**CHAPTER III**

**3.1 Definition**

The faculty consists of all persons at the College who specifically have been given faculty status in the College through faculty appointment procedures (see Chapter 4).

**3.2 Faculty Meetings** [*new language in italics and underlined*]

Faculty meetings are the legislative assembly of the New College faculty. The officers of the faculty are the President, the Provost, the Chairperson of the Faculty, and the **Vice Chair** of the Faculty. The election of the Chair and the **Vice Chair** of the Faculty will follow a preferential vote format, as described in Section 3.7.3 and 3.10.

The Chairperson is elected for a three year term and the **Vice Chair** is elected for a two-year term**;** the election will **normally** be conducted by the FASC during the fourth week of the Spring semester. Candidates for Chair of the Faculty must be tenured members of the faculty. **Any tenured or tenure-track member of the faculty may stand for election as Vice-Chair, with tenured faculty getting priority.**

**The Chair of the Faculty is considered full-time faculty with a half-time administrative appointment. The Chairperson of the Faculty serves ex officio on the Academic Administrative Council (AAC) and as chair of the Faculty Planning and Budget Committee (FPBC), and as the designated Faculty Trustee, a voting member of the New College of Florida Board of Trustees. The Chair of the Faculty is exempt from election to the Provost’s Advisory Committee (PAC) during the period of service as Chair. The Chair and Vice-Chair of the Faculty also serve as the New College** faculty representative to the Advisory Council of Faculty Senates. **The Vice Chair** of the Faculty is exempt from serving on any other committee during the period of service as Vice Chair of the Faculty.

 *Two faculty members may choose to stand for election as Co-Chairs of the NCF Faculty. In that case, one of the members will be designated as Chair of the Faculty-Trustee, to serve as voting member of the New College of Florida Board of Trustees and as the New College representative to the Advisory Council of Faculty Senates, among other duties. The other member will be designated as Chair of the Faculty-Governance, to serve ex officio on the Academic Administrative Council (AAC) and as chair of the Faculty Planning and Budget Committee (FPBC), among other duties.*

The faculty meets regularly on the second Wednesday of each month during the academic year. **The Chairperson of the Faculty presides at faculty meetings**. **When the Chairperson of the Faculty is unable to be present at faculty meetings, the Vice-Chair of the Faculty presides.** Special meetings may also be called and regular meetings canceled by the Chairperson of the Faculty as determined by the Chairperson of the Faculty in consultation with the Provost. The **Vice Chair** of the Faculty produces the minutes, which must include at a minimum a record of attendance, a copy of the agenda, brief summaries of announcements and reports, and the text of all motions discussed at the meeting. The **Vice Chair** of the Faculty records the text of all motions passed by the Faculty **and retains copies of all materials included in the meeting packet**. The **Vice Chair** of the Faculty is responsible for providing all the aforementioned materials to the Provost’s Office, where the permanent, official file is maintained. The Office of the Provost makes the official files available to the faculty upon request, and assists in conducting research regarding the files. **(March 2022)**

Meetings are conducted according to Robert's *Rules of Order*. The Chair of the Faculty also serves as the Chair for Committee of the Whole (COW) meeting (see section 3.3).Permanent, full-time college librarians are voting members at faculty meetings in all matters except tenure and promotion guidelines.Five students are invited to faculty meetings with voting privileges. These are the President of the New College Student Alliance, one of the Division Representatives from each Division, and one additional student to be selected by student procedures. The President of the New College Student Alliance shall be responsible for informing the Chairperson of the Faculty and the Office of the Provost of the names of the voting student members of the faculty meetings. For certain types of business, consonant with state regulations, the faculty may enter into executive session (e.g., degree granting meetings); otherwise, faculty meetings are open to all members of the New College community who wish to attend.