

## Faculty Council Orientation Guide 2010

Thank you for representing your school or college before the Faculty Council. We recognize that Boston University is a very large place, and the way in which policy is developed may not be clear. This guide will give you the “lay of the land” for how we work within the larger governance structure of the University.

You are the link between the faculty and the central administration. Your active participation is important. As you review this guide, if you have any questions, please do not hesitate to ask Samantha Khosla, Director of the Faculty Council, at [skhosla@bu.edu](mailto:skhosla@bu.edu), 353-2136, or make an appointment to meet with her in the Faculty Council office: 1 Silber Way, Room 912.

The Faculty Council is a great place to meet colleagues from other schools and colleges and to learn about the remarkable breadth of Boston University. While there is work to accomplish, we hope that you will find your time on the Faculty Council enjoyable as well.

Welcome aboard!

Adam Sweeting, Chair  
Faculty Council

Samantha Khosla, Director  
Faculty Council

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## *The committee structure of Faculty Council and University Council.*

The **Faculty Council** is composed of:

- Faculty<sup>1</sup> who are the elected representatives and alternates of the 17 schools and colleges of Boston University
- Chairs of the Faculty Council committees
- Officers of the Faculty Assembly: Chair, Vice-chair/Past-chair, and Secretary Treasurer

The Faculty Council reviews new proposals for academic programs, evaluates and provides feedback to the Administration on new initiatives and policy changes, and forms its own initiatives or projects based on recommendations made by individual Council members, or by the Faculty Council committees. In addition, the Faculty Council fosters an open, continuous dialogue with the University by inviting senior members of the Administration to attend Faculty Council meetings and present new policies or projects to the full Council for comment.

The Faculty Council Chair presides over the Faculty Council meetings and sets the agenda in consultation with the Executive Committee and the Director. Council members and senior administration members may also request items to be added to the agenda.

The Faculty Council meets on the first Tuesday of the month from September through May of the academic year, or as needed.

The **Executive Committee of the Faculty Council** is composed of:

- Officers of the Faculty Council: Chair, Vice-chair/Past-chair, Secretary-treasurer
- Chairs of Faculty Council committees

The Faculty Council Chair presides over the Executive Committee and sets the agenda in consultation with the Director and the Executive Committee. It meets every Tuesday from September through May, except when Faculty Council is in session.

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<sup>1</sup> Unless otherwise stated, “faculty” refers specifically to members of the Faculty Assembly.

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The **Committees** of the Faculty Council are:

- Academic Freedom
- Appointment, Promotion, Tenure
- Budget\*
- Communication
- Compensation
- Curriculum & Academic Policies\*
- Equity & Inclusion
- Faculty Advisory
- Planning\*
- Research Activities, Libraries, & Support Services\*
- Student Life Task Force\*
- Teaching, Learning, Instructional Resources

Committees with an \* have a University Council equivalent. The FC committee sits when the UC sits, although a committee chair might call a meeting of the faculty members at his or her discretion.

Faculty Council committee chairs are recruited by the Nominating Committee, elected by the Faculty Council, and serve a term of two years.

The **University Council** is composed of:

- The President
- The Provost
- The Deans of the Schools and Colleges
- The Faculty Council representatives, committee chairs, and officers
- And such other administrative officers as the President shall designate by a memorandum transmitted to the Faculty Council and the Council of Deans prior to the first meeting of the Council in each academic year.

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The University Council is fifty percent (50%) faculty and no more than fifty percent (50%) administration.

The Council may consider and recommend action on any matter that is of common concern to faculty and administrators and that affects two or more Schools and Colleges of the University. The Council shall consider and recommend action, or act, as appropriate, on such other matters as may be referred to it by the President, the Faculty Council, or the Council of Deans.

The President of Boston University presides over the University Council and sets the agenda in consultation with the Provost, the Medical Campus Provost, and in some instances the Faculty Council Chair.

The University Council usually meets twice per semester on Wednesday afternoon. The meeting dates are on the Faculty Council website.

The **Executive Committee of the University Council** is composed of:

- The President
- The Provost
- The Provost of the Medical Campus
- A representative from the Council of Deans
- The Chair, Vice Chair, Secretary-Treasurer, and immediate past Chair of the Faculty Council, and
- The Chair of all other committees of the Council.

The Executive Committee of the UC acts when the University Council is not in session. The President may call for a special session at his discretion.

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### *How is the agenda set?*

The Faculty Council both responds to policy that is in development and takes up issues sua sponte.

The Faculty Council Chair and the Director, in consultation with the Executive Committee, develop the agenda for the Faculty Council. Typical items on the agenda include: new curriculum and degree proposals; discussion and feedback on policy before it is voted on in University Council; reports from committee chairs on their own investigation and recommendations; review of reports of ad hoc committees commissioned by the Provost. In addition, Faculty Council members may ask that topics be added to the agenda, and may also raise topics during “new business,” which is always on the Faculty Council agenda. Also, we respond to requests from the senior administration to consider topics, review policy, and provide feedback.

Since we have nine scheduled meetings per year, time management for the agenda is important. We try to strike a balance between inviting members of the administrations attend meetings to report on University business and having meetings with Council members only, to allow for thoughtful discussion. The Faculty Council committees and the Executive Committee are important to achieving this end. Some issues we may send to the appropriate committee to discuss first and do the initial “leg work” before bringing it to the full Council.

Meeting documents are available to Faculty Council members on our website: [www.bu.edu/fafc](http://www.bu.edu/fafc). The meetings are generally paper-free. We try to post documents at least five days prior to the Faculty Council meetings.

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### What is my role as a representative/alternate?

As a Faculty Council member, you are responsible for:

- Voicing the interests and concerns of faculty of your respective school or college
- Reporting back to your colleagues about the activities of the Faculty Council
- Notifying the Faculty Council of new developments, policies, or concerns of your school or college
- Serving on a Faculty Council Committee
- Serving on the University Council (if you are also a member of the UC)
- Recruiting and coordinating elections of new representative and alternates of your school or college for the Faculty Council.

Our website has public and private content. The approved minutes of our meetings are available to all *Faculty Assembly members* of the University.

We encourage you to contact the dean of your school or college and ask for time on the agenda for your faculty meeting to report on the activities of the Faculty Council. The Director can assist you with a summary of our activities.

Unless otherwise specified, you are free to discuss the deliberations of the Faculty Council and new policy developments with your colleagues. At times we will encourage you to do so, to get adequate feedback before signing off on a policy. Although when policy is in development, we usually make the draft documents available to Faculty Council members only. Documents in final form are available to the full Assembly.

The President, the University Provost and the Medical Provost address the Faculty Council at least once per year. During their presentations, they may share confidential information with the Faculty Council. They will say whether the information is for public consumption. Please be mindful.

Elections for new representatives and alternates should be held in the spring, no later than the end of April. We invite the incoming Council members to the May meeting and to the Perkins Award reception. The Director can assist you with coordinating your elections, if you wish. Information is available on the website: <http://www.bu.edu/fafc/about/elections/elections-school-and-college-representatives/>

The Director is available to assist you. Please contact her with your questions: [skhosla@bu.edu](mailto:skhosla@bu.edu); or 353-2136; or stop in the Faculty Council office: 1 Silber Way, Room 912.

## **Faculty Council Orientation Guide 2010**

The following documents are attached:

- Constitution of the Faculty Assembly/Faculty Council
- By-laws of the Faculty Assembly/Faculty Council
- Organizational chart of Boston University
- “Pinball machine” outlining how policy is made