

Subject: Faculty Meetings

Policy Number: A1.35

Date: 8/19/2005

Revised: 4/15/16

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## **POLICY**

The School will have a faculty meeting at least once a month during the academic year. These meetings will be scheduled at the beginning of the Fall and Spring semesters. Special faculty meetings, held in person or by electronic means, may be called by the Director or by a request of at least three tenure-track faculty members; all meetings of the faculty are open. The faculty may go into closed session for the discussion of personnel or student matters pertaining to confidential student information.

## **PROCEDURE**

Dates for the regular faculty meetings will be established at the beginning of each semester. An agenda for the meeting will be distributed from the Director's office prior to the meeting. Those wishing to have items placed on the agenda may do so by informing the Director or the Assistant to the Director. Faculty meetings will be held and decisions made when a quorum can be present. A quorum will be at least 50 % of the tenure-track faculty plus one. Minutes of all faculty meetings will be recorded by the Assistant to the Director and will be complete and available to all faculty and staff via Blackboard within 10 days following meeting date. An official file copy of the minutes with attachments will be maintained in the administrative office.