PREFACE

The purpose of this Manual of Procedures shall be to serve as a guide for the orderly development and execution of the collegiate programs and to facilitate the effective and efficient administration of collegiate affairs. Implementation of the guidelines in this document should produce policies and procedures designed to guide the College in its continuous striving for excellence. In addition, it should be clearly understood that this document is intended to supplement appropriate material and policies contained in both the University Faculty Handbook and the University Operations Manual.

In pursuit of these purposes, this Manual of Procedures has been formulated within the legal framework of the Code of the State of Iowa, and subject to the authority of the Iowa State Board of Regents and the approval of the Faculty and Dean of the College of Dentistry and the President of the University. Following approval, the Manual of Procedures shall be distributed to each faculty member.

ARTICLE I. THE FACULTY, ADJUNCT FACULTY AND EMERITUS FACULTY

1.1. Faculty: The Faculty of the College of Dentistry shall consist of those persons in a full-time status, as defined by the University, and holding appointments in the rank of instructor, assistant professor, associate professor or professor, either exclusively in the College of Dentistry or jointly in the College of Dentistry and in another academic organizational unit of the University or Dental Department of the Veterans Administration Hospital. Only those Full-Time Faculty whose appointment in the College of Dentistry is fifty percent or more shall have the right to vote and to be counted for purposes of determining a quorum. All members of the Faculty shall have the privilege of the floor and the obligation to serve the University of Iowa and the College of Dentistry in the scope of its mission and endeavors as requested by the Administration and/or the Faculty. In addition, the Dean of the Graduate College, the Provost and the President of the University shall be considered members of the College of Dentistry Faculty.

1.2. Part-Time Faculty: Any person who is qualified professionally and academically for appointment in the rank of instructor, assistant professor, associate professor or professor, but whose appointment in any of these ranks is fifty percent or more but less than one hundred percent of full-time, shall be designated as part-time instructor, part-time assistant professor, part-time associate professor or part-time professor. Part-Time Faculty shall have the right to vote, the privilege of the floor and the obligation to serve the College of Dentistry in the scope of its mission and endeavors as requested by the Administration and/or the Faculty. Part-Time Faculty shall be counted for purposes of determining a quorum of the Faculty.

1.3. Adjunct Faculty: Any person who is qualified professionally and academically for appointment in the rank of instructor, assistant professor, associate professor or professor, but whose appointment in any of these ranks is for less than fifty percent of full-time, shall be designated as adjunct instructor, adjunct assistant professor, adjunct associate professor or adjunct professor. Members of the Adjunct Faculty shall have the privilege of the floor but not the right to vote. They may serve on those faculty committees to which membership is appropriate but they may not serve on elected committees.
1.4. **Emeritus Faculty:** Any person holding Emeritus Faculty rank as specified by the University Operations Manual and so recorded in the personnel office may have the right to the same collegiate privileges as the Faculty except for the right to vote and serve on elective committees.

1.5. **Description of Faculty Tracks:** In accordance with University policy, Faculty shall be appointed to either the tenure track or the clinical track. Both tenure track and clinical track faculty shall have full rights and privileges of faculty membership.

1.6. **Questions on status and voting privilege in any case not clearly defined by this document shall be referred to the Faculty for resolution.**

1.7. **Responsibilities of the Faculty:**

   1.7.1. The Faculty shall make recommendations to the Dean regarding overall organization, policy and goals of the College. The Faculty shall formulate and make recommendations regarding the welfare of the Faculty, especially pertaining to the performance of teaching, research and service functions as appropriate for each faculty track.

   1.7.2. Eligible members of the Faculty, according to the “Constitution & Bylaws of the Dental Service Plan”, may participate in the Dental Service Plan. No faculty member of the College of Dentistry holding a full-time appointment may engage in the practice of dentistry independent of the University of Iowa except by express agreement of the department head and the Dean of the College.

   1.7.3. The Faculty shall formulate and recommend to the Dean educational policies of the College.

   1.7.4. The Faculty shall formulate and recommend to the Dean student admission requirements and curricula of the College.

   1.7.5. The Faculty shall be responsible for student welfare and student promotion and shall recommend to the Dean the granting of the appropriately titled academic degree.

**ARTICLE II. APPOINTMENTS, PROMOTIONS AND TENURE**

2.1 **Faculty Appointments:** Recommendation for faculty appointments within a department are made by the unit executive officer to the Dean after he or she has consulted with the Faculty within the department.

2.2 **Initial Appointments:** Recommendations for initial appointment to the Faculty at the rank of associate professor and above shall be acted upon by the Faculty Promotions Advisory Committee. The committee's action shall be in the form of recommendations to the Dean. Assistant Professor and Adjunct Faculty appointments will be negotiated directly between the Dean and the executive officer of the department or division involved in initiating the appointment.

2.3 **Review of Faculty**

   2.3.1. **Tenure Track:** In addition to regular annual reviews, tenure track faculty will undergo formal review during the third year of their probationary appointment. The third year review of probationary faculty will be conducted by a subcommittee of the Faculty
Promotions Advisory Committee, consisting of the Chair, and two former members of the committee who have completed their service on the committee during the previous academic year. The Guidelines for preparation of materials for the third year review are defined in the “Guidelines for Preparing and Submitting Materials for the Third Year Review of Probationary Faculty”. Following the awarding of tenure, faculty will undergo a formal review every five years in accordance with the document titled “Peer Review of Professors”. The Peer Review of Professors Committee shall consist of a committee of Professors appointed by the Dean.

2.3.2 Clinical Track: Regular annual reviews and consideration of re-appointment of Clinical Track faculty shall be conducted by the appropriate unit executive officer in consultation with the Dean. Review of Clinical Track faculty for promotion shall be conducted by the Faculty Promotion Advisory Committee in accordance with the Guidelines for Promotion and Tenure Decision Making.

2.4 Promotion and Tenure: All recommendations for promotion and tenure of the Faculty and Part-time Faculty shall be acted upon by the Faculty Promotion Advisory Committee in accordance with the Collegiate Guidelines for Tenure and Promotion Decision Making.

2.4.1 The Faculty Promotions Advisory Committee: The Faculty Promotions Advisory Committee shall have the responsibility to review all promotional documents and dossiers of individual faculty members who are candidates for promotion in academic rank and/or tenure. This committee will make their recommendations to the Dean. The committee shall be composed of eleven (11) faculty members who hold the academic rank of Professor. Six (6) members of the committee will be elected by and from the Faculty who hold the academic rank of Professor. A sequence has been established such that a rotational cycle of two new members each year are elected with a three-year term of office. No member of the six (6) member elected group shall serve two consecutive terms of office. Five (5) members including the Chair, will be appointed by the Dean from the Faculty with the academic rank of Professor with two new appointments each year except for the position of Chair. For the appointed positions a sequence has been established such that two new appointees take place each year and will serve two-year terms of office. The term of office for the appointed Chair shall be three years. Members of the five (5) member appointed group are eligible for reappointment at the Dean's discretion and the willingness of the individual to serve an additional term of office. No member of the appointed group shall serve more than two consecutive terms of office.

2.4.2 Policies and Criteria: Policies and criteria concerning appointment, promotion and tenure of all members of the Faculty and Part-Time Faculty shall be recommended by the Faculty Promotions Advisory Committee to the Dean and must be consistent with the general policies and criteria of the University. It is the responsibility of the Dean to review all promotion and tenure recommendations resulting from actions taken by the Faculty Promotions Advisory Committee prior to submitting those recommendations to the Provost of the University. Additionally, it is within the scope of the Dean’s responsibility and authority to submit to the Provost his/her own recommendations regarding promotion and tenure for members of the Faculty and Part-Time Faculty.
ARTICLE III. MEETINGS

3.1. Regular Meetings: Regular meetings of the Faculty shall be held as deemed desirable or essential by the Faculty. The Secretary of the Faculty in addition to providing due notification of all faculty meetings to members of the Dental Faculty shall also provide notification of such meetings to the Dean of the Graduate College, the Provost and the President of the University.

3.2. Special Meetings: Special meetings of the Faculty may be called by the Dean or on a written petition signed by at least ten (10) members of the Faculty and presented to the presiding officer of the Faculty.

3.3. Presiding Officer: The presiding officer at all faculty meetings shall be the Dean of the College of Dentistry. In the absence of the Dean, the presiding officer will be the Dean's designate. In special circumstances the President of the University or his/her designee may call a special meeting of the Faculty and in turn preside over such meeting (e.g. Dean's Search Committee).

3.4. Secretary: A Secretary of the Faculty shall be selected annually and will serve a term of office from July 1 to June 30. The position of Secretary may either be appointed by the Dean of the College of Dentistry or elected from the Faculty depending upon the expressed wishes of the Faculty. The Dean may appoint either a faculty or non-faculty person to the position of Secretary. If the Faculty expresses a desire to elect its own Secretary it may do so using the election procedures described in 3.8. If the Faculty has not expressed a desire to elect a Secretary prior to June 1, it will automatically be the prerogative of the Dean to appoint the Secretary. The Secretary shall promptly prepare and distribute appropriate minutes of faculty meetings to members of the Faculty, Part-Time Faculty and Adjunct Faculty, and a permanent file of such minutes shall be maintained in the Office of the Dean.

3.5. Parliamentarian: The Dean shall appoint a parliamentarian. Unless otherwise directed by the Faculty, meetings shall be conducted in accordance with Sturgis Standard Code of Parliamentary Procedure, except that it is not necessary for a motion to be presented prior to the discussion and deliberation of an item on the agenda.

3.6. Quorum: A majority of the membership of the Faculty as defined in Article I, Section 1.1 shall constitute a quorum. No official business may be conducted in the absence of a quorum although informative discussion-type meetings may be properly conducted.

3.7. Agenda: The agenda for each faculty meeting along with pertinent information shall be distributed by the Secretary of the Faculty to the Faculty, Part-Time Faculty and Adjunct Faculty at least one week prior to each faculty meeting except where special circumstances will not permit prior distribution.

3.8. Elections: Collegiate elections will be conducted by the Office of the Dean. In the event of an election, the Dean's office shall distribute to the Faculty of the College the nominating ballot, a list of persons eligible for election if appropriate, and a list of the position or positions to be filled. On the nominating ballot, a faculty member may nominate one person for each vacant position. Twice as many nominees shall be chosen as there are vacancies. Those two faculty members who receive the largest plurality shall become the nominees for each vacant position upon acceptance of the nomination. The election ballot shall contain twice as many names as there are vacant positions. Each faculty member may vote for fewer than this number, but may not cast more than one vote for each position. The voter's signature shall be placed on the face of a self-addressed return envelope, not on the ballots, so that the secret votes can be verified against an official roll of eligible voting members.
ARTICLE IV. COMMITTEES

4.1. Types of Committees:

4.1.1. Standing Committees: Standing committees, except those specified elsewhere in this manual shall be appointed by the Dean and serve to advise the Dean in matters relating to the Committee’s charge. Standing Committees, except as specified elsewhere in this document, shall consist of at least nine members, appointed by the Dean, who will serve staggered three year terms. No member shall serve more than two consecutive terms. The standing committees of the College shall be:

4.1.1.1. Dental Admissions Committee
4.1.1.2. Curriculum Committee
4.1.1.3. Academic and Professional Performance Committee
4.1.1.4. Faculty Promotions Advisory Committee
4.1.1.5. Faculty Hearing Committee

4.1.2. Other Committees: A number of other committees which are important to the activities of the College shall be designated annually by the Dean. The composition and terms of service of these committees will be designated by the Dean.

4.1.3. Ad Hoc Committees: Ad hoc committees may be created by the Dean or the Faculty. For these committees the Dean will appoint the Chair and committee members and provide the committee charge and the specific time line for the committee to accomplish its work.

4.2. Officers: Each committee shall have a Chair and such other officers as may be designated by the Dean. In the absence of any designation, the committee shall elect its own officers.

4.3. Participation: All members of the Faculty, Part-Time Faculty, Adjunct Faculty and full-time students and staff of the College of Dentistry, when deemed appropriate by the Dean, are eligible to serve on committees.

4.4. Term: The term of office for each standing committee shall be as defined in 4.1.1 for the current academic year. The term of office for ad hoc committees shall be designated by the Dean. The term of office for other committees shall be designated as in 4.1.2.

4.5. Conduct of Meetings:

4.5.1. No official business shall be conducted at any meeting in the absence of a quorum, consisting of at least two thirds of the voting members, although informative meetings may be conducted.

4.5.2. Ex-officio members shall not have voting privileges.

4.5.3. All members of the Faculty, Part-Time Faculty and Adjunct Faculty shall have the privilege of attending any committee meeting and may have the right of the floor if such a request is approved by a majority vote of the committee.
4.5.4. Any committee shall have the right to declare itself in executive session by approval of a majority vote of the committee. Nonmembers of the committee shall excuse themselves from the executive session. A report of the sense of each executive session must be available at the next open meeting.

4.5.5. Appeals regarding the validity of the committee's decision for declaring an executive session, or the appropriateness of the policy, or kinds of actions conducted in executive session, may be made to the appointing authority of the respective committee involved for their consideration and possible action.

4.6. Reports:

4.6.1. Ad hoc committees shall report in writing to their appointing authority whenever a specific assignment is completed.

4.6.2. Standing committees shall submit an annual report of the committee's activities to the Office of the Dean.

Minutes of each meeting are to be prepared and a complete and a permanent file maintained in the Office of the Dean. All minutes shall be available to members of the Faculty, Part-Time Faculty and Adjunct Faculty. Distribution of minutes shall be determined by the respective committees.

4.7 Vacancies: Vacancies on a committee shall be filled by the Dean.

4.8 Recall: A member of a committee may be recalled by the Dean, (e.g. for lack of participation) upon the recommendation of the committee Chair.

ARTICLE V. GRIEVANCE PROCEDURES

5.1. General:

5.1.1. It shall be the responsibility of the Dean to establish and/or administer policies and procedures governing the nature and scope of faculty activities. Policies and procedures established by the Dean shall be consistent with University policies and procedures. Policies and procedures established at the unit level shall be consistent with collegiate and University policies and procedures. In order for a complaint to be grievable it must fall within the scope of grievable issues as described in the University Operations Manual. Reference is hereby made to (1) regulations prescribing procedures for hearing ethics, unfitness, grievance, non-renewal, and denial of tenure cases; (2) the policy governing alleged violations of Regents rules; and (3) the policy governing the security of University employment contracts.

5.1.2. When grievances arise as to the interpretation or application of administrative policies or procedures within the College of Dentistry, or between another unit and the College of Dentistry, every effort shall be made to resolve these grievances expeditiously and fairly within the College and if possible at the lowest organizational unit(s) involved.

5.1.3. The procedures described herein pertain to an appeal by a faculty member, of those actions taken by an organizational unit's executive officer or other actions that the faculty member
feels have compromised against his/her status and/or welfare. These procedures are applicable for all members of the Faculty, Part-Time Faculty and Adjunct Faculty.

5.1.4. The objectives of the procedures described herein are to obtain the facts of the matter and to make a good-faith effort to resolve differences by keeping the matter within the College. It is hoped that aggrieved persons will elect to follow these procedures prior to the submission of any grievance to the formal University grievance hearing process.

5.2. Right to Appeal:

5.2.1. When the resolution by an organizational unit executive officer of a grievance is not satisfactory to the aggrieved person, an appeal may be submitted in writing to the Dean.

5.2.2. The written appeal shall state the nature of the grievance, the steps followed by the aggrieved person to resolve the problem within his/her organizational unit, the proposed resolution of the grievance by the unit's executive officer and the reasons for the appeal.

5.2.3. The written appeal shall be presented to the Dean and a copy provided to the executive officer of the organizational unit of which the aggrieved person is a member.

5.2.4. Within ten (10) working days of the receipt of the written appeal, the Dean shall forward the appeal to the designated Chair of the Faculty Hearing Committee with a request for recommendations from the Committee as to an appropriate resolution of the grievance.

5.3. Faculty Hearing Committee:

5.3.1. The Faculty Hearing Committee shall be a standing committee of the College composed of five members of the Faculty appointed by the Dean, who also designates the Chair. Not more than one member of any organizational unit and not more than two organizational unit executive officers may serve at one time on the Faculty Hearing Committee. Both parties to the dispute shall be allowed one challenge for cause. Any member of the standing committee who is a party to a grievance is automatically disqualified from serving on the committee. Further, any members of the standing committee may remove themselves from the hearing process for due cause. Consequently, it is possible for a hearing to occur with three members of the Faculty Hearing Committee constituting a quorum.

5.3.2. When sessions of the Faculty Hearing Committee are held for the purpose of reviewing grievance appeals of Part-Time Faculty or Adjunct Faculty, the Committee may be expanded to include a person from the same status as the person presenting the appeal. The Chair of the Faculty Hearing Committee shall select this additional member, if requested by the person presenting the appeal. The person selected shall not be a member of the same organizational unit as the person presenting the grievance appeal.

5.4. Hearing Procedures:

5.4.1. Within ten (10) working days following receipt of the appeal, the Chair of the Faculty Hearing Committee shall hold a meeting to begin its review.
5.4.2. The Faculty Hearing Committee may request to interview any person it believes can make a contribution to the determination of the facts involved in the grievance. The person presenting the appeal, and the organizational unit executive officer whose action is being appealed, may request that specific persons be interviewed by the Faculty Hearing Committee.

5.4.3. All sessions of the Faculty Hearing Committee shall be closed sessions, attended only by the Committee members and those invited by the Committee. Exceptions to the closed sessions rule may be granted by majority approval of the Faculty Hearing Committee members and the approval of both parties to the appeal.

5.4.4. Since these sessions are part of the process attempting, in good faith, to resolve grievances of persons within the family of the College, it is hoped that the parties to the grievance will find it unnecessary to utilize legal counselors, advisors or other consultants. However, counsel will be permitted if desired by either party to the grievance.

5.4.5. All members of the Faculty Hearing Committee shall be required to participate in the review of the appeal and preparation of the recommendations to the Dean except in those cases where challenges have occurred. In such a case a minimum of three members must participate in the recommendations to the Dean.

5.5. Faculty Hearing Committee Recommendations:

5.5.1. The Faculty Hearing Committee shall prepare recommendations of action for the Dean and shall present these recommendations within ten (10) working days after the hearing has ended.

5.5.2. The recommendations of a Faculty Hearing Committee may be in one or more of the following forms:

5.5.2.1. Recommend that the action of the organizational unit executive officer be fully supported.

5.5.2.2. Recommend that the position of the person presenting the appeal be upheld.

5.5.2.3. Recommend that an alternative action be taken by the organizational unit executive officer which the Committee has negotiated as acceptable to both parties of the appeal.

5.5.2.4. Recommend that the Dean take an alternative action which may or may not be acceptable to either the unit executive officer or the person presenting the appeal.
5.5.3. A written report of the Faculty Hearing Committee findings and recommendations shall be kept on permanent file in the Office of the Dean.

5.6. Right to Appeal Dean's Action: Any member of the Faculty, Part-Time Faculty and Adjunct Faculty who have elected to utilize this procedure shall have the right to appeal any action taken by the Dean, provided it is a grievable issue as defined by existing University policy, through established University Grievance Procedures.

**ARTICLE VI. THE ORGANIZATION OF THE COLLEGE**

6.1. General: The Dean shall develop and maintain the organization of the College in a manner that provides for the effective and efficient achievement of collegiate objectives.

6.2. Organizational Units: Organizational units of the College of Dentistry shall be identified in accordance with the approving authority of the President of the University or the Iowa State Board of Regents.

6.2.1. Each unit executive officer will be appointed by the Dean as a part of the collegiate administration and shall be responsible to the Dean for the administration of educational, research and professional service functions and responsibilities assigned to that unit.

6.2.2. When a unit executive officer position becomes vacant, the Dean shall appoint an ad hoc search committee to identify and evaluate candidates. The committee shall consult with all faculty members of the unit and other persons whom they deem advisable and make recommendations regarding each candidate’s strengths and weaknesses to the Dean. In accordance with University procedure, the Dean shall recommend his/her choice to the Provost.

6.2.3. Each organizational unit shall meet at least once a month and additionally as deemed necessary by the unit executive officer and the unit Faculty to transact business of the unit and discuss activities of concern to the Faculty and the College.

6.2.4. In accordance with the College's Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion, the unit executive officer, after consultation with appropriate faculty members of the organizational unit, shall recommend to the Dean the appointment, reappointment or promotion of the Faculty and Adjunct Faculty in that organizational unit.

**ARTICLE VII. THE DEAN**

7.1. Dean: The chief executive officer of the College of Dentistry shall be the Dean who is appointed by the President and the Iowa State Board of Regents. As a member of the Faculty, and as Dean of the College, the Dean shall be its representative spokesperson.

7.2. Responsibilities: The Dean shall be responsible for the exercise of those functions vested in him/her by the President of the University. Specific responsibilities shall include:

7.2.1. To develop an environment that will facilitate the teaching, research and service programs of the College.
7.2.2. To coordinate the efforts of the Faculty and general service staff so that resultant programs are effectively integrated, correlated and promoted.

7.2.3. To enlist the interest and competencies of all members of the Faculty and staff in policy initiation, determination, execution and evaluation.

7.2.4. To exercise leadership in long-range planning for the development of the teaching, research and service programs for which the College is responsible.

7.2.5. To assist the Faculty and staff of the College in maintaining an effective working relationship with other colleges, schools, divisions and administrative offices of the University of Iowa.

7.2.6. To assist the Faculty and staff of the College in developing and maintaining an effective working relationship with organized dentistry within the State of Iowa and with other schools of dentistry and professional organizations on a regional and national basis.

7.2.7. To review and recommend to the Faculty Promotions Advisory Committee for promotion and tenure those academic personnel for whom he/she has direct administrative responsibility and those faculty whose principal responsibilities are under his/her direct supervision. In addition, the Dean has the responsibility to review the promotion and tenure recommendations of the Faculty Promotions Advisory Committee and to initiate and submit his/her own promotion and tenure recommendations, as regards to any faculty, to the Provost of the University. In this regard, the Dean will not participate in the deliberations of the Faculty Promotions Advisory Committee.

7.2.8. To be responsible for the administration of activities related to student admissions, student affairs and student services; budget preparation, fiscal management, space utilization and equipment.

7.2.9. To review and recommend all faculty and staff appointments to the Provost of the University.

7.3. Staff: The Dean may appoint administrative personnel appropriate for the fulfillment of his/her responsibilities. The Dean may assign to the administrative staff specific duties and responsibilities and may delegate executive authority to them. The Dean shall make known to the Faculty the principal areas of responsibility delegated to his/her staff.

7.4. Acting Dean: In the temporary absence of the Dean from the College, it shall be his/her duty to designate another administrative officer as Acting Dean to function as the executive officer of the College. If, for health reasons, the Dean is unable to continue the function of his/her office, the Provost of the University shall designate an Interim Dean.

ARTICLE VIII. THE EXECUTIVE COMMITTEE

8.1. Membership: The Executive Committee shall be composed of collegiate staff administrative officers, unit executive officers, the Dean and his/her immediate administrative staff holding appointments as associate or assistant deans. Ex-officio members without vote may include other members of the Dean's administrative staff.
8.2. **Officers:** The Dean shall serve as Chair of the Executive Committee. In the absence of the Dean, the Chair shall be the Dean's designated administrative representative. The secretary of the Executive Committee shall be designated by the Dean.

8.3. **Meetings:**

8.3.1. The Executive Committee shall meet weekly and/or on call of the Dean, or by request of five other voting members of the Committee.

8.3.2. Appropriate minutes of all meetings shall be distributed to all members of the Executive Committee who in turn shall be responsible for making them available to the Faculty members of their organizational unit.

8.3.3. Agenda for the Executive Committee meetings shall be prepared by the Dean and shall be distributed to the members prior to each meeting unless special circumstances dictate otherwise.

8.4. **Responsibilities of the Executive Committee:**

8.4.1. Shall advise the Dean on matters pertaining to administration of the College.

8.4.2. Shall perform administrative functions assigned to it by the Dean.

8.4.3. May recommend administrative policies and procedures to the Dean on subjects of concern to the College.

8.4.4. Shall advise the Dean on matters pertinent to the function and welfare of the Faculty and the College.

8.4.5. Shall consider business referred to it by the Dean.

8.4.6. Shall be responsible to the Dean for implementation and execution of College policies and procedures.

8.4.7. Shall consult with the Dean concerning his/her recommendation for appointment of an organizational unit executive officer.

**ARTICLE IX. AMENDMENTS**

9.1. **Procedure:** Amendments to this Manual of Procedures may be introduced as a resolution at any regular or special meeting of the Faculty by any member of the Faculty. If the resolution to amend is passed by the majority of faculty present, assuming a quorum, the Secretary to the Faculty shall present the amendment(s) in writing to the Faculty within fifteen (15) days. Ratification of the amendment(s) requires a two-thirds (2/3) majority of the total eligible voting faculty.

9.2. **Enactment:** An amendment passed by the Faculty shall be transmitted to the President for approval. Following approval by the President, it (they) shall become a part of this document.