

QCC FACULTY BYLAWS **Article XI ACADEMIC REVIEW COMMITTEE**

11.1 The purpose of the Academic Review Committee shall be to hear all appeals regarding personnel decisions of departmental and College personnel and budget committees. Consideration of an appeal may be requested by the affected individual or referred to the Academic Review Committee by the President.

11.2 Membership

The membership shall consist of the following: There shall be , the Chief Academic Officer , chosen by the President annually to serve as chairperson without vote; five (5) tenured professors and/or associate professors elected at large annually with a sixth as an alternate.

11.3 Election of the Members of the Academic Review Committee

11.3a Two (2) members of the Academic Review Committee shall be elected by the Faculty (see Section 11.3a.1) in the Spring for a term of three (3) years. The terms shall be staggered with one third elected each year. Six faculty will be elected in the Spring of 2012 , two each to terms of one , two and three years. The six (6) members shall be tenured professors and/or tenured associate professors. Deans, associate deans, assistant deans, assistants to the President, and departmental chairpersons shall be ineligible for election to the Academic Review Committee. Only one member from any department may serve at any time on the Academic Review Committee. Each year the Academic Review Committee will designate one member as an alternate member without vote who will serve with vote in the event that another cannot so serve. No member of the Academic Review Committee may participate in review of an appeal by a member of the same department as the member of the committee.

11.3a.1 Those members defined as Faculty (Article I) shall constitute the electorate in voting for members of this committee with the exception of administrators.

11.3b The election shall be conducted by the Faculty Executive Committee.

11.3c Nominations shall be made by petition signed by at least ten (10) members of the Faculty eligible to vote for the Faculty Executive Committee (Article XI, Section 11.3a.1).

11.3d Election shall be by ballot.

11.3d.1 Each year after 2012 The two (2) individuals receiving the highest number of votes shall be declared elected members of the Academic Review Committee. (A tie shall be resolved by a run-off election.)

11.4 The alternate member of the Academic Review Committee shall serve in the absence of one (1) of the five (5) members of the Academic Review Committee. In the event of the absence of an alternate member of the Academic Review Committee the Faculty Executive Committee will appoint one of its members to serve as alternate on a case by case basis, as needed.

11.5 Duties. The Academic Review Committee shall hear all appeals regarding personnel actions of departmental and College personnel and budget committees.

11.5a This Committee shall have access to all pertinent information available to departmental and College personnel and budget committees.

11.5b The chairperson shall preside at all meetings (or may designate a member of the Committee to preside). All meetings shall be conducted according to the most recently revised version of Robert's Rules of Order.

11.5c Positive decisions shall be forwarded directly to the President.

11.5d In the case of negative departmental action, the Academic Review Committee may refer its positive recommendations initially to the College Personnel and Budget Committee.

11.5e The affected individual shall have the right to appear before this committee in his/her own behalf.

11.5f The affected individual shall have the right to access to all materials available to the committee ten (10) days prior to his/her appearance before the committee, or prior to a discussion of his/her case by the committee.