PREAMBLE.

This Operating Code forms a set of guidelines for the functioning of the Faculty Executive Committee (FEC). Although the guidelines describe how the FEC operates, they are only guidelines. Situations arise during the academic year that will require the FEC to use its best judgment, in the light of these guidelines, on a particular course of action. This Operating Code should be distributed to all members of the FEC at the beginning of each academic year and reviewed and modified at the end of each academic year.

I. FUNCTION AND ROLE IN ALL-

5.   Finally, FEC observes the on-campus meetings of the Board of Trustees, at the

C. The Committee Membership List must be reviewed to determine if any committee members need to be replaced for the academic year or for a semester. The replacements should be made as soon as possible. Committee Chairs should be asked to notify the FEC if they know of or anticipate needing any replacements and to deal with any vacancies that have arisen over the summer.

D. The Committee membership list is posted on the FEC web page at the beginning of the year.

E. The FEC Chair will participate in the new faculty orientation to introduce the new faculty to Skidmore's faculty governance system.

F. A representative of FEC should meet with student leaders and inform them of policy for information exchange between faculty committees and student governance. This discussion should include interpretation of key language (e.g., what constitutes "public information").

G. The schedule of elections for the upcoming year is determined, ideally at the first or second FEC meeting of the year (see Articles V and VI, below). The election schedule is then circulated to all faculty members at the beginning of the year.

IV. MEETING GUIDELINES.

A.   Meetings of FEC will be run by the Chair. Every other week, the six regular members of FEC will meet to conduct the normal operational business of the committee. At these meetings, questions of committee governance, *Handbook* amendments, elections, appointments, administrative queries, faculty meeting agendas, etc., will be the primary subjects of discussion and action. Such meetings are informally known as "FEC

A. Generally, there will be three rounds of elections (Rounds I-III), followed by a round of omnibus appointments and special elections (also known as Round IV; see Article VI, below). Round I is typically held in the fall semester, while Rounds II-IV take place in the spring. The dates for each round as well as the list of committees involved in each round are determined as soon as possible at the beginning of each academic year.[1] The responsibility to conduct each round will be assigned to a different member of the Committee. The FEC will conduct the elections electronically.

B. Willingness-To-Serve.

1. At the appropriate time, a Willingness-To-Serve (WTS) form should be distributed to all eligible faculty members via e-mail at the beginning of each round of elections. The WTS forms are prepared by the Executive Secretary in the office of the Dean of the Faculty (hereafter the Executive Secretary). Members of the FEC will review the WTS forms. A copy of this form should be kept by the Chair of the FEC for the Committee archives. The form must include the following information:

>   a. The current date;
>
>   b. the name(s), function(s), and composition(s) of the committee(s);
>
>   c. names and departments of continuing members;
>
>   d. the number of faculty members to be elected and any restrictions on eligibility (including tenure status);
>
>   e. relevant information such as frequency of committee meetings, or regular day of meeting (if available);
>
>   f. the deadline by which the form must be received by the person running the election;
>
>   g. the name of the person to whom the form must be returned; and
>
>   h. space for faculty members to declare their willingness to serve, their name, and their department;

2. A sample Willingness-To-Serve form is available from the Chair of the FEC.

3. During the willingness-to-serve period, the FEC member who is running an election will provide a daily update of the names of those who have expressed a willingness to serve.

C. Final Ballot.

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[1] A list of all elected committees appears in Appendix A, Section 1, of this Operating Code. The typical schedule of elections and appointments, which should be updated annually, appears in Appendix B.

1. The electronic Final Ballot is prepared by the Executive Secretary in consultation with personnel in Information Technology, and should be distributed electronically as soon as possible after the results of the willingness-to-serve period are determined, or as soon as possible after the deadline for the return of the willingness- to-serve forms. It is desirable that the person running the election should not be one of the candidates on the Final Ballot. However, the FEC recognizes that this may not always be possible and will refrain from strict enforcement of this policy in cases where it would result in denying an

addition to issuing a Willingness-To-Serve form, the FEC member running Round IV should contact runners-up in t

7. The notes will then be published electronically, in password-protected form, for access by the faculty.

X. FACULTY CAUCUS MEETINGS.

A. The FEC calls Faculty Caucus (a.k.a. "faculty-only") meetings either as it deems appropriate (typica

B. In early May new Chair for the FEC and a summer liaison for the Com

C. Items stored in the FEC Archive for more than three years should be turned over to the Skidmore College Archives for permanent storage. NOTE: This does not necessarily mean that the items in question should be removed from the FEC Archive. In fact, Chairs are encouraged to retain records from previous years for as long as is possible and practical.

APPENDIX A: FACULTY, ALL-COLLEGE, AND SGA COMMITTEES

1. Elected:
   - Athletic Council
   - Committee on Academic Freedom & Rights (CAFR)
   - Committee on Appointments, Promotions, & Tenure (CAPT)
   - Committee on Educational Policies & Planning (CEPP)
   - Curriculum Committee
   - External Master of Arts Committee (EMAC)
   - Faculty Development Committee (FDC)
   - Faculty Executive Committee (FEC)
   - Honors Council
   - Institutional Policy and Planning Committee (IPPC)
   - Tenure Review Board (TRB)
   - University Without Walls Committee (UWWC)

2. Appointed:
   - Board of Appeals
   - Committee on Academic Standing (CAS)
   - Honor Code Commission
   - Information Resource Council (IRC)
   - Institutional Animal Care and Use Committee (IACU)
   - Institutional Review Board (IRB)
   - Integrity Board (IB)
   - Safety in the Workplace Committee

APPENDIX B. NORMAL SCHEDULE OF ELECTIONS (to be updated annually).

1. Round One
   - Committee on Appointments, Promotion, and Tenure (CAPT)
   - Faculty Development Committee (FDC)
   - Honors Council (HC)
   - Institutional Policy and Planning Committee (IPPC)

2. Round Two

     x Tenure Review Board (TRB)

4. Round Four
     x Appointive committees
     x Replacements for sabbatical leaves (appointed or elected)