

## **Faculty Regulations**

(Updated & Approved May 2023)

Faculty Regulations consist of legislation proposed and approved by the faculty to carry out its responsibilities as established in the *By-Laws of Knox College*:

*The faculty shall have the responsibility for regulation of educational policy concerned in the requirements of any degree in course authorized by the Board of Trustees. This responsibility includes such matters as standards of admission of students, definition of good standing of students, curriculum, class attendance, grade reports, and the recommendations for degrees. The faculty shall also have supervision over disciplinary action and over student activities, including such matters as athletic eligibility, extracurricular activities, fraternities, sororities, and the social life of the students. (VII.3.b.)*

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## **A ADMISSION**

**A 1 Admission as First-Year Students.** Fifteen units of academic secondary school credit shall be required for admission to the College. A unit consists of a year of study.

**A 1.1** These fifteen units must be chosen from the following subjects: English, fine arts, foreign language, history, mathematics, natural science, and social science. The Chief Admissions Officer may waive the requirement in specific subjects.

**A 1.2** Applicants should rank in the upper half of their high school graduating class. Under exceptional circumstances students ranking below the middle of their high school class may be admitted.

**A 1.3** From time to time the Admission, Retention and Placement Committee will review and recommend specific course distributions for admission to the College. These recommendations, in writing, will be sent to the Chief Admissions Officer as a guide for admission. In addition, these recommendations will be sent to the President of the College and reported to the Faculty for inclusion in the Faculty Minutes.

**A 2 Admission with Advanced Standing.** Students from other accredited colleges may be admitted and appropriate credit granted for courses which correspond to or are the equivalent of courses offered by the College.

**A 2.1** Not more than one-half the total credit required for the degree may be granted for work taken at a junior college.

**A 2.2** An entering student may be given credit for courses covered by established examinations, such as Advanced Placement, International Baccalaureate, or A-level examinations, according to standards established by the Curriculum Committee.

**A 2.3** Students of any Illinois Articulation Initiative (IAI) community colleges who have satisfactorily completed the baccalaureate transfer degrees indicated (Associate of Arts Degree, Associate of Science Degree, or Associate of Arts and Sciences) and who are deemed admissible to Knox shall be awarded 18 credits and junior standing. Such students must meet all of the Knox graduation requirements.

**A 3 Admission as a Candidate for Second Bachelor's Degree.** A person who holds a bachelor's degree may be admitted as a candidate for a second bachelor's degree.

In order to earn a second degree, the candidate must satisfy the residence requirement and established degree requirements, including a major in a field other than that presented for the first degree. If the first degree was earned at Knox, the minimum residence requirement shall be nine term- courses.

## **B REQUIREMENTS FOR GRADUATION**

**B 1 Credits and Grades.** To be recommended for the degree of bachelor of arts or bachelor of science a student must have earned 36 credits with passing grades within a period equivalent to 14 terms of college and must have maintained a grade point average of 2.0 or above in courses counted for graduation.

**B 2 Residence.** Students must earn in residence at Knox at least 13.5 credits. Students must complete in residence at least two of the final three terms immediately before graduation and at least six of the final twelve credits. The final term must be in residence except for students in approved off-campus programs. "In residence" means taking classes taught on the Knox campus by Knox faculty. The normal period for earning a degree is four years. Students may graduate in less than four years of total college enrollment (at Knox and other colleges) if they have completed all requirements, including residence, by the end of their last term at Knox and if they notify the Registrar of their wish to graduate early.

**B 3 Specialization.** To be recommended for a degree a student must complete a major and either a minor or second major. A student who transfers with 15 or more credits or an associates degree or equivalent from an accredited higher education institution may seek a waiver to this second field requirement. Waiver requests must be approved by the Curriculum Committee. The Curriculum Committee may establish policies for when students must submit major and minor declarations.

**B 3.1 Majors.** The major is completed (a) by fulfilling the requirements of an established major and degree program as specified in the College Catalog or (b) by completing a self-designed major approved by the Curriculum Committee. To qualify for the degree the student must pass those courses used to meet the requirements of the major with an average grade of C (2.0) or better. In computing this average when a course is repeated, the first grade earned in the course will be disregarded.

**B 3.1.1** Students must complete Writing and Oral Presentation requirements for each major. Writing and Oral Presentation requirements for the majors shall be approved by the Curriculum Committee.

**B 3.2 Double Major.** A student may, according to guidelines established by the Curriculum Committee, undertake the completion of the requirements for the degree with two majors. He or she must complete the requirements for each major. The usual procedures for declaring each major must be followed. If the student satisfies the requirements for the B.S. degree for one major and the

B.A. degree for the other, the student will choose whether to receive the B.S. or B.A. degree.

**B 3.3 Minors.** In addition to completing requirements for the degree with one major, a student may choose to complete a minor (a) by meeting the requirements of an established minor as specified in the College Catalog, or (b) by obtaining Curriculum Committee approval for a self-designed minor. A self-designed minor must consist of five to six credits or credit-equivalents from multiple departments. A student proposing a self-designed minor must provide a written rationale for approval by the Curriculum Committee. A student may choose to complete up to two minors if there is no double major. Students who choose to include a minor in their degree programs must pass those courses used to meet the requirements of the minor with an average grade of C (2.0) or better. In computing this average when a course is repeated, the first grade earned in the course will be disregarded.

**B 4 General Education Program** Each student must complete the General Education Program of the College by addressing the First-Year Experience (B.4.1), Elements (B.4.2), Civic Engagement (B.4.3) and Immersion / Active Learning (B.4.4).

**B 4.1 First Year Experience**

**B 4.1.1 Preceptorial.** Students must pass First-Year Preceptorial (Preceptorial 100)-- an introduction to the liberal arts, including a strong emphasis on writing skills--in the first term of the first year. Students who enter as first-time first- year students in the winter or spring term must take and pass First-Year Preceptorial in the fall term immediately following their enrollment. Students who do not pass First-Year Preceptorial will meet with the Associate Dean of the College to determine an appropriate substitution. The Curriculum Committee may set guidelines for these substitutions.

**B 4.1.2** Students will participate in the year-long First Year Experience program through a combination of curricular and co-curricular programs. The Curriculum Committee may designate First-Year Oriented Experience (FOX) courses to indicate courses designed with particular attention to the needs and interests of first-year students.

**B 4.2 Elements** A student must pass one credit or credit-equivalent in each of the seven Elements: 1) Communicate in a second language 2) Analyze social, economic or political aspects of human behavior 3) Critically

examine questions of power and inequity 4) Engage in artistic creation 5) Interpret human experience through text, sound, visual image or performance 6) Conduct scientific inquiry 7) Apply quantitative analyses or symbolic reasoning

**B 4.2.1** The Curriculum Committee shall determine which courses satisfy each Element requirement and must approve any petitions for substitutions.

**B 4.2.2** A student may count a course only once in satisfaction of Element requirements. Courses counted in the student's Specialization or other College requirements may be counted as satisfying an Element requirement

**B 4.2.3** Transfer credit (0.8 credits or higher) from another institution of higher learning may be counted as satisfying an Element requirement. Final determination on the appropriateness of a transfer credit resides with the Curriculum Committee.

**B 4.2.4** Credit-by-examination (e.g. AP, IB) credits may not be used to satisfy Element requirements.

**B 4.3 Civic Engagement** Students should cultivate an understanding of the local and global contexts in which they study and apply what they have learned. Therefore, in consultation with their academic advisors, students will have the opportunity to take courses or engage in other activities in pursuit of this goal.

**B 4.4 Immersion / Active Learning Experiences** In consultation with their academic advisors, students will participate in sustained immersion or active learning experiences. The Curriculum Committee will provide guidelines for achieving this objective.

**B 5 Cooperative Degree Programs.** Cooperative programs with other institutions combine undergraduate study with professional study and lead to both a Knox degree and a degree from the cooperating institution. The Faculty must approve the establishment of new fields of study for cooperative programs. Within each approved field of study the Curriculum Committee must approve institutional agreements with individual cooperative programs, within the rules set forth in this regulation. Students may propose their own cooperative degree programs with institutions not on the approved list, subject to Curriculum Committee approval with the rules set



forth in this regulation. Student initiated programs must also be in an approved field of study.

**B 5.1** Prior to starting study at the cooperating institutions a Knox student must: (a) have received at least 27 credits with at least a 2.0 average; (b) have been in residence on the Knox campus at least 6 terms and have earned at least 18 Knox credits; (c) have completed all the requirements for a Knox degree except the requirements (i) for the major, (ii) for total credits, and (iii) that the last credits and terms before the degree be in residence; (d) be recommended for the program by the Chief Academic Officer or, upon the Chief Academic Officer's request, by the faculty program advisor.

**B 5.2** The student shall be eligible to be voted a Knox degree upon satisfactory completion of at least one year of study in the approved program at the cooperating institution provided the student has completed all requirements for a Knox degree except the requirement that the last credits and terms be in residence. To complete the total of 36 credits required, all credits earned with satisfactory grades at the other institution shall be counted toward this total. To complete a major, credits earned at the other institution may be accepted where applicable, according to the same rules as govern the use of any transfer credits for the major.

**B 5.3** The following fields of study are approved: Architecture, Business Administration, Engineering, Forestry and Environmental Management, Law, Medical Technology, Medicine, Nursing, Public Health, Occupational Therapy, and Optometry.

**B 6 College Honors Program.** The College Honors Program shall provide a program of special instruction and research to students of high motivation, talents, and initiative.

**B 6.1** The Academic Standing Committee shall administer the program. The committee shall

(1) maintain uniform quality of honors candidates and work in all departments, (2) admit eligible students as candidates for honors, (3) approve for each candidate an honors committee consisting of three or more faculty members (at least two different programs or departments must be represented within the committee), (4) transmit the final recommendation on the candidate's qualifications for honors to the Faculty for action.

**B 6.2** A student who wishes to be a candidate for college honors must: (1) have the support of his or her major department and of the department in which the

work will be done if different from the major department; (2) have the support of a faculty member who will direct the honors study; (3) have a program of study approved by the Academic Standing Committee; the Committee may ask the Associate Dean of the College to act on its behalf. The Academic Standing Committee may appoint members of the faculty to special subcommittees to review proposals.

The program of study must include independent study which results in some tangible product appropriate to the field of study. The program must (1) be distributed over three terms (or two where special permission has been granted by the Honors Subcommittee in recognition of previous research or other special circumstances) and may not be begun before the junior year, (2) represent a minimum of one credit or a maximum of two credits during any one term, (3) not exceed a total of five credits.

The work undertaken for honors may be either in addition to or in place of regular departmental requirements for a major.

If the honors work is satisfactory and continuing only the mark P may be given for honors courses prior to the final evaluation by the honors committee.

If the honors work is not satisfactory or if for any reason it is deemed advisable to terminate an uncompleted honors project the chair of the honors committee shall terminate the project and award quality grades (A through F) for the work completed.

**B 6.3** A candidate's qualification for the award of college honors is to be demonstrated by (1) tangible evidence of independent study, (2) a written examination on subject matter of the honors studies in those cases in which no other written report or composition is part of the student's honors program (3) an oral examination conducted by the honors committee. This honors committee will include a visiting examiner who should participate in all evaluations of a student's honors program. Upon receiving information regarding the student's qualifications, the Academic Standing Committee may recommend to the Faculty that the student be graduated "with College Honors in (departmental or inter-departmental field)." The granting of college honors shall be by a majority vote of the Faculty.

**B 7 Conferring Degrees.** The Faculty will recommend to the Board of Trustees for degrees the names of those students who have satisfactorily completed the requirements for a degree. When there is to be no faculty meeting scheduled shortly after the end of a term, the Registrar may, at a meeting prior to the end of the term, request tentative

approval of students who will complete the degree requirements at the end of that term. Final recommendation of such students is contingent upon confirmation by the Executive Committee after the end of the term.

**B 7.1** Diplomas shall be classified by vote of the Faculty according to the student's scholastic standing as follows: *rite, cum laude, magna cum laude, or summa cum laude.*

**B 7.2** The year of graduation for students shall be consistent with IPEDS (and other federal) reporting guidelines.

**B 7.3** No degrees shall be conferred upon students who have not settled their debts to the College, nor shall transcripts of records be issued for such students.

## **B 8 Petitions regarding Graduation Requirements**

**B 8.1** As a general policy, petitions to seek modification or substitutions for graduation requirements may only be considered when permitted and according to procedures set forth in an existing regulation.

**B 8.2** Executive Committee may consider petitions to modify or approve substitutions related to graduation requirements in order to address students impacted by unique emergency situations such as institutional closures, natural disasters, or broad social or public health disruptions. Executive Committee will report all such specially-approved petitions and modifications to the Faculty.

## **C ACADEMIC REGULATIONS**

**C 1 Academic Calendar.** The academic year at Knox College, from September to June, consists of three terms.

**C 2 Courses.** All courses should be organized on the basis of a quarter term, each course to be a unit within itself. No two or more sequential courses shall be combined into a single unit though certain courses may be designated as prerequisites for enrollment in subsequent courses. The earning of credit in any course shall be independent of enrollment in any subsequent course.

**C 2.1** Courses are numbered as follows:

100-level - introductory level courses

200-level - intermediate level courses

300-level - advanced level courses

400-level - reserved for work in connection with college honors program

**C 2.2** New courses and elimination of courses must be approved by the Curriculum Committee.

**C 2.3** Group Interest Courses. Courses may be offered which arise from special interests of students and faculty but which do not fit within any departmental framework. These courses may be initiated by faculty members or by students with a faculty sponsor. The Curriculum Committee is responsible for the approval of each offering of each group interest course. The committee shall consider course purpose, content, materials, techniques, credit, and grading procedures. Students may receive a maximum of four course credits from group interest courses. The faculty sponsor will assume all administrative responsibility in these courses.

**C 2.4** **Field Work.** Subject to prior approval of an appropriate faculty member or department, students may obtain academic credit based on field work done off campus. Such students must enroll for independent study during their field work or after returning to residence. In consultation with the appropriate department or faculty sponsor, they must engage in an academic project describing and evaluating their field experience and indicating their benefit from it. A maximum of two credits will be allowed for off-campus field work. Approval of credit for such work, and the assignment of projects derived from it, will be the responsibility of the appropriate department or faculty sponsors.

**C 3 Majors.** Changes in requirements for majors and minors must be approved by the Curriculum Committee. Substitutions to major or minor requirements must be approved by department chairs or program directors in consultation with their departments or programs and be reported to the Registrar. The Registrar will submit an annual report on substitutions to the Curriculum Committee for review.

**C 4 Registration of New Students.** A first-year student shall not be enrolled without a transcript of the official records of his or her secondary school scholastic work. A transfer student shall not be enrolled without a transcript of his or her previous college work.

**C 5 Registration.**

**C 5.1 Advising.** The course enrollment of each student and any subsequent additions, deletions, or withdrawals from courses must have the approval of the student's faculty advisor.

**C 5.2 Pre-registration.** There will be a period in each term for continuing students to enroll for courses for the following term.

**C 5.3 Registration.** At the beginning of each term there will be a period, of such length as is determined necessary by the Registrar, during which students may register (including adding or deleting both full and half-credit courses).

**C 5.4 Drop/Add Period.** After the registration period students may add or delete courses (both full and half-term courses) during the drop/add period. The Academic Standing Committee may set the length of this period, not to exceed two weeks from the first day of classes. Adding courses during this period requires approval of the instructor of the course as well as of the faculty advisor.

After the drop/add period a student withdrawing from a course will have the appropriate grade of *W* assigned in accordance with faculty regulation C 7.6.

**C 5.5 Auditing.** Students may audit courses provided they obtain the permission of the instructor concerned and provided they attend regularly. A student may audit a course previously taken for a grade with permission of the instructor. The audit will appear on the student's transcript, but does not alter the record of the first taking.

**C 5.6 Normal Load.** The normal load of a student shall be three credits per term. A student in good academic standing may enroll for three and one-half credits

per term without special permission. Permission to enroll for four credits per term may be granted by the Academic Standing Committee. Students may not enroll for more than four credits in any one term.

**C 5.7** Students must enroll for all work for which they desire credit; they must accept responsibility for verifying that they are officially enrolled in the courses which they are attending.

**C 6 Classification of Students.** Students are classified as sophomores after they have eight credits; as juniors after they have seventeen credits; as seniors after they have twenty-six credits. Students who are not candidates for a degree are classified in other categories.

**C 7 Grades.** Grades shall be given strictly on the basis of performance in courses and for no other consideration.

**C 7.1** The grade of *C* (2.0) shall be recorded for performance that is competent or fully satisfactory for progress toward the Knox baccalaureate degree.

**C 7.2** The grade of *A* shall be recorded for performance that is outstanding in relation to that which is competent or fully satisfactory for progress toward the Knox baccalaureate degree.

**C 7.3** The grade of *B* shall be recorded for performance that is conspicuously better than that which is competent or fully satisfactory for progress toward the Knox baccalaureate degree.

**C 7.4** The grade of *D* shall be recorded for performance that is less than competent or fully satisfactory for progress toward the Knox degree but has redeeming qualities.

**C 7.5** The grade of *F* shall be recorded for performance that is unworthy of credit toward the Knox degree.

**C 7.6** The grade of *W* (withdrawal) shall be recorded when a student withdraws from a course prior to the withdrawal deadline.

**C 7.7** The mark of *P* (passing) shall be recorded when a student has done satisfactory work, *C* (2.0) or better, in continuing 400-level studies; a grade will be given when the project has been completed.

**C 7.8** Faculty, with permission of the Academic Standing Committee, may record the mark of *I* (incomplete) at the end of a term in which the student, through no fault of his or her own, is unable to complete the work during the term. It shall not be given when the work has been neglected. When reporting the

mark of *I*, the instructor shall indicate the final grade that will be awarded for the course if the incomplete work is not submitted. The mark of *I* must be removed from a student's record as soon as possible; if it is not removed within the time limit set by the Academic Standing Committee the final grade previously indicated by the instructor will be recorded.

- C 7.9** The grade of *S* (satisfactory) shall be recorded for work of *C-* quality or better in courses taken for *S/U* grades. The grade of *U* (unsatisfactory) shall be recorded for work of *D* or *F* quality. Sophomores, juniors, and seniors who have a cumulative grade point average of at least 2.0 may stipulate for one letter graded course per term that the grade shall be *S* or *U*. A maximum of four courses may be so taken. No courses used to satisfy the Preceptorial; from the curriculum prior to the 2018-2019 academic year—Mathematics, Proficiency, Second Language, or Foundations requirement; from the curriculum established in the 2018-2019 academic year—the Elements requirement; a student's major or minor; or in the department of the student's major may be so stipulated since the intent of *S/U* grading is to encourage students to enroll for courses beyond their major field of study and the minimum exploration required in a Knox degree. An exception will be made, however, for students enrolling in independent studies for internships in their major where the instructor explicitly requests that the course be graded *S/U*.

Students must inform the Registrar of a course to be taken *S/U* not later than the deadline for adding courses; no changes to or from *S/U* grading may be made after that deadline. Faculty may be informed by the Registrar of the names of students choosing *S/U* grading only after grades have been submitted.

- C 7.9.1** With approval of the Curriculum Committee a course may be offered for *S/U* grades only. Enrollment in such courses shall not be considered in the limitations in C 7.9 on courses taken *S/U*.

- C 8** **Grade Point Averages.** Grade points are assigned as follows: *A* = 4.0; *A-* = 3.7; *B+* = 3.3; *B* = 3.0; *B-* = 2.7; *C+* = 2.3; *C* = 2.0; *C-* = 1.7; *D+* = 1.3; *D* = 1.0; *D-* = 0.7; *F* = 0. No grade points are assigned to the grades of *W*, *S*, *U*, *I*, or *P*, and credits in courses with such grades are not included when calculating the grade point average.

- C 8.1** The cumulative grade point average includes all work at Knox.

- C 9 Midterm Grades.** Faculty members shall submit midterm grades each term for all students in their first year (including transfer students) and for any student doing poor work (C- or lower).
- C 10 Grade Changes.** A grade once handed in to the Registrar's Office shall not be changed without approval of the Academic Standing Committee except in the case of the mark *I* or *P*.
- C 10.1** When in the opinion of the Chief Academic Officer there is a probability that grading by a faculty member may have been in conflict with faculty guidelines as laid out in the *Faculty Handbook, II. B. 7*, the Dean may, after seeking the advice of the Executive Committee, establish appropriate procedures for reviewing the case. The Dean shall establish a review board consisting of the Dean and at least one faculty member; in departments with three or more regular faculty members on campus, at least one of the faculty members shall be from the department; the Dean shall attempt to choose members acceptable to both parties. This review board shall have the power to assign a new grade whenever appropriate. This procedure shall also be used to assign grades in case of death or disability of a faculty member.
- C 11 Repeating Courses.** If students complete a course which they have already passed, the credit previously earned will be canceled and the subsequent record will show the grade earned in the first enrollment and the grade and credit earned in the second.
- C 12 Grade Comparisons.** The Registrar shall inform departments and individual instructors how their grades compare with other departments or other members of the Faculty.
- C 12.1** The Registrar is authorized to make public the grades of fraternities and sororities and their relation to the average standing of the non-fraternity and non-sorority groups.
- C 13 Dean's List of Distinguished Students.** There shall be a dean's list of distinguished students for each academic term. The Academic Standing Committee shall establish guidelines for the selection of students for this list.
- C 14 Academic Probation.** A student may not remain on academic probation more than three consecutive terms. A student who was dropped from the College for academic reasons, or who withdrew while on academic probation, must have the approval of the Academic Standing Committee to be readmitted
- A student may be dropped from the College at any time when, in the judgment of the Academic Standing Committee, he or she will be unable to regain good standing



within three terms. The Committee may extend the period for achievement of good standing only when circumstances beyond the control of the student (e.g., illness) have prevented the student from participating in academic activities.

**Mandatory academic leave:** If a student fails to submit work or attend any classes for three consecutive weeks, the Academic Standing Committee may place the student on mandatory academic leave immediately. A student who is placed on leave under these circumstances has the right to petition the committee for reinstatement, but reinstatement will be granted only in exceptional cases.

**C 15 Examinations.** A period of time at the end of each term shall be set aside for examinations. No final examination shall be given prior to its scheduled time; no work in lieu of a final examination shall be due prior to the scheduled time of the final examination. Exceptions may be granted by the Chief Academic Officer.

**C 15.1** Final examinations shall either be returned to the student or kept by the instructor for one term for inspection.

**C 15.2** If due to a student's neglect his or her grade prior to the final examination is *F*, the instructor may refuse to allow the student to take the examination, reporting *F* as the final grade.

**C 16 Class Attendance.** Faculty members determine class attendance policies in each of their classes. Regular attendance is expected unless the instructor specifically states otherwise.

**C 16.1** Any student who fails to attend the first day of class and who has not received an excused absence from the Dean of Students' Office before the first class meeting may be dropped by the professor from that class.

**C 17 Convocation Attendance.** The Executive Committee has the responsibility to designate convocations at which the attendance of students is required.

**C 18 College Marshal.** The Academic Standing Committee each spring will select a college marshal from faculty nominations of students from the junior class.

**C 19 Bell.** Classes shall be dismissed at the beginning of the ringing of the bell at the close of hours.

## **D STUDENT CONDUCT AND EXTRACURRICULAR AFFAIRS**

**D 1 Student Conduct.** The College expects its students to be responsible citizens and to cooperate in creating a campus community in which the objectives of the College may be most fully realized. Details can be found in the Student Code of Conduct of the Student Handbook. The Student Code of Conduct is maintained by the Division of Student Development, with significant changes requiring approval by the Student Life Committee.

**D 2 Discipline.** Students who violate the College rules or principles of conduct are subject to the disciplinary procedures outlined in the Student Code of Conduct. As of August 2018, the Student Code of Conduct outlines four categories of alleged violations:

**D 2.1 Academic Integrity:** alleged violations of the *The Knox College Honor System* are heard by the *Honor Board*.

**D 2.2 Sex Discrimination, Sexual Misconduct and Interpersonal Violence:** alleged violations in this category are addressed by the *Title IX Coordinator* in accordance with the *Investigation and Resolution Procedures for Allegations of Sex Discrimination, Sexual Misconduct, and Interpersonal Violence*.

**D 2.3 Discrimination and Harassment Other Than Sex-Based Discrimination and Harassment, Including Bias Incidents:** alleged violations in this category are addressed by the *Bias Incident Response Team* also in accordance with the *Investigation and Resolution Procedures for Allegations of Sex Discrimination, Sexual Misconduct, and Interpersonal Violence*.

**D 2.4 Others:** all other alleged violations of the Student Code of Conduct are addressed by the Division of Student Development staff.

**D 3 Honor System.** All academic work is conducted under the *Honor System*, under the authority of the faculty, and administered by the *Honor Board*. Cases of dishonesty in academic matters should be referred to the Honor Board for judicial hearing and action.

**D 3.1 Honor System:** The definition of academic dishonesty along with the responsibilities of students and faculty are outlined in *The Knox College Honor System*, a document maintained by the Honor Board.

**D 3.2 Honor Board:** The Honor Board shall be governed by a constitution approved by the Student Senate and the Academic Standing Committee. The

constitution describes among other things, the composition of the board, procedures for hearings, and the appellate process.

**D 3.3 *Decisions of the Honor Board:*** all decisions of the Honor Board are reported to the Academic Standing Committee for review on the basis of precedent.

**D 4 Extracurricular Affairs.** All student extracurricular affairs with the exception of intercollegiate athletics, club sports, and student publications shall be under the jurisdiction of the Student Life Committee.

**D 4.1** Each student organization must have a faculty or staff advisor.

**D 4.2** All activities whose performances are viewed by the public such as athletics, music, debate, drama and publications must have faculty or staff direction.

**D 5 Student Publications.** General responsibility for and approval of student publications is delegated to the Broadcast, Internet and Publications Committee. The relation between the committee and student publications is defined in the constitution of the committee.

**D 6 Intercollegiate Athletics.** The intercollegiate athletic program is an integral part of the College program. It exists to provide wholesome and satisfying experiences to students both as participants and as spectators.

**D 6.1** Intercollegiate athletic competition shall be guided by the rules of the **Midwest Athletic Conference.**

**D 6.2** Athletic schedules for all teams shall be approved by the Faculty or, at its request, by the Athletic Committee.

**D 6.3** The faculty representatives to the Midwest Athletic Conference shall report to the Faculty at least once a year.

**D 7 Social Events.** The Student Life Committee has the general supervision of social events sponsored by student organizations.

**D 8 Fraternities and Sororities.** Students in the College may become members of social fraternities and sororities that have been approved by the Faculty. Fraternities and sororities are those organizations referred to in VI.3.b. of the College Bylaws. These organizations are under the general supervision of the Student Life Committee.

**D 8.1 *Starting a new fraternity/sorority:*** A student group which intends to become a fraternity or sorority must obtain the approval of the Faculty. The steps for approval are as follows:

**D 8.1.1 Notification—intent to organize:** The student group must first notify in writing the Chief Student Affairs Officer and the President of the College of its intention to organize.

**D 8.1.2 Faculty Approval of “colony status”:** The student group must then obtain the endorsements of the Student Senate and the Student Life Committee. Once these endorsements are given, the Student Life Committee must bring a proposal to the Faculty for approval of "colony status" for the student group; the proposal must be brought to the Faculty at its next regularly scheduled meeting and no later than the regular May meeting. The Faculty must be presented with:

- a mission statement;
- a copy of the letter to the President and the Chief Student Affairs Officer;
- the number of members;
- a rationale and an explanation of how the group will contribute to student life and to the campus generally.

A majority vote of the Faculty is required to grant colony status.

**D 8.1.3 Colony status report:** A supplementary report on the progress of the colony must be submitted to the Student Life Committee after six months of colony status.

**D 8.1.4 National affiliation:** After at least one year as a colony, the group may request Faculty approval for national affiliation. The colony must obtain the endorsements of Student Senate and the Student Life Committee. The Student Life Committee must bring a proposal to the Faculty to allow the colony to petition a national fraternity/sorority. The petition should include:

- updated documentation;
- by-laws;
- a record of membership;
- officers of the organization;
- a record of activities during the colonization period. A majority vote of the Faculty is required for approval.

**D 8.1.5 Remaining Local:** If after pursuing national affiliation for a maximum of two years, the local colony chooses not to affiliate; the group may request Faculty approval to meet local fraternity/sorority status. The colony must obtain the endorsements of Student Senate and the Student Life Committee to meet local chapter status. The local colony must provide

evidence of chapter management as outline in the "Local Chapter Policies and Procedures" document available from the Division of Student Development. Once the local colony completes all requirements, the Chief Student Affairs Officer will make a recommendation to the Student Life Committee to acknowledge the local colony as a local chapter.

- D 8.2 *Reactivation:*** A fraternity or sorority that has been suspended by the College and/or its national association must obtain Faculty approval in order to re-activate. The procedure followed is identical to that described in D.8.1.1.
- D 8.3 *Revocation:*** The Faculty has the right to revoke the fraternity or sorority status of any group by majority vote.
- D 8.4 *Governance:*** The Inter-Fraternity Council coordinates and supervises relations among campus fraternities. The Panhellenic Council coordinates and supervises relations among campus sororities. Guidelines regarding recruitment, new member education programs, and other matters related to the operations of fraternities and sororities are maintained by the Division of Student Development, however, we note here two conditions voted on by the Faculty:
- Students on disciplinary probation may not be "rushed", or pledged, or initiated.
  - First-term first-year students may not be recruited formally or informally.

## **E SCHOLARSHIPS AND AWARDS**

- E 1** Faculty contributions to the Endowment Campaign of 1922 were used to establish a faculty scholarship fund. The income is used for (a) the **Faculty Scholarship Prize** awarded to a member of the junior class who has shown exceptional ability both in scholastic pursuits and in at least one extracurricular activity (e.g., athletics, music, dramatics, college publications or governance, religious or humanitarian service) and (b) scholarships, based on need, awarded to students with high achievement in scholarship and in extracurricular activities. The Executive Committee shall, from time to time, determine the amount of the Faculty Scholarship Prize. In case of a tie, more than one prize may be awarded.

## **F FACULTY GOVERNANCE**

**F 1 Membership.** The “members of the Faculty” are defined in the *By-laws of the Board of Trustees* (in the Article entitled “Faculty,” section entitled “Membership and Responsibility”) to be those teachers of the rank of professor, associate professor, assistant professor and instructor. We make four clarifying remarks:

- Faculty teaching part time only as a result of phased retirement or a temporary leave maintain their rank throughout their reduced teaching load, and so **are** considered “members of the faculty” for the purposes of governance.
- Instructional staff brought on as part-time instructional staff do not normally hold these ranks (i.e. unless otherwise specified in their appointment letter) and therefore, **are not** normally considered “members of the faculty” for the purposes of governance.
- Emeritus professors are considered a distinct rank and so, **are not** considered “members of the faculty” for the purposes of governance.
- Visiting, full-time members of the instructional staff do normally hold the rank of professor, associate professor, assistant professor, or instructor, and therefore **are** “members of the faculty” for the purposes of governance.

**F 2 Officers.** The Officers of the Faculty shall be the President, the Chief Academic Officer, the Vice President of Student Development, the Registrar, the Chair pro tem of the Faculty, and the Secretary of the Faculty.

**F 2.1** The Chair *pro tem* of the Faculty shall be elected for three years by a majority vote of the Faculty. He or she shall not be a member of the administration. The term of office shall begin in September.

**F 2.2** The Secretary of the Faculty shall be elected for one year by a majority vote of the Faculty. The term of office shall begin in September. The Secretary of the Faculty shall keep minutes of each Faculty Meeting and be custodian of the Faculty Emergency Fund.

**F 2.3** The Registrar is custodian of the records of college grades and carries out such regulations concerning grades as may be adopted by the Faculty. The Registrar is in charge of registration.

**F 3 Faculty Meetings.** All meetings shall be conducted in accordance with accepted parliamentary procedure, with Robert's Rules of Order as final authority.

**F 3.1 Scheduling, Calling and Notification of Meetings:** Regular faculty meetings shall be held on the first Monday of each month from October through May, except (a) January, when the meeting will fall on the second Monday, and (b) December, when there will be no regular meeting. The September regular meeting of the faculty will be held on the first Monday after Convocation. Special meetings may be called upon notice by the President or any other officer of the Faculty. Notice shall be sent to every faculty member in advance of each regular and special faculty meeting.

**F 3.2 Agendas:** Agendas shall be prepared by the administration in consultation with the Executive Committee and the Chair *pro tem* of the Faculty. The Chair *pro tem* may solicit items from the faculty for consideration as agenda items. Like all items, these too should be considered in consultation with the administration and the Executive Committee. At least twenty-four hours before every faculty meeting a copy of the agenda for that meeting shall be sent to every faculty member.

**F 3.3 Attendance:** All members of the Faculty are eligible to attend meetings. In addition, all administrative staff whose presence shall be deemed helpful by the President or by the Chair *pro tem* of the Faculty may attend the full meeting.

The faculty recognizes that there are portions of faculty meetings where the administration or executive committee agree that deliberations are not hampered by the presence of students, or observers more generally. The Chair *pro tem* of the Faculty is authorized to permit reporters from campus news media and other visitors to attend those portions of a faculty meeting. Similarly, student members of faculty committees that have legislative recommendations on the agenda for that particular faculty meeting may be present for those portions of the meeting where deliberations are not hampered by the presence of students.

**F 3.4 Conducting Meetings:**

**F 3.4.1 Presiding:** The President, or the Chief Academic Officer in the absence of the President, shall convene faculty meetings and shall be the presiding officer at such meetings. The Chair *pro tem* of the Faculty may preside when requested to do so by the President or the Chief Academic Officer.

**F 3.4.2 Note Taking:** The Secretary of the Faculty or someone designated by him or her, shall act as secretary at all meetings.



**F 3.4.3 Quorum & Voting:** A quorum shall consist of a majority of the total membership of the Faculty, not counting those on leave of absence. All members of the Faculty are eligible to vote. The presiding officer may only vote in case of a tie.

The Faculty shall not take final action on any item not on the agenda except by a two-thirds vote. Voting on changes to these Faculty Regulations follow special rules as outlined in F3 below.

**F 4 Faculty Regulations.** Motions for changes in the Faculty Regulations must be presented to the Faculty in proper form for incorporation into the published regulations. The proposed motion should specifically mention the section and number of the regulation which is to be amended or voided.

**F 4.1** All proposals concerning revision of regulations in sections B and C shall be presented in writing to the members of the Faculty at least one week before action is to be taken. Voting on such proposals shall be by written ballot with a sixty percent majority of those present and voting necessary for the passage. All other changes in regulations require a majority vote.

**F 4.2** All proposals concerning revision of regulations in sections B and C shall be brought before the Faculty for action no later than the first regular faculty meeting in April. A motion to suspend this rule shall require a two-thirds majority of those present for passage.

**F 4.3** The Executive Committee shall ensure that all revisions to faculty regulations adopted at a faculty meeting are posted online before the next faculty meeting.

**F 5 Committees.** Faculty members are expected to serve on faculty committees as part of their governance responsibilities. The standing committees of the Faculty are:

**F 5.1** These elected committees:

1. Executive (including the Faculty Affairs Subcommittee)
2. Faculty Personnel
3. Committee on Budget and Financial Priorities

**F 5.2** These appointed committees:

1. Curriculum
2. Faculty Experience
3. Student Experience
4. Academic Standing

5. Athletics
6. Campus Diversity
7. Institutional Review Board for Human Subjects Research
8. Committee on Faculty Resources

**F 5.3** The Faculty Affairs Subcommittee of the Executive Committee, in consultation with the Chief Academic Officer, shall designate the chair of any committee which does not have a chair named below. The chairs of all standing committees shall be members of the Faculty. All committee chairs shall appoint a pro tem chair to preside whenever the chair is unavoidably absent.

**F 5.4** All *ex officio* members may vote except as noted elsewhere in the regulations.

**F 6 Election Procedures.** Lists of faculty members eligible to serve on each elected committee shall be prepared by the Chief Academic Officer and posted at least one week before the March faculty meeting. Upon written request to the Chief Academic Officer prior to the meeting, a faculty member may withdraw his or her name from the eligibility list.

Voting shall usually be by electronic ballot. Electronic ballots will be administered by the Office of Institutional Research and Assessment and will be open for at least two business days. The confidentiality of voters will be preserved to the fullest extent compatible with the election process. A quorum must be obtained for the final vote but is not required for nominations. For purposes of electronic voting, quorum shall be defined as a majority of the total membership of the Faculty, not counting those on leave. If quorum is not obtained, the vote will be declared invalid and will be repeated.

For each open position, there will be a nomination ballot followed by a vote ballot. For the nomination ballot, those eligible for nomination shall be all of the faculty members who are eligible for the office and who have not withdrawn their names. Each faculty member may nominate up to three candidates for each position. For the vote ballot, the nominees shall be the four (or five, in the event of a tie) faculty members who received the largest number of nominations. The names for the vote ballot will be reported to the Chair Pro Tem prior to the ballot being sent to the faculty. No more than five names will be forwarded to the vote ballot. In the event that a tie produces more than five names for the vote ballot, the Chair Pro Tem will randomly choose from among the tied nominees to determine which of them advance to the ballot. Whenever possible, nominations for multiple open positions will be completed simultaneously. If a nominee for multiple positions is voted onto one position, their

name will be removed from later vote ballots and replaced by the name with the next-highest number of nominations.

For the vote, faculty will rank up to four nominees from 1-4. A Borda Count methodology will be utilized, with the name receiving the most points considered the winner of the election. In the event of a tie, the Chair Pro Tem will flip a coin to determine the winner. At the discretion of the Chair Pro Tem, vote ballots may include multiple positions when the nominee lists do not overlap. If necessary, the Chair Pro Tem may extend the timeframe for voting or call for an in-meeting vote, at their discretion. If a slate of nominees has already been produced by the electronic balloting process, that slate will be used. Otherwise, the initial in-meeting ballot will serve as the nomination ballot. For an in-meeting vote, the names of all those receiving the highest number of votes which total 50% of the ballots cast shall be placed on the second ballot. This procedure shall be repeated after each ballot until one person receives more than 50% of the votes cast.

Except for replacement terms, faculty members shall be elected to serve four-year terms on the Faculty Personnel Committee and the Committee on Budget and Financial Priorities, and three-year terms on the Executive Committee. Nominations and the election of faculty members to the elected committees shall begin following the March faculty meeting. If nominations and votes are made sequentially, they should begin with the Faculty Personnel Committee, followed by Executive Committee and the Committee on Budget and Financial Priorities. A faculty member may not serve on more than one elected faculty committee at a time.

A faculty member with an appointment to the administration is not eligible for election to one of the elected committees. Election of faculty members to the Executive Committee, Faculty Personnel Committee, and the Committee on Budget and Financial Priorities will use the election procedures for divisional representation (F 6.4).

**F 6.1** The *Executive Committee* shall consist of the Chief Academic Officer (*ex officio*); the Vice President of Student Development (*ex officio*); five other faculty members and two students. Terms shall be staggered so that new faculty members are elected each year.

The *Faculty Affairs Subcommittee of the Executive Committee* shall consist of the five faculty members elected to the Executive committee. This subcommittee shall elect its own chair.

**F 6.2** The *Faculty Personnel Committee* shall consist of four faculty members with tenure or who have achieved the rank of associate professor or professor. One member shall take office and one member shall leave office at the beginning of the academic year; no faculty member may serve more than six consecutive years on the committee. The new member shall be elected at large. Faculty in departments already represented on the committee are not eligible. A member from the same department as a faculty member under review for tenure, promotion, or contract renewal must be recused from that review. A replacement for the purposes of that review only will be selected from recently retired members of the committee, with priority established according to reverse order of retirement and in accordance with the guidelines for divisional representation (F 6.4), subject to review by FASCom. If no suitable replacement can be identified by this method, a new appointment will be made by FASCom in consultation with the Chief Academic Officer.

**F 6.3** The *Committee on Budget and Financial Priorities* will consist of four faculty, each elected to a four-year term. One newly elected member will replace one exiting member at the beginning of each academic year. The Chief Academic Officer and the Vice President for Finance will be ex officio members.

**F 6.4 Election Procedure for Divisional Representation**

The following procedure will be used to ensure even representation by divisions of the College for certain elected committees as specified above. The four divisions of the College are the Arts, Humanities, History & Social Sciences, and Mathematics & Natural Sciences.

Faculty members may choose the division that best suits them. Faculty members wishing to change their divisional assignment may apply to FASCom to do so at least two weeks before an election. Faculty members may be associated with only one division, for the purpose of eligibility for election to committees with divisional representation.

Lists of faculty members (including their divisions) eligible to serve on each elected committee shall be prepared by the Chief Academic Officer and posted at least one week before the date of the election. Upon written request to the Chief Academic Officer prior to the meeting, a faculty member may withdraw his or her name from the eligibility list.

If a committee has the same number of vacancies as unrepresented divisions, separate elections will be conducted for each vacancy. In each election,

candidates will be selected from the eligible pool in one of the unrepresented divisions. The order of the elections will be determined by the Chair Pro Tem.

If a committee has fewer vacancies than unrepresented divisions, the vacancies will be filled by election of candidates selected from the eligible pool in any of the unrepresented divisions.

In the event that the total eligible pool for a given election is smaller than six candidates, the vacancy may be filled by any eligible faculty member regardless of division.

**F 7 Appointment Procedures.** Faculty members of all appointed committees shall be appointed for three-year terms by the Faculty Affairs Subcommittee in consultation with the Chief Academic Officer.

**F 7.1** The *Curriculum Committee* shall consist of 3 subcommittees – Implementation Subcommittee, Assessment Subcommittee, and Policy Subcommittee. Each subcommittee shall consist of 4 faculty members and 1 student. The 4 faculty members of each subcommittee shall include one representative from each of the college’s academic divisions (Arts, History and Social Sciences, Humanities, and Math- Natural Sciences). The chair of the committee and the chairs of each subcommittee shall be appointed in accordance with F5.3. Additional members of the committee include the Chief Academic Officer, ex officio, as well as the Registrar and Director of Academic Assessment, both ex officio without vote. In the event that the Chief Academic Officer is unable to attend a subcommittee meeting, the Chief Academic Officer may designate an Associate Dean to attend in their place, ex officio. The Registrar will serve on the Implementation Subcommittee. The Director of Academic Assessment will serve on the Assessment Subcommittee.

**F 7.2** The *Faculty Experience Committee* shall consist of five faculty members.

**F 7.3** The *Student Experience Committee* shall consist of three faculty members, three administrative appointments (ex officio with vote) the Dean of Students, Associate Dean of the College, Assistant Dean of Campus Life) and three students.

**F 7.4** The *Academic Standing Committee* shall consist of the Associate Dean of the College, ex officio; three faculty members, two students, the Registrar, ex officio without vote, and the Dean of Students, ex officio without vote.

- F 7.5** The *Athletic Committee* shall consist of two faculty, two students, the faculty representative to the Midwest Collegiate Athletic Conference, the Senior Women's Administrator in Athletics, the Vice President of Student Development or a representative designated by the Vice President, *ex officio*, and the Director of Athletics, *ex officio*. The Midwest Athletic Conference representative shall be appointed by the Executive Committee in consultation with the President, each appointment to be reviewed every three years. The Director of Athletics shall appoint the Senior Women's Administrator, in consultation with the Chief Academic Officer.
- F 7.6** The *Campus Diversity Committee* shall include the Chief Academic Officer, *ex officio*; the College's Affirmative Action officer, *ex officio*; four faculty, four students, and four staff members (one of whom is a representative of the Office of Admission and one of whom is a representative of the Office of Student Development.)
- F 7.7** The *Institutional Review Board* shall be appointed by the Executive Committee, in compliance with the most current standards provided by the Department of Health and Human Services. The IRB must consist of five members, with varying backgrounds. The board must include one member not employed by or affiliated with Knox College. The board must also include at least one member whose primary training is scientific areas and at least one member who is not a scientist.
- F 7.8** The membership of the *Committee on Faculty Resources* shall include three faculty members from three different divisions, including at least one untenured faculty, and the Associate Dean of Faculty Affairs (*ex officio without vote*). Two students (*with vote*) will participate in discussion of cultural events resources.

**F 8 Vacancies on Standing Committees.** If a committee member will be on leave or unable to serve for other reasons for two or more terms, that position shall be vacant. Such vacancies on elected committees shall be filled by election procedures provided in F6. Vacancies on appointed committees shall be filled by appointment procedures provided in F7. The new member will serve for the remainder of the unexpired term

If a faculty member of a committee will be on leave or unable to serve for one term and if, in the opinion of the Faculty Affairs Subcommittee, the work of that committee

will be seriously hampered by this absence, the Faculty Affairs Subcommittee in consultation with the Chief Academic Officer may make a temporary replacement.

**F 9 Communication and Coordination of Committees.** Standing committees will be governed by the academic regulations of the Faculty and by principles of sound educational policy, and by the responsibility to disseminate in a timely manner to the community non-confidential information pertaining to its activities. Agendas should be posted prior to meetings. Each standing committee will inform the campus community monthly through posting of minutes or summaries in appropriate campus locations and/or through electronic media. An annual written summary by the committee chair shall be submitted to faculty.

**F 9.1** In order to coordinate the work of the several standing committees, the Executive Committee should be advised of the activities of other standing committees. When important questions of policy are involved, joint consultation between the Executive Committee and the other standing committees should be arranged. If after such consultation changes in the academic regulations seem necessary, appropriate recommendations may be made to the Faculty by either committee.

**F 9.2** All faculty, staff and students may attend meetings of faculty committees as observers, with the exception of the Faculty Affairs Subcommittee of the Executive Committee, the Faculty Personnel Committee, and the Academic Standing Committee.

**F 9.2.1** A faculty committee may enter into closed session by a vote of a majority of its members. Discussion on whether the meeting shall be closed will be held in open session.

**F 9.2.2** Committees shall have the right to deliberate in private, but decisions of the committee made in closed session must be reported.

**F 9.2.3** Student observers at faculty committee meetings who are representing official campus media are responsible to identify themselves to the chair of the committee.

**F 9.3** Elected and Standing Committees. Elected committees retain prerogative over duties and responsibilities within their explicit charge, which may not be infringed by a standing appointed committee. Questions about the appropriate assignment of duties will be resolved by Executive Committee.

## **F 10 Duties of Elected Standing Committees**

**F 10.1** *Executive*: To study the educational needs of the College and to formulate educational policies for consideration by the Faculty; to consult and advise the Chief Academic Officer with regard to educational priorities within the overall budget and operations of the College; to establish the annual College calendar; to interpret policies adopted by the Faculty or the President; to direct and to coordinate the work of standing committees; to appoint special committees. The Executive Committee is authorized to act on behalf of the Faculty on matters that require action before the next regularly scheduled faculty meeting. Such Executive Committee actions must be reported and ratified at the next faculty meeting. Before taking any action of this type the Executive Committee must determine that a special faculty meeting either cannot be called or is unnecessary.

*Faculty Affairs Subcommittee*: To provide a means for frank interchange among faculty, and between faculty and the academic administration. The subcommittee shall seek the views of individual faculty members in determining what matters are of significant concern. It will meet regularly, as well as schedule meetings with the President and the Chief Academic Officer to discuss and offer advice on sensitive matters of faculty concern including faculty status, benefits, structuring, and size; administrative operations; faculty-administration relations; and such other sensitive matters as the President, the Dean or the Faculty may lay before it. It will also provide the President with faculty perceptions of the effectiveness of certain administrative officers of the College. In consultation with the Chief Academic Officer, the Subcommittee will appoint all appointed faculty members of standing committees.

The subcommittee shall not deal with non-sensitive issues that are assigned to the Executive Committee. The Subcommittee shall report to the Executive Committee and to the Faculty on the general nature of its discussions.

**F 10.2** *Faculty Personnel*: To serve as an advisory committee to the President on matters of faculty promotion in rank, granting of tenure, renewal of contracts, faculty honors and faculty salaries. The committee may keep a cumulative file for the sake of continuity, and the chair of the Personnel Committee shall make an annual report on procedures or other matters worthy of the attention of the faculty.



**F 10.3** *Committee on Budget and Financial Priorities:* To provide counsel to the President, Chief Academic Officer, and the Vice President for Finance in setting budgetary priorities and the allocation of financial resources affecting the faculty or academic mission of the College, and to keep the faculty informed in those matters. Members will serve as faculty representatives to the Institutional Planning and Priorities Council, convened and chaired by the President.

## **F 11 Duties of Appointed Standing Committees**

**F 11.1** *Curriculum:* To study all issues related to planning and developing the college curriculum, the implementation of the curriculum, and the assessment of the curriculum.

All proposals for additional majors and minors shall be brought to the faculty for approval. The Curriculum Committee must review all proposals and present its findings in writing to the faculty no less than one week before the faculty meeting at which a vote is to be taken. New majors and minors must be proposed to the Curriculum Committee no later than March 1 and must be approved no later than the April meeting preceding the year they are to go into effect. A majority vote is required for approval.

The entire committee shall meet at least once a month to confer about issues arising in each subcommittee. Each subcommittee shall have the following particular duties:

**F 11.1.1** *Policy Subcommittee* – To study curricular issues and to recommend changes in the curriculum especially with respect to current and future needs of the college; to consider and recommend requirements for the degree. The Policy Subcommittee shall study the results of pertinent curricular portions of departmental program reviews in order to better understand how each department views its curriculum, how outside reviewers view the curriculum, and to study how well departmental curricula integrate with the college curriculum.

**F 11.1.2** *Implementation Subcommittee* – To consider all changes in departmental offerings and to give approval to changes that are compatible with prevailing educational policies; to study and monitor those academic programs which must meet the standards of external professional and accrediting associations; to act as or create a subcommittee on teacher education; to consider issues

related to off-campus study; to create a committee for Off-Campus Study Selection; to approve requests for substitutions or exceptions to any of the general educational requirements when the educational intention of the requirement will be fully met.

**F 11.1.3** *Assessment Subcommittee* – To ensure that the assessment calendar is followed and that the proper assessment measures are being employed to review all curricular components listed on the college assessment calendar; to review assessment reports that are generated when a particular curricular component is formally assessed (e.g. – writing competency, oral presentation, experiential learning, etc.); to review all new course proposals to ensure that they meet the stated learning goals; to review and provide feedback to departments and programs.

**F 11.2** *Faculty Experience Committee*: studies and offers recommendations regarding policies and procedures that promote the success of faculty in their careers as teachers, scholars/practitioners, and members of the community. In doing so, the Committee will focus on the regular work of the faculty, faculty development, success, and well-being. Areas of regular review include orientation and mentorship of faculty, work-life balance issues that support faculty success, and faculty members' timely progress toward promotion.

**F 11.3** *Student Experience Committee*: studies and offers recommendations regarding policies and procedures related to the alignment of the curriculum and co-curriculum, especially as it relates to the faculty's role in supporting student success and well-being. Areas of responsibilities will include the faculty's role in admission, orientation of new students and the first-year experience; retention of students until graduation; progress toward graduation and paths to successful careers; and the curricular and co-curricular opportunities afforded by the College.

**F 11.4** *Academic Standing*: To determine the academic status of students, to act upon petitions for reinstatement, to act upon petitions involving exceptions to all regulations except general education requirements, to study academic procedures and to make recommendations concerning their modification, to administer the program of honors studies in accordance with the policies established by the Faculty, to nominate or select on behalf of the Faculty recipients for honors and awards, to act in all areas of academic procedures which the Curriculum Committee shall delegate to it. The Academic Standing Committee shall report to the Curriculum Committee as well as to the Faculty.

- F 11.5** *Athletics*: To study the athletic program of the College, to recommend appropriate modifications of athletic policy, to approve schedules for intercollegiate sports and to allocate funds for club sports. The Athletics Committee is concerned with recreational sports, intramural sports, club sports, and intercollegiate sports. The Department of Sports Studies and its academic offerings are independent of this Committee.
- F 11.6** *Campus Diversity*: To provide advice and counsel to the President for ways in which Knox's educational programs, institutional practices, and community of students, faculty and staff can fulfill the College's commitment to diversity; to help maintain a community unified by common institutional values and enriched by diversity based on such factors as race, ethnicity, religion, nationality, gender, sexual orientation and disability. The committee or any subcommittee that it creates may choose to focus on such issues as support services, residential life, and recruitment and retention of students, faculty and staff. The Committee will provide initiative and leadership to ensure that the College's programs and practices help all members of the Knox community to become more conscious, understanding, knowledgeable of and sensitive to different cultures and backgrounds, and to situate themselves within a diverse community.
- F 11.7** *Committee on Faculty Resources*: To evaluate proposals and make recommendations to the Chief Academic Officer for use and awarding of funds for faculty scholarly and creative work. In this advisory capacity, CoFR will (a) provide oversight of the use of conference travel funds; (b) provide advice and guidance to the Chief Academic Officer and the Associate Dean of Faculty Affairs regarding the College's comprehensive faculty development agenda; (c) make recommendations to the Chief Academic Officer in other areas where there is significant use of College resources for faculty development. The members of CoFR may also serve as advisors to faculty by vetting proposals and offering guidance in the crafting of proposals headed to the committee.
- F 11.8** *Institutional Review Board*: The Institutional Review Board will work in accordance with the most current HHS IRB standards. It will be the responsibility of the board to annually review regulatory guidelines published by HHS and/or the Office for Human Research Protections (OHRP), and to carry out its work in compliance with those standards.

## **F 12 Faculty Visitors to the Board of Trustees**

**F 12.1 Faculty Members of the Committees of the Board of Trustees.** Three faculty members will be chosen to serve on the committees of the Board of Trustees, with each of the three faculty members serving on two of the following Board committees: Academic Affairs, Admission and Financial Aid, Advancement, Campus Life and Athletics, Facilities and Infrastructure, and Finance. The faculty members will be nominated by election by the faculty at the May faculty meeting using the election procedures described in *Faculty Regulations*, F 6. Nominations are subject to approval by the President, and subsequently by the Board of Trustees at their June meeting. Faculty members will serve three-year terms, beginning at the start of the academic year. A faculty member may serve at most two consecutive three-year terms.

**F 12.2 Faculty Observers of the Board of Trustees.** Two members of the Faculty shall be chosen as observers of the open session of the Board of Trustees. One observer shall be chosen for a two-year term by vote of the Faculty each year at the May meeting. The term shall begin and end at the beginning of the academic year. The election procedure shall be that specified in Faculty Regulations, F 6. Observers will report to the faculty the actions taken at each regular meeting of the Board of Trustees.

**F 13 Chair pro tem.** A member of the Faculty shall be chosen, by vote of the Faculty at the May faculty meeting, for a three-year term as Chair pro tem. The term shall begin and end at the beginning of the academic year. The election procedure shall be that specified in *Faculty Regulations*, F 6.

**F 14 Faculty Secretary.** A member of the Faculty shall be chosen, by vote of the Faculty at the May faculty meeting, for a one-year term as Faculty Secretary. The term shall begin and end at the beginning of the academic year. The election procedure shall be that specified in *Faculty Regulations*, F 6.

**F 15 Faculty Emergency Fund.** The Faculty shall maintain an emergency fund by an assessment, whenever voted by the Faculty, of one dollar upon each member, to be given into the keeping of the Secretary and to be used for such expenses as may be incurred from time to time by the Secretary or by the committees in carrying out the instructions involved in the vote of the Faculty.

**F 16 Academic Regalia.** Faculty members shall wear academic regalia to the Opening Convocation, Commencement, and such other occasions as may be determined by the Administration or the Faculty.