowledgeable people serving *ex officio* as non-voting members. Its role is to deal with student petitions and eligibility.

### 6. LECTURES AND EVENTS COMMITTEE. In addition to two faculty members appointed by the President in consultation with the Faculty Senate for one-year terms, three faculty members are elected to serve three-year terms on a rotation in which one will be elected each year. (See XIV.E.4)

## G. CHAIRS COUNCIL

### a. Membership

The Chairs Council is composed of all the current chairs of the academic departments (including the Riding Program); the directors of programs that support majors, minors, or certificates who are not members of departments represented on the Chairs Council.

Directors of programs who are not members of Chairs Council may request to bring items of concern regarding their programs to the Chairs Council meetings.

### b. Duties

1. Members of the Chairs Council shall represent the viewpoints of their departments and programs on issues of departmental and college-wide concern at regularly scheduled meetings with the Faculty Senate. The Faculty Senate shall convene the Chairs Council for consultation with the Dean before any changes are made in the size and composition of the departments or in the overall size of the Faculty. The Dean consults with the Chairs Council at the September and March meetings.
2. The Chairs Council gives advice on all matters brought to them by any member or by the Faculty Senate. They report to their respective departments and programs the results of the deliberations held at such meetings.
3. Actions taken by the Chairs Council at their meetings with the Faculty Senate only take the form of recommendations, based on votes by the Chairs and heads of academic programs.
4. The Chairs Council meets with the Library and Instructional Technology Committee at least once per term and reviews its annual report.

### c. Meetings

Normally, the Chairs Council shall meet once a month with the Faculty Senate during the academic year. In addition, any three members of the Chairs Council may request the Faculty Senate Chair to convene the council. Chairs may designate a proxy from their departments or programs if they cannot be in attendance.

## H. THE FACULTY SENATE OF VIRGINIA

A representative to the Faculty Senate of Virginia is elected by the Faculty for a three-year term at any time there is a vacancy. No individual may serve more than two consecutive terms as Senator. The Faculty Senate of Virginia is a state-wide organization made up of Senators elected directly by the teaching faculties of their respective institutions, according to formula for the number of Senators based on the size of each faculty.

## I. APPOINTED COMMITTEES

The Faculty Senate consults with the President and the Dean about the appointments to the following committees.

### 1. ACADEMIC PROGRAM COMMITTEES

Committees on academic programs, especially those of an interdepartmental nature, shall be established as needed at the discretion of the Dean or by action of the Faculty to initiate and oversee such programs and to be responsible for their continuing development and sound operation. Members are appointed for two-year staggered terms. The Committee will determine its chair. The director of the program may not chair for

matters concerning the evaluation, reappointment, tenure and promotion of the director. If the director of the program serves as chair, a chair will be appointed from the membership of the advisory committee for these functions. For other functions as well, an executive committee may be established at the discretion of the chair/co-chairs if necessary for more efficient operation. The Dean or Associate Dean of Academic Affairs may be appointed to such committees as *ex-officio* members.

2. ASSESSMENT COMMITTEE

The Assessment Committee shall, in consultation with the Faculty, develops and implements means to assess the degree to which the College is fulfilling its stated educational Mission. Membership consists of four full-time members of the Faculty appointed for staggered three-year terms, and *ex officio*, the Dean of the College, the Dean of Co-Curricular Life, the Associate Dean of Academic Affairs, and the Director of Institutional Research.

3. BACHELOR OF FINE ARTS COMMITTEE

- a. The Committee consists of six faculty members, one each from the disciplines of arts management, creative writing, dance, music, studio art and theatre arts for one-year terms.
- b. This Committee is charged with the oversight of the BFA program, including making decisions each year on admitting students to the program.
- c. The chair is elected from the Committee for a one-year term. The chair will coordinate IARTS 001, the BFA Workshop, as well as IARTS 352 the senior projects. The chair will receive release time of one course each semester.

4. FACULTY DIVERSITY COMMITTEE

- a. Membership:
  - 1) Four members of the full-time faculty, each appointed to serve for a term of three years. At least two of the members of the Committee must be tenured.
  - 2) Two students, one of whom should not be a senior, to be chosen in accordance with the procedures of the Student Government Association.
  - 3) The Committee shall elect its own chair at the end of the academic year preceding her/his term of office. Newly appointed members, both student and faculty, are eligible to participate in this vote.
  - 4) The Committee shall elect two members to serve on the Diversity Council.
- b. The Faculty Diversity Committee shall be responsible for addressing diversity issues from an instructional point of view. This includes, but is not limited to the following functions:
  - 1) devise, implement, and support curricular and programmatic changes that advance the College's efforts to prepare students to be productive, responsible members of a global community;
  - 2) continue studying issues addressed in the December 18, 2007 Report of the Faculty Working Group on Diversity and seek answers to the many questions raised in this report;
  - 3) seek proposals which contribute to the College's interest in increasing diversity and recommend them for further consideration through appropriate channels;

- 4) solicit input, seek ideas, and draft a Faculty Plan for Diversity to be presented to the Faculty for its approval;
- 5) study ways to make the social and educational environment more receptive to diversity, including identifying specific curricular and programmatic initiatives to further the College's broader diversity goals.
- 6) Seek cooperation and participation of other campus constituencies in implementing diversity initiatives.

5. FACULTY GRANTS COMMITTEE

The Committee consists of seven members of the Faculty, serving staggered three-year terms, the Faculty Grants Officer (non-voting), and three alternate faculty members. Faculty members will rotate off after the completion of one three-year term. One of the faculty members will serve as chair. The Chair is appointed by the Faculty Senate after consultation with the Dean of the College. An alternate votes in cases where an application is received from a member of the Committee. The chair of the Committee submits written reports to the Faculty on the Committee's activities each fall and spring term. This Committee is responsible for establishing grant policy and for awarding grants, including the annual Sweet Briar Faculty Fellowship Grant. Grants may be awarded:

- a. for faculty research, study, travel, upon application from individual members of the Faculty; primarily these grants will be used during the summer months and will be drawn from the Kenan Fund and other similar funds and appropriations; and
- b. for purposes that meet interdisciplinary objectives and which are supported by the Fund for Interdisciplinary Studies in the Humanities in the following categories: individual research; curricular development; released time; materials; consultants and speakers; expenses to attend scholarly conferences; faculty development workshops and seminars; and other interdisciplinary initiatives.

1). CURRICULUM SUBCOMMITTEE

The Subcommittee is to promote interdisciplinary studies in the humanities across the curriculum. Membership of the Subcommittee should be broadly representative of the interdisciplinary programs of the College. The chair of Subcommittee is elected annually by the Subcommittee. The Curriculum Subcommittee, at the direction of the Chair of the Faculty Grants Committee, shall be responsible for considering and making recommendations to the full Committee with respect to all funding requests relating to interdisciplinary curricular concerns which may be eligible for funding by the Fund for Interdisciplinary Studies in the Humanities. It will hold at least one meeting each year for faculty interested in interdisciplinary studies and will call additional meetings at the request of any three faculty members.

6. HONORS COMMITTEE

The Committee consists of four full-time members of the Faculty (appointed for staggered two-year terms), one of whom shall be appointed chair, the Honors Fellow, and the Associate Director(s). The Director of the Honors Program is an *ex officio* member without voting privileges. If possible, there should be faculty representation in

arts, humanities, social sciences, and sciences. It shall be responsible for coordinating and standardizing across the college the selection of honors candidates and the requirements placed upon them. It shall also be responsible for selecting the Pannell Scholars in the three upper classes. It shall establish and supervise a special program of activities for the Founders, Sweet Briar, and Pannell Scholars, and for those enrolled in the Honors Program.

7. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

This committee is responsible for oversight and evaluation of laboratory vertebrate animal care at Sweet Briar, including: reviewing the College's program for humane care and use of animals; inspection of animal facilities; bringing about any changes in procedures or facilities necessary to rectify deficiencies found during reviews; making recommendations to the pertinent College official(s) regarding the animal program and animal facilities; approving protocols in all grant proposals submitted to federal agencies involving live vertebrate laboratory animals; establishment of a mechanism for receiving and reviewing concerns involving the care and use of laboratory animals at the institution; ensuring that the animal facilities and protocols meet applicable federal, state and local laws and regulations; and preparing an annual report to the President of the College. The IACUC reviews other research proposals involving animals if so requested by the principal investigator or, in the case of student research, by the faculty supervisor.

The Committee consists of five members: two faculty members who are practicing scientists, at least one of whom has experience in laboratory animal investigations; one faculty member who is not a scientist; a veterinarian with knowledge and experience in the care of animals being used; and one individual not affiliated with the institution in any way. When possible, both scientists on the Committee should have experience in laboratory animal research. The Faculty Grants Officer will serve *ex officio* as a non-voting member. The Committee is chaired by a full-time faculty member.

The IACUC must meet at least every six months and report annually to the President. The chair of the IACUC maintains records and minutes of the meetings and has ongoing responsibilities outside the official meetings. The semiannual meetings include inspection of animal facilities and open discussion of any issue regarding animal use or care.

8. INTERNATIONAL STUDIES ADVISORY COMMITTEE

This Committee advises members of the college community on issues related to study abroad and international students as well as decides on ISAC governed scholarship allocation.

The Committee consists of the Director of International Studies (Chair), the Dean of the College, the Director of Junior Year in France, the Director of Junior Year in Spain, plus four faculty members chosen for diversity of their disciplinary background and interest in international studies; two appointed each year for two-year staggered terms.

9. LIBRARY AND INSTRUCTIONAL TECHNOLOGY COMMITTEE

a. The Committee advises the Director of Libraries and Integrated Learning Resources in planning the development of the library's collection, services and facilities, as well as instructional technology, in order to meet the present and future requirements of

- faculty and students, thereby fulfilling the library's role in the academic mission and goals of the College.
- b. The general charge of the Committee is to facilitate efficient communication of campus library and instructional technology issues and concerns; to consider policies and services; to examine faculty issues as presented or developed within the Chairs Council or the Senate; to review general factors affecting collection development; to assist in library and instructional technology facilities/service planning; to take up other issues as needed and appropriate.
  - c. The Committee:
    - 1) collects and receive information on faculty and student needs, satisfaction and desires with respect to the library and to all integrated learning and teaching resources.
    - 2) actively solicits and consider the input from the academic community regarding ongoing plans for library renovation and expansion, and make recommendations to the Planning Committee.
    - 3) meets at least once per year with the Director of Libraries and Integrated Learning Resources.
    - 4) requests the Faculty Senate Chair to arrange a meeting with the Chairs Council at least once per term.
    - 5) issues a report with recommendations at least once per year to the Dean of the College, the Director of Libraries and Integrated Learning Resources, the Faculty Senate and the Chairs Council.
  - d. The Committee reviews annually the operations of the Book Shop on behalf of the Faculty. This review includes but is not limited to:
    - 1) Quality and extent of sales offerings of printed materials (books, magazines, etc.) to ensure that they support a learning community and its events (lectures, readings, etc.)
    - 2) Textbook sales and management to make sure that they are timely, effective, and efficient in terms of cost
    - 3) Duplicating, to make sure of service to curriculum while achieving compliance with copyright laws
    - 4) Use of the Bookshop for curricular/co-curricular learning events (e.g., readings, receptions).

Excluded from this review are business operations, coffee, candy, food, music and recreational materials and all clothing and SBC memorabilia. Also excluded are computer sales except in a case of an action that negatively impacts the curricular and co-curricular offerings of the College.

- e. The Committee consists of three tenured, full-time teaching faculty members serving three-year staggered terms, and one untenured, full-time teaching faculty member with at least one year of service and two years remaining on their contract; the Director of Libraries or a Librarian; and one student who will serve for two years. Members will be appointed from a wide range of disciplines. They elect their own chair.

#### 10. NATURAL AREAS COMMITTEE

- a. This committee facilitates the curricular and co-curricular use of all of Sweet Briar's natural areas, and maintains records and disseminates information about these uses.
- b. The Committee consists of:
  - 1). Two faculty: one from each of the departments of Physical Education and Athletics and Riding, serving staggered two-year terms.
  - 2). Two full-time faculty from departments other than Physical Education and Riding, serving staggered two-year terms.
  - 3). The Grounds Superintendent,
  - 4). The Director of Outdoor Programs, and
  - 5). One student.
- c. One of the faculty members is elected by the Committee to serve as chair.
- d. The Committee:
  - 1). Collects, summarize and disseminate information on the academic, auxiliary, co-curricular and outreach uses of Sweet Briar land.
  - 2). Serves as a central clearinghouse of information on the locations and status of long-term and short-term field projects, and of non-educational land uses.
  - 3). Assists the Administration and other parties in resolving potential conflicts among uses and users.
  - 4). Prepares an annual report for the President, Dean and Faculty.
  - 5). Communicates with any appointed, elected, or ad hoc College committees, that make policy or decisions pertaining to the use of College lands or plans to develop significant programs that will use College lands.

#### 11. PERFORMING ARTS COMMITTEE

- a. The chair is elected from and by the Committee for a one-year term and may be elected for consecutive terms.
- b. Membership consists of one full-time faculty member at large; one each from the disciplines of arts management, dance, music, studio art and theatre arts for one-year terms; the theatre technical director; the Babcock Season Manager (non-voting); and four students: one from each of the disciplines of dance, music, theatre arts, and arts management.
- c. This committee meets regularly throughout the academic year. Preferably by early in the spring semester, the Committee formulates the program for the following academic year and presents a single, overall budget for the entire arts program by May.
- d. The Committee is to make every effort to produce a good rhythm of artistic events within the course of a year. It should approach the selection of events and their scheduling with the interests of the Sweet Briar community foremost in mind.

#### 12. PREMEDICAL AND HEALTH CAREERS ADVISORY COMMITTEE

The Committee assists the Premedical and Health Careers Advisor in the evaluation of students applying to graduate programs. It consists of six full-time members of the Faculty: one member from each of the departments of biology, chemistry and physics, one from either mathematics or psychology, and two from other departments. Members to serve for an indefinite term.

### 13. RESEARCH ON HUMAN SUBJECTS COMMITTEE

This committee is comprised of three full-time faculty members from appropriate disciplinary areas, the Faculty Grants Officer *ex officio* and one full-time member appointed from the community at large. It is responsible for ensuring that research proposals meet with appropriate, federal, state and local regulations.

### 14. TEACHER EDUCATION

The Committee oversees requirements for teacher licensure and program accreditation, and coordinates college-wide response to changes in state requirements and policy. The Chair of the Department of Education chairs the Committee. Membership consists of the full-time members of the Education Department, three full-time faculty members appointed for staggered three-year terms who represent the sciences, social sciences and humanities, the college registrar, two students, and one faculty representative from another Education Department, and two teachers (one representing regular curriculum and one special education) and one administrator from the local school system.

## XV. DEPARTMENTAL CHAIRSHIPS

- A. 1. Department chairs are appointed by the Dean who will take into consideration the recommendation of the Department.
- 2. The principle of rotation of chairship each three years shall be applied unless overriding reasons to the contrary prevail.
- 3. A review of the chairship shall be made, in any event, each three years by the members of the Department and a recommendation shall be made at the Dean's request.
- B. If appointed, acceptance of the chairship is considered a routine part of each faculty member's duty unless extraordinary reasons to the contrary prevail.
- C. The chair is responsible for all budgetary and personnel matters within the Department, for preparing regular annual reports on departmental progress and planning and such other special reports as may be required, for initiating orders for necessary supplies and equipment, and for recommending departmental leaves, promotion, tenure, and salaries, for initiating procedures to secure temporary or permanent replacements, and for such other matters as may contribute to the welfare of the Department and the College.

## XVI. FACULTY RULINGS ON NON-ACADEMIC MATTERS

- A. 1. Hazing of any kind is expressly forbidden. (The *Student Handbook* contains a detailed policy on hazing.)
- 2. Costumes must not be disruptive to the class, in the Library, or at academic appointments. Faculty members can make further restrictions with regard to costumes in their classes and academic appointments.

## XVII. AMENDMENTS

These Rulings may be amended at any regular meeting of the Faculty by a majority vote, provided that notice of the motion to amend has been submitted in writing at the previous regular

meeting. Should the Faculty wish to act immediately upon a motion to amend Faculty Rulings, it may do so following the procedures described in Ruling XIII, C.

## **APPENDIX A**

### **SWEET BRIAR COLLEGE ACADEMIC POLICY ON DISABILITIES**

Sweet Briar College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and accepts students with documented disabilities who can successfully pursue the college's academic program. Sweet Briar recognizes its responsibility to provide individuals with disabilities with equivalent access while maintaining the standards that are essential to the academic program.

#### **ADMISSIONS**

Admission to Sweet Briar College is based on the requirements outlined in the College catalogue. Sweet Briar does not discriminate on the basis of disability in the admissions process. If an applicant believes that an accommodated admission review is warranted, the applicant must initiate the process (by law, the Admissions Office can not address a disability unless the applicant is self identified). The applicant must submit a written request for an accommodated admissions review to the Office of Admissions and enclose with that request the appropriate documentation. The request will be evaluated by the designated staff member in the Office of the Dean, who will forward his/her recommendations to the Director of Admissions for inclusion in the admissions review process.

#### **ACCOMMODATIONS IN SPECIFIC COURSES AND SUPPORT SERVICES FOR ENROLLED STUDENTS WITH DISABILITIES**

Students with documented disabilities, identified either before or after their admission to the college, may request accommodations in the structure of a course or courses. The responsibility for initiating such requests rests with the student. Students with disabilities who seek course-based accommodations must meet with the designated staff member in the Office of the Dean to request accommodations. The student must submit appropriate documentation of the disability to the designated staff member in the Office of the Dean, who will review the documentation and will then discuss with the student which accommodations and support services are appropriate.

The Office of the Dean, with the student's written permission, will notify the faculty member(s) involved of the specific classroom and/or course-based accommodations that have been authorized. The student will also be referred to the Director of the Academic Resource Center to arrange need-based support services outside the classroom. All specific course-based accommodations should be established at the beginning of each academic term. It is the responsibility of the student to contact the professor to arrange for the necessary accommodations. Accommodations planned at the beginning of the term may be adjusted on an as-needed basis.

The types of legal accommodations available to students in specific courses and outside the classroom can include, but are not limited to, the following possible accommodations:

1. In Class

Tape recording of lectures, use of a notetaker, seating location, use of an interpreter, extended time for assignments, use of a word processor for written work, taped texts, adaptive equipment, and physical access.

2. For Examinations

Use of a reader, extended time, private room, use of a word processor, alternative formats, or adaptive equipment.

### 3. Outside of the Classroom

Taped texts, note transcription, tutoring, learning strategies instruction, reduced course load, and use of adaptive equipment.

## MODIFICATIONS

Students with documented disabilities may request modifications in academic requirements as are necessary to ensure that such requirements do not discriminate against students with disabilities, or have the effect of excluding students solely on the basis of disability. Modifications may include changes in the length of time permitted for completion of degree requirements, reduced course loads, substitution of specific courses for degree requirements, waivers of specific requirements, or utilization of the pass/no credit grade, with a passing grade consisting of a D- or higher, in courses where a disability has a discriminating effect.

Students requesting modifications must submit a written request to the Office of the Dean complete with appropriate documentation of the disability. The College's guidelines for reviewing all requests for modifications are:

1. The modification must be directly related to the student's disability.
2. In cases involving courses required for the degree, the student must pass an authorized substitute course or requirement. The Dean, in consultation with the appropriate Department Chair, must approve all such modifications, and the Eligibility Committee of the Faculty must approve waivers of degree requirements.
3. In cases where students have been approved to take courses on the modified pass/no credit basis the Dean will notify the Registrar in writing of this modification.
4. Grades earned in courses identified as affected by a specific disability and attempted before the disability was diagnosed and/or confirmed by the Dean may be converted to the modified pass/no credit grade, and the grade-point average may be adjusted at the request of the student and with the approval of the Dean of the College. The Dean will consult with the faculty member who recorded the original grade to verify that clear evidence exists to support the student's claim that the disability, rather than other factors, directly interfered with the student's ability to perform on an equal basis with other students in the course. This policy will not apply to students diagnosed with disabilities after they have completed the degree.

## OTHER GUIDELINES

1. In order for Sweet Briar College to consider requests for accommodations and/or modifications, the student must provide documented evidence of the disability or disabilities based on an evaluation done by an appropriate professional within four years of the date the request is submitted. In cases of learning disabilities or other "hidden disabilities" the required evaluation must also include specific test results.
2. The Office of the Dean will submit an annual report to the Instruction Committee, including the number of students diagnosed with learning disabilities, and summarizing the nature and scope of accommodations, modifications, and support services provided to students under this policy.

## **PROCEDURE FOR ASSISTING LEARNING DISABLED STUDENTS**

Qualified students with a documented disability, including a specific learning disability, are entitled to request and receive reasonable academic and other accommodation. Such accommodation may include using taped textbooks and readings. Modified sittings for tests or examinations, such as using a word processor or having extended time in which to complete the work, may be appropriate in some cases. Because each student's condition will be different, all possible accommodations that might be appropriate in different circumstances will not be enumerated.

A copy of the student's learning evaluation report will be in the student's file in the Dean's Office. Faculty will not be advised of a documented disability unless and until a student requests accommodation. The student will be asked to discuss directly with her instructors any ideas about appropriate accommodation. The faculty member or the student should contact the Dean for assistance in conducting an appropriate accommodation service. Students who have been diagnosed as having a learning disability are expected to take responsibility for requesting reasonable accommodation.

Any questions or complaints regarding these policies should be brought to the attention of the Federal Compliance Officer of the College, Paul Davies, Vice President for Finance and Administration.

## APPENDIX B

### Academic Freedom and Tenure - 1940 Statement of Principles, A.A.U.P.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. {1}

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

#### ACADEMIC FREEDOM

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. {2} Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment. {3}
- (c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. {4}

#### ACADEMIC TENURE

- (a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.  
In the interpretation of this principle it is understood that the following represents acceptable academic practice:

- (1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- (2) Beginning with appointment to the rank of full-time instructor or a higher rank, {5}the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. {6} Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period. {7}
- (3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have. {8}
- (4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution. {9}
- (5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.