Mid-Atlantic Christian University
Academic Affairs Policy #18

SUBJECT: Faculty Governance

DATE: Historic

REVISED: 1/07/04, 3/3/13, 2/8/17
NEXT SCHEDULED REVIEW: Even-number years in February

APPROVED BY BOARD OF TRUSTEES: May 11, 2018

Policy for: MACU Administration and Faculty
Procedure for:
Authorized by: Vice President for Academic Affairs
Issued by: Board of Trustees

I.   Purpose

This policy statement partially addresses "Standard 10.4 Academic Governance" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

This policy statement partially addresses "Standard 10.1 Academic Policies" of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II.   Policy

The University supports the principle of academic governance while at the same time recognizing that legal authority and fiduciary responsibility for the University rests with the Board of Trustees. Academic governance indicates that matters of academic policy and procedure originate and develop within the Faculty of the school. In addition to what the University By-laws stipulate about responsibilities of the Faculty, these following guidelines further define the role and responsibilities of the Faculty.

The primary responsibility of the Faculty as a body is the planning and guidance of the Educational Program and Policy of the University. This is defined as consisting of the University's
-    Curricular, curriculum requirements, and academic standards and policies;
-    International study programs;
-    Formal programs for faculty study, research, and development;

- Selection and use of library materials;
- Awarding of academic degrees;
- Establishing, regulating, and changing of academic departments;
- Academic and career counseling and guidance programs;
- Academic and scholarly lecture programs and cultural programs initiated by academic departments;
- And determination of the academic qualifications to be applied in the admission of students.

The President and Vice President for Academic Affairs share with the Faculty responsibility for proposing Educational Programs and Policy. Proposals are made through the appropriate channels of the Faculty.

In the area of course and program approval, approval begins at the lowest level within the faculty structure and is approved by the Department as the first formal step in this process. The Department Chair submits this proposal to the VPAA for Faculty approval. After Faculty approval is given the proposal is submitted to the President's Leadership Team and ultimately the University Board of Trustees.

In the area of academic affairs policy, each policy document indicates a regular review cycle. However, in the life of the university policies may need to be reviewed at other times and such considerations may be acted upon as the need arises. Any policy considerations are subject to Board of Trustees Policy #1: Policy on Policies.

The university recognizes that the use of technology can help shorten the decision-making process in certain instances and accomplish some business without face-to-face faculty meetings. Parameters for the types of business to be accomplished electronically are defined by the Faculty.

The faculty governance system must take place in a spirit of collegiality, recognizing the ability of the faculty, including academic administrators and department chairs, to deliberate and make wise decisions on behalf of the University.

III. Procedure

A. Faculty Meetings

Faculty meetings are held monthly and as required during the academic year. Special meetings may be called by the vice president for academic affairs or by forty percent of those who hold full-time faculty status. In the case of specially called meetings, the purpose, time, and place of the meeting shall be stated in the call of the meeting. Faculty meetings are typically chaired by the VPAA. Fifty-one percent of the full-time faculty being present constitutes a quorum. Agenda are distributed normally three days

in advance of the meeting. Major curricular programs receive a first reading and normally not be voted upon until the next faculty meeting.

The following criteria will be followed when conducting faculty business via electronic means:

1) Approval of minutes via email is okay as long as the tally of the votes is reported in the minutes for the following meeting. In addition, if a correction is made to the minutes via the electronic approval process, faculty must be made aware of the correction so they can approve it.
2) All policies must be approved in a face-to-face meeting; however, email discussions prior to a face-to-face policy vote are encouraged if they will help to expedite the faculty meeting.
3) Voting for Teacher of the Year or other such items which require no discussion may be done via email.
4) Discussions to conclude business started in the faculty meeting that will result in a proposal may be done via email.
5) Any request to move an email string discussion to face-to-face discussion will be respected.

B. Officers and Duties

At the first faculty meeting of the school year the faculty will choose a vice-chairman and recording secretary. The vice president for academic affairs is the chairman. The vice-chairman will chair faculty meetings in the absence of the vice president for academic affairs. The secretary will keep minutes of all faculty meetings.

C. Committees

The faculty shall appoint such committees, standing or special, as it from time to time deems necessary to carry on the work of the faculty. The vice president for academic affairs shall be an ex-officio member of all committees.

IV. Published

Faculty Handbook

V. Reason for Revision

VI. Appendices