

Approved: Professional Staff Meeting 5/12/00

**ALLEGANY COLLEGE OF MARYLAND
FACULTY STATUS COMMITTEE BY-LAWS**

Revisions

ARTICLE I

Name

The name of this group shall be the Faculty Status Committee of Allegany College of Maryland.

ARTICLE II

Purpose

Section A

To review and recommend policy relating to faculty evaluation, rank, and tenure.

Section B

To review the applications of those faculty who seek advancement-in-rank and tenure as outlined in the approved tenure, advancement-in-rank, and faculty evaluation system documents.

To make recommendations to the College President for awarding advancement-in-rank and/or the granting of tenure, and, when requested, the employment of faculty. Upon review, thereof, the President shall then make recommendations to the Board of Trustees.

ARTICLE III

Membership

Section A

The Vice President for Instructional Affairs shall be an ex-officio member and shall serve as chair.

Section B

Five members of the tenure-track faculty shall be elected, by secret ballot, by the tenure-track faculty.

Section C

Members of this committee shall be elected prior to the last Professional College Staff Meeting of the academic year and serve a three-year term. The elected faculty will serve on a three-year

cycle, and shall always have a membership with a minimum of two faculty with the rank of professor, two faculty from the ranks of associate professor, assistant professor, and instructor, and the fifth faculty member from any of the four ranks.

A nominating election shall be held to determine the slate of candidates based on the appropriate rank distribution outlined above.

A ballot shall be prepared from the results of the nominating election with a slate of candidates based on the three-year rank distribution need.

ARTICLE IV

Duties and Functions

Section A

To review automatically each tenure-track faculty member when:

1. the faculty member obtains the minimum requirements for tenure;
2. any member of the Faculty Status Committee feels that a particular faculty member should be reviewed;
3. at the request of a division chair/program director.

Section B

To review any tenure-track faculty member upon receipt of a written request.

The request must be submitted following the approved advancement-in-rank and/or tenure schedule for application.

Section C

To interview each candidate personally who is qualified for advancement-in-rank or tenure before making its final decision.

Section D

To request from the appropriate Division Chair/Program Director a written evaluation, including a letter of support/non-support, of each candidate being considered for advancement-in-rank and/or tenure.

Section E

To submit a written recommendation to the President.

Section F

To review and recommend policy relating to faculty evaluation, rank, and tenure.

Section G

The Chair, with approval of the Faculty Status Committee, will submit an end-of-the-semester report to the Committee on Committees.

ARTICLE V

Meetings

Section A

Regular meetings of the Committee are scheduled by the members as the need dictates.

Section B

Special meetings may be called at the discretion of the Chair.

Section C

The minutes, including those present and excused, of each meeting of the Faculty Status Committee are written by the Chair and distributed to all members of the Committee and to the Library for the College Archives.

A complete file of committee minutes is kept in the official records of the Committee. It is available to all members at all times.

An agenda for each meeting of the Committee will be sent to each member prior to each session.

ARTICLE VI

Special Procedures

Section A

The vote of each member of the Committee on options concerning recommendations for advancement-in-rank and/or tenure shall be made by secret, written ballot.

All recommendations dealing with advancement-in-rank and/or tenure will be delivered to the President and will not be included in the published minutes, but will be kept in the official records of the Committee; and the secret ballots will be tabulated by the two senior faculty members of the Committee.