

THE PRESIDENT AND THE FACULTY**THE PRESIDENT**

(Bylaws of the Trustees, Section 5.4)

1. (a) President. The President shall be the chief executive officer and chief administrative officer of the College, shall have the general and active management, control and direction of the educational activities, financial operations and other affairs of the College and shall have the general powers and duties usually vested in the office of the president of a College. The President shall preside at meetings of the faculty or, when occasion requires, appoint a temporary chair. The President shall act as the official medium of communication between the Trustees and the faculty and between the Trustees and the students and all other persons in the service of the College. The President shall recommend to the Trustees the appointment, promotion and conditions of service for the faculty and administrative staff. The President shall keep acquainted with all the affairs and interests of the College. The President shall exercise such supervision and direction over the departments of the College as will promote their efficiency and as the prosperity of the College may demand. The President shall sign all diplomas granted by the College. The President shall be responsible for the discipline of the College, for the care and use of the buildings and equipment of the College, and for carrying out measures authorized by the Trustees, including measures concerning the internal administration of the College. The President shall present regularly to the Trustees reports upon the work and condition of the College and any recommendations which may seem expedient.
- (b) Acting President. If the President is absent or unable to act, or if the office of President becomes vacant for any reason, the Provost and Dean of the Faculty shall have all the powers and duties of the President until the Trustees select a new President or select another person as Acting President.

SPECIAL SCHOOLS

(By-Laws of the Trustees, Section 7)

2. Special schools or special educational undertakings may be established by vote of the Trustees which shall be deemed a part of the work of the College, but which may have separate administrative officers and staffs accountable directly to the President and the Trustees and not subject to the control of the faculty.

THE FACULTY

3. (a) Composition. The faculty shall consist of the President of the College, the Provost and Dean of the Faculty, the Associate Provost and Dean for Academic Development, the Dean of the College, full professors, associate professors, assistant professors, instructors, senior lecturers, and such lecturers and visitors as shall from time to time be appointed, as well as those administrative officers whose presence the Trustees shall decide to be serviceable to the faculty in its deliberations.
- (b) Voting members of the faculty are the President, the Provost and Dean of the Faculty, the Associate Provost and Dean for Academic Development, the Dean of the College, and those full professors, associate professors, assistant professors, instructors, and senior lecturers who are appointed for more than one year or for the second year even though the second-year appointment is for one year only. Lecturers and visitors who are in at least half-time positions and who have served for the equivalent of one year of full-time teaching, and those administrative officers whose presence the Trustees shall decide to be serviceable to the faculty in its deliberations shall also have voting rights. Those members of the faculty who do not meet the above criteria, as well as resident members of the faculty of the School for Social Work are invited to attend the meetings of the faculty but have no vote. (The voting rights of lecturers and visitors appointed before the academic year 2002-2003 shall be governed by the legislation in effect at the time of their appointment).
- (c) A member on leave or sabbatical for a semester or a year is a member of the faculty and may attend and take part in faculty meetings and has the right to speak, to make motions, and to vote. He or she may participate in departmental meetings in accordance with Section IV.B.2b. of the *Policy of Appointment, Reappointment, Promotion and Tenure at Smith College*.
- (d) Legislative Action. The legislative action of the faculty shall be determined by a majority vote subject to the approval of the President of the College. Should any measure which has been vetoed by the President be passed again by a two-thirds vote, it may be submitted for official decision to the Trustees, who shall serve as a final court of appeal. In case of such an appeal, the faculty shall have the right to have their views laid before the Trustees by a representative or representatives of their own choosing. (By-Laws of the Trustees, Section 6.2)

POWERS AND DUTIES

(By-Laws of the Trustees, Section 6.3)

4. Powers. The faculty (subject to the control of the Trustees) shall have the power, and it shall be their duty, to fix the requirements of admission, the courses of study, and the conditions of graduation, to establish rules and methods for the conduct of the educational work of the College, for ascertaining the proficiency of students, and for determining the award of academic honors, to recommend candidates for degrees to the Trustees, and to make such general regulations for the well-being and government of the students as shall not contravene the articles of organization, these by-laws or any action of the Trustees.

MEETINGS

5. Members of the faculty must consider as confidential all faculty action until such time as it has been officially announced.
6. The regular meetings of the faculty shall be held on the first or second Wednesday afternoon of the first semester, and thereafter, except in vacation periods, on the fourth Wednesday of each succeeding month at 4:10 p.m., and on the Thursday morning preceding Commencement, subject to the discretion of the President. When the fourth Wednesday of November is the day before Thanksgiving Day, the meeting shall be held on the Wednesday following. If there is no business on the agenda by the preceding Thursday, any faculty meeting may be canceled by the President. Special meetings may be called by the President at any time.
7.
 - (a) As far as possible notice shall be given to the members of the faculty of the principal items that are to be brought up for discussion in the faculty meeting in advance of the date of the meeting.
 - (b) Two copies of all principal motions and of all committee reports shall be submitted in writing to the Secretary of the Faculty one week before the faculty meeting at which they are to be offered.
 - (c) Members of the faculty who have important matters to bring before the faculty are asked to inform the Secretary of the Faculty not later than Wednesday before the meeting at which these matters are to be discussed.
 - (d) Fifty voting members shall constitute a quorum.
 - (e) The faculty shall make public the agenda of its meetings beforehand and the actions taken at its meetings afterward by posting them at convenient bulletin boards on the campus or on appropriate electronic mailing lists.
 - (f) A Parliamentarian appointed by the President shall when requested give advice to the Chair on parliamentary procedure.
 - (g) A secretary, appointed by the President of the College, shall keep a copy of the minutes of faculty meetings that shall be submitted whenever called for at the meetings of the Trustees. (By-Laws of the Trustees, Section 6.1)
8. All cases of admission, exceptions to academic regulations, and unsatisfactory scholarship and its consequences, shall be acted on by the several committees to which the consideration of these matters has been referred by the faculty, and not brought before the faculty for decision.

PROCEDURE

9.
 - (a) Members of the faculty are not to cancel or dismiss early classes that meet on those days which precede vacation periods.
 - (b) Excessive absence from class meetings in the case of any undergraduate shall be reported to the appropriate Class Dean.
 - (c) A member of the faculty who is unable to meet a class shall notify the Chair of the department or Director of the program.

- (d) Normally, faculty members should schedule office hours in two different time blocks during the week. It is recommended that, when these hours are posted on the office door, the phrase "and by appointment" be added to increase flexibility and faculty availability to students. The appropriate office, extension number, or secretary for leaving messages should also be posted.
10. (a) Members of the faculty who plan to be out of town for more than a few days at any time during the College year, vacation periods included, are requested to leave their addresses with the Secretary to the President.
- (b) Members of the faculty who plan to leave Northampton before Commencement should notify the Office of the Provost and and Dean of the Faculty. They are required to remain in town at least twenty-four hours after their grades have been filed in the Office of the Registrar.
11. All teaching faculty are required to file in the Office of the Provost and Dean of the Faculty a full syllabus of each course they teach, for use by the Committee on Academic Priorities. If important changes in the conduct of the course are made later, a new syllabus should be substituted for the one previously filed.
12. (a) Members of the faculty who are granted the assistance of readers are requested to report the name of the reader and the number of students in the course to the Provost and Dean of the Faculty at the beginning of the year or semester. The exact amount of work done by the readers shall be reported.
- (b) Normally readers will attend all lectures in classes in which they read.
13. (a) It is not considered advisable for a member of the faculty or staff to receive pay for tutoring a Smith College student in his or her own subject or in any other subject. Exceptions to this rule may be made only with approval of the Provost and Dean of the Faculty on the recommendation of the Chair of a department or Director of a program.
- (b) Outside tutors may be made available to individual students through the Jacobson Center for Writing, Teaching and Learning.
14. (a) As far as is practicable and necessary, all members of a department or program shall be considered available for teaching introductory and basic courses.
- (b) All members of a department or program will serve as pre-major advisers if they meet the following criteria:
1. The faculty member has taught at Smith for one year.
 2. The faculty member is not currently assigned as a pre-major adviser.
 3. The faculty member will be present and teaching for at least the first three semesters of the projected advising period.
15. (a) Members of the faculty shall take occasion to make clear to their classes at the beginning of the year or the semester their own requirements and expectations in regard to honest work; how far, for instance, students may collaborate in reports, notes, and laboratory procedure, and to what extent they may use outside help including, in the case of foreign language and literature classes, English translation.
- (b) All cases of dishonesty known to instructors shall be reported to the student Chair of the Academic Honor Board.

16. (a) No member of the faculty is authorized to order books for the Library except through the Director of Libraries or designate. In order to relieve the Library staff of needless work, members of the faculty are asked not to request the purchase of books that are already in the Library except in the case of multiple copies for class use. Members who are going abroad and expect to have special facilities for purchasing books may make arrangements in advance with the Director of Libraries or designate.
- (b) No department or individual is permitted to anticipate the Library appropriation for the following year.
- (c) Members of the faculty should notify the Director of Libraries or designate of books which they wish to have placed on reserve well in advance.
17. (a) Members of the faculty having notices for the press should give them out through the Office of College Relations in order that news of the College may be issued impartially and published as widely as possible.
- (b) Official information and reports of emergencies concerning the College shall be given out only through the Office of College Relations.
- (c) Radio and television broadcasts should be arranged through the Office of College Relations.
- (d) Questionnaires should not be issued without the consent of the President (or designate).
18. Smoking is prohibited in most spaces of the College. See Appendix F.
19. In the case of fire drills all persons (faculty, staff, and students) must leave the buildings as in the case of an actual fire. The cooperation of the members of the faculty is requested in observing the Fire Regulations posted in all College buildings. Their assistance is especially asked in enforcing in academic buildings the rules which concern smoking and the rule which states that assemblies shall be limited to the seating capacity of the hall, and in carrying out orders in connection with fire drills.
20. Those members of the faculty who attend Opening Convocation and Last Chapel are asked to sit on the platform, and to wear cap, gown, and hood. Full academic dress is worn also at the Commencement Exercises and at the Commemoration Exercises on Rally Day.

SABBATICAL LEAVE

21. The system of sabbatical leave applies to professors, associate professors, assistant professors, instructors, and senior lecturers. Details of the system, including sabbatical leaves for lecturers, are given in Appendix C, "Sabbatical Leaves and Leaves of Absence Without Pay."

STANDING COMMITTEES

22. (a) The major standing committees shall be as follows:
- Faculty Council (elected) (Section 23)
 - Committee on Tenure and Promotion (elected) (Section 24)
 - Committee on Academic Priorities (elected) (Section 25)
 - Committee on Faculty Compensation and Development (elected) (Section 26)
 - Committee on Mission and Priorities (elected) (Section 27)
 - Lecture Committee (elected) (Section 28)
 - Committee on Grievance (elected) (Section 29)
 - Committee on the Library (elected) (Section 30)
 - Academic Freedom Committee (elected) (Section 31)
 - Committee on Educational Technology (elected) (Section 32)
 - Academic Honor Board (Section 33)
 - Administrative Board (Section 34)
 - Advisory Committee on Resource Allocation (Section 35)
 - Board of Admission (Section 36)
 - Campus Planning Committee (Section 37)
 - College Council on Community Policy (Section 38)
 - Committee on Athletics (Section 39)
 - Committee on International Students (Section 40)
 - Committee on Honorary Degrees (Section 41)
 - Institutional Animal Care and Use Committee (Section 42)
 - Marshals (Section 43)
 - Committee on Study Abroad (Section 44)
 - Committee on Sustainability (appointed) (Section 45)
- (b) Other standing committees on which faculty members may serve are listed in Appendix I.
- (c) Certain standing committees shall be elected by the faculty as hereinafter provided for (see section 46). All other members of standing committees, with the exception of student members of those committees, shall be appointed by the President or Provost (except as hereinafter provided) with the advice of the Faculty Council.
- (d) Members of the faculty elected or appointed to standing committees shall be so informed by mail.
- (e) All standing committees of the faculty shall report annually, and these reports in their written form shall be deposited with the Secretary of the Faculty. The Faculty Council and the Committees on Tenure and Promotion, Academic Priorities, and Faculty Compensation and Development shall, when appropriate, report to the faculty at its monthly meeting.
- (f) Proposals for the formation of any new standing committees shall be referred to the Faculty Council before being presented for final action by the faculty.

FACULTY COUNCIL (elected)

23. (a) The Faculty Council shall consist of five tenured members of the faculty elected by the faculty. Its membership shall include at least one representative from each division. The members of the Council shall be elected for staggered terms of three years and shall not be eligible for re-election for a period of three years. Faculty members elected to Faculty Council for a three-year term shall have agreed, to the extent that it is practical, to serve all three years of the terms for which they are elected. Each elected member who serves a full three-year term on Faculty Council shall receive one semester of credit toward the total number of teaching semesters required for eligibility for the next sabbatical. Faculty members elected to substitute for elected members on leave shall be eligible for election to a full term after a period equal to their time of substitute service has elapsed.
- (b) One member of Faculty Council shall serve as an ex-officio nonvoting member of the Committee on Academic Priorities and another member of Faculty Council shall serve as an ex-officio nonvoting member of the Committee on Faculty Compensation and Development. Two other members of Faculty Council shall serve as full members of the Committee on Mission and Priorities. Members of the Faculty Council shall report to the Council on such activities of such committees as are relevant to the work of the Council. A representative of the Committee on Tenure and Promotion shall be assigned to report relevant activities to the Council. All members of Faculty Council shall serve on the Advisory Committee on Resource Allocation.
- (c) The Faculty Council shall set its own agenda and choose its own Chair, and shall report to the faculty at its regular monthly meetings. These reports shall include information on the deliberations of the Committee on Mission and Priorities, as appropriate. The Faculty Council shall meet regularly, and it shall meet jointly with the President and/or Provost and Dean of the Faculty to share information and discuss plans and priorities for the College. The Council may invite to meetings with the President and/or Provost members of relevant committees should it regard the presence of such members as necessary to the business being discussed.
- (d) The Faculty Council shall be the regular means of direct communication between the faculty and the Board of Trustees on all matters except questions of tenure and promotion. The Council may invite to meetings with the Board of Trustees members of relevant committees should it regard the presence of such members as necessary to the issues being discussed. The Faculty Council shall be responsible for any review of and recommendations concerning the governance of the College. The Faculty Council shall advise administrative officers on all faculty appointments to extra-curricular duties (e.g., standing appointed committees, task forces, ad hoc committees, and individual appointments to administrative offices).
- (e) The Faculty Council shall take an overall institutional view for planning, communicating with the Board of Trustees, and for reviewing and integrating the policy decisions of faculty committees and administrative offices. It shall confer with administrative officers on all matters pertaining to budget, financial aid, governance, general welfare of the College, and general faculty personnel issues. The Faculty Council shall serve as a forum for faculty ideas and concerns. Individual members of the faculty may propose topics for the consideration of this committee.

- (f) The Faculty Council shall have the power to review administrative practice, particularly in areas where faculty members do not participate directly. The Faculty Council shall oversee faculty nomination and election procedures.

COMMITTEE ON TENURE AND PROMOTION (elected)

24. (a) The Committee on Tenure and Promotion shall consist of the President (Chair), the Provost and Dean of the Faculty, and five full professors elected by the faculty-at-large for staggered terms of three years. In addition, each year, subsequent to the election of regular members, there shall be an alternate elected for a term of one year to serve on the Committee on Tenure and Promotion on any case from which a regular, elected member is disqualified (see Sections IV.B.4.a. and IV.C.1.f. of the *Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College*). The alternate will have served previously on the Committee on Tenure and Promotion. The Committee will provide the alternate with an appropriate orientation for all the cases under consideration.
- (1) Not more than one professor shall be elected from a single department. A professor with a dual appointment shall be considered a member of the department(s) in which he or she votes. A regularly elected faculty member shall be ineligible for consecutive terms. Alternate members shall be eligible for three consecutive one-year terms. However, an alternate may serve for only one term consecutive to the less than three-year term during which he or she served as a regular elected member. No elected member may serve more than three consecutive years on the Committee on Tenure and Promotion, whether as a regular or alternate member.
- (2) Faculty elected to the Committee on Tenure and Promotion for a three-year term shall have agreed to serve all three years of the terms for which they are elected, taking no sabbatical or other leave under ordinary circumstances. Each elected member who serves a full three-year term on the Committee shall receive one semester of credit toward the total number of teaching semesters required for eligibility for the next sabbatical. Faculty members elected to substitute for elected members on leave shall be eligible for election to a full term after a period equal to their time of substitute service has elapsed.
- (b) This Committee shall consider all tenure and promotion decisions, whether proposed by the President, by this Committee, by the department, or by the candidate.
- (c) Detailed procedures followed by this committee are outlined in *The Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College*.

COMMITTEE ON ACADEMIC PRIORITIES (elected)

25. (a) The Committee on Academic Priorities shall consist of the Provost and Dean of the Faculty (Chair) (nonvoting), five members of the faculty, three of whom shall be tenured members representing each of the three divisions, elected for staggered terms of three years, the Associate Provost and Dean for Academic Development (nonvoting), the Dean of the College (nonvoting), and one member of Faculty Council (nonvoting), who shall be named by Council to serve as liaison between the Faculty Council and the Committee on Academic Priorities and be eligible to participate in all the business of the Committee on Academic Priorities. Faculty members elected to the Committee on Academic Priorities for a three year term shall have agreed, to the extent that it is practical, to serve all three years of the terms for which they are elected. Elected members who have served a full term shall be ineligible to serve for consecutive terms. Faculty members elected to substitute for elected members on leave shall be eligible for election to a full term after a period equal to their time of substitute service has elapsed.

- (b) (1) The Committee on Academic Priorities shall establish the educational and curricular priorities of the College, and shall engage in systematic, long-range curricular planning. The Committee shall solicit, generate and review new academic initiatives, and shall periodically assess ongoing programs to insure that they continue to contribute to the academic priorities of the College.
- (2) The Provost and Dean of the Faculty shall consult regularly with the Committee about plans and decisions regarding faculty appointments. This consultation shall include both long-range planning for the number, type and distribution of faculty appointments, and yearly authorizations for hiring into tenure-track appointments. The Provost and Dean of the Faculty shall inform the Committee of all requests for tenure-track positions received from departments and programs, and shall make available to the Committee all the information received concerning those requests.
- (3) The Committee shall establish and review the fundamental educational policies of the College. It shall serve as an appeal board when individual faculty, departments and programs require exceptions to educational policies legislated by the faculty and administered by the various officers of the College.
- (4) The Committee shall determine the standards and policies for the College's programs of interdepartmental, independent and graduate study, and for departmental and program honors.
- (5) The Committee shall oversee the decennial and midterm reviews of departments and programs. In addition, the Committee shall undertake whatever studies and assessments it deems necessary for carrying out its mandates, including ad hoc meetings with departments and programs, or their representatives.
- (c) The Committee on Academic Priorities shall meet at least twice each year with the Committee on Mission and Priorities to discuss the long-range financial and staffing implications of academic priorities. In addition, the Committee shall meet at least twice each year with the Student Curriculum Committee.
- (d) The Committee shall receive detailed reports and/or meet annually with the committees and administrative staff concerned with the maintenance of academic standards for established academic programs and Interterm.
- (e) The Committee shall through its (sub) Committee on Study Abroad oversee the academic programs and standards for study abroad under the College's own Junior Year Abroad programs, the consortial study abroad programs in which the College participates, and the Approved Study Abroad Program.
- (f) The Provost and Dean of the Faculty (or designate) shall provide a report of the deliberations of the Committee on Academic Priorities at the regular monthly meetings of the faculty.
- (g) Elected faculty members who serve three successive years on the Committee shall receive one semester of credit toward the total number of teaching semesters required for eligibility for the next sabbatical.

**THE COMMITTEE ON FACULTY COMPENSATION AND DEVELOPMENT
(elected)**

26. (a) The Committee on Faculty Compensation and Development shall consist of five members of the faculty, including at least one faculty member from each division, who serve staggered terms of three years, the Associate Provost and Dean for Academic Development (nonvoting, Chair), and a member of the Faculty Council (nonvoting), who shall be named by Council to serve as liaison between the two committees and be eligible to participate in all the business of the Committee on Faculty Compensation and Development. Elected members shall be ineligible for consecutive terms.

- (b) The Associate Provost and Dean for Academic Development (or designate) shall report to the faculty at the regular monthly meetings.
- (c) The Committee on Faculty Compensation and Development shall set policy on granting faculty members aid to scholarship and shall set policy and normally monitor the funding of internal grants for faculty development. The Committee shall advise the administration on policies regarding faculty compensation and aid to scholarship.

COMMITTEE ON MISSION AND PRIORITIES

- 27. (a) The Committee on Mission and Priorities shall consist of the President (Chair), the Provost and Dean of the Faculty (Vice Chair), the Associate Provost and Dean for Academic Development, the Dean of the College, the Vice President for Finance and Administration, the Vice President for Development (non-voting), one staff member, two students selected by the Student Government Association for staggered terms of two years, two members of Faculty Council, and three members of the faculty, one from each division elected for staggered terms of three years. Elected members shall be ineligible to serve for consecutive terms.
- (b) The Committee on Mission and Priorities shall, in consonance with the mission of the College, advise the President on long-range planning for the financial, human and physical resources of the College. The Committee shall solicit, generate and review proposals for major new projects and initiatives, assess progress in achieving the goals of current initiatives, and recommend priorities for the allocation and reallocation of resources. The Committee is encouraged to conduct pertinent inquiries and to consult with every part of the Smith community. The Committee shall meet regularly with the Committee on Academic Priorities, the Advisory Committee on Resource Allocation and the appropriate committees of the Board of Trustees both to inform the work of those committees and to be informed by them, and it shall periodically report its findings and recommendations to the Smith community at large.

LECTURE COMMITTEE (elected)

- 28. (a) The Lecture Committee shall consist of five members of the faculty with at least one from each division, elected for staggered terms of three years, and one student, the Chair of the Recreation Council.
- (b) The Committee shall elect a faculty member as chair and shall provide an annual report of its activities to the faculty.
- (c) The Committee shall allocate endowed lecture funds and shall more generally serve as a clearinghouse for lectures, symposia, and colloquia for the College community.

COMMITTEE ON GRIEVANCE (elected)

29. The Committee on Grievance is a faculty Committee created to provide faculty members with an internal process in which colleagues can hear and attempt to resolve matters pertaining to an individual faculty member's employment. The Committee's membership, jurisdiction, and procedures are discussed in this policy. Procedural issues may be further elaborated by the Committee through the adoption of operating procedures consistent with this policy.
- (a) **Membership**
- (1) The Committee on Grievance shall consist of five members of the faculty, of whom two shall be from the permanent staff, two from the temporary staff, and one a member-at-large who may be from either the permanent or the temporary staff.
- (2) One member of the faculty from the permanent staff and one from the temporary staff shall stand in reserve for service on the Committee if one or more of the regular members be disqualified for consideration of a case by a conflict of interest. When the services of a faculty member standing in reserve are required, the choice of which faculty member is to serve shall be such as to maintain the number of temporary staff and the number of permanent staff on the Committee whenever possible. At the beginning of each case, the question of whether a conflict of interest exists for a member of the Committee shall be decided, and the choice of the alternate member shall be made by the regular members of the Committee on Grievance, the member(s) in question abstaining.
- (3) A member of the Committee has a conflict of interest if:
- (i) The member is a member of the department or program of the petitioner;
- (ii) The member has herself or himself previously voted in any capacity in the case being brought to the Committee; or
- (iii) The member is a current or former family member of the petitioner.
- (4) No currently serving members of the administration or of the Committee on Tenure and Promotion shall be eligible for election to or service on the Committee on Grievance.
- (5) Each year the members shall elect one of their number as Chair.
- (b) **Terms of office, nomination and election**
- (1) Members of the Committee shall be elected for terms of three years, the terms of office to be staggered so that one of the permanent staff members and one of the temporary staff members be elected in one year, the member-at-large be elected in the next year, and one of the permanent staff members and one of the temporary staff members be elected in the following year.
- (2) A member of the Committee shall not be eligible for re-election until after a period of time equal to that individual's term of office on the Committee.
- (3) The classification of a member of the faculty as a member of the temporary staff or as a member of the permanent staff shall be determined by the status of the individual at the time of nominations for election to the Committee. If a member of the temporary staff is made a member of the permanent staff during his or her term of office, the member continues to serve on the Committee as one of the temporary-staff members until his or her term expires.

(4) Nominations and elections shall be made in accordance with the provisions in sections 46 of the *Faculty Code*. The members of the Committee shall nominate two candidates from the permanent staff for each opening in that category and two candidates from the temporary staff for each opening in that category, and, for elections in which the position of member-at-large is to be filled, one additional candidate each from the permanent and temporary staff. The ballot shall list all candidates, those nominated by the Committee and those nominated by the faculty-at-large, in two groups: members of the permanent staff and members of the temporary staff. All voting members of the faculty will vote preferentially within each group. In elections in which the position of member-at-large is to be filled, the member-at-large shall be that candidate from the entire slate of nominees who is elected with the largest number of ballots.

(5) It is recommended that nominees be selected so as to provide representation of each Division on the Committee.

(6) The two members of the faculty, one each from the permanent and temporary staffs, who are next in line for election to the Committee (after the election of the regular members) shall stand in reserve for service in cases of conflict of interest, as provided in section 29 (a) (3).

(c) Jurisdiction, Content of Petitions, and Mandate

(1) The Committee on Grievance shall review petitions of grievance presented by a faculty member pertaining to the individual's employment. Matters that do not pertain to the individual's employment may be referred to other boards or offices at the College.

(2) While a petition may describe a violation of state or federal law as well as a violation of College policy, the Committee on Grievance does not make determinations with respect to violations of laws including those of the Commonwealth of Massachusetts or the federal government. The Committee limits its consideration to whether or not the described violation is a violation of College policy.

(3) Petitions of grievance must be in writing and shall include the basis for the grievance in terms of:

- (i) violations of College policy including but not limited to: the Statement of Academic Freedom and Freedom of Expression, Appendix A; the Smith College Statement of Nondiscrimination, Appendix J; and the Smith College Equal Employment Opportunity Policy, Appendix K; or
- (ii) irregularities in the application of procedures, policies, or administrative decisions; or
- (iii) the application of inappropriate considerations or criteria in the execution of procedures or policies of the College.

(4) Petitions of grievance shall also include:

- (i) the nature of the grievance specifically stating the decision or action giving rise to the petition;
- (ii) a chronology of events leading to the decision if applicable; and
- (iii) the names of other persons involved in making the decision if possible.

(5) The Committee on Grievance may require reconsideration of the application of procedures or of a decision by the body involved in the petition of grievance.

(6) The Committee on Grievance shall not substitute its substantive judgment for that of the body whose actions are questioned by the petition of grievance.

(d) Procedures

(1) If any faculty member thinks that he or she has cause for grievance in any matter over which the Committee on Grievance has jurisdiction, that faculty member may present a petition to the Committee on Grievance for consideration. The petition shall be in writing and shall set forth in detail the nature of the grievance as described above. Petitions shall be filed within thirty (30) days of the petitioner's being notified of the decision or action giving rise to the petition. The Committee may extend this period of time at its discretion.

(2) A petitioner who is on sabbatical or on a leave or is for some other reason away from campus should inform the Committee of her or his preference with respect to proceeding with the petition while away or putting the petition on hold until she or he has returned to campus. The Committee will abide by the preferences of the petitioner in this regard unless there are extenuating circumstances which, in the judgment of the Committee, require immediate consideration of the petition.

(3) The Committee shall have the right to decide whether or not the allegations are sufficient to merit consideration by the Committee. Submission of a petition does not automatically result in consideration of the petition by the Committee.

(4) The Committee shall determine whether the petition is within its jurisdiction based on the jurisdictional statement in this policy. If it is not, the petitioner may seek the Committee's help in deciding where the petition may be brought. If the Committee has jurisdiction and the petition has sufficient merit to be considered, the Committee shall initiate a review as soon as practicable and with all reasonable speed. If subsequent consideration by a College body is contingent upon the outcome of the review, the Grievance Committee shall notify the Provost and Dean of the Faculty that the petition is being considered and she or he will suspend all subsequent considerations until the conclusion of the review.

(5) The Committee shall, upon written request, have access to all documents which it deems pertinent to the case and may invite individuals or groups to appear before it. The Committee shall be empowered to indicate to each department, program, committee, and administrative body or office a reasonable date by which information must be received. If requested information is not forthcoming in the time allotted and if the Committee finds no compelling reason for the delay, the Committee shall proceed using its best judgment.

(6) The written decision of the Committee is provided to the petitioner, to the body or person whose action or decision gave rise to the petition and to the Provost and Dean of the Faculty and generally includes at least the following:

- (i) whether or not a violation of College policy occurred;
- (ii) whether or not a procedural irregularity occurred in the application of a procedure, policy or administrative decision;
- (iii) whether or not an inappropriate consideration or criterion was applied in or affected an administrative decision or action regarding the petitioner's employment, and
- (iv) whether a procedural irregularity, an inappropriate consideration, or a violation of policy requires that the decision be reconsidered by the original decision maker or body.

(7) If the Committee orders a reconsideration, it may, at its discretion, provide a statement to the petitioner, the body or person involved in the reconsideration, and the Provost and Dean of the Faculty explaining any issues it determines the reconsideration body should consider.

(8) The Committee may require the presence of a monitor during reconsideration of a decision. The monitor may participate in the discussions leading to the reconsidered decision, but may not vote. Each monitor shall be a tenured faculty member, and shall be chosen by: 1) the Chair of the Committee on Grievance, after consultation with the Committee on Grievance; 2) the petitioner; and, 3) in the case of reconsideration by a department, with the department Chair; in the case of reconsideration by a program, with the program Director; or in the case of reconsideration by the Committee on Tenure and Promotion with the Chair of the Committee on Tenure and Promotion. Persons serving as monitors may consult with the College's General Counsel regarding his or her role or any other aspect of the reconsideration. After a reconsideration is completed, the monitor shall meet with the Committee on Grievance to provide the monitor's opinion as to whether and in what respect, if any, the decision upon reconsideration was affected by the same concerns that created the original petition.

(e) Other Matters Related to the Committee and Petitions

(1) Should the original petition concern non-reappointment, and reconsideration results again in non-reappointment, the original date of notification of non-reappointment shall stand.

(2) If at any time during the process described by this policy a petitioner enters his or her seventh year of full-time employment at Smith College without an affirmative vote granting tenure, the fact that the petitioner has entered the seventh year shall not automatically result in his or her appointment to the permanent faculty.

(3) At any time the Committee on Grievance may consult with the College's General Counsel for legal advice. If the Committee or the General Counsel determines it to be advisable for the Committee to have independent outside legal advice, the General Counsel will provide at least two recommendations to the Committee. The expense of independent outside legal advice shall be borne by the General Counsel's Office.

(4) The Committee shall report to the faculty on the general nature of grievances heard each year (number, nature of petition). It may provide information on the outcome of its deliberations as appropriate while maintaining the confidentiality of the process and the identities of those involved.

COMMITTEE ON THE LIBRARY (elected)

30. (a) The Committee on the Library shall consist of five members of the faculty, at least one from each Division, elected for staggered terms of three years; and, as non-voting members, two students chosen by the Student Government Association; the Director of Libraries; and the Provost and Dean of the Faculty. The Committee shall choose its Chair and Secretary from among the faculty members.
- (b) The Committee shall review the Library operating budget, capital budget requests, space, staffing, long-range planning, and other Library matters. The Committee may make recommendations on these matters to the Provost and Dean of the Faculty. It shall consider the way in which the Library's policies and practices can best meet the curricular and scholarly needs of its users. The faculty members of the Committee shall have the responsibility of conveying to the Committee as a whole the faculty's concerns. The Chair of the Committee shall, when appropriate, report to the faculty at regular faculty Meetings.

ACADEMIC FREEDOM COMMITTEE (elected)

- 31 (a) The Academic Freedom Committee shall consist of three members of the faculty, including one from each division, who serve staggered terms of three years. Members shall be ineligible for consecutive terms.
- (b) The Academic Freedom Committee shall meet as necessary, at the request of the Director of Institutional Diversity, to review formal complaints. The purpose of the review shall be to determine whether the speech or expression complained of is protected under the terms of the Statement on Academic Freedom and Freedom of Expression (Appendix A of this *Code*).

COMMITTEE ON EDUCATIONAL TECHNOLOGY (elected)

32. (a) The Committee on Educational Technology shall consist of the Associate Provost and Dean for Academic Development and six members of the faculty, two from each division, elected for staggered terms of three years. Nonvoting members of the Committee shall include the Executive Director of Information Technology Services, the Director of Educational Technology Services, the Supervisor of Computing and Technical Services in the Science Center, and the Coordinator of Library Systems. Elected members shall be ineligible for consecutive terms.
- (b) The Committee on Educational Technology shall choose its Chair from among the elected faculty members of the Committee.
- (c) The Committee on Educational Technology shall determine specific hardware and software standards for academic users at the College, and policies for the provision of hardware, software and support services to students and faculty; shall recommend to the Provost and and Dean of the Faculty the allocation of the fund for curricular initiatives in educational technology in a manner consistent with the long-range curricular priorities of the College; shall work with the Director of Educational Technology Services to promote the appropriate use of educational technology in the curriculum and in scholarly research; and shall participate with the Committee on the Library and other appropriate committees and officers of the College in forming policies governing the appropriate use of information technology resources at the College, such as policies regarding privacy, academic integrity, copyright and fair use.
- (d) The Committee on Educational Technology shall prepare on a regular basis long-term plans for educational technology at the College. The Committee shall periodically review and assess progress toward the goals set forth in these plans, and it shall, as appropriate, review and assess the individual initiatives contributing to these goals. The Committee shall be informed of the operating, staffing and capital budget requests made by Information Technology Services for academic and curricular support, and the Committee may make recommendations of these requests to the Provost and and Dean of the Faculty.
- (e) The Committee on Educational Technology shall communicate regularly with the Committee on Academic Priorities so that the activities of the respective committees may inform and be informed by each other. The Committee on Educational Technology shall also meet periodically with representatives of the student body.
- (f) The elected members of the Committee on Educational Technology shall communicate regularly with their respective divisional computing committees and/or other relevant divisional committees concerned with educational technology.

ACADEMIC HONOR BOARD (appointed)

33. (a) The Academic Honor Board shall consist of six student members, including a chair, a secretary, and one member of the senior, junior, sophomore, and Ada Comstock classes; the Dean of the College; and three members of the faculty, each appointed by the President for a one- or two-year term.
- (b) The Academic Honor Board shall inform the members of the College community about current academic regulations and act as a jury in any case of suspected academic dishonesty. When a particular student is involved in the adjudication of such a case, her class dean will serve as a non-voting member of the Board.

ADMINISTRATIVE BOARD (appointed)

34. (a) The Administrative Board shall consist of the Dean of the College (Chair), the Class Deans, the Registrar (or designate), the Director of the Ada Comstock Scholars Program, and three members of the faculty selected so as to ensure representation from the three divisions.
- (b) The Board shall administer the academic requirements defined by faculty legislation as they apply to individual students. In general, academic matters affecting the students are referred to this Board for action or recommendation.
- (c) The Board shall have the privilege of calling in reports on students.

ADVISORY COMMITTEE ON RESOURCE ALLOCATION (appointed)

- 35 (a) The Advisory Committee on Resource Allocation shall consist of the President (Chair), the Vice President for Finance and Administration, the Provost and Dean of the Faculty, the Associate Provost and Dean for Academic Development, the Dean of the College, the Budget Director, two members of the College administration and/or staff appointed by the President, one representative appointed by Staff Council, the members of Faculty Council *ex officio*, and the President of the Student Government Association.
- (b) The Committee shall advise the President on matters related to budgeting and financial planning for the College.

BOARD OF ADMISSION (appointed)

36. (a) The Board of Admission shall consist of the Dean of Enrollment (Chair); the Director of Admission; one senior student; three faculty members; the Dean of the first-year class; and the Dean of the College, *ex officio*. The faculty members shall be appointed by the President with the advice of the Faculty Council and, if possible, shall serve for at least three years. The Board may invite Admission staff to attend meetings, as relevant issues and needs are discussed by the members.
- (b) It shall be the responsibility of the Dean of Enrollment and the Board to determine admission programs and policies, subject to the approval of the faculty, administration or Trustees as circumstances may require. The Board shall participate in the admission process as appropriate; and shall report at least once a year to the faculty at large.

CAMPUS PLANNING COMMITTEE (appointed)

- 37 (a) The Campus Planning Committee shall consist of the President, the Provost and Dean of the Faculty or the Associate Provost and Dean for Academic Development, the Dean of the College, the Vice President for Finance and Administration (Chair), the Director of Operations and Facilities, the Director of the Botanic Garden, five members of the faculty, two staff members, and one student.
- (b) The Committee shall review all building and renovation projects with exterior design changes, implement the Landscape Master Plan, set and maintain standards for campus signage and outdoor furniture, oversee decisions regarding campus traffic and parking matters, and make recommendations about the installation of outdoor works of art.

COLLEGE COUNCIL ON COMMUNITY POLICY (appointed)

- 38 (a) The College Council on Community Policy shall consist of the President or the Provost and Dean of the Faculty (non-voting); the Dean of the College, the Chief Public Affairs Officer, the Director of Institutional Diversity, and two other members of the administration; six faculty members (including one member of Faculty Council and one from the faculty of the School for Social Work; of the remaining four, there will be at least one from each division and at least two untenured); six students (two representatives from the Student Government Association cabinet, one representative from the Unity organizations steering committee, one representative from the Ada Comstock cabinet, and two at-large representatives); six staff members, of whom two will be from the Staff Council steering committee; one alumna; and one representative of the City of Northampton, recommended by the Mayor of Northampton. The Chair of the Council will be elected annually by the members.
- (b) The Council shall evaluate College policies in response to specific questions raised by members of the community; make recommendations to the President regarding changes in College community policies; identify ways to educate the community and provide guidance for dealing with community issues; address issues of campus climate, diversity, and the composition of the community; serve as a sounding board for students, faculty and staff concerned about matters affecting the College community; promote the uses of consensus-building as a mechanism for reviewing and resolving issues; act as an advisory group to the President and other campus offices and committees; and communicate its findings and recommendations on a regular basis to the wider community.

COMMITTEE ON ATHLETICS (appointed)

39. (a) The Committee on Athletics shall consist of the Smith College NCAA Faculty Athletic Representative (chair), four additional members of the faculty appointed by the Associate Provost and Dean for Academic Development, the Director of Athletics, the Assistant Director of Athletics, one athletics coach selected annually by the Athletic Department, and the President and Vice President of the Athletic Association. The Dean of Students, the Director of Health Services, the Chair of the Department of Exercise and Sport Studies, the Student representative from Club Sports and the President of the Student Athletic Advisory Committee shall serve as nonvoting members of the Committee.
- (b) The Committee on Athletics shall meet at least once each semester.

- (c) The Committee on Athletics shall advise the Director of Athletics on policies, procedures and long-term planning goals, and it shall examine the activities of the Athletic Department with respect to the mission of the College. The Committee shall serve as a means of communication between the Athletic Department and the faculty, staff and student body.

COMMITTEE ON INTERNATIONAL STUDENTS (appointed)

- 40 (a) The Committee on International Students, consisting of three or more members of the faculty, one of whom serves on the Board of Admission, shall assist the Board of Admission in the recruitment and admission of all students entering Smith College with international academic credentials; advise the Office of the Dean of the College on academic and social matters pertaining to international students at the College, both graduate and undergraduate; and assist the Assistant to the Dean for International Students when necessary in matters concerning the visa requirements for these students.
- (b) A member of this Committee, normally the Chair, shall advise the Director of Graduate Study and the Director of Student Financial Services. The Chair and the member who serves on the full board of Admission shall be members of a Board of Admission subcommittee reviewing candidates with international academic credentials.

COMMITTEE ON HONORARY DEGREES (appointed)

41. The Committee on Honorary Degrees shall consist of three members of the faculty (one member to be appointed each year for a term of three years) and three students (the President of the Senior Class for one year and the President of the Junior Class for two years). It shall make recommendations to the Board of Trustees in regard to the conferring of honorary degrees.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (appointed)

42. (a) The Institutional Animal Care and Use Committee shall consist of at least three members of the faculty, including one member of the Psychology Department, one member of the Department of Biological Sciences, and one member from either Division I or II. Three additional members, the Director of the Science Center, a Doctor of Veterinary Medicine, and an individual not otherwise associated with the institution, will also be appointed. The faculty and non-faculty members shall be appointed annually by the President, with the advice of the Faculty Council and the Committee.
- (b) The Institutional Animal Care and Use Committee shall meet at least twice a year to consider all matters concerning the care and use of all live, vertebrate animals involved in teaching, research, research training, experimentation or biological testing or related usage at Smith College; to oversee the College's animal program; and to insure compliance with all local, state and federal guidelines, policies and regulations regarding the care and use of live, vertebrate animals.
- (c) One member of this Committee, normally the Chair, will make recommendations as needed to the Associate Provost and Dean for Academic Development, as the institutional official in charge, on appropriate aspects of the animal care and use program and shall also provide an annual report, in conformance with local, state and federal regulations.

MARSHALS (appointed)

43. The President shall appoint College Marshals and aides. Their duties shall be the general supervision of public academic functions, including the allotment and distribution of tickets where they are required.

COMMITTEE ON STUDY ABROAD (appointed)

44. (a) The Committee on Study Abroad is a subcommittee of the Committee on Academic Priorities. The Committee on Study Abroad shall consist of five appointed members of the faculty, each from a different department and at least one of whom shall have served as a director in one of the Smith College Junior Year Abroad Programs. The interests of the appointed faculty members of the Committee should to the extent possible represent the various areas of the world in which our students study. One of the elected members of the Committee on Academic Priorities and the Associate Dean for International Study shall also be voting members of this Committee. The Committee shall further include as nonvoting members the Associate Provost and Dean for Academic Development (Chair) and the Vice President for Finance and Administration or the Vice President's delegate. The Committee on Study Abroad may appoint such subcommittees as it deems necessary.

- (b) (1) The Committee on Study Abroad shall recommend to the Committee on Academic Priorities policies regarding the structure, operation and administration of the Smith College Junior Year Abroad programs, and the Committee shall periodically review and assess these programs. The Committee shall review all reports from Program Directors and it shall consider any policy matters concerning the Junior Year Abroad programs brought to its attention by past or present Directors, the Associate Dean for International Study, or others.
- (2) The Committee shall solicit and review nominations for future Directors of the Junior Year Abroad programs, and it shall convey its recommendations to the Provost and Dean of the Faculty and the President.
- (3) The Committee shall oversee the selection of participants in the Smith College Junior Year Abroad Programs and shall establish one selection subcommittee for each Smith College Junior Year Abroad Program. The members of each subcommittee shall be the Associate Dean for International Study, the appropriate Class Dean, the future Director of the Program in question (or, if the future Director is not available, a former Director of the Program in question), and a recording secretary. Each subcommittee shall meet at the appropriate time or times to select the participants in the following year's Junior Year Abroad Program. Each subcommittee shall present to the Committee on Study Abroad for review and vote applications involving new policy decisions.
- (c) (1) The Committee on Study Abroad shall recommend to the Committee on Academic Priorities policies regarding the various consortial, study abroad programs in which the College participates, subject to the agreements governing the respective consortia. The Committee shall review all reports from the consortia and program directors, and periodically review and assess these programs. The Committee shall also consider any policy matters within the College's purview concerning the consortial programs that are brought to its attention by past or present Smith faculty Directors, the Associate Dean for International Study, or others.
- (2) The Committee shall recommend to the Committee on Academic Priorities new consortial programs in which the College wishes to participate.
- (3) The Committee shall review nominations for future Directors of the consortial study abroad programs when it is the College's turn to provide a Director to the program and it shall convey its recommendations to the Provost and Dean of the Faculty.
- (d) (1) The Committee on Study Abroad shall recommend to the Committee on Academic Priorities policies regarding the Approved Study Abroad Program. The Committee shall select, review, and evaluate all study abroad programs and foreign institutions from which the College will accept transfer credit, and it shall develop such guidelines for the Approved Study Abroad Program as are necessary for maintaining the academic standards of the College.
- (2) The Committee shall oversee the review and approval of student applications for Approved Study Abroad Program, and shall recommend to the Committee on Academic Priorities the policies governing student eligibility for this Program.
- (e) The Committee on Study Abroad shall review the College's study-travel courses for Interterm and Summer, and make recommendations to the Committee on Academic Priorities concerning the non-curricular aspects of these courses.

COMMITTEE ON SUSTAINABILITY (appointed)

45. (a) The Committee on Sustainability shall consist of four members of the faculty, appointed by the President for three-year terms; four members of the College staff; and four students. The Committee's chair shall be elected from among its members.
- (b) The Committee on Sustainability shall be concerned with the best long-term use of finite natural resources and with the College's impact on the local, regional, and global environment. It shall identify, implement, and evaluate approaches for increasing Smith's commitment to sustainability in all areas of the campus, including (but not limited to) construction, transportation, materials and energy use, waste management, purchasing, investment, and the campus curriculum. It shall seek to maintain a holistic perspective in this work, holding paramount the goal of systemic change and institutional transformation to aid the College in achieving the greatest efficiencies in natural resource use and pollution prevention.

COMMITTEE ELECTION PROCEDURES

46. (a) The Faculty Council shall oversee elections to faculty committees according to the procedures outlined in this *Code*. In the spring of each year, the President shall appoint from the faculty-at-large a Chair of the temporary Committee on Election Ballots. The Committee on Election Ballots shall consist of the Chair, the Secretary of the Faculty, the Parliamentarian, the members of the Faculty Council, and the Secretary to the Faculty Council. The Chair of the Committee on Election Ballots shall be responsible for the distribution and collection of ballots, and the full Committee shall serve as tellers for the ballots, and shall announce the results of the elections.
- (b) Election shall be by the method of proportional representation known as the Hare Method.
- (c) The Faculty Council shall send to the faculty each spring an announcement of anticipated vacancies on all elected committees and shall invite nominations from the faculty-at-large and from the faculty members of each committee on which a vacancy or vacancies will occur. A similar announcement shall be made at the faculty meeting preceding the deadline for nominations.
- (1) Nominations from the faculty-at-large, on forms provided by the Faculty Council, must carry the endorsement of three members of the faculty.
 - (2) Faculty members serving on a committee on which a vacancy or vacancies will occur shall nominate at least two candidates for each position to be filled on that committee.
 - (3) There shall be a common deadline for receipt of all nominations, both those from the faculty-at-large and those from the committees.
- (d) All nominees for election must be voting members of the faculty. In addition:
- (1) No faculty member shall allow her or his name to go forth in nomination for election to more than one committee. Alternate to the Committee on Tenure and Promotion is an exception to the rule.
 - (2) No faculty member continuing on an elected committee in the following year shall allow her or his name to go forth in nomination for any other elected committee excepting alternate to the Committee on Tenure and Promotion.

- (3) No faculty member who will be on leave for any part of the following year shall allow her or his name to go forth in nomination for any elected committee.
- (e) Requirements for divisional or other representation on elected committees may be satisfied by eligible continuing members of a committee, regardless of the circumstances of their initial election to the committee. Members of the Faculty holding joint appointments in more than one division, or who are appointed in a program listed in more than one division, shall, for the purposes of candidacy and election balloting, select a single division to represent. A record of this choice shall be kept in the office of the Faculty Council.
- (f) In the event that an elected, continuing member of a committee takes a sabbatical or other leave for one or two semesters in an academic year during his or her term, that member shall step down from the committee. When that member steps down, he or she shall have the option to resign or to return to complete his or her term. If the member chooses to return, a substitute shall be elected for the academic year in which the sabbatical or leave occurs. The continuing member will complete his or her full term upon return from leave.
- (g) If an elected committee member resigns from a committee before that member's term has expired, a new member shall be elected for a full term.
- (h) If a substitute is to be elected for a one-year term on a committee, a separate list of candidates willing to run for one year of service shall be drawn up.
- (i) When the Faculty Council has gathered the nominations and insured that they conform to this *Code*, ballot papers shall be prepared by the Chair of the Committee on Election Ballots and mailed to those members of the faculty eligible to vote. Ballots shall be marked and returned to the Secretary of the Faculty by the announced deadline. Notice of the election and the deadline for the receipt of ballots shall be given by the Chair of the Committee on Election Ballots at the meeting of the faculty preceding the deadline for the return of the marked ballots. The Committee on Election Ballots shall tally the ballots. The Committee on Election Ballots shall distribute the results of the elections both at the last faculty meeting of the academic year and by mail to the faculty-at-large.
- (j) The election of the alternate for the Committee on Tenure and Promotion shall take place in September of each year. The Committee on Tenure and Promotion shall nominate at least two candidates. The Chair of the previous spring's Committee on Election Ballots and the Secretary of the Faculty shall carry out the duties of the Committee on Election Ballots, as outlined above.

- (k) The Secretary of the Faculty shall keep for one year the tally sheets for each election. The tally sheets shall be confidential and shall only be used by the Secretary of the Faculty when it is necessary to fill unexpected vacancies on elected committees.
- (1) When an unexpected vacancy occurs on an elected committee after the spring elections, a substitute shall be named to the committee unless both the committee and Faculty Council agree that the vacancy need not be filled until the following year. The substitute shall be the nominee placing next after the last nominee elected to the committee in that spring's election. The terms of all nominees elected to the committee shall be adjusted to satisfy the ordering of Section 42.(h) above.
 - (2) If a substitute is required but no substitute can be found using the procedure specified above, Faculty Council shall appoint a substitute to serve out the remainder of the academic year.
 - (3) Substitutes appointed by Faculty Council under the paragraph above shall be eligible for nomination for election to the same committee, notwithstanding prohibitions on consecutive terms.

REPRESENTATIVE TO THE SEVEN COLLEGE CONFERENCE

47. A member of Faculty Council shall serve as the faculty's representative to the Seven College Conference.

DEPARTMENTAL ORGANIZATION

ELECTION OF THE CHAIR

48. (a) A Chair of the department shall be elected by ballot by the duly qualified voting members.
- (b) The Chair shall ordinarily be selected from those holding permanent positions on the faculty.
- (c) The election of a Chair shall take place at least once in three years. The Chair shall be elected not later than February and take office after the spring recess or on July 1st, according to Department custom.

DUTIES OF THE CHAIR

49. (a) The Chair shall be the official representative of the department: the Chair shall call and preside at meetings of the department, shall have charge of the correspondence, shall act as executive officer in case of emergency, and shall appoint those committees not elected by the department. The procedure followed in the establishment of committees may vary considerably according to the size of the department.
- (b) The Chair is entitled to a vote in the department, and in the case of a tie in the election for the Chair, he or she may cast a second deciding vote.
- (c) The Chair, or a committee established by the Chair for this purpose, is responsible for informing the visiting or new members of the faculty about the particular teaching practices of the department and the general customs of the College.
- (d) The Chair of each department or a deputy should be present before the opening of College for consultation with reentering students and students entering with advanced standing.

BUSINESS OF THE DEPARTMENT

50. (a) In routine departmental business, the voting members of the department shall comprise those persons qualified to vote at faculty meetings. In matters of appointment, reappointment, promotion, and tenure, the voting members of the department shall vary depending on the status of the candidate. Appointment to the regular faculty shall be voted on by members of the permanent and temporary staffs. Reappointment to the regular faculty, as well as promotion in rank, shall be voted on by those members of the permanent and temporary staff whose rank is higher than that of the candidate. Tenure shall be voted on by the permanent staff only. Appointment and reappointment of lecturers, visitors, and replacement faculty shall be voted on by the regular faculty and senior lecturers. A voting member on leave or sabbatical for a semester or year may participate in departmental meetings in accordance with Section IV.B.2.b. of the *Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College*.

- (b) Other members of the faculty teaching in the department shall be entitled to be present and take part in discussions at departmental meetings.
- (c) All departments concerned must examine and make a recommendation upon proposed new courses, appointments, and posts involving their department.
- (d) Matters to be decided at department meetings include recommendations as to courses of study; arrangements of course sections and hours; elections and reports of department committees; and the budget, exclusive of salaries
- (e) Each department shall designate an adviser or advisers of the major whom students may consult regarding the selection of a major and the approval of the academic program. The adviser will carefully check students' programs against all departmental requirements of the major. Appeal from the decisions of the adviser of the major regarding the major program may be made to the Administrative Board.
- (f) Each department shall designate a Director or Directors of Honors, an Adviser for Study Abroad and, where appropriate, a Director of Graduate Studies.
- (g) The department represents the single most important factor both in acquainting the student with the general purpose, nature, and operation of her education at Smith College and in enlisting her cooperation and interest in the organization of this education.

Every department shall establish a joint committee of faculty and majors in which the course offerings, instruction, and the structure of the major shall be a subject of discussion at least once a semester.

Departments with graduate programs are urged to establish clearly understood procedures whereby the views of graduate students can be properly weighed in the determination of the graduate programs.

- (h) To encourage early, intelligent selection of the major by sophomores, departments should make informative presentations about the majors, including the major requirements and the honors programs. Departments are required to make at least one presentation each year in the fall or in the spring. Such presentations should be so staggered in the College calendar that a student can attend two or more without conflict.
- (i) Departments should keep on file with the Provost and Dean of the Faculty a brief description of their procedures in conducting the business of the department.
- (j) Each department and program which offers a major shall periodically assess the effectiveness of its efforts to improve the writing of the students majoring in the department in the kinds of writing assignments appropriate to the field. These efforts shall be discussed in department reviews with the administration.

ORGANIZATION OF PROGRAMS

PROGRAM COMMITTEES

51. (a) Programs shall be directed by a committee of faculty members interested in the field of that program. This body shall be called the program committee.
- (b) New members of a program committee shall be appointed by the Provost and Dean of the Faculty on the recommendation of standing members of that committee.
- (c) With the exception of those faculty members having a contractual appointment in a program, program committee members shall serve for a term of five years, renewable on the recommendation of standing members of that committee.

ELECTION OF THE PROGRAM DIRECTOR

52. (a) A director of a program shall be appointed by the Provost and and Dean of the Faculty on the recommendation of the voting members of the program committee [see section 54 (a)], and may be reappointed for subsequent terms.
- (b) The director shall ordinarily be selected from those holding permanent positions on the faculty, and preferably from the ranks of full professors.
- (c) The selection of a director shall normally take place every three years. The director shall be selected not later than February and take office after the spring recess or on July 1st, according to program custom.

DUTIES OF THE PROGRAM DIRECTOR

53. (a) The director shall be the official representative of the program: the director shall call and preside at meetings of the program committee, shall have charge of the correspondence, shall act as executive officer in case of emergency, shall appoint those sub-committees not elected by the program, and shall appoint a secretary to keep program committee minutes. The procedure followed in the establishment of sub-committees may vary according to the size of the program.
- (b) The program director, or a sub-committee established by the director for this purpose, is responsible for informing the visiting or new members of the faculty about the particular teaching practices of the program and the general customs of the College.
- (c) The program director or a deputy should be present before the opening of College for consultation with reentering students and students entering with advanced standing.

BUSINESS OF THE PROGRAM

54. (a) In routine program business, the voting members shall be those members of the program committee qualified to vote at faculty meetings. In matters of appointment, reappointment, promotion, and tenure, the voting members of the program shall vary depending on the status of the candidate. Appointment to the regular faculty shall be voted on by members of the permanent and temporary staffs, as defined in Section I.A.1 of the *Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College*. Reappointment to the regular faculty, as well as promotion in rank, shall be voted on by those members of the permanent and temporary staff whose rank is higher than that of the candidate. Tenure shall be voted on by the permanent staff only. Appointment and reappointment of lecturers, visitors, and replacement faculty shall be voted on by the regular faculty and senior lecturers. A voting member on leave or sabbatical for a semester or year may participate in program meetings in accordance with Section IV.B.2.b. of the *Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College*.
- (b) Other members of the faculty teaching courses offered by the program shall be entitled to be present and take part in discussions at program meetings.
- (c) All programs must examine and make a recommendation upon proposed new courses, appointments, and posts involving their program.
- (d) Matters to be decided at program meetings include recommendations as to courses of study, arrangements of course sections and hours, elections and reports of program sub-committees, and the budget, exclusive of salaries.
- (e) Each program shall designate an adviser or advisers of the major or minor whom students may consult regarding the selection of a major or minor and the approval of the academic program. The adviser will carefully check students' programs against all program requirements for the major or minor.
- (f) Each program shall designate, where appropriate, a director or directors of honors, and an adviser for study abroad.
- (g) When the program offers a major, that program represents the single most important factor both in acquainting the student with the general purpose, nature, and operation of her education at Smith College and in enlisting her cooperation and interest in the organization of this education. Every program shall establish, where appropriate, a joint committee of faculty and majors or minors, in which the course offerings, instruction, and the structure of the major or minor shall be a subject of discussion at least once a semester.
- (h) To encourage early, intelligent selection of the major by sophomores, programs should make informative presentations about the majors, including the major requirements and the honors programs. Programs are required to make at least one presentation in the fall or in the spring. Such presentations should be so staggered in the College calendar that a student can attend two or more without conflict.
- (i) Programs should keep on file with the Provost and and Dean of the Faculty a brief description of their procedures in conducting the business of the program.
- (j) Each program that offers a major or minor shall periodically assess the effectiveness of its efforts to improve the writing of the students majoring or minoring in the program in the kinds of writing assignments appropriate to the field. These efforts shall be discussed in program reviews with the administration.

THE CURRICULUM**THE COLLEGE YEAR**

55. (a) The calendar for the academic year shall provide two semesters, each including thirteen teaching weeks. The first semester will end before the Christmas recess. There shall be an interterm period in January of approximately three weeks.
- (b) The teaching weeks in each semester shall be followed immediately, in sequence, by a pre-examination period of approximately three days, and an examination period of three or four days.
- (c) Each semester shall include scheduled recesses totalling at least nine days, including two weekends.
- (d) The President has the option of declaring (at 7:00 a.m.) a fall day as Mountain Day. Classes scheduled before 7:00 p.m. are canceled on Mountain Day. A scheduled Ceremonial Day (Rally Day) in February is set aside for special events, in lieu of classes.
- (e) One of the thirteen weeks in each semester may be used, at the option of each instructor, as a period for independent reading and projects.
- (e) The College may offer courses for credit during the Interterm period. Such courses will carry 1 to 4 credits and will count toward the degree. Credit for Interterm courses will be determined through reference to the class time requirements for the normal 4-credit semester course. See Section 60 .(a). The College will consider for credit academic Interterm courses taken at other institutions. The number of credits accepted for each Interterm course (normally up to 3) will be determined by the registrar upon review of the credits assigned by the host institution. Any Interterm course designated 4 credits by a host institution must be reviewed by the class deans and the registrar to determine whether it merits an exception to the 3 credit limit. Smith students may accrue a maximum of 12 approved Interterm credits at Smith or elsewhere toward their Smith degree with an overall maximum of 32 credits of combined summer, Interterm, AP and other prematriculation credits. Students may not take more than 4 credits during any one Interterm at Smith or elsewhere.

The Interterm may also be a period of reading, research, or concentrated study for both students and faculty. Faculty, students or staff may offer non-credit instruction or experimental projects in this period. Special conferences may be scheduled and field trips may be arranged at the discretion of individual members of the faculty. Libraries, the language laboratory, practice rooms, and physical education facilities will remain open at the discretion of the departments and programs concerned. Students may enroll in courses at other Five College institutions. This period provides time for work in libraries, museums, and laboratories at locations other than Smith College.

Students must notify their Head Residents of the dates during which they will be in residence. Houses will remain open and staffed as needed, and sufficient dining facilities will be available to provide for those in residence.

THE SCHEDULE FOR CLASSES

56. (a) The schedule shall be constructed with reference to the interests of the College as a whole and shall subordinate the interests of individuals thereto. It shall be permanent in its details so far as is consistent with the principle just stated. All proposals for changes in the schedule and for the placing of new or unscheduled courses must be referred to the Registrar and the Provost and Dean of the Faculty.
- (b) The College has a five-day teaching schedule in accordance with the weekly schedule of classes shown below, classes being scheduled within a time block noted by a single letter.
- (c) Each department shall ensure that its courses are equitably distributed across time blocks.

Class Schedule

A student may not elect more than one course in a single time block except in rare cases that involve no conflict.

ATTENDANCE AT CLASSES

57. The rules regarding residence and those for attendance at classes are printed in the *Catalogue* and, in greater detail, in the *College Handbook*. (See also section 9 of the *Code*.)
58. (a) Absences do not relieve the student from responsibility for work required while she was absent. The burden of proof that she has done the work rests with her.
- (b) The instructor should decide in advance what the procedure is to be when students are absent, especially from written tests, and should announce the policy to the class. (See section 62 of the *Code*.)
- (c) Instructors are not required to give make-up tests.

ADMISSION TO SEMINARS

59. Seminars are limited to 12 students and are open to juniors, seniors, and graduate students only, by permission of the instructor. At the discretion of the instructor and with the approval of the department chair or the program director, 15 students may enroll.

PREPARATION OF ASSIGNED WORK

60. (a) Normally, academic credit for Smith College courses shall be awarded at the rate of 4 credits per course. With the exception of seminars, 4-credit courses may not require less than the equivalent of 150 minutes of lecture/discussion per week (where 110-120 minutes of laboratory/performance/studio equals 50 minutes of lecture/discussion). Seminars for 4 credits must require at least 110 minutes of class time per week. Exceptions to these guidelines will require the approval of the Committee on Academic Priorities and the faculty. Courses may be offered for other than 4 credits if justified within the context of both the department's or program's curriculum and the College's curriculum. The credit for such courses (e.g., 2-credit courses and 6-credit courses) shall be determined through reference to the weekly class time requirements for the 4-credit course described above.
- (b) Two hours per week is considered a normal time-allowance for the average student in preparation for each credit of lecture or recitation work. No tasks except examinations should be assigned that would require more time than this and thus interfere with the student's preparation for her other courses. Several successive periods of preparation may be employed on a single task if such an arrangement of work seems desirable.
- (c) No excuses for lack of preparation or failure in any class on account of the demands of other courses shall be accepted.
- (d) Complaints of conflicting claims of assigned work shall be referred to the Committee on Academic Priorities.
- (e) When students are urged to attend a lecture with the implication that it is vital to a course, allowance should be made in the work of the course.

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GRADES

61. (a) A grade should be an instructor's estimate of a student's work with reference to the standards of a particular course, not with reference to the assumed intellectual capacity of the student.

(b) The regular letter grades represent the following:

A	denotes the grade	90 - 100,	Excellent
B	denotes the grade	80 - 89,	Good
C	denotes the grade	70 - 79,	Fair
D	denotes the grade	60 - 69,	Poor
E	denotes the grade	below 60,	Failure

(c) Plus and minus signs are used when appropriate to signify, respectively, markedly high and low position within the grade, except that no grade higher than A shall be given. A point value shall be assigned to each grade in a course as follows:

A	=	4.0	C-	=	1.7
A-	=	3.7	D+	=	1.3
B+	=	3.3	D	=	1.0
B	=	3.0	D-	=	0.7
B-	=	2.7	E	=	0.0
C+	=	2.3			
C	=	2.0			

Smith College grades of S/U are not calculated.

For purposes of evaluating a student's academic standing, an average will be calculated by (1) multiplying the point value of the grade in the course by the number of credits for the course, (2) summing the products obtained for all courses, and (3) dividing the total by the sum of the number of credits obtained for all courses taken for regular letter grades.

(d) A course may be taken for a Satisfactory/Unsatisfactory grade, providing:

- (1) the instructor approves the option; and
- (2) the student declares the grading option by the end of the ninth week of classes.

Satisfactory is equivalent to a C- or better grade.

Within the 128 credits required for the degree, a maximum of 16 credits (Smith or other Five College) may be taken for the Satisfactory/Unsatisfactory grading option. All members of the faculty are required to submit letter grades for all students, except in cases of courses approved by the Committee on Academic Priorities with mandatory Satisfactory/Unsatisfactory grading. The registrar will convert letter grades to S/U when applicable.

- (e) If a department or program requires, as part of its major, that a student undertake a special course, seminar, or independent project for Distinction/Pass/Fail, this fact will not reduce a student's option of taking up to 16 credits on a Satisfactory/Unsatisfactory basis as provided in Section (d).
 - (f) The Dean's List is made up of students whose total records for the previous academic year average 3.333 or above, and who complete at least 24 credits for full-time students or 16 credits for part-time students.
62. (a) If a student is absent without an excuse from the Registrar's Office from a test announced at least a week in advance, the grade shall be E.
- (b) It is proper for an instructor to give an E to students who leave the classroom after finding out that an unannounced written test is about to be given or who remain in the room during the period but do not hand in a paper. If, however, the instructor follows a policy of giving no make-up tests, a grade of E should not be given for an unannounced test missed by a student.
63. A separate grade shall be given for each semester of all year-long undergraduate courses (except year-long special studies and honors courses), with credit granted only upon successful completion of the full year. The grade of a year-long course dropped at the end of the first semester shall not be counted in determining a student's academic average in subsequent semesters.

MIDSEMESTER GRADES

64. (a) In both semesters official midsemester grades for first-year students and for students on probation shall be handed in at the Office of the Registrar. In the first semester official midsemester grades for Advanced Standing students, in all their courses, shall also be handed in; in the second semester, for applicants for the Junior Year Abroad. Forms on which these reports should be made will be sent to the members of the faculty by the Registrar.
- (b) Instructors of courses at the introductory level shall be prepared at those times to give an estimate of the quality of work any student is doing, unless they have notified the Administrative Board in advance of their inability to do so.

FINAL DUE DATE FOR COURSE WORK, END OF SEMESTER GRADES

65. (a) The due date for final papers in each semester may be no later than the end of the examination period. Instructors must specify the exact deadline and place of delivery for final papers.
- (b) All first-semester grades must be in the Office of the Registrar no later than January 8, except that grades for one-semester Honors thesis courses must be in the Registrar's Office no later than February 15.
- (c) At the end of the second semester:
- (1) All grades for seniors in Departmental Honors and Smith Scholars programs must be in the Office of the Registrar no later than a date set by the Committee on Academic Priorities.
- (2) All grades for other seniors and for graduate students must be in the Office of the Registrar no later than three days from the end of the final examination period.
- (3) All grades for other students must be in the Office of the Registrar within one week of the end of the final examination period.
66. In order to assist a student's class dean and academic adviser, instructors shall briefly explain the final grades of E for any student, as well as the grades of D for first- and second-year students, on forms available in the Registrar's Office.
67. (a) Grades for record shall always be handed to the Registrar or an assistant, or submitted electronically to the Registrar, and not merely left in the Office.
- (b) Grades once recorded at the Office of the Registrar can be changed only by the Administrative Board after it has received from the instructor a petition in writing which gives the reasons for the requested change, or as a result of the resolution of an academic grievance as outlined in Appendix F of the student *Handbook*. The Administrative Board shall make annual reports to the faculty on the exercise of its powers with respect to changes in grade.
- (c) All semester and final grades shall be announced officially by the Office of the Registrar. Instructors are permitted, if they so desire, to inform students unofficially of their grades.
- (d) Grades obtained for courses taken through the Five College Interchange shall be recorded on the Smith College record. Those from other institutions with which the College is formally affiliated, e.g. the Twelve College Exchange institutions, shall also be recorded on the Smith College record with an indication of the institution at which the given studies were pursued.

DROPPING AND ENTERING COURSES

68. (a) A student may drop or enter a course within the first 10 class days with the approval of the adviser.

From the 11th through the 15th class days a student may enter a course with the permission of the instructor, the adviser, and the Class Dean.

A student may drop a course up to the end of the fifth week of the semester:

- (1) after consultation with the instructor;
- (2) with the approval of the adviser and the Class Dean;
- (3) provided that other courses for at least 12 credits are being carried for regular letter grades.

After the end of the fifth week of the semester a student may not drop a course. However, on two and only two occasions during her years at the College -- once during her first year; once during any subsequent year -- a student may drop a course at any time up to the end of the ninth week of the semester, for any reason, without permission or penalty.

- (b) A student registers for an Interterm course in November, with the approval of her adviser. In January, a student may drop or enter an Interterm course within the first three days with a class dean's signature. Otherwise, the student who registers but does not attend will receive a "U" (unsatisfactory) for the course.

DEGREE REQUIREMENTS (A.B. and B.S.)

69. The requirements for these degrees are printed in the *Catalogue* and its Supplement.
70. (a) A student whose four-year cumulative average is 2.0 or above, but whose work for the senior year is 1.8 or 1.9, may be recommended for the degree after she has returned into residence for the second semester of any subsequent academic year. In this semester she will be required to carry at least 12 credits in which no courses are repeated, and to earn grades that will raise her senior average to the minimum for graduation (i.e., a student with a 1.8 average must earn 2.4; one with a 1.9 average, 2.2).
- (b) A student whose senior and four-year cumulative average is C or above, but who in senior year incurs a shortage through failure may be allowed to complete the requirements for the degree by making up the shortage at another College or university that is approved by the Administrative Board. The courses selected must be approved by the corresponding departments or programs at Smith College, must be at least equivalent in credit value to the work failed, and at the same or a higher level.

PROGRAM OF STUDY

71. (a) The normal course load consists of 16 credits in each of eight semesters. The minimum course load in any semester is 12 credits.
- (b) The exercise of the option to take other than the normal 16 credit program is restricted further by the following:
- (1) A student studying abroad is required to carry a full course program equivalent to at least 32 credits for the year.
- (2) Introductory level performance courses in music must be taken above a regular 16 credit program and are counted as 2 credit courses.
- (c) The adviser and the student shall periodically assess those skills basic to College study: critical reading, the ability to write, speak and think clearly and effectively, and the ability to gain access to the information stored in such places as libraries, reference works, critical editions, research journals and computer data banks. The adviser shall suggest courses to improve those skills in which a deficiency is perceived. It is expected that some of these skills will be developed in connection with advanced work in the major.
72. (a) Each student shall normally have a major in a department or program and that major shall require no fewer than 36 credits.
- (b) In a student program leading to the A.B. degree, one-half of the total program, or at least 64 credits, shall be taken outside the department or program of the major. Any course (including prerequisites) which is explicitly listed in the *Catalogue* as required for, or counting toward fulfilling the requirements of, the major shall be considered to be inside the major for the purposes of this rule. The sole exception to the 64 credit rule is that, in the case of a major requiring study of two foreign languages taught within a single department or program, no fewer than 56 credits shall be taken outside the department or program of the major.
- (c) A student is permitted to choose a major in a department or program, or an individually designed interdepartmental major, in the fall of the sophomore year and shall be required to make this choice no later than the spring of the sophomore year. Students shall have unrestricted freedom to alter the choice of major providing requirements can be fulfilled.
- (d) A student may choose to complete the requirements of a departmental or program minor consisting of 20 to 24 credits.
- (e) Individually designed interdepartmental majors or minors worked out by a student with the advice of two faculty members from different departments or programs and approved by the departments and programs concerned may be undertaken if confirmed by the Committee on Academic Priorities.
- (f) Each student is required to submit to her major adviser during the second semester of her sophomore year a written plan for the final two years, including a statement of the objectives that determined the plan, a tentative list of courses to be taken both inside and outside the major, and a tentative specification of how the other requirements for the major will be met.

- (g) On its official transcripts, the College will recognize the completion of no more than two majors, or one major and one minor, or one major and one Five College Certificate for each student, even if the student chooses to complete the requirements for additional majors, minors, or Certificates. No minor or second major may be in the same department or program as the first major. The minor may not be in the same department or program as the student's major.
73. With the approval of a subcommittee of the Committee on Academic Priorities:
- (a) Qualified juniors and seniors whose programs have been approved by their departments or programs may be granted a maximum of 16 credits for independent study;
 - (b) A maximum of 8 credits may be granted to qualified sophomores, juniors, and seniors for approved supervised on-campus or off-campus internships or other work related to the student's academic program.
 - (c) No more than 16 credits may be awarded for any combination of internships and independent study.

MAJORS AND MINORS

74. (a) A department or program may initiate the formation of a major or minor by submitting a proposal to that effect to the Committee on Academic Priorities. The Committee shall consider the academic and curricular merits of the proposal and report its recommendation to the faculty. The faculty shall decide whether to approve the establishment of the major or minor.
- (b) If a department or program wishes to withdraw a major or minor, it will consult first with the Committee on Academic Priorities, which shall consider the academic and curricular implications of the proposal. The Committee will then bring the department/program's proposal to the faculty and also report its own recommendation. The faculty shall decide whether to approve the withdrawal of the major or minor.
- (c) Each department, or program, will specify the purposes that majoring in that department or program is intended to achieve. It may be that some departments will specify alternative purposes among which students may choose. The purposes will be stated in a document to be made available by the department or program to prospective majors. A copy of this document will be sent to the Committee on Academic Priorities.
- (d) The major program of each student will consist of a number of courses established in accordance with section 72 (a). To assure that the student's program in the major achieves substantial depth and coherence, the department or program will set such other requirements as it considers appropriate. Such requirements might include, but are not limited to, one or more of the following: certain required courses, a required distribution of courses among the field in the department or program, a required sequence of courses, participation in a course or seminar designed to assist in the integration of the major, an independent piece of work or research project permitting pursuit in depth of some aspect of the subject, an examination in the senior year.

(1) If any element of the requirements for the major will require time beyond that spent in ordinary courses, the department or program will so construct the major that this element will be met in special courses, seminars, or independent study, for any of which course credit will be given.

(2) If an examination in the major is required, it shall be part of a special course, seminar, project, or semester of independent reading, for any of which course credit will be given.

(3) In student programs leading to the A.B. degree, the total number of credits required for the major, including any established in accordance with this Article, shall not exceed 48.

(e) Departments and programs may, with the approval of the Committee on Academic Priorities use Distinction/Pass/Fail grades for special courses, seminars, or independent projects that are established to fulfill requirements for the major, including any of which an examination is a part. Whether Distinction/Pass/Fail grades or regular grades are used, they shall count in determining a student's academic standing in the same manner as grades in any other course.

(f) Before preparing its statement of purpose as prescribed above in section (a) and determining the requirements for the major as prescribed in section (c), the department or program will consult its majors, either as a group, or through the existing student liaison committee (see sections 50 (g) and 54 (g)). Later revisions of purposes or requirements will be preceded by similar consultation.

(g) Each department or program shall report changes in its major requirements to the Committee on Academic Priorities. The Committee will report to departments and programs any inconsistencies between their requirements and this legislation and will request that the inconsistencies be corrected.

75. (a) A minor program shall consist of 20 to 24 credits as specified by the departments or programs that choose to offer a minor.

(b) In addition to minors in departments and programs offering majors, interdisciplinary minors may be proposed to the Committee on Academic Priorities by groups of faculty members who believe that the courses listed, drawn from several departments or programs, constitute a coherent or usefully interrelated field of study. The faculty members may also propose new courses to serve as the basis for, or as an integrating course in, the interdisciplinary minor. The Committee on Academic Priorities shall publicize and invite participation in and comments on a proposed interdisciplinary minor; it shall aid in the merger or revision of proposals for similar minors; and it shall attempt to assure that the number of interdisciplinary minors is reasonable and well distributed. Interdisciplinary minors approved by the Committee and the faculty-at-large shall be listed in the Catalogue.

(c) Students may also design their own interdepartmental minors following the procedures outlined in section 72 (e). Student-designed minors must differ substantially from existing minors.

AUDITORS

76. (a) An auditor is a person who may attend classes without taking part in class work.
- (b) Students must have the permission of the instructor in charge of the course to attend a class as either an occasional or a regular auditor.
- (c) Other persons connected with the College, including members and families of the faculty, may be auditors with the permission of the instructor.
- (d) Persons not connected with the College may be auditors provided they have obtained permission of the Registrar and of the instructor concerned. A fee will be charged. (The instructor is responsible for reporting the auditor's name and address to the Office of the Registrar.)

NEW COURSES

77. (a) Proposals for new courses or proposed changes of course offerings for the next academic year must be submitted to the Committee on Academic Priorities by November 15 for first-semester courses and by March 15 for second-semester courses (exceptions to these deadlines will be made only for newly appointed members of the faculty).
- (b) Proposals of new courses should be accompanied by an outline of the work to be covered by the course. This syllabus should indicate briefly the purpose of the proposed course, its value to the students for whom it is designed, its place in the department's or program's total offering, the sequence of major topics within the course, the more important elements in its bibliography, and its relationship to offerings at the other Five Colleges.
- (c) Courses to be offered once only and courses to be offered experimentally not more than twice shall require the approval of the department or program and the Committee on Academic Priorities but not the faculty. Approval of such courses will be reported to the faculty, and the courses will be appropriately designated in the *Catalogue*.
- (d) Changes in or additions to interdepartmental courses may be initiated by individual members of the faculty, departments, programs, divisions, or the Committee on Academic Priorities. Such proposals (including descriptive material for new courses) will be submitted to interested departments, programs, or divisions (or divisional representatives) for their comment before they are taken to the faculty.

- (e) Student-initiated courses for credit, open to sophomores, juniors and seniors only, are permitted with the following provisos:
- (1) At least ten but no more than fifteen students, including the proposer(s) of the course, must enroll in it.
 - (2) Each student-initiated course must have a faculty sponsor with competence in the subject matter. The sponsor's role in organizing the course is to be determined by the group. The sponsor will be expected to participate in all regular meetings of the class. Such participation may count as part of a normal teaching load, with the approval of the department or program.
 - (3) Before May 1 of the preceding year or November 1 of the preceding semester, the initiators of the course, with the advice of the faculty member, will draw up a course proposal to be presented to the Committee on Academic Priorities for approval. The proposal should follow the Committee's guidelines for student-initiated courses. The Committee may approve the course without referring it to the faculty. Regular letter grades, for which the faculty sponsor takes ultimate responsibility, must be recorded with the Registrar.
 - (4) No student may take more than 8 credits of such courses. No faculty member may participate in more than one such course in a single year.

THE SCHEDULE FOR EXAMINATIONS

78. (a) The examination schedule at the end of each semester shall be preceded by approximately three days free from class attendance. On these days no class or laboratory shall meet, and no assignments shall be given that require the use of this free time.
- (b) Examination periods at the end of each semester shall be two hours and twenty minutes in length.

EXAMINATIONS

79. (a) In introductory and intermediate courses there shall be at least two substantial examinations, papers or projects during the semester, one near the middle and one at the end of the course. Students shall have, early in the course, the advantages of the instructor's criticism of their work and a clear indication of the expectations of the instructor and of the standards which will be used in the evaluation of their work. Each department or program shall be responsible for enforcing this requirement in its own courses.
- (b) No take-home examinations may be given unless they are 'open book'. No restriction may be placed on writing time except for the deadline by which the examination is to be handed in to the instructor. All take-home examinations will be accompanied by examination guidelines. Both the deadline and the place of delivery must be specified on the take-home examination and in the guidelines. A sample guidelines sheet is shown in Appendix G.

- (c) It has become practice not to give examinations in seminars.
- (d) The giving or the omission of examinations in graduate-level courses is left to the instructor, but if an examination is to be given, the Registrar should be notified.
- (e) Self-scheduled examinations at the end of each semester are administered by the Registrar's Office. These examinations must be taken during the examination period or at the official make-up time unless excused by the Administrative Board. Examinations which involve slides or dictation are scheduled by the Registrar.
- (f) Application for permission to defer an end-of-semester examination until after the scheduled time or to defer the completion of work connected with the course until after the date upon which the grades for the course are due should be made to the Registrar. The Registrar shall consult the College Physician in health cases, and the instructor if it is a question of postponing the completion of part of the work of the course. If the student does not fulfill the conditions of the permission, the examination or the work shall count as a failure.
- (g) For all final examinations administered by a member of the faculty the instructor shall call in person at the Office of the Registrar before such examination for the blank books to be used, see that each student returns all books that she has received, whether used or unused, and after the examination return all unused books to the Registrar's Office or to a department or program office.
- (h) For all examinations administered by a member of the faculty, the faculty member in charge of the course or, if the faculty member be unable to do so, an assistant who shall not be an undergraduate, shall collect the examination books at the end of the examination period.
- (i) Members of the faculty shall deposit at the Office of the Registrar copies of all examinations.
- (j) The Registrar shall deposit in the Library after the examination period a copy of examination papers that pass through the Office of the Registrar unless requested not to do so. These papers are open to the inspection of students.

HONORS AND PRIZES

80. (a) Names of students receiving the A.B. or B.S. degree with Latin Honors, or Honors in a department or program, are not to be divulged before they are announced officially.
- (b) A record of the elections of students to Phi Beta Kappa and to Sigma Xi shall be made on the regular College records.
- (c) Chairs of departments, Directors of programs, and Chairs of committees awarding prizes shall notify the Office of the Dean of the College in writing of all prize awards.

APPENDIX A**STATEMENT OF ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION**

Academic freedom and, more generally, freedom of expression are of paramount value in an academic community. Among the central purposes of such a community are acquisition and transmission of knowledge, cultivation of the creative and critical faculties of the human intellect, expression of ideas and emotions through the arts, and development of aesthetic sensitivity and appreciation. Academic freedom and freedom of expression are essential to the fullest realization of these purposes, and therefore Smith College must preserve and protect those freedoms. It must do so even when the ideas and values expressed are believed, by some or even many, to be inimical to humane society.

In the College as in society as a whole, freedom of speech and expression cannot be absolute. For example, speech that is libelous, slanderous, incites to riot or is unlawfully harassing is not constitutionally protected; in addition, speech directed at persons with clear intent to cause substantial injury is not protected by academic freedom. For the School for Social Work, freedom of speech and expression is further informed by the accreditation standards of the Council on Social Work Education and by the Code of Ethics of the National Association of Social Work.

Within these commonly accepted limits, Smith College endorses the following principles. Members of the Smith community may write about and discuss freely any subject of intellectual inquiry and shall not be subject to censorship, discipline, or intimidation. They are entitled to freedom in research and in the publication of results. They are also members of the larger society: when they speak or act as individuals, and not as representatives of Smith College, they shall be free from institutional censorship, discipline, or intimidation.

Freedom of speech and expression is the right both of members of the Smith College community and of invited guests. Once members of the Smith community extend an invitation, others may not abridge a speaker's freedom of expression because they dislike or oppose the speaker, find her or his ideas noxious, or perceive the speaker to be associated with policies or practices believed to be erroneous or even evil.

Freedom of speech and expression is the right of opponents of a speaker as well. Opponents may make their views known in a variety of ways so long as they do not thereby interfere with a speaker's ability to make hers or his known, or with the rights of others to listen.

As revised by the Board of Trustees February 22, 1992

APPENDIX B**POLICY ON OUTSIDE SOURCES OF FUNDING
FOR FACULTY RESEARCH**

1. Individual faculty members are free to seek outside funding for their research from any legal source.
2. The College will administer research funds granted to individual faculty members from any tax-exempt foundation or organization without regard to the goals or activities of the foundation or organization. This agreement to administer in no way constitutes the College's approval of, or agreement with, any purposes and objects of the outside funding sources; nor does it give any such funding source the right to imply, in its publications and advertising matter, that Smith College shares its aims.
3. Since academic freedom is the right to teach and publish the results of one's research, the College will not normally participate in any research agreements which would prevent the researcher from teaching or publishing, within a reasonable period of time, his or her findings.
4. Research agreements between a faculty member and any granting organization or individual must conform to the administrative, fiscal, and health standards of Smith College, and therefore all applications to such agencies must be processed, before they are filed, through the office of the Provost and Dean of the Faculty.
5. Smith College upholds the freedom of research. It need not accept monies for faculty members from non-tax-exempt organizations or individuals if the Provost and Dean of the Faculty, in consultation with the appropriate committee of the faculty, determines that the activity supported by the grant is not primarily scholarly research.

Voted by the Smith College Faculty October 23, 1991 and approved by the Board of Trustees October 26, 1991.

APPENDIX C**SABBATICAL LEAVES AND LEAVES OF ABSENCE WITHOUT PAY****Table of Contents**

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- c.) sabbatical report
- d.) funding for sabbaticals

SABBATICAL LEAVES AND LEAVES OF ABSENCE WITHOUT PAY

Smith College supports a system of faculty sabbatical leaves with salary for the purpose of increasing the usefulness to the College of the individual faculty member as a teacher and scholar, and to contribute to the faculty member's effectiveness as a member of the academic profession. A leave of absence without pay is intended to allow the individual to benefit from outside grants to pursue scholarly projects, to broaden teaching skills, to render professional service, or to gain other university or professional experience.

1. Eligibility for sabbatical leaves

- a.) Faculty members in regular full-time or part-time tenured or tenure-track positions at the rank of Instructor or above and Senior Lecturers will normally accrue sufficient credit for one semester of sabbatical leave at their regular salary after three years of teaching, one full year of sabbatical leave at two-thirds of their regular salary after four years of teaching, or one full year of sabbatical leave at their regular salary after six years of teaching.
- b.) Faculty members in the position of Lecturer will not accrue credit toward sabbaticals but may, after extended service, request a special sabbatical for a specific purpose related to scholarly work or professional development.
- c.) Faculty members in temporary replacement positions will not accrue credit toward sabbaticals.

2. Accrual of Credits toward sabbatical leaves for eligible members of the faculty

- a.) Each year of teaching at a faculty member's normal teaching load will accrue one unit of credit.
- b.) Released time for College administrative service, whether full or part-time, and for part-time scholarly work will count as teaching time for the accrual of credit.
- c.) Semesters spent on sabbatical leave, leave without pay, or medical leave will not count as teaching time for the accrual of credit.

d.) A semester following a sabbatical leave or leave without pay will not count as teaching time for the accrual of credit toward a future sabbatical unless the leave report required in Section 7 (c) is filed prior to the last day of class for that semester.

e.) Credits toward sabbatical leave may accumulate without limit.

3. Credit required in order to apply for sabbatical leave

a.) For regular members of the faculty the accumulation of three units of credit will entitle the faculty member to apply for a one-semester sabbatical leave; the accumulation of four or six units of credit will entitle the faculty member to apply for a one-year sabbatical leave.

b.) Members of the faculty may apply for a first one-semester sabbatical leave after accumulating at least three units of credit or a first one year sabbatical leave after accumulating four units of credit. However, no member of the faculty will be granted a second sabbatical leave during the probationary period, regardless of the number of credits which have been accumulated.

c.) Except in those circumstances when the needs of the department or the College warrant flexibility, credit toward sabbaticals may not be used prior to actual accrual.

4. Salary to be paid during sabbatical leaves

a.) Full-time members of the faculty will receive their full salary during the period of their sabbatical leave with the exception that such faculty granted a four-credit, one-year sabbatical leave will receive two-thirds of their full salary.

b.) Part-time members of the faculty will receive during their sabbatical leave the full-time (or two-thirds of the full-time) equivalent of their salary multiplied by their average appointment ratio for the three or six (or four) years during which credit for the sabbatical leave was accrued.¹

5. Conditions related to sabbatical leaves and leaves without pay

a.) Sabbatical leave will not be granted for more than two consecutive semesters.

b.) Part-time faculty members electing a one-semester sabbatical leave will carry a course workload during the semester they are teaching equal to one-half of their normal yearly course workload, rounded upward to the nearest whole number of courses.

c.) Normally, two absences from the College on sabbatical leave or leave without pay must be separated by at least two years of teaching at the faculty member's regular load. Likewise, two full-year absences from the College on sabbatical leave or leave without pay must be separated by three years of teaching.

d.) Sabbatical leave will not normally be granted for the terminal year of any appointment.

¹Credit for sabbatical leave must be used on a "first in, first out" basis. For example, a faculty member who delays taking a one-semester sabbatical leave until the fifth year will have his or her sabbatical salary calculated using the appointment ratios in years one through three. The credit earned in the fourth year, and the appointment ratio for that year will be applied toward the next sabbatical for which the faculty member becomes eligible.

- e.) Except in unusual circumstances, no more than one semester's sabbatical leave may be taken during the two years immediately prior to retirement.
- f.) Normally, leaves of absence without pay will not be granted for more than two consecutive years.
- g.) Members of the faculty may not accept paid employment for more than the teaching of one course or the equivalent during any semester on sabbatical leave, and then only with the prior approval of the Provost and Dean of the Faculty.
- h.) It is presumed that members of the faculty on sabbatical leave will return to the College after their absence.
- i.) Except in unusual circumstances, members of the faculty on sabbatical leave will not be replaced. Departments must make every effort to bracket courses, recommend courses at other institutions, or otherwise cover the teaching responsibilities of the individual on sabbatical leave. Members must, therefore, plan sabbatical leaves or leaves without pay in such a way as to inconvenience departments as little as possible.

6. Implementation of leave policy

- a.) If in a given semester, in a given department, the number of persons eligible for sabbatical leave is too great for the successful maintenance of that department's curriculum, the department must establish an order of priority to determine who may be absent in that semester (and who must be present). Normally, the following order of priority will be established:
 - i) Persons who will have taught for six years since their last previous sabbatical or since their promotion to or appointment at the rank of Assistant Professor and who will have taught at Smith continuously for the previous six years.
 - ii) Persons whose situation is like that described above except that their last six years of teaching will have been broken by a leave without pay, but who will have taught at Smith continuously for at least the previous three years.
 - iii) Persons who will be eligible for the one-semester sabbatical option, having served three years since their last sabbatical or two years since their promotion from Instructor to Assistant Professor and who will have taught at Smith continuously for the previous three years.
 - iv) Persons whose situation is like that described in (i.) except that there will have been an interruption of their service by a leave without pay within the previous three years.
 - v) Persons whose situation is like that described in (iii.) except that their service will have been interrupted within the previous three years.
- b.) The order of priority established by a department must be in accord with the principle of separation of absences as articulated in (5.c.).

- c.) A member eligible for a sabbatical leave who is unable to take it because of deferment as a result of the priority schedule in the department will, in the following year, have higher priority than those whose status at that time is otherwise the same but who have not been deferred. The member will not be placed at a disadvantage as to the timing of his or her next sabbatical as a consequence of the deferment.
- d.) Requests for leave of absence without pay should always be considered by departments in the total context of their overall needs.

7. Procedures

- a.) After consultation with the appropriate department or program, members of the faculty will apply to the Provost and Dean of the Faculty for a sabbatical leave or a leave without pay. Every request for such a leave must be accompanied by a precise description of the member's projected research, study, writing, or other creative work, including current status, expected progress during the leave, and anticipated completion date. This precise description will help inform both the Department's and the Dean's recommendations concerning the requested leave.
- b.) The recommendations of the Dean and of the department regarding a member's request will be forwarded to the President. All requests must be approved by the Board of Trustees.
- c.) Upon return from sabbatical leave or leave without pay, members of the faculty must file with the Provost and Dean of the Faculty full reports on the work they accomplished during their leaves.
- d.) Though urged to apply for outside funding, members who have been granted a sabbatical leave or leave without pay may apply to the Committee on Faculty Compensation and Development for assistance with expenses incurred in conjunction with scholarly or creative endeavor, in accordance with the policies of the Committee.

APPENDIX D**Departments by Academic Division****Division I: Humanities**

Afro-American Studies
Art
Classical Languages & Literatures
Dance - Five College Department
East Asian Languages & Literatures
English Language & Literature
French Studies
German Studies
Italian Language & Literature
Music
Philosophy
Religion
Russian Language & Literature
Spanish & Portuguese
Theatre

Division II: Social Sciences & History

Anthropology
Economics
Education & Child Study
Government
History
Sociology

Division III: Natural Sciences

Astronomy - Five College Department
Biological Sciences
Chemistry
Computer Science
Engineering
Exercise & Sport Studies
Geology
Mathematics & Statistics
Physics
Psychology

APPENDIX E**Programs**

African Studies
American Studies
Ancient Studies
Archaeology
Arts and Technology
Biochemistry
Comparative Literature
East Asian Studies
Environmental Science and Policy
Ethics
Film Studies
History of Science and Technology
Jewish Studies
Landscape Studies
Latin American and Latino/a Studies
Linguistics
Logic
Marine Sciences
Medieval Studies
Neuroscience
Public Policy
Statistics
Third World Development Studies
Urban Studies
Program for the Study of Women and Gender

APPENDIX F**Smoking Policy**

Smith College recognizes that using tobacco products is harmful to the health of tobacco users and that exposure to secondhand smoke poses a health risk to non-smokers. This policy has been enacted to address these health concerns and to provide a smoke-free workplace for all members of the College community.

Smoking is prohibited in all College-owned student residences and all academic and administrative buildings. All smoking by faculty, staff, students, and visitors is limited to outdoor areas more than 20 feet from any academic, administrative, or residential building.

The College is committed to providing educational programs to assist its employees and students in making healthy lifestyle choices. Employees who are interested in smoking cessation programs may obtain information from the Benefits Office; students should contact Health Services.

APPENDIX G**Sample Guidelines and Statement**

Take-Home Examination #1
Geography 101a
Due September 30, 1990, 1:00 p.m.
Seelye Hall 30

TAKE-HOME EXAMINATION GUIDELINES:

- 1. Who may the students talk to about the examination?**
Example: After receiving this exam, do not communicate with anyone except the instructor about the material on the exam. All questions about the exam should be directed to the instructor after class, during class office hours, or by appointment.

- 2. May students discuss homework/class material?**
Example: Do not discuss lecture material or homework problems since they may be related to the exam material.

- 3. What may the students use to aid them in completing the examination?**
Example: All Take-Home Exams are open book. For this exam feel free to use your homework, class notes, and the textbook.

- 4. Additional information**
Example: As always, you are expected to follow the Academic Honor Code. If you have any questions about the guidelines, please ask them now.

APPENDIX H**Statement of Principle
on
Sexual Relationships between Faculty and Students**

Sexual relationships between faculty members and their students (students they teach, direct in independent study, advise) violate the ethics of the teaching profession and are inconsistent with the mission of the College. Since faculty members are at least potentially in the position of teaching, supervising, evaluating, or advising any student, it is generally inappropriate for faculty members to engage in sexual relationships with students, and particularly with a student concentrating in the faculty member's department or program. Sexual relationships are unacceptable when the faculty member is directly involved in the student's academic program. Faculty members should be cognizant of the fact that sexual relationships with any student carry some risk of damaging the student's educational experience and the faculty member's career.

October 20, 1993

Approved by vote of the Faculty on October 27, 1993

APPENDIX I

Other Standing Committees

AIDS Education Committee
Board of Advisers for Major Graduate Fellowships
Board of Pre-Health Advisers
Campus Center Policy Board
Campus Center Programming Board
Human Subjects Institutional Review Boards
Kahn Institute Advisory Committee
Kennedy Professorship Committee
Neilson Professorship Committee
Otelia Cromwell Day Committee
Sherrerd Teaching Awards Committee
Smith Management Advisory Board
Special Needs Advisory Committee
Trustees' Committee on Investor Responsibility