Dean of the University Faculty

The dean of the University Faculty is the University Faculty’s chief administrative officer and its liaison on all matters in which the concerns of the faculty relate to the president, the trustees, or other segments of the university community. The dean, however, is not a member of the university administration.

The dean shall: (1) represent and advocate the interests of the faculty to the president, the trustees, and the university community; (2) advise the president and central administration on matters of university policy and seek the president’s advice on matters of concern to the faculty; (3) assist the faculty and the Senate in formulating judgments on questions of concern to the faculty; (4) be available for consultation and advice to members of the faculty, to students, and to members of the university community on matters within the jurisdiction of the faculty; (5) assist in resolving problems for individual faculty members in their relationships with other members of the faculty, with academic or administrative officers, with committees, with students, or other segments of the university community; (6) oversee the work of all committees of the University Faculty or the Senate; (7) serve as an ex officio member on each University Faculty and Senate committee; (8) call meetings of the University Faculty and the Senate and prepare and distribute the agenda for those meetings; (9) maintain a file of records of actions, reports of committees, and other records as necessary; (10) prepare reports as deemed appropriate; (11) meet with the Board of Trustees and its Executive Committee in discussions of questions of educational policy; and (12) perform such other functions as determined by the University Faculty or the Senate.

The dean is selected from among the tenured voting members of the faculty. Three months before the deanship becomes vacant, the Committee on Nominations and Elections canvasses the faculty; prepares a slate of three or more candidates for Faculty Senate approval; and circulates a mail ballot, using the Hare system (where voters are asked to rank order their preference), to all voting members of the University Faculty. Subject to confirmation by the Board of Trustees, the candidate receiving a majority of the votes cast shall be appointed dean for a term of three years. This term may be extended for a further period of not more than two years by the Faculty Senate.

Associate Dean and Secretary of the University Faculty

The associate dean and secretary of the University Faculty (1) assists the dean in carrying out duties as assigned, and serves as acting dean on appropriate occasions; (2) chairs the Nominations and Elections Committee; (3) serves as an ex officio member on each University Faculty and Senate committee; (4) supervises the maintenance of minutes of meetings and all records of the University Faculty and Senate; and (5) supervises
publications made in the name of the University Faculty. The associate dean and secretary also serves as secretary and as an *ex officio* voting member of the Senate.

In electing the associate dean and secretary, the Committee on Nominations and Elections canvasses the faculty, prepares a slate of candidates for Faculty Senate approval, and circulates a mail ballot, using the Hare system, to all voting members of the University Faculty. The candidate receiving a majority of the votes cast shall serve a three-year term, with the possibility of reappointment by the Senate, for a further period of not more than three years.

The terms of the dean, and the associate dean and secretary, shall be staggered so that only one of these officers shall be elected in any one year.

Faculty Trustees

Under the terms of the 1984 amendment to the university charter, there are two faculty trustee positions on the Board of Trustees.

A faculty member who has served as faculty representative on the Board of Trustees or as faculty trustee for more than one calendar year shall not be eligible for nomination for the office of faculty trustee for a term commencing less than two years after the expiration of the former term. While professors *emeritus*, if resident in Ithaca, and members of the faculty serving as university administrators, deans, or directors are eligible for nomination, preference shall be given to active members of the faculty who do not hold such offices.

When acting as faculty trustees, faculty members are privileged to express their independent opinions and judgments. However, in view of the fact that the faculty, when it wishes to inform the Board of Trustees of its views, does so either by requesting the president to transmit them to the board or by establishing a special faculty committee to confer with a trustee committee appointed by the board, faculty trustees shall not assume to speak for the faculty, unless expressly authorized by the faculty to do so in particular cases. They may, however, state their opinion as to the probable faculty reaction to any proposal affecting academic or educational policy.

Ithaca-based faculty trustees shall be *ex officio* voting members of the Faculty Senate.

The Committee on Nominations and Elections canvasses the faculty; prepares a slate of trustee candidates for Faculty Senate approval; and circulates a mail ballot, using the Hare system, to all voting members of the University Faculty. The candidate receiving the majority of votes is elected for a four-year term. The results of the election are reported to the president.