Most Recent Changes
Rules and Procedures
of the
Faculty

Approved By The Board Of Trustees (Sections 1 and 2) ..........................................................2

Approved By The Faculty .................................................................................................................7

Last modified 03/05/2024
Approved By The Board Of Trustees

- **March 2024**
  - 1.1.2 University Faculty
  - 1.1.4 Secretary of the Faculty
  - 1.1.5 Departmental Administration
  - 1.2.1 Mission of the Faculty Senate
  - 1.2.2 Size and Composition of the Faculty Senate
  - 1.2.3.1 Chairperson of the Senate
  - 1.2.3.2 Executive Committee of the Senate
  - 1.2.4 Senate Meetings
  - 1.2.6 Senate Process for Amending the Rules and Procedures of the Faculty
  - 1.2.6.1 Electronic Voting
  - 1.2.6.2 Motions and Consent Calendar
  - 1.2.8.1 Sense of the Faculty Resolutions
  - 1.2.8.2 Faculty Petitions and Referendums
  - 1.2.8.3 Faculty Appeals
  - 1.3.2.2 Graduate and Research Committee
  - 1.3.2.4 Faculty Committee on Student Life
  - 1.3.2.5 Faculty Committee on Global Affairs
  - 1.3.3.1 Committee on Standing of Undergraduate Students
  - 1.3.3.2 Committee on Standing of Graduate Students
  - 1.3.3.3 University Disciplinary Appeals Committee
  - 1.3.4.2 Faculty Representation on the Council for Equity and Community
  - 1.3.5.1 University Committee on Discipline
  - 1.3.5.2 Committee on Undergraduate Awards and Prizes
  - 1.3.5.3 Visiting Lectures Committee
  - 1.3.6 Replacing an Elected Member of a University Standing Committee
  - 1.4.1 College Faculties
  - 1.4.2.2 College of Business
  - 1.4.2.4 College of Education
  - 1.4.2.5 College of Health
  - 1.4.3.1.2 College of Arts and Sciences Admissions Committee (removed)
  - 1.4.3.1.2 College of Arts and Sciences Tenure Committee
  - 1.4.3.1.3 College of Arts and Sciences Promotion Committee
  - 1.4.3.2.1 College of Business Policy Committee
  - 1.4.3.4.1 College of Education Promotion and Tenure Committee
  - 1.4.3.5.2 College of Health Tenure Committee
  - 1.4.3.5.3 College of Health Promotion Committee

- **May 2023**
  - R&P 2.2.2.2 Voting Members

- **March 2023**
  -

- **October 2022**
  - 1.3.4.2 Faculty Representation on the Council for Equity and Community
    - Update of representation to the CEC

- **March 2022**
  - **Addition of College of Health to Section 1**
    - 1.4.2.5 College of Health
    - 1.4.2.1 College of Arts and Sciences
- 1.4.2.2 College of Business
- 1.4.2.3 College of Engineering and Applied Science
- 1.4.2.4 College of Education
- 1.4.3.5 College of Health Committees
  - 1.4.3.5.1 College of Health Policy Committee
  - 1.4.3.5.2 College of Health Tenure Committee
  - 1.4.3.5.3 College of Health Promotion Committee
- Faculty Code of Ethics
  - 2.2.11.1 Faculty Code of Ethics - added to section 2.2.11.1 and posted to the Faculty Senate Website…. Not incorporated into R&P Word document per Faculty Senate/

- May 13, 2021
  - Faculty Ranks Proposal (Numerous changes to Section 2 to reflect new structure)
  - 1.3.2.3 Graduate Research Committee (Ex Officio and Composition – 2 changes AY21)
  - 1.3.2.3 Faculty Personnel Committee
  - R&P 2.2.1.6 Appeals
  - R&P 2.3 Appeals Concerning Alleged Arbitrary or Capricious Action

- August 13, 2020
  - Harassment Policy – Link at end of R&P

- May 15, 2020
  - 2.2.5.7.3 Elective Extension of Probationary Period
  - 2.2.5.8 Maximum Length of Probationary Period

- May 17, 2019
  - 2.2.3 Appointments (revision)

- October 26, 2018
  - 1 Faculty Governance (full revision of Section 1)
  - 6 Amendment Process and Resolution of Inconsistencies (deletion)

- May 18, 2018
  - 2.2.11 Dismissal for Cause (revision)
  - 2.2.12 Retirement (revision)
  - 2.5 Administration (addition)

- October 30, 2017
  - 1.3.3.1 College of Arts and Sciences Committees (addition)
  - 1.3.3.1.2.1 College of Arts and Sciences Course Committee (deletion)

- May 19, 2017
  - 2.2.10 Faculty Chairs (addition and revision)

- February 24, 2017
  - 2.3 Appeals concerning alleged arbitrary or capricious action (addition)
  - 2.2.6.13 Administration’s recommendation (deletion)
  - 2.2.9.13 Administration’s recommendation (deletion)

- May 20, 2016
  - 2.2.7.3 Review by the dean (revision)
2.2.7.4 Review by the provost (revision)
2.2.7.5 Timely notice of termination (revision)

March 21, 2016
1.2.2.8 Faculty committee on global affairs (revision)

February 25, 2016
1.1.3 Faculty Meeting (revision)
1.1.4 Order of business (revision)
2.2.4.2 Triennial reviews of tenured associate professors (revision)
2.2.7 Reappointment of tenure track faculty (addition)
2.2.8.2 Ninth-year promotion review for tenured associate professors (revision)

October 1, 2015
1.2.1 In General (addition)
2.2.9.4 Departmental Evaluation (addition)

June 6, 2015
1.1.6 University faculty (addition)
1.2.4.6 Online Learning Policy Committee (new section)
1.2.4.7 Faculty representation on the council for equity and community (new section)
2.2.2.4.2 Recusal (revision)
2.2.3.1 Faculty appointments involving more than one academic unit (whole-scale revision of 2.2.3.1)
2.2.3.1.1 Initial appointment (revision)
2.2.3.1.2 Memorandum of understanding (MOU) (revision)
2.2.3.1.3 Special Committee (revision)
2.2.3.1.4 Annual evaluation for merit (revision)
2.2.3.1.5 Annual review of pre-tenured faculty (revision)
2.2.3.1.6 Reappointment (revision)
2.2.3.1.7 Tenure and promotion (revision)
2.2.3.1.8 Triennial review of associate professors (revision)
2.2.3.1.9 Change in status (revision)

February 26, 2015
1.1.7 Secretary of the faculty (deletion of existing text and addition)
1.1.8 University parliamentarian (new section)
1.1.9 Departmental administration (re-numbered section)
2.2.3 Appointments (revision)
2.2.5.3 Granting tenure on initial appointment (revision)
2.2.5.3.1 Granting tenure on initial appointment for faculty positions (addition)
2.2.5.3.2 Granting tenure on initial appointment for administrative positions (addition)

June 5, 2014
1.2.2.1 Faculty Steering Committee (revision)
1.2.2.3 Graduate and Research Committee (revision and deletion)
1.2.2.9 Faculty Committee on Advancement (addition)
1.2.2.10 Faculty Committee on Facilities Planning (addition)
1.3.3.3.3 College of Engineering / Applied Science Tenure Committee (addition)
1.3.3.3.4 College of Engineering / Applied Science Promotion Committee (addition)
• 2.2.5.6 Time not included in probationary period (additions)
• 2.2.5.4 Part-time Service (revision)
• 2.2.5.7 Years spent as a Professor of Practice or Lecturer (addition)
• 2.2.5.7.2 Extension of probationary period for personal disability, family care, public service, military service, or extreme personal hardship (addition)
• 2.2.6.5 Departmental recommendation (addition)
• 2.2.6.9 College tenure committee review (revision)
• 2.2.9.5 Departmental recommendation (addition)
• 2.2.9.9 College promotion committee review (addition)

☐ February 28, 2014
  o 1.2.2.8 Faculty Committee on Global Affairs (addition)
  o 2.2.5.3 Granting tenure on Initial Appointment (revision)
  o 2.5 Administration (deletion & combined revision with section 3.1.2)
  o 3.1.2 Scheduling of Classes (combined revision with section 2.5)
  o 3.20.1 Requirements for Graduation (revision)

☐ May 7, 2013
  o 2.2.1.5 Criteria to be applied (deletion)
  o 2.2.4.1 Untenured faculty (deletion of existing text and addition)
  o 2.2.4.2 Triennial reviews of tenured associate professors (deletion of existing text and addition)
  o 2.2.6.1 Initiating the tenure review process (deletion of existing text and addition)
  o 4 Code of Conduct (addition)

☐ March 7, 2013
  o 4.2 University Policy on Dissent (deletion)
    ▪ Section 4.2 will be placed in the University Student Handbook

☐ May 17, 2012
  o 2.2.9.14 Subsequent Promotion (addition)
  o 4.1 Disciplinary Appeals Committee, Article IX, Section III, Part A (revision)
    ▪ Submission of Appeal, Article IX, Section III, Part D, Number 1 (revision)

☐ March 1, 2012
  o 4.1 Guidelines for sanctions in cases dealing with bias related incidents and/or harassment, Appendix A, Letter E (addition)

☐ May 20, 2011
  o 1.1.7 Election and term of office dates of Secretary of the Faculty (revision)
  o 2.2.4.2 & Triennial Review and Ninth-Year Promotion Review for tenured
  o 2.2.8.2 Associate Professors (revision)
  o 2.2.6 & Tenure Review Process and Promotion Review Process (revision)
  o 2.2.9

☐ March 4, 2011
  o 1.1.2 & 1.1.3 Allow Consent Calendar Approval at University Faculty meetings for routine and non-controversial changes to R & P (revision)
- 1.2.6 & 1.3.4 Replacing an Elected Member of a University or College Standing Committee (addition)
- 2.2.2.2.4 Recusal of Faculty Members from Participating in Promotion and Tenure Cases (addition)
- 2.2.10 Faculty Chairs (deletion)

May 13, 2010
- 1.2.1 University faculty standing committees, In general (revision)
- 1.2.2.1.1 Standing subcommittee on university writing (revision)
- 1.2.3.1 Committee on nominations (revision)
- 2.2.5.6.2 Certain leaves of absence (revision)
- 4.1 University Student Conduct System (revision of several sections and addition of one section)

May 15, 2009
- 1.2.2.7 Faculty Committee on Student Life (addition)
- 2.2.1.5 Criteria to be applied
- 2.2.2.4 Probationary period
- 2.2.4.1 Untenured faculty
- 2.2.4.2 Tenured associate professors
- 2.2.5.7 Extensions to the probationary period (new heading)
- 2.2.5.7.1 Extension of probationary period for parenthood
- 2.2.5.7.2 Extension of probationary period for personal disability, family care, public service, military service, or extreme personal hardship (addition)
- 2.2.5.7.3 Elective extension of probationary period for any reason in the year prior to the final probationary year (addition)
- 2.2.5.8 Maximum length of probationary period (addition)
- 2.2.6.1 Initiating the tenure review process
- 2.2.6.10 Dean's recommendation
- 2.2.6.13 Administration's recommendation
- 2.2.6.14 Second consideration for tenure within probationary period (addition)
- 2.2.7.4 In matters of disagreement
- 2.2.9.10 Dean's recommendation
- 2.2.9.13 Administration's recommendation
- 2.9 Lecturer
- 2.12, Professor of Practice
- 4.1 to 4.1.14 Student matriculation (deletion)
- 4.2.1 University Student Conduct System

February 6, 2009
- 1.1.5 Information regarding faculty action (deleted)
- 1.2.4.5 Study Abroad Faculty Policy Board
- 1.3.3.2.2 College of Business and Economics promotion and tenure committee
- 2.6 Term of Academic Duties

October 17, 2008
- 1.1.6 University faculty
- 1.2.1 University faculty standing committees in general
- 1.2.2.2 Educational policy committee
- 1.2.2.3 Graduate and research committee
- 2.2.3.1 Joint appointments (and cross-references in 2.2.2.2.1, 2.2.2.2.2, 2.2.2.2.3, 2.2.4.2, 2.2.9.2)
- 4.2.1 University Student Conduct System, Appendix A, D. Guidelines for sanctions in cases involving violations of academic integrity (added)

May 16, 2008
- Sections 1, 2, 4, and 6 passim, changes in outdated language
- 1.1.3 Faculty meeting
- 1.1.4 Order of business
- 1.2.2.3 Graduate and research committee
- 1.2.3.3 Williams senior prize committee (deleted)
- 1.2.4.1 Library users’ committee
- 1.2.4.2 Continuing education advisory committee (deleted)
- 1.2.4.3 Summer sessions committee (deleted)
- 1.2.5.2 Student appraisal of instruction committee (deleted)
- 1.2.5.3 Board of publications (deleted)
- 2.5 par. 9, restrictions on summer teaching (deleted)
- 2.5 par. 12, academic processions

February 8, 2008
- 1.1.2 Changes in rules
- 1.2.2.1 Faculty steering committee
- 1.2.2.6 Faculty personnel committee

May 18, 2007
- 1.1.1 Rules of order
- 1.1.3 Faculty meeting
- 1.2.2.1 Faculty steering committee
- 1.3.3.1.3 College of Arts and Sciences tenure committee
- 1.3.3.1.4 College of Arts and Sciences promotion committee
- 2.1.1 Policy on academic freedom (added)
- 2.2.9.9 College promotion committee review
- 4.1.7.1 Eligibility regulations (deleted)
- 4.1.7.2 Schedules (deleted)

October 20, 2006
- 2.2.2.4 Probationary Period
- 2.2.5.6.2 Certain Leaves of Absence
- 2.2.5.7 Extension of probationary period for parenthood (added)

June 2, 2006
- 1.2.2.3 Graduate and Research Committee
- 1.2.3 Faculty administrative committees
- 1.2.3.2.1 Committee on standing of undergraduate students
- 1.2.3.2.2 Committee on standing of graduate students (added)
- 1.3.3.2.2 College of Business and Economics Promotion and Tenure Committee
- 4.2 University Student Conduct System

October 21, 2005
- 2.1 to 2.2.9.13 Employment policies for academic employees
Approval by the Faculty
(R & P, Part 3 and Part 5 changes do not require a Board of Trustees vote):

- **May 5, 2023**
  - R&P 3.21.1 Graduate Admissions
  - R&P 3.14.5 Special Undergraduate Course Opportunities
  - R&P 3.11.1 Graduation Honors
  - R&P 3.14.5.2 Cooperative Undergraduate Education (delete)
  - R&P 3.15.1 Summer Session (delete)
  - R&P 3.15.2 Winter Intersession (delete)

- **March 3, 2023**
  - 3.2.7 Cross Registering within the Lehigh Valley Association of Independent Colleges (no second reading, approved)
  - 3.8.6. Grade Reports (no second reading, approved)

- **December 2, 2022**
  - 2.2.2.2 Approved – went to senate for a vote

- **November 4, 2022**
  - 3.2.4 Roster of Studies

- **December 8, 2020**
  - *Delete R&P 3.10 (Sections 3.10.1 through 3.10.5 inclusive) and substitute the revised R&P 3.10 (Sections 3.10.1 to 3.10.3) {Listed Below}
    - 3.10 Scholastic Probation
    - 3.10.1 The Committee on Standing of Students…
    - 3.10.2 Dropped for Poor Scholarship/Reinstatement Status
    - 3.10.3 Living Group Probation

- **November 6, 2020**
  - 3.27.4 Drop/Add Period Emergency Change for Fall 2020 only (Not updated in R&P)
  - 1.3.2.2 GRC (Composition)

- **October 29, 2020**
  - 3.8.4 Drop/Add Period Emergency Change for Fall 2020 only (Not updated in R&P)

- **May 1, 2020**
  - 3.7.2 Common Hour Exams
  - 3.7.3.1 Final Examinations
  - 3.1.4 Transfer Credit
  - 2.2.5.7.3 Elective Extension of Probationary Period for Any Reason in the Year Prior to the Final Probationary Year
  - 2.2.5.8 Maximum Length of Probationary Period

- **April 3, 2020**
  - 3.8.1 Definition of Grades
  - 3.8.4 Drop/Add Period Emergency Change for Spring 2020 only (Not updated in R&P)

- **March 6, 2020**
  - 3.27.1 Definition of Grades (Graduate Courses Pass Fail)
  - 3.2.1 Changes in Curricula or Courses
  - 1.3 Faculty Committees
  - 1.3.2.1 Educational Policy Committee
1.3.2.2 Graduate and Research Committee
1.3.2.3 Faculty Personnel Committee
1.3.2.4 Faculty Committee on Student Life
1.3.2.5 Faculty Committee on Global Affairs
1.3.3.2 Committee on Standing of Graduate Students
1.3.3.3 University Disciplinary Appeals Committee
1.3.4.1 Library and Technology Services Faculty Committee
1.3.4.2 Faculty Representation on the Council for Equity and Community
1.3.5.1 University Committee on Discipline
1.3.5.2 Committee on Undergraduate Awards and Prizes
1.3.5.3 Visiting Lecturers Committee

December 6, 2019
- 3.7.1 General Conduct
- 3.7.2 Common Hour Exams (Amended Language)
- 1.3.2.4 Faculty Personnel Committee
- 1.3.2.7 Faculty Committee on Advancement
- 1.3.2.3 Faculty Compensation Committee

May 10, 2019
- 1.3.2.1 Educational Policy Committee
- 1.3.2.1.1 Standing Subcommittee on Writing Instruction (Dissolve)
- 1.3.4.1 Library Users' Committee (Combine with Online Leaning Policy Committee)
- 1.3.4.2 Study Abroad Faculty Policy Board (Dissolve)
- 1.3.4.3 Online Learning Policy Committee (Combine with Library Users' Committee)

April 5, 2019
- 3.1.4 Transfer Credit (revision)
- 3.1.4.1 Credit for Lehigh Abroad Sponsored Programs (revision)
- 3.12 Petition (revision)
- 3.12.3 Petition to Waive a Prerequisite (revision)
- 3.2.1 Changes in Curricula or Courses

February 1, 2019
- 3.4 Auditors (revision)

November 2, 2018
- 3.2.4 Roster of Studies (revision)

September 7, 2018
- 3.1.5 Full Time Undergraduate Students (revision)
- 3.6 Provisional Courses (addition)
- 3.8.2 Incomplete Grades (revision)
- 3.27.2 Incomplete Grade or SP Grade (addition)

April 30, 2018
- 3.14.1 CAS Declare a Major (revision)
- 3.16 General College Division (deletion of referring section)
- 5 Organization of the University (deletion)
March 26, 2018
  o  3.2.5 Attendance (revision)

February 12, 2018
  o  3.7.3.2 Make-ups for Final Examinations (revision)
  o  3.10.1 Scholastic Probation (revision)

December 4, 2017
  o  3.2.2.1 Cross Listed Courses (revision)
  o  3.2.3 Curriculum Transfers (revision)
  o  3.2.6 Classification of Undergraduates (deletion)
  o  3.3.1 Student Option System (revision)
  o  3.8.5 Release of Final Grades (revision)
  o  3.8.8 No Grade Received (revision)
  o  3.10.3 Dropped for Poor Scholarship/ Reinstatement Status (revision)
  o  3.12.1 Course Petitions (deletion)
  o  3.12.4 Miscellaneous Petitions (deletion)
  o  3.20.2 Filing of Application for Degree (deletion)
  o  3.20.4 Conferring of Degrees (revision)
  o  3.20.5 Diplomas (revision)

October 30, 2017
  o  3.7.1 General Conduct (revision)
  o  3.14.2 College of Business and Economics (revision)
  o  3.15 Other Academic Sessions (revision)
  o  3.15.1 Summer Session (addition)
  o  3.15.2 Winter Session (addition)

May 1, 2017
  o  3.1.7 Middle States Compliance (new addition)
  o  3.8.1 WP and WF Grade (revision)
  o  3.8.4 Drop / Add Period (revision)
  o  3.11.4 Dean’s List (revision)
  o  3.14.2 College of Business and Economics (revision)

February 20, 2017
  o  3.14.1 College of Arts and Sciences (revised credit hours)
  o  3.21.4 Limitation of Schedules (revision)

May 2, 2016
  o  3.7.2 Hour Exams (addition)
  o  3.7.3.1 Final Examinations (revision)

February 8, 2016
  o  3.2.3 Curriculum Transfers (additions)

November 30, 2015
  o  3.1.4 Transfer Credit (revision)

October 25, 2015
○ 3.3.1 Student option system (revision)
○ 3.21.5 Determination of Academic Standing (addition and renumbering)

□ April 27, 2015
○ 3.21.6 Graduate Leave of Absence (addition)

□ September 22, 2014
○ 3.2.4 Roster of Studies (addition, on limiting course attempts)

□ December 2, 2013
○ 3.1.2 Scheduling of Classes (addition of updated language on 4-7 PM student activity time)
○ 3.20.1 Requirements for Graduation (revision)

□ February 6, 2012
○ 3.2.1 Changes in curricula or courses (revision)

□ May 2, 2011
○ 3.2.2.1 Cross-Listed Courses (addition)

□ March 21, 2011
○ 3.6 Provisional Courses (revision)

□ May 4, 2009
○ 3.22.1 Masters of Arts, Science, Business Administration, Education and Engineering
○ 3.22.2 Transfer credits

□ December 8, 2008
○ 3.2.1 Changes in curricula or courses

□ May 5, 2008
□ 3.8.1 Definitions of grades
□ 3.14.1 College of Arts and Sciences
□ 3.14.1.1 to description of CAS curricula (deleted)
□ 3.14.1.5
□ 3.19 Inspection trips (deleted)

□ February 11, 2008
○ Section 3 passim, changes in outdated language

□ April 30, 2007
○ 3.27.2 Incomplete (N grade)

□ May 1, 2006
○ 3.2.1 Changes in curricula or courses

□ March 20, 2006
○ 3.22.1 Masters of Arts, Science, Business Administration, Education, numbers 6-7
○ 3.27.1 Definition of grades (for graduate students)
- **December 5, 2005**
  - 3.7.2 Hour exams

- **October 17, 2005**
  - 3.23.2 Concentrated Learning Requirement

- **September 12, 2005**
  - 3.1.4.2 Undergraduate Leave of Absence