



Northeastern University

College of Social Sciences and Humanities

Policies and Procedures **Amended Version (March 12, 2019)**

The College of Social Sciences and Humanities promotes the active involvement of the College's Faculty in the shared governance of the College. Shared governance provides a faculty voice in College policy and decision-making, while at the same time creating a collegial environment within the College. As part of their service responsibilities within the College, members of the faculty are expected to participate actively and regularly in the shared governance process.

Actions and decisions taken by the Dean of the College should be informed by consultation with faculty. Consistent with University policy, faculty recommendations and perspectives inform the Dean's decision-making. While the Dean of the College retains ultimate discretion and responsibility regarding decision-making within the College, the College's faculty and administration should engage in candid discussion and deliberation about the College and its affairs. Shared governance of the College of Social Sciences and Humanities operates through cooperation among the Faculty, the Assembly, the College Council, various Standing and Ad Hoc Committees, the Council of Chairs, and the Dean.

The Assembly

Composition

The College Assembly is the gathered faculty of the College for purposes of governance. For purposes of governance, the Assembly of the College shall consist of all full-time tenured/tenure-track and non-tenured/tenure-track faculty including teaching and research faculty, co-op faculty, academic specialists, distinguished professors, teaching professors, and professors of practice of all schools and departments of the College of Social Sciences and Humanities. The Dean is an ex officio member of the Assembly. The Assembly elects from its membership representatives on the Faculty Senate, members of the College Council, and members of the elected Standing Committees of the College.

Meeting

The Assembly of the College shall meet at least twice each academic year. Meetings of the Assembly may be called by the College Council or by the Dean. No meeting of the

Assembly shall be called with less than two weeks' notice of the meeting. Meetings may also be called by petition of 15% of Assembly members. The Chair of the College Council shall serve as presiding officer of Assembly meetings. The agenda for meetings will be determined by the College Council in consultation with the Dean.

Quorum

For general deliberation, 15% of the members shall constitute a quorum. In the absence of a quorum, one-third of those present may recess by majority vote in order to seek a quorum. If a quorum is not present after two consecutive recesses, the meeting will be considered adjourned. The College Council Chair may bring the agenda to the Council, which will act in lieu of the Assembly, or the Council may proceed via electronic ballot of the Assembly.

CSSH Representation on the Faculty Senate

The CSSH Faculty Senators will be drawn proportionally from two categories of participants:

- a) The tenured/tenure track faculty with tenure homes in the nine tenure granting units.
- b) The ranks of teaching professors, academic specialists, professors of the practice, distinguished professors of the practice, co-op coordinators.

The Faculty Senate determines the number of CSSH Faculty Senators every year. The Dean's Office and College Council will confirm the number of Senators drawn from each category based on the headcounts of each category. No more than two faculty senators shall be from one unit (the nine tenure homes and the World Languages Center).

College Council

Composition

The College Council shall be drawn from four categories of participants:

(a) 9 tenured/tenure-track faculty members from the 9 tenure-granting units in the College: Criminology and Criminal Justice; Cultures, Societies and Global Studies; Economics; English; History; Philosophy and Religion; Political Science; Public Policy and Urban Affairs; and Sociology and Anthropology. Each unit shall have the responsibility to elect a representative to the Council from among its members.

(b) one co-op faculty member, who shall be elected by the co-op faculty;

(c) four full-time non-tenure-track faculty members, of whom no more than one shall be from the same unit. These shall be elected by and from the ranks of academic specialists, distinguished professors, teaching professors, and professors of the practice.

(d) the Dean and their delegate.

Terms of Service

Terms of service for Council members shall normally be three years. Terms shall be staggered so that each year one-third of the Council is elected anew. Terms of service shall begin with the last regular meeting of the Council in the spring semester. No Council member shall serve more than two consecutive terms.

Council Meetings

The Council shall convene on a regular schedule determined by its Chair in consultation with the Dean. Special meetings may be mandated by three Council members.

Items to be considered at a Council meeting can be submitted by any member of the Assembly to the Chair of the Council or to any other member of the Council. The agenda for each Council meeting shall be distributed electronically to the Assembly or posted on the College Website in advance of the meeting.

Governance

The principal officers of the Council are its Chair, Vice-Chair, and the Dean, *ex officio*. The Chair and Vice-Chair for a given year are elected by the Council at the last regular meeting of the Spring semester from among its members. The election shall be by a simple majority vote of the Council. The Council Chair shall preside over the Council.

The Vice-Chair shall serve as Acting Chair in the absence of the regular Chair. In the event of resignation of the Council Chair or Vice-Chair, the Council shall elect, by a simple majority vote, a successor to that office at its next regular meeting. The Vice-Chair shall not automatically succeed the Chair, but may do so by vote of the Council in the event of the Chair's resignation.

A regular staff assistant shall be appointed by the Dean to work with the Council Chair to provide continuity to the Assembly and Council. The duties of this assistant shall include:

- Assembling and distributing the agendas, documents and nomination lists, and taking and distributing the minutes of the two bodies in a timely manner;
- Keeping a permanent record of all final-draft documents and reports created by the Council, Assembly or committees (excluding individual Tenure, Promotion, and Tenure Appeal recommendations) and maintaining an indexing system for such documents;

- Maintaining a calendar of deadlines for meetings, elections, etc., within the College;
- Maintaining committee rosters and eligibility lists for the Council; and
- Serving as a rapporteur to College committees where appropriate.

Reporting

The Council shall maintain minutes of each of its meetings. The minutes shall include a record of all Council members present and absent, items discussed and votes taken. The Council shall distribute an electronic copy of the minutes to all members of the Assembly or post it on the College Website as soon as possible following each meeting but before its next meeting.

Council of Chairs

The Council of Chairs shall consist of the administrative leaders of each academic department, program, and school within the College, as well as other unit leaders and the directors of other interdisciplinary programs as determined by the Dean. The Dean will also consult regularly with the Council of Chairs on matters affecting the welfare of the College. The Council of Chairs shall, through regular deliberation, offer its advice to the Dean. The Council of Chairs will meet regularly with the Dean to be informed by the Dean about the state of the College and its affairs.

Standing Committees:

Tenure and Promotion Advisory Committee

The Committee shall review applications for tenure and promotion of faculty to the rank of associate professor and make recommendations to the Dean. The Committee shall adhere to all policies and procedures adopted by the Assembly of the College and the Faculty Senate and set forth in the Faculty Handbook. In addition the Committee shall adhere to policies and procedures issued by the Provost's office.

Composition

The Committee shall consist of five tenured members of the Assembly, with no two members tenured in the same department.

Terms of Service

Terms of service for Committee members shall normally be two years. Terms of service shall be staggered so that each year approximately half of the Committee is elected anew. Terms of service shall coincide with the start of each academic year.

Selection

In the spring of the academic year, the College Dean will solicit nominations, consistent with eligibility requirements, from all academic schools, departments and programs within the College through their respective unit heads. Committee seats becoming vacant based on a two-year staggered pattern or for any other reason will be filled through an electronic ballot of the Assembly administered by the Dean's office. The entire process shall be completed by the end of the Spring Semester.

After the spring elections, the Dean shall have the option of appointing the chairperson of the new committee in consultation with the Chair of the College Council. Should the Dean elect not to appoint a chairperson, the committee shall elect its chair at a meeting held between its election and the end of the spring semester.

Meeting Schedule

The Committee is free to organize as it sees fit to produce a report of its considerations. The Committee shall meet as often as needed to dispose of all tenure cases brought to it. To facilitate the important work of this Committee the Dean of the College will work with Deans of schools and Chairs of departments to ensure that Committee members are not assigned to teach during sequences C, D and E, thus creating a block of time for meetings during two days each week.

If a Committee member's schedule cannot be adjusted to match the regular Committee meeting schedule, or if a Committee member is incapacitated then, the Dean, at the request of the Chairperson of the Committee and in consultation with the Chairperson, shall appoint an appropriate alternative. The alternative appointment shall serve only for the current academic year; the Assembly shall elect a new member of the Committee to complete the "incapacitated" member's term of service. A member of the Committee may also be considered "incapacitated" and subject to replacement by the Dean, if deemed so by a unanimous vote of the members of College Council voting on the issue after consultation with the Dean and the Chairperson of the Tenure and Promotion Advisory Committee.

Quorum

For general deliberation, three elected members shall constitute a quorum. In votes, deliberations and decisions involving individual candidates, all elected members shall constitute a quorum unless a member is excused from voting by reason of belonging to the candidate's school or department, in which case four elected members shall constitute a quorum.

Voting

On all matters not related to the consideration of individual candidates, the Committee shall decide issues by a simple majority vote. However, binding votes on motions will be taken only at those meetings scheduled for that purpose with all

members eligible to vote in attendance. All votes shall be recorded as number in favor, number against, and number abstaining.

On matters related to the consideration of individual candidates, voting shall be by secret ballot and the "Record" will show the number for, against, and abstaining. A member of the Committee who is in the school or department of a candidate shall abstain from voting on that candidate. In such cases the name of the member and their school or department shall be included with the record of their abstention.

In the case of candidates for both promotion and tenure the Committee shall vote and record separately the vote for tenure and promotion. When the Dean is ready to make recommendations to the Provost, the Dean may meet with the Committee and discuss the recommendations with the Committee. The Dean is free to participate in the Committee's discussion of any candidate or consult with the Committee at any time. The Dean shall subsequently provide the Committee with a copy of the recommendations but this shall not delay forwarding the dossiers to the Provost.

Confidentiality

In all discussions of general principles and procedures, the Committee's deliberations shall be publicized and they shall be open to comment by the Assembly. The usual avenue for such comments will be written communication with the members of this Committee. Excluded from this principle of openness are two areas:

- Any deliberations by this Committee on individual candidates.
- Explicit mention of names of individuals, including names of Committee members, in reference to points of debate in any of the Committee's deliberations.

Process

If during its review of a dossier and preparation of its report, the Committee identifies an item or issue which it believes needs clarification or explanation before it can reach a fully informed and balanced decision, it should make such items or issues known and request clarifying or explanatory material from the candidate and/or from any previous reviewing body before its report is finalized.

When the Committee has completed its final report, which will include a recommendation regarding tenure (and, when appropriate, a final vote), the final report shall be made available to the candidate who shall have ten business days to produce a written response to the report. The final report and the candidate's written response, if any, shall then be forwarded immediately to the next level of review. In those cases in which a candidate has submitted a written response, each succeeding level of review shall carefully examine both portions of the received report (the reviewing entity's report and the candidate's response). If the reviewing entity determines that the candidate's response is sufficiently persuasive and informative such that it may have significantly altered the reviewing entity's final report as received, it may offer the initial reviewing entity the opportunity to submit a

supplemental statement addressing the impact and effect the candidate's response may have had on the final report.

Evaluation of Candidates

The Committee will evaluate each candidate on the basis of internal school or department recommendations as well as any other information in the candidate's dossier. If the Committee believes it necessary, it has the responsibility to request additional materials from the candidate or the school or department at any point in its deliberations. Excellence in teaching and scholarship shall be of primary concern in keeping with appropriate provisions of the Faculty Handbook. The Committee will also take into account the needs of the school or department and the College as well as significant work achieved in other areas of academic activities as designated in the Faculty Handbook.

Full Professor and Faculty Development Advisory Committee

The Committee shall review applications for promotion of faculty to the rank of full professor as well as proposals for Sabbatical leave, and make recommendations to the Dean. The Committee shall also work with the Dean on issues and programs concerning faculty development with particular attention given to mentorship of faculty on the tenure track, support for international travel and faculty research. The Committee shall adhere to all policies and procedures adopted by the Assembly of the College and the Faculty Senate. In addition the Committee shall adhere to policies and procedures issued by the Provost's office.

Composition

The Committee shall consist of five tenured members of the Assembly, with at least three members holding the rank of full professor and with no two members tenured in the same department.

Terms of Service

Terms of service for Committee members shall normally be two years. Terms of service shall be staggered so that each year approximately half of the Committee is elected anew. Terms of service shall coincide with the start of each academic year.

Selection

In the spring of the academic year, the College Dean will solicit nominations, consistent with eligibility requirements, from all academic schools, departments and programs within the College through their respective unit heads. Committee seats becoming vacant based on a two-year staggered pattern or for any other reason will be filled through an electronic ballot of the Assembly administered by the Dean's office. The entire process shall be completed by the end of the Spring Semester.

After the spring elections, the Dean shall have the option of appointing the chairperson of the new committee in consultation with the Chair of the College

Council. Should the Dean elect not to appoint a chairperson, the committee shall elect its chair at a meeting held between its election and the end of the spring semester.

Meeting Schedule

The Committee is free to organize as it sees fit to produce a "Record" of its considerations. The Committee shall meet as often as needed to dispose of all promotion cases brought to it.

Quorum

For general deliberation, three elected members shall constitute a quorum. In votes, deliberations and decisions involving individual candidates, all five elected members shall constitute a quorum unless a member is excused by reason of belonging to the candidate's school or department, in which case four elected members shall constitute a quorum.

Voting

On all matters not related to the consideration of individual candidates, the Committee shall decide issues by a simple majority vote. However, the votes on motions will be taken only at those meetings that were originally scheduled so that each member can attend. All votes shall be recorded as number in favor, number against, and number abstaining.

On matters related to the consideration of individual candidates, voting shall be by secret ballot and the "Record" will show the number for, against, and abstaining. A member of the committee who is in the school or department of a candidate shall abstain from voting on that candidate. In such cases the name of the member and their school or department shall be included with the record of the abstention. There shall be no final promotion vote until the "Record" of the considerations of the committee has been approved by the Committee. The official "Record" shall be simultaneously forwarded to the Dean, the school or department and to the candidate.

When the Dean is ready to make recommendations to the Provost, the Dean may meet with the Committee and discuss the recommendations with the Committee. The Dean is free to participate in the Committee's discussion of any candidate or consult with the Committee at any time. The Dean shall subsequently provide the Committee with a copy of the recommendations but this shall not delay forwarding the dossiers to the Provost.

Confidentiality

In all discussions of general principles and procedures, the Committee's deliberations shall be publicized and they shall be open to comment by the Assembly. The usual avenue for such comments will be written communication with the members of this Committee. Excluded from this principle of openness are two areas:

- Any deliberations by this Committee on individual candidates.
- Explicit mention of names of individuals, including names of committee members, in reference to points of debate in any of the Committee's deliberations.

Undergraduate Academic Advisory Committee

The Committee shall be responsible for ensuring that the undergraduate curriculum of the College promotes the College's and University's evolving intellectual and pedagogical aims. The Undergraduate Academic Advisory Committee acts on all matters relating to the academic life of undergraduate students in the College in accordance with guidelines approved by the College and the Committee. Among the responsibilities of this Committee are: decisions on academic and co-op probation; change in requirements; permission to resume studies; academic warning; repeating of courses; and student academic appeals. The Committee shall adhere to all policies and procedures adopted by the Faculty of the College and the Faculty Senate. In addition, the Committee shall adhere to policies and procedures issued by the Provost's office.

Actions on undergraduate matters taken by the Undergraduate Academic Advisory Committee shall constitute the recommendations by the Faculty on these matters. The Committee shall make recommendations on behalf of the Faculty directly to the Dean. If the Dean supports them, the recommendations shall, as needed, then be sent to the University Undergraduate Curriculum Committee for consideration. The Committee's and Dean's actions shall be reported periodically to the units involved and to the College Council for informational purposes.

Composition

The Committee shall consist of five members of the Assembly, with no two members having locus of tenure in the same department.

Terms of Service

Terms of service for Committee members shall normally be two years. Terms of service shall be staggered so that each year approximately one-half of the Committee is elected anew. Terms of service shall coincide with the start of each academic year.

Selection

In the spring of the academic year, the College Dean will solicit nominations, consistent with eligibility requirements, from all academic schools, departments and programs within the College through their respective unit heads. Committee seats becoming vacant based on a two-year staggered pattern or for any other reason will be filled through an electronic ballot of the Assembly administered by the Dean's office. The entire process shall be completed by the end of the Spring Semester.

After the spring elections, the Dean shall have the option of appointing the chairperson of the new committee in consultation with the Chair of the College

Council. Should the Dean elect not to appoint a chairperson, the committee shall elect its chair at a meeting held between its election and the end of the spring semester.

Program Review

The Undergraduate Academic Advisory Committee is charged with overseeing the quality and scope of undergraduate curricula offered by the College. It recommends changes to the general program of the College and approval or withdrawal of approval of undergraduate majors. The Committee takes into account the need for the College's undergraduate curriculum, its content, and the availability of appropriate faculty and facilities for offering it. Academic schools or departments proposing new programs of study or making substantive revisions to existing programs of study shall submit their proposed programs of study to the Committee for its review. After its review, the Committee shall forward its recommendation to the Dean or their delegate for approval and to the appropriate university review committee when necessary.

Student Concerns

Undergraduate students may request permission to present their concerns or appeals in person. If a student believes that all pertinent information has not been presented, the student may request that the Undergraduate Academic Advisory Committee reconsider its decision. If the Committee reaffirms its action, and the student is still not satisfied, an appeal for review may be made through the University's Academic Appeals Resolution Committee.. The appeals procedure is described in the Student Handbook.

Quorum

For general deliberation, a simple majority shall constitute a quorum. In votes and decisions, three-fifths of Committee members shall constitute a quorum.

Graduate Academic Advisory Committee

The Committee shall be responsible for ensuring that the graduate curriculum of the College promotes the College's and University's evolving intellectual and pedagogical aims. The Committee acts on all matters relating to the academic life of graduate students in the College in accordance with guidelines approved by the College and the committee. The responsibilities of this committee are: (a) oversight over the quality and scope of the College's graduate curricula, including recommendations for changes to the general program of the College, approval of graduate degree and certificate programs, and review of proposed changes to those programs; (b) review of student appeals on decisions concerning academic probation, change in requirements, permission to resume studies, academic warning, and repeating of courses. The Committee shall adhere to all policies

and procedures adopted by the Faculty of the College and the Faculty Senate. In addition the Committee shall adhere to policies and procedures issued by the Provost's office.

Actions on graduate matters taken by the Graduate Academic Advisory Committee shall constitute the recommendations by the Faculty on these matters. The Committee shall make recommendations on behalf of the Faculty directly to the Dean (or their Delegate). If the Dean supports them, the recommendations shall, as needed, then be sent to the University Graduate Council for consideration. The Committee's and Dean's actions shall be reported periodically to the units involved and to the College Council for informational purposes.

Composition

The Committee shall consist of five members of the Assembly, with no two members having locus of tenure in the same department.

Terms of Service

Terms of service for Committee members shall normally be two years. Terms of service shall be staggered so that each year approximately one-half of the Committee is elected anew. Terms of service shall coincide with the start of each academic year.

Selection

In the spring of the academic year, the College Dean will solicit nominations, consistent with eligibility requirements, from all academic schools, departments and programs within the College through their respective unit heads. Committee seats becoming vacant based on a two-year staggered pattern or for any other reason will be filled through an electronic ballot of the Assembly administered by the Dean's office. The entire process shall be completed by the end of the Spring Semester.

After the spring elections, the Dean shall have the option of appointing the chairperson of the new committee in consultation with the Chair of the College Council. Should the Dean elect not to appoint a chairperson, the committee shall elect its chair at a meeting held between its election and the end of the spring semester.

Program Review

The Graduate Academic Advisory Committee is charged with overseeing the quality and scope of graduate curricula offered by the College. It recommends changes to the general program of the College and approval or withdrawal of approval of graduate degree and certificate programs. The Committee takes into account the need for the College's graduate curriculum, its content, and the availability of appropriate faculty and facilities for offering it. Academic schools or departments proposing new programs of study or making substantive revisions to existing programs of study shall submit their proposed programs of study to the Committee for its review. After its review, the Committee shall forward its recommendation to the Dean or their delegate for approval and to the appropriate university review committee when necessary.

Student Concerns

The Graduate Academic Advisory Committee is charged with review of student appeals on decisions concerning academic probation, change in requirements, permission to resume studies, academic warning, and repeating of courses. Members of the committee from the student's own unit are recused from the appeal process. Graduate students may request permission to present their appeals in person. If a student believes that all pertinent information has not been presented, the student may request that the Graduate Academic Advisory Committee reconsider its decision. If the Committee reaffirms its action, and the student is still not satisfied, an appeal for review may be made through the University's Academic Appeals Resolution Committee. The appeals procedure is described in the [University Catalogue](#).

Quorum

For general deliberation, a simple majority shall constitute a quorum. In votes and decisions, three-fifths of Committee members shall constitute a quorum.

Ad Hoc Committees:

Temporary committees will be appointed as deemed necessary by the Faculty, the Assembly, the College Council, the Council of Chairs or by Dean of the College. When considering composition appointing entities shall be mindful of appropriate representation from the Social Sciences and Humanities. Where appropriate, an ad hoc committee may become a permanent committee after Assembly and College Council deliberation and the Dean's approval. All Ad Hoc Committees will report their recommendations to the College Council and the Dean for approval.

Amendments:

Amendments to Policies and Procedures may originate in the College Council by a vote of two-thirds of its membership, or by petition of 25% of the members of the Assembly. Proposed amendments must be distributed electronically to the Assembly at least two weeks before they are to be acted upon.

Amendments will be discussed at a meeting of the Assembly called by the College Council and must be ratified by a two-thirds majority of the votes cast, provided that at least fifty percent of the members present vote, excluding abstentions. Should the meeting of the Assembly fail to achieve a quorum, an electronic vote of the Assembly shall be conducted by the Dean.