

## **THE GOVERNANCE OF YESHIVA COLLEGE**

This document, created in partnership with the Dean of Yeshiva College, approved by the Faculty of Yeshiva College on May 27, 2013, and consistent with the current version of the *Faculty Handbook for the Manhattan Campuses* (January 1, 2013), describes the mechanisms established for the shared governance of Yeshiva College (the College). Consistent with the American Association of University Professors *Statement on Government of Colleges and Universities*, shared governance is here understood to mean that Faculty and Administration shall be partners in the decision making and administration of the College, with greater weight in some areas afforded to one party or the other. Faculty participation will have greater weight in such areas as curriculum, instruction, and faculty status. Greater weight shall be afforded to the Dean or the Dean's designee(s) regarding other essential functions, such as budgeting, strategic planning, and the hiring of administrators. However, every faculty member and every dean is expected to participate actively in shared governance, and all governance and policy making shall proceed with meaningful joint participation of the Faculty and the Dean. We hereby commit to a collegial structure through which all parties work with mutual trust and respect in an open and effective process of communication and consultation.

### **I. BYLAWS OF THE YESHIVA COLLEGE FACULTY**

The work of the Yeshiva College Faculty includes its responsibilities for shared governance; its work complements and is complemented by the work of the Deans, Department Chairs, Departments, and extra-Departmental programs or centers.

#### **A. Membership, Voting Rights, and Voting Procedures**

For purposes of this document, the Faculty comprises all full-time faculty members of Yeshiva College. Full time is defined as those employed by the University under a contract of one year or more at any annual salary who ordinarily teach at least one course per year at the College.

The Dean of the College and any Associate or Assistant Dean having responsibility for academic affairs in the College shall serve *ex officio* as faculty members with full voting privileges. The Provost and the Vice-Provost for Undergraduate Affairs shall have voice but not vote.

A majority of the Faculty (fifty percent plus one) shall constitute a quorum for elections and for the ratification of its recommendations.

Members must ordinarily be present to vote except in cases where voting occurs by electronic ballot. If a document or written policy has been discussed in one or more previous meetings, even if the document or policy has been revised, proxy votes in writing *in absentia*, submitted by any faculty member at the meeting to the person taking

minutes, will be accepted. In any other case, two-thirds of the members present may vote to count proxy votes submitted in writing *in absentia*.

Recommendations of the Faculty shall be ratified and motions shall be passed by simple-majority vote of the Faculty. Faculty may, by majority vote, designate matters that may be voted on only by tenured or both tenured and tenure-track faculty.

Voting by the Faculty may be by voice, by a show of hands, by a standing vote, by a written or electronic ballot, at the discretion of the Faculty, except that a written ballot shall be used on the request of ten of those present.

Whenever personnel issues including elections of Department Chairs are being considered, and whenever policies governing personnel issues are being considered, only tenured and tenure-track faculty may vote.

## **B. Meetings**

At least two faculty meetings shall be held each semester. In addition to the Dean, at least three members of the Yeshiva College Executive Committee or at least ten voting members of the Faculty may, via a written request that states the purpose of the meeting delivered to the Dean, call a meeting of the Faculty with reasonable notice: normally at least two weeks in advance. The Dean and/or the Chair shall call a meeting, with a stated purpose, to take place no sooner than one week and no later than three weeks from receipt of a proper petition, subject to quorum requirements as described above.

Meetings shall generally be conducted according to Robert's Rules of Order. Minutes shall be taken, ordinarily by a staff member from the Dean's Office. They shall include all actions taken and motions passed by the Faculty, and all relevant documents shall be attached. Both draft minutes and minutes as approved shall be transmitted in a timely manner to all faculty members.

All full-time faculty members of Yeshiva College, as defined in Section I A., are eligible and encouraged to attend all faculty meetings.

At its discretion, the Faculty may consider the inclusion of nonvoting student and adjunct representatives during partial or entire meetings of the Faculty or of faculty committees.

With the approval of the Faculty, the Dean may invite members of the Wilf Campus Advising Staff and other members of the staff who support our educational mission to attend partial or entire faculty meetings for informational purposes without voting rights.

The President of the University and the Provost have the right to attend meetings of the Faculty, address the Faculty or its duly-elected Advisory and Executive Committees or any other faculty committee, and recommend matters for their consideration, but they do not have voting rights, unless they are full-time faculty members of Yeshiva College, as defined in Section I A.

### **C. Executive Committee**

The Faculty shall elect a six-person Executive Committee to serve a three-year term. Each Division shall have at least one representative on the Executive Committee but no more than two.

The duties of the Executive Committee include but are not restricted to the following:

- Act on behalf of the Faculty when the College is not in session, provided that all such actions be approved by the Faculty at its next meeting.
- Present and represent the positions and the expressed interests of the Faculty by communicating with the Dean and if deemed necessary with other University Administrators and/or with other organizations within and beyond the University.
- Oversee the elections of all the Yeshiva College Faculty Standing Committees (Curriculum, Academic Standards, Honors Program, and Admissions and Student Affairs) and of the Yeshiva College representatives to the Yeshiva University Manhattan Campuses Faculty Council and to any other relevant University or cross-campus committees. Ordinarily, elections for Standing Committees will take place early in the fall.
- Serve as the advisory body to the Dean and the Faculty for articulating a clear mission statement for the College.
- Serve as the advisory body to the Dean for the strategic planning and resource allocation of Yeshiva College, and appoint a liaison or oversee an election of one or more representatives to any committee or committees with responsibility for strategic planning and/or resource allocation affecting undergraduate programs.
- Advise the Dean and the Provost on the creation of new departments and, in conjunction with the chairs and members of the relevant departments, new programs and centers.
- Advise the Dean on the selection of Assistant and Associate Deans.
- Oversee faculty participation in the evaluation of the Dean or the selection of a new Dean.
- Consider any other matters that do not fall under an existing standing or ad hoc committee's responsibilities that the Dean or Faculty bring to its attention.

Once this governance document is approved, all six members of the Executive Committee will be elected by the Faculty in a special election. A lottery during or before its first meeting will determine which two members will serve a three-year term, which two members will serve a two-year term, and which two members will serve a one-year term. Every year thereafter, an election will be held for two members of the Executive Committee, each to serve a three-year term, with the goal of maintaining staggered three-year terms. Should any member of the Committee be unable to serve out the entire term, a special election will be held during the first feasible faculty meeting to determine the faculty member to complete the unexpired term. No Executive Committee member shall serve more than two consecutive three-year terms; after three years off the Committee, a faculty member is once again eligible to run for election to the Executive Committee.

The Officers of the Executive Committee are the Chair, the Vice-Chair, and the Secretary. The Officers are to be elected by the Executive Committee, ordinarily for three-year terms, renewable at most once.

No member of the Executive Committee shall hold more than one Office at any time, nor shall any member hold any Office concurrent with the chairmanship of any Standing Committee. No member of the Executive Committee shall serve on more than one Standing Committee.

All Officers shall be tenured members of the Faculty.

No two Officers shall be from the same Academic Department.

### **Nominations and Election Procedures for the Executive Committee**

- Each February, beginning in 2014, the Chair shall inform the Faculty of the Executive Committee seats that will become vacant in the following year and will circulate a list of eligible faculty members.
- The Chair will solicit nominations (including self-nominations) over a one-month period.
- A nomination must be accepted by the nominee for him or her to become a candidate.
- Candidates' half-page single-spaced Statements of Interest and Qualifications will be gathered and circulated to the Faculty by the Executive Committee by the end of March.
- A final ballot of candidates will be circulated at least two weeks prior to the circulation of an electronic ballot to all members of the voting faculty. The outcome of the election will be announced officially at the following faculty meeting.

### **Duties and Obligations of Officers**

- Officers shall supervise the affairs of the Executive Committee between its meetings, and make recommendations to the Faculty and, with the Faculty's approval, the Dean.
- Officers are subject to the actions taken or ratified by the Faculty, and none of the Officers' actions shall conflict with decisions of and policies adopted by the Faculty.

The Chair shall

- Preside at meetings.
- Communicate to the Faculty and to the Dean all matters that they might reasonably deem necessary or relevant, in a timely fashion.
- Stay informed about the activities of all Committees and, when needed, convene a meeting of some or all Committee Chairs.
- Serve as a member *ex officio* without voting rights on all duly constituted Committees.

- Be empowered to communicate with the Administration and Faculty of the College and the University, students, staff, and other units of the University as a representative of the Faculty.
- Serve as one of the College's representatives to the Yeshiva University Manhattan Campuses Faculty Council.
- Perform any other duties prescribed by the Faculty.

The Vice-Chair shall

- Assume such duties as the Chair shall delegate.
- Perform the duties of the Chair should the Chair be temporarily unable to do so.
- Perform any other duties prescribed by the Faculty or its Chair.

The Secretary shall

- Keep minutes of all meetings and transmit copies to all members and to the Dean in a timely fashion.
- Maintain files of all Executive Committee actions and reports, and transmit copies to the Chair, the Faculty, and the Dean in a timely fashion.
- Maintain files of the electronic and written correspondence of the Faculty and its Executive Committee.
- Maintain accurate and current rosters of voting and nonvoting members.
- Make minutes and records available to members on request.
- Maintain a current version of these Bylaws and any other relevant documents.
- In the absence of the Chair and Vice-Chair, preside at meetings until the election of a Chair pro tem, to take place immediately.
- Serve as Parliamentarian for meetings.
- Perform any other duties prescribed by the Faculty or the Executive Committee.
- Ensure that there is an orderly backup for all digital documents.
- Hand over all paper and electronic files to his or her successor, with a copy to the Chair at the time a new Secretary is elected.

Should a vacancy occur in any Office, the Executive Committee will hold an election, ordinarily within a one-month period, to fill the unexpired term; if the term is less than one year, the newly elected Officer will be eligible for election to a full term on its expiration.

In recognition of the importance of their work and the time commitment required to effectively perform their duties, the Chair and the Secretary of the Executive Committee shall be eligible for appropriate compensation, whether in the form of course release or financial remuneration, to be determined by comparing their responsibilities and workloads to those of Department Chairs.

To the extent practicable, the College shall provide Officers with office space, administrative/secretarial support, and other resources reasonably necessary for the effective fulfillment of their responsibilities.

## D. Committees

The following Yeshiva College Standing Committees shall be established:

- Curriculum. 5 members, with at least 1 member from each division (Humanities, Jewish Studies, Social Sciences, and Mathematics & Physical Sciences).<sup>1</sup> The Committee has principal responsibility for the curriculum of the College, including but not limited to the approval of new courses to be added to the Course Catalog, changes to Department major or minor requirements, and terminal/graduation requirements. The Core Curriculum Oversight Committee will serve as a subcommittee reporting to the Curriculum Committee.
- Academic Standards. 5 members, with at least 1 member from each division. The Committee is responsible for maintaining the academic standards and academic integrity of the College and to ensure that faculty policies are implemented. The Committee has principal responsibility for evaluating student and other requests for the interpretation or waiver of academic policies established by the Faculty. The Committee also holds responsibility for issues of academic integrity (including cheating and plagiarism charges) consistent with College and University policies.
- Honors Program. 5 members, with at least 1 member from each Division. The Director of the Program shall serve as a member *ex officio*, with full voting rights, but shall not be eligible to serve as Chair. Honors Program policies shall be determined in a joint decision-making process with the Director. The Honors Committee shall advise the Director, accept or reject proposals from the Director, and bring forward accepted proposals to the Faculty for final approval, as required.
- Admissions Policy and Student Affairs. 3 members, from different Divisions. The Dean of Students, the Director of Academic Advising, and Dean of Admissions shall be members *ex officio* of the Committee without voting rights.

Any Standing Committee that exists at more than one program (usually Yeshiva College and Stern College or sometimes all three undergraduate programs) should ordinarily hold at least one combined meeting each year to arrive at common policies and/or procedures to be recommended to two or three of the faculties or to discuss topics of mutual interest. Policies and procedures ratified by all faculties shall become common policies of Yeshiva College, Stern College, and the Sy Syms School of Business. Policies and procedures ratified by Yeshiva College and Stern College shall become common policies of the undergraduate liberal arts programs.

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<sup>1</sup> For the purposes of this document, the Humanities include Art & Theater Arts, English, History, Languages, Literatures & Cultures, Music, and Philosophy; Jewish Studies include Bible, Hebrew, Jewish History, and Jewish Philosophy; Social Sciences include Economics, Political Science, Psychology, and Sociology; and Mathematics & Physical Sciences include Biology, Chemistry, Computer Science, Mathematics & Computer Science, and Physics.

The first election cycle after this governance document is approved, Committees with 5 members shall have two classes of members: 2 seats at one-year terms and 3 seats at two-year terms; Committees with 3 members shall elect 1 member at a one-year term and 2 members at two-year terms. All subsequent terms shall be two years, renewable twice, with re-eligibility after one intervening election.

No member shall ordinarily serve on more than two Yeshiva College Committees. No member shall serve on more than one of the following Standing Committees: Curriculum, Academic Standards, and Honors.

At least one seat on each Committee shall be held by a nontenured member of the Faculty.

Vacancies to unexpired terms can be filled by appointment by the Committee Chair in consultation with the Executive Committee Chair, subject to ratification by the Faculty, or by nomination and election by the Faculty.

A seat shall be deemed vacant upon absences from 50% of scheduled meetings except when absences are caused by a faculty member's being on leave, in which case another faculty member elected for the period of the leave will temporarily fill in.

Once constituted, each committee will elect its Chair. The Chair will appoint a Secretary for the Committee, who will maintain records and minutes of the Committee to be submitted regularly to the Dean and to the Secretary of the Executive Committee and/or an appropriately secure location on the University website.

Creation of Ad Hoc Committees:

The Faculty, its Executive Committee, or the Dean may request the establishment of an Ad Hoc Committee. Upon review and approval by the Faculty, such Committee will be authorized for up to one year and must be renewed annually if it is to continue to operate thereafter. Election of members to ad hoc committees shall follow the procedure for election to standing committees, except that special elections may be called for the constitution of an ad hoc committee on the recommendation of the Faculty.

## **II. THE DEAN OF YESHIVA COLLEGE**

The Dean is responsible for the academic and administrative functions of the College, under the authority of the President and/or the Provost. The Dean supervises the Chairs of the Academic Departments and, in part through them, the Faculty of the College. The Dean is the chief liaison for the College to constituencies inside and outside the University.

The authority and responsibilities of the Dean include but are not limited to the following.

The Dean may:

- Call meetings of the Faculty and bring matters for discussion before it. (Other procedures for calling a meeting of the Faculty are described above in Section I B.)
- With due consideration for the recommendations of Academic Departments and/or search committees, make recommendations concerning faculty appointments to the Provost.
- With the advice of relevant Academic Department Chairs, create interdepartmental committees for faculty searches that are not within a single Department and for administrative hires. (For guidelines and procedures for faculty hires, see Section IV.)
- In consultation with the Advisory Committee of Department Chairs, supervise a transparent system for the evaluation of faculty.
- In accordance with the current version of guidelines governing criteria and processes for tenure, promotion, and personnel, as approved by the YU Manhattan Campuses Faculty Council, with due consideration for the recommendations of Academic Departments and the tenure, promotion, and personnel committee, make recommendations concerning tenure, promotion, and contract renewal to the Provost (see below under Section IV. Procedures for Hiring, Tenure, and Promotion).
- With due consideration for the recommendations of the Strategic Planning and Resource Allocation Committee of the YU Manhattan Campuses Faculty Council, the Executive Committee of Yeshiva College, and in consultation with Department Chairs and relevant directors of programs and centers, make decisions about the allocation of resources within the College budget.
- With due consideration for the recommendations of Department Chairs, determine the responsibilities and workload of college faculty and coordinate course offerings and schedules.
- With due consideration for the recommendations of the appropriate Department Chair(s) and in conformity with established procedures, make recommendations to the Provost about annual salary increases for faculty.
- With due consideration for the recommendation of the Academic Standards Committee, manage the system that deals with issues of academic integrity.
- Provide and ensure orientation for new faculty.
- Promote ongoing faculty development.
- Within the limits of the College budget, provide support for faculty, including office space, research laboratory space and related infrastructure, clerical assistance, and other resources necessary for the timely production of scholarship, effective teaching, and fruitful service.
- Within the limits of the College budget, make available the resources and support necessary for Department Chairs to effectively fulfill their obligations to their Departments and to the College.
- Work with each Department and each program to invite visiting consultants from other academic institutions in a review process at least once every ten years (see below under Academic Department Chairs).



- With due consideration for the recommendations of the relevant Committees, supervise extra- and inter-Departmental Programs (Academic Advising, Honors) that are located solely or partly within the College.

### **III. ACADEMIC DEPARTMENTS OF THE COLLEGE**

The organization of the faculty into Departments is central to the functioning of the College. The work of Department Chairs is overseen by the Dean, who may call meetings of Chairs, which may include directors of inter- or extra-Departmental programs and centers, other administrative officers, and other faculty as the Dean deems necessary and appropriate.

Within Departments, when personnel issues including the election of a Department Chair are being considered, only tenured and tenure-track faculty may vote.

#### **Academic Department Chairs**

Each Department ordinarily has a Chair, although small Departments, meaning those with only one or two tenured or tenure-track members, may share a Chair with the approval of each Department. In case of a deadlock or a failure to agree on a Chair, the Dean may appoint one. The tenured and tenure-track faculty members (including those who teach on both campuses but whose primary appointment is at Yeshiva College) of each Department (or program or combination of small Departments) are to elect a Chair to a term of three years, renewable once; no one shall ordinarily be eligible to serve again as Chair until at least one term shall have intervened, unless the Department is so small that it is not possible to elect a new Chair.

In appropriate circumstances, the Department(s) may elect an Acting Chair to complete any unexpired term or, in extraordinary circumstances, to replace a Chair. In either case, the procedures described above shall govern the selection of a new Chair.

The Department may keep the Dean informed about candidates for Chair or Acting Chair, and the Dean may choose to express his or her preferences, if any, to the Department.

The Chair must be a tenured member of the Faculty except under extraordinary circumstances.

The Chair shall

- Provide academic leadership, mentor faculty and students, and serve as spokesperson for the Department in relations with other Departments and with the Administration of the College.
- Direct and co-ordinate the self-study of the Department, normally undertaken every five years with the participation of every department member. Every ten years (that is, every other five-year self-study), work with the Dean to invite

- consultants from other academic institutions to read the self-study, visit Yeshiva College, and make recommendations.
- In concert with the members of the Department and the Dean, consider the recommendations of each self-study and each report of a visiting team, and implement those recommendations that seem advisable and feasible.
  - Promote the sound operations and development of the Department with regard to the integrity of the discipline, the departmental curriculum, requirements for majors and minors, academic standards, service to students, and the quality of instruction.
  - Provide orientation for all new full- and part-time faculty within the Department.
  - Encourage and assist with planning for the ongoing professional development of faculty in the Department.
  - Provide ongoing support for all full-time, part-time and adjunct faculty within the Department.
  - Undertake periodic evaluations of all faculty members in the Department in relation to their scholarship, teaching, and service.
  - Make annual recommendations to the Dean about the teaching responsibilities and salary of each member of the Department.
  - In consultation with members of the Department of appropriate rank and in coordination with the Office of the Dean, supervise tenure, promotion, and re-appointment matters for members in the Department (see IV. Procedures for Hiring, Tenure, and Promotion).
  - Recruit new faculty (see below under IV. Procedures for Hiring, Tenure, and Promotion).
  - Provide for and oversee the advisement of majors and minors in the discipline and serve as liaison with the Director of Advising.
  - Evaluate student concerns regarding members of the Department, handling them according to College and University guidelines and in collaboration with the College and University Administration; as appropriate, evaluate student concerns about the Department or the major more generally.
  - Supervise and be accountable for the procedures by which majors are approved for graduation; supervise and be accountable for the approval of transfer credits, summer courses, AP credits, and other matters relevant to the Department and its curriculum consistent with the general procedures of the College and University.
  - Work with Department faculty to plan an annual course and teaching schedule, and work with the Office of the Dean and the Office of the Registrar to implement the plan.
  - Coordinate research sabbatical leaves and address staffing implications.
  - Coordinate submissions of new courses and changes in requirements to the YC Curriculum Committee.
  - Collect and submit departmental course syllabi to the Dean's Office each semester.
  - Provide input into the annual budget of the Department and/or the College, in consultation with the members of the Department.

- Be accountable for assessment of student learning in the major and participate in plans for assessment of student learning in Yeshiva College.
- Call meetings of the Department at least once each semester and apprise Department faculty of any matters that they might reasonably deem relevant, including decisions made by the Dean in conjunction with the Advisory Committee of Department Chairs (see below).
- Be responsible for maintaining accurate and current information on the Departmental website with support from the Dean's Office.
- Meet from time to time to advise the Dean on administrative policies and practices.

The Chair may, as appropriate, designate one or more members of the Department to assist in the fulfillment of the obligations above.

Collectively, all Department Chairs shall constitute the Advisory Committee of Department Chairs, which shall advise and assist the Dean in formulating administrative policies and processes and in determining issues to be brought to a faculty committee or to the full faculty at its meetings. Meetings of the Advisory Committee of Department Chairs are called by the Dean. There are normally at least 3 meetings per semester, scheduled whenever possible to take place at least one week prior to YC Faculty Meetings. Agendas for the meetings are set by the Dean and the Department Chairs.

Matters under discussion may include but are not limited to the following:

- Implementation of annual programs such as student orientation, Open Houses, and Majors Fairs.
- Development of initiatives to be sent to the Faculty: for example, the First-Year Experience.
- Supporting student academic services, such as major advising, general advising, the Writing Center, and other learning centers.
- Cooperation and communication with the Registrar's Office with regard to course registration and student programs.
- Implementation of the curriculum including scheduling and staffing for both core and major/minor requirements.
- Faculty development and educational events including faculty programming.
- Valedictorian selection, academic awards, and graduation.
- Post-Pesach and Summer School programs.
- Coordination of the staffing and course offerings of Honors and departmental programs.
- Identification of problems in the administration of our academic mission.

In recognition of the importance of their work and the time commitment required to effectively perform their duties, Chairs should receive appropriate and standardized compensation in the form of course release and/or financial remuneration. For example, each Chair could receive one course release per term (or year) or compensation equivalent to one overload course per term (or year).

Academic Departments shall generally be governed by principles and practices of shared governance and collegial decision-making.

Any Academic Department may create its own by-laws, subject to the advice and consent of the Dean, so long as those by-laws are consistent with this document as amended and with the *Faculty Handbook of the Manhattan Campuses* as amended.

#### **IV. Procedures for Hiring, Tenure, and Promotion**

##### **A. Procedures for Hiring New Faculty**

National searches should be conducted for candidates for all tenure-track and tenured faculty positions through advertisements in appropriate publications such as *The Chronicle of Higher Education* and discipline-specific publications and websites. Candidates to be interviewed should be asked to submit in advance materials demonstrating excellence in research, teaching, and, where relevant, administration and/or service.

For hiring a tenure-track faculty member within a single academic Department, the Dean will authorize the Department Chair to create a Search Committee. Whenever appropriate, there should be prior consultation with the Dean and the counterpart department(s) at Stern College. The Search Committee will include at least one Yeshiva University faculty member from outside the Department. The composition of the Committee shall be approved by the Dean. The Department will determine whether the recommendation of the Search Committee will constitute the Departmental recommendation concerning hiring, or whether the Department will offer its own recommendation after receiving a recommendation from the Search Committee. In either case, the Department Chair will communicate the Department's recommendation to the Dean, who will give that recommendation due consideration before forwarding his or her own recommendation, along with the Department's, to the Provost.

For hiring of a tenure-track faculty member that involves more than one Department, program, or center, the Dean, after consulting with the Chairs of all relevant Departments, programs, or centers, will create a Search Committee. The Chair of the Search Committee will communicate the Committee's recommendation to the Dean, who will give that recommendation due consideration and who will engage in further consultation with the Chairs of all relevant Departments before forwarding his or her own recommendation to the Provost.

The same procedures will apply for the hiring of nontenure-track members of the full-time faculty, except that, in cases of exceptional urgency, the Chair (for single-Department hires) or the Dean (for hires across more than one Department) may recommend a nontenure-track member for a term not to exceed one year. Subsequent reappointment of such individuals is subject to the approval of the Department(s), program(s), or center(s), as appropriate, as well as of the Dean and the Provost.

## **B. Procedures for Hiring Adjunct Faculty**

Following procedures agreed on within his or her Department, the Chair of the Department will recommend appointment to the Dean. No adjunct appointments within a Department shall be made without the Chair's approval. Adjunct faculty should be hired according to criteria determined by the Department Chair in consultation with the Department. Adjunct contracts are for one semester with the possibility of renewal. Those Adjunct faculty members whose contracts will not be renewed should be informed at least three weeks prior to the beginning of the next semester.

## **C. Tenure, Promotion and Other Reviews of Faculty Members**

Yeshiva College criteria for and processes governing promotion and tenure are subject to the provisions of the current, approved version of the *Faculty Handbook for the Manhattan Campuses* (January 1, 2013). The Yeshiva University Manhattan Campuses Faculty Council guidelines for "Tenure, Promotion and Mentorship of Undergraduate Faculty" will be added by amendment to this document once they are finalized.

Any formal or informal review of a faculty member by a Chair and/or the Dean should include a frank evaluation of the faculty member's research trajectory, quality of teaching, quality of service, strengths, and areas for improvement during a meeting with the faculty member. Whenever possible, it should also include one or more peer evaluations of the faculty member's teaching. A summary of the meeting is written by the Chair and/or the Dean and given to the faculty member for his or her comments and corrections to make sure there is no miscommunication.

Each year other than the third or sixth (that is, the first, second, fourth, and/or fifth), the Chair and the Dean shall undertake a less formal review intended to provide feedback to the tenure-track faculty member so that he or she is aware of how his or her performance in these three areas is being perceived and how he or she might improve. In these cases, the mutually agreed-on text becomes an unofficial memo which never becomes part of the faculty member's official record. One copy is given to the faculty member while another remains in the Dean's Office and is never forwarded to or shared with any other office or administrator.

## **V. Amendments**

This governance document may be amended with the approval of two-thirds of the Faculty (provided that notice of any proposed change is distributed to Faculty at least one month in advance of any meeting called for the purpose) and the ratification of the Dean and Provost. Such ratification—and/or veto, which should ordinarily apply only to specific parts of the document—should occur no more than three weeks after notice of the proposed Amendment has been communicated to them.

## **VI. Ratification**

This governance document shall take effect after a vote of approval by two-thirds of the Faculty (as defined above) by electronic ballot or at a meeting called for that purpose by the Dean and the Yeshiva College Task Force on Faculty Governance with no less than two weeks advance notice, and upon the document's subsequent confirmation of acceptance in writing by the Dean and Provost. At that point, it shall take immediate effect, and a meeting shall be called as soon as is practicable for the election of the Executive Committee.

## **VII. Amendments Passed by the Yeshiva College Faculty**

1) Amendment to Section I.C., "Nominations and Election Procedures for the Executive Committee": All candidates for and members of the Executive Committee must be tenured faculty members of Yeshiva College. (December 18, 2013.)