

Sarah Lawrence College Faculty Bylaws

Article I: Authority and Powers

Section 1. Authority

The Board of Trustees in Article VI of its bylaws authorizes the establishment of faculty bylaws. Such bylaws shall describe the organization and parliamentary function of the faculty, including definition of membership and quorum, the function and operations of the standing committees of the faculty, and method of election to such committees.

Section 2. Powers

The faculty bylaws shall be consistent with, and not contravene, the bylaws of the Board of Trustees. Delegation of powers and authority shall be in accord with Part IV of the Governance of Sarah Lawrence College, "Statement on the Delegation of Authority." The faculty shall determine and implement educational policy within the overall constraints set by the Board of Trustees. The faculty, through the president and the Educational Policies Committee, shall submit to the trustees for prior approval any major changes in educational policy and academic programs and any substantial new claims on funds. Other proposals made by the faculty or students that embody important changes may, at the request of the trustees, or at the request of student government and/or faculty, be the subject of trustee-faculty-student conference.

Article II: Academic Administration

Section 1. The President

The duties and responsibilities of the president are derived from those given in Article IV, Section 5 of the Bylaws of the Board of Trustees (see Appendix: "The Governance of the College"). As chief executive officer of the College and chair of the faculty, the president shall have the following additional powers and duties, among others:

- A. The president shall be an ex-officio member of all faculty-student academic committees of the College and chair of the Advisory Committee on Appointments and of the General Committee. The president shall be the official medium of communication between the trustees and the faculty or any individual faculty member, and between the trustees and student body or any individual student. Upon special request from any faculty or student group, or any trustee, the president shall arrange faculty and/or student representation before the board or any of its committees to present facts or points of view pertinent to an issue under consideration.
- B. The president shall receive and transmit to the appropriate officer and/or body all resolutions and petitions affecting the welfare of the College.
- C. The president shall select, and execute contracts of appointment with educational and administrative personnel as provided in the Bylaws of the Board of Trustees. The following educational and administrative appointments shall be made in consultation with the Advisory Committee on Appointments:
 1. Appointments of all members of the regular and guest faculty.
 2. Appointments of the following members of the administration: the provost and dean of

faculty, the dean of studies and student life, the dean of graduate and professional studies, the dean of enrollment, the associate dean of the college, the associate deans of studies, the associate dean for multicultural affairs, the head librarian, the director of the early childhood center, the director of the center for continuing education, and the directors of the various individual graduate programs.

Section 2. The Provost and Dean of Faculty

At the discretion of the Advisory Committee and the president, the provost shall be appointed as a tenured member of the teaching faculty. The duties and responsibilities of the provost are derived from those given in Article IV, Section 6 of the Bylaws of the Board of Trustees. The provost shall, under the president, be chief educational officer of the College and shall be responsible directly to the president. In the absence of the president and of a person designated as acting president, the provost shall act with full authority in the place of the president. As chief educational officer of the College, under the president, the provost shall have the following additional powers and duties, among others:

- A. Working with the elective committees of the faculty, the provost shall be responsible for the execution of all educational policies adopted by the faculty and approved by the president and/or the Board of Trustees .
- B. The provost shall have administrative oversight, under the president, of all educational programs and curricula and of all matters relating to the effectiveness and well-being of the faculty. These responsibilities shall include administration of the educational budget of the College and final authority in the assignment of all faculty offices and classrooms and the uses of College academic facilities .
- C. The provost shall be responsible for continuing study of the educational programs of the College and initiation of changes in curriculum and educational policy, as they are needed .
- D. The dean of the college shall be an ex-officio member of the Advisory Committee on Appointments and all faculty-student academic committees . The provost or his/her delegate shall serve as chair of the Curriculum Committee, and he or she or his/her delegate shall serve as chair of the Committee on Graduate and Professional Studies.
- E. The provost will provide a continuing evaluation of the faculty and associated educational personnel to ensure that the excellence of the College's programs is sustained .
- F. As chair of the Curriculum Committee, the provost has responsibility for the planning of the curriculum within the assigned budget and, when advisable, confers with faculty on the content and teaching of courses offered .
- G. The provost, as chief educational officer, is responsible, under the president, for the offices of academic administration and support. The provost may delegate responsibilities and authorities for these offices to ensure prudent management, efficient service to faculty and students, and proper overall educational leadership .
- H. The provost will be responsible for annual reports to the College community on the College's progress in increasing the racial and ethnic diversity of the College community and for oversight of those initiatives .

Section 3. The Associate Dean of the College

The position of associate dean of the college is a rotating faculty position among tenured faculty. Its duration is three years with the possibility of up to a two-year renewal. It is expected that the holder of this position will return to regular teaching duties at the end of his/her time as associate

dean of the college and will accrue time toward his/her sabbatical during his/her tenure as associate dean of the college.

Regular Responsibilities of the Associate Dean of the College

- Ex-officio member of Curriculum Committee
- Provides technical oversight of curriculum
- Collaborates with the Office of the Dean of Studies
- Represents the Office of the Provost on the Diversity Committee
- Works with IT and the vice president for institutional research on enrollment, retention, and assessment
- Member of the Enrollment Committee representing the Office of the Provost
- Represents the provost if the provost is not available

Other duties will be wide ranging and will be specified by the provost.

Section 4. The Dean of Studies and Student Life

- A. The dean of studies and student life, under the president, is responsible for the academic and nonacademic life of all undergraduate students .
- B. The dean of studies and student life will work closely with faculty, principally with dons, in guiding students toward courses appropriate to their talents, interests, and needs, and in reviewing the academic accomplishments of students .
- C. The dean of studies and student life, in consultation with the provost, is responsible for the assignment of dons . Requests for change in assignment of dons must have the approval of the dean of studies and student life . It shall be his or her responsibility to review periodically the effectiveness of donning, to work with individual faculty members on special donning problems, and to develop programs for the improvement of the donning program .
- D. The dean of studies and student life shall chair the Committee on Student Work, and will be responsible for the committee's development of policy and for ensuring the consistency of criteria . The dean of studies and student life shall also be an ex-officio member of the General Committee, the Curriculum Committee, and the Committee on Student Life .

Section 5. The Dean of Student Affairs

- A. The dean of student affairs, under the dean of studies and student life, shall be responsible for the management of campus housing and the management of student activities . In addition, he or she will be responsible for coordinating with the Committee on Undergraduate Student Life the relevant functions of the Office of Operations and Facilities, including food services, and the Office of Health Services . The Dean of Student Affairs shall be the major contact between Student Government and the educational administration .
- B. The dean of student affairs, who serves as the head of the Office of Student Affairs, shall be responsible for reviewing the budgeting, disbursement, and auditing of the Student Activities Fund.
- C. The dean of student affairs will be a nonvoting member of the Committee on Student Life .

Section 6. The Dean of Graduate & Professional Studies

- A. The dean of graduate and professional studies, under the provost, shall have administrative oversight of all graduate programs offered by the College .
- B. The dean of graduate and professional studies will design and implement the recruitment and

admission efforts for all graduate programs .

- C. Working with the directors of the graduate programs, the dean will have responsibility for all educational programs and curricula offered to graduate students and all matters related to the effectiveness and well-being of faculty members teaching in the graduate programs.
- D. The dean of graduate and professional studies is responsible for continuing study of the graduate programs of the College and initiation of changes in curriculum and educational policy, as they are needed .
- E. The dean of graduate and professional studies is responsible for the academic and nonacademic life of all graduate students .
- F. The dean of graduate and professional studies will be an ex-officio member of the General Committee and a member of the Committee on Graduate and Professional Studies . The dean will convene meetings of the graduate program directors and will serve as chair of that group.

Section 7. The Dean of Equity and Inclusion

The dean is a member of senior staff and is responsible for the development, implementation, monitoring, and review of College policies and practices that promote our goal of achieving an open, diverse, inclusive, and healthy learning, living, and working environment at Sarah Lawrence College. The dean will ensure compliance with Title IX, Title VII, and other equal opportunity laws at both the state and federal levels and manage programs and activities as the Title IX coordinator, with deputy Title IX coordinators and other campus entities.

This position will serve as the central point of contact for the institution's Title IX compliance. Responsibilities of the Title IX coordinator include reviewing the prevention and investigation processes and identifying, developing, communicating, and integrating best practices in the Title IX arena into the campus knowledge base and practice. The dean will consult/collaborate with internal/external legal counsel, as appropriate to ensure accurate and consistent application of College policies and practices, and collaborate with other relevant campus departments to develop and conduct prevention of sexual misconduct training and other Title IX-related presentations and ensure that prompt and thorough investigations are conducted of Title IX allegations.

The dean is charged with promoting the College's commitment to a climate of equity and inclusion and with developing and promoting College-wide education and outreach related to Title VII, Title IX, and other equal opportunity programs and initiatives. The dean will chair the Diversity Committee, head the Diversity Office, and oversee the associate dean for disability services.

The dean will promote student wellness by working with the Athletics Department and Health Services to develop and promote wellness programming and activities intended to create a comprehensive approach to campus well-being. He or she will manage the staff and serve as liaison

with outside organizations that provide medical and counseling services to students and will coordinate resources, programs, and activities to advance the well-being of students, faculty, and staff.

The Athletics Department reports to the dean of equity and inclusion .

Qualifications: MA required, PhD preferred. Minimum five years of experience with diversity, social justice, and EEO programing within higher education. The successful candidate must have strong organization, planning, analytical, and problem resolution abilities; demonstrated ability to

communicate effectively both verbally and in writing; excellent interpersonal skills; ability to understand the needs of the College and to work collaboratively with students, faculty, staff, administrators, and community partners.

Responsibilities include but are not limited to:

- Assist and advise the president on all matters related to the recruitment and retention of a diverse workforce and student population as well as all other matters related to campus diversity .
- Assist and advise the president on initiatives, policy, and programs for the campus community. Evaluate assessment of campus climate surveys and make recommendations based on these assessments .
- Assist and advise search committees on the recruitment and retention of a diverse workforce and educate search committees on EEO compliance and best practices.
- Work with Human Resources and all departments to make clear the College's commitment to having a diverse and inclusive campus .
- Develop programs and policy related to the College's mission to ensure diversity and inclusion, including diversity and inclusivity training, ADA etiquette and sensitivity training, and EEO and harassment and discrimination training.
- In consultation with the dean of studies and Sstudent life, organize and schedule ongoing programming aimed at the campus community and related to diversity and inclusiveness. • Monitor compliance with Title IX and other sexual misconduct guidance.
- Oversee and coordinate management of any outside investigator/fact finder to ensure prompt, thorough, objective and confidential investigations of complaints of harassment, including sexual misconduct, and discrimination .
- Work in collaboration with campus partners and committees involved in Title IX compliance, including Student Affairs, Public Safety, College Counsel, Human Resources, and Grievance Committee .
- Work with community partners, such as Westchester Victims Assistance, to provide support for students .
- Represent the College in local, regional, and national forums related to diversity. • Work with the associate dean for disability services to monitor the ADA plan related to facilities accessibility.

Article III: The Faculty

Section 1. Membership

(approved in 2003 by a vote of the faculty)

A. Composition The faculty shall consist of the following:

- All persons holding regular and guest teaching contracts
- President of the College
- Provost and Dean of Faculty
- Dean of studies and student life
- Dean of equity and inclusion
- Dean of graduate and professional studies

- Dean of enrollment
- Several associate deans of the College
- Head librarian
- Director of the Early Childhood Center
- Director and associate director of the Center for Continuing Education
- Directors and associate directors of individual graduate programs
- Director of physical education
- Registrar
- Persons holding the acting title for the above-listed administrators
- Senior professional librarians who have served in that capacity at the College for four years
- Head teachers at the Early Childhood Center who have served in that capacity at the College for four years
- Writing coordinator(s) .
- Language assistants

The above-listed people shall have the right to attend faculty meetings . With certain exceptions (see Article IV, Section 1B, “Standing Committees”), they shall have the right to serve on elected committees . Their right to vote shall be as provided in Article III, Section 2 (“Voting”) below. Other positions in the educational administration may be given temporary membership on the faculty by the president after consultation with the elected members of the Advisory Committee on Appointments . Such temporary members shall be reviewed for renewal from time to time by the Advisory Committee on Appointments . The faculty status of nonteaching members of the faculty does not, of itself, carry with it the other rights, responsibilities, and benefits of the teaching members of the faculty.

B . Regular Teaching Contracts

All teachers performing all or most of the central functions of the teaching faculty on a continuing basis, i.e., teaching full five- and 10-credit courses (or, in the case of components, those teaching the equivalent of a half-time or full-time teaching load), writing evaluations, donning students, and standing available for and serving on faculty committees, shall be on regular teaching contracts.

C . Guest Teaching Contracts

A second and diverse category of teachers shall be called guest teachers. Substitute teachers for members of the faculty on leave will be guest teachers. Teachers in posts established by the relevant division and the Curriculum Committee to rotate every year or two will be guest teachers. Teachers of subjects outside the regular curriculum, taught for short periods to enrich the curriculum, taught as experiments, or taught when special funds are temporarily available will be guest teachers. Teachers of graduate courses who do not hold regular undergraduate contracts will be guest teachers. Teachers of special skills in Dance, Music, Theatre and the Visual Arts, who do not teach the equivalent of full five- and 10-credit courses and who are not obliged to don students or to serve on faculty committees will be guest teachers.

Section 2. Voting

All faculty members as defined in Article III, Section 1A (“Membership/Composition”) shall be eligible to vote on issues before the faculty, within the following guidelines:

- A. All regular and guest faculty who hold half-time or more than half-time appointments are eligible to vote on any and all issues before the faculty. This right takes effect at the beginning of their teaching appointment. Members of the faculty who hold less than half-time appointments may vote after four years of service, i.e., at the beginning of their fifth year of service .
- B. All members of the administrative faculty (identified in Article III, Section 1A) who hold half time or more than half-time appointments are eligible to vote on issues before the faculty (other than those issues listed in Article III, Sections 2C and 2D below). This right takes effect at the beginning of their appointment. Members of the administrative faculty who hold less than half-time appointments may vote after four years of service, i.e., at the beginning of their fifth year of service .
- C. The right to vote for members of the Advisory Committee on Appointments, the Committee on Conditions of Teaching, and the Curriculum Committee shall be limited to faculty members on regular and guest appointments (with the limitations indicated above in Article III, Section 2A), the provost, the dean of studies, and the dean of graduate and professional studies.
- D. In addition to the restrictions indicated above in Article III, Section 2B, members of the administrative faculty may not vote for the teaching faculty members of the General Committee, Diversity Committee and Planning and Priorities Committee . Instead, they vote for the representative from the Administrative-Staff Committee .
- E . Faculty on leave or sabbatical may vote by electronic ballot .

Section 3.Quorum

- A. Twenty-five percent of all faculty members eligible to vote, exclusive of those on full-time leave for the year or for the semester during which the meeting takes place, shall constitute a quorum for the transaction of business at meetings of the faculty.
- B . Votes may not be delegated to another person .
- C. Mail and/or absentee ballots shall be allowed only as provided in Article IV, Section 2D (“Ad Hoc Committees”), Article IV, Section 3D(“Election Procedures”), Article V (“Faculty Trustee”), and Article VI (“Amendments”).
- D. If less than half of the faculty eligible to vote, exclusive of those on leave, has voted on an issue, the General Committee or a group of at least 15 faculty members, eligible to vote, may request of the president reconsideration of the issue and submission for a revote at a future faculty meeting . A quorum is required for voting on elections or specific issues .

Section 4. Minutes of Faculty Meetings

Action minutes (a record of all decisions made) shall be taken of all faculty meetings at which business is transacted. Such minutes shall be maintained in the Office of the Provost and Dean of Faculty .

Section 5. Rank, Principles Governing Appointments to the Teaching Faculty, Sabbatical Leave

A . Rank There shall be no academic rank within the faculty.

B . Guest Appointments

- 1 . Normally, an undergraduate guest appointment shall cover the current academic year only. A one-year undergraduate guest appointment may be renewed by the President, after consultation with the Advisory Committee on Appointments, for a second and, in some cases, for a third consecutive year. After one or more subsequent semesters have elapsed, a guest faculty member may return for another appointment. There is no limit to the number of

appointments that a guest may serve . This paragraph does not apply to undergraduate guest teachers of special skills, i.e ., components, in dance, music, theatre, and the visual arts, which are addressed below in Article III, Section 7.

2. On some occasions, a two-year undergraduate guest appointment may be offered . A two-year guest appointment may be renewed by the president, after consultation with the Advisory Committee on Appointments, for a third year .
3. Part-time graduate guest appointments may be renewed for an indefinite number of one year periods, and in some cases more than one year, subject to the approval of the program director and the dean of graduate and professional studies. Full-time graduate guest appointments are subject to the same restrictions as undergraduate guest appointments (see #1 above) .
4. Neither an undergraduate nor a graduate guest appointment will lead to consideration for tenure .
5. If an undergraduate guest teacher's fields are incorporated into the regular curriculum, or if a rotating or special post is made a regular one by the relevant division and the Curriculum Committee, or if an opening in the regular faculty occurs in those fields, then that teacher, on the occasion of his/her next contract, may be considered by the Advisory Committee on Appointments for an appointment to the regular teaching faculty. Normally, however, a search for other candidates for the post shall be undertaken before a regular appointment is offered to the guest teacher .
6. If a guest teacher is offered a regular teaching appointment, if the teacher so desires, some part of his or her service as a guest may be counted retroactively by the provost as part of the normal sequence of contracts leading to tenure.
7. Undergraduate guest teachers of special skills, i.e., components, in dance, music, theatre and the visual arts may, in special situations, after determination by the relevant division and the Curriculum Committee, have their contracts renewed by the president, after consultation with the Advisory Committee on Appointments, even after the second year, for an indefinite number of one-year periods . But, as with all guest contracts, such contracts will not lead to consideration for tenure .

H . Regular Appointments

1. Regular appointments shall be awarded only to faculty teaching half-time or more across the academic year .
2. It shall be primary consideration to complete all regular appointments while the College is in session .
3. Normally, an initial appointment to the regular teaching faculty shall be for three years and reappointment after the first three-year appointment shall be for three years. The only exception to this policy shall be for individuals who come to the College holding tenure at another institution and who are hired with the agreement that they will have an early tenure review (see Section E below). Such individuals may be awarded a regular two-year appointment .

D. Tenure

1. Except as provided in Article II, Section 2 ("The Provost and Dean of Faculty") and Article III, Section 5E below ("Early Tenure Review"), faculty holding regular three-year appointments shall be considered for tenure in the third year of the second three-year contract. If tenure is denied, the faculty member shall be offered a one-year extension . A faculty member who is

not awarded tenure shall conclude his or her teaching at the College at the completion of this one-year extension .

2. Except as provided in Article III, Section 5E below (“Early Tenure Review”), the procedures outlined in Article III, Section 6 below (“Procedures Governing Teaching Appointments . . .”) must be followed before an appointment to the tenured faculty can be conferred, and a tenure appointment shall not be effective until the completion of the normal sequence of two three-year contracts .
3. Tenure implies continuous service until retirement or resignation, subject to exceptional circumstances and to the policies of the College and of the Board of Trustees . Tenure does not preclude inquiry into, or discussions regarding, the course content or method of teaching of any faculty member, and/or the fulfillment of contract obligations .

4. Except as provided in Article III, Section 5F below (“Reduction in Teaching Schedules”), faculty members holding tenure on either part-time or full-time schedules will retain such schedules through the duration of their appointments unless a change is mutually agreed upon by the faculty member in question and the president. As is the case with all appointments, it is the decision of the president, in consultation with the Advisory Committee, whether faculty members may reduce or expand schedules in any given year . E . Early Tenure Review.

The College is committed to the normal tenure review schedule of two three-year contracts with a tenure review in the sixth year. Early tenure review is possible only in exceptional circumstances, as indicated below:

1. The possibility of an early tenure review will be offered at the time of appointment to the regular faculty only to candidates who have tenure elsewhere and only according to the following procedures. Prior to the initiation of a search for a new regular position, the faculty group in which the position would be located must agree by a vote of two-thirds of the regular faculty that there are special circumstances which warrant this exception . The group must then submit a written request to the Curriculum Committee outlining these circumstances . This proposal must be approved by four out of five of the faculty serving on the Curriculum Committee . It must then be approved by the president. The possibility of an early tenure review must then be included in any advertisements of the position .
2. Members of the faculty for whom an early tenure review has been granted will be considered, at the earliest, in their fourth term of full-time teaching at the College . The procedures to be followed in such cases will conform to those for contract renewal described below with the exception of the timetable . If tenure is granted, it shall commence in the beginning of the academic year following its granting . If tenure is denied to a faculty member considered for early tenure, no other teaching contract with the College can be offered . In the case of a two-year contract negotiated under the circumstances described in paragraph “A” above, the faculty member shall be granted a one-year contract extension as described in Article III, Section 5D (1).
3. If an untenured regular member of the faculty is offered a position with tenure or an early tenure review at another academic institution, the Advisory Committee may consult with the Curriculum Committee and with the faculty group in which the member participates about whether the College should seek to retain the faculty member by negotiating with her or him an early tenure review. If two-thirds of the regular faculty of the appropriate faculty group and the majority of the regular faculty serving on the Curriculum Committee approve such

negotiation, it may be pursued with the candidate by the provost/president acting on behalf of the Curriculum and Advisory Committees and the relevant Faculty Group. If tenure is denied, the faculty member shall conclude his or her teaching at the College at the completion of the year following the year in which tenure is denied.

4. All members of the faculty shall be notified of any contract involving early tenure as soon as it has been negotiated, in order to maximize the faculty's opportunities to meet, observe, and familiarize themselves with the candidate in the shortened time period which will provide evidence for the early tenure review.

F. Reduction in Teaching Schedules

If a faculty member reduces his or her teaching for a period of more than two consecutive years, the College shall be understood to be relieved of any obligation to employ such person for a greater number of days than that of his or her reduced schedule.

G. Sabbatical Leaves

Faculty members on tenure shall be granted sabbatical leave of one semester at their regular salaries in the year following five years of teaching at Sarah Lawrence, with the first sabbatical coming in the first year of tenure, but normally not before the seventh year of teaching at Sarah Lawrence, subject to the provisions outlined in "Procedures Governing Sabbatical Leave" below.

- H. Effective in Academic Year 2009–10, faculty members on tenure shall be granted sabbatical leave of one semester at their regular salaries in the year following six years of teaching at SLC, with the first sabbatical coming in the first year of tenure. All schedules currently provided in Article III, Section 6E will be delayed accordingly. Effective Academic Year 2016–17, the provisions of this section shall expire and the bylaws governing sabbatical leaves and procedures will revert to those in force during Academic Year 2008–09.

Section 6. Procedures Governing Teaching Appointments, Termination of Tenure, and Sabbatical Leave

A. General Appointment Procedures

The principles and procedures governing appointments to the faculty shall be made known to candidates being considered for appointment. The precise terms and conditions of individual appointments shall be stated in writing and be signed by both the president and the faculty member before the appointment is made final.

B. Procedures for Appointment to the Guest Faculty

1. The decision that a new or continuing undergraduate guest appointment is needed shall be made by the president, with the involvement of the appropriate curricular groups and/or the Curriculum Committee and the provost.
 2. Candidates for new guest positions shall be interviewed by an ad hoc committee of the faculty group concerned. This ad hoc committee shall be empowered to recommend appointment of a candidate to provost and the president. Final authority for the appointment rests with the president.
 3. Renewal of a guest appointment shall be decided by the president in consultation with the Advisory Committee on Appointments. The decision that a new or continuing graduate guest appointment is needed shall be made by the president, with the involvement of the dean of the college, the dean of graduate and professional studies, and the program director.
- ### C. Procedures for Appointment to the Regular Faculty

All appointments and all reappointments to the regular faculty are to be made by the president after consultation with the Advisory Committee on Appointments, and the appropriate faculty groups, as specified below.

1. The decision that a new regular appointment is needed shall involve the faculty group or groups whose fields are most directly concerned, the Curriculum Committee, the Advisory Committee on Appointments, and the president. The decision that a new appointment is to be made will then be made by the president. Candidates shall be interviewed by the Advisory Committee and an ad hoc committee of the faculty group concerned. The ad hoc committee is appointed by the faculty group chair, in consultation with the provost and other members of the group. It consists of three or four regular members of the faculty; at least one member must come from outside the discipline or disciplines in which the search is taking place, or even outside the faculty group. The recommendations of each member of the ad hoc committee on the candidates interviewed shall be communicated to the president and the Advisory Committee .
2. When a regular contract comes up for renewal, the Advisory Committee on Appointments shall review all data concerning the faculty member's teaching, mentoring, the place of his or her work in the curriculum, his or her contribution to the educational program of the College as a whole, and the relationship of his or her work to that of the relevant subject matter group. The president and the Advisory Committee on Appointments shall be empowered to consult any member of the faculty who may have data to offer, and they shall consult the members on tenure of the appropriate subject matter group. It shall be a normal part of this procedure for the members of the subject matter group on tenure to meet and then for each member to report his or her comments in writing to the president and the Advisory Committee on Appointments. Such comments shall include an estimate of the strengths and weaknesses of the faculty member concerned and of the place of his or her work in the curriculum of that group. The members of the faculty group on tenure may, in addition, meet with the president and the Advisory Committee on Appointments at the request of the president or of either group. The Committee shall make its recommendation to the president. Before any such recommendation is made, the committee shall interview each candidate for reappointment. It shall also ask the candidate whether he or she wishes to suggest to the committee two faculty members in any field, other than the tenured members of his or her group, who in the candidate's opinion are qualified to evaluate his or her work.
3. Whenever there is serious question about the renewal of a regular contract, the faculty member will be given an opportunity to meet with the president, the Advisory Committee on Appointments, or both . At the candidate's discretion, he or she may meet with the elected members of the Advisory Committee (i . e . , without the president and the provost).
4. Faculty members on their first three-year contracts will be advised regarding renewal of contract by **November 1** of the third year of the contract. If serious question about renewal is raised at this time, a final decision must be announced not later than **November 15** .
5. Regular faculty members on second three-year contracts will be advised regarding tenure by **April 15** of the third year of the contract. If serious question about renewal is raised at this time, a final decision must be announced no later than **May 1** of the third year of the contract .
6. If a decision about reappointment or tenure is negative, the candidate may appeal the decision

to the Appeals Committee only for the following reasons (“causes worthy of appeal”): •
Abridgment of academic freedom

- Failure to observe established procedures
 - Discrimination on the basis of race, sex, color, sexual orientation, gender identity or its expression, disability, religion, age, veteran status or national or ethnic origin
- a. The appeal must be made in writing to the provost within 31 days of the date of the letter of denial. The provost will call together the Appeals Committee.
 - b. The Appeals Committee shall consist of the three most recent former members of the Advisory Committee who are available to serve and who did not serve on the Advisory Committee for the hiring, reappointment, or tenure decision for the faculty member making the appeal. If a former member of the Advisory Committee recuses him/herself, alternates are to be selected from the list of former Advisory Committee members by most recent service.
 - c. The Appeals Committee will only consider causes worthy of appeal as listed above; it will not render a judgment on the merits of the original decision.
 - d. The Appeals Committee will base its determination only on materials relevant to the grounds for appeal. They may review any pertinent materials. The Appeals Committee will adhere to strict principles of confidentiality.
 - e. The Appeals Committee will render a written judgment, by **January 30** for reappointment appeals and by **June 30** for tenure appeals, to the president who will inform the candidate in writing.
 - f. If the Appeals Committee’s determination is in favor of the appellant, it will provide its written judgment of the cause alleged to the Advisory Committee that made the original decision and will request reconsideration by that committee.
 - g. The Advisory Committee will reconsider reappointment decisions as soon as possible during the following spring semester and will reconsider tenure decisions as soon as possible during the following fall semester.
 - h. Reconsideration by the Advisory Committee will be final. There will be no further appeal.

The Advisory Committee will make its recommendation to the President.

D. Termination of Tenure

1. Background and principles

- a. A faculty dismissal policy should be founded on the principle of faculty self-governance that is central to academic freedom and academic life at Sarah Lawrence College. We, as faculty, fully participate in the hiring and promotion of our colleagues. The principle of self-governance suggests that we must also be significantly involved in dismissal proceedings against a faculty member.
- b. The facts about individual cases and their disposition are considered confidential. This means that such information is shared by the College only on a bona fide need-to-know basis. The

College reserves the right to correct misinformation that becomes public .

- c . This policy is intended to address only a dismissal for adequate cause arising from the conduct of a faculty member. This policy does not address the College's authority to dismiss faculty due to other reasons including, but not limited to, financial exigency and change of institutional program .

2 . Any member of the community may bring an allegation under this by law. 3.

Allegations should be brought in writing to the provost.

Allegations involving faculty within Graduate and Professional Studies should be brought in writing to the dean of graduate and professional studies. An allegation against a faculty member brought to the dean of studies, dean of graduate and professional studies, the head of Human Resources, or another member of the College community will be forwarded to the provost. If the provost is a party to or the target of the allegation, the chair of the Committee on Conditions of Teaching will receive the allegation. If the dean of graduate and professional studies is a party to or the target of the allegation, the president of the College will receive the allegation. In these cases, the chair of the Committee on Conditions of Teaching or the president will undertake the responsibilities assigned to the provost or the dean of graduate and professional studies, respectively.

4. Adequate cause, as defined below, reflects a standard generally in accord with AAUP guidelines .

- a. Adequate cause includes but is not limited to one or more of the following: incompetency, egregious neglect of duty, a pattern of repeated and willful disregard of College policy, physical or mental incapacity, conduct of a character seriously prejudicial to his/her teaching or injurious to the welfare of the College, its students, faculty or staff. Underperformance in the area of research or College service shall not constitute adequate cause for dismissal. Conduct that constitutes a legitimate exercise of academic freedom, including the expression of dissenting or unpopular opinions shall not constitute adequate cause for dismissal so long as the manner in which they are expressed does not violate this bylaw.
- b . The thresholds for determining adequate cause are meant to be extremely high . The particulars of the acts and the relevant circumstances surrounding the acts must be weighed before adequate cause can be found.

5. The role of the Provost and Dean of Faculty

- a. When presented with an allegation, the provost or the dean of graduate and professional studies, as described in paragraph 3 above, will conduct an initial investigation in consultation with the Director of Human Resources and may decide to dismiss the allegation, determine a resolution, or, having judged the allegation credible and serious under the guidelines described above, convene a Hearing Committee.
- b. If the allegation is dismissed, the provost will prepare a report of the allegation and reasons for its dismissal . Dismissal is permissible only if the evidence doesn't amount to probable cause that one or more violations as delineated in paragraph 4a above have occurred. The report will be reviewed by the faculty trustee and the most recent former chair of Committee on Conditions of Teaching. If a majority feels that the allegation should be dismissed, the report will be kept for future reference . If a majority feels that the allegation cannot be

dismissed, the provost will then decide whether to proceed with a resolution or to convene a Hearing Committee .

- c . If the dispute is resolved by the provost, both the faculty member and the complainant(s) must indicate agreement to the resolution in writing; otherwise, the allegation is sent on to the Hearing Committee .
- d. If the provost decides the allegation merits a hearing, he/she shall meet with the faculty member to inform him or her of the allegation . The faculty member is informed of the complainant's identity and is required to respond in writing to the allegation in accordance with the deadline and regulations pertaining to the hearing process .

e . The provost may suspend the faculty member from professional duties upon receipt of the allegation or during the hearing proceedings only if and for as long as immediate harm to the faculty member or the campus or members of the community is threatened by the faculty member's continuance . During the suspension period, the provost will maintain contact with the faculty member and communicate all pertinent developments .Suspension will be with pay and benefits . The pay and benefits may continue for a maximum of six months, during which time it is expected that the matter will be resolved according to 7c below. The faculty member is expected to cooperate with the provost and the Hearing Committee's schedule . The College will make every reasonable effort to conclude all proceedings within six months; if it is prevented from doing so for reasons beyond the faculty member's control, the provost, in consultation with the faculty trustee and the most recent former chair of the Committee on Conditions of Teaching, may consider extending the paid suspension.If a majority of these three agree, the paid suspension will continue until the proceedings have concluded; otherwise pay and benefits will not continue beyond the six month period.

- f. The provost will bring the charge to the Hearing Committee. If the provost is the complainant, the chair of the Committee on Conditions of Teaching will undertake the provost's responsibilities in accordance with paragraph 3 above .

6 . The Hearing Committee

- a. A Hearing Committee will be formed consisting of the three most recent former members of the Advisory Committee who are currently on campus, who did not participate in either the reappointment or tenure process for the faculty member against whom the charge has been made, and who are not directly involved in the current charge. If a former member of the Advisory Committee recuses him/herself alternates are to be selected from the list of former Advisory Committee members by most recent service.
- b. The complainant and the faculty member will each have one challenge of committee members without cause; alternates are to be selected from the list of former Advisory Committee members by most recent service .

7. The hearing process

- a Confidentiality shall be observed by all parties to the greatest extent possible as delineated in section 1b.
- b. The Hearing Committee will select a chair who will make a written record of the formal

processes of the hearing, as defined in paragraph 7m .

- c . The investigation and hearing should proceed in a timely manner; in all cases the College will make every reasonable effort to conclude all proceedings within six months. It is within the Hearing Committee's discretion to determine how much time is adequate for the faculty member to complete his or her own preparations for the hearing . The hearing will be conducted in accordance with the guidelines for conducting a tenure revocation hearing which are published in the Faculty Handbook .
- d. The hearing will be limited to matters directly related to the specific charge .
- e . The Hearing Committee will form a list of witnesses based on the investigation previously conducted by the provost, names supplied by the complainant(s) and the faculty member, and its own inquiries . The provost will provide the Hearing Committee with all evidence he/she has collected. The faculty member will be provided with the list of witnesses and copies of all documentary and other evidence .
- f . During the proceedings, both the faculty member and the complainant (as long as the complainant is not the provost) will be permitted to have an adviser from the Sarah Lawrence community present. Neither the Hearing Committee nor the complainant(s) nor the faculty member will bring legal counsel to the hearing .
- g. The faculty member should have the opportunity to question all witnesses and respond to all additional evidence. If the Hearing Committee deems it necessary to withhold the faculty member's right to question a witness, or where the witness cannot appear, the identity of the witness, as well as the statements of the witness, should nevertheless be disclosed to the faculty member . Subject to these safeguards, statements may be taken outside the hearing and reported to it.
- h. The complainant(s), the faculty member, and their advisers have the right to be present to hear all of the testimony presented. The meeting shall be closed to all but the Hearing Committee, the complainant(s), the faculty member, their advisers, and the witness being interviewed . Persons called as witnesses shall be in the hearing room only during the time they are speaking .
- i. If the faculty member cannot attend the hearing because of an extended incapacity or incarceration, or if the faculty member refuses to attend the hearing, the Hearing Committee will hold the hearing without her/him .
- j. The burden of proof that adequate cause exists rests with the College .
- k . Public statements and publicity about the case by the faculty member, complainant, witnesses, Hearing Committee, or administrative officers will be avoided so far as possible . The College reserves the right to correct misinformation that becomes public .
- l. The Hearing Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the charges involved. Reasonable efforts will be made to obtain the most reliable evidence available . The findings of fact and the decision will be based solely on the hearing record.
- m. A written record of the formal hearing process and its outcome will be retained by the

provost . This record will include the charge; all written statements by the complainant(s), faculty member, and witnesses; and other documentation or evidence discovered by the investigation. Notes taken by the individual panel members in the process of the panel investigation and hearing will not be maintained in the permanent record. No audio or stenographic record will be permitted .

n. Any retaliation, discrimination or other adverse action, such as intimidation or threats, taken against a participant in this process is strictly prohibited by this bylaw and may itself constitute a violation of a faculty member's contract . Any such retaliation will result in disciplinary sanctions, up to and including dismissal in accordance with this bylaw.

8. The decision of the Hearing Committee

a. At the conclusion of the hearing, the Hearing Committee will deliberate and make its decision, based on a majority. The committee may conclude that adequate cause for dismissal has not been established or that dismissal is warranted.

b. The faculty member will be notified of the Hearing Committee's decision in writing by the chair, and will be given a copy of the record of the hearing .

c. The president will be notified of the Hearing Committee's decision in writing by the chair, and will take appropriate action subject to the appeals process below.

9. The appeals process

a . The faculty member may appeal the Hearing Committee's decision . The appeal must be submitted, in writing, to the Advisory Committee within 15 days after receipt of decision . Any appeal will be based on the written record of the hearing, and must include a written statement of the reasons for the appeal.

b . The faculty members of the current Advisory Committee, with the president, will serve as the Appeals Committee . The provost will not participate .

c . The Appeals Committee will review the written record of the hearing and will consider newly discovered evidence that was not available at the time of the hearing .

d. If newly discovered evidence is provided, the Appeals Committee will investigate its veracity and interview appropriate witnesses .

e . The Appeals Committee will determine whether or not to uphold the Hearing Committee's decision; a decision to overturn requires agreement of three out of the four members . The Appeals Committee's decision will be final .

f. The Appeals Committee's decision will be rendered in writing and the president will take appropriate action .

E . Procedures Governing Sabbatical Leaves for Teaching Faculty

1. Faculty members are eligible for their first sabbatical during their first year of tenure. They are eligible for subsequent sabbaticals the year following a period of five years teaching after the year of their previous sabbatical. The year in which a sabbatical is taken shall not count toward the necessary accumulation of five years of teaching for eligibility for further sabbaticals .

2 . One half-year unpaid leave during the period in which the sabbatical is earned may be taken

without postponement of the sabbatical . Any subsequent unpaid leave during this period will result in postponement of the sabbatical; four and a half years of teaching must accrue before the next sabbatical .

3. Full-time faculty members may choose one of three options in taking their sabbatical: a) Teach a half year on a full-time schedule at full salary; b) Teach a full year on a half-time schedule at full salary; or c) Take a full year's leave at half salary.
4. Part-time faculty members shall be eligible for sabbaticals on the same schedule as full-time members and may choose one of two options in taking their sabbatical: a) Take a full year's leave at half their part-time salary; or b) Take a one-semester leave at their part-time salary.
5. Faculty members may choose to delay a sabbatical by up to one year. The College may also ask for such a delay when it is desirable for the purposes of the curriculum. In such cases the next sabbatical will come after four years of teaching instead of five. Requests to delay a sabbatical for more than one year must be made to provost and may be granted at the provost's discretion. In those cases, the faculty member's subsequent sabbatical schedule will be delayed accordingly.
6. Untaken sabbaticals cannot be accumulated, i.e ., only one sabbatical can be taken in any one six-year period (except as allowed under paragraph 5 of this section).
7. It is the faculty member's responsibility to keep track of his or her sabbatical cycle and to request a sabbatical at the appropriate time .
8. During their sabbatical leave, faculty members will receive a salary proportionate to their average teaching load over the period during which the sabbatical was earned . One year of reduced teaching time may be included during this period without a proportionate reduction of the base on which sabbatical pay is calculated .

Article IV: Committees of the Faculty

Section 1. Standing Committees

- A. The standing committees of the faculty shall be the Nominating Committee, the General Committee, the Advisory Committee on Appointments, the Curriculum Committee, the Committee on Diversity, the Admission Committee, the Committee on Undergraduate Student Work, the Committee on Undergraduate Student Life, the Committee on Graduate and Professional Studies, the Committee on Conditions of Teaching, the Committee on Graduate Student Life, the Graduate Program Directors Committee, and the Committee on Academic Freedom.
- B. In general, all persons defined as faculty under Article III, Section 1A, with the exception of guest faculty, shall be eligible to serve as elective members of standing committees of the faculty. Exceptions to this provision are stipulated under specific committee provisions .
- C. Each standing committee will establish an organization with a chair, agenda, and minutes of meetings or record of action taken . Committees may request the General Committee to refer to the faculty for action regarding any statements of policy, principles or other matters of general concern .
- D. Ex-officio members of a committee shall be voting members of the committee . E. No member of the faculty shall serve as an elected member on any one standing committee continuously for more than three years, except in cases where a faculty member has filled less than half of the remainder of a term, in which case he or she can be elected for a full term. This exception does not apply to the Advisory Committee on Appointments. No member of the faculty shall serve as

an elected member of more than one of the standing committees of the faculty simultaneously, with the exception of the Committee on Academic Freedom and the Nominating Committee .

Section 2. Ad Hoc Committees

- A. When existing committees are felt to be inadequate for the discussion of special problems, the General Committee, on its own initiative or on that of other committees or faculty groups, may provide for the election of an ad hoc committee.
- B. The General Committee is required to provide for the election of an ad hoc committee when petitioned to do so by at least 15 members of the faculty.
- C. Whether initiated by the General Committee or by petition of the faculty, the election of ad hoc committees, including preparation of the slate, shall be carried out by the Nominating Committee .
- D. Election for ad hoc committees shall normally be conducted at faculty meetings . Exceptions may be made by the General Committee when, in its judgment, time is of the essence, in which case the committee election may be conducted by mail ballot.

Section 3. Election Procedures

- A. The Nominating Committee shall prepare a slate of candidates for vacancies to all standing committees . This slate will constitute one ballot and will indicate for all committees the names of continuing members and the names of candidates to fill vacancies . Two nominations are required for each vacancy.
- B. At the regular election time, and in accordance with the normal election procedures, a person shall be elected to substitute for a committee member who is going on leave.
- C. Elections shall normally take place beginning **May 1** for service beginning with the autumn term . Elections will normally take place by electronic ballot, but may take place by paper ballot when warranted . The registrar will notify the faculty by e-mail when the ballots for committee vacancies are available for electronic voting .
- D. When notifying the faculty about balloting, the registrar will ask that additional nominations be sent. After confirming that the nominee has agreed to run and is eligible to serve, and after the deadline for additional nominations, the Registrar will conduct the vote by electronic balloting .
- E. There will be successive balloting until the needed number of names have received a majority of the votes cast. A majority of votes cast constitutes an election . If there is no majority for any one nominee, the two receiving the highest number of votes shall be submitted for final election . In the case of a tie, the additional name shall be included on the ballot. The Office of the Registrar shall serve as teller and announce the results of nominations and elections. Twenty-five percent of all faculty members eligible to vote, exclusive of those on full-time leave for the year, or for the semester during which the vote is taken, shall constitute a quorum.
- F. In case of a resignation from a committee, the Nominating Committee shall immediately convene and prepare a slate to fill such vacancy for the remainder of the vacant term. This slate shall be sent to the faculty to be voted on at the next faculty meeting . Additional nominations may be sent to the registrar . Normal faculty election procedure shall be followed, as in Article IV, Section 3D above .

Section 4. Nominating Committee

- A. A Nominating Committee of three members shall be elected by the faculty each spring for a term of one year, at the same time and in the same manner as elections for other faculty

committees .

- B . The Nominating Committee shall be responsible for preparing the slate of candidates for vacancies on all elective committees .
- C . In case of resignation from the Nominating Committee, the General Committee shall be empowered to appoint a replacement for the remainder of the academic year .

Section 5. General Committee

The General Committee shall consist of six members of the regular teaching faculty who have been at the College at least four years, elected by the faculty for terms of three years, two members to be elected each year; two representatives of the administrative staff who have been at the College for at least two years, to be elected by the administrative staff for a term of two years; two undergraduate students, elected by the matriculated undergraduates for a term of one year, from those who will be matriculated members of the sophomore, junior, or senior class during their terms of office, successive terms being permitted; and one graduate student, elected by the graduate students for a term of one year, successive terms being permitted. The president of the College, the dean of the College, the provost and dean of studies and student life, the dean of equity and inclusion, and the dean of graduate and professional studies shall be ex-officio members of the committee. The president of the College shall act as chair of the committee. The functions of the General Committee shall be as follows:

- A . The committee shall meet regularly with the president of the College who shall preside at its meetings . In the absence of the president, the provost may preside . The committee shall make recommendations on general College policy to the president and to the faculty .
- B . The committee shall discuss matters of general concern, including questions of doubtful or overlapping committee jurisdiction . It shall review the coordination of efforts to achieve diversity in the College . It shall set the agenda for faculty meetings and approve the College calendar . If requested to do so by at least 15 faculty members, the General Committee shall call a special meeting of the faculty. The General Committee (or its elected members) shall meet with any faculty group or committee at its initiative or by request.

Section 6. Advisory Committee on Appointments

The Advisory Committee on Appointments shall consist of three members of the faculty on tenure, elected by the faculty for terms of three years, one member to be elected each year, with the president of the College and the provost serving as members ex-officio . No elected member may serve on the committee for more than three consecutive years . The president of the College and, in his or her absence, the provost shall act as chair of the committee. The functions of the committee shall be as follows:

- A . To consult with and advise the president in all instances of appointments and reappointments, as specified under Article II, Section 1C and Article III, Section 1A; Section 5; and Section 6.
- B . To consult with and advise the president in the determination of individual faculty salaries .
- C . To consult with and advise the president concerning teaching duties, sabbatical leaves, and leaves of absence .
- D . To consult with and advise the president on appointments to named chairs and professorships .

E. To consult with and advise the president concerning serious problems about members of the faculty and academic administrators . The elected members of the committee shall meet with faculty groups, with all teaching members of the faculty, or with the academic administration (exclusive of the president and the provost) on their initiative or at the request of the groups mentioned .

- 1 . In some circumstances it may be necessary or advisable for an elected member of the Advisory Committee to absent himself or herself from the committee's deliberations . These circumstances would include illness or personal emergency. They would also include cases where a member of the Advisory Committee was needed to serve on a Search Committee . In those circumstances, an alternate faculty member will be chosen to serve as a replacement. The alternate would be chosen from faculty members who had served on the Advisory Committee in recent years, beginning with the person whose term expired most recently. If that person is not available, the next most recent member would be chosen . Faculty members who serve on the Advisory Committee will, at the time of nomination, agree to serve as alternates for up to two academic years following the expiration of their term on the Advisory Committee . This provision will apply only to cases involving new appointments .

Section 7. The Curriculum Committee

The Curriculum Committee shall consist of five members of the regular teaching faculty elected by the faculty for terms of three years, the appropriate number of members to be elected each year, and two students, elected by all matriculated undergraduates, from those who will be matriculated members of the sophomore, junior, or senior class during their terms of office, for terms of one year, successive terms being permitted. The provost shall have the right to appoint, with the approval of the Curriculum Committee, one nonvoting member to achieve broader representation . The president of the College, the provost, and the dean of studies and student life, shall serve as ex-officio members of the committee. The provost, or his or her designate, shall act as chair of the committee. The functions of the Curriculum Committee shall be as follows:

- A. To serve as a forum for the discussion of the undergraduate curriculum and to undertake its formulation .
- B. To receive each year from each faculty group, a statement of its proposed offerings for the next year, as well as of its faculty needs .
- C. To review these statements and to accept or, after further discussion with the faculty group, to reject them .
- D. To recommend to the president and the provost the establishment of special programs (summer schools, foreign study programs, etc .) offered or sponsored by the College .
- E. To conduct frequent reviews of the curriculum of the College; to initiate or further faculty discussion of such problems as the relation to various fields of study, of the balance of the curriculum and of its effectiveness in view of the College's aims and of general educational needs .
- F. To discuss with individual faculty members on their initiative or that of the committee, possible new offerings, problems arising in the work now being given, or other curricular matters .
- G. To review periodically the content of the catalogue, especially those sections descriptive of the educational program .
- H. To develop and review the curriculum and to make recommendations to the president for

teaching positions in specific fields .

I. To consult with the dean of graduate and professional studies and/or the appropriate program director about issues affecting both the undergraduate and the graduate curriculum .

Section 8. The Committee on Diversity, Equity, and Inclusion

The Committee on Diversity, Equity and Inclusion shall consist of five faculty members, elected by the faculty for terms of three years, the appropriate number to be elected each year; two students, elected by all matriculated undergraduates for terms of one year; a graduate student elected by all matriculated graduate students for a term of one year; one representative of the administrative staff who has been at the College for at least four years to be elected by the administrative staff for a term of two years; the vice president for diversity, equity, and inclusion; the director of financial aid; the associate dean for engagement, diversity, equity, and inclusion; assistant director of diversity, equity, and inclusion; a representative designated by the dean of Studies; a representative from disability services; a representative designated by the provost; a representative designated by the dean of graduate and professional studies; and a representative designated by the vice president for enrollment.

Voting members of the committee shall consist of the faculty representatives, the student representatives, the vice president for diversity, equity, and inclusion, the associate dean for engagement, diversity, equity, and inclusion, and the elected administrative staff representative. The vice president for diversity, equity, and inclusion shall serve as committee chair. The president of the College and the provost shall serve as ex-officio members of the committee, and shall attend meetings of the committee at their own discretion.

The functions of the Committee on Diversity, Equity, and Inclusion shall be as follows: A.

To serve as a forum for the discussion of diversity, equity, and inclusion at the College.

B. To monitor and report to the community on the progress of diversity, equity, and inclusion at the College.

C. To recommend actions to the President, General Committee, Curriculum Committee, Admissions Committee and Committee on Student Life measures it determines are likely to enhance the diversity, equity, and inclusion of the College.

Section 9. Committee on Admissions and Enrollment

A. The Committee on Admissions and Enrollment shall consist of five faculty members, elected by the faculty for terms of three years, the appropriate number to be elected each year; two students, elected by all matriculated undergraduates from those who will be matriculated members of the senior class during their terms of office for terms of one year; and the dean of enrollment, who shall serve as an ex-officio member and chair of the committee. In case an increase in applications or other processing issues require enlarging the committee, the committee may elect additional faculty members, subject to the approval of the faculty, at its next meeting . The president of the College and the dean of studies of their designees shall serve as ex-officio members of the committee .

B. The functions of the Committee on Admissions and Enrollment shall be as follows: 1 .

To serve as a forum for the discussion of undergraduate admission .

2 . In questions of broad policy concerning any aspect of enrollment, make recommendations to the dean of enrollment, who may then review and consult with the General Committee . 3. To review and assess criteria and standards for admission of students to the College, and to

- periodically review forms and tests used for admission and change these when appropriate . 4. When the committee deems valuable, to participate in the evaluation and selection of specific student applicants .
- 5 . To consider and make recommendations for pre-enrollment and other programming designed to enhance matriculation and retention of students .
- 6 . When appropriate, to review and make recommendations for the allocation of named scholarship support to newly admitted students, and to select recipients of faculty designated awards .
7. To assist in recruitment and follow-through for prospective student events, and to enlist faculty colleagues in recruitment and follow-through programs .

Section 10. Committee on Undergraduate Student Work

- A. The Committee on Undergraduate Student Work shall consist of the dean of studies and student life, who shall be an ex-officio member and chair of the committee; the associate deans of studies; six members of the faculty, elected by the faculty for terms of three years, two members to be elected each year; the registrar as a nonvoting member; and two students who shall be matriculated members of the sophomore, junior, or senior class during their terms of office elected for one year by all matriculated undergraduates. Successive terms are permitted. The president and provost shall be ex-officio members.
- B. Students are entitled on request to have any matter concerning them as individuals discussed and decided by the committee acting without the participation of the student members . C . The functions of the committee shall be as follows:
 - 1 . To assess, formulate, and propose for faculty consideration policies and procedures regarding student academic work .
 - 2 . To evaluate the academic performance and progress of each student .
 3. To review in consultation with the don, and to make recommendations with the dean of studies and student life, on individual cases pertaining to academic discipline, including matters of probation, separation from the College, and appeals for reinstatement.
 4. To review and rule on individual student proposals for independent study, conference courses, fieldwork, and credit for courses taken in nonaccredited programs . 5 . To review and rule on individual student requests for waivers of specific academic requirements and other exceptions to standard academic policies and procedures . 6 . To review and recommend students for competitive scholarships and foreign study programs .
 7. To process applications of the Center for Continuing Education and guest students for admission to the College as degree candidates .
 - 8 . To review and decide cases in which the academic integrity of a student has been formally questioned, in accordance with the procedures mandated by the faculty and detailed in the Student Handbook .
- D. The Committee on Undergraduate Student Work is empowered to certify candidates for the Bachelor of Arts degree on behalf of the faculty.

Section 11. Committee on Undergraduate Student Life

- A . The Committee on Undergraduate Student Life shall consist of three members of the faculty elected by the faculty for terms of three years, one member to be elected each year; 15 undergraduate students, five elected in accordance with the Student Senate bylaws, nine residential area representatives, and a resident adviser; one graduate student appointed by the

Graduate Student Senate; and four members of the administration representing the Dean of Studies Office, the Office of Student Affairs, the Office of Multicultural Affairs, and the Office of Campus Facilities . The dean of student affairs and the dean of studies and student life shall serve as nonvoting members . Other members of the student body and administration may be invited by the committee to serve as nonvoting members .

- B. The committee shall elect a chair and vice chair from among the voting members . Until such election takes place, and/or in the absence of both the chair and the vice chair, the dean of student affairs shall serve as chair .
- C . The functions of the committee shall be as follows:
 - 1 . All meetings of the committee are open to the community, and students are invited to bring concerns or proposals relating to the quality of student life for review. Any change in the campus environment proposed by the administration will also be brought to the committee for discussion and recommendation .
 - 2 . The committee shall advise and consult with the president on issues regarding policies and procedures relating to student behavior, space utilization, future planning and student services . The standing subcommittees will be: housing, food services, health services, parking, security, Students for Students Scholarship Fund, bookstore, library, sexual assault and violence, programming, and diversity. Special ad hoc subcommittees may be formed in order to address specific issues or take specific action as directed by the committee .
 - 3. The committee shall oversee, through regular reports, the co-curricular programming of the College, including the events of the Students for Students Scholarship Fund, new student orientation, and programming board events .

Section 12. Committee on Graduate and Professional Studies

The committee shall consist of three members of the faculty (excluding graduate program directors) to be elected by the faculty for terms of three years, one member to be elected each year; the dean of graduate and professional studies; a graduate student; and the provost or their designate, who shall serve as an ex-officio member. In addition, the graduate program directors shall appoint three program directors or associate / assistant directors who will serve for two years. The dean of graduate and professional studies shall serve as chair of the committee.

The functions of the committee shall be as follows:

- 1 . To review new master's degree programs and academic credit-bearing initiatives at the level of graduate and professional programs . In conjunction with the graduate program directors, to make recommendations about new programming to the president of the College and the Educational Policies Committee of the Board of Trustees .
- 2 . To review curriculum and academic integrity of existing programs in consultation with the graduate program directors .
- 3 . To review policies and procedures proposed by the graduate program directors . 4 . To hear final appeals of students contesting a dismissal decision .
- 5. To represent the entire faculty's interests in the activities of Graduate and Professional Studies and to report on them to both teaching and administrative members of the faculty.

Section 13. Committee on Conditions of Teaching

- A. The committee shall consist of three members of the regular teaching faculty on tenure, elected by the faculty for terms of three years, one member to be elected each year. The

committee shall elect its own chair .

B. The functions of the committee shall be as follows:

1. The committee may, on its own initiative or at the request of a teacher, review with the president, the Advisory Committee on Appointments, and/or the General Committee, College policies concerning the conditions of teaching and employment for both undergraduate and graduate faculty.
2. The committee shall conduct periodic reviews of the College's policies on teaching schedule and teaching load, leaves of absence, salary scale, retirement, medical, and other benefits, and shall be empowered to make recommendations on these matters to the president (and through him or her to the Board of Trustees), the Advisory Committee on Appointments, and the General Committee.
3. The committee, after consultation with the Advisory Committee on Appointments, may submit to the president of the College (and through him or her to the Board of Trustees) a request for increases in the teaching salary budget.
4. At the specific request of a faculty member on tenure, whose contract has been terminated, the committee shall have the right to examine the reasons for such action and the records of procedures employed .

Section 14. Committee on Academic Freedom

A. The Committee on Academic Freedom shall consist of three members of the faculty, elected by the faculty for terms of three years, one member to be elected each year. The committee shall elect its own chair .

B. The functions of the committee shall be as follows:

1. To inquire into and make recommendations regarding academic freedom at Sarah Lawrence College at both the undergraduate and graduate levels .
2. To advise the administration and faculty, individually or collectively, on questions of academic freedom as they relate to Sarah Lawrence College .
3. To cooperate with the Board of Trustees, the president, and the faculty in the formation and execution of policies regarding academic freedom .

Section 15. Committee on Graduate Student Life

A. The Committee on Graduate Student Life shall consist of at least one student representing each of the eight graduate programs, selected in accordance with the Graduate Student Senate by-laws; the officers of the Graduate Student Senate; one member and one alternate from the graduate faculty/administration selected by the Program Directors Committee; and three members of the administration representing the Dean of Graduate and Professional Studies Office, Office of Student Affairs, Office of Campus Facilities, and Health Services. The administrative adviser to the Graduate Student Senate will serve as a nonvoting member . Other members of the student body and administration may be invited by the committee to serve as nonvoting members . The committee will meet a minimum of four times a year . B. The committee shall elect a chair from among the voting members .

C. The functions of the committee shall be as follows:

1. Advise and consult with the president regarding College policies which affect graduates in the areas of financial aid, health services, parking, housing, bookstore, security, space utilization, and future planning . Any change in campus environment affecting graduate students shall be brought to the Graduate Student Life Committee for discussion and

recommendations .

- 2 . The committee, with appropriate support from the administration and program directors, and in concert with the Graduate Student Senate will be responsible for developing programs to improve the quality of life on campus .

Section 16. Graduate Program Directors Committee

A . The Program Directors Committee shall consist of the dean of graduate and professional studies as chair and the individual program directors from each of the graduate programs . The associate directors from the graduate programs will serve as ex-officio members . B. The functions of the committee shall be as follows:

- 1 . To serve as a forum for the discussion of all issues of relevance to graduate studies, including educational philosophy, program development, program review, relationships with the undergraduate College, and cross-program initiatives .
- 2 . To discuss, formulate, and propose for consideration by the Graduate and Professional Studies Committee policies and procedures regarding student academic work .
3. To generate proposals and to respond to proposals from the Graduate and Professional Studies Committee, the Graduate Student Association, and/or the Committee on Graduate Student Life .
4. To identify issues that are relevant to all programs and affecting students and/or faculty, including but not limited to: financial aid, facilities, library, bookstore, and health services .
- 5 . To advise about and/or develop graduate activities/events, such as commencement, orientation, and graduation .

Section 17. Planning and Priorities Committee

- A. The PPC shall consist of four members of the undergraduate and graduate teaching faculty (including guest faculty who have taught at the College continuously for five years or more) and four full-time staff members. Faculty members will be elected from across the areas of the curriculum and all graduate disciplines and will represent diversity of experience and perspective, with at least one member having been at the College for less than ten years. Staff members will be elected from across the operational areas of the College and will have been at the College for at least two years. Faculty and staff will serve staggered terms of three years with no fewer than one faculty and one staff member elected each year. The President of the College, the Provost and Dean of the Faculty, the Vice President of Finance and Operations (CFO), the Vice President for Diversity, and the Vice President for Human Resources and Organizational Development shall be ex officio members of the committee. The committee will elect a member who shall serve as cochair with the President or the President's designee.
- B. The functions of the Committee shall be as follows:
 1. To consult with and advise the President on matters related to the College's long-term planning and priorities from a college-wide, institutional perspective.
 2. To review and evaluate new initiatives and existing programs and practices and to work to ensure the financial, physical, and human resources necessary to support the College's long-term planning and priority goals. Committee members shall have access to financial and other relevant information in order to engage in the deliberations of the committee, and they shall be empowered to request additional information as needed.

3. To maintain the College's mission in the planning and execution of any significant changes to the programs, processes, and practices of the College.
4. To ensure that decisions made concerning new initiatives and existing programs and processes include consistent consultation with the relevant individuals, committees and groups. To seek to understand the interrelationships and mutual dependencies of the many parts of the community and to view our institution holistically.
5. To communicate regularly with faculty, staff, and students about the Committee's work and to provide regular opportunities for submitting suggestions, concerns, and general feedback for the Committee.

Article V: Faculty Trustee

- A. The faculty trustee shall be a tenured member of the faculty nominated by the faculty for election as a trustee of the College by the Board of Trustees .
- B. The faculty shall elect a candidate for faculty trustee by the following process:
 - 1 . Prior to the time of nominations for faculty committees in the case of normal expiration of term of office, or as soon as possible in the case of an unexpected vacancy, the provost shall call for nominations for faculty trustee by mail ballot. The three names receiving the largest number of nominations shall constitute the slate for electing a candidate for faculty trustee .
 2. Voting on the slate shall be by mail ballot, one or more as necessary, with the person first receiving a majority of votes being deemed the recommended candidate for faculty trustee. All members of the faculty, as defined in Article III, Section 1 (including limitations on voting by guests), shall be eligible to vote for the faculty trustee.
- C. The term of the faculty trustee, and his or her eligibility for reelection to the board shall be as specified in the Bylaws of the Board of Trustees.*
- D. Election of the faculty trustee indicates the confidence of a majority of the faculty in the trustee's understanding, judgment, and discretion in matters pertaining to the Sarah Lawrence education. The faculty trustee shall be free to consult with other members of the faculty on issues pertaining to them, and to act in all matters of the office according to his or her own informed judgment of what is best for the College, exactly as any other trustee.

* The Bylaws of the Board of Trustees specify that no person shall serve more than one term as a faculty trustee. A person serving as a faculty trustee shall not be eligible for election as a regular trustee following the end of his or her term as faculty trustee as long as he or she remains in the employ of the College. (Trustee Bylaws Article II, Section 1, C and Section 2, A and E.)

Article VI: Amendments

Except as to Article I ("Authority and Powers") and Article II, Sections 1 and 2 ("Academic Administration/The President/The Provost and Dean of Faculty"), which may be amended or otherwise modified only by the Board of Trustees, these bylaws may be amended or otherwise modified, following two weeks' notice of such proposed amendment or modification, this two-week period to occur while the College is in session, by a two-thirds vote of those eligible to vote present and voting, if a quorum is present, plus mail ballots from those members of the faculty eligible to vote whose teaching schedules do not require them to be at the College on the day of the meeting and/or who are on leave, and shall require the consent of the Board of Trustees pursuant to Article VI of its bylaws.

Article VII: Rules of Order

Robert's Rules of Order shall provide guidance for protocols and procedures at meetings of the faculty.