

Approved by: Board of Trustees

Date Approved: September 29, 2023

Effective Date: April 15, 2019

1. **Summary:** This policy establishes guidelines relative to faculty members' rights to academic governance.
2. **Rationale:** This policy is necessary to ensure that faculty members are aware of the guidelines associated with their academic governance.
3. **Entities Affected:** faculty
4. **Definitions:** not applicable
5. **Policy:**
 - a. **Board of Trustees**

Criswell College is governed by a Board of Trustees accountable to the College's Articles of Faith, Articles of Formation, and Bylaws. The College's bylaws name the President as the principal liaison between the Board and the College.
 - b. **Academic Affairs**

The Vice President of Academic Affairs (VPAA) is accountable to the President and oversees all full-time and adjunct faculty, as well as the Offices of Academic Programming and Institutional Research, Educational Technology, Information Technology, Instructional Support, Registrar, and Library. All faculty and academic program directors as well as directors of these departments are accountable to the VPAA, and work with the VPAA to carry out the academic operations of the College.

The VPAA also serves with the Vice President of Student Affairs as the President's liaisons to the Academic and Student Affairs Committee of the Board of Trustees. This committee is chaired by a trustee appointed by the Board Chair and its responsibilities include review of academic issues regarding faculty, academic programs, and assessments to ensure they are consistent with the College's academic mission, strategies, and priorities. The Academic and Student Affairs Committee facilitates the approval and completion of the following issues through review and recommendation to the Board: policies contributing to the best possible environment for students, the educational quality of the institution and its academic programs, institutional autonomy and academic freedom, and all earned and honorary degrees.
 - c. **Academic Program Structure and Governance**

Under the direction of a program director, each academic program aims to produce knowledge and skills in a particular area of study to augment the knowledge and skills gained in the degree's general education studies. Faculty who teach in certain programs are welcome and encouraged to make suggestions to

program directors regarding curriculum content in those programs.

Program directors are appointed by and accountable to the VPAA to oversee one or more academic programs. Program directors work with the VPAA, faculty who teach courses within the programs, and the Director of Academic Programming and Institutional Research to shape the goals of their programs into alignment with the mission and objectives of the College generally and the mission and objectives of Academic Affairs specifically. Program directors oversee the operations within their academic programs to ensure that the stated goals are met. Program directors may suggest textbooks and other course elements to full-time faculty in their programs and may require such elements of adjunct professors.

d. Faculty Responsibilities to Institutional Governance

In addition to providing direct service to students through interaction in and out of the classroom, faculty are responsible for recommending and advising the administration on all matters impacting the accomplishment of the College's academic affairs. Ranked faculty share responsibility with the College's trustees and executive leadership for the actual governance of specific matters within Academic Affairs:

- Student Learning Outcomes and curricula for academic programs,
- Faculty qualifications for instruction, hiring, and promotion,
- Library Resources,
- Academic Awards and Degrees,
- Policies regarding academic matters.

Faculty may also be asked to advise the administration or Board of Trustees in matters relating to the general education policy of the College, long-range planning, decisions regarding physical facilities that relate to student and academic life, budgeting, selection of the president and academic officers, determination of faculty status and ranking, faculty hiring, and faculty compensation policies and procedures.

The responsibilities for faculty members in carrying out their governance role is covered in the Faculty Employment Policy.

Faculty meetings are convened monthly during the academic year (September through May, excluding January). Additional meetings or workshops may be convened at the request of the VPAA or at the request of a majority of full-time faculty members. The VPAA (or the VPAA's designated representative or the President of the College) presides over all such meetings and workshops.

e. Academic Cabinet and Faculty Committees

The Academic Cabinet is composed of the Vice President of Academic Affairs, Academic Program Directors, and one full-time faculty member elected by the ranked faculty. The Academic Cabinet assesses and conveys proposals to ranked faculty regarding academic programs, academic policies, and cooperative agreements with other colleges and institutions; assesses applicants for full-time faculty positions and conveys recommendations to ranked faculty; takes action upon faculty applications for leaves of absence with pay (sabbaticals) and student matters as specified in institutional policies; addresses other concerns, complaints, and recommendations regarding academic affairs.

Faculty committees are committees whose majority of members (not necessarily the chair) comprise full-time faculty members. While the primary purpose of committees is to review, advise, and recommend, in some instances committee decisions are binding on the College.

6. Procedure:

- a. Implementation:** The Vice President of Academic Affairs is responsible for creating and following any procedures necessary for the implementation of this policy.
- b. Responsibility for Compliance:** The Vice President of Academic Affairs is responsible for ensuring compliance with this policy.
- c. Notification:** This policy will be posted on the College’s website and published in the *Faculty Handbook*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 1.016.0
Related policies:	

Policy History

Version 1.0	April 15, 2019
Version 2.0	September 29, 2023