

EXCERPT FROM ORGANIZATION AND PROCEDURES OF THE UNIVERSITY FACULTY (OPUF)

V. THE DEAN OF THE UNIVERSITY FACULTY

A. In General. The office of Dean of the University Faculty is one of outstanding importance for the proper conduct of University affairs, and in the formulation of policy and the maintenance of flexible communication and mutual understanding between the Faculty and the rest of the University community. Accordingly, special qualifications are required for the office, including an acknowledged position of leadership on the Faculty and wide experience in University affairs.

B. Liaison and Administrative Functions. The Dean is the 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 or agent of the University administration.

C. While the Dean is primarily the representative of and spokesman for the University Faculty, the Dean retains the right to express his or her own personal views, when described as such.

D. Duties. Without limitation of the foregoing, the Dean shall have the following specific duties:

1. He or she shall represent and advocate the interests, concerns, and needs of the Faculty to the President, the Trustees, and other segments of the University community, and to the public.
2. The Dean, in consultation with the University Faculty Committee, shall advise the President and other senior members of the central administration on matters of University policy and shall seek the President's advice on matters of concern to the Faculty.
3. The Dean shall assist the Faculty and the Senate in formulating judgments on questions of concern to the Faculty.
4. He or she shall be available for consultation and advice to members of the Faculty, to students, and to other members of the University community on matters within the jurisdiction of the Faculty.
5. The Dean shall use his or her good offices in helping to resolve problems which may arise for individual members of the Faculty in their relationships with other members of the Faculty, with academic or administrative officers of the University, with committees of the Faculty or University, with students, or with other segments of the University community.

6. The Dean shall oversee and expedite the work of all committees of the University Faculty or the Senate and shall keep them informed of problems to which they should attend. He or she shall obtain annual or other periodic reports from such committees and shall be responsible for seeing that the reports, recommendations, and decisions of such committees are brought to the attention of all persons concerned therewith. Where necessary and appropriate, the Dean will arrange for the timely publication of information meriting the attention of the Faculty, and of information concerning the Faculty meriting the attention of other segments of the University community or of the public.

7. The Dean shall be an ex officio member of each committee of the University Faculty and each committee of the Senate.

8. The Dean shall be responsible for the calling of meetings of the University Faculty and the Senate and for the preparation and distribution of the agenda for such meetings.

9. The Dean shall be responsible for maintaining a file of (i) records of actions of the University Faculty and of the Senate, (ii) reports of committees of the University Faculty and of the Senate, and (iii) such other files and records as may be necessary or appropriate.

10. The Dean shall prepare such reports as he or she or the University Faculty or the Senate, shall deem appropriate.

11. The Dean shall be available to sit with the Board of Trustees and its Executive Committee in discussions of questions of educational policy.

12. He or she shall perform such other functions as are provided for herein, or as the University Faculty or the Senate shall determine.

E. Assistants to the Dean; Acting Dean. As may be necessary to assist or represent the Dean, he or she may delegate any portion of the foregoing functions and duties to the Associate Dean and Secretary of the Faculty, to members of his/her staff, or to other members of the Faculty. In the absence or inability to act of the Dean, the Associate Dean and Secretary of the Faculty shall function as Acting Dean. In the absence or inability to act of both the Dean and the Secretary, the University Faculty Committee, in consultation with the President, shall designate an Acting Dean.

F. Selection of Dean. The selection procedures for Dean of the Faculty shall be as follows:

1. The Dean must be selected from among the tenured voting members of the Faculty and shall maintain such status.

2. At least three months before the deanship becomes vacant, or as promptly as possible if the office should become vacant without three months' notice, the Nominations and Elections Committee shall solicit nominations and canvass Faculty opinion, and shall prepare a slate of three or more candidates. The

Nominations and Elections Committee should consult the President in this regard.

3. The Committee on Nominations and Elections shall conduct a mail ballot of the voting members of the University Faculty, using the Hare System, and shall promptly report the results to the President and the Faculty.

4. Subject to confirmation by the Board of Trustees, the candidate receiving a majority of the votes cast shall be appointed Dean.

G. Term of Office. The term of office for the Dean shall be three years. The Dean may be reappointed by the Senate for a further period of not more than two years. So far as possible, the terms of office of the Dean and the Secretary shall be staggered so that not more than one of these officers shall be elected in any one year.