April 6, 1984

TO: Members of the Faculty of Arts and Sciences  
FROM: Wayne T. Hanebrink, Associate Dean  
(For the Curriculum Committee)

PLEASE BRING THIS WITH YOU TO THE FACULTY MEETING ON  
FRIDAY, APRIL 13, 1984, at 4:00 P.M., in CROW HALL, ROOM 201

At its meeting on April 4, the Curriculum Committee considered the new courses and course-changes that follow. These changes have been approved by the Curriculum Committee and are hereby presented to the Faculty for its action.
**ANTHROPOLOGY**

Add the following new crosslistings:


Anthro 439 ECONOMIC ANTHROPOLOGY: Identical with International Development 439.

Anthro 443 POLITICAL EVOLUTION AND LEADERSHIP: Identical with International Development 443.

Anthro 447 TRIBES, STATES, AND REVOLUTIONS. Identical with International Development 447.

**ASIAN STUDIES**

Add the following new crosslisting:

Asia 321 THE REVOLUTIONARY PROCESS IN MODERN CHINA. Identical with International Development 331.

**CHINESE AND JAPANESE**

Chinese

Add the following new crosslisting:

Chi 321 THE REVOLUTIONARY PROCESS IN MODERN CHINA. Identical with International Development 331.

**ECONOMICS**

Add the following new crosslistings:

Econ 471Z ECONOMIC DEVELOPMENT. Identical with International Development 471Z.

Econ 475Z PURE THEORY OF INTERNATIONAL TRADE. Identical with International Development 475Z.

Econ 476Z INTERNATIONAL FINANCE: THEORY AND POLICY. Identical with International Development 476Z.
Add the following new crosslistings:

Hist 4091 WESTERN EUROPE TODAY. Identical with WEUR 409

Hist 4271 TOPICS IN THE HISTORY OF DEVELOPING AREAS I: Identical with International Development 4271.

Hist 428 TOPICS IN THE HISTORY OF DEVELOPING AREAS II: Identical with International Development 428.


Hist 527 PROSEMINAR IN MODERN CHINESE HISTORY: Identical with International Development 527.

Hist 552 SEMINAR IN MODERN CHINESE HISTORY: Identical with International Development 552.

Hist 555 SEMINAR IN LATIN AMERICAN HISTORY: Identical with International Development 555.

Hist 556 SEMINAR IN LATIN AMERICAN HISTORY: Identical with International Development 556.
INTERNATIONAL DEVELOPMENT

Add the following new crosslistings:

I Dev 331 THE REVOLUTIONARY PROCESS IN MODERN CHINA: Identical with Asian Studies and Chinese 321.

I Dev 409 THE ANDES: POWER, POLITICS, AND PROGRESS. Identical with Anthropology 409.

I Dev 422 TOPICS IN COMPARATIVE POLITICS: COMPARATIVE PUBLIC POLICY. Identical with Political Science 422.

I Dev 423 TOPICS IN COMPARATIVE POLITICS: POLITICAL ELITES AND LEADERSHIP. Identical with Political Science 421.

I Dev 424 SOCIAL STRATIFICATION: Identical with Sociology 424.

I Dev 425 SOCIAL CHANGE AND SOCIAL MOVEMENTS: Identical with Sociology 425.

I Dev 4271 TOPICS IN THE HISTORY OF DEVELOPING AREAS I: Identical with History 4271.

I Dev 428 TOPICS IN THE HISTORY OF DEVELOPING AREAS II: Identical with History 428.

I Dev 434 TOPICS IN COMPARATIVE POLITICS: POLITICAL CORRUPTION IN CROSS-CULTURAL PERSPECTIVE. Identical with Political Science 434.

I Dev 436 TOPICS IN POLITICS: POLITICS AND GOVERNMENT OF THE PEOPLE'S REPUBLIC OF CHINA. Identical with Political Science 436.

I Dev 439 ECONOMIC ANTHROPOLOGY: Identical with Anthropology 439.

I Dev 443 POLITICAL EVOLUTION AND LEADERSHIP: Identical with Anthropology 443.

I Dev 447 TRIBES, STATES, AND REVOLUTIONS: Identical with Anthropology 447.

I Dev 467 THEORETICAL PERSPECTIVES ON RACE AND ETHNIC RELATIONS: Identical with Sociology 466.

I Dev 471Z ECONOMIC DEVELOPMENT: Identical with Economics 471Z.

I Dev 475Z PURE THEORY OF INTERNATIONAL TRADE. Identical with Economics 475Z.

I Dev 476Z INTERNATIONAL FINANCE: THEORY AND POLICY. Identical with Economics 476Z.

I Dev 496 UNDERGRADUATE SEMINAR IN HISTORY: SCIENCE AND CIVILIZATION BETWEEN CHINA AND THE WEST. Identical with History 496.
I Dev 502 SEMINAR IN POLITICAL THOUGHT: CONTEMPORARY DEMOCRATIC THEORY. Identical with Political Science 502.

I Dev 503 SEMINAR IN EMPIRICAL POLITICAL THEORY: THE POLITICS OF MACROECONOMIC THEORY. Identical with Political Science 503.

I Dev 504 SPECIAL TOPICS: APPROPRIATE TECHNOLOGY FOR RURAL DEVELOPMENT. Identical with THA 504.

I Dev 511 SEMINAR IN COMPARATIVE POLITICS: APPROACHES TO COMPARATIVE POLITICS. Identical with Political Science 511.

I Dev 512 SEMINAR IN COMPARATIVE POLITICS: REBELLION AND REVOLUTION. Identical with Political Science 512.

I Dev 513 SEMINAR IN COMPARATIVE POLITICS: POLITICAL DEVELOPMENT AND REVOLUTION. Identical with Political Science 513.

I Dev 514 SEMINAR IN COMPARATIVE POLITICS: THE LOGIC AND METHODS OF COMPARATIVE ANALYSIS. Identical with Political Science 514.

I Dev 515 SEMINAR IN COMPARATIVE POLITICS: POLITICS OF MODERNIZATION. Identical with Political Science 515.

I Dev 517 SEMINAR IN COMPARATIVE POLITICS: COMPARATIVE PUBLIC POLICY. Identical with Political Science 517.

I Dev 527 PROSEMINAR IN MODERN CHINESE HISTORY: Identical with History 527.

I Dev 552 SEMINAR IN MODERN CHINESE HISTORY: Identical with History 552.

I Dev 555 SEMINAR IN LATIN AMERICAN HISTORY: Identical with History 555.

I Dev 556 SEMINAR IN LATIN AMERICAN HISTORY. Identical with History 556.

Add the following new course:

I Dev 496 DIRECTED FIELD WORK IN INTERNATIONAL DEVELOPMENT: A field work project carried out under the direction of an instructor in the area. Permission of an instructor and of the Chairman of the area required. Credit to be arranged.
Add the following new crosslistings:

Pol Sci 421 TOPICS IN COMPARATIVE POLITICS: POLITICAL ELITES AND LEADERSHIP. Identical with International Development 423.

Pol Sci 422 TOPICS IN COMPARATIVE POLITICS: COMPARATIVE PUBLIC POLICY. Identical with International Development 422.

Pol Sci 434 TOPICS IN COMPARATIVE POLITICS: POLITICAL CORRUPTION IN CROSS-CULTURAL PERSPECTIVE. Identical with International Development 434.


Pol Sci 443 WESTERN EUROPE TODAY. Identical with WEUR 409.


Pol Sci 511 SEMINAR IN COMPARATIVE POLITICS: APPROACHES TO COMPARATIVE POLITICS. Identical with International Development 511.

Pol Sci 512 SEMINAR IN COMPARATIVE POLITICS: REBELLION AND REVOLUTION. Identical with International Development 512.

Pol Sci 513 SEMINAR IN COMPARATIVE POLITICS: POLITICAL DEVELOPMENT AND REVOLUTION. Identical with International Development 513.


Pol Sci 515 SEMINAR IN COMPARATIVE POLITICS: POLITICS OF MODERNIZATION. Identical with International Development 515.

Pol Sci 517 SEMINAR IN COMPARATIVE POLITICS: COMPARATIVE PUBLIC POLICY. Identical with International Development 517.
SOCIOLOGY

Change course number as follows:

Sociol 209B (from 2051) ORGANIZATIONS AND SOCIETY.

Add the following new crosslistings:

Sociol 424 SOCIAL STRATIFICATION. Identical with International Development 424.

Sociol 425 SOCIAL CHANGE AND SOCIAL MOVEMENTS. Identical with International Development 425.

Sociol 466 THEORETICAL PERSPECTIVES ON RACE AND ETHNIC RELATIONS. Identical with International Development 467.

SPEECH AND HEARING

Add the following new course:

SPHR 4541 READING INSTRUCTION FOR HEARING-IMPAIRED CHILDREN. Development of reading skills in hearing-impaired children through elementary grades. Major emphasis on suggestions for adapting basal reader materials and developing teaching activities to capitalize on children's reading strengths and to bolster their weaknesses. Credit 2 units.

TECHNOLOGY AND HUMAN AFFAIRS

Add the following new crosslistings:

THA 504 SPECIAL TOPICS: APPROPRIATE TECHNOLOGY FOR RURAL DEVELOPMENT. Identical with International Development 504.
WESTERN EUROPEAN STUDIES

Add the following new course and crosslistings:

WEUR 409 WESTERN EUROPE TODAY: A survey course on cultural and political developments in Western Europe since 1945 that informs about the basic socio-political facts and cultural characteristics of countries and regions in Western Europe and deals with the history of European integration as well as US-European relations. Credit 3 units. Identical with History 4091 and Political Science 443.

Add the following new courses:

WEUR 497 INDEPENDENT WORK FOR SENIOR HONORS IN WESTERN EUROPEAN STUDIES I: One or more long paper(s) on a topic chosen in conjunction with the advisor; and an examination. A Committee determines whether the student receives only credit or Honors in Western European Studies. Open to majors in Western European Studies. Prerequisite, senior standing and permission of the chair of the Committee. Credit 3 units.

WEUR 498 INDEPENDENT WORK FOR SENIOR HONORS IN WESTERN EUROPEAN STUDIES II: Advanced work as indicated in Eur St 497. Open to majors in Western European Studies. Prerequisite, senior standing and permission of the chair of the Committee. Credit 3 units.

WEUR 500 INDEPENDENT WORK IN WESTERN EUROPEAN STUDIES! Prerequisite, senior standing and permission of the student's advisor. Credit variable; maximum 6 units.

WEUR 580 RESEARCH FOR MASTER'S THESIS: Credit 6 units.
Arts and Sciences Committee Members Elected, Spring 1984

1. Advisory Committee on Personnel Richard Watson, Philosophy (3 yrs.)

2. Faculty Council
   Teddy Seidenfeld, Philosophy (2 yrs.)
   David Gutsche, Chemistry (3 yrs.)
   Edward Greenberg, Economics (2 yrs.)

3. Curriculum Committee
   Joseph Lowenstein, English (2 yrs.)
   Rodey Batiza, Earth & Planetary Sciences (2 yrs.)
   Cornell Fleischer, History (3 yrs.)

4. University Academic Freedom and Tenure Hearing Committee
   David Konig, History Regular Member (3 yrs.)
   John Sprague, Political Science Alternate Member (3 yrs.)
Resolution A

Be it resolved that the electoral procedures for the Review Committee on Faculty Personnel Procedures shall be modified so that by the 1986-87 academic year, and thereafter, one member from each division shall be elected in the spring semester of each year, by vote of the entire Faculty of Arts and Sciences, for a three-year term running concurrent with the academic year calendar, and that subsequently each member of this committee shall serve for one year as an alternate member and thereafter as a full member.

Comments on Resolution A

As presently constituted, the Review Committee on Faculty Personnel procedures differs from other elective committees of the Faculty of Arts and Sciences (such as the Faculty Council, the Personnel Advisory Committee and the Curriculum Committee) in several significant ways: (1) Elections to this committee are held in the fall rather than in the spring. (2) Terms of office are for two years and are coincident with the calendar year rather than the academic year. (3) Election of divisional representatives is by divisional vote, rather than by vote of the entire Faculty of Arts And Sciences. (That is, only members of the Humanities division vote for the representatives from the Humanities, etc.) (4) There are two categories of members elected: regular and alternate members. Whereas, the six regular members are elected three at a time to serve overlapping two-year terms, the three alternate members are all elected at once (in alternate years) to serve synchronous two-year terms. This latter arrangement means that in years when alternates are to be elected twelve candidates would be required in order to have independent elections and nine candidates would be required to have any kind of bona fide election. However, because of the difficulty of finding so many willing and able candidates in a single year, in practice only six candidates have ever been nominated--with the "winners" in each division becoming "full" members and the "losers" becoming "alternate" members. As a consequence of that tradition, combined with the fact that the Committee has always chosen to treat full and alternate members as equals--except for the provision that the Chair should be occupied by someone elected as a full member--the legislative intent that this Committee should be an elected one has been compromised.

The Faculty Council believes that the present resolution will redress all the above anomalies, will streamline the electoral procedures of the Faculty of Arts and Sciences, and, most importantly, will improve the institutional memory of this important and sensitive committee. Introduction of this legislation was delayed, however, to provide time for a canvas of current and recent members of the Committee to determine whether they concurred with the Council that such changes were desirable. A clear majority of those responding did concur.

If this resolution is adopted by the Faculty, the Council will attempt to persuade current members to accept a one-semester extension of their terms of office. If that attempt is completely successful, election of two new members from each division next spring (one for two years and one for three years) will generate the desired outcome. If a small number of members are unable or unwilling to accept extensions of their terms, the Council will appoint replacement members for the one-semester period in question. If, however, all or most of the current members are unable or unwilling to accept extensions of their terms, the Council will call for fall elections in 1984 and 1985 to elect members for two-and-one-half year terms, which also would generate the desired outcome by spring of 1986.
WASHINGTON UNIVERSITY

FACULTY OF ARTS & SCIENCES

MANUAL OF PROCEDURES

Historical Note

At one time, the (undergraduate) College of Liberal Arts and the Graduate School were relatively distinct, and members of the faculty could be members of either or both of these organizations. A major reorganization occurred in 1964, under Dean Robert R. Palmer; the College and Graduate School were combined into the present structure, the Faculty of Arts and Sciences. A limited constitution was adopted incorporating the two major committees of the faculty which had been established in 1956: the Faculty Council and the Advisory Committee on Personnel. Additional committees have been established over the years. In some instances the Faculty has departed from its own legislated intent and, over many years, implicitly modified its procedures, through usage rather than by direct action. This document was originally prepared at the request of the Faculty Council and is regularly reviewed and revised by the Council in an attempt to provide a coherent summary of current procedures for governance of the Faculty of Arts and Sciences, some of which are the consequence of legislative action of the Faculty and others of which have become established through usage over the years. It is not intended as, and should not be construed as, a legally binding constitution.

1984 Revision
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In executing its responsibilities for educational programs, curricula, and degrees, and for the expansion of knowledge through research, the Faculty of Arts and Sciences assumes an active role in its own governance. The procedures set out in this document are intended to describe a minimal framework for the conduct of Faculty business. Some procedures are described in detail, but in most areas only general principles are given. The procedures embodied in this document are based on mutual respect and trust within the Faculty and between the Faculty and the administration, each having different roles and responsibilities.

I. Membership

All members of the Faculty are listed in the appropriate publications of the Faculty and are permitted to attend all meetings of the Faculty, but voting privileges and service on faculty committees are restricted to members listed in Section A, unless—as in the case of the Affirmative Action Monitoring Committees—other provisions are specifically made.

A. Voting Members of the Faculty:

1. All full-time faculty members whose primary appointments are in the Faculty of Arts and Sciences in a recognized department or area and who hold one of the academic titles—lecturer, instructor, assistant professor, associate professor, or professor.

2. The Dean of Library Services.

3. Certain additional members from other schools in the University as arranged by agreement between Arts and Sciences and those schools.

B. Non-voting Members of the Faculty:

1. Part-time and visiting faculty members in recognized departments and areas in the Faculty of Arts and Sciences.


3. Unless explicitly included as voting members in accordance with the provisions in section A3, faculty members in other schools of the University and adjunct and affiliate faculty members in University-related institutions who participate in degree-granting programs through the Faculty of Arts and Sciences.
II. Organization

A. Administration. The administrative officers of the Faculty of Arts and Sciences are:

1. Dean of the Faculty, who, as chief administrator of the Faculty of Arts and Sciences, is responsible for recommending to the Chancellor or the Chancellor's designate the appointment, promotion, award of tenure, and salary of all faculty members, and the appointment of the Deans of the College, the Graduate School, and University College; for advocating and supporting the development and maintenance of sufficient resources for the Faculty of Arts and Sciences and for allocating those resources; for executing decisions of the Faculty unless such decisions may arrogate to the Faculty functions properly belonging to the Dean; for appointing the members of those committees whose members are not otherwise selected; and for other duties appropriate to the office.

The Dean of the Faculty of Arts and Sciences is appointed by the Chancellor or the Chancellor's designate who consults with the Faculty Council.

2. Dean of the College of Arts and Sciences, who serves as chief administrator of the College and whose duties include direction of the undergraduate advising system, recommendation of the Bachelor of Arts degree with the consent of the Faculty, and recommendations concerning curriculum, degree requirements, and College administration to the Dean of Faculty, the Faculty Council, or the Faculty.

The Dean of the College of Arts and Sciences is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the Dean of the Faculty of Arts and Sciences, who consults with the Faculty Council.

3. Dean of the Graduate School of Arts and Sciences, who serves as chief administrator of the Graduate School and whose duties include presiding over meetings of the Graduate Council, recommending graduate degrees with the consent of the Graduate Council, and recommending changes in the administration of the Graduate School to the Dean of Faculty and to the Faculty Council.

The Dean of the Graduate School of Arts and Sciences is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the Dean of the Faculty of Arts and Sciences, who consults with the Faculty Council.
4. Dean of University College, who serves as chief administrator of University College and whose duties include working cooperatively with the Dean of the College, the Dean of the Graduate School, and the academic departments of Arts and Sciences to develop and administer undergraduate and graduate programs of study for adult part-time students. In addition, the Dean of University College presides over the meetings of the University College Council and supervises the Director of Summer School who administers summer programs of study in the Arts and Sciences.

The Dean of University College is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the Dean of the Faculty of Arts and Sciences, who consults with the Faculty Council.

B. Departments

1. Except for a few singular appointments, members of the Faculty are grouped in departments or programs. The Departments exercise general responsibility for their curricular offerings, advising of majors and graduate students, initiating recommendations for departmental undergraduate honors, and graduate degrees.

2. Department Chairpersons. Each Department is administered by a Chairperson, whose duties include:
   a. assigning of teaching responsibilities to members of the Department's faculty;
   b. recommending new appointments, promotions, and awards of tenure for faculty members to the Dean of the Faculty, with the consent of appropriate faculty of the Department;
   c. allocating the resources made available to the Department by the Dean of the Faculty;
   d. administering the academic, financial, and other aspects of the Department.

Chairpersons are appointed by the Dean of the Faculty of Arts and Sciences, with the advice of the members of the Department.

3. Department Tenure Policies and Procedures. Each Department and Area-Studies Committee files with the Dean of the Faculty of Arts and Sciences, and transmits to its faculty, a "Statement of Departmental Tenure Policies and Procedures." Chairpersons are expected to provide copies of this statement to all members of their department and to keep it available for inspection by members of the University community.
III. Committees of the Faculty

A. Faculty Council. This Council is the executive and steering committee of the Faculty; it also acts as an advisory committee to the Dean of the Faculty.

1. The Council convenes at its own initiative, or at the request of the Dean of the Faculty.

2. The Council may consider any and all matters that relate to the Faculty of Arts and Sciences, except for matters reserved to the Advisory Committee on Personnel and the Review Committee on Faculty Personnel Procedures.

3. The Council, the Dean of the Faculty, the Dean of the College, the Dean of the Graduate School, and the Dean of University College, in consultation establish the agenda for meetings of the Faculty of Arts and Sciences.

4. The Council acts as the nominating committee for elective committees of Arts and Sciences and may appoint ad hoc committees for various purposes.

5. The Council may make recommendations to the Dean of Faculty or the Faculty regarding changes in policy.

6. The Chairperson of the Council regularly reports on its deliberations to the Faculty.

7. All members of the Faculty are free to communicate with members of the Council about any matter, and the Council may solicit Faculty opinion on matters that come before it.

8. The Council may, on the request of the Dean or on its own initiative, act in an advisory capacity to the Dean of Faculty on confidential matters.

9. The Council consults with and advises the Dean of the College on all changes in existing policies and on new policies relating to the College.

10. The Council acts as the deliberative agency of the Faculty on the reappointment of the Dean of the Faculty and reports its findings to the Provost.

11. The members of the Council serve as the Faculty's representatives on the Bilateral Committee of the Faculty of Arts and Sciences and the Council of Students of Arts and Sciences, at such time as this Committee may meet to resolve differences in legislation passed by the Faculty and the Council of Students in different forms.
B. Advisory Committee on Personnel. This Committee advises the Dean of Faculty on matters related to faculty personnel.

1. The Committee convenes at the request of the Dean, or on its own initiative.

2. The Committee advises the Dean on all recommendations from Departments for award of tenure and for promotion to the rank of associate professor or professor.

3. The Committee may, at the request of the Dean or on its own initiative, advise the Dean with respect to Departmental structure and personnel policies, budgetary matters, strengthening of individual Departments, and interdepartmental relations.

4. The senior member of the Committee may, without disclosing confidential matters concerning specific individuals, report annually to the Faculty Council the Committee's actions and findings. The Committee may also, on its own motion or at the Council's request, make interim reports to the Faculty Council.

5. The Committee customarily meets with the Dean of the Faculty, the Dean of the College, the Dean of the Graduate School, the Dean of University College, and the Chairperson of the Faculty Council.

C. Review Committee on Faculty Personnel Procedures. This Committee carries out the functions required under VI, B, 1, e of the Washington University Policy on Academic Freedom, Responsibility and Tenure, dated September, 1975.

1. A candidate for the award of tenure or promotion within tenured ranks who has been considered and rejected by his or her Department or by the Dean of the Faculty of Arts and Sciences may, within 21 days after receipt by the candidate of written notification of the reasons for such rejection, request the Committee to review the adequacy and fairness of the consideration.

2. The Committee will have access to the candidate's complete dossier. This dossier will contain all materials formally considered by the Department and such additional materials as may have been submitted by the candidate or secured at the discretion of the Dean, including any outside evaluations. It will also contain the names of all persons consulted by the Dean and criteria used in the selection of these persons. If a Department has declined to recommend a candidate to the Dean for tenure or promotion, the Committee may request, in addition to the file of materials gathered by the Department, an explanation of the Department's decision from its Chairperson.
3. In response to specific allegations by the candidate for tenure or promotion that he or she has received inadequate or unfair consideration in terms of the relevant professional standards of the Department or school, the Committee is empowered to examine whether the candidate's dossier provides reasonable support for the negative decision by the Department or Dean. If the candidate alleges that material was obtained unfairly or that other violations of established procedures have occurred, the Committee may examine the candidate's dossier and may seek other relevant and available material. The Committee shall not substitute its judgment for that of the Department or Dean as to whether the candidate merited tenure or promotion.

4. The Committee shall report its findings to the complainant, the Chairperson of the complainant's Department, the Chairperson of the Faculty Council, the Dean of the Faculty of Arts and Sciences, and the Provost.

5. The contents of the candidate's dossier and the substance of the deliberations of the Committee shall be kept confidential. A summary of the findings of the Committee shall be reported to the University community.

D. Affirmative Action Monitoring Committees.

1. The Dean of Faculty appoints an Affirmative Action Monitoring Committee in each division: Humanities, Natural Sciences, and Social Sciences. Each Committee consists of three members from the tenured faculty, including one black and one woman. If tenured blacks and women are not available, non-tenured individuals may be appointed.

2. Each divisional Committee monitors all searches for new full-time academic appointments in its area. At its own discretion, each Committee may inspect relevant records and/or interview Department Chairpersons.

3. Each Committee makes an annual report showing the progress that has been made in its area and evaluating the procedures and practices followed by the Departments in which personnel changes have occurred. The three divisional Committees together (or one representative of each) meet annually with the Dean to discuss overall progress, to consider problems remaining, and to recommend changes in goals when conditions warrant.
4. To assure that suitable candidates for academic employment are not excluded on the basis of sex, creed, race, or other irrelevant considerations, Department Chairpersons keep a full record of all letters of inquiry, advertisements, and telephone contacts involved in the search for applicants, as well as of all subsequent correspondence, contacts, interviews, etc. This record is kept for three years following the date at which a new appointment becomes effective, and during this period it is available on request to the appropriate Monitoring Committee, or to the Affirmative Action Committee of the University.

E. Committees on Academic Programs.

1. Standing Committees to Regulate Studies.

a. Graduate Council. This Council is the policy-making body of the Graduate School of Arts and Sciences.

   i) The Council recommends to the Chancellor the award of graduate degrees.

   ii) The Council considers proposals for additions, deletions, or changes in Departmental or Area Studies Committee programs of graduate study.

   iii) The Council advises the Dean of the Graduate School on any and all matters concerning the Graduate School, graduate students, programs and requirements, and financial support.

   iv) A Graduate Planning Committee acts as the executive and steering committee of the Council. It is elected by the Council from the student and faculty membership of the Council.

b. Curriculum Committee. This Committee is responsible for reviewing the entire undergraduate curriculum of the College and may recommend to any credit-granting unit of the College the addition, deletion, or modification of courses and academic programs.

   i) The Committee receives all proposals by Departments or Area Studies Committees for new undergraduate courses and academic programs for recommendation to the Faculty. In case the Committee does not approve, the proposing body may bring the new proposal directly to the Faculty for action. At the pleasure of the Graduate Council, the Committee also brings before the Faculty proposals for new graduate courses.
ii) The Committee may recommend to the Faculty, through the Faculty Council, and to the Council of Students of Arts and Sciences changes in the requirements for the Bachelor of Arts degree, and changes in the grading system.

iii) The Committee may initiate proposals and recommendations to appropriate Faculty bodies and administrators for new curricula that it deems desirable.

iv) The Committee makes recommendations to the Dean of the College, the Faculty Council, and the Faculty for improvement of the quality of undergraduate teaching.

v) The Committee advises the Dean of the College on procedures in the College Office.

vi) The Committee considers such other matters as are directed to it by the Faculty Council, the Dean of the Faculty, or the Dean of the College.

vii) The Chairperson of the Committee regularly reports to the Faculty.

c. Committee on Academic Integrity.

i) The Committee calls to the attention of undergraduate students and the Faculty the importance of high standards of academic integrity and methods of achieving them.

ii) The Committee regularly reviews and may recommend changes in the official statement of Student Academic Integrity and of Faculty Responsibilities published semi-annually in Course Listings.

iii) The Committee investigates all allegations of student academic dishonesty brought to its attention by faculty members or students in the College. It may recommend to the Dean of the College appropriate measures of response to cases in which it deems dishonesty has been adequately documented.

iv) All Committee proceedings are confidential.

d. The Committee for Course Evaluation. This Committee administers the College-wide course evaluation program, including the publication of such evaluations. The Committee revises the instrument used for evaluation and the format used for reporting results; it receives suggestions from individual faculty members, and Departments, concerning potential improvements in procedures.
e. The University College Council. This committee is the governing body for University College.

i) The Council recommends to the Chancellor the award of University College degrees.

ii) The Council considers proposals for additions, deletions, or changes in the program and of the curriculum of University College.

iii) The Council advises the Dean of University College on any and all matters concerning University College.

2. Instructional Committees. From time to time the Dean of the Faculty of Arts and Sciences appoints groups of faculty members with common interests in an area of study outside the existing Departments and programs to organize a coherent program leading to course-sequences or degrees in Arts and Sciences. Examples of such Committees to supervise specialized curricula are the Committees on Asian Studies, Comparative Literature, Linguistics, and Religious Studies.

3. Operating Committees.

a. Committee for General Studies.

i) The Committee introduces new courses of an interdisciplinary nature under the heading "General Studies", on a temporary basis and without the approval of the full Faculty; such courses are not permanent additions to the curriculum unless, after no more than two semester offerings, their success leads the Committee to recommend them to the Faculty for approval. Teachers for such courses are normally recruited from existing Departments, with the approval of the Department Chairperson, but visiting lecturers are occasionally sought.

ii) The Committee prepares each semester a description of General Studies courses, presented in greater detail than those appearing in the Bulletin of the College or in Course Listings.

iii) The Committee suggests to appropriate Departments new courses for students with a general interest in the discipline.
b. The Committee on the Special Major. This Committee administers procedures for student applications to pursue a Special Major, subject to the approval of the Dean of the College, and advises the Dean concerning approval of individual applications. Before recommending approval of an individual program, the Committee regularly solicits consent and support from major advisors in the Departments in which the proposed work is to be taken.

c. Committee on Field Study and Supervised Performance.

i) The Committee determines and administers procedures governing review of a student's application for out-of-classroom study in a fieldwork setting, whether on a full-time or part-time basis. Specifically, the Committee gives careful consideration to, and advises the Dean of the College on, approval of proposed projects, assesses final reports on projects, and recommends to the Dean the amount of credit to be awarded.

ii) The Committee prepares descriptive materials for project supervisors, oversees the efforts of non-faculty field supervisors, and undertakes such training as may seem useful.

iii) The Committee reviews and recommends to the Curriculum Committee any changes in policy or requirements that it deems appropriate; it regularly reports to the Faculty Council on its activities.

d. The Year Abroad Committee. This Committee sets policies and procedures for, and advises the Dean of the College and staff members of International House on, approved programs of study in foreign universities sponsored by Departments in Arts and Sciences.

e. The Faculty Research Grants Committee. This Committee sets policy and procedures for allocation of research grants, evaluates applications for such grants, and advises the Dean of the Graduate School on administration of the research grant program.

F. Arts and Sciences Representatives on University-wide Committees.

1. The Faculty of Arts and Sciences regularly provides representatives to the Senate Council and the Academic Freedom and Tenure Hearing Committee. These representatives are elected in accordance with the governing provisions of the respective bodies.
2. Representatives from the Faculty of Arts and Sciences are commonly included in a variety of committees such as subcommittees of the Senate Council, and such University-wide committees appointed by the Senate Council, the Chancellor, or the Chancellor's designate; as the Committee for Calendar, Commencement, Edison Theatre, or Honorary Degrees, and certain committees of the Board of Trustees.

G. Committee Selection.

1. The following standing Committees of the Faculty of Arts and Sciences are elected:

a. Faculty Council
b. Advisory Committee on Personnel
c. Review Committee on Faculty Personnel Procedures
d. Curriculum Committee
e. Committee for General Studies
f. Committee on Field Study and Supervised Performance

The number, divisional distribution, terms of office, eligibility requirements, and methods of election of members of these committees differ, as legislated by the Faculty of Arts and Sciences; details are available from the Office of the Dean of the Faculty.

2. Elections are conducted by the following procedures:

a. Acting as a committee on nominations, the Faculty Council solicits suggestions and prepares a list of nominees for each vacancy to be filled by election and presents this list for approval to a meeting of the Faculty of Arts and Sciences, where nominations may be added from the floor. If a vacancy occurs in the Faculty Council, the Advisory Committee on Personnel, or the Review Committee on Faculty Personnel Procedures, through resignation or death of a member, the Faculty Council acts promptly to fill the vacancy, through election if time permits. Special elections to fill vacancies that arise in other committees may also be called, at the discretion of the Council.

b. The list of nominations approved by the Faculty of Arts and Sciences is submitted for election by mail ballot to all voting members of the Faculty of Arts and Sciences.
c. Election to membership on a committee is decided by a tabulation of ballots by tellers appointed by the Faculty Council.

3. Appointed Committees of the Faculty of Arts and Sciences:

a. Faculty members of the following committees are appointed by the Dean of the Faculty of Arts and Sciences:
   i) Affirmative Action Monitoring Committees
   ii) Instructional and Degree-Granting Committees

b. Each Department and Area Studies Committee offering a graduate program appoints a faculty representative and a graduate student representative to the Graduate Council.

c. Faculty members of the following committees are appointed by the Dean of the College of Arts and Sciences—who may seek the advice of the Faculty Council—for terms provided by the Faculty resolution creating each committee, or for a lesser term to complete an unexpired term created by the resignation of a member of the committee:
   i) Committee on Academic Integrity
   ii) Committee for Course Evaluation
   iii) Committee on the Special Major
   iv) Year Abroad Committee

d. The departmental members of the University College Council are selected annually by each Department. In the case of nondepartmental University College programs, members are appointed by the Dean of University College.

e. Members of the Faculty Research Grants Committee are appointed annually by the Dean of the Graduate School.

IV. Academic Ombudsman

A. The Academic Ombudsman is a full-time member of the Faculty of Arts and Sciences.

B. The Ombudsman attempts to mediate academic complaints brought by students which arise with regard to courses and programs in Arts and Sciences. The Ombudsman does not make either specific or general reports of recommendations concerning specific courses, faculty members, or students to other faculty members, Department Chairpersons, or any other interested parties.

C. The Ombudsman reports at the end of each academic year to the Faculty and to the Council of Students of Arts and Sciences. These reports include only general data on the number, types, and
disposition of cases handled during the year. They do not include any information about specific cases and parties involved in specific cases.

D. The Ombudsman is selected by an ad hoc committee of six, comprised of an equal number of members from the Faculty Council and the Council of Students of Arts and Sciences; their selection is conveyed by invitation of the Dean of the College.

V. Meetings of the Faculty

A. The Faculty normally meets three times in each semester on such dates as the Dean of the Faculty, after consultation with the Chairperson of the Faculty Council, sets. A schedule for the six statutory meetings is distributed to the Faculty at the start of the fall semester each year. If, after consultation with the Faculty Council, the Dean determines that there is insufficient business to hold any of these meetings except the final meeting of the spring semester, he so informs the Faculty at least two weeks prior to the originally scheduled date for that meeting.

B. Special meetings may be called by the Dean upon his own initiative or upon the request of the Faculty Council.

C. Written notice of all meetings, including an agenda that has been established by the Faculty Council and the Deans of Arts and Sciences, is sent to every member of the Faculty at least one week prior to the meeting.

D. The meetings are presided over by the Dean of Faculty, or, upon the Dean's request, by the Chairperson of the Faculty Council. After consultation with the Faculty Council, the Dean appoints from among the members of the Faculty a Faculty Secretary to keep all minutes. Eliot's Rules of Order are followed in the conduct of all meetings.*

E. All actions of the Faculty are taken by majority vote at properly convened meetings.

F. If a motion is introduced at a meeting without prior inclusion in the agenda, it may be considered and voted upon, but its adoption is not binding on the Faculty until it is passed at a subsequent meeting for which the motion appears on a written agenda circulated in advance.

*They can be found in T. H. Eliot, Basic Rules of Order. Copies of the book are kept under call number JF 515 E35 on permanent reserve and at the reference desk in Olin Library.
G. Members of the Council of Students of Arts and Sciences are invited to attend Faculty meetings. As many as three designated representatives of the Council are permitted to speak, but they may not vote.

H. Meetings of the Faculty shall be open to the members of the Washington University campus community.

VI. Bicameral Procedures (as established by action of the Faculty of Arts and Sciences on May 7, 1971).

A. The Faculty of Arts and Sciences and the Council of Students of Arts and Sciences share responsibility for enacting changes in policy concerning (1) general studies offerings and the Committee for General Studies; (2) college-wide requirements; (3) the grading system; and (4) the policies of the University that directly affect the lives of students in Arts and Sciences.

B. Either body may initiate proposals on matters included in the list of shared concerns; such proposals are promptly sent to the other body for legislative action. Approval of a proposal in the same form by both bodies is required for the proposal to become policy of the College of Arts and Sciences, except as outlined in the next section.

C. Each body is required to consider proposals received from the other body at its next regular meeting and take official action within three months (excluding summer vacation months) unless granted an extension of time by the initiating body. A proposal approved by one body and not acted upon by the other within this time period becomes effective as policy.

D. If the second body rejects, or approves in amended form, a proposal approved by the other body, the matter is referred to the Joint Committee of Arts and Sciences (the Faculty Council plus six representatives from the Council of Students) which attempts to derive an acceptable compromise to be resubmitted to each body for action at its next regular meeting.