

## Proposed Text Regarding Faculty Councils

The current Faculty Handbook contains the following text (only) regarding school faculty councils:

### **2-B(3) Faculty Councils**

The faculty of each school have established an elected council to participate in the governance of the unit and the University. The elected faculty President of each school's Faculty Council represents it as a member of the Academic Senate, as do additional delegates as designated by the Senate Bylaws with regard to the size of the academic unit.

See the Constitution of the Academic Senate, Article II, Purposes and Roles, and Article V, School Faculty Councils.

(<https://academicsenate.usc.edu/documents/constitution/>)

The proposal is to replace the red text above with the blue text below:

### **2-B(3) Faculty Councils**

#### **(a) Overview**

Each school has an elected faculty council. (Some schools may use alternative names.) Each faculty council is a deliberative and consultative body that operates under the Constitution and Bylaws of the Academic Senate, and under its own governing document as established and amendable by a secret vote of the faculty.

The faculty council serves as a voice of the faculty. It consults with the dean and other administrators on matters related to the faculty. As an independent body, it meets at its own call or at the request of the dean, and considers both its own agenda and issues brought to it by the dean.

#### **(b) Relation to University-level Shared Governance**

The elected president or chair of the faculty council represents the school faculty as a member of the Academic Senate, as do additional council members depending on the size of the faculty. The

faculty council is an important source of annual nominations to university-level committees, seeking to ensure representation of all groups of school faculty. The council (or other specified faculty body) makes recommendations to university-level committees as provided in university policies.

### **(c) Facilitating the School Faculty's Shared Governance Responsibilities**

Faculty bodies on the university, school, and department levels have inter-related responsibilities in shared governance. The faculty have important roles on matters related to the faculty itself; personnel policies; annual merit review; appointment, reappointment, promotion and tenure; academic programs and the curriculum; research; academic policies; appointment of committees; finances; admissions; and other matters. (See, e.g., Policy on Policies; this handbook 3-B(2), 4-G, 4-H(1), 4-H(2);; University Bylaws 9.3; Constitution of the Academic Senate.)

Each faculty council is responsible for regularly communicating with and soliciting views of the faculty, and making them known to the dean and other administrators.

To provide an orderly process of consultation, each faculty council will work with the dean to develop, and periodically update, written shared expectations regarding which faculty bodies on the school or department level are consulted or make decisions or effective recommendations on specified matters. For example, the school may decide that curriculum changes require approval by a school curriculum committee, by departments, or by the faculty council itself. These shared expectations should be codified in a tabular or other mutually agreeable form. These written shared expectations are subject to approval of the Provost (and for the health sciences schools, the Senior Vice President for Health Affairs). If assistance is desired in developing these shared expectations, either the council or the dean may request the Provost (and for the health sciences schools, the Senior Vice President for Health Affairs) and the Academic Senate officers to offer counsel.

As additional examples, each faculty council will work with the dean to develop, and periodically update, shared expectations regarding:

- Information sharing and consultation on the school's budget.
- Attendance of the dean or dean's representative at faculty council meetings. (For some meetings or parts of meetings the faculty council may choose to meet without attendance

of the dean or dean's representative.) Meetings with the dean and other administrators should be sufficiently frequent to allow the dean and faculty council to address important issues in a timely manner.

- Processes by which the dean will keep the faculty council apprised of emerging issues (for example, attendance of leadership meetings by a faculty council officer and regular meetings between the dean and a faculty council officer.)

Note: The purpose of this amendment is to state more explicitly the university's vision and expectations of shared governance, as reflected in its various documents and policies. The hope is that this will help the faculty and dean of every school to develop well-functioning systems of shared governance.