


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	<p>POLICY NUMBER: 200-015</p>	<p>PAGE NUMBER: 1 of 4</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Faculty Assembly Governance</p>	
	<p>EFFECTIVE DATE: July 18, 2005</p>	
<p>OPR: Chancellor & VCAA</p>	<p>SUPERSESSION: NONE</p>	
<p>VC: Academic Affairs</p>	<p>Approved by Pamela Shockley-Zalabak, Chancellor, on July 18, 2005</p>	

I. POLICY

This policy is to codify the Faculty Assembly relationship with the University of Colorado at Colorado Springs (UCCS) Administration. For the purposes of this policy, the term “Faculty Assembly” is the faculty governing body of the University of Colorado at Colorado Springs and it includes faculty who have at least a 50% faculty appointment, the Faculty Assembly Officers, and the Faculty Assembly Representatives from each college and the library as defined by the University of Colorado Faculty Assembly Constitution and Bylaws. This policy will be reviewed every three years.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of this policy is found in *The Laws of the Regents*. 1990, Article 5, Part E, Section .5 - Faculty Government: Principles of Participation

It is a guiding principle of shared governance recognized by the Board of Regents that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the university. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the decisions in question. The faculty takes the lead in decisions concerning selection of faculty, educational policy related to teaching, curriculum, research, academic ethics, and other academic matters. The administration takes the lead in matters of internal operations and external relations of the University. In every case, the faculty and the administration participate in the governance and operation of the university as provided by and in accordance with the laws and policies of the Board of Regents, and the laws and regulations of the state of Colorado. The chair or other designated representative of the Faculty Council shall be the spokesperson for the faculty when addressing the Board of Regents on matters of importance to shared governance.

III. PURPOSE

This policy is to codify shared governance as an integral part of the relationship between the UCCS Faculty Assembly and its Administration. Additionally, this policy outlines the working relationships between the Chancellor, the Vice Chancellor of Academic Affairs (VCAA), and the Faculty Assembly and its Officers. Finally, this policy establishes the financial remuneration paid to colleges for Faculty Assembly Officers serving in the positions of President and President-elect.

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IV. DEFINITIONS

Administrative Assistant to Faculty Assembly Duties are defined as:

- a) Perform all administrative functions for Faculty Assembly.
- b) Maintain Faculty Assembly records for a minimum of three years.
- c) Post information on the Faculty Assembly website such as monthly Faculty Assembly minutes, date and location of meetings, updates to faculty and other duties as assigned.
- d) Maintain a status record of Faculty Assembly motions and committee assignments.

President-elect Duties are defined as:

- a) Perform the duties of the President when he/she is unable to do so.
- b) Serve as alternate representative to the system-wide Faculty Council.
- c) Chair the Elections Committee.
- d) Serve as parliamentarian for meetings of the Faculty Assembly and the Representative Assembly.
- e) Distribute agendas, proposed motions, and resolutions of the Faculty Assembly and Representative Assembly.

President of the Faculty Assembly Duties are defined as:

- a) Preside over all meetings of the Assembly, the Representative Assembly, and the Executive Committee.
- b) Appoint all standing committee members, in consultation with other officers.
- c) Nominate faculty for service on other University committees.
- d) Nominate faculty to serve the interests of the Faculty Assembly in administrative or other relationships.
- e) Meet regularly with Chancellor, Vice Chancellor of Academic Affairs, and other administrators as needed.
- f) Represent Faculty Assembly as a member of Deans' Council and the University Budget Advisory Committee.
- g) Represent the campus Faculty Assembly on the system-wide Faculty Council and serves on the Faculty Council Executive team.
- h) Attend campus functions to represent Faculty Assembly when possible.
- i) Refer policies and business to the appropriate Faculty Assembly committees and ensure proper follow-up.
- j) Distribute agendas, proposed motions, and resolutions of the Faculty Assembly and Representative Assembly.

Regular Members of the Faculty Assembly shall include:

- a) All persons holding the rank of professor, associate professor, assistant professor, senior instructor, or instructor with at least a 0.5 instructional or administrative appointment.
- b) All faculty emeriti.

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- c) The Chancellor, the Vice-Chancellor for Academic Affairs, and all academic deans (i.e. - those deans who report to the VCAA).
- d) Other regular members designated by the Representative Assembly, as provided for in the Bylaws.

V. PROCEDURES

To ensure that shared governance is operational between the UCCS Faculty Assembly and the Administration, it is imperative that the Faculty Assembly officers and the Administration of UCCS have a close working relationship. To facilitate this end, the UCCS Faculty Assembly President and the Administrative Assistants to the Chancellor and VCAA will schedule regular meetings throughout the academic year between the Chancellor, VCAA, and the Faculty Assembly President and the Executive Committee. In addition to regular meetings with the VCAA by the President of the Faculty Assembly, the Faculty Assembly Executive Committee will be consulted whenever any changes occur at UCCS that may influence academic life for students and faculty.

To ensure that the Faculty Assembly President and Vice-President are able to participate in campus and system governance, faculty members who are serving in these roles will be off-loaded from their college responsibilities. The VCAA will reimburse the President's and Vice President's college for the appropriate off-loading, depending on their position. In the President's role, the teaching load will be a one-course teaching load per semester for two semesters (fall and spring). In the Vice-President's role, the off-loading will be for a one-course off-load in the spring semester. This off-loading is to assist the Vice-President to serve as chair of the Elections Committee and recruit candidates for the spring election.

In addition to changing the teaching responsibilities of the President of the Faculty Assembly during the President's tenure in the Faculty Assembly, the President will be compensated for serving in this position by an additional \$3,000 added to his/her base salary. The monetary compensation to the President's base salary is a permanent addition to the President's salary that will be initiated and funded by the VCAA's office in the fall academic semester when the President assumes the role. In the case where the President is re-elected for a second consecutive term, the re-elected President will not receive a second additional base salary increase. If a faculty member has served in the past as President of the Faculty Assembly and he/she has been out of the office of President five years or more, and is elected to the office of Faculty Assembly President, the faculty member is eligible for a second award of \$3,000 compensation to his/her base salary when he/she assumes office. Two awards of compensation for service as President to the base salary is the maximum number of awards. The stipend amount should be evaluated every three years.

To support the administrative duties, an Administrative Assistant will be assigned to the FA. The VCAA will ensure there is adequate administrative support for the Faculty Assembly.

VI. RESPONSIBILITY

In the beginning of the academic year, the Faculty Assembly President will schedule regular monthly meetings with the Chancellor and VCAA through the Administrative Assistant. Additionally, the President of the Faculty Assembly and the administrative assistant assigned to the Faculty Assembly will establish a monthly Faculty Assembly meeting schedule in

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accordance with the UCCS constitution and publish the dates and room assignments on the UCCS Faculty Assembly website.

At the beginning of the academic year, the VCAA's Administrative Assistant will transfer funds to the Faculty Assembly President's college to appropriately compensate the college for courses off-loaded and the base salary increase. The VCAA's Administrative Assistant will do a permanent budget journal entry to transfer the funds from the appropriate account into the Faculty Assembly President Salary line. The \$3,000 base salary addition to the Faculty Assembly President's academic year faculty salary is added during the normal campus salary adjustment process during the spring semester before the President's term begins.

In the spring semester of the academic year, the VCAA's Administrative Assistant will transfer funds to the Faculty Assembly Vice-President's college to appropriately compensate the college for one course off load to fulfill the role of Vice-President and conduct the Faculty Assembly election. The reimbursement of the Vice-President is temporary, and funds will be transferred by a temporary budget journal entry.

VII. HISTORY

Shared governance has been an established principle at UCCS with delegated authority coming from *The Laws of the Regents*, 1990. In spring 2003, codifying these policies was discussed by the Chancellor and the Faculty Assembly Executive Committee. In the spring of 2004, two past Faculty Assembly Presidents initiated a policy discussion with the VCAA to fairly compensate Faculty Assembly Presidents for their service. Data from Institutional Research at UCCS indicated that faculty who served in faculty governance roles had slower promotion rates, which resulted in overall lower salaries. To recruit effective leaders in these roles, the VCAA made an announcement in the spring 2004 that a faculty member who serves as the Faculty Assembly President would be guaranteed a teaching load of one course in the fall and spring semester, and would be compensated with a \$3,000 addition to his/her base salary.

VIII. ATTACHMENTS:

None.