

## ARTICLE 6 THE SCHOOLS AND COLLEGES

**§ 6-1. Academic deans.** (a) The chief academic officer of each school or college is a dean. The chancellor appoints deans for indefinite terms in consultation with the faculty concerned. A dean is formally evaluated for continuation in office not less frequently than once in every five years.

(b) The duties of a dean include the following:

1. To initiate and implement educational programs and policies of the school or college in consultation with the faculty;
2. To administer all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the school or college;
3. To convene the faculty, or a duly established body representative of the faculty, at least once each semester for the purpose of acting on matters that must be put before the Faculty Council; approving or rejecting new courses; clarifying and interpreting rules and regulations; planning for the initiation of changes in educational policies and practices; establishing or revising personnel policies; establishing or revising criteria for faculty appointments, promotions, and tenure; and transacting any other business that requires action by or consultation with the faculty;
4. To call and preside over meetings of the faculty of the school or college;
5. To advise his or her administrative superior on any matter affecting the school or the University;
6. To make recommendations for faculty appointments, promotions, and tenure and for faculty salary adjustments;
7. To supervise and evaluate the performance of support staff assigned to the school or college;
8. To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college; and
9. To prepare materials concerning the school or college for the university catalogs.

**§ 6-2. Administrative boards.** (a) The College of Arts and Sciences, the General College, the Graduate School, and the Summer School each has an administrative board appointed by the chancellor upon recommendation of the dean. Professional schools also have administrative boards, unless the chancellor finds that one is not needed after consulting the dean and faculty of the school. If a professional school does not have an administrative board, the duties described in subsection (b), below, are performed by the faculty as a whole or by a duly established body representative of the faculty.

Except as otherwise specified in this Code, the majority of the members of an administrative board are members of the faculty of the school or unit concerned. The term of office is three years. Terms are staggered so that approximately the same number

of terms expires each year. A member who has served two successive terms is not eligible for immediate reappointment.

(b) Subject to the powers of the faculty of the school or college concerned and of the Faculty Council, administrative boards have the following duties:

1. To formulate, together with the dean, educational policies;
2. To advise the dean in handling administrative matters;
3. To review and approve new programs and curricula;
4. To examine and pass finally on all new courses proposed to the particular school or college; and
5. To perform such other duties as may be delegated to them by the dean.

**§ 6-3. Department chairs.** (a) In the College of Arts and Sciences and professional schools organized into departments, the academic head of each department is the department chair. Chairs are appointed by the chancellor for terms of three to five years on recommendation of the dean, who consults with the departmental faculty in identifying nominees for department chair.

The chancellor may terminate a chair's appointment before the term expires upon recommendation of the dean who consults with the assembled voting faculty of the department before making that recommendation. A chair's appointment is terminated only for good cause shown and the chair is entitled to a specification of the reasons. The chair has the right to appear in person before the Advisory Committee to present his or her perspective on the situation. In exceptional cases requiring immediate action, the chancellor may suspend a chair's appointment pending the dean's consultation with the departmental faculty.

(b) Department chairs have the following duties, which are performed in consultation with the voting faculty of the department:

1. To administer the departmental budget;
2. To supervise and evaluate the performance of support staff assigned to the department;
3. To initiate appointments to faculty positions, to initiate recommendations for reappointment and promotion of faculty members, and to recommend adjustments in faculty salaries;
4. To formulate and implement educational policies;
5. To maintain instructional facilities, including library resources; and
6. To report annually to the dean on the work and activities of the department.

**§ 6-4. School and departmental faculty meetings.** The school or department holds regular faculty meetings at least once in each semester. The dean or chair may call special meetings and must do so upon request of one-half of the voting faculty of the school or department. The dean or chair presides at all meetings. The faculty elects a secretary who keeps an accurate record of the proceedings. Members of the school or departmental faculty who are members of the voting faculty as defined in Section 1-4 of the Faculty

Code are eligible to vote in faculty meetings, except that voting privileges with respect to faculty appointments, reappointments, and promotions are limited to members holding tenured or probationary-term appointments.

## **ARTICLE 7 THE GENERAL COLLEGE**

**§ 7-1. The General College.** The General College comprises first and second year work in the University. It is administered by the dean of the College of Arts and Sciences and certifies students for advancement to an undergraduate degree program in the College or one of the professional schools.

## **ARTICLE 8 THE COLLEGE OF ARTS AND SCIENCES**

**§ 8-1. Divisions of the College of Arts and Sciences.** (a) The College of Arts and Sciences is organized into the Divisions of Fine Arts, Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences. These Divisions comprise the departments and curricula listed below:

1. *Fine Arts*: Art, Dramatic Art, and Music;
2. *Humanities*: American Studies, Classics, Communication Studies, English and Comparative Literature, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, Slavic Languages and Literatures, and Women's Studies;
3. *Natural Sciences and Mathematics*: Applied and Materials Sciences, Biology, Chemistry, Computer Science, Exercise and Sport Science, Geological Sciences, Marine Sciences, Mathematics, Physics and Astronomy, Psychology, and Statistics and Operations Research;
4. *Social and Behavioral Sciences*: Aerospace Studies, African and Afro-American Studies, Anthropology, Asian Studies, City and Regional Planning, Economics, Geography, History, Military Science, Naval Science, Political Science, Public Policy, and Sociology.

The secretary of the faculty assigns to the appropriate division any department or curriculum not specified above.

(b) Members of departmental faculties have voting privileges in only one division, but may have advisory privileges in other divisions in which their departments have special interests. Thus, those from Art, Dramatic Art, History, and Music have advisory privileges in the Humanities; those from Philosophy in the Natural Sciences and Mathematics and Social and Behavioral Sciences; and those from Psychology in the Social and Behavioral Sciences.

(c) Faculty members who have no departmental affiliation have voting privileges in the division to which they have been assigned by the secretary of the faculty.

**§ 8-2. Faculty of the College of Arts and Sciences.** All members of the General Faculty holding appointments in departments and curricula within the College of Arts and Sciences are members of the Arts and Sciences Faculty.

**§ 8-3. Arts and Sciences Advisory Committee.** The Arts and Sciences Advisory Committee consists of the chairs of the divisions specified in Section 8-1, above. The dean of the college of arts and sciences consults the committee on:

1. Appointments, reappointments, and promotions that have the effect of conferring permanent tenure;
2. Promotions to a higher rank of persons holding permanent tenure at the rank of associate professor or assistant professor; and
3. Appointments to distinguished professorships.

**§ 8-4. Divisional faculties.** (a) The faculty of each Arts and Sciences Division is composed of the faculty members of its component departments. Each Division has a chair and such other officers as its by-laws specify. The chair and other officers are elected by members of the voting faculty holding primary appointments in departments and curricula assigned to the Division. Each Division, in consultation with the dean of the College of Arts and Sciences, adopts appropriate rules and regulations governing its functions and procedures, including procedures for electing its officers.

(b) Each division, in cooperation with the dean of the College of Arts and Sciences, concerns itself with the instructional programs of the units within its purview.

## **ARTICLE 9 THE GRADUATE SCHOOL**

**§ 9-1. The graduate faculty.** The graduate faculty comprises all members of the faculty holding the ranks of assistant professor, associate professor, or professor, and other qualified members of the General Faculty who have been approved for membership in the graduate faculty pursuant to policies and procedures adopted by the Administrative Board of the Graduate School.

## **ARTICLE 10 THE SUMMER SCHOOL**

**§ 10-1. The Summer School.** The Summer School in a curricular sense is the third term of the University's academic program. The Summer School has a special budget.

**§ 10-2. Dean and Administrative Board of the Summer School.** The Summer School is administered by a dean and an administrative board. The dean and the board are authorized to select and appoint the Summer School staff, allocate funds, and determine educational policies. The Administrative Board of the Summer School is composed of the dean, as chair, the director of continuing education, the dean of the College of Arts and

Sciences, two deans or their representatives from the professional schools in Academic Affairs, who serve three-year terms, and at least four at-large members. The at-large members are appointed by the chancellor, and are selected so that the Divisions of Fine Arts, Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences are represented.

**§ 10-3. Salary payments for Summer School instructional services.** In the calculation of salary payments for Summer School instructional services, the scale should be equivalent to that in effect during the regular session.

**§ 10-4. Summer School standards of instruction and teaching load.** The standards of instruction and teaching load for Summer School should be equal to those observed in the regular session.

## ARTICLE 11

### RECORDS, REGISTRATION, AND UNDERGRADUATE ADMISSIONS

**§ 11-1. Director of undergraduate admissions and university registrar.** The director of undergraduate admissions and the university registrar are appointed by the chancellor, after consultation with the Advisory Committee.

**§ 11-2. Duties of the director of undergraduate admissions.** The director of undergraduate admissions (i) conducts preliminary negotiations with all applicants seeking admission to the undergraduate schools and colleges; (ii) evaluates all high school and college transcripts presented by the applicants for admission to the undergraduate schools and colleges; (iii) administers the faculty regulations relating to the initial admission to the undergraduate schools and colleges; and (iv) renders such assistance to the deans of the graduate and professional schools as they may request in connection with the admission of students to those schools.

**§ 11-3. Duties of the university registrar.** The university registrar (i) keeps the academic records of all students registered in the University and issues official transcripts and reports of such records; (ii) conducts the registration of all students in the University; (iii) prepares and publishes the class and examination schedules; and (iv) administers the faculty regulations relating to the removal of academic deficiencies incurred in this University and to compliance with probation and readmission requirements.

**§ 11-4. Office of Undergraduate Admissions.** Admission of undergraduate students to colleges or schools to pursue programs leading to a baccalaureate degree is the responsibility of the Office of Undergraduate Admissions. That Office applies policies and procedures which, not inconsistent with policies adopted by the Board of Trustees and applicable faculty legislation, are approved by the Advisory Committee on Undergraduate Admissions.

**§ 11-5. Attendance at meetings of administrative boards.** The director of undergraduate admissions and the university registrar may attend the meetings of the administrative boards, in an ex officio, non-voting capacity.

**ARTICLE12**  
**ADMINISTRATIVE BOARD OF THE LIBRARY**

**§12-1. Administrative Board of the Library; composition.** (a) There is an Administrative Board of the Library composed of twenty-two members. Fourteen members are elected by and from the following electoral divisions:

1. The Division of Fine Arts of the College of Arts and Sciences—one member.
2. The Division of the Humanities of the College of Arts and Sciences—three members.
3. The Division of the Social and Behavioral Sciences of the College of Arts and Sciences—three members.
4. The Division of Natural Sciences and Mathematics—three members.
5. The School of Journalism and Mass Communication, the Kenan-Flagler Business School, the School of Education, the School of Law, the School of Information and Library Science, the School of Social Work, and the School of Government—three members.
6. The Academic Affairs Libraries—one member.

(b) The chair of the faculty appoints seven members of the Administrative Board of the Library, as follows:

1. two members from the Division of Health Affairs.
2. two members from the faculty at large
3. one undergraduate student, on recommendation of the president of the student body.
4. two graduate students, on recommendation of the president of the Graduate and Professional Student Federation.

(c) The University librarian is a member ex officio.

**§12-2. Administrative Board of the Library; election and terms of members; meetings.** Elected members of the board are nominated and elected by the process employed for the Faculty Council. It is preferable that no more than one elected member be from any single school or department. Student members of the board serve one-year terms. All other appointed and elected members serve three-year terms. No elected or appointed member serves more than two consecutive terms.

The board elects a chair from among its members annually. The board meets at least six times each year upon the call of the chair or of the University librarian.

**§12.3. Administrative Board of the Library; duties.** Subject to the power of the General Faculty and the Faculty Council, the Administrative Board:

1. Advises the University librarian on the administration of the University library system;
2. Formulates, together with the University librarian, the basic policies governing the acquisition of library materials and the use of such materials;
3. Allocates, with the advice of the University librarian, the book funds which are not specifically designated;
4. Submits to the chancellor, through the University librarian, its advice on the establishment or discontinuance of library service units outside of the general library building;
5. Reviews the University librarians budget request; and
6. Makes an annual report to the Faculty Council.