

OPERATING PAPER
COLLEGE OF APPLIED SCIENCES AND ARTS
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

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College of Applied Sciences and Arts
Southern Illinois University Carbondale

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OPERATING PAPER

For the Governance of the College of Applied Sciences and Arts Southern Illinois University Carbondale

In order to provide formal participation of faculty, staff, and students in the governance of the College of Applied Sciences and Arts, this operating paper is set forth. This operating paper is supplementary to the By-Laws and Statutes of the Board of Trustees of Southern Illinois University, and the Agreement Between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA. Nothing herein shall be construed to alter or abridge any such established policy. This operating paper and any amendments must be approved by a majority of voting members of the College Faculty and the Chancellor or the Chancellor's designee.

I. MISSION

The College of Applied Sciences and Arts will be recognized for outstanding academic programs, will conduct and execute high impact research and creative activity that build on industry collaboration and regional service, and will provide community and professional service that makes a difference to the people of the State of Illinois.

II. DEFINITIONS

- A. The College of Applied Sciences and Arts (hereinafter called College) includes the academic and administrative units under the Dean of the College.
- B. A School is an organizational/administrative unit within the College. The four Schools in the College are: Architecture, Allied Health, Information Systems and Applied Technologies, and Transportation.
- C. The College of Applied Sciences and Arts' administrative staff is composed of all academic School Directors and the Associate Dean. The College's Support Staff is comprised of the Constituent Development Officer, Off-Campus Academic Programs (OCAP) Director, the Chief Academic Advisor, and the Business Manager. The Support Staff do not vote on academic matters. This body is established to assist the Dean in providing academic and administrative support to the College.
- D. The term AFaculty@ refers to full-time tenured and tenure-track faculty within the College; the term Afaculty@ refers to all full-time and part-time term, clinical or continuing appointment faculty members within the College.

- E. Administrative/Professional (A/P) staff within the College provide essential academic and administrative support functions.
- F. Civil Service workers within the College provide necessary clerical and office system support to faculty and/or administrative professional staff.
- G. A student of the College (hereinafter called student) is a student formally admitted to the University and enrolled in the College.
- H. The senior Faculty senator is the current Faculty senator who has served in the Faculty senate for the longest time. In the event of a tie, the Faculty senator who has been tenured for the longest time will serve as the senior Faculty senator.

III. THE DEAN

A. Role

1. The Dean, as chief administrative officer of the College, is responsible for the budget and providing academic leadership for the College. The Dean is appointed by the Board of Trustees and is responsible to the Provost and Vice Chancellor for the administration of University policy within the College.
2. The Dean shall be responsive to the needs of the students, faculty and staff of the College and represent their interests to the Provost and Vice Chancellor.
3. If at any time the position of the Dean becomes vacant, the Provost and Vice Chancellor, after consulting with the Administrative Staff and Faculty of the College, shall appoint as Interim Dean a tenured Associate or Full Professor in the College. The Interim Dean will assume all of the duties of the Dean until a new Dean is selected and appointed. The process to select a permanent Dean, as described below, will commence as quickly as possible.

B. Selection and Appointment

1. When a vacancy in the Deanship occurs, a search and screening committee will be established by the Provost and Vice Chancellor. The committee representation from the College shall be composed of one elected non-administrative tenured Faculty member from each of the College's Schools, one elected representative from term faculty and one student, one elected representative from Civil Service, one elected representative from the Administrative/Professional Staff and one elected School Director. The Provost and Vice Chancellor shall appoint non-

college members to the committee. The committee shall elect its own chair and identify in consultation with the Provost and Vice Chancellor its own procedures for conducting business.

2. The Provost and Vice Chancellor will be responsible for assuring that the University Affirmative Action policy is followed.
3. The search and screening committee shall submit its recommendations to the faculty and the Provost and Vice Chancellor and represent the interests of the College throughout the selection and appointment process until the new Dean's appointment is ratified by the Board of Trustees.

C. Evaluation/Review

1. To ensure that the Dean retains the confidence of the College, the Dean's performance shall be evaluated/reviewed following the process outlined in The Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA.
2. Results will be forwarded to the Provost and Vice Chancellor. The Provost and Vice Chancellor and the review committee charged by the Provost will then report the complete results to the faculty and other college personnel.

D. Responsibilities

1. The Dean is responsible for promoting and maintaining the highest quality of teaching, research, creative activity, service, and other aspects of the academic mission of the College.
2. The Dean is responsible for calling meetings of the faculty as specified in Section VI.B.1 of this operating paper.
3. The Dean or Associate Dean will preside as chair at all meetings of the administrative staff.
4. The Dean shall designate the Associate Dean to assume administrative responsibilities during the Dean's absence.

IV. ASSOCIATE DEAN

A. Role and Selection

If at any time the position of the Associate Dean becomes vacant, the Dean, after consulting with the Administrative Staff and Faculty of the College, shall appoint as Interim Associate Dean a tenured Associate or Full Professor in

the College. The Interim Associate Dean will assume all the duties of the Associate Dean until a new Associate Dean is selected and appointed. The process to select a permanent Associate Dean, as described below, will commence as quickly as possible.

The Associate Dean shall serve at the discretion of the Dean. Candidates shall be interviewed by the Faculty and recommendations given to the Dean for review. The Associate Dean shall have a written job description prepared by the Dean and available for inspection by the faculty. All such descriptions shall stipulate effective dates.

B. Evaluation

The evaluation of the Associate Dean will be conducted triennially by the Dean.

V. SCHOOL DIRECTOR

A. Role

1. The Director is the chief academic, fiscal, and administrative officer for a School. The Director is responsible to the Dean and to the School faculty. The Director must be responsive to the needs of the students and the faculty of the School, which includes representing their interests to the Dean.
2. As a member of the faculty of a School, the Director has the responsibility and authority to provide the necessary leadership for the School to achieve the highest level of excellence possible in the areas of teaching, creative activity/research, and service.
3. The Director will determine School administrative support staff needs and negotiate such with the Dean.

B. Selection and Appointment

1. In the event that the Director's position becomes vacant, the Dean shall meet with the School Faculty and determine whether an internal or external search for a Director will be conducted. The Dean will then make a recommendation to the Provost who will determine the nature of the search. The search shall be conducted according to the procedures outlined in the School's operating paper.
2. The search committee is organized by the Dean and shall elect its own Chair, identify its procedures, and conduct business under current University guidelines. At a minimum, the Committee will be comprised of

at least three elected Faculty, one Civil Service staff member, one administrative professional, and one student of the School. The Dean will also appoint one College or University administrator to serve on the Committee.

3. This committee will make a recommendation to the Dean. In no case will the Dean appoint a Director without the majority vote of the Faculty who vote.
4. This committee shall not be discharged until the appointment of a new School Director has been ratified by the Board of Trustees.

C. Evaluation

1. The Director=s performance will be evaluated triennially in accordance with procedures in the School=s operating paper.
2. Whenever the Dean completes an evaluation of the Director (for reappointment, salary adjustment, etc) the Dean shall seek formal input on the Director=s performance from the faculty, staff and students. The complete results of the faculty, staff and students input shall be reported to the Director and the School=s Faculty.

VI. FACULTY

A. The Faculty Directory

A list of the faculty shall be published annually by the Dean or the Dean's designee indicating rank and locus of appointment.

B. Meetings of the Faculty

1. Call and Publicity

- a. College-wide meetings of the faculty may be called by the Dean at any time and **must** be called upon receipt by the Dean of a request signed by at least twenty (20) percent of the tenured/*tenure-track* Faculty.
- b. The place, time, date, and agenda of such meetings shall be publicized by the Dean at least two weeks in advance by letter, e-mail, or other mechanism. Given extenuating circumstances, the Dean may call for an emergency meeting with 24 hours notice.
- c. At least once each academic year, the faculty shall meet to receive a State-of-the-College report from the Dean. This report should provide information including, but not limited to, current activities and

initiatives, goals, a fiscal report, and a statement of recent accomplishments.

2. Conduct of Meetings

- a. The Dean, or designee of the Dean, shall preside over meeting(s) of the College faculty.
- b. The Dean shall prepare the agenda for the meeting. Any item requested by the Dean, the CASA administrative staff, or ten (10) percent of the tenured/tenure-track Faculty shall be placed on the prepared agenda. Term faculty should forward agenda items to tenured/tenure-track faculty.
- c. The minutes of college-wide meetings of the faculty shall be taken by a recording secretary provided through the Dean's office and such minutes shall be posted in conspicuous places in the School offices for convenient faculty access and/or posted on the College's listserv within two weeks of such meeting.
- d. Meetings of the faculty shall be open.
- e. Meetings shall be conducted expeditiously. If however, there is an objection from the floor, that objection will be discussed and if not resolved within a reasonable time, a subsequent meeting of all interested parties will be scheduled.

3. Voting by the Faculty

- a. All Faculty voting shall be conducted by one of three ways: 1) secret mail ballot; 2) ballots picked up, marked and deposited in the Dean's office, 3) ballots distributed at a faculty meeting, marked and forwarded for counting. For each of the three ways, ballots will be counted by a Faculty Senator and a Faculty Association representative.
- b. Such actions require approval of the majority (51%) of the Faculty whose ballot is returned by the required date on the ballot. Results of the voting shall be reported to the faculty by the Dean.

C. Evaluation/Review of Faculty

1. General

- a. The College, through its Dean and School Directors, will recognize, encourage, and reward the academic excellence of its Faculty through

an established performance evaluation/review process. The performance evaluation/review will reflect the University=s guidelines regarding teaching, research/creative activity, and service, and specifically recognize the individual Faculty member=s performance in those duties as assigned by the School Director.

- b. The evaluation/review process will be developed and refined at the School level by the Faculty and the School Director. This annual evaluation/review is the basis for merit pay (if available that year) as well as tenure and promotion considerations. Progress toward tenure and/or promotion for tenure-track Faculty and tenured Assistant and Associate Professors must be included in the annual evaluation/review.
- c. Types of instruments that may be used in the annual evaluation/review of Faculty may include but are not limited to:
 - 1) Annual performance evaluations/review completed by the Director;
 - 2) Teaching evaluations completed by the students;
 - 3) Peer evaluations completed by tenured Faculty;
 - 4) Assessments of research and service.
- d. The written annual evaluation/review submitted to the Dean shall be provided to the Faculty member and discussed by the School Director, the Dean and the Faculty member prior to formal submission to the Dean. In the event of a disagreement, the Faculty member will have the right to attach other materials to be used in the evaluation.

2. Evaluation for Merit Salary Increase

- a. Merit salary increases recognize, distinguish among, and reward Faculty for their achievements in the areas of teaching, research/creative activity and professional service.
- b. The criteria and procedures for merit salary increases shall be determined by the Schools. These guidelines shall include criteria and procedures to be used in evaluating Faculty teaching, research/creative activity, and professional service contributions and the performance of other assigned duties.
- c. Written guidelines for merit salary increases shall be adopted by the School Faculty. These guidelines shall be administered in such a way as to maintain the academic freedom as defined in the Faculty Association contract of individual tenured/tenure-track Faculty and shall reflect their assignments.

3. Evaluations for Tenure and Promotion

- a. The established evaluation process will reflect the University's guidelines of the SIU Board of Trustees *2 Policies C.* (also printed in the University's *Employees Handbook*, Promotion, Policies and Procedures for Faculty, pages 60-74) regarding teaching, research/ creative activity, and service and it will follow the Tenure and Promotion Guidelines and procedures of the School of which the candidate is a member.
- b. Tenure and promotion dossiers are received by the Dean by a date specified by the Dean.
- c. The College's Tenure and Promotion committee reviews dossiers of all candidates for tenure and/or promotion following the criteria in the candidate's School Operating Paper Guidelines along with established College and University guidelines and makes its recommendation to the Dean. The committee is comprised of tenured faculty within the College holding a minimum rank of associate professor. All members will review and vote on candidates applying for tenure. Only members holding a rank equal to or higher than that being applied for, by the candidate, will vote on that candidate's promotion. Should there not be at least three faculty in rank to review a candidate's dossier for professor, the Dean will appoint additional faculty at the appropriate rank from within the College first and then from outside the College.
- d. Upon receiving recommendations from the members of the Committee, and after careful consideration of all evidence pertinent to the various candidates, the Dean will make recommendations to the Provost and Vice Chancellor. At that time the Dean will communicate the committee's recommendation and the Dean's recommendation to the candidate and the School Director.
- e. Each candidate and the Director of that candidate's School shall receive a copy of the Dean's letter of recommendation subsequent to forwarding it to the Provost and Vice Chancellor. If the candidate chooses, she or he may submit a rebuttal. Each candidate and School Director shall be informed by the Dean of any information the Dean receives pertaining to the pending decision.
- f. When a decision by the Provost and Vice Chancellor has been made, all details pertaining to that decision will be communicated to the candidate, School Director, and Dean by the Provost and Vice Chancellor.

In the event of a negative tenure and/or promotion decision, the appeal and grievance procedures will be explained to the candidate by the School Director. The grievance procedures are delineated in the

Agreement between the Board of Trustees of SIUC and the SIUC Faculty Association and in the current *SIUC Employees Handbook*.

VII. COMMITTEES

A. Standing Committees

1. Number

The College will have ten standing committees. Committees shall consist of elected Faculty and shall elect their own chair. The Dean or Associate Dean serves ex-officio on every committee.

2. Composition and Procedures

a. Each School shall select one Faculty representative to each standing committee with the following exceptions:

i) The Teacher-of-the-Year Committee

The Teacher-of-the-Year Committee shall be composed of the last three Teachers of the Year and one nominated student.

ii) The Tenure and Promotion Committee

The Tenure and Promotion Committee shall consist of four tenured Faculty members with one member elected by the Faculty of each School. This committee shall follow the procedures outlined in the University's Employee Handbook.

iii) Research Paper/Creative Activity-of-the-Year

The CASA Research Paper/Creative Activity-of-the-Year Committee shall be comprised of the recent three winners of the award.

iv) The CASA Scholar/Researcher-of-the-Year Committee

The CASA Scholar/Researcher-of-the-Year Committee shall be comprised of the recent three winners of the award.

v) E.J. and Mary Simon Distinguished CASA Faculty Member Award Committee shall be comprised of the last three winners of the award.

b. Each committee shall develop and submit to the Dean an Operating Paper that includes structure, length of service, and tasks. Committee procedures and guidelines must be consistent with the College

Operating Paper and be included in the ASA Faculty Handbook. Updates of such information should occur on an annual basis.

- c. Committee members are responsible for reporting committee activities to their School faculty.
- d. Achievements shall be written in an annual report that is submitted to the Dean at the end of the Spring semester.
- e. Clerical support will be provided through the Dean's office for those committees requesting such support.
- f. All committees shall keep minutes as appropriate. A copy of the minutes as well as proposed changes to committee operating papers shall be reported to the Dean and shall be available to the faculty.

3. Name and Purpose

The purpose of these committees shall be as follows:

a. Faculty Advisory Committee

The purpose of the Faculty Advisory Committee is to review, evaluate, and recommend policies and represent faculty in regard to academic, administrative, fiscal, and other appropriate College matters. Committee members will act as the liaison between the Dean and the faculty and will report at School meetings.

b. Curriculum Committee

The purpose of the Curriculum Committee is to review proposed curricular changes for courses and programs within the College and make recommendations to the Dean. Curriculum committee School representatives provide their respective School technical advice and information regarding changes to existing curriculum.

c. Research Committee

The purpose of the Research Committee is to support tenured and tenure-track Faculty research projects.

d. Honors Day Committee

The purpose of the Honors Day Committee is to plan and coordinate the College's Honors Day program in conjunction with the annual University Honors Day program.

e. Scholarship Committee

The purpose of the Scholarship Committee is to inform students of the availability of tuition waivers, select recipients, and coordinate the allocation of those tuition waiver funds designated by the Provost and Vice Chancellor.

f. Student Academic Grievance and Dishonesty Committee

The purpose of the Student Academic Grievance and Dishonesty Committee is to be responsible for handling student academic grievances and matters related to dishonesty.

g. Teacher-of-the-Year Committee

The purpose of the Teacher-of-the-Year Committee is to be responsible for coordinating activities required to choose the College=s Teacher-of-the-Year and Outstanding Term Teacher-of-the-Year and forwarding the College=s nominations for the respective university-wide Teaching Awards to the Associate Provost.

h. Tenure and Promotion Committee

The purpose of the Tenure and Promotion Committee is to review and make written recommendations on the dossiers of those Faculty who are required or requested to be reviewed for tenure and/or who seek promotion.

i. Research Paper/Creative Activity-of-the-Year

The purpose of this Committee is to select the Research Paper/Creative Activity-of-the-year. The Committee's operating paper provides guidelines for committee appointments in the absence of three winners.

j. Scholar/Researcher-of-the-Year

The purpose of this Committee is to select the Scholar/Researcher-of-the-year. The Committee's operating paper provides guidelines for committee appointments in the absence of three winners.

k. E.J. and Mary Simon Distinguished CASA Faculty Member Award Committee

The purpose of this Committee is to select the recipient of this award.

4. Changes

Any changes in the number and/or composition of these committees shall be done in accordance with the amendment procedures of this Operating Paper.

B. Ad-Hoc Committees

1. Other committees may be established by the Dean for a specified period of time to carry out designated assignments.
2. These committees will serve at the discretion of the Dean.
3. Ad-hoc committees shall keep minutes as needed which will be submitted to the Dean and shall be available to the faculty.

VIII. CONSTITUENCY DEVELOPMENT OFFICER (CDO)

A. Role

The CDO is responsible for organizing, coordinating, and implementing all development activities in the College.

B. Selection

This individual shall be selected by the Dean and shall serve at the discretion of the Dean.

C. Evaluation

The CDO will be evaluated yearly in accordance with the *SIU Employees Handbook*.

IX. OFF-CAMPUS ACADEMIC PROGRAMS (OCAP) DIRECTOR

A. Role

The OCAP Director organizes and directs all administrative and fiscal matters related to CASA's off-campus degree programs.

B. Selection

Based on the recommendations of a search committee, this individual shall be selected by the Dean and shall serve at the discretion of the Dean.

C. Evaluation

The Director=s performance will be evaluated triennially by the Dean and Directors offering off-campus programs.

X. CHIEF ACADEMIC ADVISOR

A. Role

The role of the Chief Academic Advisor is to help interpret University policy for the academic schools and to facilitate the transmittal of information within the College. This individual is a member of the Dean's Support Staff.

B. Selection

Based on the recommendations of a search committee, this individual shall be selected by the Associate Dean and Dean and shall serve at the discretion of the Associate Dean.

D. Evaluation

The Chief Academic Advisor will be evaluated in accordance with the *SIU Employees Handbook*.

XI. BUSINESS MANAGER

A. Role

The Business Manager is responsible for administrative fiscal aspects of the College. This individual is a non-voting member of the Dean's Support Staff.

B. Selection

Based on the recommendations from a search committee appointed by the Dean, this individual shall be selected by the Dean and shall serve at the discretion of the Dean.

C. Evaluation

The Business Manager will be evaluated in accordance with the *SIU Employees Handbook*.

XII. ADMINISTRATIVE AND SUPPORT STAFF

A. Composition

1. The administrative staff shall consist of the Associate Dean and the School Directors. The College Support Staff is comprised of the Constituent Development Officer, Off-Campus Academic Programs (OCAP) Director, the Chief Academic Advisor and the Business Manager.
2. Individual faculty members are encouraged to attend the open forum of the administrative staff meeting to present specific items or to provide input and/or comments upon invitation by the Dean or by the request of individual faculty.

B. Role

1. The administrative staff shall serve as the administrative body of the College who assists the Dean in governance of the College.
2. The administrative staff may review and recommend academic and administrative policies to the Dean.

C. Chair

1. The Chair of the administrative staff shall be the Dean.
2. The Dean may request that the Associate Dean serve as Chair during the Dean's absence.

D. Responsibilities

1. The administrative staff may initiate and review policies in regard to academic, administrative, fiscal, and other appropriate College matters.
2. The administrative staff will meet regularly with the Dean to discuss college matters.

E. Administrative Staff Meetings

1. Agenda
 - a. The Dean shall prepare the agenda for the administrative staff meetings. Support staff attend administrative staff meetings but do not vote on academic matters.
 - b. Any Faculty may request the Dean to place an item on the agenda.

- c. All items to be added to the agenda should be submitted to the Dean at least 24 hours prior to the meeting.
- d. All Faculty are invited to an open forum which will be the first 15 minutes of each regularly scheduled administrative staff meeting.

2. Minutes

- a. Minutes of all administrative staff meetings shall be taken and circulated in an expeditious manner.
- b. Minutes of all administrative staff meetings shall be on file in the Dean's office and distributed to School offices to be available for review by faculty and staff.

XIII. RATIFICATION OF THIS OPERATING PAPER

- A. This Operating Paper will become the official operating paper of the College when it is ratified by a majority vote of the tenured/tenure-track Faculty who vote in accordance with balloting procedures as outlined in VI-B-3-a. Results of the voting shall be reported to the faculty and to the Dean by the secretary of the Faculty Advisory Committee.
- B. Approval of the College's Operating Paper by the Chancellor or the Chancellor's designee is required before the document becomes official.

XIV. AMENDMENT AND OTHER CHANGES IN THIS OPERATING PAPER

- A. Amendments to this operating paper may be proposed by one-third (1/3) of the tenured/tenure-track Faculty. Ratification of any amendment shall be by a majority vote of Faculty responding by written ballot following procedures as outlined in VI-B-3-a. Amendments shall also be subject to approval by the Chancellor or the Chancellor's designee.
- B. There shall be at least one month's notice to the Faculty of a vote to amend the Operating Paper. No proposal to amend the operating paper may be submitted to Faculty for ratification during the summer term.
- C. The Operating Paper shall be reviewed by the Faculty Advisory Committee at least once every five years. The Dean and others may make suggestions regarding possible changes in the Operating Paper.

XV. APPENDICES

A. School/Department Operating Papers

B. Committee Operating Papers

(Available upon request or www.siu.edu/~asa under Faculty and Staff, CASA Committees, Appointments and Operating Papers)