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Faculty Executive Committee (FEC) AY 2019-20 Operating Code

1. Several key faculty and college committees (e.g., IPPC, CEPP, Athletic Council, Curriculum

Skidmore's faculty governance system.

I. A representative of FEC will make themselves available to meet with student leaders and

## E. Record Keeping

in order to present the *Handbook* at the first fall Faculty Meeting. The revised *Handbook* then must lie over for one month before it is voted on. The *Handbook*

C. In mid- October, the Faculty Meeting (see Article VIII, Section D above).

D. In mid- October, the administrative assistant to the Dean of the Faculty/Vice President for Academic Affairs and chairs of the relevant committees are informed of incoming student members.

E. By June 1, changes to the *Faculty Handbook* made over the course of the year are submitted to the Dean of Faculty/Vice President for Academic Affairs.

F. In June, a copy of the FEC Annual Report, along with a list of those faculty elected or appointed to committees during the academic year, is distributed to the Faculty.

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In creating ballots, FEC has adopted the standard of multiplying the number of candidates that need to be elected (n) by two, plus one (2n+1) with some latitude.

The table below offers some possible ranges:

|   |   |        |
|---|---|--------|
|   |   |        |
| 1 | 3 | 3 or 4 |
| 2 | 5 | 4 to 6 |
| 3 | 7 | 5 to 8 |

FEC considers the following guidelines when constructing a ballot.

1. FEC respects faculty choice and always attempts to place candidates on ballots to reflect how they ranked committees under their preferences. When faculty members rank committees (1-19), FEC chooses candidates from the ranking groups formed by these choices.
2. For committees that have membership restrictions (for example, based on tenure status, department, or academic division), only faculty eligible to be elected will be on the ballot.
3. Once a faculty member is elected to a standing committee, FEC removes their name from the pool of candidates unless he or she has volunteered for additional service by filling out a second preference sheet.
4. Under normal circumstances FEC will select candidates for a ballot following faculty preferences until the preferred number of candidates is reached. FEC will select candidates from those faculty who ranked the committee most favorably among those available to serve.
5. If more candidates are needed to achieve the preferred number on the ballot, then faculty will be selected from groups that ranked the committee successively less favorably until the preferred number of candidates is reached.
6. If the last ranking group represented on a ballot has more candidates than necessary to achieve the preferred number of candidates, then the candidates from that final ranking group will be chosen randomly from that last group. For example, if three candidates ranked a committee 4th, and only one of those is needed for the ballot, that candidate will be chosen at random. (The ballot-builder feature of the committee management software orders names randomly within ranking groups, so selecting the top names from the list will achieve the goal of making randomized selections.)
7. When choosing candidates from the last ranking group to be represented on the ballot, two considerations may override the random selection from that group. First, for an election in which only one member of a department can be elected, additional members





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A.Elected:

1. Appointments and Tenure Committee (ATC)
- 2.

7. During elections: The FEC Chair will email each candidate to inform them about their election