

HSS Collegial Governance Guidelines

Department/Division: **RELIGIOUS STUDIES**

Department of Religious Studies Policies and Procedures Approved by department on 4/25/23.

1. Chair term limits and chair responsibilities:

No term limits other than required by UPS. Chair's responsibilities in addition to UPS and chair appointment form, include, making assigned time appointments; appoints Assessment Committee Chair; appoints Curriculum Committee Chair; Chair assigns offices.

2. Process for selecting vice chair and assigned responsibilities:

Not applicable.

3. Process by which appointments are made to positions that receive assigned time:

When available, faculty submit request and chair makes assignments. When conflict arises over who receives assigned time for a specific task, there will be a vote by department faculty. Some assignments, such as DPC require secret ballot per UPS.

4. A list of all standing committees and the work/responsibilities of each along with the process by which committee assignments are made:

a. DPC – duties per UPS -- Secret Ballot per UPS.

b. DPRC – duties per UPS -- Same membership as DPC.

c. Curriculum – review new proposals via Curriculog -- committee of the whole. Committee Chair appointed by Department Chair.

d. Assessment – committee of the whole – Committee Chair appointed by Department Chair.

e. Commencement – invited by Department Chair.

5. Processes for making AY, Summer, and Winter session course assignments for tenure track and part time faculty (in alignment with CBA):

AY: Chair reviews past enrollments and student need for major and minors. Then, faculty make suggestions/request of courses to the chair, based on which the latter makes the schedule. For capstone courses, it is based on rotation among T/TT faculty. For scriptural/textual studies courses, it based on rotation by religion (taught by either T/TT or PT lecturers).

Summer/Winter: Faculty make suggestions/request of courses to the chair; chair considers faculty suggestions/requests, student demand, and impact on AY enrollments. Then, chair makes the schedule. In case of conflict or when the number of courses need to be restricted, assignment is based on: Seniority, then, rotation.

6. Processes for making office assignments:

Chair has first choice, then assigns based on seniority.

7. Internal process by which new courses are proposed and rotation of existing courses is maintained:

New courses may be proposed by any department faculty (T/TT and PT) for review by department curriculum committee. Rotation of existing courses is maintained by the chair.

8. Process for Amending Governance Guidelines:

Any T/TT faculty may request discussion and vote at a department meeting.